

**REQUEST FOR PROPOSALS FOR
SELECTION OF AGENCIES FOR
PREPARATION OF “WISE USE AND
MANAGEMENT PLAN FOR EAST KOLKATA
WETLANDS”**



East Kolkata Wetlands Management Authority
Department of Environment
Government of West Bengal
Pranisampad Bhaban (5th floor), LB-2, Sector-III,
Bidhannagar, Kolkata- 700 106
www.ekwma.in

Details of Request for Proposals (RFP)
e-NIT No. : EKWMA/MAP-01/2018-19(e-01)

East Kolkata Wetlands Management Authority (EKWMA), under the administrative control of Department of Environment, Government of West Bengal, intends to select an agency for the preparation of Wise use and Management Plan for East Kolkata Wetlands, a Ramsar Site, as per rules and regulations applicable to the East Kolkata Wetlands and Ramsar guidelines. The East Kolkata Wetlands Management Authority, Department of Environment, Government of West Bengal, for the stated purpose invites online RFP from eligible agencies in the manner and to the extent as detailed in this RFP document.

| | |
|--|---|
| RFP Inviting Authority | East Kolkata Wetlands Management Authority |
| Name of the Work | Preparation of Wise Use and Management Plan for East Kolkata Wetlands |
| RFP Reference | EKWMA/MAP-01/2018-19(e-01) |
| Date of uploading of RFP / NIT & other Documents (online) | Date 18/09/2018 at 17:00 Hrs |
| Documents download/Sale start date (online) | Date 18/09/2018 at 17:30 Hrs |
| Pre-bid/pre-proposal meeting | Date 03/10/2018 at 12:00 Hrs |
| Minutes of the pre-bid meeting to be uploaded | Date 11/10/2018 at 14:00 Hrs |
| Last date of amendment of the RFP if any | Date 11/10/2018 at 15:00 Hrs |
| Bid submission start date (online) | Date 12/10/2018 at 10:00 Hrs |
| Bid Submission closing date (online) | Date 30/10/2018 at 17:30 Hrs |
| Date of opening of Technical Bid/Proposals | Date 02/11/2018 at 11:00 Hrs |
| Date of uploading list for Qualified Bidder/Consultant in Technical Proposal | Date 05/11/2018 at 15:00 Hrs |
| Date for opening of Financial Proposal (online) | Date 05/11/2018 at 16:00 Hrs |
| Place of Opening of Technical Proposal | Pranisampad Bhaban (5th floor), LB-2, Sector-III, Bidhannagar, Kolkata- 700 106 |
| Contact Persons and Designation | Chief Technical Officer East Kolkata Wetlands Management Authority |
| Address for Communication | East Kolkata Wetlands Management Authority Environment Department, Govt. of West Bengal Pranisampad Bhaban (5th floor), LB-2, Sector-III, Bidhannagar, Kolkata- 700 106 |

Other important criteria specified by the Proposals Inviting Authority:

1. Bid should be valid for 180 days from the closing date of submission.
2. Detailed eligibility criteria are given in the RFP Document
3. The Proposals will be evaluated following 'Two-Bid System'. Bidders/Consultants will be required to submit technical as well as financial bid.
4. Financial Bids will be considered in respect of only those Bidders/Consultants who qualify in the Technical Bid, i.e. Financial Bids of those who are found ineligible on examination of their technical Bids will not be opened for consideration.

1.1 Introduction

The East Kolkata Wetlands (EKW) is a mosaic of water bodies, agricultural land and settlement areas largely under private ownership. The EKW naturally treats sewage generated from Kolkata city, through the shallow pisciculture ponds, where the sewage is fed on regulated basis and which constitute the mainstay for fish production from the wetland for supply to the local market. It also provides space for agriculture. Pisciculture and agriculture provide major livelihood avenues to the local population. The EKW also has traditional sites for disposal of Municipal Solid Waste (MSW) for Kolkata.

The EKW has more than 250 water bodies of varying sizes ranging from 2 ha to over 20 ha. Spread over 12,500 hectares, the EKW is of immense ecological and socio-cultural importance. It has been declared as a Wetland of International Importance under the Ramsar Convention in 2002. The EKW system is described as “One of the rare examples of environmental protection and development management where a complex ecological process has been adopted by the local farmers for mastering the resource recovery activities”.

It also supports a resident population of over 130,000. The EKW, being adjacent to the metropolis, is subjected to considerable pressure for real estate projects.

It is necessary to formulate a Wise use and Management Plan of the East Kolkata Wetlands for its conservation along with sustainable development ensuring livelihood of local population.

