



ANDHRA PRADESH URBAN GREENING AND BEAUTIFICATION  
CORPORATION

GOVERNMENT OF ANDHRA PRADESH

# EXPRESSION OF INTEREST

FOR

EMPANELMENT OF SERVICE PROVIDERS / AGENCIES  
FOR PROVIDING TREE TRANSPLANTATION SERVICES  
IN ANDHRA PRADESH

**MANAGING DIRECTOR, APUG&BC**

PLOT NO.30, STREET NO.4, SECTOR NO.4, LOTUS LAND MARK,  
KEDARESWARAPETA, AYODHYA NAGAR, VIJAYAWADA -520003, Email:

[apurbangreening@gmail.com](mailto:apurbangreening@gmail.com)

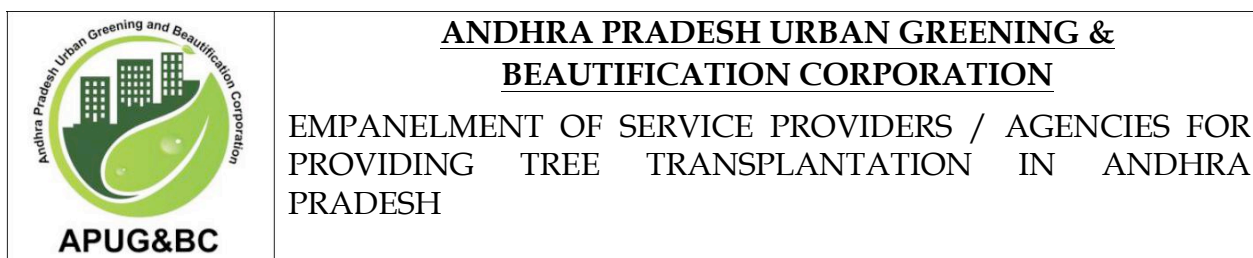
**OCTOBER 2017**

**DISCLAIMER**

1. The information contained in this Expression of Interest ("EoI") document or subsequently provided to Applicants (Firms), whether verbally or in documentary or any other form by or on behalf of Andhra Pradesh Urban Green and Beautification Corporation (herein after referred to as APUG&BC/ The Corporation) or any of its employees, is provided to Applicants on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.
2. This EoI is not an agreement or an offer by the Corporation to the prospective Applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation & submission of their applications pursuant to this EoI.
3. This EoI includes statements, which reflect various assumptions and assessments arrived at by the Corporation in relation to the Empanelment of Agencies /Firms. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This EoI may not be appropriate for all persons, and it is not possible for the Corporation and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in this EoI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI and obtain independent advice from appropriate sources. Information provided in this EoI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Corporation and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Empanelment Process.
6. The Corporation also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EoI.
7. The Corporation may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI.
8. The issue of this EoI does not imply that the Corporation is bound to empanel an Applicant or to appoint the Selected Applicant, as the case may be, for any services and the Corporation reserves the right to reject all or any of the applications without assigning any reasons whatsoever.

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## 1. INVITATION FOR EXPRESSION OF INTEREST

- a) Government of Andhra Pradesh have constituted A.P. Urban Greening and Beautification Corporation Ltd (APUG&BC) vide G.O.Ms.No.25, MA&UD (M2) Dept. dt.11.02.2015 for protection, planning and up-gradation of all urban vacant lands, municipal lands, parks, green zones, water bodies and urban river fronts to manage them effectively by establishing parks, urban forestry, river front landscapes and herbal plantations etc., in all the Urban Local Bodies (ULBs) of the state.
- b) APUG&BC is assisting various Urban Local Bodies (ULBs) of Andhra Pradesh in projects conceptualization till project implementation with the main objectives include, protecting & enhancing the greenery and aesthetics to mitigate the climate change in the urban areas of the state through plantations.
- c) Government of AP & other Central Govt. departments such as NHAI, Roads & Buildings, etc are widening existing roads for establishing better road transportation in the State of Andhra Pradesh. However, during this process, it is observed that there are various trees, which needs to be removed or transplanted to a suitable location. As an initiative to maintain or augment the green cover, APUG&BC envisages transplanting those trees to any other receptor areas nearby as and when communicated by NHAI (National Highways Authority of India), Roads & Building department of Andhra Pradesh etc.
- d) In view of the above, APUG&BC intends to empanel service providers who have experience in tree transplantation of various Girth classes of various species of trees to support APUG&BC & other Govt. departments in development of projects in the State. **In this regard, APUG&BC hereby invites applications under this Expression of Interest for empanelment of Service providers / Agencies for undertaking the subject project/s.**
- e) The details can be downloaded from the APUG&BC website mentioned below: [www.urbangreening.ap.gov.in](http://www.urbangreening.ap.gov.in)
- f) The applicant tree transplantation service provider / agency shall provide a detailed (number of staff with qualifications & experience, number of offices in India, number of clients etc.) profile of their company.

