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GOVERNMENT OF TRIPURA
TRIPURA BIODIVERSITY BOARD
ARANYA BHAWAN, GURKHABASTI
AGARTALA, WEST TRIPURA

Dated: 10/11/2021

Request for Proposal (RFP)

For Training and Capacity Building of Biodiversity Management Committees
(BMCs) in Tripura

Tripura Biodiversity Board (TBB) invites Request for Proposal (RFP) from registered Non-Govt Organizations (NGOs)/ Societies/ Foundation/ Universities/ Educational Institutions which are well versed in all aspects of biodiversity and are interested in undertaking the work for organizing Trainings and Capacity Building of BMCs in Tripura. Training will be organized in each Blocks of Tripura involving all the (GPs/ VCs). Details of BMCs have been provided in the website of TBB (The authority reserves to right to change in the name of BMCs). The training must have the following components:

- Overview on Biodiversity and its importance.
- The Biological Diversity Act, 2002
- Biological Diversity Rules, 2004
- Tripura Biological Diversity Rules, 2006
- Role and functions of the BMC
- Accounts Procedure of BMC
- Different Type of Register Maintenance.
- Access and Benefit Sharing Guideline and procedure.

The “Request for Proposal” duly completed in form-I and II along with proof of documents shall reach the office of the Board by **25th November, 2021** up to **4.00 PM**. The form I & II may be downloaded from the website of TBB (www.biodiversity.tripura.gov.in) & Forest Department (www.forest.tripura.gov.in). The RFPs can also be sent by email at sputbb@gmail.com within the said date and time.

The Board will have right to reject all or any of the RFPs without assigning any reason thereof. After opening the RFPs and short listing the agencies/ organizations, work order will be issued to the lowest bidder. They will be paid for their services as per the norms fixed by National Biodiversity Authority, Chennai/ TBB, which may be seen in the website.

For further queries, if any, the concerned agency/ organization may contact the office of the Tripura Biodiversity Board, Aranya Bhawan, Gurkhabasti, Agartala on any working day between 10:00 AM to 05:30 PM or call at +91 8259891830.

Sd/-
(R. K. Samal, IFS)
Member Secretary
Tripura Biodiversity Board

Format for sending “RFP” for Training and Capacity Building of BMCs

Form-I (Technical)

To
The Member Secretary
Tripura Biodiversity Board
Aranya Bhawan, Gurkhabasti
Agartala, Tripura (W)

Subject: Submitting RFP for ‘Training and Capacity Building of BMCs’
in Tripura

Sir

I _____ agencies/
organizations/ submitting the proposal for ‘Training and Capacity Building of
BMCs’ in Tripura. The details of our agencies/ organization are as given below:

(1) Organizations details

- (a) Name & Address
(Including e-mail, telephone No, Fax etc)
- (b) Year of establishment/ Registration
(Provide proof)
- (c) Experience (No of Years)
- (d) Main activities

(2) Name of Resource persons working for the organization including their educational qualifications and experience in the field level work

(3) Details of technical services of above kind rendered to various organizations

(4) Details of services rendered in making training of BMCs in other states.

Date:-

Place:-

Signature
(Authorized Signatory)
Name, Address & Designation

CERTIFICATE
(To be submitted on its letter head by the organization)

Format- II (Financial)

I _____ am authorized to give the following certificate on behalf of the organization.

(a) I am submitting all the documents pertaining to my organization as per requirements of RFP.

(b) All the documents pertaining to RFP are true and as per the work undertaken by the organization from time to time.

(c) If at any time it is found that the documents submitted by this organization are not as per the required terms and conditions of the RFP, these may not be included in the selection process of RFP and may be rejected by the Board.

Payment Condition:

- Rate should be quoted for per Block (Total 58 Blocks) covering all the village level BMCs under Blocks (Total 1178 GPs/ VCs) in Tripura.
- 50% of the funds will be given as advance on furnishing details of completion of training.
- Documents to be submitted alongwith the application.
 - i. ITC/ PTC and GST No.
 - ii. Registration No of the Firm/ NGO
- Draft for Rs 10,000 in the name of “Tripura Biodiversity Board”
- Balance 50 % will be paid on submission of report with original JPEG photographs.
- Income tax etc. will be deducted from the bill as per Rules.

Date:-

Place:-

Signature
(Authorized Signatory)
Name, Address & Designation