



**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF ENVIRONMENT, SCIENCE AND TECHNOLOGY**

Short Tender Notice for Invitation for selection of Consultant for “Assessment of Climate Change Vulnerability at Panchayat Level of Beas River Basin Covering Kullu, Mandi, Kangra & Hamirpur Distt’s of HP & Preparation of Adaptation Plan for Framework for PRI’s” under Department of Environment, Science and Technology.

Availability of Bid for Download: 12/09/2017 to 28/09/2017 (4:00 P.M.)

Submission of Bid Offline (Hard Copy): up to 29/09/2017 (12.00 Noon)

Opening of Bid: on 29/09/2017 at 3:00 p.m.

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Name of Work **Assessment of Climate Change Vulnerability at Panchayat Level of Beas River Basin Covering Kullu, Mandi, Kangra & Hamirpur Distt's of HP & Preparation of Adaptation Plan for Framework for PRI's under Department of Environment, Science and Technology.**

Part-I **Terms of Reference**

1. Project Executing Agency: Department of Environment, Science & Technology
Government of Himachal Pradesh, Shimla-171001.

2. Project Brief:

Located in North India, Himachal Pradesh (HP) is a small mountainous state bordering Punjab, Haryana, Uttarakhand, and Jammu and Kashmir. With a geographical area of 55,673 sq. kms. and population of 6.6 million, HP accounts for 1.6 percent of the national geographical area and about 0.6 percent of India's population. It is one of India's leading states in terms of human development, and, in recent years, HP has achieved higher growth rates than the rest of the country – powered by rapid expansion of the secondary and tertiary sectors. HP is a unique state because of the success it has achieved over the past three decades, despite severe structural disadvantages of relative remoteness, environmental fragility, and a difficult hill terrain which raises the costs of service delivery – all characteristic of Himalayan states in India. At the same time, the state is rich in natural resources with abundant water, minerals, forests, biodiversity, and fertile soils, and judicious and sustainable exploitation of these resources could present opportunities for further development.

There are five river basins in the State contributing to Indus & Ganges river basins. These five river basins are Beas, Satluj, Yamuna, Ravi & Chenab. Small Watershed to river basin scale using Hydrological modeling to simulate the quality & quantity of surface and ground water, to predict the environmental impact of land use management practices & climate change. Micro watershed approach is useful in assessing soil erosion prevention and control in regional management of watershed.

HP State Knowledge Cell on Climate Change (HPKCCC) under National Mission for Sustaining the Himalayan Ecosystem (NMSHE) has been setup and is functional in the Department of Environment, Science & Technology, Govt. of Himachal Pradesh after the approval of the Ministry of Science & Technology, Govt. of India.

Through this cell the GoHP intends to place a sound coordination mechanism for ensuring cooperative and cohesive actions on climate change under active coordination with Department of Science Technology (DST), Government of India. The National Mission for NMSHE, Climate Change knowledge Cell is an activity based setup which functions with following approach:

- Data Generation, information, Policy directive formulation, Vulnerability Assessments, participatory resource management strategies and development of livelihood options.

- Deploying Technologies for hazard mitigation & disaster management, development of ideal human habitats, and agriculture and forest sector innovations.
- Awareness, Capacity Building, developing human resource, emphasis on skill development, enable communities become sufficiently empowered with know-how and mountain specific required skills, necessary for adaptation to climate change.
- Active Community Participation for enhancing ecological sustainability by involving community in investigating causes and consequences of disturbance regimes, promoting conservation of native and endemic elements, and understanding glacier and river system dynamics.

Through this cell the data base on climate change is generated and the knowledge gaps are filled up through appropriately designed measures. The setting up of a knowledge centre builds a vibrant and dynamic knowledge system in line with the objectives of National Missions with primary focus to collection, collation and dissemination of climate change knowledge in the State through building human and knowledge capacities, institutional capacities, evidence based policy implementation capacities, continuous learning and pro-active designing of development strategies capacities, regional network of knowledge institutions engaged in research on Himalayan Ecosystem. The Department of Environment aims to develop a coherent database on the geological, hydrological, biological and social cultural dimensions including traditional knowledge system on preservation and conservation of the ecosystem and also to generate a strong database through monitoring and analysis, to eventually create a knowledge base for policy interventions on climate change.

3. Requested Expertise and Scope of Work:

The broad scope of work of consultants is set out as under. The scope of services may be extended on mutually agreed, terms and conditions or shall be re-appropriable at the sole discretion of competent authority i.e. Director (Env., Sci. & Tech.) to the GoHP.