Being a Ramsar Site, the EKW is governed under the provisions of East Kolkata Wetlands (Conservation and Management) Act, 2006, promulgated by the State Government. The Wetland (Conservation and Management) Rules, 2017, promulgated by the Central Government, are also applicable. Calcutta High Court Order (1992) has imposed an injunction on conversion of water bodies and agricultural land.

Thus, any Management Plan for the area will have to address the needs for conservation of the wetland coupled with sewage fed pisciculture and sustainable development of the area so as to ensure appropriate living standards for the local inhabitants by extending adequate infrastructural facilities such as educational institutes, communication, medical facilities, water supply etc. and also keeping in view the growing demand for housing needs and other developments in the area.

Project Requirements:

The Wise use and Management Plan for EKW needs to focus on maintaining the ecological character of the site and the ecosystem services that it provides along with sustainable development of the area. This would include ensuring the wise use of the site through the conservation and improvement of the wetlands, promotion of sewage fed pisciculture, improvement of habitat for water birds, providing civic amenities and communication facilities to the local inhabitants, based on the existing land use pattern and within the ambit of the existing rules and regulations. The Wise use and Management Plan needs to examine and propose zonation of the entire wetlands based on existing land classification and good practices worldwide, with a view to promote sustainable development of the area without compromising on its ecological character.

On this backdrop, EKWMA has decided to develop a Wise use and Management Plan of EKW that would provide the framework of a planned and systematic approach towards sustainable use of the resource and ecosystem conservation and accordingly requests for proposals (RFP) from agencies with the eligibility criteria as detailed in this document.

Scope of work:

Preparation of the Wise use and Management Plan for the East Kolkata Wetlands, a Ramsar Site in eastern fringe of Kolkata, based on principle of conservation and sustainable development,

The Wise use and Management Plan should include the following aspects:-

1. The Wise use and Management Plan shall describe the strategies and actions for achieving wise use of the wetland and shall include objectives of site management for maintenance of ecological character of the wetland within the context of sustainable development.
2. The Plan shall suggest and describe methods for detecting changes in ecological characters, resource management and implementation.
3. Mechanisms for monitoring of implementation of Wise use and Management Plan shall be suggested.
4. Identify mechanisms for convergence of implementation of the Wise use and Management Plan with the existing State/Central level development plans and programmes. Impact of the natural growth of population (migration of people not be taken into account) during past decade and projection for future should be considered.
5. Enumeration of households in the project area is to be included for the analysis.
6. Identify illegal constructions and encroachment and suggest action plan for its removal.
7. Monthly measurement of water inflow into the wetland and outflow to Kulti Gang during the project duration.
8. The Wise use and Management Plan should identify areas for creation of different management zones within the wetlands such as indicated below as an illustration;
 - a. No Development Zone, where no changes/development shall be permitted except positive intervention for enhancement of wetland character.
 - b. Regulated Development Zone, where limited and regulated changes for development may be permitted.
 - c. Normal Development Zone, where development activities can be taken up without disturbing ecological character of the EKW

Activities prohibited, regulated, permissible and permitted in each Zone shall be prescribed in the Wise use and Management Plan.

9. Suggest interventions to improve the character of the wetland including the following:
 - a. Maintenance of water inflow into the wetland and required water balance for preservation of wetlands
 - b. De-siltation needs and suggested prioritisation
 - c. Water quality testing/ and improvement for scientific pisciculture and agriculture
 - d. Control of invasive species
 - e. Afforestation within EKW area without impacting on the original ecological character of the Site
 - f. Other measures for maintenance of ecology
 - g. Livelihood opportunities for local population
10. Allied Activities:

The Wise use and Management Plan should also include other activities to be taken up in the wetlands, such as:

 - a. Providing opportunities for wetland education and awareness through setting up of Wetland Interpretation centres and programmes
 - b. Promotion of Ecotourism, education, training, birdwatching
 - c. Propose means of improving the socio economic condition of the local inhabitants
 - d. Awareness generation programmes coupled to conservation activities.
11. Others: Wise use and Management Plan should include suggestions on following issues with detailed analysis of issues.
 - a. Wise use and Management Plan should include proposal related to surveillance mechanism of wetland along with a response plan
 - b. Water Management Plan during stress periods including floods and droughts
 - c. Conflict management strategies and resolution of conflicts
 - d. Communication and connectivity issues of local people and adjoining local bodies

For preparation of the Wise use and Management Plan, the selected agency will be required to undertake literature survey to identify good practices, study past Management Plan, and should use GIS data for ground level analysis.