- g) The eligible service providers /agencies with desired experience in tree transplantation will be empanelled based on their experience in rendering relevant services as specified in this EoI.
- h) APUG&BC team may inspect site / area where the service provider / agency claims to have experience in translocation of trees earlier.
- i) The applications shall be submitted in the manner specified in the EoI document at the address given below.

**The Managing Director**

A.P. Urban Greening and Beautification Corporation  
Plot No.30, Street No.4, Sector No.4, Lotus land mark,  
Kedareswarapeta, Ayodhya Nagar, Vijayawada -520003,  
Email: [apurbangreening@gmail.com](mailto:apurbangreening@gmail.com)

- j) A combination of Bidders is hereby expressly prohibited from submitting a Bid in the form of Consortium or Joint Ventures (JVs).
- k) The application shall be filled in English and all entries must be typed or written in blue/black ink. Initials of the Authorised representative of the applicant must attest all erasures and alterations made while filing the application. Failure to comply with any of these conditions may render the application invalid.
- l) APUG&BC shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation, and submission / delivery of the application.
- m) APUG&BC reserves the rights to cancel, terminate, change or modify this EoI process and /or requirements of the application stated in the EoI, without assigning any reason or providing any notice and without accepting any liability for the same.
- n) Prospective applicants may seek any clarification in this regard from the office of the Managing Director or the authorized designator/s indicated below, A.P. Urban Greening and Beautification Corporation , during the office hours.

General Manager (Operations)  
Mobile No: +91- 9502960357  
Email: [apurbangreening@gmail.com](mailto:apurbangreening@gmail.com)

- o) The interested service providers/agencies are informed/notified that the official web site is open for submission of E.O.I application in the manner prescribed in the E.O.I. document at the APUG&BC, Head office, Vijayawada.



## **JURISDICTION / AREA UNDER APUG&BC**

The following is the jurisdiction / area under APUG&BC where the empanelled Agencies / Firms shall provide their services of transplanting the trees from one location to the other specified location

- a) Territorial / Urban area in the municipal administrative jurisdiction in the state of Andhra Pradesh.
- b) Fringe rural areas that are necessary and incidentally to be covered in the interest of an urban area/ future city or under any plan of the Government.
- c) Territorial Jurisdiction of Industrial local authority / SEZ/ specified authority/ Urban Development Authority or the area as directed by the Government for urban greening / beautification.
- d) Project/ Highways / Transit / Coastal Corridors developed / envisaged.
- e) Temple area of seven major temples Srisailam, Srikalahasti, Kanipakam, Kanaka Durga (Vijayawada), Dwaraka Tirumala, Annavaram and Simhachalam.
- f) Any other areas as notified by the Government or APUG&BC from time to time.

## **3. ELIGIBILITY CONDITIONS**

The interested Tree Transplantation Agencies /Firms shall meet the eligibility criteria indicated below;

“The participating agency shall have rendered tree transplantation / translocation services for **AT LEAST 100 Nos. OF TREES** during the last five (05) financial years preceding EOI due date”.

**This should be supported by necessary documentary proof such as photographs (both before and after transplantation) along with GPS coordinates, work orders or work completion certificate from the authority concerned.**

**The interested agency / service provider who meets the above eligibility criteria should only submit their application in the prescribed format with all necessary documents.**

## **4. SCOPE OF SERVICE**

The selected service providers / agency among the empanelled service providers shall perform the following defined scope of service / work, expected to be delivered as per the terms and conditions;

- 4.1 Transplantation of nos. of trees (*awarded as per the due procedures*) of various girth class ranging from 20 cm to 500 cm.

