



DEPARTMENT OF ENVIRONMENT

Govt. of NCT of Delhi

6<sup>th</sup> Level, C-wing, Delhi Secretariat, I.P. Estate, New Delhi-110002

Tele: 23392306

F. No. 10 (65)/Env/2022

Date: \_\_\_\_\_

**NOTICE**

**Request for Expression of Interest (Eoi) for conducting Sensitization Programs on Understanding Impact of Climate Change on Biodiversity and Ecosystem Services for Eco-Club Students**

The Department of Environment, Govt. of NCT of Delhi invites Expression of Interest (Eoi) from Expert institutes/Research institutes/organisations for undertaking "Sensitization Programs on Understanding Impact of Climate Change on Biodiversity and Ecosystem Services for Eco-Club Students". The document with all information relating to the process, including edibility criteria, scope of work, terms and conditions, duration, etc is available at the website of Department of Environment, GNCTD at [Department of Environment \(delhi.gov.in\)](http://Department of Environment (delhi.gov.in))

Particulars	Schedule Date &Time
Date of uploading of the EOI on website	07.02.2024
Last Date and Time for Submission of EOI	27.02.2024 1700 hrs

The Technical Proposal and Financial Proposal should be submitted in separate envelopes in a layer envelope marked "**Expression of Interest (Eoi) for conducting Sensitization Programs on Understanding Impact of Climate Change on Biodiversity and Ecosystem Services for Eco-Club Students**". The Expression of Interest (Eoi) may please be submitted in hard copy to the Special Secretary, Department of Environment, Govt. of NCT of Delhi, Level 6th C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002 (by post or by hand). The Department reserves the right to cancel any or the entire selection process without assigning any reason thereof.

(K.S. Jayachandran)  
Special Secretary (Environment)

**DEPARTMENT OF ENVIRONMENT  
GOVT. OF NCT OF DELHI**

Level – 6, C- Wing, Delhi Secretariat, I.P. Estate, New Delhi –110002  
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**Expression of Interest**

**Sensitization Programs on Understanding Impact of Climate  
Change on Biodiversity and Ecosystem Services for Eco-Club  
Students**

**1. INTRODUCTION:**

Delhi faces the issues of ever-increasing population, urbanization, pollution, depleting natural resources and ultimately Climate Change, that's why it is essential for Delhi government to achieve resilience needed to mitigate the effect of climate change as well as building more sustainable environment. There is an inadequate knowledge on the impacts of climate change on Biodiversity and Ecosystem Services. Therefore, timely dissemination of information could help in enhancing the adaptive capacities especially among Students of Schools, it could help government to create better understanding among citizens and can be beneficial in combating climate change and will also help in reducing pollution.

As Department of Environment have a robust and functional scheme of setting up eco-clubs in schools and colleges, that are mandated to undertake environment improvement activities through action projects, participation in campaigns and activities that strengthen the environmental awareness amongst students. A few common activities taken up are construction of compost pits, waste segregation, plantations, tree census, biodiversity assessment in schools and colleges.

Department of Environment, GNCTD intends to invite proposals for conducting sensitization workshop for Eco-club schools/colleges under the plan schemes titled "Carbon Credits Facilities (Climate Change)". The focus will be on enhancing understanding of climate change and its impact on biodiversity as well as the role that biodiversity and ecosystem services can play in supporting climate change adaptation.

**2. OBJECTIVE:**

- I. To sensitize Eco-club school/college students and teachers about Climate Change and its impact on biodiversity and a need to conserve and live sustainably.
- II. To prepare an environmentally sensitive cadre of students and teachers who are able to appreciate the climate impacts on aspects of nature.
- III. To motivate students and teachers to take up locally relevant environment improvement projects

**3. SCOPE OF WORK:**

The scope of work is to create environmental awareness on climate change, to create a knowledge system that would help take actions to reduce vulnerabilities as well as take advantage of the mitigation opportunities. This will improve the ability of habitats to adapt to climate change through providing students an opportunity to bring a change through undertaking nature-based measures for combating climate change.