All Activities proposed in the Wise use and Management Plan must conform to the existing Acts, rules and regulations.

1.2 Eligibility criteria for selection

Eligibility Criteria:

- i. The Bidder/Consultant may be a consultancy firm, a registered society, or Central or State Government undertaking, or corporate body having expertise and resources in the field of wetland conservation and management and GIS capabilities.
- ii. The Bidder/Consultant should have experience of preparation of wetland management plans or similar management plans, at least one of which should be in wetland management.

It may be noted that the Bidder/Consultant claiming experience for the above mentioned assignments shall have, prior to bid submission date, completed at least one of such engagements; the Bidder/Consultant shall furnish suitable proof (Work Order/ Signed Contract/ Letter of Engagement/ Completion Certificate as applicable) for the same. The documentary proof may be used by EKWMA for verification.

- iii. Financial Qualification: The Bidder/Consultant shall have average annual revenue (turn over) of at least INR 50 lakhs in the last three years out of last five years. (Audited Annual Financial Statements for the three financial years out of last five years to be furnished).
- iv. Bidder/Consultant should submit an undertaking stating that they have not been black listed by any authority/agency/employer/client.
- v. List of all assignments undertaken during last five years should be submitted.
- vi. The Bidder/Consultant is required to have manpower resources as mentioned below:-

| Key Professionals | Educational Qualification | Experience |
|---|---|---|
| Team Leader | Doctoral Degree in ecology/ wetland conservation or related field | At least 10 years experience in working in Wetland management/ related fields, having experience of preparing any Management Plan of any Ramsar site/ similar ecologically important sites or execution and implementation of sustainable use of wetlands |
| Project Manager | Should be a Post Graduate from a recognized University or Institute in Geology/Geography/ Remote sensing/engineering or allied subjects with knowledge of GIS application | At least 8 years experience of working in GIS applications /land use and land planning |
| Professionals- 1. Economist/Sociologist 2. Hydrologist 3. Environment Engineer | Should be a Post graduate from a recognized university/institute in related subjects | At least three years post qualification experience |

Evaluation Criteria and Process

An Evaluation Committee will evaluate the Bid process. The Technical Bids submitted by Bidders/Consultants who are eligible as per the Eligibility Criteria mentioned above will be evaluated and technical scores/ marks will be assigned on a scale of 100 as shown below:

Technical Score (TS) - Based on the Technical Bid submitted

| S. No | Type | Evaluation Criterion | Maximum Marks |
|-------|--|--|---|
| 1. | Technical Capability of the firm | Minimum average annual revenue (turn over) of at least INR 50 lakhs in the last three years out of last five years. | Total: 5 |
| 2. | If the Bidder/Consultant has undertaken Wetland management assignments: | Assignments on wetland management plans or similar management plans, at least one of which should be in wetland management. | 5 for one plan in wetland management 7 for two plans in wetland management 10 for three or more plans in wetland management Total: 10 |
| 3. | a. Quality of Plans prepared by Bidder/Consultant b. Proposed methodology | To be judged by said Evaluation Committee | a. 7 b. 8 Total: 15 |
| 4. | Qualification and experience of the Team Leader | <ul style="list-style-type: none"> If the Team Leader holds a Doctoral Degree in ecology/ wetland conservation or related field If the Team leader has experience in working in Wetland management/ related fields of at least 10 years If the team leader has experience of preparing any Management Plan of any Ramsar site/ similar ecologically important sites, or execution and implementation of sustainable use of wetlands | 10 10 10 Total: 30 |
| 5. | Qualification and experience of the Project Manager | <ul style="list-style-type: none"> If Project Manager is Post Graduate from any recognized University or Institute in Geology/Geography/Remote sensing/Engineering or allied subject with knowledge of GIS application If The project manager has 8 years experience of working on GIS application / Land use planning | 5 5 Total: 10 |

| | | | |
|--------------------|--|--|---------------------------------|
| 6. | Professional manpower 1. Economist/Sociologist 2. Hydrologist 3. Environment Engineer | Post graduate degree in relevant field with three years experience | 5 5 5 Total: 15 |
| 7. | Quality of proposed personnel | To be judged by said Evaluation Committee | Total: 15 |
| Total Marks | | | 100 |

Minimum qualifying score for Technical Bid should be 60.