- 4.2 The services of the project “Tree Transplantation” shall include pre-tree transplantation operations, Transplantation to the receptor sites /area and post Tree Transplantation (Including maintenance) operations.
- 4.3 The following are pre - transplantation operations, but not limited to;
- i. Engaging skilled and semi- skilled manpower for making trenches around the tree and for pruning the branches wherever required
  - ii. Initial pruning of the tree
  - iii. Digging trenches around the root ball as per the prescription
  - iv. Application of necessary chemicals / fungicides / pesticides / root growth promoters, etc.
  - v. Root ball packing / burlapping
  - vi. Burlapped trees need to be mechanically supported before transportation to the receptor site
- 4.4 Transportation operations are not limited to engaging required no. of cranes / machinery (for lifting, loading, unloading) and trucks (for transportation)
- 4.5 Also, undertake post transplantation care, not limited to timely watering, chemical treatments, etc for a minimum period of six months from the date of transplantation duly ensuring higher survival percentage (not less than 80%) of each Tree translocated to the receptor area.
- 4.6 Any other operations / precautions as required and as suggested by the authorities for the better survival of the trees in tree transplantation shall be done.
- 4.7 The entire tree transplantation operations may be executed either mechanically / semi-mechanically / manually with the prior approval of the concerned authorities.
- 4.8 The entire operation of tree transplantation shall be carried out under the personal supervision of the chief transplantation expert and other experienced personnel of the service provider till the successful completion of the project.
- 4.9 Co-ordinate with, APUG&BC or their authorized representative throughout the period of execution and shall provide satisfactorily the above indicated services for successful execution of the projects entrusted.
- 4.10 Shall be responsible for digitally recording (*imagery / photos / videos*) and transmitting to the authorities from time to time as instructed, the progress of work at site on a daily basis from start till completion.
- 4.11 Quality control measures will be applied at all the stages of the tree transplantation; failure in compliance to quality of service will lead to termination from the list of empanelled service providers / agencies.

**4.12 Training:** The service providers before starting of the project shall train the lower staff who are actually involved in the operations

#### **4.13 Safety Measures**

- a) The service provider shall take necessary precautions for safety of the workers while taking up transplantation operations, which require special protection and precautions.
- b) The following are some of the measures listed but are not exhaustive and service provider shall add to and augment these precautions on his/her own initiative where necessary and shall comply with directions issued by the APUG&BC from time to time.
  - i. Providing protective foot wear & headwear to workers during the tree transplantation
  - ii. Taking necessary steps towards training the workers concerned on the machinery before they can handle them independently and taking all necessary precautions in around the areas where machines hoists and similar units are working.

**4.14 Insurance:** The service provider shall obtain the insurance (Group Personnel Accident (GPA) Insurance policy as per Workmen Compensation Act 1923 & amendments thereafter.) at its own cost to cover the risk during the tree transplantation works to manpower / labour engaged by the service provider/s or any third party against unexpected accidents and other usual risks and produce the same to the APUG&BC before commencement of work.

#### **4.15 DAMAGE TO PROPERTY AND INJURY TO PERSONS**

- a) The service provider shall be liable for and shall indemnify the Authority/APUG&BC/any other concerned Govt. departments against all losses, expenses and claims in respect of any loss of or damage to physical property (other than the Works).
- b) **Accidents:** The service provider shall be liable for and shall indemnify the Authority or APUG&BC or any other concerned Govt. departments against all losses, expenses or claims arising in connection with the death of or injury to any person employed by the service provider or his Subcontractors or any third party for the purposes not limited to transplantation works only.

**4.16 Payment terms:** Payments will be made to transplantation service provider / agency as per the tree transplantation operations carried out viz., pre- transplantation (30%),



Transportation (20%) and post transplantation (50%) as and when work is awarded. 30% of the post transplantation cost would be withheld. This withheld 30% shall be paid only after successful completion of maintenance (*with minimum 80% survival*) after the end of maintenance period.

## **5. GENERAL TERMS AND CONDITIONS**

- 5.1 It is to be noted that this is not a Request for Proposal (RFP) / tender, after review and scrutiny of Expression of Interest, the eligible and experienced Tree Transplantation Service providers / Agencies will only be empanelled for providing the services indicated above, as per due procedure.
- 5.2 As and when the services of Tree transplantation service providers are required, APUG&BC, would request quotes/bids from the empanelled firms or from any other experienced agencies from the market basing on the quantum of the project.
- 5.3 The award of the project will be based on the lowest quote among the empanelled agencies. If the lowest quote is found unreasonable, APUG&BC may go for open bids. APUG&BC will be at liberty to allocate the projects to more than one agency, provided the other agencies match the lowest quote. The decision of APUG&BC is final and binding on the empanelled firms.
- 5.4 The empanelment will be valid for **36 months** from the date of empanelment. The discretion and decision of APUG&BC in respect of empanelment of the service providers/ agencies in the Tree Transplantation Service providers/ service providers shall be final.
- 5.5 APUG&BC at its sole discretion may call for empaneling additional service providers to undertake similar project services as and when required under this EoI.
- 5.6 Empanelled Tree Transplantation service providers /agencies does not have right to demand allotment of works for execution.
- 5.7 Further, it may be noted that the payments towards the executed projects will be made only after satisfactory completion of the awarded work. However, the total project will be divided in to three different works viz., pre- transplantation work, transportation work and post transplantation work (including maintenance, etc.)
- 5.8 The empanelled Tree Transplantation Service providers / agencies may be dispensed with at any time giving one month notice in the event of non-performance, under performance or any other reason which would be specified.
- 5.9 APUG&BC shall undertake quality control for performance appraisal with respect to their quality of execution, methodology of transplantation adopted, timely completion of project, survival percentage of transplanted trees, deployment of required no. of equipment, skilled & Semi skilled manpower and any other standards with respect to the project awarded. The service provider / agencies

