

DEPARTMENT OF ENVIRONMENT

Govt. of NCT of Delhi
Level 6th, C-wing, Delhi Secretariat,
I.P. Estate, New Delhi-110002



REQUEST FOR PROPOSALS

Department of Environment, Govt. of NCT of Delhi requests Proposals (RFP) from Research and Academic Institutions of National and International repute, Consultancy Organisations and NGOs working in the field of Environment on the following studies titled:

1. **Single Use Plastic in Delhi**
2. **Yamuna Frothing in Delhi**
3. **Microplastics in Yamuna River and Ground water in Delhi**

The terms of reference of the above three studies are available on website of Department of Environment, GNCTD. Interested Institutes are kindly requested to submit their sealed Request for Proposal (RFP) along with the relevant documents **on or before 06:00 PM, 31st October, 2022** in hard copy addressed 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 registered post or by hand only).

Bids received after the last date and time, and sent by Fax, e-mail, Whatsapp etc. will not be considered.

Request for Proposal (RFP) document can be downloaded from website of Department of Environment www.environment.delhigovt.nic.in

Letter of Invitation (LoI)

Subject: Request for Proposal (RFP)

- 1 You are requested to submit the proposals for undertaking study on the subject as mentioned in the RFP.
- 2 Your proposal shall be sealed in an outer big envelope containing (i) Forwarding letter (ii) sealed technical proposal and (iii) sealed financial proposal separately in envelopes, with the expression 'DO NOT OPEN BEFORE the ----- superscribed on top of the Big envelope. The Topic/ subject of this RFP should also be mentioned on the top of the Big envelope. This shall be sent by registered post or by hand only to reach address: --31st October before 18:00 hrs of the last date of bid submission.
- 3 If you request for additional information, the same shall be provided expeditiously, but any delay in providing such information will not be considered as a reason for extending the submission date of your Technical & Financial proposal. For any queries you may write to msdpcc@nic.in email address.
- 4 Late tenders will not be considered. No responsibility shall be taken for postal delay or non-delivery/non-receipt by the Governance & Research Vertical. Bid sent by Fax, e-mail, What-Sapp, etc. will not be considered and liable to be rejected.

(Dr. K. S. Jayachandran)
Special Secretary (Env), GNCTD

REQUEST FOR PROPOSAL (RFP)

BID SCHEDULE AND ADDRESS

Sl. No	Description	Detailed Information
1.	EoI Reference	Public Notice dated: 11 th October, 2022
2.	Date of release of Bidding Document	11 th October, 2022
3.	Last date and time for Bid Submission	31 st October, 2022 latest by 18.00 hrs IST
4.	Address for Bid Submission	Dr. K. S. Jayachandran Special Secretary, Department of Environment 6 th level, C- Wing, Delhi Secretariat I.P. Estate, New Delhi - 110 002
5.	Mode of Submission of bids	Only by registered post or by hand
6.	Bid Related Queries	Special Secretary (Env), GNCTD Email: msdpec@nic.in
7.	Maximum Bid Cost Ceiling	There is no maximum bid cost ceiling.