3.1 Roles, Responsibilities, Scope of Services of Consultant:

The Consultants need to conduct the scientific activities as per the matrix below.

Activity Mapping of work to be executed.

Sr. No.	Component	Activity	Expected/ Indicated Time duration (from agreement)
1	Climate Change Vulnerability Assessment at Panchayat level.	Micro watershed Hydrological modeling based vulnerability analysis(This will take into account exposure, sensitivity and adaptive capacity and would be different from conventional planning) in four Distt's located in Beas River basin of HP viz: Kullu, Mandi, Kangra & Hamirpur.	Within eight months

2	Preparation of Distt wise indicative framework adaption actions.	To Prepare Distt wise indicative Adaptation Plan Framework of all the four Distt's located in Beas River basin of HP viz: Kullu, Mandi, Kangra & Hamirpur.	Within one month after completion of above activity.
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3.2 Scope of Services

Activity No: 1: Micro Watershed, Hydrological modeling based vulnerability analysis of the Beas river basin:

Scope of Work:

The Consultant is required to undertake Hydrological modeling based vulnerability analysis of all the four Districts taking into account of exposure, sensitivity and adaptive capacity and would be different from conventional planning. The Consultant is required to visit and study location in four District that is Kullu, Mandi, Kangra & Hamirpur along with the suitable resource persons/experts to carry out and prepare a detailed vulnerability indexing and report with 30 years perspectives (Modeling).

The vulnerability analysis will encompass the following task;

1. Assessment of climate change hazard scenarios (short term, medium term and long term) for the region based upon historical information on all major hazard events over the past with focus on agriculture/Horti./Forests and water sector
2. Development of Exposure, Sensitivity and Adaptive Capacity Database of Block level with resolution of micro watershed and panchayat level different from conventional planning.
3. Vulnerability Assessment (Physical, Economic, Social and Environment, Climate Change)
4. Risk assessment encompassing Agriculture/Horti./Forests & Water sector.
5. Capacity Assessment at Panchayats and district levels and associated vulnerability w.r.t. Agri./Horti./Forests & Water sector.

The Activity-1 reporting would objectively involve the following:

1. Vulnerability assessment of four districts at panchayat level.
2. Analysis report of vulnerability and Adaptation potential of Agri./Horti./Forests/Water resource sector of entire river basin.
3. List up Climate Change Adaptation measures to reduce vulnerability of rural areas of identified Districts.
4. The consultant is expected to suggest actions to improve Climate resilience in these districts.
5. Suggestions on how to mainstream the climate change agenda in regular planning.

Duration: 8 months.

Activity 2: Preparation of Distt wise indicative Adaptation Plan Framework.

Scope of Work:

The Consultants is required to Prepare Distt wise indicative Adaptation Plan Framework of all the four Distt's located in Beas River basin of HP viz: Kullu, Mandi, Kangra & Hamirpur.

Duration: 1 month.

The activity – 2 reporting would objectively involve following:-

1. Framework of Adaptation Actions for all the Distts.
2. Potential for Adaption in all the Distts.
3. Indicative list of priority areas/sectors.

4. Expected Deliverables:

- 1) Report on Assessment of climate change hazard scenarios (short term, medium term and long term) for the region based upon historical information on all major hazard events over the past with focus on agriculture and water sector.
- 2) Report on Database of District with resolution of micro watershed and Panchayat level different from conventional planning on Exposure Sensitivity and Adaptive Capacity.
- 3) Risk assessment report encompassing Agriculture/Horti./Forests & Water sector.
- 4) Capacity Assessment Report at Panchayats and district levels and associated vulnerability w.r.t. Agri./Horti./Forests & Water sector.
- 5) Vulnerability Assessment Report based on Physical, Economic, Social and Environment, Climate Change variables. The Report giving the detailed analysis of vulnerability and identifying the critical parameters that would define the planning principles in the Districts. The report shall also indicate the areas for which the adaptation planning shall be mandatory. The report shall identify vulnerability criteria and develop a vulnerable matrix (including mapping of vulnerable zones within Districts) for the sectors, reporting would objectively also involve following:
 - Vulnerability assessment of four districts at panchayat level.
 - Analysis report of vulnerability and Adaptation potential of Agri./Horti./Forests, Water resource sector of four districts.
 - List up Climate Change Adaptation measures to reduce vulnerability of rural areas.
 - Plan to mainstream the climate change agenda in regular planning.

