

# **Notice Inviting Request For Proposal (RFP)**

NIT No – EKWMA/CC-01/2018-19(e-02) Date 04.03.2019

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**Apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors**

**East Kolkata Wetlands Management Authority**  
Under Department of Environment  
**Government of West Bengal**

**5<sup>th</sup> Floor, PraniSampad Bhavan, LB2, Sector III, Kolkata-700106**

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**EAST KOLKATA WETLANDS MANAGEMENT AUTHORITY**  
**5<sup>th</sup> Floor, Pranisampad Bhavan**  
**LB2, Sector III**  
**Salt Lake -106**

**PART A - NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

**INVITATION FOR BIDS**

**NIT No - EKWMA/CC-01/2018-19(e-02)**

**Date: 04/03/2019**

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**PROJECT: Apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors**

East Kolkata Wetlands Management Authority (EKWMA), invites bids through e-tender from eligible bidders for conducting a study and delivering hard copy and soft copy of reports and database on **Apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors** as specified in the bid document.

1. This invitation for the Bid is open to any bidder who is a consultant or authorized representative of the consultant or professor of an academic institute, who meets the Qualifying Requirements stipulated hereunder for participation in the tender. The bidder shall furnish satisfactory evidence to establish that bidder meets the following qualifying requirements.
2. Prospective bidders may visit Websites: <https://wbtenders.gov.in> or <http://www.ekwma.in> directly for details terms and conditions of e-tender. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India viz. NIC, DSC is given as a USB e-token. After obtaining the DSC from the approved CA they required to register the fact of possessing the DSC through the registration system available in the website.
3. Prospective Bidders may download a complete set of bidding documents from the website: <https://wbtenders.gov.in> with the help of e-token. This is the only mode of collection of tender document. Tenders are to be submitted online. Details of submission procedure are given below under 'Instructions to Bidders'.

Bidders are requested to submit a refundable EMD of **Indian Rupees 84,400/-** The EMD (Earnest Monet Deposit) should be submitted through online vide Memorandum No. 3975 – F (Y) dated, 28th July 2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the tender document.

4. This bidding takes simultaneous bidding procedure in two part (Folder) bidding system Part-1) Techno Commercial Bid and Part-2) Financial Bid. All the eligible and interested

bidders are required to submit the Techno-commercial bid and financial bid simultaneously through online e-tender system. Techno-Commercial bids (all folders of 4 A and 4B of Tender document) will be opened and analyzed first. Only the bidders whose Techno-commercial bid is found responsive will be notified by the Authority and uploaded the techno commercial evaluation status through e-tender system. Financial Bids (5) of techno- commercially successful bidder(s) will be opened and the date and place to participate in the public opening of the financial bid will also be informed through e-tender system.

For amendment in bidding documents or extension of bid submission date, if any, bidders are requested to visit website <https://wbtenders.gov.in> or <http://www.ekwma.in>. **Authority will not publish further any notice in newspapers for such amendment/extension.**

6. Eligible Bidders must submit their bids for complete scope of work through online. Any bid submitted for incomplete scope shall be rejected out rightly.
6. The Bid Security/EMD should be submitted through online vide Memorandum No. 3975 – F (Y) dated, 28th July 2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the tender document.
7. EKWMA will not be responsible for any cost(s) or expense(s) incurred by bidders in connection with the preparation or delivery of bids.
8. The East Kolkata Wetlands Management Authority reserves the right to reject any or all the tenders without assigning any reason whatsoever.
9. In the event of date being declared as a closed holiday for EKWMA’s Office, the date for submissions of bids and opening of bids will be the following working day at the appointed time.
10. The bidder or his official representative is invited to attend a **pre-bid meeting**, which will take place **at 12<sup>th</sup> March, 2019 on 2:30 pm** at the Authority’s office. Prospective bidders are requested to send their queries, if any, to the e-mail id: [ctoekwma@gmail.com](mailto:ctoekwma@gmail.com) or contact at phone number: 03323353003 at least 1 days prior to the scheduled date of pre-bid meeting positively to prepare for discussion at the pre-bid meeting. However, if there is any other query that must be submitted in writing (hard copy & soft copy) before the pre-bid meeting. No verbal queries will be entertained for discussion at the pre-bid meeting.
11. For any assistance regarding downloading and uploading documents through e-tendering please contact NIC Help Desk: 033 -2334-6098.

## 12.0 Date and Time Schedule

Sl. No.	Particulars	Date & Time
1.	NIT No. and Date: <b>EKWMA/CC-01/2018-19(e-02)</b>	04.03.2019

Sl. No.	Particulars	Date & Time
2.	Issuance of Notice Inviting Tender (NIT) & other Documents (in website) (Publishing Date)	04.03.2019
3.	Documents download start date (Online)	04.03.2019; 5:30 pm
4.	Last date of submission of queries	12.03.2019; 12:30 pm
5.	Date and Time of Pre-Bid 'meeting (to be held at Pranisampad Bhawan, 5 <sup>th</sup> Floor)	12.03.2019; 2:30 pm
6.	Bid submission start date and time (On line)	14.03.2019; 5:00 pm
7.	Bid submission closing date and time (On line)	26.03.2019, 5:30 pm
8.	Opening of Bids	28.03.2019, 15:00 hrs
9.	Date of uploading the final list of technically qualified bidder (online) after disposal of appeals (if any)	TBA
10.	Date for opening of Financial Bid (online)	TBA

(      sd/-      )

Chairperson

Consultancy Tender Evaluation Committee

East Kolkata Wetland Management Authority

**Important:** Bidders are expected to examine the Bidding Documents carefully and are deemed to have received and read all documents. It shall be the responsibility of the Bidder to request copies of any missing documents. Failures to do so will be at the Bidder's risk.

TBA: To be announced later through the tender portal

## Part B: BID Document

### 1.0 Introduction

East Kolkata Westland Management Authority intends to conduct a study for **Apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors**. For details the website <https://wbtenders.gov.in> or <http://www.ekwma.gov.in/tenders> and EKWMA Website: [www.ekwma.gov.in](http://www.ekwma.gov.in) (Click on News and Notice section). Prospective Bidders may download a complete set of bidding documents from the website: <https://wbtenders.gov.in> with the help of e-token. This is the only mode of collection of tender document. Tenders are to be submitted online. Details of submission procedure are given below under ‘Instructions to Bidders’.

- I. This is an invitation for submission of project proposal for above-mentioned estimation work. The study is for a period of two (2) years. Academic Institutes/ Consultancy firms, agencies are required to submit technical proposal and financial proposal through the government portal for e tendering ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)), which will be evaluated and short listed.
  