whose quality of operations are not up to the mark (basing on the survival rate, timely execution, adherence to the stipulations etc.) will be liable for termination from the empanelment (at any time by giving one-month notice).

## **6. PREPARATION, SUBMISSION AND EVALUATION OF APPLICATIONS**

- a) The EOI application in prescribed form duly completed and signed along with other necessary documents should be submitted in a sealed cover duly highlighting as **“EOI - EMPANELMENT OF SERVICE PROVIDERS / AGENCIES FOR PROVIDING TREE TRANSPLANTATION SERVICES IN ANDHRA PRADESH”** along with the name of the Firm and its address.
- b) Incomplete application & unsigned application form/s or non-submission of the same will be summarily rejected. Applications submitted with any pre-condition or additional conditions other than the conditions prescribed and supplied by the APUG&BC will also be summarily rejected.
- c) The applicant /s are required to submit the following documents towards meeting the eligibility conditions along with the application
  - i. Checklist as per the format
  - ii. Covering Letter as per the format in Annexure - I
  - iii. Organizational experience as per the format in Annexure - II
  - iv. Copy of Pan Card and latest IT returns
- d) The Applicant shall furnish all the required information as per the format/s and duly signed on each page of the application.
- e) The applicant may furnish any additional information, which is deemed necessary to establish their capability to successfully render tree transplantation services. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.
- f) Any information furnished by the applicant, if found to be incorrect either immediately or at a later date, would render the applicant liable to be debarred from taking up the services, if any work is awarded.
- g) No Applicant or its Associate shall submit more than one Application.
- h) The application should be submitted personally or through post / courier in the office of **‘The Managing Director (MD)**, Andhra Pradesh Urban Greening and Beautification Corporation, plot no 30, Street no.04, Sector 04, Lotus Landmark, Kedareshwarapeta, Ayodhyanagar, Vijayawada, Andhra Pradesh - 520003, Ph.no: 2532833; 2530833 on or before the EOI due date specified in this EOI.

- i) APUG&BC reserves the right to seek further information / clarifications from any of the Applicant on the submitted documents and the same shall be sought through a written communication/ email within the specified time period
- j) The Applicant shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Corporation or any other costs incurred in connection with or relating to its application including costs relating to submission and maintenance of various fees, undertakings and guarantees required pursuant to this EOI and also any cost relating to updating, modifying or re-submitting its application pursuant to the EOI being updated, supplemented or amended by the Corporation. All such costs and expenses will be incurred and borne by the Applicant only and the Corporation shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the application, regardless of the conduct or outcome of the Selection Process (hereinafter defined).
- k) Tree transplantation service provider / agency shall provide the name of the Chief transplantation expert along with years of experience in tree transplantation operations.
- l) The right to empanel any other additional eligible applicants rest solely with the APUG&BC.

## **6. APPLICATION FORMATS**

*Format for*

**CHECKLIST FOR EOI APPLICATION SUBMISSIONS**

<b>S. No.</b>	<b>Enclosures</b>	<b>Status (Submitted / Not Submitted)</b>	<b>Remarks</b>
1.	Covering Letter (Annexure I)		
2.	Experience in Similar Project/s (Annexure II)		
3.	Copy of Pan Card and Latest IT Returns		

**ANNEXURE - I**

Format of Covering letter  
(On the Applicant Letter Head)

To:  
Managing Director,  
Andhra Pradesh Urban Greening and Beautification Corporation,  
Plot No.30, Street No.4, Sector No.4, Lotus land mark, Kedareswarapeta,  
Ayodhya Nagar, Vijayawada -520003, Phone No: 0866-2532833; 2530833

**Dear Sir,**

**Sub:** Expression of Interest for empanelment of Service providers /Agencies for providing tree transplantation services in Andhra Pradesh with A.P. Urban Greening and Beautification Corporation - Submission of Application - Reg.

-oOo-

In response to your Notice published in your web portal [www.urbangreening.ap.gov.in](http://www.urbangreening.ap.gov.in), I /We submit my/our application as follows:

We have examined the details given in this EOI notice, details & proforma for empanelment of Tree Transplantation Agencies / service providers for providing the subject services for various projects; I / we hereby submit and acknowledge the following information.