5. Miscellaneous

5.1 Performance Bank Guarantee

The successful bidder shall have to furnish a performance bank guarantee of an amount of 10% of the quoted value at the time of executing agreement.

5.2 Delay in the Consultant's Performance

- I. The performance of services, completion of work assigned shall be made by the consultant in accordance with the time schedule specified by the Department of Environment, S&T in the contract.
- II. The consultant will strictly adhere to the time schedule for the performance of contract. However, the DEST can relax this time limit in force majeure conditions.

5.3 Force Majeure

The non fulfilment of the obligations contained in this agreement by the parties there shall not constitute default herein to give rise to any claim for damage or loss in such delay or failure is caused by Force Majeure. Force majeure shall mean any event or circumstances that wholly or partially prevent or unavoidable delays any of the parties in the performance of its obligations under this agreement but only if and to the extent that such event and circumstances are not within the reasonable control directly or indirectly of the affected parties and could not have been avoided even if affected parties had taken reasonable care.

5.4 Arbitration

That in the event of any dispute arising out of agreement between the parties the Pr. Secretary (Law), to the Govt. of Himachal Pradesh shall be the sole arbitrator to settle the dispute whose decision shall be final and binding on both the parties subject to the provisions of the Arbitration & Conciliation Act 1996.

5.5 Terms of Payment

15% of the bid amount shall be released as mobilization amount on signing the contract and submission of the inception report. The released amount will be adjusted against the cost quoted by consultant in subsequent payments. The payments shall be released only after the receipt of bills and verification of job completed thereof. All the releases of payment will be completely based on progress reports submitted and dully approved/accepted by the Director, Department of Environment, Science & Technology.

Part II Instructions to Bidders

1. General Aspects

Contracting Authority i.e. (DEST) is the Nodal Department for the execution of work. The DEST is solely responsible to complete the entire tender process and ensure proper information flow between all parties involved in the tender process, all correspondence should be channeled to the DEST at the addresses given.

Proposals must state services for the total requirement. Proposals stating only part of the requirement will be rejected. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this Request for Tenders and related documents. Failure to comply with these documents will be at the bidder's risk and may affect the evaluation of the proposal.

Following public competitive bidding, the contract will be awarded to a qualified consulting firm on the basis of Evaluation of technical bid followed by financial bid.

2. Scope and Content of the Bid

2.1 Scope and Content of the Technical Bid

The technical offer should include the following:

- Analysis and interpretation of the scope of work under the Part-I of Terms of Reference (ToRs): The bidders are invited to present their critical comments and road map on the ToRs for implementation of result.
- Proposals, including conception and methodology, for the implementation of the Terms of Reference and the achievements of services.
- Organizational aspects and logistical services, including a work breakdown structure, a tentative project schedule, as well as a chronological structure of the allocation of personnel, including duration and length of the work of each personnel.
- Indicate Office, transportation and logistical support (if required);
- A proposal for personnel: Key Professional Positions whose CV and Experience would be specifically evaluated are:

S. No.	Key Position	Area of Specific Expertise desired	Minimum Qualification and Professional Experience Desired
1.	Team Leader	Climate Change Adaptation Planning, Agriculture, Horticulture, Forests, Water Resource Mapping in mountainous regions.	Ph. D, Post Graduation in Environmental Science. With experience of 15 years in Climate change field.
2.	Climate Change Adaptation specialist	Expert of Climate change adaptation systems.	M. Tech, B. Tech in Environment Engineering with at least 08 years experience in the field of Climate adaptation.

The team should also include experts from the field of community organization, capacity building, natural resource management, agriculture, Horticulture, Forests etc. with experience of working in mountain ecosystem and on climate change aspects, to ensure quality of all deliverables.

Please note that key staff presented by the Consultant should be available throughout the entire assignment and physically fit to work in mountainous terrain. Staff which is member of the permanent staff of the lead consultant or which has long-lasting relationships with the lead consultant is regarded as asset.

- Detailed description of the functions/tasks of each key expert with a detailed CV of each member of the team, indicating their experience in their areas of work relevant for the project.

The technical offer must not contain financial information. It should strictly focus on the scope of work.

