

TENDERPAPERS

FOR

TenderNoticeNo.:05/2026-27

BHAVNAGAR FOREST DIVISION

1.	Bid Downloading Start Date	22/06/2026
2.	Last Date of Online Uploading Of Tender	06/07/2026 Before 18:00hrs.
3.	Submission of EMD, Tender Fee and mentioned physical documents	08/07/2026 Before 18:00hrs.
4	Probable Date of Opening Tender(online)	09/07/2026 11:00hrs.
5	Estimated Value	As per budget
6	Demand Draft of Tender fees from any nationalized bank will be in favour "Deputy Conservator of Forests, Bhavnagar" "Payable at Bhavnagar.	Rs.1500/-
7	EMD in favour of "Deputy Conservator of Forests, Bhavnagar"	Rs.50,000/-
8	Interview For Company Presentation	After the 2Days of Tender Opening(Tentative)

Deputy Conservator of Forests
Bhavnagar Forest Division
Bhavnagar

GOVERNMENT OF GUJARAT
FORESTDEPARTMENTBHAVNAGAR



Deputy Conservator of Forest Bhavnagar Forest Division, Bhavnagar



TENDER DOCUMENT

For Project Management Consultants (PMC)

1. Invitation For Project Management Consultants(PMC)

Introduction

Bhavnagar Forest Division invites proposals from experienced and qualified consultancy firms as Project Management Consultants (PMC) estimated Value (as per budget) for various forestry, eco-tourism, landscaping, soil and moisture conservation (SMC), check dams, and civil work sand other works etc.

PMC Duration

The selected consultants will be appointed for 1 years and will be issued work orders as per project requirements and Can be extended for another 1 Year with mutual consent.

Selection Process

The selection process will be based on a scoring system (technical evaluation + interview), and only those scoring 70% or above will be qualified.

2. ELIGIBILITYCRITERIA

Minimum Requirements

Interested bidders must fulfill the following criteria:

1. Must be a registered consultancy firm with at least 2 years of experience in project management in forestry, environment, eco-tourism, civil engineering, or related fields.
2. Should have completed at least 2 projects of similar nature in the last 2 years.
3. Must have a team with professionals in Civil Engineering, Architecture, Horticulture and Structure engineering.
4. Should have completed cumulatively project of Rs.10 Crore of similar nature in Gujarat State Government in the last 2-3years. (Submit with Form 3A)
5. Should have knowledge of government procedures, billing, and MB documentation.
6. Financial turnover of at least Rs. 20 Lakhs in the last 1 financial years.
7. The Firm agency should be well aware of topography, geographical conditions, edaphic Conditions etc. of Bhavnagar district hence site visit certificate(Signed by RFO) of all Ranges are Compulsory for Technical Evaluation.

3. Scope of Work

The scope includes site visits, preparation of Detailed Project Reports (DPR), block estimate preparation, detailed estimate preparation, site supervision (joint & solo), quality testing, measurement book (MB) documentation, and joint bill preparation with the Range Officer.

The following shall be the detailed scope of work of the selected agency/successful bidder.

Pre-Implementation Phase

- Conducting site visits and preliminary assessments.
- Preparing Detailed Project Reports (DPR) with feasibility analysis.
- Preparing block estimates and detailed cost estimates as per norms.
- Assisting in obtaining necessary approvals and clearances.

Implementation Phase

- Supervising work execution, ensuring adherence to design, quality, and specifications.
- Conducting joint and solo site supervision as per project requirements.
- Orders to Contractor for performing quality tests for materials and workmanship.
- Filling up the Measurement Book (MB) as per norms.
- Assisting in joint bill preparation with the Range Officer and verifying payments.
- Ensuring timely execution of projects and adherence to financial allocations.

Post-Implementation Phase

- Conducting post-implementation evaluations and reporting on project outcomes.
- Suggesting corrective measures and improvements.
- Review Approved Estimates and contract documents
- Conduct Physical Verification of completed works against approved plan and specifications.
- Conduct/Verify material testing (if required) to ensure compliance with IS codes, State PWD standards and project specific specifications.
- Document observations with photographs, checklists and reports.
- Scrutinize contractor's final bills and verify quantities with actual measurements at site.
- Inspect the site periodically and report any defects or deficiencies.
- Ensure that the contractor rectifies defects within the stipulated time.
- Maintain and submit records including site registers, inspection reports and testing reports.
- Provide technical advice to the department on any issues arising post construction.
- Support the department in coordination with contractors, architects and statutory bodies for approvals and compliance, if required.

- The PMC shall assist and support the Range Forest Officer (RFO) and other departmental officials in preparation of estimates for works, verification of quantities and cost analysis wherever required.
- Works above 5 Lakh Rs will be awarded to the agency and DCF reserves the right to award the works below Rs. 5 Lakh also.

4 RESPONSIBILITIES OF PROJECT MANAGEMENT CONSULTANT(PMC)

The PMC shall be responsible for the following:

Planning & Documentation

- Assisting in drafting tender documents and preparing bid documents.
- Conducting feasibility studies and project planning.
- Ensuring DPRs, estimates, and financial proposals are as per government norms.
- Coordinating with the concerned department for obtaining approvals for tender publication.