Department of Environment, Govt. of NCT of Delhi

6th level, C wing, Delhi, Sachivalaya, IP Estate

New Delhi - 110002

Dated

To,

Prof. Sunil Kumar Khare, Dean (R &D) Indian Institute of Technology Delhi Tel:+91-11-2659 1707 (O), E-mail:deanrnd@admin.iitd.ac.in	Dr. Purnima Rupal, Head, Science Communication and Dissemination Directorate (SCDD) Council of Scientific and Industrial Research Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001 Contact no. : 011-23714249, 23470121, E mail: scdd20@csir.res.in , purnima@csir.res.in
Dr. S. K. Goyal, Sr.Principal Scientist & Head, CSIR R&D Centre (1st Floor), CSIR-NEERI Zonal Laboratory, A-93/94, Phase -1, Naraina Industrial Area, New Delhi-110028, e-mail: sk_goyal@neeri.res.in	Prof. Praveen K Verma, Director, <u>Research & Development</u> School of Life Sciences, Room No- 217 Jawaharlal Nehru University, New Mehrauli Road, New Delhi 110067 Off. Phone: 011-26704115 Email: praveenkverma@mail.jnu.ac.in , praveenkverma@jnu.ac.in , pkv.jnu@gmail.com
Professor A. Trivedi, Dean (R&D) Delhi Technological University, Shahbad Daultpur, Main Bawana Road, Delhi-110042. Phone:+911127871027 (R), Email: atrivedi@dce.ac.in	Dr. Mukesh Mehlawat , Deputy Dean Research University of Delhi, E-mail: mukesh0980@yahoo.com
Professor A.R. Harish Dean, Research & Development Indian Institute of Technology, Kanpur Office: Ground floor, Faculty Building - 151C Email: dord@iitk.ac.in Phone: +91-512-259 7578	Dr. Mukul Das, Director Shriram Institute for Industrial Research 19, University Road, Delhi – 110007 Phone: +91 (11) 27000100 to 299 E-mail: director@shriram institute.org
Prof. Shakir Ali, Dean, School of Chemical and Life Sciences (SCLS) Jamia Hamdard University G782+55X, Mehrauli - Badarpur Rd, near Batra Hospital, Block D, Hamdard Nagar, New Delhi, Delhi - 110062 Email Id: sali@jamiahamdard.ac.in	Dr Seemi Farhat Basir Professor & Former Head, Department of Biosciences Jamia Millia Islamia, New Delhi – 110025 Phone No (Off): 011-26981717 Ext: 74303, Mobile No.: 09810577159 Email ID: sbasir@jmi.ac.in ; seemifb@gmail.com

<p>Dr. Meenu Kapoor , Professor & Dean University School of Biotechnology AFR-106, University school of Biotechnology GGS Indraprastha University, Sector 16-C, Dwarka New Delhi-110078 Email: meenukapoor@ipu.ac.in, meenukapoor@me.com Phone: +91 - 11 -25302310</p>	<p>Dinakar M. Salunke, Director International Centre For Genetic Engineering And Biotechnology Aruna Asaf Ali Marg, New Delhi- 110 067 , Tel: +91-11-26742317 E-mail: icgeb.director@gmail.com, dinakar.salunke55@gmail.com</p>
<p>Dr. Rajinder Singh Chauhan, Dean (Research & Consultancy) Professor & Head, Bennett University Bennett University, Plot Nos 8-11, TechZone II, Greater Noida 201310, Uttar Pradesh. Email: rajinder.chauhan@bennett.edu.in Tel.: +91-120-7199429</p>	<p>Prof. Shaleen Singhal , Dean (Research & Partnerships) TERI School of Advanced Studies Plot No. 10, Sankar Rd, Vasant Kunj, Institutional Area, New Delhi, Delhi -110070, Email: shaleen.singhal@terisas.ac.in</p>
<p>Prof. Tanu Jindal Group Additional Pro Vice Chancellor (R&D) Director Amity University, J1, G-21, Sector 125, Noida E-mail: tjindal@amity.edu Website: www.amity.edu/AIETSM</p>	<p>Prof. Anil Sardana, Principal Shaheed Bhagat Singh College, Sheikh Sarai, (Triveni) Phase-II, New Delhi- 110017 Phone: 01129250306 E-mail: sbseprincipal@gmail.com Website: www.sbsc.in</p>
<p>Executive Chairman The Environmental & Consumer Protection Foundation Regd. Office: C-63, Neeti Bagh, New Delhi-110049 Mobile: 8851252184 E-mail: ecpf063@gmail.com</p>	<p>Dr. Sirajuddin Ahmed Professor, Dept. of Civil Engineering Jamia Milia Islamia (A Central University) New Delhi- 110025 Mob: 9810949329 Email: suahmed@jmi.ac.in sirajuahmed@gmail.com</p>

