

**Tender for hiring of Firm/Agency for the  
Carbon Credit Certification for 100 Hectares Bamboo Plantation in Ri Bhoi District,  
Meghalaya**

**Tender Number: FMC/HDFC/25-26/004**

### **1. Invitation for Quotation**

The **Foundation for MSME Clusters (FMC)** invites sealed quotations from eligible and experienced agencies/consulting firms for providing **Carbon Credit Certification services** for a **100-hectare bamboo plantation** under the **HDFC Parivartan CSR Project** in Ri Bhoi District, Meghalaya.

The RFQ is issued to engage a professional agency to undertake end-to-end activities related to project design, validation, registration, and certification under a recognized voluntary carbon standard, in accordance with approved milestones and timelines.

#### **1.1 Critical Timelines**

<b>Event Description</b>	<b>Date &amp; Time Details</b>
<b>Date of issue of RFQ Notice</b>	31.01.2026
<b>Bid submission end date and time (Late bids will be disqualified)</b>	09.02.2026 till 12.00 PM
<b>Bid opening date and time</b>	09.02.2026 till 03.00 PM.
<b>Website/e-mail address for bid submission/Clarification</b>	<a href="mailto:procurement@msmefoundation.org">procurement@msmefoundation.org</a> , cc to <a href="mailto:accounts@msmefoundation.org">accounts@msmefoundation.org</a> , <a href="mailto:hr@msmefoundation.org">hr@msmefoundation.org</a>

### **2. Background of the Assignment**

Under the HDFC Parivartan CSR Project, FMC is implementing sustainability- and climate-focused interventions, including nature-based solutions through bamboo plantations. As part of this initiative, FMC proposes to certify 100 hectares of bamboo plantation as a carbon project to enable the generation of verified carbon credits under the voluntary carbon market.

The selected agency shall support FMC in achieving successful project listing, validation, and registration, ensuring compliance with applicable international carbon standards and safeguards.

### **3. Scope of Work**

The selected agency shall be responsible for providing end-to-end carbon certification services, including but not limited to the following components:

#### **3.1 Feasibility Study & Baseline Assessment**

- Site visits and baseline carbon stock assessment
- Socio-economic data collection
- Methodology selection and carbon modelling support

#### **3.2 Project Design Document (PDD)**

- Preparation of Draft and Final PDD as per applicable standard (VCS / Gold Standard or equivalent)
- Land use and land cover (LULC) analysis
- Preparation of thematic maps (soil, drainage, land parcels, etc.)

#### **3.3 Monitoring & Data Collection**

- Design of monitoring framework
- Sample plot design and data collection protocols
- Capacity building of field staff

#### **3.4 Validation & Verification Support**

- Identification and coordination with Validation & Verification Body (VVB)
- Support during site visit, desk review, and closure of corrective actions

#### **3.5 Registration in Verra Platform & Credit Issuance**

- Support for project listing and registration in the chosen carbon registry
- Coordination for issuance of verified carbon credits

#### **3.6 Stakeholder Engagement**

- Conduct Local Stakeholder Consultation and FPIC
- Preparation of consultation materials, attendance sheets, and feedback formats

#### 4. Deliverables & Timelines

The assignment shall be completed as per the milestones below. Any deviation shall require prior written approval of FMC.

Sl. No.	Milestone	Tentative Timeline
1	Local Stakeholder Consultation	26 March 2026
2	Finalisation of Plantation Model	As per schedule
3	Draft Emission Reduction Calculation	—
4	Draft PDD Preparation	—
5	Project Listing in Registry	30 June 2026
6	FPIC & Farmer Onboarding	—
7	GIS / KML Mapping of Land Parcels	—
8	Baseline Survey & Analysis	—
9	Identification of VVB & Contract Signing	31 December 2026
10	Validation Site Visit & Closure	—
11	Project Registration	1 April 2027

#### 5. Payment Terms

Payments shall be released on a **milestone basis** upon satisfactory acceptance of deliverables by FMC.

- 20% advance upon signing the contract
- 20% on completing Draft Emission reduction calculation
- 20% on completing Draft PDD for Listing
- 20% upon completion of Final Validation Report by the 3rd Party VVB
- 20% upon final registration of the project

All payments shall be inclusive of applicable taxes and statutory deductions.

#### 6. Eligibility Criteria

The bidder must:

- Be a legally registered entity in India
- Have a valid GST registration

- Possess a minimum of 3 years' experience in carbon project development
- Have demonstrated experience in nature-based / forestry / bamboo / ARR carbon projects
- Have prior experience with recognized voluntary carbon standards
- Be capable of field coordination in North-East India

## **7. Quotation Submission (Low Cost Bidding – L1)**

Bidders shall submit the following in **two separate sealed envelopes / files**:

### **Envelope 1: Technical Proposal**

- Understanding of the assignment
- Methodology and work plan
- Team composition and experience
- Details of similar assignments claiming meeting eligibility criteria as per Sr. 6.

### **Envelope 2: Financial Quotation**

- Financial quote as per **Annexure – I**

Note: Financial Proposal must be password protected, FMC will ask for this separately from the technically qualified bidders only.

#### **Note:**

- Only technically responsive bids shall be considered for financial evaluation.
- The contract shall be awarded to the Lowest Responsive (L1) bidder.

## **8. Evaluation Criteria**

- Compliance with technical requirements
- Relevant experience in similar carbon certification projects
- Adherence to timelines
- Lowest financial quote (L1) among technically qualified bidders

## **9. Right to Accept or Reject**

FMC reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason and without incurring any liability.

## **10. Contact Information**

For any clarification related to this RFQ:

**Foundation for MSME Clusters (FMC)**

(Project Procurement Team – HDFC Parivartan CSR Project)

## ANNEXURE – I

### Financial Quotation Format (Low Cost Bidding)

(To be submitted separately)

Sl. No.	Milestone / Activity	Amount (INR)
1	Advance / Project Initiation	
2	Draft Emission Reduction Calculation	
3	Draft PDD Submission	
4	Completion of Validation by VVB	
5	Project Registration	
<b>Total Quoted Amount (INR)</b>		

**Amount in Words:**

**GST (if applicable):**

**Grand Total:**

**Declaration:**

I/We certify that the above quote is firm, inclusive of all costs, and valid for 90 days.

Authorized Signatory

Name & Designation

Seal & Signature

Date

## ANNEXURE – II

### Checklist for Submission of Supporting Documents

Sl. No.	Document	Submitted (Yes/No)
1	Certificate of Incorporation / Registration	
2	GST Registration Certificate	
3	PAN Card	
4	Company Profile	
5	Experience Certificates / Work Orders	
6	CVs of Key Experts	
7	Declaration on Acceptance of RFQ Terms	
8	Financial Quote in Prescribed Format	