- II. The East Kolkata Westland Management Authority now invites eligible consultancy firm, agency / academic institutes to indicate their interest in conducting above-mentioned studies. Interested consulting firm, agency /academic institute must provide information indicating that they are qualified to perform the work (Methodologies to be followed for the work, description of similar assignments, published works or reports of similar work by the agency/institute, reports prepared for government agencies, availability of appropriate skills among staff, etc, work plan and time line). Consultancy firm, agency / academic institutes may associate to enhance their qualifications. *[The “Association” may take the form of a joint venture (with joint and several liability) or of a subconsultancy].*

Interested bidders can download the tender document from the

Tender Number and Date: **EKWMA/CC-01/2018-19(e-02) dtd 04.03.2019**

Tender Floated by: Chairperson, CTEC

Address: East Kolkata Westland Management Authority, 5<sup>th</sup> Floor, Prani Sampad Bhavan, LB2, Sector III, Kolkata -700106

Website: ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) /[www.ekwma.in](http://www.ekwma.in),

Phone: 03323353003,

Fax No: 03323356403,

Email: [ctoekwma@gmail.com](mailto:ctoekwma@gmail.com)

Details of the tender are given in the following sections.

## **2.0 Item Details**

### **2.1 Objective of the study: Apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors**

### **2.2 Scope of Work:**

#### **2.2.1 Introduction**

The State Action Plan on Climate Change has been prepared by government of West Bengal during 2010-2012 by involving more than 50 experts from different departmental officers and external experts.

In 2017, a review has been started for understanding the extent of implementation of State Action Plan on Climate Change (SAPCC), West Bengal in last 5 years i.e. 2012-2017. It has been noted that:

1. In many sectors like agriculture production, fish production, the state has improved its performance in spite of the fact that state has faced temperature rise and erratic rainfall during this period.
2. It has been also noted that many of the adaption measures proposed in SAPCC, 2012 was part of activities- as – usual taken up by the line departments. In corporation of such activities points out the fact that:
  - i) A good number of departmental officers were involved in the process and the listing of activities was oriented towards the then major activities of the line departments;
  - ii) Climate changes in many cases aggravate the existing problems and therefore, solutions may lie in a cradle of few regular schemes. Appropriate improvisation of existing schemes may either minimize the negative impact of climate change or may reduce the negative impact of any non climate event. In both the cases productivity is likely to increase.

It is, therefore, essential to assess and quantify the degree and extent of positive impacts of any climate change measure vis-à-vis business – as - usual measure in terms of financial output as well as physical output to evaluate the achievements of SAPCC.

The scope of the project is entire West Bengal. Appropriate sample spaces are to be selected for proper representations of different agri-metereological zone and types of zone as per the standard statistical survey.

### **2.3 Expected Outcome:**

1. Quantification of impacts of different adaptation measure vis-à-vis non climate change related measures in terms of :
  - a) Financial investment
  - b) Physical achievement



2. The methodologies followed for such measure, can be used in future:

The proposed methodology may have following two components:

- A. An all sector comprising assessment on basis of secondary data already available with State Government
- B. A field level verification on agriculture (example: Paddy) sector by conducting a representative survey of the proposed assessments – considering the expected coverage of all the sectors vis-à-vis the limited time and resources, field level verification survey may be restricted to the agriculture sectors only.

A report (2 hard copies as well as 2 soft copies) and a the detailed database used for the report in Excel File

The report should consist of:

1. Description of the study
2. List of reports used in the study with proper referencing
3. Sampling designs, number of samples considered, Justification of sampling designs
4. Outcome of surveys
5. Proof of field surveys
6. Methodologies followed for apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors with justifications
7. Output of the apportionment and reliability of the same
8. Results and discussion
9. Inferences and recommendations

The Excel file should consists of the database used for estimation with proper cell referencing and index sheets for future use, updating and also the description of formulas used for calculations.

### **3.0 Cost details**

Estimated project cost is Rupees Forty Two Lakh and Twenty Thousand (Rs. 42,20,000.00) only. Bidders are requested to submit a refundable EMD of **Indian Rupees 84,400/-** The EMD (Earnest Monet Deposit) should be submitted through online vide Memorandum No. 3975 – F (Y) dated, 28th July 2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the tender document.

### **4.0 Queries**

Interested consultants may obtain further information from Member Secretary, East Kolkata Wetands Management Authority from 11 a.m. to 5p.m. The information can also be obtained on Prospective Bidders may download a complete set of bidding documents from the website:

<https://wbtenders.gov.in> with the help of e-token. This is the only mode of collection of tender document. Tenders are to be submitted online. Details of submission procedure are given below under 'Instructions to Bidders'.

## 5. Selection Method

Consultants will be selected in accordance with the procedures set out in the extent guidelines issued by the Finance Department on basis of QCBS (Quality and Cost Based Selection). Minimum qualifying marks shall be 50%.

## 6.0 Date and Time Schedule

Sl. No.	Particulars	Date & Time
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(      sd/-      )

Chairperson

Consultancy Tender Evaluation Committee  
East Kolkata Wetland Management Authority

TBA: To be announced later through e tender portal

**PART C: TENDER DOCUMENT SUMMARY**

Date of Issuance of Tender Document	04.03.2019
Contact details for seeking clarifications for tender document	Chief Technical Officer (CTO), East Kolkata Wetlands Management Authority (MS, EKWMA) , at Pranisampad Bhavan, 5 <sup>th</sup> floor, LB-2, Sec-III, Saltlake City Kolkata-700106
Last date of sending query by Bidders to CTO, EKWMA	12.03.2019; 2:30 pm
Earnest Money Deposit	Rs.84400/-*
Performance Security	Ten percent (10%) of the awarded bid value of the project**
Date & Time of opening Technical Bids	28.03.2019, 15:00 hrs
Validity Period of the BID	The validity period of the bid is 180 days from date of announcement of the bid.