DEPARTMENT OF ENVIRONMENT
Govt. of NCT of Delhi



Request for Proposal (RFP)
For Conducting
Research and Development Studies

A. Project background

Department of Environment, Government of NCT of Delhi intends to select an institution/organization for conducting Research and Development studies titled as:

1. Study on Single-Use Plastic in Delhi
2. Study on Yamuna Frothing in Delhi
3. Study on Microplastics in Yamuna River and Ground Water in Delhi

A Brief Background on each of these studies is provided below.

Study 1: Study on Single-Use Plastic in Delhi

Single-use plastic is cheap, strong, and hygienic, it can also be tough to recycle. It is estimated that since 1950, only 9% of the plastic has been effectively recycled globally, with over half ending up in landfills or being dumped in the environment. In 2019-20, an estimated 3.4 million metric tonnes of plastic wastes were generated in India, which is marginally higher than the figures for 2018-19.

GNCTD had issued, a Notification on 23.10.2012 imposing ban on the manufacture, sale, storage, usage, import and transport of all kinds of plastic carry bags in Delhi and on 18th March 2016, MoEF&CC, GOI has notified Plastic Waste Management Rules, 2016 and amended so as It replaced the earlier Plastic Waste (Management and Handling) Rules, 2011. In line with the clarion call given by Prime Minister Shri Narendra Modi to phase out single use plastic by 2022, keeping in view the adverse impacts of littered plastic on both terrestrial and aquatic ecosystems, the Ministry of Environment, Forest and Climate Change, Government of India, has notified the Plastic Waste Management Amendment Rules, 2021, which prohibits identified single use plastic items which have low utility and high littering potential by 2022. Department of Environment GNCTD intends to introduce best alternatives to SUP that can be adopted by NCT

of Delhi. Research and Development is best key to in identification of newer technologies for alternatives to Single-Use Plastics.

Study 2: Study on Yamuna Frothing in Delhi

Delhi Government proposing project on frothing in the Yamuna River due to cause by toxic chemicals, pollutants and untreated waste. The froth has phosphate, which leads to eutrophication. These phosphates are also responsible for the alarming amount of foam that appears on the surface of the river, similar to the foam created by detergents. In a healthy flowing river, the phosphates can get diluted over time, which would eventually cause the froth to disappear. However, if the amount of such compounds is too high in the water, the river cannot clean itself.

Delhi Government project on Yamuna frothing is to develop short-term, medium-term and long-term action plan including clear enforcement strategies for minimizing frothing/foaming in the river Yamuna and also including possible alternatives to household products responsible for frothing, after knowing the appropriate sources and reasons behind the froth on river surface which reflects the deadness of the water and indicates Nil dissolved oxygen in it.

Study 3: Study on Microplastic in Yamuna River and Ground Water in Delhi

Microplastics are ubiquitous in the environment and have been detected in a broad range of concentrations in marine water, wastewater, fresh water, food, air and drinking-water, both bottled and tap water. The data on the occurrence of microplastics in drinking-water are limited at present, with few fully reliable studies using different methods and tools to sample and analyze micro-plastic particles. Microplastics ability to linger in their environments for decades or longer likely has cumulative detrimental effects on both the organisms and quality of the ecosystem. Their chemical threat stems largely from their ability to transport harmful compounds on their surfaces; when organisms at the base of the food chain ingest microplastics, they ingest the toxins, too. As larger organisms consume the smaller ones, the toxins can build up (a process called bioaccumulation), eventually resulting in responses like organ dysfunction, genetic mutation, or death.

In reference to that, Department of Environment, GNCTD proposed a project proposal on "A Study on Micro-plastic in Yamuna River and Ground water of Delhi".

