

NATIONAL HIGHWAYS AUTHORITY OF INDIA

Ministry of Road, Transport & Highways

**Office of the Regional Officer, Guwahati
NEDFI House, 4th Floor, G.S. Road,
Dispur, Guwahati -781006, Assam**



**Expression of Interest (EoI) for Empanelment of Plantation Agencies to
participate in tender process of Avenue Plantation/Median Plantation
Works along National Highways under Regional Office – Guwahati, Assam**

NATIONAL HIGHWAYS AUTHORITY OF INDIA
Ministry of Road, Transport & Highways
Office of the Regional Officer, Guwahati
NEDFi House, 4th Floor, G.S. Road,
Dispur, Guwahati -781006, Assam

Ref. No. NHAI/RO/GHY/2023/GHD/EoI/Empanelment

Date: 22/07/2026

Expression of Interest for Empanelment of Plantation Agencies to participate in tender process of Avenue Plantation/Median Plantation Works along National Highways under Regional Office – Guwahati, Assam.

The **Regional Officer, Guwahati, Assam** on behalf of the NHAI, invites EoI for empanelment from the eligible agencies to participate in tender process of Avenue Plantation/Median Plantation Works along National Highways. [Collection (downloading) and Submission (uploading) of EoI can be made online through the website <https://etender.gov.in> only].

Schedule of Dates:

Sl. No.	Particulars	Date/ Time
1	Date of uploading EoI Document - Online (Publishing Date)	22.07.2026
2	Documents download/EoI submission start date (Online)	22.07.2026
3	Documents download/EoI submission end date (Online)	20.08.2026 at 11:00 Hrs
4	EoI opening date (Online)	21.08.2026 at 12:30 Hrs
5	Date of uploading qualified applicants (Online)	To be notified in due course

Last date & time for submission of EoI online is: 20.08.2026 at 11:00 Hrs

EOI processing fee shall be paid through Online to the below bank details and payment acknowledgement receipt may be submitted / uploaded along with other documents. If bidder fails to upload the payment acknowledgement receipt then his/her EOI won't be evaluated and any communication in this regard may not be entertained.

Sl. No.	Particulars	Details
1.	Name of Beneficiary	NHAI, RO Guwahati
2.	Name of Bank	CANARA BANK , DISPUR, GUWAHATI
3.	Account Number	1861201001995
4.	IFSC Code	CNRB0001861
5.	Account Type	CURRENT

Note: 1) In case of any unscheduled holiday or on days of natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

2) The EoI Inviting Authority may change the date and venue of opening the EoI in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

1. General Guidance for EoI

1.1 All the Plantations agencies such as Private Limited Company, Proprietorship Firm, Cooperative, NGOs, Registered Societies, SHGs, Gram Panchayats, JFMCs Watershed Committees, etc. having qualified manpower, experience and expertise in Plantations can apply for empanelment.

1.2 Agencies found eligible for empanelment will be eligible for participating in project specific RFPs for plantation works on different stretches of National Highways which will be published by NHAI from time to time.

1.3 For projects undertaken through Private Agencies, provision for expenses after site verification by PIUs / ROs may be made. The payments will be reimbursed according to following schedule of payments issued vide NHAI OM no 361 dated 14.09.2017 after verification of plants survival as captured through monitoring mechanism.

Sl. No	Stage	Payment (in % age of project cost)
1	Signing of Agreement	0%
2	First Year – (Reimbursement for field preparation, planting material, site / tree protection as per project details)	30%
3	First Year – (Reimbursement for Planting, insecticide, watering and manure procurement and application etc as per project details)	15%
4	Second Year (Reimbursement for soil working, weeding, watering and Casualty Replacement, maintenance and protection etc as per project details)	15%
5	Third Year (Reimbursement for soil working, weeding, watering and Casualty Replacement, maintenance and protection etc as per project details)	10%
6	Fourth Year (Reimbursement for soil working, weeding, watering, maintenance and protection etc as per project details)	10%
7	Fifth Year (Reimbursement for soil working, weeding, watering, maintenance and protection etc as per project details)	10%
8	Project Completion (Successful completion of project deliverables as per project and agreement)	10%
Total		100 %

2. Empanelment of Agencies:

2.1. Agencies will be empanelled in two categories based on their qualification.

Category A: The agencies having plantation experience of implementing minimum one plantation project of Rs 5 lakhs – 20 lakhs project cost. These agencies will qualify to bid for National Highways Plantation project of 2 kms length.