2.2 Scope and Content of the Financial Bid

The Financial Proposals shall be structured as follows:

- i) **Cost of personnel** shall be in presented in Man-days/ man-hours.
- ii) **Cost of Reports:**

Production of reports and copies (inception report; semi-annual reports and, final reports including reporting by key experts); as required by these instructions and as specified in the technical proposal.

- iii) **Miscellaneous costs** includes all expenses that are not covered by the above categories. These costs are to be justified in detail and should preferably be expressed as lump sum items; otherwise they will be reimbursed in the currency as occurred upon presentation of documentary evidence.

Other costs beyond the above-mentioned will not be accepted in the financial offer, nor considered for payment. If bidders consider that an important cost factor has not been covered by these instructions, its inclusion can be solicited. Such a solicitation should be presented in the offer and justified to the DEST.

The offer price should be made in Indian Rupees (INR) **exclusive** of taxes.

All rates presented in the financial part of the offer shall be considered fixed for the duration of the assignment.

3. Language of the Proposal

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged with the bidder and the DEST shall be in writing in the English language.

4. Cost of Proposal

The bidder shall bear all costs associated with the preparation and submission of the bid. DEST will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

5. Requests for Clarification of Tender Documents and Collection of Further Information

Requests for further information or clarification regarding this tender should be addressed to the Nodal Department by email. All requests (exclusively in the English language) should be submitted not later than 14 days before the closing date. The response (including an explanation of the query, but without identifying the source of inquiry) will be circulated to all tenderers.

- Nodal Office: Director, DEST, Email: dbt-hp@nic.in

with cc. to:

- PI: Pr. Scientific Officer (Environment), Department of Environment, Science & Technology, Paryavaran Bhawan, Near US Club, Shimla, Himachal Pradesh, India, PIN Code: 171001.

Consultants may wish to prepare their bids using information collected during a study visit to the intervention area. Such an information visit is not obligatory for participating in the tender. It should be understood that none of the cost incurred in this regard will be reimbursed to the Consultant by DEST. Applicants are advised that these contacts are exclusively intended to familiarize with local conditions and with documentation available.

6. Assessment of Bids

6.1 General Principles

The evaluation of the bids will follow a two-step procedure: a technical and a financial assessment. The assessment of the technical proposals will be completed prior to any price proposal being opened and evaluated.

Bids are in principle disregarded if

- the consultant has influenced the selection procedure with illegal payments or by granting or promising other advantages, or if circumstances suggest that such influence has been exercised;
- the bid has been received after expiry of the deadline, unless the applicant can prove that he is not responsible for the delay, which is due to force majeure;
- the bid does not fulfill the criteria in the request for tenders in essential points, if it is incomplete or contains inadmissible restrictions;

- the statement by the applicant that he is associated with other companies does not clearly show that the former or the latter will not apply to participate in the same project as manufacturers, suppliers or construction firms;
- the consultant has not submitted a declaration of undertaking as requested in the pre-selection process.

The envelopes containing the price quotations remain sealed and are only opened with approval of competent authority for those applicants who have achieved the minimum points to be awarded in the assessment of the technical bids for services. The authority will determine whether the technical Proposals are complete, unqualified, and unconditional.

6.2 Technical Assessment

The following criteria and their individual weight will be employed for evaluation of the technical proposals:

EVALUATION CRITERIA	WEIGHT
Concept and methodology	40
Critical analysis of the works's objectives and Terms of Reference (i.e. additional information requirements, strengths and weaknesses, proposals for modification or refinement)	10
Concept and methodology proposed including e.g. work execution schedule, personnel assignment schedules, work monitoring and co-ordination; conceptual approaches for CC vulnerability Assessment, climate adaptation and participatory principle for primary surveys.	25
Clarity and completeness of the bid	5
Qualification of proposed staff (and duration of assignment) The qualification of the proposed staff will be evaluated, <i>inter alia</i> , with the help of the following criteria: general professional experience; specific experience in delivering similar projects /works/ assignments; regional and country experience (in more than one country); specific experience with delivering climate change adaptation in agri/ horti/ Forests, water resource projects; years with the firm / working relationship with the firm.	23
Experience of consulting organization in similar projects/works: General projects/works of climate change implemented. Climate change adaptation projects/works implemented Climate change adaptation in agriculture sector, water resource sectors implemented. Climate change adaptation training module developed for agriculture/Horti./Forests/Water sector. Capacity building projects/works on climate adaptation in agriculture/Horti./Forests/Water sector in rural areas etc.	20
NABET/Q.C.I. accredited Labs for Impact Assessment, NABL, Agencies	10
Backstopping Staff	5
Overall composition of team	2
Total	100

Only offers which have attained minimum 70 % score (i.e., 70 points) in the technical evaluation will be further considered, and the financial proposals of only these proposals will be opened and assessed.