B. Objective of the survey:

The proposed studies envisage delivering the scope of work mentioned for the respective studies that may be useful for developing various action plans/policy and decision-making purposes by selecting institution/organization for conducting these studies separately entitled as

1. Study on Single-Use Plastic in Delhi
2. Study on Yamuna frothing in Delhi
3. Study on Microplastic in Yamuna river and ground water in Delhi

C. Duration of the study:

Each study is expected to be completed in a total duration of twelve (12) months from the date of assignment of project.

D. Scope of work

The Scope of work of the aforesaid studies are mentioned below:

Study 1: Study on Single-Use Plastic in Delhi

1. To identify and quantify different types of single use plastic (SUP) used in Delhi and estimate their fraction in total plastic waste generation over the last 3 years.
2. To categorize single use plastics based on usage and ease of recycling.
3. To find out potential barriers to the elimination of Single-Use Plastics.
4. To propose and evaluate alternatives to SUPs, such as alternative packaging materials to plastic, in different categories, including their economic and feasibility analyses.
5. To suggest market models to encourage entrepreneurship in manufacture and distribution of alternatives to SUPs
6. To suggest a future roadmap to contain SUPs and encourage the use of viable alternatives.

Study 2: Study on Yamuna Frothing in Delhi

1. To find out the reasons behind the foaming/frothing in Yamuna River and correlate it with the outflow of different drains.
2. To assess and identify froth sources in Najafgarh Drain (upstream Dhansa Regulator to Wazirabad) and supplementary drains.

3. To identify major drains accounting for maximum pollution, load responsible for froth and finding out parameters exceeding the standard/permissible limits.
4. To identify area sources such as colonies, industrial areas, etc., contributing to the pollution load responsible for frothing in Yamuna and finding out the relative quantification, nature, source and characteristic of the pollutants and identify hot spots as far as sources are concerned.
5. To develop short-term, medium-term and long-term action plan including clear enforcement strategies for minimizing frothing/foaming in the river Yamuna including possible alternatives to household products responsible for frothing.

Study 3: Study on Microplastic in Yamuna River and Ground Water in Delhi

1. Assessment of water quality of the stretch of Yamuna River and groundwater in Delhi with special reference to the presence of microplastic.
2. Identification of potential source of microplastic contamination in groundwater and Yamuna River of Delhi.
3. Study on leaching impact of microplastic on both the banks of River Yamuna trail.
4. Mapping of major hotspots with respects to the variation of concentration of Microplastic in groundwater and River Yamuna.
5. To develop an Action plan including clear enforcement strategies to reduce the concentration of Microplastic in groundwater as well as River Yamuna in Delhi.

E. Methodology:

The interested institution/organization may devise and indicate the methodology they are going to adopt in conducting the studies which would be subject to acceptance by the Department of Environment, GNCTD. The assistance needed from the department and other agencies may be clearly indicated.

F. Who can submit project proposals:

The Project Proposal could be submitted for financial support by Scientist/ Engineers/Technologists working in Universities and other Academic institutions; R&D institutions/laboratories/consultancy organizations/NGOs having adequate infrastructure and facilities to

carry out this work. The investigators/ R&D Group should have adequate experience and expertise in the relevant area of proposal.

Minimum eligibility criteria for tender document

The Bidder should fulfill the following minimum eligibility criteria for submitting the Tender:

1. All the reputed and well known consultants/ agencies/ academic institutions who have technical skills and sufficient manpower to carry out the work
2. The Bidder should be registered company in India under Companies Act/ society/trust /partnership/proprietorship. In case of Joint Venture (JV), at least one member of the JV should be incorporated under the Companies Act/ society/trust/partnership / proprietorship.
3. The Bidder should be an Indian and should have a registered office in India.
4. 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.