Category B: The agencies having plantation experience of implementing two or more plantation projects of project cost Rs 5 lakhs each or one or more projects of project cost minimum Rs 20 lakhs. These agencies will qualify to bid for National Highways Plantation project of about 10 kms length or Rs 2 crore size, whichever is less.

2.2. Agencies once empanelled under category A, can be upgraded to higher category B once they acquire requisite work experience and apply for up gradation to NHAI.

2.3. Although empanelment is proposed in 2 categories (Cat. A for 2 Km; & Cat. B for 10 Km), but largely bigger size works should only be awarded through open bid process from all private plantation agencies without any empanelment and smaller category (i.e. Cat. A for 2 Kms; & Cat. B for 10 Kms) should be used only if it is inevitable;

3. Submission of EoI:

3.1. List of Documents:

Sl. No.	Category Name	Sub-Category Description	Document Name
A.	EMPANELMENT APPLICATION	EMPANELMENT APPLICATION	1 Duly filled Form I
			2 Online Payment receipt of EoI as Processing Fee as mentioned in Clause 3.6 of this EoI
B.	FIRM DETAILS	FIRM DETAILS	1 Registration Certificate
			2 Proprietorship Firm Certificate
			3 Partnership Firm - Registered Partnership, Deed, Registered Power Attorney, Trade licence.
			4 Pvt. Ltd. Company - Registration Certificate
			Company's Act, MOA & AOA,
			5 Udyog / Udyam Aadhar / NGO Darpan Certificate as applicable
C.	WORK EXPERIENCE	WORK EXPERIENCE	1 Certificates and documents of Resources Person with the Agency as detailed in Clause 3.2 of this EoI. (Form II)
			2 Work Order and Work Completion Certificate for Work Experience Consideration.
			3 Project wise cost of plantation works undertaken. (Form III)
D.	EQUIPMENTS	MACHINERIES (OPTIONAL)	1 Details of machinery in possession of Agency relevant for project work

Sl. No.	Category Name	Sub-Category Description		Document Name
		Nursery (OPTIONAL)	2	Nursery Location and details of Plants species inventory
E.	FINANCIAL (INFO)	TURN OVER	1	Financial Turnover Certificate of last three Financial Years issued and certified by Chartered Accountant, Income Tax Return of Previous Year
F.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation in Form IV
		AFFIDAVIT	2	Duly notarized Affidavit as per Form V certifying that all the information submitted by the agency is true to best of his/her knowledge in the format annexed in this EoI.

3.2. List Of Technical Resource Person:

3.2.1. Team Leader – Minimum 3 years of work experience in Plantation and its allied activities. (Documentary evidence to be submitted); and Post-Graduation/ Graduation in Forestry/Agriculture/Horticulture or other relevant stream. (Degree Certificates to be submitted)

3.2.2. Team Member (2 nos.) - Minimum 2 years of work experience in Plantation and its allied activities. (Documentary evidence to be submitted);and Intermediate in Science (Degree Certificates to be submitted)

3.3. In the event of a EoI being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

3.4. The applicant must sign at the bottom of each page of the EoI documents as a proof of acceptance of terms and conditions of the EoI. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

3.5. At any time prior to the deadline for submission of Application, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the conditions by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants by e-mail.

3.6. EoI Processing Fee:

A non-refundable EOI processing fee of **Rs. 500** for all eligible agencies shall be paid electronically through payment link on e-tender website and payment acknowledgement receipt may be submitted / uploaded along with other documents. **Applications received without required EoI Processing fees will not be considered for evaluation.**

4. Opening of EoI

- 4.1 Technical proposals will be opened by the authorized representatives electronically from the website stated.
- 4.2 If there is any deficiency in the documents, the tender will summarily be rejected.
- 4.3 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) should be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto should be in writing.
- 4.4 If an Applicant does not provide clarifications sought under Clause 4.3 above within the specified time, the Proposal may be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant should be barred from subsequently questioning such interpretation of the Authority.

5. Result of EoI

All the required documents as per this EoI if found in order, Agency will be empanelled with NHAI in Category as described in clause 2. List of Empanelled agency will be notified on e-tender website. The agency will be issued a certificate in format as prescribed in Annexure 1. Empanelment of agency will be **valid for 2 years** from the date of issue of Empanelment Certificate, after which agency may renew their empanelment on resubmission of the documents and fulfilling the criteria prevailing at that time.