Commercial Score (CS) – Based on the Commercial Bid submitted

The Commercial Bids will be evaluated out of 100. The lowest bid will get 100 marks and the others will get marks in proportion to the Lowest Bid as per the following formula:

$$CS = (\text{Lowest Commercial Bid} \times 100) / (\text{Commercial Bid of Bidder/Consultant})$$

Overall Score

The Overall Score of a Bidder/Consultant will be calculated by assigning 70% weight to Technical Score and 30% weight to Commercial Score.

$$\text{Hence, the overall score } S = 0.70 \times TS + 0.30 \times CS$$

The highest overall scorer will be the selected Bidder/Consultant.

1.3 Deliverables and time line

The deliverable by the Bidder/Consultant will be in the form of reports, maps, plans, studies etc in hard cover reports (six copies) and soft form (two copies) documents of the following nature-

Inception Report and Conceptual planning - Study of base line data, earlier Management Plans/concepts and review their of, extent of water body and status of ecological services, historically available literature, publically available information on education, health, population, infrastructure, culture, aspiration of youth etc and proposing a framework of report.

- 1 month from issuance of Award of Contract

Draft Wise use and Management Plan - Analysis of data, ground truthing of the GIS maps and data, preparation of maps, zoning with prescription and submission of draft report.

- 4 months from issuance of Award of Contract

Final Wise use and Management Plan - Finalisation of zones, action plan for conservation and development, finalisation of maps incorporating all necessary details, submission of final report etc.

- 5 months from issuance of Award of Contract

During all stages of submission team will have make a presentation before the Steering Committee constituted by Environment Department.

Each report will also be examined by the said Steering Committee constituted. The issues illustrated above are for guidance only and Bidder/Consultant may include/change them for his report. The deliverable need to be provided in time and failure to do so would attract liquidated damages. The liquidated damages will be 0.05 % for the each day of delay and the contract may be terminated if the liquidated damages exceed the 10% of the accepted bid value. The delay period will be calculated after excluding the time taken by the said Steering Committee after receipt of the reports as mentioned above.

Further, the EKWMA reserves the right to terminate work order/ contract at any point of time for unsatisfactory performance by the Bidder/Consultant.

1.4 Copyright, Patents and Other Proprietary Rights

EKWMA/Environment Department, Government of West Bengal shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Bidder/Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

1.5 Payment terms

The payments will be made as per follows-

- a. Submission of inception report and acceptance thereof by the Committee- 10 %
- b. Submission of the draft report and acceptance thereof by the Committee - 30 %
- c. Submission of final report with incorporation of changes suggested and acceptance thereof by the Committee - 60%

1.6 Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Bidder/Consultant for the Client under the Contract shall belong and remain the property of the Client. The Bidder/Consultant may retain a copy of such documents and software; but shall not use them for purposes unrelated to this contract without prior written approval of the Client (that is EKWMA/Environment Department).

Raw data, Survey/enumeration data should be submitted to EKWMA and the same shall be a property of EKWMA. The Bidder/Consultant may retain a copy of such data but shall not use them for purposes unrelated to this contract without prior written approval of the Client (that is EKWMA/Environment Department).

1.7 Instructions to Bidders/Consultants for submission of proposals

Proposals will be submitted through e-filling. The intending Bidder/Consultant shall submit the proposal on their official stationary clearly indicating, name of the contact person, his telephone, cell phone numbers, email address, and postal address for official communications. The applications are to be submitted in the format prescribed in Annexure 1 along with the Technical bid and Financial bid.

Both **Technical Bid** and **Financial Bid** are to be submitted in the website <https://wbtenders.gov.in>. RFP may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.

The Technical bid will be submitted in Folder 1 name as “Technical Bid” containing

- Duly digitally signed Annexure 1 with all enclosures mentioned therein
- Duly digitally signed Annexure 2A with all enclosures mentioned therein
- Duly digitally signed Annexure 2B

The Financial bid will be submitted in Folder 2 name as “Financial Bid” containing

- Bill of Quantities (BOQ) inclusive of all taxes and duties

The proposals received from the intending participants shall be opened and evaluated by the said Evaluation Committee constituted by the Department. Intending Bidders/Consultants may remain present during opening of the bid, if they so desire.

General information:

- Technical bid with non-statutory documents will be downloaded & handed over to the Committee.
- Pursuant to scrutiny & decision of the Evaluation Committee the summary list of eligible Bidders/Consultants will be uploaded in the web portals.
- During evaluation, the Evaluation Committee may summon of the Bidders/Consultants & seek clarification / information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- In the financial proposal the Bidder/Consultant is to quote the rate in the space marked for quoting rate in the Bill of Quantities (BOQ).