G. Information to be furnished by participating organizations:

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

1. Particulars of participating institutes/organizations:

- a. i. Name of the Institution/Organization:
ii. Mailing Address: -
- b. Title of the Project:
- c. Status of the institution/organization
- d. Manner in which the Institution/Organization was established (Act of Parliament, Act of the State Legislature, Registered under Societies Registration Act., 1860)
 - 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.
- f. (a) Whether Organization has a source of income
(b) Whether it runs on no profit-no loss basis.
- g. Brief history of the Organization.

- h. Details of major projects related to environment and waste management completed by the institution/organization (the name of the report, its year of publication and the institution/organization for which these reports were published may also be given in case of each report).

2. Particulars of project investigators and other resources: The following details for each project investigator as well as associated resources should be provided-

- a. Basic details - Name, Date of Birth, Educational Qualifications, Designation, Department, Telephone number and e-mail address.
- b. Details of past experience - No. of research projects completed in the past, experience in the relevant area, details of awards, honors and past publications, etc.
- c. Details of on-going research projects - Funding agency, amount, date of completion and duration.
- d. 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.

3. Technical Details: The technical details to be provided include -

- a. Introduction, technical views/suggestions on the scope of study as defined by the department.
- b. Methodology to be followed for achievement of study objectives.
- c. Work plan and timelines for completion of the study.
- d. Existing or proposed infrastructure as part of the study.

4. 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 (manpower 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. Phasing of the total project cost being requested (payment schedule).
- d. Institution registration under relevant statutory law, along with details of PAN and GST of the institution/organization.

5. Undertaking - An undertaking to the effect that no funding has been received from any other agency for conducting similar

study and that the organization/institute has been black listed by any government organization/agency for any reason whatsoever will need to be furnished.

H. Short-listing participation Institution/ Organization

In case of proposals being received from more than one agency/ organization, the Department of Environment will have the authority to decide on the final selection based on the following criteria –

1. Opening and Evaluation of Proposals

i. **Opening of Proposals:** The proposals shall be opened by the Scrutinizing Committee.

ii. **Clarification of Proposals:** To assist in the examination, evaluation and comparison of Proposals, the Scrutinizing Committee (SC) (to be constituted by department) may at its discretion, ask the Bidder for clarification of the Proposal, if any. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

2. Preliminary examination of Technical Proposal: The Scrutinizing Committee (SC) will examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order.

Presentation by the bidder: The presentation should clearly bring out the Consultant's understanding of the requirements of the services, capability and approach for carrying out the tasks set forth through the nominated experts.

The presentation shall ensure the following:

- i. Work plan indicating the major activities, interface requirements, and deliverables such as reports required to accomplish its scope of work.
- ii. Flowchart may be included to clearly indicate the involvement of the various agencies including other agencies that may be linked to work plan and staffing schedule.
- iii. The work plan, flow chart, staffing schedule, approach, and methodology must provide a logical description of how the

consultant will carry out the services to meet all the requirements as per the scope of work for all three studies.

- iv. Comments if any, on the Scope of Work to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the outcome/output of the study.

3. Evaluation and comparison of technical proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of scope of works, proposed methodology and Work Plan, and the experience of Key Personnel.

Only those Applicants whose Technical Proposals get a score of 50 (Fifty) marks or more out of 100 (one hundred) shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (ST). The technical evaluation shall be done by the Scrutinizing Committee on the basis of the criteria specified in the below table (Technical Proposal Evaluation Criteria). Department has the responsibility to inform the eligible and ineligible applicants.