6. Penalty for suppression / distortion of facts

- 6.1 One resource person can only be part of one agency. If duplicity of same resource person is found in more than one agency, then credentials of that particular resource person will not be considered and empanelment of both the agency will be cancelled.
- 6.2 If either during the evaluation of EoI or later at any stage, it is found that agency has tried to suppress any fact or have produced forge documents, empanelment of agency will be cancelled and NHAI may initiate legal action against the agency.

7. Cancellation of EoI:

The Regional Officer, Guwahati, NHAI reserves the right to cancel this EoI due to unavoidable circumstances and no claim in this respect will be entertained.

FORM - I: Application Form for Empanelment

Name of the Applicant Agency	
Type of Agency (Private Company/ Proprietorship Firm/ Cooperatives/ NGOs/ Registered Society/ SHGs/ JFMCs/ Watershed committees etc.)	
Authorized Contact Person	
Address & Contact Details	
Email ID	
The Self Certified documents and details as per Clause 3 of this EoI	

Signature of Authorized Signatory:

Name:

Designation:

Agency Name, Address & Seal:

Place:

Date:

FORM– II: Curriculum Vitae (CV) of Resource Personnel

1. Name of Personnel:

2. Date of Birth:

3. Nationality:

4. Educational Qualifications:

5. Employment Record:

(Starting with present position, list in reverse order of every employment held.)

6. List of projects on which the Personnel has worked

Name of project

Description of responsibilities

7. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

I am willing to work on the Project as..... (Team Leader/Team Member) and I will be available for entire duration of the project assignment when required.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Personnel)

Place.....

Date.....

(Signature and name of the Authorised signatory of the Applicant)

Notes:

- i. Use separate form for each Resource Personnel. The self-attested copies of certificates to support the claims made in CV, should be attached.
- ii. Each page of the CV shall be signed in ink and dated by both the Personnel concerned and by the Authorised Representative of the Applicant firm along with the seal of the firm.

FORM III: Work Experience of Plantation projects

Work performed as prime contractor, work performed in the past as a nominated/approved sub- contractor provided further that all other qualification criteria are satisfied (in the same name) of a similar nature during the last seven years

Sl. No.	Project Name	Name of the Employer	Description of work	Contract No. / order no and date	Value of Contract (Rs. in crore)	Actual date of completion	Status (Completed /Ongoing)	If status in Ongoing, value of work completed
A								

Total Projects Completed (in INR): (as on release date of EoI)

Total Projects Ongoing (in INR): (as on release date of EoI)

Note:-

- 1) Agency should mention only projects which are completed as on date of release of EoI under Completed. For Ongoing projects the agency should have part completion certificate from the authority (Part completion will be considered with respect to proportionate payments received by agency against the total cost of work).**
- 2) For Work experience consideration, component of civil works will not be considered.**
- 3) Arrange the Supporting documents in the same order as mentioned above.**
- 4) Bidders who have worked with NHAI previously should compulsorily submit the past experience certificate from concerned competent authority specifying clearly that the work has been executed and completed by them in stipulated time with date of award and scheduled date of completion along with valid extension of time (EOT) granted if any. If the bidder has not completed above mentioned work in scheduled stipulated time frame, they will not be eligible for bidding and their bids will not be considered.**

FORM – IV: STRUCTURE AND ORGANISATION

A.1. Name of the applicant:

A.2. Office Address:

Telephone No.:

Mobile No.:

Fax No.:

e-mail:

A.3. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

FORM V: AFFIDAVIT

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

- (I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- (II) The undersigned also hereby certifies that neither our firm _____ nor any of constituent partners had been debarred to participate in tender by the State and Central Government Agency or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.
- (III) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the EoI Inviting & Accepting Authority.
- (IV) Certified that I have applied in the EoI in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

Annexure - 1: Empanelment Certificate Format

(on the letter head of NHAI)

NATIONAL HIGHWAYS AUTHORITY OF INDIA

Regional Office

Registration for Empanelment

Pursuant to the Expression of Interest (EOI) issued from Regional office No dated

The following agency is empanelled as Plantation Agency (category A/B) for participation in tender process of plantation projects implementation along National Highways of NHAI.

Name of Agency –

Address –

Email –

Mobile No. –

Empanelment Status – Category – A/B

The empanelment will remain valid for two years from the date of empanelment by this certificate.

Place:

Date:

(Name & Signature and seal)

Regional Officer

..... NHAI

Copy to:

1. CGM (Env & Green Highways Division, NHAI)
2. GM (GHD)
3. All PIUs of Regional Office for information