<b>Other terms and conditions:</b>	
1.	The reports and CDs shall be submitted to the office of Member Secretary East Kolkata Wetlands Management Authority, at Pranisampad Bhavan, 5 <sup>th</sup> floor, LB-2, Sec-III, Saltlake City Kolkata-700106 within the stipulated project deadline with a copy to the Department of Environment, Government of West Bengal
2.	The quoted price should be inclusive of cost of items, all taxes and duties and that of free delivery, etc.
3.	The bid documents for ‘ <b>Apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors</b> ’ should be uploaded in ( <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> ) as per present e tender policy and guideline of the state government.
4.	Payment will be made by Account Payee Cheque on submission of the bill in duplicate along with audited UC (Utilization Certificate) supported with satisfactory certificate towards delivery from Department of Environment, Government of West Bengal
5.	Mode of Reporting :

<b>Other terms and conditions:</b>	
	Submission of First Initiation Report by May 2019 Submission of 2 <sup>nd</sup> -5 <sup>th</sup> Quarterly Interim reports after every 4 months First presentation before the EKWMA and DoE after 9 months of the study Second presentation before EKWMA and DoE after 18 months of the study Submission of draft final report after 22 months of the study period Submission of Final report and audited UC (Utilization Certificate) after 24 months
6.	Mode of payment release: <ul style="list-style-type: none"> <li>• 10% of the total fee as an advance</li> <li>• 10% of the total fee after first initiation reports</li> <li>• 10% of the total after submission of first interim reports and endorsement from DoE, GoWB</li> <li>• @ 15% of the total after submission of second and third interim reports and first presentation and endorsement from DoE, GoWB</li> <li>• @ 15% of the total after submission of 4<sup>th</sup> 5<sup>th</sup> and draft final report and endorsement from DoE, GoWB</li> <li>• 10% of total fee after presentation before EKWMA and DoE and submission of satisfactory final report and audited UC</li> </ul>

\*(The condition may be relaxed for academic institution subject to the decision of Finance Department)

\*\* (The condition may be relaxed for academic institution subject to the decision of Finance Department)

## **PART D: INSTRUCTION TO BIDDERS**

### **1.0 Scope: As defined in 2.2 of Part B**

#### **1.0 Instructions for Bid Submission**

##### **2.1 Brief Description of the Bidding Process**

Bids are to be submitted through online to the website ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)).in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

## 2.2 Earnest Money Deposit

(a) Bidders are requested to submit a refundable EMD of Indian Rupees 84400/- The EMD (Earnest Monet Deposit) should be submitted through online vide Memorandum No. 3975 – F (Y) dated, 28th July 2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the tender document.

(b) Any Bid not accompanied by the EMD shall be summarily rejected by the Authority as non-responsive,

(c) The EMD of unsuccessful Bidders will be returned by the Authority, without any interest, after finalization of successful bidder.

(d) The Successful Bidder's EMD will be returned after submission of performance security deposit of 10% of the Contract Value.

(e) The Authority shall be entitled to forfeit and appropriate the EMD inter alia in any of the events specified in Clause 2.9) herein below. The Bidder, by submitting its Bid pursuant to this Tender Document, shall be deemed to have acknowledged and confirmed that the Authority will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the Bid Validity Period as specified in this Tender Document. No relaxation of any kind on EMD shall be given to any Bidder.

(f) The EMD shall be furnished in Indian Rupees only. No interest shall be payable by the Authority on the EMD.

(g) The EMD shall be forfeited and appropriated by the Authority without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise, under the following conditions:

(i) If a Bidder submits a non-responsive Bid.

(ii) If a Bidder withdraws its Bid during the Bid Validity Period as specified in this Tender Document and/or as extended by mutual consent of the respective Bidder(s) and the Authority;

iii) In case of successful bidder, if it fails within the specified time limit –

- to sign and return the duplicate copy of LOA (Letter of Award) in accordance with the terms thereof;
- to sign the contract within the time specified by the Authority; or

- to furnish the Performance Security within the period prescribed in the Contract;  
or,
- In case the Successful Bidder, having signed the Contract, commits any breach thereof prior to furnishing the Performance Security.

## 2.3 Eligibility of Bidders

Sl No	Basic Requirement	Eligibility Criteria	Document Proof
1.	Annual Sales Turnover	For consultancy firm/ agency : average annual sales turnover from projects done in field of large scale socio-economic surveys in field of climate change adaptation related fields like agriculture, fisheries, livelihoods in agriculture or fisheries, in past three (3) audited financial years (2015-16, 2016-17, 2017-18) for last 3 financial years ending 31.03.2018.	Balance sheets and certificates from the statutory auditor/ Chartered Accountant
		For Academic Institutes	Balance sheets for least three years
2.	Technical Capability	<p>The Bidder should have successfully completed projects/ conducting projects for any Government Departments/ PSU/ Board/Council or similar reputed private organisation ( at least a Ltd company) in India in last three audited financial years (2015-16, 2016-17, 2017-18) with total order value of minimum Rs. 3400000.00 (Rs Thirty Four Lakhs) in two years in above-mentioned or similar fields.</p> <p>The bidder must have the proven track record of undertaking and completing at least 10 (ten) research projects over the past 10 years for national/state governments and/or international organizations.</p>	<p>Completion Certificates/ proof of last payment + Work Order/Contract Agreement with project title and award value /Contract agreement with project title and award value(for completed projects) from the client;</p> <p>OR</p> <p>Work Order / Contract agreement+ partial Work Completion Certificate (for ongoing projects) with project title and</p>

Sl No	Basic Requirement	Eligibility Criteria	Document Proof
			<p>award value from the client</p> <p>OR any other authenticated supporting documents, which clearly indicates that the work has been satisfactorily completed.</p> <p>Description of relevant projects in Format in Table 2 and Three of Annexure 3</p>
3.	Manpower Capability	<p>Team should consist of members with at least a postgraduate degree or preferably a doctoral degree in social sciences with focus specialized sectors like of <b>Agriculture, Climate Change, Environment, Natural resource management, Policy Analysis, Social Sciences, Economics.</b></p> <p>The bidder must have extensive and demonstrable experience in planning and carrying out large social science surveys and data analyses.</p> <p>One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of <b>natural resource management and</b></p>	CVs certified by Bidder, self attested Certificates, Website references and/or mark sheets



Sl No	Basic Requirement	Eligibility Criteria	Document Proof
		<p><b>policy analysis adaptation related projects</b> and at least 5 relevant publications.</p> <p>One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of <b>climate change adaptation/ environment/ sustainable development</b> related projects and at least 5 relevant publications.</p> <p>One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of <b>agriculture</b> and at least 5 relevant publications.</p> <p>One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of <b>social science research methodology and sampling</b> and at least 5 relevant publications</p> <p>AND</p> <p>One team member with minimum of a doctoral degree/ post graduation and at least 10 (ten)</p>	