Table: Technical Proposal Evaluation Criteria

S.No.	Particulars	Marks
1.	Past Experience Experience in consultancy services with the government in plastic waste management/water quality treatment and management/ groundwater management in India in last 3 years from the bid due date <ul style="list-style-type: none"> • One or more ongoing or completed projects in any of the area: plastic waste management/water quality treatment and management/ groundwater management - 10 marks • More ongoing or completed projects in three any of the area (plastic waste management/water quality treatment and management/ groundwater management)- 10 marks 	20
2	Financial Standing Financial Turnover during the last financial year: 1. Rs 5.00 crore to Rs 10.00 crore-04 marks	10

	2. Rs 10.00+ crore to Rs 20.00 crore-07 marks 3. Rs 20.00+ crore & above-10 marks.	
3.	Consultant Team profile (marks would be given on qualification & experience of the team) 1. Team leader - 10 Marks 2. Subject Matter Expert (Two) - 20 Marks 3. Additional manpower resource - 10 Marks	40
4	Presentation To showcase understanding, approach and methodology for this project	30
	Total	100

The Department has the right to vary requirements at the time of award of the studies. The Department reserves the right at the time of award of contract to vary the quantity of services and goods specified in the Proposal with suitable change in price or other terms and conditions.

5. **Opening of Financial Proposal:** The Scrutinizing Committee will open the Financial Proposals of only Technically Qualified Bidders, in the presence of the representatives of the Bidders who choose to attend, at the time, date & place, as decided by the Department which shall be informed to Bidders in advance.
6. **Preliminary examination of Financial Proposal:** Each Financial Proposal will be inspected by the SC to confirm that it has remained sealed and unopened. It shall then be examined by the SC for completeness and accuracy. If there is a discrepancy between words and figures, the amount in words will prevail.
7. **Evaluation and comparison of Financial Proposals:** The representative from Department will read out aloud the name of the Bidder and the total price shown in the Bidder's Financial Proposal. This information will be recorded in writing by the Department's representative. The selection Criteria to be adopted will be on the basis of L1 (Lowest Financial Bid). In case of a tie in the bid value, the bidder with the higher Technical Score will be invited for negotiations and selection first.
8. **Notification of Award:** Prior to the expiration of the period of Bid Validity, Department will notify the successful Bidder in writing by registered letter or by fax and email, to be confirmed in writing subsequently by registered letter, that its bid has been found technically qualified. The notification of award shall constitute the formation of the Contract.

9. **Procedure for submission of proposal:** From the date of advertisement, interested bidders may send their proposals for study in a separate envelope (for each study) containing the title of the study. The Technical Proposal and Financial Proposal should be submitted in separate envelopes in a layer envelope marked "Conducting Research and Development Studies". The last date of submission of the proposal will be as mentioned in the RFP.

I. **Payment schedule**

The release of payment for the study will be in three installments as below mentioned:

Installments	Activity/ report completed	Timeline	Percentage of total project cost
First	Submission of inception report and its due acceptance by the competent authority (Annexure - I)	15 days of accepting the award letter	50%
Second	Submission of interim report and its due acceptance by the competent authority. (Annexure - II)	6 months from acceptance of award letter	25 %
Third	Submission of Final report with the satisfactory completion of project and its due acceptance by the competent authority (Annexure - III)	1 month after completion of the project	25%

All the payments shall be released after the approval by competent authority.

J. **Last date for submission of RFP/ proposal / bid**

On or before **31st October, 2022** as per detailed RFPs available on the Department's website: <http://environment.delhigovt.nic.in> 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).

K. Pre-bid meeting:

A pre-bid meeting will be conducted 10 days before closing date for submission of proposal to clear the confusions, if any of the expected applicants are interested regarding project details, scope of work, and solicitation of documents.

L. Other conditions governing the RFP:

The final completion of work will be guided by the following conditions –

- *Collection of samples, survey for the study will be the sole responsibility of the selected agency. GNCTD will only facilitate in getting information and access to samples from the concerned authorities/ government Departments, if required.*
- *The selected institution/organization will have to submit a detailed fortnightly plan of the proposed activities and milestones as a breakdown of total project duration of 12 months. Any requirement for permissions from any government agency should be clearly indicated.*
- *It is mandatory to submit an interim ((format annexed at **Annexure- II**) and progress/work completion report (format annexed at **Annexure- III**) along with necessary relevant documents/evidences.*
- *Department of Environment may request the selected institution/organization for a review presentation on progress of the project at any time during the project by giving an advance notice.*
- *Payment for the project will be as per payment schedule section (I). Format of the utilization certificate is enclosed (**Annexure-IV**) and can also be downloaded from website <http://environment.delhigovt.nic.in>*
- *It is mandatory to submit financial proposal ((format annexed at **Annexure- V**), forwarding Letter of the Research Study (format annexed at **Annexure- VI**) along with necessary relevant documents/evidences.*