#### Terms of References:

- i. The duration of project is of 6 Months after the signing of Contract with the Department.
- ii. The training programs to be conducted with 2000 schools/colleges covering students and teachers. (*Department of Environment, GNCTD will provide the list of Eco-club schools/ colleges*)
- iii. A detailed report to be provided after completion of the training programs to the Department.
- iv. The reports/ IEC materials/ documentaries or any other relevant document is to be owned by the Department of Environment, GNCTD.
- v. Surprise Inspections will be conducted by the team of Department of Environment at the site of training.

#### Allied Activities:

- Documentaries and IEC materials to be provided to the Eco-Club students of Schools
- Effective communication methods for creating awareness about Climate Change and its impact on Biodiversity and Eco-system
- Certificates to be provided after completion of training program

#### **A few indicative themes to be covered through the training workshops conducted in the project (in line with the SAPCC- Delhi):**

- Importance of biodiversity and ecosystem services for urban areas
- Climate change and its impacts on biodiversity and ecosystem services
- Carbon sequestration
- Indigenous conservation methods
- Medicinal plants
- Eco- friendly lifestyles
- Our natural Resources
- Information leaflets on ecosystems
- Variety and diversity of animal and plant species
- Identification of challenges faced due to Climate Change
- Nature based mitigation and adaptation measure which can be adopted by Students in their day to day life.

#### **4. METHODOLOGY OF WORK:**

The interested Institution may devise and indicate the methodology they are going to adopt in conducting the training program which would be subject to acceptance by the Department of Environment, GNCTD. The assistance needed from the department may be clearly indicated.

## **5. DURATION OF THE PROJECT:**

The duration of project is of 6 Months after issuing of work order and its acceptance from the agency for conducting training programs with 2000 Eco Schools/Colleges covering students and teachers.

## **6. WHO CAN APPLY (MINIMUM ELIGIBILITY CRITERIA):**

- i. Expert Institutes/ Research Institutes/ organisations working in the field of Climate Change and Sustainability for minimum 10 years.
- ii. Reputed Institution who has technical skills and sufficient manpower to carry out the work.
- iii. Bidder is required to submit the audited financial statement (for the last three financial years) along with Chartered Accountant (CA) certificate clearly mentioning year wise turn over. Minimum turnover should be 1 crore annually.

## **7. INFORMATION TO BE FURNISHED BY PARTICIPATING INSTITUTIONS:**

The following information should be included in the proposal to be submitted by participating institution/ bidders:

### **1. PARTICULARS OF PARTICIPATING INSTITUTION:**

- a. i. Name of the Institution:  
ii. Mailing Address: -
- b. Title of the Project:
- c. Status of the institution/organization
- d. Manner in which the Institution was established (Act of Parliament, Act of the State Legislature, Registered under Societies Registration Act., 1860/ Company Registration Act)
  - i. In case established under an Act of Parliament/State legislature the nature of the statute, No. of Act & Year.
  - ii. In case established under Societies Registration Act/Company Registration Act or any other Act, the place, Registration No. & Date of Registration.
- e. If Semi- Govt. Organization, the name of the Government/ Department to which it is attached.
  - (a) Whether Institution has a source of income
  - (b) Whether it runs on no profit-no loss basis.
- f. Brief history of the Institution.
- g. Details of major related projects completed by the institution in last 10 years.

### **2. PROJECT OUTLINE**

- a. Give details about the approach proposed to be adopted for the job within the frame work outlined in the "Technical Paper for Bidding". The details should be given in bullet form.
- b. Methodology to be followed for achievement of objectives.

- c. Time schedule with milestones for completion of the job within the prescribed time frame.

