

Request for Proposal (RFP)

RFP No. 01/ 2017-18 dated 29th May 2017

*SELECTION OF PARTNER NGO IN UTTARAKHAND FOREST RESOURCE MANAGEMENT PROJECT FOR
DEVELOPING WASTE MANAGEMENT MODELS AND CONCEPT OF ZERO WASTE at ECOTOURISM
DESTINATIONS*

UTTARAKHAND FOREST RESOURCE MANAGEMENT PROJECT (UFRMP)

**Office of Chief Project Director
Uttarakhand Forest Resource Management Project
24, IT Park, Sahasradhara Road, Dehradun Pin: 248001, Uttarakhand**

**Office of the Chief Project Director
Uttarakhand Forest Resource Management Project
24, IT Park, Sahasradhara Road, Dehradun Pin: 248001.**

RFP No. 01/2017-18 Dated: 29th May 2017.

Request for Proposal (RFP) for selection of partner NGO in Uttarakhand Forest Resource Management Project (UFRMP)

Uttarakhand Forest Resource Management Project (UFRMP), funded by Japan International Cooperation Agency (JICA), proposes to institutionalize and operationalize Zero Waste Systems at the ecotourism sites developed under the Project.

The Project Management Unit (PMU), UFRMP, now solicits techno-financial proposals, in prescribed formats only, as per RFP document, from reputed NGOs, having sufficient experience in the field of “Solid Waste Management Involving the local community, villagers and other stakeholders using Low-cost Technologies”.

Eligible organizations may submit their RFP, with supporting documents in the Prescribed formats only. Sealed RFPs must be submitted along with Demand Draft of INR 25,000/- (Twenty-five thousand) only, as processing fee (non-refundable), payable to Uttarakhand Forest Resource Management Society (UFRMS), payable at Dehradun, so as to reach this office on or before June 30, 2017 by 5.00 PM. RFPs received in formats other than the Prescribed Formats will not be entertained.

The RFP notice including Prescribed formats, which are required for submission of the RFP are available on the website (Tender): www.jicauttarakhand.org

**Anup Malik
Chief Project Director, UFRMP**

1. About the Project

The Uttarakhand Forest Resources Management Project (UFRMP), funded by Japan International Cooperation Agency (JICA), is to contribute to eco-restoration and development of forest resources, by empowering the community, through livelihood development and income generation, so that community dependence on forests becomes sustainable. The Project in the field is being implemented by Van Panchayats, a community-based institution in the forestry sector in the State. Van Panchayats in Uttarakhand are unique and represent one of the largest and most diverse experiments in devolved common property management ever developed in collaboration with the State. In fact, they form one of the earliest examples anywhere in the world, of decentralized resource management through formal State-community partnerships.

Project is being implemented in Society mode, by Uttarakhand Forest Resource Management Society, registered under Society Registration Act, 1860, with the Registrar of Societies, Uttarakhand. To manage Project implementation at the State level, a Project Management Unit (PMU) has been established.

Ecotourism is one of the subcomponents for development of livelihoods of the people living in the Project area.

Conceptually, ecotourism aims at promoting environmentally sustainable, economically viable, and socially and culturally responsible tourism, and advocates and supports key issues related to nature conservation, which make a positive contribution to the livelihoods of local communities, leading to their economic development. It also aims at motivating and educating communities, including private stakeholders, for nature conservation.

It also promotes policies and practices, which facilitate responsible behavior, promote low-impact tourism including energy and water conservation; foster waste reduction, circular economy and concept of zero-waste with focus on environmentally and socially viable practices, and provide scientific inputs and remedies for problems relating to loss of biodiversity and environmental pollution.

2. Context

Tourism in India is booming, and is slated to be a key livelihood provider in the service sector, and The World travel and Tourism council calculated that tourism generated US\$120 billion or 6.3% of the nation's India's GDP in 2015 and supported 37.315 million jobs, 8.7% of its total employment. The sector is predicted to grow at an average annual rate of 7.5% US\$270 billion by 2025).

Furthermore, in India the Ministry of Tourism has the specific agenda to promote tourism in the country in a responsible and sustainable manner, and as per this mandate, promotion of ecotourism assumes greater significance. Also, given the fact that Uttarakhand is incredibly endowed with nature, State Government is committed to develop ecotourism as one of the major sectors to boost hill economy. Therefore, the issue becomes more sensitive when important tourism moves towards protected areas (reserved forests, national parks and sanctuaries and biosphere reserves).