M. Termination/Penalty/Liability Clause

- a. The duration of the assignment is scheduled to be twelve (12) months from date of signing of contract between the GNCTD and the institution/organization to which the job is assigned. In case the delay is

solely on account of any fault on the part of institution/organization, the project shall be completed by the institution/organization without any extra cost or fee.

- b. In case of non-adherence of the terms & conditions of the contract for reasons other than beyond the institution/organization's control the 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 GNCTD shall be final and binding on the bidder. In addition, the institution/organization is liable to compensate GNCTD for any delay on their part if the institution/organization fails to deliver any or all of the goods within the period specified in the purchase order amounting to 1% of total contract amount for delay of per week upto a maximum of 10% of contract value. 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.
- c. GNCTD may at any time terminate the contract by giving written notice to the Institution/organization without any compensation to the Institution/organization if the Institution/organization 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.

N. Confidentiality

- a. 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.
- b. Without prejudice to the foregoing provision of this clause, above, the Institution/organization may cite the performance of the services to the clients and prospective clients as an indication of its experience.
- c. The Institution/organization shall not, without GNCTD's prior written consent, disclose the commercial terms of this work order to any other organization.

O. Miscellaneous Terms & Conditions

- a. The end product of the work assignment carried out by the Institution/organization, in any form, will be the sole property of GNCTD.
- b. The Institution/organization shall not outsource the work to any other associate/ franchisee/ third party under any circumstances except with the prior approval of GNCTD.

- c. GNCTD shall ensure that the Institution/organization 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 Institution/organization shall always act, in respect of any matter relating to the Contract, as faithful advisors to the government and shall at all times, support and safeguard legitimate interests of GNCTD.
- d. The Institution/organization automatically agrees with government for honoring all aspects of fair trade practices in executing the work orders placed by GNCTD.
- e. Force Majeure
Force majeure clause shall mean and be limited to the following in the execution of the contract placed by GNCTD.
 - War/hostilities;
 - Riot or civil commotion;
 - Earth quake, flood, tempest, lightning or other natural physical disaster;
 - Restrictions imposed by GNCTD or other statutory bodies, which is beyond the control of the Institution/organization, which prevent or delay the execution of the order by Institution/organization.
 - Global factors (like pandemic, financial crisis etc) impacting India
- f. The Institution/organization shall advise GNCTD 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, GNCTD reserves the right to cancel the contract without any obligation to compensate the Institution/organization in any manner for what so ever reason, subject to the provision of clauses mentioned.

P. Arbitration

- a. GNCTD and the institution/organization 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 Institution/organization 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, GNCTD specify necessary provisions for judicial proceedings, if required.

- b. 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.

Q. 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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ANNEXURE -I

FORMAT FOR INCEPTION REPORT

1. Title of the proposal
2. Reference no. of the project
3. Acceptance letter from the head of the institute
4. Objectives of the Study
5. Scope of Work as per ToR
6. Approach & Methodology. Work plan including activities, deliverables and timelines
7. Plan of implementation including timeline
8. Deliverables

ANNEXURE -II

FORMAT FOR INTERIM REPORT

1. Title of the proposal:
2. Objectives of the proposal
3. Scope of Work as per ToR
4. Approach & Methodology. Work plan including activities, deliverables and timelines
5. Targets achieved
6. Further study to be carried out
7. Conclusions