### **3. STAFFING PATTERN**

- a. Name of the Project Director
- b. Position held by the Project Director in the Organization
- c. Major positions held by Project Director previously
- d. Curriculum vitae of the Project Director (to be attached)
- e. Field of Specialization of Project Director
- f. Projects completed by Project Director previously and organization for which undertaken: A detailed statement of at least 3 samples of similar works undertaken by them during the last 3 years. Names, Full addresses, Fax No., Email, contact numbers of the customer and names(s) of the contact persons(s) along with the work done, MOU/Agreement/Work Order.
- g. No. of similar Training programme undertaken: Relevant reports to be attached if any.
- h. Names of projects in hand of the Project Director and names of their Commissioning Agencies.
- i. Number of persons to be employed for the proposed report (Designation, Remuneration, Duration of employment to be specified); in case of senior staff, bio-data may be attached.

### **4. LIST OF DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM**

- a. Memorandum of Association and Rules/Constitution
- b. Composition of Board of Governors/Executives or Governing Body etc.
- c. Annual Reports of the last three years
- d. Audited Accounts of last three years

### **5. FINANCIAL DETAILS- Details to be provided include –**

- a. Total project cost (clearly indicate statutory taxes, service tax and any similar taxes, as applicable) and its breakup including non-recurring expenditure (equipment and accessories), recurring (Remuneration for Project Director, Staff/ Individual Researchers, etc and consumable items), other miscellaneous expenses including travel, contingency and over heads, if any.
- b. Detailed justifications for all the expenses proposed to be undertaken.
- c. Institution registration under relevant statutory law, along with details of PAN and GST registration of the institution.

(Signature of Authorized Person)

Telephone No:

Place:

## 8. SELECTION PROCEDURE:

The proposals will be evaluated by the Evaluation Committee (EC) under Department of Environment, GNCTD, considering the following mechanism:

Stage-1: The proposals received from institutions have to present the technical proposal submitted to the department before Evaluation Committee.

Stage 2: The financial bids of only those firms will be opened who secures the minimum 70 % marks in the evaluation of the technical bids.

Selection of the agency will be based upon competence, capacity, past experience of similar nature and ability to carry out specified task to client's highest satisfaction.

Stage 3: The final score will be prepared by giving 70% weight to technical proposal and 30% to financial proposal. After the evaluation of technical bids is completed, GNCTD will notify to those institutions whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. In case of Combined Quality Cum Cost Based System (CQCCBS), the lowest Financial Price (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows: -

$Sf = 100 \times Fm/F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores, giving 70% weight age to the Technical Score and 30% weight age to the Financial Score.

## 9. TERMS OF PAYMENT:

The procedure as prescribed in GFR 2017 and the O.M./circulars issued by Finance Department/CVC is to be duly followed while procuring goods/services and the norms/procedure as laid down in CPWD Manual/GFR 2017 are /is observed while executing projects/works contracts.

Payment will be made as follows: -

1. 40% payment will be made after the issuing of work order and its acceptance from the agency.
2. 30% payment on submission of Interim Report (other than the monthly progress reports) to the Department of Environment, GNCTD after completion of 3 months.
3. 20% payment on submission of final Report (hard and soft copy) to the Department of Environment, GNCTD with two copies of same.

*It is mandatory to submit an interim and final progress/work completion report along with necessary photographs, evidences such as press clippings etc. for the same.*

4. The remaining 10% of payment shall be made after acceptance of final report by the Department of Environment, GNCTD along with submission of Utilization Certificate and Expenditure Statement

#### **10. LAST DATE FOR SUBMISSION OF EOI:**

On or before 27.02.2024 in hard copy to the Special Secretary (Env.), Department of Environment, Govt. of NCT of Delhi, Level 6th C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002 (by registered post or by hand only).