Sl No	Basic Requirement	Eligibility Criteria	Document Proof
		<p>years experience in the area of <b>gender studies</b> with at least 5 (five) years of undertaking research in gender related projects and at least 5 (five) relevant publications</p> <p>At least 60% of the research team, if not all members of the research team should be the staff of the bidding organization submitting the bid.</p> <p>The team of experts must have overall/each expert individually an excellent level of spoken and written standard UK English. At least some of the team members must know written and spoken Bengali.</p>	
4.	Consortium	The Bid shall be submitted only by the Bidder; no consortium will be allowed in this aspect. Declaration from the organisation needs to be submitted about appropriate representation and authorisation of one firm for consortium	Copy of the declaration from authorised signatory about representing the consortium
5.	Status of Entity	<p>Bidder may be a Company, Or Partnership Firm</p> <p>The bidder should have existence in India for last ten (10) years at the end of 31st March 2018. Or</p> <p>Bidder may be from any department of any academic Institute/ University with ten years existence in India</p>	<p>Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration Certificate from Statutory auditor / Chartered Accountant OR Certificate from Statutory auditor / Chartered Accountant for Solvency declaration</p>

<b>Sl No</b>	<b>Basic Requirement</b>	<b>Eligibility Criteria</b>	<b>Document Proof</b>
			OR UGC or AICTE accreditation for Academic Institute or University
<b>6.</b>	Other Legal Documents	Copy of PAN Articles of Association/Company Registration (depending on company type)  GST number and registration for consultancy firm/agency  GST number and registration for academic institute as per applicability	Copy of all the certificates/ PAN  GST registration certificate
<b>7.</b>	Blacklisting	The responding firm must not be blacklisted by any Government Department, Ministry or Agency in India for breach of ethical conduct or fraudulent practices	A self-declaration that the bidder has not been blacklisted and information on whether penalty/ debarment had been faced or not under any Govt./Semi Govt./Autonomous body, etc
<b>8.</b>	Power of Attorney	The bidder shall submit the Power of Attorney of Authorization for signing the bid in Rs.50.00 Non Judicial Stamp Paper.	Power of Attorney
<b>9.</b>	Submission of EMD	Bidders are requested to submit a refundable EMD of Indian Rupees 84400/- The EMD (Earnest Monet Deposit) should be submitted through online vide Memorandum No. 3975 – F (Y) dated, 28th July 2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said	

Sl No	Basic Requirement	Eligibility Criteria	Document Proof
		Memorandum is attached as a part of the tender document.	

**Note: In absence of any of the above, the bid will be treated as non-responsive and summarily rejected.**

- A written declaration in the form of an affidavit before notary as to the correctness of all documents submitted and a declaration whether penalty/ debarment had been faced or not under any Govt./Semi Govt./Autonomous body, etc by the bidder.

#### **2.4 Preferred Criteria**

- Bidders who has successfully completed projects in any of the above-mentioned fields in recent past (within past two years) or have worked for any government/ international agency like United Nations shall be given preferences as the bidder in that case is expected to have a direct exposure and understanding of types of opportunities and challenges in present work which enable the firm/ institute to work fast. However, the bidder shall have to submit the report of such work and proof of last release of payment.
- The Bidders should have previous experience of working in similar work which involves analysis and estimations of impacts and financial outlays of different schemes/ policy interventions in field of fisheries and aquaculture, climate change, policy analysis, social sciences, economics or related field. Supporting documents (paper published in peer reviewed journal/ report approved by any Government Department/ work published as conference proceedings/ work done for any private agency/ or any other similar documents) should be submitted along with the Bid.
- The Principal Investigator or the Lead-consultant should have prior experience in working in analysis and estimations of fisheries and aquaculture, climate change, policy analysis, social sciences, economics or related field..

#### **2.5 Number of Bids**

No Bidder shall submit more than one Bid pursuant to this Tender Document.

#### **2.6 Cost of Bidding**

The Bidder shall also be responsible and shall pay for all of the costs associated with the preparation of its Bid and its participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bid.

## **2.7 Right to accept and reject any or all Bids**

Notwithstanding anything contained in this Tender Document, the authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without any liability' or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

## **2.8 Verification and Disqualification**

(i) The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the Tender Document and the Bidder shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

(ii) The Authority reserves the right to reject any Bid and appropriate the EMD if:

(a) at any time, a material misrepresentation is made or uncovered, or

(b) the Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Bid. Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification/ rejection occurs after the Bids have been opened and the lowest Bidder gets disqualified/ rejected, then the Authority reserves the right to take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Bidding Process.

(iii) In case it is found during the evaluation of Bids or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the awardee of the project either by issuance of the LOA for entering into the Contract, and if the Successful Bidder has already been issued the LOA or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this Tender Document, be liable to be terminated, by a communication in writing by the Authority to the Successful Bidder or the awardee, as the case may be, without the Authority being liable in any manner whatsoever to the Successful Bidder or Awardee. In such an event, the Authority shall be entitled to forfeit and appropriate the EMD or Performance Security, as the case may be, without prejudice to any other right or remedy that may be available to the Authority under the Tender Document and/ or the Contract.

## **2.9 Clarifications**

(i) Bidders requiring any clarification on the Tender Document may notify the Authority in writing or by fax and email at the address provided in the Tender Document. They should send in their queries on or before the date mentioned in the Schedule of Bidding Process in prescribed format:

(ii) **Format for Pre-bid query:**

Bidder Organization name:					
Bidder Organization address:					
Contact Person name :					
Contact Person Phone number					
Contact Person e-mail id					
Tender document reference:					
Sl No	Section Number	Sub-section	Page	Content of the Bid document requiring clarification	Clarification Sought

(iii) The Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

3.

(iv) The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Tender Document. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

## 2.10 Amendment of RFP/Tender Document

(i) At any time prior to the Bid Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP/Tender Document. For amendment in bidding documents or extension of bid submission date, if any, bidders are requested to visit website <https://wbtenders.gov.in> or <http://www.EKWMA.gov.in>. **Authority will not publish further any notice in newspapers for such amendment/extension.**

- (ii) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Bid Due Date. The Authority shall not be responsible for non-despatch of the amendments in the Tender Document, if any, to the prospective Bidders.

## **2.11 Format and Signing of Bid**

- i) The Bidder shall provide all the information sought under this Tender Document.
- (ii) The Bid and its copy shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also put initials on each page, in blue ink. In case of printed and published documents, only the cover shall be initiated. All the alterations, omissions, additions or any other amendments made to the Bid shall be initiated by the person(s) signing the Bid.
- (iii) The original and all copies of the Bid shall be typed or written neatly in indelible ink and shall be signed by the Bidder through a person duly authorized to bind the Bidder to the Contract. The authorization to the said person shall be substantiated by a Power-of-Attorney accompanying the Bid. In case of the Bidder being Company incorporated under Indian Companies Act 1956; the Power of Attorney shall be supported by a Authority Resolution in favour of the person vesting power to the person signing the Bid. The person or persons so authorized for signing the bids shall initial all pages of the bids including printed literature. Each page of the Bid must be numbered at the right hand top comer. Pagination should be provided by clearly establishing linkage between a piece of information provided and the relevant section of RFP for which the same is being made available in the tender document. Supporting documents should also be similarly linked with the relevant section of RFP.