Execution & Supervision

- Conducting periodic and surprise site visits for quality checks.
- Ensuring timely execution of projects and adherence to financial allocations.
- Coordinating with contractors and department officials for smooth implementation.

Financial & Administrative Responsibilities

- Assisting in preparation of joint bills and verifying measurements.
- Maintaining accurate and transparent financial records.
- Ensuring compliance with all legal and regulatory requirements.

Quality Control & Reporting

- Conducting material quality tests and ensuring adherence project specifications.
- Documenting progress reports and submitting updates to the department.
- Identifying risks and suggesting corrective actions.
- Conducting technical verification of bids received on the tendering portal and ensuring compliance with eligibility criteria and technical requirements.

5. SELECTION PROCESS & SCORING CRITERIA

Evaluation & Scoring

Appointment will be based on a technical evaluation + interview, with a minimum 70% score required for qualification.

➤ Technical Evaluation(50Marks)

No	Criteria	Maximum Marks	Evaluation Parameters
1	Firm's Experience in Cumulatively Similar Projects of Rs. 10 crores in any govt. department in last 3 years (form 3A)	10	1. More than Rs. 10 crore project value (10 marks), 2. Rs.8 crore – Rs.10 crore project value (5 marks), 3. Rs.5 crore – Rs.8 crore project value (3 marks) 4. Less than Rs.5 crore projects value (0 marks)
2	Firm's Work on Hand in PMC work in any government department of Rs. 5.0 crore in current years (Work Orders)	10	1. More than Rs.5.0 crore project value (10 marks) 2. Rs.3.0 crore to Rs.5.0 crore project value (5 marks) 3. Rs.1.0 crore to Rs.3.0 crore project value (3 marks) 4. Less than Rs.1.0 crore project Value (0 marks)
3	Qualifications of Key Personnel	10	1. For M.E./M.Tech. in any stream in Civil Engineering (10 marks) 2. For B.E./B.Tech. in any Civil Engineering (5 marks) 3. For Diploma in any Civil Engineering (3 marks)
4	Qualifications & Experience of Key Personnel	10	1. More than 8 Years experienced (10 marks) 2. 5-8 year experience (5 marks) 3. 2-5 year experience (3 marks) 4. Less than 2 year experience (0 marks)
5	Financial Strength (Turnover) C.A. Certi./balance sheet	10	1. More than Rs.20L (10marks), 2. Rs.15L–Rs.20L (7marks) 3. Rs.10L–Rs.15L (5marks) 4. Less than Rs.10 L(0marks)

Minimum 35 Marks (70%) required to qualify for interview.

➤ Presentation and Interview Assessment (20 Marks)

No	Criteria	Maximum Marks	Evaluation Parameters
1	Understanding of Scope of Work	10	1. Excellent grasp (10 marks) 2. Good (7 marks) 3. Basic (5 marks) 4. Unclear (0 marks)
2	Problem-Solving & Execution Strategy	10	1. Strong execution strategy (10 marks) 2. Good (7 marks) 3. Basic (5 marks) 4. No strategy (0 marks)

Minimum 14 Marks (70%) required for qualify.

Total of Technical Evaluation and Interview assessment should be more than 70%

6. PAYMENT TERMS & STAGES

Payments will be made in three stages based on deliverables.

Stage	Milestone/Deliverable	Percentage of Payment
Stage 1	Completion of DPR, block estimate, and approval of work plans	30%
Stage 2	Completion of 50% Physical Work & Supervision (Joint & Solo)	30%
Stage 3	Completion of 100% physical work & Joint Bill Verification, MB Documentation & Final Completion Report	40%

7. FORMATFORFINANCIALBIDSUBMISSION

(To be submitted online only)

Date:[DD/MM/YYYY]

To,

Deputy conservator Of Forest,

Bhavnagar Forest division,

Bhavnagar.

Subject: Submission of Financial Bid for Project Management Consultant (PMC)

Dear Sir/Madam,

We hereby submit our Financial Bid for providing Project Management Consultancy (PMC) services as per the terms and conditions of the tender document. Financial Quote (Consultancy Fee as a Percentage of Work Order Value)

Description	Quoted Consultancy Fee (%of Work Order Value)
Project Management Consultancy Services for all works	

Note:

1. The above fee is Exclusive of applicable GST and other statutory levies.
2. The fee covers site visits, DPR preparation, block estimate preparation, detailed estimate preparation, site supervision (joint & solo), quality testing, measurement book (MB) documentation, and joint bill preparation as per the tender scope.
3. The consultancy fee will be applicable uniformly across all categories of work and will remain valid for the entire appointment period.
4. Payments will be released as per milestones approved by the department.

Declaration:

We confirm that our quoted rates are firm and valid for the entire appointment period. We agree to abide by the terms and conditions mentioned in the tender. This financial bid remains valid for [1 Year] months from the date of submission.

Sincerely,

[Authorized Signatory]

(Name & Designation)

(Company Name)

(Company Seal)

3. List of Technical Bid:

- (1) Signed copy of tender
- (2) Signed copy of Pan
- (3) Signed copy of GST registration
- (4) Form 3A(Experience Certificate of Forest Department & Other Government Department)
- (5) Copy of Work orders
- (6) Financial strength (CA certificate/Balance sheet)
- (7) Site Visit Certificate of all Ranges Signed by RFO
- (8) All the relevant documents according to tender documents