#### **11. PROJECT TIME/TERMINATION/PENALTY/LIABILITY CLAUSE**

- i. The duration of the assignment is scheduled to be six months from the date of dispatch first installment from the Department of Environment, GNCTD. In case, the delay is solely on account of any fault on the part of agency, the project shall be completed by the agency without any extra cost or fee.
- ii. In case of non-adherence of the terms & conditions of the contract for reasons other than beyond the institution/agency's control the Department of Environment, GNCTD shall be entitled to recover the liquidated damages by way of imposing penalty upto the amount equivalent to 10 % of the contract value and the decision of the Department of Environment, GNCTD shall be final and binding on the bidder. The Department of Environment, GNCTD shall be at the liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case the supplier fails to deliver the items within the stipulated delivery period.
- iii. Department of Environment, GNCTD may at any time terminate the contract by giving written notice to the Agency without any compensation to the Agency if the Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to MoEF&CC.
- iv. **Progress of the Project:** Progress of the assignment may be intimated in writing by the agency to Department on monthly basis.

#### **12. CONFIDENTIALITY**

- i. Neither party will disclose to any third party without the prior written consent of the other party any confidential information which is received from the other party for the purposes of providing or receiving services.
- ii. Without prejudice to the foregoing provision of this clause, above, the Agency may cite the performance of the services to the clients and prospective clients as an indication of its experience.
- iii. The Agency shall not, without Department's prior written consent, disclose the commercial terms of this work order to any other organization.

#### **13. MISCELLANEOUS TERMS & CONDITIONS**

- i. The end product of the work assignment carried out by the Agency, in any form, will be the sole property of MoEF&CC and Department of Environment, GNCTD concerned.
- ii. The Agency shall not outsource the work to any other associate/ franchisee/ third party under any circumstances except with the prior approval of the Department of Environment, GNCTD and MoEF&CC.
- iii. The Agency shall perform the services and carry out its obligations under the contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional/consulting standard recognized by national/ international professional bodies and shall observe sound management practices. It shall employ appropriate advanced technology and safe and effective methods. The Agency shall always act, in respect of any matter relating to the Contract, as faithful advisors to the Government of NCT of Delhi and shall at all times, support and safeguard Government's legitimate interests.
- iv. The Agency automatically agrees with the Department of Environment, GNCTD for honoring all aspects of fair-trade practices in executing the work orders placed by Department in this regard.
- v. Force Majeure Force majeure clause shall mean and be limited to the following in the execution of the contract placed by the Department: -  
War/hostilities; Riot or civil commotion; Earth quake, flood, tempest, lightning or other natural physical disaster; Global factors (like pandemic, financial crisis etc) impacting India Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the Agency, which prevent or delay the execution of the order by Agency.
- vi. The Agency shall advise the Department in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the Department of Environment, GNCTD reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for what so ever reason, subject to the provision of clauses mentioned.

## **14. ARBITRATION**

- i. The Department and the agency shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with person other than a person employed by the Agency in the performance of the work order. If any dispute shall arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to two arbitrators, one to be appointed by each party and the said arbitrator shall appoint an umpire in writing before entering on the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on



both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time-frame for making and publishing the award. Such arbitration shall be governed in all respect by the provision of the Indian Arbitration and Conciliation Act, 1996 as amended or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held India. Further, Department of Environment, GNCTD may specify necessary provisions for judicial proceedings, if required.

- ii. The clause on confidentiality shall be valid for a further period of one year from the date of expiry or termination of the assignment, whichever is earlier.

## **15. REJECTION OF ALL PROPOSALS AND RE-INVITATION**

The Department of Environment will have the right to reject all proposals. However, such rejections should well be considered and normally would be done in the bids which deviate to the scope of work and terms & conditions of EoI. Department of Environment also reserves the right to accept or reject any proposal, to annul the solicitation process and reject all proposals at any time prior to award of the contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected Bidder or Bidders of the grounds for the action such taken.

## **16. APPLICABLE LAW:**

The contract shall be governed by the laws and procedures, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. In particular, the law relating to Bid Security and Performance Security be assured as per the applicable legislation.

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