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case, such corrections shall be initialed by the person or persons signing the Bid.

The signed bid document should be uploaded ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)).

## **2.12 Language and Numbers**

- (i) The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English language. All supporting documents and printed literature furnished by the Bidders with the Bid may be in any other language provided that they are accompanied by translations in the English language, duly authenticated and certified by the Bidder. All supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.
- (ii) The Bidders shall ensure that any number mentioned in the Bid shall be followed by words in relation to such numerical format of the number, and in the event there is a conflict in the

numerical and the word format of the number, the number provided in word format shall prevail.

### **2.13 Shortfall document may be asked by authority if situation demands**

### **2.14 Contents of the Bid**

The contents of the Bid and the opening of Bids and acceptance thereof shall be substantially in accordance with this Tender Document.

### **2.15 Modifications/ Substitution/ Withdrawal of Bids**

(i) The Bidder may modify, substitute or withdraw its Bid after submission, prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

(iii) Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been explicitly sought for by the Authority, shall be disregarded.

### **2.16 Confidentiality**

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

### **2.17 Correspondence with the Bidder**

Except as provided in this Tender Document, the Authority shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

### **2.18 Deviations**

(a) If any deviations are suggested by the Bidders from the Contract and/or Tor, the Authority shall determine whether any deviation suggested represents a material deviation.

(b) "**Deviation**" generally may include (proposed) exceptions, exclusions, qualifications, conditions, stated assumptions and alternative proposals not solicited. A "material deviation or reservation" is one which adversely affects in any way the scope, quality, performance or administration of the (proposed) contract, and/or which limits in any substantive way, the Authority's rights or the bidder's obligations



under the contract, and the acceptance of which would affect unfairly the competitive position of other bidders presenting responsive and eligible bids at reasonable prices.

(c) Bidders must demonstrate that their offers do not represent any "material deviation or reservation" from the Contract or Technical Specifications in order to be technically qualified and eligible to have their Price Bid opened. Bids found inconsistent with the terms and conditions and/ or specifications of the Tender Document and Bids containing Material Deviations are liable for rejection at the threshold. The decision of the Authority in this regard, shall be final and binding.

(d) Details of proposed/ suggested variations/ deviations/ additions from the Bid specifications/ conditions, if any, should be clearly indicated while sending queries before pre-bid conference. No further suggestions for deviations/ variations/ additions shall be entertained after the pre-bid conference. Any verbal suggestion/proposal of variations/deviations/ additions in the Tender Document made during the pre-bid meeting should also be given in writing to the Authority latest by **12:30 hours on the day of the pre-bid meeting.**

( e) The Authority may clarify on variations/ deviations, alternative proposals, which ensure equal or higher quality/ performance to the Technical Specifications during pre-bid conference. However, the decision of the Authority in this regard shall be final.

## **2.19 Project Outcome Delivery Schedule**

(a) Bidders shall provide delivery terms with regard to the delivery schedule specified in the Tender Document Summary.

(b) Awardees are required to indicate any deviations, on delivery basis about time period required after approval of interim report. If required, the Authority, at its sole discretion, may revise the delivery schedule with mutual consultation with the Successful Bidder in case of the Bid of the Successful Bidder consist of any deviations, which are not Material Deviations. The Authority shall have right to accept or reject the deviation in delivery schedule as provided in the Tender Document. The revised delivery schedule, if any, shall be part of the Contract that shall eventually be signed between Authority and the Awardee ("Contracted Delivery Schedule").

(c) Failure to comply with the Contracted Delivery Schedule shall attract cancellation of the work order or any other provisions of the Contract.

(d) Notwithstanding the above, in case of the causes of delay in supply of report at any stage of the Contracted Delivery Schedule are attributable to the Authority, the Contracted Delivery Schedule shall be modified accordingly from the immediate stage of the delivery schedule.

## **2.20 Arbitration**

In case of any dispute between EKWMA and the awardee/ bidder, matter may be sent to the Additional Chief Secretary, Environment Department for arbitration and the decision of the arbitrator shall be final and binding upon both the parties.

### **2.21 Termination for Default**

EKWMA may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days written notice of default sent to the consultant, terminate the order in whole or in part. If the consultant materially fails to render any or all the services within the time period specified in the consultant or any extension thereof granted by EKWMA in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from EKWMA. EKWMA will invoke the amount held back from the contractor as Performance security.

### **2.22 Governing Laws**

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The Contractor shall keep himself fully informed of all current national, state and municipal law and ordinances. The Contractor shall at their own expense, obtain all necessary permits and pay all fees and taxes required by law. These will be contractor's entire obligation regarding any claim of infringement.

### **2.23 Force Majeure**

It is hereby defined as any cause, which is beyond the control of the Contractor or EKWMA as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- a. War, Hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war.
- b. Rebellion, revolution, insurrection, mutiny, usurpation of civil or military, government, conspiracy, riot, civil commotion and terrorist area.
- c. Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de facto authority or ruler, or any other act or failure to act of any local state or national government authority.
- d. Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage of power supply epidemics, quarantine and plague.
- e. Earthquake, landslide, volcanic activity, fire flood or inundation, tidal wave, typhoon or cyclone, hurricane, nuclear and pressure waves or other natural or physical disaster.

If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure up to its or their performance of the Contract and to fulfil its or

their obligation under the Contract but without prejudice to either party's right to terminate the Contract.

No delay or non-performance by either party to this Contract caused by the occurrence of any event of Force Majeure shall

- Constitute a default or breach of the contract.
- Give rise to any claim for damages or additional cost or expense occurred by the delay or non-performance. If, and to the extent, that such delay or non-performance is caused by the occurrence of an event of Force Majeure

### 2.24 Validity of Bid

The bid shall remain valid and binding on the Bidder for one hundred eighty (180) days from the final time and date for submission of the Bid. Bid validity for a shorter period shall be rejected by the Authority as non-responsive.

## 3. Evaluation of Technical Bids

- a. The Technical Evaluation shall be initiated for only those Bids who qualify in the Pre-Qualification stage and will be evaluated as per the evaluation criteria in this clause.
- b. Tender Evaluation Committee (TEC) may require written clarifications from Bidders to clarify ambiguities / uncertainties arising out of the evaluation of Bid documents.
- c. Technical Evaluation of the bids would be carried out on following criteria of the Bidder as given below:

The EKWMA shall short list the consultant based on following weightage criteria:

The Engaging Department shall short list all the documents who secure 50% marks shall be considered for opening of financial bid.