Penalty for suppression / distortion of facts:

- If any Bidder/Consultant fails to produce the original hard copies of any documents on demand of the Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the Bidder/Consultant and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid:

- EKWMA reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder(s)/Consultant(s) or any obligation to inform the affected Bidder(s)/Consultant(s) of the ground for **Employer’s action**.

Award of Contract:

- Selected Bidder/Consultant will be informed through **Acceptance Letter**.

Liquidated Damages and Termination of Contract:

- As indicated in section 1.3 of the RFP

Disputes and Arbitration:

- All disputes or differences which may arise out of or in connection with the terms and conditions of this agreement and cannot be resolved between the parties shall be referred to the sole arbitration of the Member Secretary, EKWMA or any other person(s) appointed by him. The adjudication of such arbitrator shall be governed by the Arbitration and Conciliation Act, 1996, or any modification or rules made thereof. The award of the arbitrator(s) shall be final and binding on both the parties.
- In case the arbitrator(s) to whom the matter is originally referred to vacates his office on resignation or for any reason whatsoever, the Member Secretary, EKWMA shall appoint another person to act as arbitrator to proceed further. The Bidder/Consultant will have no objection in any such appointment.

Jurisdiction:

- The Arbitration shall be held exclusively in the jurisdiction of competent civil court(s) of Kolkata / Salt Lake, West Bengal.

Annexure 1 : Letter of Proposal Submission

(To be prepared and submitted on the Firm's Letter Head under the digital signature of authorized signatory)

To

The Additional Chief Secretary to Government of West Bengal
Department of Environment,
Pranisampad Bhavan
LB2 Salt lake Sector
Kolkata 700106

Subject: Submission of proposal for selection of Bidders/Consultants for preparation Wise use and Management Plan for East Kolkata Wetlands

Dear Sir,

We, the undersigned, offer to provide our services for preparation of Wise use and Management Plan of East Kolkata Wetlands in accordance with your RFP No_____ inviting online proposals. We are hereby submitting our Bid, which includes the Technical Bid and a Commercial Bid (BOQ) in the website <https://wbtenders.gov.in>. We hereby declare that all the information and statements made in the bid are true and accept that any misinterpretation contained in it may lead to our disqualification. The bid is submitted on acceptance of terms and conditions as applicable in the RFP document.

Our bid is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Postal Address for communications

Telephone No.

Cell phone Number

Enclosures:

1. Technical Bid (Annexure 2A and 2B)
3. Copy of latest Income tax return, PAN and GST papers
4. Audited Accounts for three years out of last five years
5. Certificate of Registration in case of consultancy firm/Society/Corporate Body
6. Self declaration by the Bidder/Consultant/authorised person on the Bidder's letterhead that they have not been black listed by any authority/agency/employer/client.
7. List of all assignments undertaken during last five years
8. Authorizing letter for signing the proposal

Annexure 2A : Technical Bid Format : Organisation

| S.No. | Assignment name | Brief Description of the Assignment including the value | Start Date | Name of Client and project location | Whether the project is on a Ramsar site | Whether the project has been completed |
|-------|-----------------|---|------------|-------------------------------------|---|--|
| | | | | | | |
| | | | | | | |

- Proof to be furnished in support of experience (Work Order/Signed Contract/ Letter of Engagement for ongoing assignments and Completion Certificate for Completed assignments)
- Copy(s) of Wetland Plan(s) previously completed by the organisation is attached.
- Copy(s) of similar Management Plan(s) previously completed by the organization.
- Proposed methodology for the preparation of Wise use and Management Plan for East Kolkata Wetlands is attached.

Signature:

Name:

Designation:

Place:

(Signature, Name and designation of authorized signatory)

Annexure 2B

1. Curriculum Vitae (CV) of Team Leader & other key professionals

- Proposed Position:
- Name of Personnel:
- Date of Birth:
- Nationality:
- Educational Qualification:
- Employment Record:

| From | To | Employer | Designation |
|------|----|----------|-------------|
| | | | |
| | | | |

- Experience:

| S. No. | Key professional category | Name of Project | Project Location | Project Details |
|--------|---------------------------|-----------------|------------------|---|
| 1 | | | | <ul style="list-style-type: none">• Year :• Client:• Position Held:• Activities Involved:• Whether it is a Ramsar site: |
| 2 | | | | <ul style="list-style-type: none">• |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me. I further declare that I shall be available for the project work.

Signature:

Name:

Designation:

Place:

(Signature, Name and designation of authorized signatory)