The technical proposal will account for **80 % of the overall rating**. The bid for services with the highest rating will receive the maximum possible number of points, i.e. 80 points. The number of points awarded to the other bids for services is reached by dividing the rating of each by the rating of the top bid for services, and then multiplying by the maximum possible number of points.

$$P_{\text{tech}} = 80 \times (C_0 / C)$$

Where P = resulting points for the technical proposal being evaluated
C₀ = attributed points for the technical proposal being evaluated
C = attributed points for the technical proposal with the highest points

6.3 Financial assessment

The price quotations will be assessed in terms of total price (Excluding taxes), after correcting any arithmetical errors and after deducting cost items that, as stated in the Request for Tenders, are not to be included in the assessment. Any items missing in individual cases can be added, and this will be done on the basis of the most expensive bid opened.

Arithmetic errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, the proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

The price quotation will account for **20 % of the overall rating**. The price quotation with the lowest adjusted value will receive the maximum possible number of points i.e. 20 points. The number of points awarded to the other price quotations opened is reached by dividing the total adjusted price in the lowest bid by the total adjusted price of each other bid and then multiplying by the maximum possible number of points, i.e using the following formula:

$$P_{\text{fin}} = 20 \times (C_0 / C)$$

Where P = attributed points for the financial proposal being evaluated
C₀ = (corrected) price of the lowest priced proposal
C = (corrected) price of the proposal being evaluated

6.4 Overall Assessment and Contract Negotiations

The number of points given for the price quotation will be added to the number awarded for the technical proposal. The order of the applicants will be determined by the total number of points awarded. The bid with the highest total number of points will be the best received.

DEST may negotiate the contract with the applicant who has topped the list. Contract negotiations serve only to clarify unclear items and are generally limited to the following points:

- clarifying the work and the methods to be used, where necessary adjusting the staffing schedule;
- any partnership work to be performed by the DEST;
- regulations in the contract on other cost items that were not included in the assessment of the price quotation.

If contract negotiations are not successful the applicant who came second will be asked to negotiate. The resumption of negotiations with an applicant after negotiations have been broken off is not permissible.

During the negotiations a revised offer will be taken from the representative of the Bidder by way of sealed bids. This revised offer will replace/supersede the earlier Bid, provided that the original offer will not be allowed to be changed to the detriment of the Department of Environment, S&T, as far as rates of every individual items & terms/conditions are concerned. Therefore, the Bidders are advised to send sufficiently senior representatives authorized to take on the spot decisions for negotiations.

7 Deadline for Submission of Proposals

Proposals must be received by the DEST at the address specified under clause “Submission of Tender Documents” no later than the date and time specified in the cover invitation letter for this tender. Any bid received after this deadline will be rejected.

8 Submission of Tender Documents

The bid for services (“Technical Proposal”) and the price quotations (“Financial Proposal”) must be submitted in separate sealed and labeled envelopes to DEST at the address given below. The technical offer must not contain financial information.

The technical proposal is to be submitted in two hard copies: one set of the technical proposals (hard copy) is to be marked “Original” and is to be signed by the authorized representatives of the bidder. In case of any differences between original and copies of the documents, the original shall prevail.

The financial proposal is to be presented in the same way with two hard copies (one original and a copy).

The bidder shall seal the proposal in one outer and two inner envelopes. The first inner envelope shall contain the technical proposal, with the copies duly marked "Original" and "Copy". **The second inner envelope shall include the financial proposal with the copies duly marked "Original" and "Copy".**

The proposals shall be addressed to:

Ms. Archana Sharma, IFS, Director, Department of Environment, Science & Technology, Paryavaran Bhawan, Near US Club, Shimla, Himachal Pradesh, India, PIN Code: 171001.

and marked with:

Technical and Financial Proposals for the provision of Consulting Services for "Himachal Pradesh HPKCCC".

Both inner envelopes shall indicate the name and address of the bidder. Both technical and financial bids are required to be submitted in separate envelopes. In case of open submission of rates/ costs bids shall not be considered for evaluation and will be disqualified. If the inner envelopes are not sealed and marked as per the instructions in this clause, DEST will not assume responsibility for the proposal's misplacement or premature opening.