### 3.1 The detail evaluation criteria:

Sl.No	Criteria	Weightage
1.	<b>Past experience of the firm:</b>	<b>40%</b>
	Number of years of experience :	10%
	Past experience of studies/ job of similar nature	50%
	Past experience in carrying out studies/ job in related sector	20%

Sl.No	Criteria	Weightage
	Studies job carried out in West Bengal	20%
<b>2.</b>	<b>Methodology Followed</b>	<b>20%</b>
<b>3.</b>	<b>Experiences of Key Personnel</b>	<b>35%</b>
	Qualifications	30%
	Relevant experience	70%
<b>4.</b>	<b>Financial Strength of the Bidder</b>	<b>5%</b>
	Turnover figure for last two years for consultancy firm	5%
	Or	
	Institute Balance sheet for last two years for academic institutes	5 %

S l. N o	Criteria	Description	Marks	Forms to be used/ Marks to be attached
<b>1.</b>	<b>Past experience of the firm:</b>		<b>40</b>	
	Number of years of experience :	For less than 5 year =0 For 5 to <=10 years = 2 For 10 to <=12 years = 3 For 12 and more years = 4	4	Certificates from the statutory auditor /Chartered Accountant for firms and self declarations for academic institutes about life of firm/institute (Years of existence since commencement )

S l. N o	Criteria	Description	Marks	Forms to be used/ Marks to be attached
	Past experience of studies/ job of similar nature	For less than 2 projects (or one or two. undergoing projects)=6  For 3 to <=5 projects = 12  For 6 to <=9 projects = 15  For 10 and more projects = 20	20	Work Completion Certificates/Proof of last release of fund + Work Order/ Contract agreement from the client (for completed projects);  OR  Work Order/ Contract agreement + Partial Completion Certificate (for ongoing projects) from the client
	Past experience in carrying out studies/ job in related sector	For less than 1 projects (i.e undergoing projects)=0  For 1 to <=2 projects = 3  For 3 to <=5 projects = 6  For 6 to <=9 projects = 9  For 10 and more projects = 12	12	Work Completion Certificates/Proof of last release of fund + Work Order from the client (for completed projects);  OR  Work Order/Contract agreements + Partial Completion Certificate (for ongoing projects) from the client

S l. N o	Criteria	Description	Marks	Forms to be used/ Marks to be attached
	Studies job carried out in West Bengal	For less than 1 project =0 For 1 to <=2 project = 1 For 2 to <=3 projects= 3 For 3 and more projects = 4	4	Work Completion Certificates/Proof of last release of fund + Work Order from the client (for completed projects);  OR  Work Order + Partial Completion Certificate (for ongoing projects) from the client
<b>2.</b>	<b>Experiences of Key Personnels</b>		<b>35</b>	
	Qualifications	PhD of PI or lead consultants all five fields mentioned in note#1 = 8  Post graduation degree of PI or lead consultants one out of five fields mentioned in note #1 = 6  Only post graduation in any of the fields mentioned above or post graduation in any other field = 0	8	Relevant CVs certified by the bidder  (Certificates or any other published document/ report/ URLs may have to produced on request)
	Relevant experience	For less than 1 relevant projects (i.e. undergoing projects)=4  For 2 and 2+ relevant projects = 8	25	Relevant CVs certified by the bidder  (Certificates or any other







S l. N o	Criteria	Description	Marks	Forms to be used/ Marks to be attached
	Institute Balance sheet for last two years for academic institutes			

**Note:**

- a. CVs of the resources are to be submitted
- b. The proposed project team cannot be changed by Bidder till Go-Live of the project. If required it should be mutually agreed by both Bidder & EKWMA and the proposed resources should be of same or higher qualification than the resource to be replaced.
- c. In any case, at most 30% of the total resources will be allowed to be replaced till Go-Live.

Note# 1 Team should consist of members with at least a postgraduate degree or preferably a doctoral degree in social sciences with focus specialized sectors like of **Agriculture, Climate Change, Environment, Natural resource management, Policy Analysis, Social Sciences, Economics.**

The bidder must have extensive and demonstrable experience in planning and carrying out large social science surveys and data analyses.

One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of **natural resource management and policy analysis adaptation related projects** and at least 5 relevant publications.

One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of **climate change adaptation/ environment/ sustainable development** related projects and at least 5 relevant publications.

One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of

**agriculture** and at least 5 relevant publications.

One team member with a minimum of a doctoral degree in social sciences/ economics and at least seven(7) years experience with at least 5 years of undertaking research in the area of **social science research methodology and sampling** and at least 5 relevant publications

AND

One team member with minimum of a doctoral degree/ post graduation and at least 10 (ten) years experience in the area of **gender studies** with at least 5 (five) years of undertaking research in gender related projects and at least 5 (five) relevant publications

At least 60% of the research team, if not all members of the research team should be the staff of the bidding organization submitting the bid. The team of experts must have overall/each expert individually an excellent level of spoken and written standard UK English. At least some of the team members must know written and spoken Bengali.

### **3.2 Selection Method**

The evaluation committee will evaluate each of the bids on the basis of Technical Evaluation criteria. At the stage of technical evaluation, EKWMA will assign points (quality of services score) to the pre-qualified bidders based on the technical evaluation criterion mentioned in this RFP.

#### **3.3 Evaluation of Technical commercial Bid**

The short listing and evaluation of quality shall be done as per in accordance with the procedures set out in the extent guidelines issued by the Finance Department on basis of QCBS (Quality and Cost Based Selection). Minimum qualifying marks shall be 50%.

#### **3.4 Evaluation of Price Bid**

The total price of the work quoted by the bidder shall be used for the purpose of evaluation of the bids and selection of the successful bidder will be in accordance with the terms and conditions of this Tender document.

**If rates quoted by two bidders are found to be same, the bidder with higher technical score shall be given preference. If the technical score of the two bidders are also same**

then the score on experience of key personnel shall prevail.

To qualify the technical evaluation stage, the bidder must score a minimum of 50 marks.

The financial bid of the technically qualified bidders will then be opened and reviewed to determine whether the financial bids are substantially responsive in respect of financial considerations.

**The evaluation will be made on the basis of QCBS with 80:20 ratio, where the weightage on the Technical part will be 80 percent and the 20 percent weightage to be given in financial.** The bidder with the highest total score would be declared successful.