ANNEXURE -III

FORMAT FOR FINAL REPORT

1. Introduction
2. Objectives of the Study
3. Scope of Work as per ToR (Methodology and deliverables)
4. Findings of the study
5. Recommendations
6. Conclusions

Sl. No	Letter No. and date	amount Rs.
	Total	

Certified that out of Rs. _____
of grants-in-aid sanctioned during
the year _____
in favour of _____
under this Ministry/Department Letter No. _____
given in the margin and Rs. _____ on
account of unspent balance of the
previous year, a sum of Rs. _____ has been
utilized for the purpose of _____ for
which it was sanctioned and that the
balance of Rs. _____ remaining
unutilized at the end of the year has been
surrendered to Government (vide No. _____
dated _____
_____) / will be adjusted towards the
grants-in-aid payable during the next year
_____.

1. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.

Signature
Designation
Date

ANNEXURE –V

Format for Financial Proposal of Research Study: {Name}

I. Consultancy Fee

SI No.	Persons	Duration	Amount (₹)
i)	Principal Investigator (PI) (only one)	Whole study period	
ii)	Co-Principal Investigator (Co-PI) (one or two)	Specify the period	
iii)	Research Staff	Specify the period	
iv)	Field Staff:	Specify the period	

II. Travel and DA

a. Domestic Traveling: There may be admissible for domestic travel only. No International travel is permitted unless prior approval is taken from Department of Environment.

SI No.	Persons	Amount (₹)
i)	Principal Investigator (PI)	
ii)	Co-Principal Investigator (Co-PI)	
iii)	For field /research staff	

b. DA as per the following

SI No.	Persons	Duration	Amount (₹)
i)	Principal Investigator (PI)	No. of Days	
ii)	Co-Principal Investigator (Co-PI)	No. of Days	
iii)	For field /research staff	No. of Days	

I. Other Miscellaneous Expenses

Particulars	Amount (₹)
(a) Data Processing including computation & Computer Work	
(b) Stationery, printing and photocopying	
(c) Overheads/ Institutional Fee	
(d) Any other – (i) For hiring services of technocrats /experts / testing laboratory etc. if required, for a fixed duration on consolidated amount or (ii) Holding Workshop/Debate discussion: For expert advice and suggestions of the group of distinguished scholars /researchers in case, of revamping and improving the quality of the study, that should specifically be justified in the proposal along with details of participating scholars/ researchers /luminaries from the field of the subject concerned.	

II. Proposed Budget (i.e. I+II+III) ₹

III. Contingency (3% of the proposed Budget): ₹

IV. GST/ Taxes (if any): ₹

Total Budget (including GST/ all taxes) ₹ (in words)

Name and Signature of the Head of the Institution/
Principal
(if college) Investigator (PI)

Name and Signature of the
Registrar (if university) /Principal

Date
Place

Forwarding Letter of the Research Study falling under
Consultancy by Advertisement and Nomination
(solicited/unsolicited)

Forwarding Letter

1. I have the pleasure in forwarding the research proposal entitled as _____ for financial support to Department of Environment
2. The organization agrees to administer this research project, manage its finances, provide accommodation, furniture and the research facilities such as library, equipment, secretarial staff, etc. required for research study. The organization shall also provide the material and managerial assistance for the research study, which would be considered under the proposed 'overhead' cost.
3. It is certified that no similar research proposal has been submitted for funding to any other Ministry/ Departments of central/state governments.
4. It is certified that the Principal Investigator (PI) _____ [name] _____ shall continue with the organization till the completion of the proposed study. In the instance of the PI leaving the organization without completing the study, the organisation undertakes to get the study completed by appointing a new PI, without any additional financial liability on the part of the Department of Environment and within the stipulated time. However, if the Department of Environment desires to transfer the project to some other institution, this Institution will have no objection to the same.

Signature and Seal of the Head of the Institution
/Registrar (if university)
/Principal (if college)

(Official Seal)

Date:
Place