9 Validity of the Offers

Proposals shall remain valid for ninety (90) days from closing date of proposal submission. A bid valid for a shorter period may be rejected on the grounds that it is non-responsive.

10 Others

The fulfillment of the Terms of Reference and the operational plans will be considered as important performance indicators. The DEST shall have the right to suspend payment installments at any stage of disbursement in the event of substantial deviations from the time schedule and/or insufficient performance on the part of the Consultant. This right shall also apply to payments not based on output-related evidence of performance.

10.1.1 Award of Consultancy:

1. In the event of acceptance of the Proposal of the Preferred Applicant with or without negotiations, the authority shall declare the Preferred Applicant as the Successful Applicant. The Authority will notify the Successful Applicant through a Letter of Acceptance (LoA) that its Proposal has been accepted.
2. The liability of the consultant to perform the services will commence from the date of notification of "Award of Consultancy". The completion period shall be counted from the date of "Notification of Award of Consultancy".

3. The Successful Applicant shall execute the Consultancy Agreement within one month of the issue of LoA or within such further time as the authority may agree to in its sole discretion. Failure of the Successful Applicant to comply with the requirement shall constitute sufficient grounds for the annulment of the LoA. In such an event, the authority reserves the right to
 - i. Either invite the next best Applicant for negotiations; or
 - ii. Take any such measures as may be deemed fit in the sole discretion of the authority, including annulment of the bidding process.

10.2 Earnest Money Deposit (EMD) and Cost of Tender Document:

- I. Interested party needs to pay the Bid Document fee (nonrefundable) of Rs 500/- (Rupees Five Hundred Only) in the shape of Demand Draft drawn in favour of Director (DEST) -Cum- Nodal Officer - HPKCCC payable at Shimla, HP.
- II. Proposal should necessarily be accompanied by Earnest Money Deposit of an amount of Rs 1,00,000/- (Rs One lakh only) in the form of Demand Draft in favour of Director (DEST)-Cum- Nodal Officer - HPKCCC from any scheduled bank, payable at Shimla, HP. The EMD should be submitted in a separate sealed envelope.
- III. EMD shall be returned to the all Applicant(s) within a period of two (2) weeks from the date of signing of Consultancy Agreement between the authority and the Successful Applicant.
- IV. EMD shall be forfeited in the following cases:
 - a. If any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
 - b. If the successful Applicant fails to execute the Consultancy Agreement within the time, stipulated in the Letter of Award or any extension thereof provided by the authority.

10.3 The right of Department of Environment, Science & Technology to accept any bid or to reject any or all bids.

Notwithstanding anything else contained to contrary in this bid document, the competent authority, the Department of Environment, Science & Technology reserve the right to accept or reject any bid or to annul the bidding process fully or partially or modifying the same and to reject all bids at any time prior to the "Award of Contract" without assigning any reasons and incurring any liabilities in this regard.

**Covering Letter
(On the Letterhead of the Applicant)**

To

Date:

The Director -Cum- Nodal Officer - HPKCCC,
Department of Environment, Science and Technology
Paryavaran Bhawan, Near US Club, Shimla
Himachal Pradesh-171001

Subject: Proposal for the Selection of Consultants for “Assessment of Climate Change Vulnerability at Panchayat Level of Beas River Basin Covering Kullu, Mandi, Kangra & Hamirpur Distt’s of HP & Preparation of Adaptation Plan for Framework for PRI’s” under Department of Environment, Science and Technology.

Dear Sir,

Being duly authorized to represent and act on behalf of (Hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Applicant) for the captioned Project with the details as per the requirements, for your evaluation.

We confirm that our Proposal is valid for a period of 90 days from the Proposal Due Date. It is hereby agreed confirmed:

- i. that notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal, we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement.
- ii. that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Applicant)
Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)
Seal of the Applicant

Details of Applicant
(On the Letter Head of the Applicant)

1. Details of applicant:

- i)** Name of applicant
- ii)** Address of the registered and corporate office(s)
- iii)** Date of incorporation and/or commencement of business
- iv)** Company Registration No.

2. Details of individual(s) who will serve as the point of contact/ communication for the authority with the applicant:

- i)** Name
- ii)** Designation
- iii)** Company/Firm
- iv)** Address
- v)** Telephone Number
- vi)** E-mail address
- vii)** Fax number
- viii)** Mobile Number

Financial Capacity

The information regarding the turnover from consulting services in last three years should be provided in the format below:

Financial year ended in	Turnover in Crores (INR)
March 2015	
March 2016	
March 2017	
Average	

This is to certify that the above information has been examined on the basis of relevant documents and other relevant information and the information submitted above is as per record and as per details of documents annexed herewith.