If the score obtained in technical project is  $S_{tech}$  and the Score obtained for financial proposal is  $S_{fin}$  then the total score shall be  $= 0.8 * S_{tech} + 0.2 S_{fin}$

Scores shall be assigned to financial bids in following manner

- If Financial bid is within 0.8 to 1.2 times of estimated value then  $S_{fin} = 100$
- If Financial bid is less than 0.8 to greater than equal to 0.6 times of estimated value then  $S_{fin} = 80$
- If Financial bid is less than 0.6 to greater than equal to 0.3 times of estimated value then  $S_{fin} = 40$
  
- If Financial bid is greater than 1.2 times but less than or equal to 1.5 times of estimated value then  $S_{fin} = 50$
- If Financial bid is greater than 1.5 times but less than 2 times of estimated value then  $S_{fin} = 30$
- If Financial bid is greater than 2 times of estimated value  $S_{fin} = 0$

For additional information/clarification (if reqd.), EKWMA reserves the right to ask for any additional information. Bidders that fail to submit additional information or clarification as sought by evaluation committee within 10 days of the receipt of letter requesting for such additional information and/or clarification from EKWMA, their bids will be evaluated based on the information furnished along with the bid proposal.

PART E: Preparation of BID document

#### **4. PREPARATION OF TECHNO-COMMERCIAL BID (Part-1)**

##### **4.1 Contents of Folder "A ", Qualification Documents**

1.	Certificates from the statutory auditor /Chartered Accountant for last three years (2015-016,2016-17,2017-18) for firms and self declarations for academic institutes
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2.	Work Completion Certificates/Proof of last payment received against completion work + Work Order/ Contract agreement from the client (for completed projects) in similar field (Ref: S1 No 2 of Table 3.2 in RFP), with description as per Table 2 and 3 of Annexure 3
3.	Work Order + Partial Completion Certificate (for ongoing projects) from the client in similar field (Ref: S1 No 2 of Table 3.2 in RFP) as per Table 2 and 3 of Annexure 3
4.	Work Completion Certificates/Proof of last payment received against completion work + Work Order/ Contract agreement from the client (for completed projects) in similar field (Ref: S1 No 2 of Table 3.2 in RFP), with description as per Table 2 and 3 of Annexure 3
5.	Work Order + Partial Completion Certificate (for ongoing projects) from the client in similar field (Ref: S1 No 2 of Table 3.2 in RFP) as per Table 2 and 3 of Annexure 3
6.	Work Completion Certificates/Proof of last payment received against completion work + Work Order/ Contract agreement from the client (for completed projects) in similar field (Ref: S1 No 2 of Table 3.2 in RFP), with description as per Table 2 and 3 of Annexure 3
7.	Work Order + Partial Completion Certificate (for ongoing projects) from the client in similar field (Ref: S1 No 2 of Table 3.2 in RFP) as per Table 2 and 3 of Annexure 3
8.	Filled up proforma for Annexure 4 Table 1
9.	Filled up proforma for Annexure 3
10.	Filled up proforma for Annexure 4 Table2
11.	Filled up proforma for Annexure 6
12.	Relevant CVs certified by the bidder  Certificates or any other published document/ report/ URLs, Additional documents may have to produced on request,
13.	Description of Methodology as per Annexure 2
14.	The Balance sheets and Certificate from the statutory auditor /Chartered Accountant for last two years (,2016-17,2017-18) for working in related field

#### 4.2 Contents of Folder "B ", Techno commercial Documents

1.	Letter of Acceptance as per Annexure 1
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2.	Balance sheets and certificates from the statutory auditor/ Chartered Accountant for last three years
3.	Balance sheets for least three years for academic institute
4.	Copy of the declaration from authorised signatory (The Bid shall be submitted only by the Bidder; no consortium will be allowed in this aspect. Declaration from the organisation needs to be submitted about appropriate representation and authorisation of one firm for consortium)
5.	Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration Certificate from Statutory auditor / Chartered Accountant OR Certificate from Statutory auditor / Chartered Accountant for Solvency declaration OR UGC or AICTE accreditation for Academic Institute or University
6.	Copy of all the certificates
7.	copy of PAN
8.	Copy of GST registration certificate
9.	A self-declaration that the bidder has not been blacklisted and information on whether penalty/ debarment had been faced or not under any Govt./Semi Govt./Autonomous body, etc
10.	Power of Attorney

**Note: The list of work order is subject to change if more than 3 projects details are provided.**

## **5. PREPARATION OF FINANCIAL BID (Part-2)**

### **6.1 Preparation of Financial Bid**

The Bidder shall enter a price or rate against all the forms specified in the XLS file as BOQEKWMA.xls

## Annexure 1

### Format for Letter of Proposal Submission

To:

The Chief Technical Officer,  
**East Kolkata Wetlands Management Authority**  
Pranisampad Bhavan, 5<sup>th</sup> floor,  
LB-2, Sec-III, Kolkata-700106

Subject: Submission of proposal for “**Assessment of Energy Use Patterns and Trends in West Bengal**”

I..... authorized signatory of the ..... here by submit a proposal on “**Assessment of Energy Use Patterns and Trends in West Bengal**” to your esteemed department with the following documents:

1. Relevant details about organizations experience in prescribed proforma along with necessary prood as per bid documents
2. Methodology to be followed for the proposed study in prescribe proforma
3. Curriculum Vitae for lead consultant of this project/ Principal investigator of the department
4. Team composition and justification
5. Work schedule in prescribed proforma
6. Comments and suggestions on TOR, modifications suggested on draft contract,( if any)
7. Declaration about any conflicting activities,( if any)

Yours faithfully,

\_\_\_\_\_

Date and Place

## Annexure 2

### Format for Technical Proposal

	Title of the Project	Description
	<b>1. Background Information</b>  (Rationale and Justification of the study)	
	<b>2. Expected outcome of the study:</b>	
	<b>3. Methodology:</b>	
		•Key Understanding of background & project requirements

	Title of the Project	Description
		<ul style="list-style-type: none"> <li>•Completeness &amp; responsiveness</li> </ul>
		Number of sources to be explored for data collection for each sector with justification  Proposal for application of emission factors and rates with justification  List of sources to be explored for data collection with justification
	<b>5. Action Plan</b>	
	<b>6. Mode of Report and Excel database submission</b>	

**Annexure 3: Format for Firms/ Academic Institutes Experience**

1. Year of Experience Since Inception : \_\_\_\_\_

**2. Table for Completed Projects**

Sl no	Name of the Company	Title of the Project completed	A brief description of the work done (not more than 300 hundred words)	Name of the agency/authority who entrusted the work (Name and Address)	Approximate value of the contract	Sectors covered (With Justification if required)	Duration of work	No of BEE Certified staff involved	List of Annexure

**3. Table for Ongoing Projects**

Sl. No	Name of the Company	Title of the Project completed	A brief description of the work done (not more than 300 hundred words)	Name of the agency/authority who entrusted the work (Name and Address)	Approximate value of the contract	Sectors covered (With Justification if required)	Duration of work	No of BEE Certified staff involved	List of Annexure

#### Annexure 4: Format for Key Personnel Experience

##### 1. Table for Qualification of PI for Firm/Academic Institute

Sl. No	Name of PI	Present Designation in Firm/academic institute	Name of the Firm/ Institute	Qualification	Subject

##### 2. Table for Qualification of Staff members

Sl. No	Name of Staff	Title and Description of the Project	Name of the Agency/Authority who assigned the work	Duration of the work	Sectors covered (With Justification if required)	List of Annexure

**Key Qualifications:** [Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

**Education:** [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Include all certifications such as License certificates for the technicians and supporting staffs. Use about one quarter of a page.]