1. Name of the applicant's : \_\_\_\_\_  
(in BLOCK LETTERS)
2. Full address : \_\_\_\_\_
  - a. Telephone No: \_\_\_\_\_
  - b. Office/ Mobile No : \_\_\_\_\_
  - c. Fax : \_\_\_\_\_
  - d. Email Id : \_\_\_\_\_
3. Contact details of the Authorised chief Tree Translocation expert
  - a. Name / Designation : \_\_\_\_\_
  - b. Tel. / Mobile No : \_\_\_\_\_
  - c. Email Id : \_\_\_\_\_

4. I / We hereby certify that all the statements made and information furnished in the enclosures are true and correct.
5. I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
6. I/We understand that this EOI is not a Request for Proposal (RFP) / tender, after review and scrutiny of applications received, the suitable applied experienced Tree Transplantation Service providers /Agencies only will be empanelled for providing

the services and awarding the project shall be as per due procedure on project to project basis.

7. I / We also agree that the Managing Director (APUG&BC) or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
8. I/We also agree that the Managing Director (APUG&BC) or their authorized representatives can visit our previously translocated trees (claimed experience).
9. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
10. I/We agree that the discretion and decision of the APUG&BC in respect of the empanelment of the Tree transplantation Service providers / Agencies with desired experience in the subject services is final and binding.

Signature of Applicant

Name & Designation of Signatory

Date: \_\_\_\_\_

Enclosure (if any):

1. Company profile
2. Details of Tree Transplantation equipment / Machinery, etc.
3. Etc

**ANNEXURE - II**  
(Application format)

**ORGANIZATIONAL EXPERIENCE**  
**Application for Expression of interest**

LIST OF TREE TRANSPLANTATION PROJECTS UNDERTAKEN BY THE APPLICANT				
S. NO	PARTICULARS	DESCRIPTION		
<b>PROJECT-1:</b>				
1.	Project Location			
2.	Description of the Project (No. of Tree translocated, Tree species, GPS coordinates of trees before and after transplantation (alternatively they can specify the location).	Species	Nos of trees transplanted	GPS coordinates
3.	Approx. Project Cost (In Rs.)			
4.	Girth Class / Size range (in cm)			
5.	Start date & End date of the project executed			
6.	Duration of Assignment (Days)			
7.	Maintenance period (Month)			
8.	Survival percentage			
9.	Photographs enclosed before and after tree transplantation (Yes / No)			
10.	Name & Address of the Department / Organization (Client - Private or Public sector)			
11.	Certificate enclosed (Yes / No)			



LIST OF TREE TRANSPLANTATION PROJECTS UNDERTAKEN BY THE APPLICANT				
S. NO	PARTICULARS	DESCRIPTION		
<b>PROJECT-2:</b>				
1.	Project Location			
2.	Description of the Project (No. of Tree translocated, Tree species, GPS coordinates of trees before and after transplantation (alternatively they can specify the location))	Species	Nos of trees transplanted	GPS coordinates
3.	Approx. Project Cost (In Rs.)			
4.	Girth Class / Size range (in cm)			
5.	Start date & End date of the project executed			
6.	Duration of Assignment (Days)			
7.	Maintenance period (Month)			
8.	Survival percentage			
9.	Photographs enclosed before and after tree transplantation (Yes / No)			
10.	Name & Address of the Department / Organization (Client - Private or Public sector)			
11.	Certificate enclosed (Yes / No)			
<b>PROJECT-3:</b>				
1.	Project Location			

**LIST OF TREE TRANSPLANTATION PROJECTS UNDERTAKEN BY THE APPLICANT**

S. NO	PARTICULARS	DESCRIPTION		
		Species	Nos of trees transplanted	GPS coordinates
2.	Description of the Project (No. of Tree translocated, Tree species GPS coordinates of trees before and after transplantation (alternatively they can specify the location))			
3.	Approx. Project Cost (In Rs.)			
4.	Girth Class / Size range (in cm)			
5.	Start date & End date of the project executed			
6.	Duration of Assignment (Days)			
7.	Maintenance period (Month)			
8.	Survival percentage			
9.	Photographs enclosed before and after tree transplantation (Yes / No)			
10.	Name & Address of the Department / Organization (Client - Private or Public sector)			
11.	Certificate enclosed (Yes / No)			

Signature of Applicant

Name & Designation of Signatory

Date:

*The Applicant may add more sheets for demonstrating the project experiences. (Documentary proof of this information shall be attached).*