Signature of the Authorized Signatory

**POWER OF ATTORNEY
(On Stamp paper of relevant value)**

Know all men by these presents, we.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr/ Ms.....(name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the proposal for selection of Consultants for “Assessment of Climate Change Vulnerability at Panchayat Level of Beas River Basin Covering Kullu, Mandi, Kangra & Himirpur Distt’s of HP & Prepare Adaptation Plan for Framework for PRI’s” under Department of Environment, Science and Technology including signing and submission of all documents and providing information/responses to the authority in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Accepted

_____Signature
(Name, Title and Address of the Attorney)
Date:

Dated this the _____ Day of _____ 2017

For _____
(Name and designation of the person(s)
Signing on behalf of the Applicant)

**Methodology Statement and Approach
(Not more than 7Pages)**

Appendix E

Format for Self- Declaration
(On the letterhead of the Applicant)

[Location, Date]

FROM: [Name of Consultant]

.....
.....
.....

To

The Director -Cum- Nodal Officer - HPKCCC,
Department of Environment, Science and Technology
Paryavaran Bhawan, Near US Club, Shimla
Himachal Pradesh-171001

Dear Sir,

It is to certify that our organization (Organization Name) has not been black listed by any of the Department of Government of India as well as any State governments. We understand that incase the authority find our organization black listed by any Government Department, the authority has the rights to terminate the contract in his sole discretion.

Signature of the Authorized Signatory

Seal:

Format of CV for Key Professionals

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]:

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:
From [Year]: ___ To [Year]: _____
Employer: _____
Positions held: _____
11. **Detailed Tasks Assigned**
[*List all tasks to be performed under this assignment*]
12. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

Format for Financial Proposal
(On the letterhead of the Applicant)

[Location, Date]

FROM: [Name of Consultant]
.....
.....

To
The Director -Cum- Nodal Officer - HPKCCC,
Department of Environment, Science and Technology
Paryavaran Bhawan, Near US Club, Shimla, Himachal Pradesh-171001

Subject: Proposal for the Selection of Consultants for “Assessment of Climate Change Vulnerability at Panchayat Level of Beas River Basin Covering Kullu, Mandi, Kangra & Hamirpur Distt’s of HP & Preparation of Adaptation Plan for Framework for PRI’s” under Department of Environment, Science and Technology.

We, the undersigned, having gone through this document and Draft Consultancy Agreement and having fully understood the scope of services, as set out in this tender notice, offer to provide the consulting services for the above in accordance with your advertisement. Our Financial Proposal for Work is for the sum of Indian Rupees..... excluding GST(Amount in words and figure). Activity wise financial break up for the amount is mentioned in Appendix I.

1. Our Financial Proposal shall be binding upon us, subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e..... (Date).
2. This financial proposal covers remuneration for all the Personnel, travel expenses, accommodation, equipment, all overheads, out of pocket expenditures, profits, mentioned in the breakup of financial proposals. The Financial proposal also covers all expenses. This Financial Proposal is without any condition.
3. We understand that Income Tax shall be deducted at source as per applicable laws
4. We understand that in case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.
5. We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against fraud and corruption to force in India namely “Prevention of Corruption Act 1988” We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Seal of Firm:
Address

Appendix I

Format for Activity Wise Financial Proposal
(On the letterhead of the Applicant)

Detailed break up of activity wise cost is mentioned below.

Activity No.	Activity Name	Cost* of Activity
1	Micro watershed, Hydrological modeling based vulnerability analysis(This will take into account exposure, sensitivity and adaptive capacity and would be different from conventional planning) in four Distt's located in Beas River basin of HP viz: Kullu, Mandi, Kangra & Hamirpur.	
2	To Prepare Distt wise indicative Adaptation Plan Framework of all the four Distt's located in Beas River basin of HP viz: Kullu, Mandi, Kangra & Hamirpur.	
Total Cost of Services (Excluding GST)		

* All costs needs to be linked and justified with man-hours, professional inputs, with clear methodology.

Yours sincerely,

Authorized Signature:

Name and Title of
Signatory:

Name of Firm:

Seal of Firm:

Address