**Employment Record:** [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and ULB references, where appropriate. Use about two pages.]

#### Annexure 5: Format for Financial Bid



## **Proposed Terms of Reference for the Project on Assessment of Energy Use Patterns and Trends in West Bengal**

### **2.3 Scope of Work:**

#### **2.2.1 Introduction**

The State Action Plan on Climate Change has been prepared by government of West Bengal during 2010-2012 by involving more than 50 experts from different departmental officers and external experts.

In 2017, a review has been started for understanding the extent of implementation of State Action Plan on Climate Change (SAPCC), West Bengal in last 5 years i.e. 2012-2017. It has been noted that:

3. In many sectors like agriculture production, fish production, the state has improved its performance in spite of the fact that state has faced temperature rise and erratic rainfall during this period.
4. It has been also noted that many of the adaption measures proposed in SAPCC, 2012 was part of activities- as – usual taken up by the line departments. In corporation of such activities points out the fact that:
  - iii) A good number of departmental officers were involved in the process and the listing of activities was oriented towards the then major activities of the line departments;
  - iv) Climate changes in many cases aggravate the existing problems and therefore, solutions may lie in a cradle of few regular schemes. Appropriate improvisation of existing schemes may either minimize the negative impact of climate change or may reduce the negative impact of any non climate event. In both the cases productivity is likely to increase.

It is, therefore, essential to assess and quantify the degree and extent of positive impacts of any climate change measure vis-à-vis business – as - usual measure in terms of financial output as well as physical output to evaluate the achievements of SAPCC.

The scope of the project is entire West Bengal. Appropriate sample spaces are to be selected for proper representations of different agri-metereological zone and types of zone as per the standard statistical survey.

### **2.3 Expected Outcome:**

3. Quantification of impacts of different adaptation measure vis-à-vis non climate change related measures in terms of :
  - a) Financial investment
  - b) Physical achievement
4. The methodologies followed for such measure, can be used in future:

The proposed methodology may have following two components:

- C. An all sector comprising assessment on basis of secondary data already available with State Government
- D. A field level verification on agriculture (example: Paddy) sector by conducting a representative survey of the proposed assessments – considering the expected coverage of all the sectors vis-à-vis the limited time and resources, field level verification survey may be restricted to the agriculture sectors only.

A report (2 hard copies as well as 2 soft copies) and a the detailed database used for the report in Excel File

The report should consist of:

10. Description of the study
11. List of reports used in the study with proper referencing
12. Sampling designs, number of samples considered, Justification of sampling designs
13. Outcome of surveys
14. Proof of field surveys
15. Methodologies followed for apportioning the sectoral success in to climate change related adaptation strategies and non-climate factors with justifications
16. Output of the apportionment and reliability of the same
17. Results and discussion
18. Inferences and recommendations

The Excel file should consists of the database used for estimation with proper cell referencing and index sheets for future use, updating and also the description of formulas used for calculations.

### **Mode of Report Submission**

Mode of Reporting:

- Submission of First Initiation Report by May 2019
- Submission of 2<sup>nd</sup>-5<sup>th</sup> Quarterly Interim reports after every 4 months
- First presentation before the EKWMA and DoE after 9 months of the study
- Second presentation before EKWMA and DoE after 18 months of the study
- Submission of draft final report after 22 months of the study period
- Submission of Final report and audited UC (Utilization Certificate) after 24 months

The copies of the reports are also to be sent to the Department of Environment, Government of West Bengal for review and prior endorsement before release of fund.

**A) Area to be studied:** West Bengal

**B) Duration of the project :** 24 months

**C) Financial Assistance**

- a) Rupees ..... (Rs ..... )only
- b) No Additional payment will be made for any other purpose.

**D) Payment Terms:**

Mode of payment release:

- 10% of the total fee as an advance
- 10% of the total fee after first initiation reports
- 10% of the total after submission of first interim reports and endorsement from DoE, GoWB
- @ 15% of the total after submission of second and third interim reports and first presentation and endorsement from DoE, GoWB
- @ 15% of the total after submission of 4<sup>th</sup> 5<sup>th</sup> and draft final report and endorsement from DoE, GoWB

10% of total fee after presentation before EKWMA and DoE and submission of satisfactory final report and audited UC

**E) Other Terms & Condition:**

- a) The Authority and the Department of Environment, Government of West Bengal have no liability & responsibility for any recruitment for this project work.
- b) No instrumentation as well as infrastructural support will be extended by the Authority.
- c) During the course of the project the term & conditions of the Authority should be maintained strictly.
- d) The data collected during the project. Being the Authority's property, its uses reproduction for publication in any form will require prior approval from the Authority and Department of Environment, Government of West Bengal; otherwise the Authority may take necessary action.
- e) Purchase of any article during the course of the project should be adhered by the tender policy of the government. Proper stock is to be maintained for the same. The Authority may ask for submission of the article termination of project work as per discretion.
- f) Soft copy of the Final Report must accompany along with the hard copy.
- g) In case of dispute, if any, decision of the Additional Chief Secretary, Department of Environment, Government of West Bengal shall be final and binding.
- h) The duration of the project will be calculated from the date of release of the 1<sup>st</sup> instalment of the project cost.

**F) Termination:**

- a) East Kolkata Wetland Management Authority shall have the right to change the scope of work including termination of work as deemed fit in case of any breach of contract as stated in the Tender document with due approval of Department of Environment, Government of West Bengal.
- b) EMD or Performance security may be forfeited as per the conditions mentioned in RFP/Tender document.
- c) If at any time it is noticed that the project is discontinued without prior intimation to the Authority. The project may be cancelled without showing any further reason.
- d) The project may also be terminated as per clause 2.21 of RFP document.

A letter of acceptance and the performance security (payable in Demand Draft) is to be sent for this Terms of Reference within 15 days from the date of issuing the same along with **Money Receipt** (Advance copy) **and Claim** for releasing first instalment of the sanctioned amount of the project cost to the Member Secretary, East Kolkata Wetland Management Authority.

Chief Technical Officer  
East Kolkata Wetlands Management Authority