The Indian government has established 18 Biosphere Reserves. Today it has over 120 national parks. As many of them become popular, they also face the challenge of pollution due to trash generated by lodges, safaris, day trips, canteens and day-visitors.

In Uttarakhand, also the local streams and rivers are gutted with waste. Not only that, even in the most remote areas, packaging waste seem omnipresent as even forest rest-houses procure packaged items to cook for guests. The waste coming out of these activities is regularly dumped in the forests or the streams and rivers, leading to waste and toxic leachates entering our fragile eco-systems.

This apart, food waste is also dumped in the forests, which results in:

- ❖ Foreign and the wrong kind of food for many animals, such as monkeys, squirrels, civets and deer.
- ❖ Rot and stink, not otherwise seen in the eco-system, also emitting green-house gases in the environment.
- ❖ Small fires due to methane when a large amount of food waste is dumped, as the lower layer experience anaerobic conditions.

This activity is also impacting wildlife. Reports all over India show that ingesting trash results in the deaths of elephants, deer and bovines, while toxic chemicals leaching into the ground result in long term damage to the forest ecosystems. While there is very little scientific data available in India on

the impact of waste on wildlife, but global evidence suggests that changes in ecological functioning produced by unintended ecological feedbacks from human actions amplify climate change, decrease agricultural productivity and increase the vulnerability of ecosystems to invasive species.

The following challenges are normally observed as barriers to managing the above-mentioned challenges:

- ❖ No waste handling plan
- ❖ No in-house capacity to handle waste
- ❖ No waste management plan for the outskirts and nearby areas
- ❖ No local bodies to provide waste management systems

The Waste Management Rules, 2016 are now applicable to all sites across India, and more so in ecotourism sites. They mandate segregation, composting, recycling, which will also be key aspects of the present assignment, keeping it in sync with new national regulation.

3. Objectives of the Assignment

Implementing Zero Waste Systems, eliminating/minimizing avoidable discharges to land, water or air that are threat to planetary, animal or plant health, is an integral component of ecotourism development. So, the partner NGO would be required to help the Project in the following areas:

- a. Developing replicable models of solid waste management, fostering the concept of circular economy and zero waste at ecotourism sites under the Project including the villages, which are part of the tourism circuit.
- b. Multiple Stakeholder Capacity Building (Community, Forest Department, Ecotourism Facilities including Local Businesses involved) through operationalization of these models at the given ecotourism sites/destinations with the approach to create long- term solutions, which are sustainable.
- c. Create guidelines on solid waste management for protection of biological diversity across the State.

Partner NGO would be initially selected for a period of 1 year, extendable by such period, on the basis of the performance, as deemed fit by the Project.

4. Deliverables

Deliverables would, *inter alia*, include:

- a. Operationalization of *Zero Waste Practices* in ecologically sensitive and vulnerable ecotourism areas, identified by the Project.
- b. Livelihood Development of the community due to the waste collection systems;
- c. Creating citizens' awareness;
- d. Developing replicable initiatives, which can spin off further benefits;
- e. Preparation for guidelines for the Project for protection of vulnerable areas.

5. Time Schedule

Time is essence of this assignment. The NGO shall be responsible for completion of the assignment as per the time schedule defined below, and shall complete all the deliverables in time. The broad *time-lines* are as follows:

- ❖ Development of waste management models: First 6 months
- ❖ Publication of Training Materials/Pamphlets etc: From 7th to 9th month
- ❖ Operationalization of the waste management models at two sites: 1 year from the 10th month.
- ❖ Development of guidelines: During Operationalization.
- ❖ Training & capacity building of stakeholders: All through the Project Assignment.

6. Instructions to the Bidders

Due to the nature, complexity and comprehensiveness of the assignment, it requires adequate skill and experience of the bidder NGO in dealing with the problem of waste management, building on the concept of circular economy and, thereby, fostering zero waste models.

The bidders are expected to be well versed and have adequate knowledge and experience in the sector. The bidders are required to deploy all necessary human resources with

specified relevant qualification and experiences for providing the operationalization support.

The bidders are suggested to meticulously go through the context, objectives, scope and deliverables, and understand the functional requirements while preparing their technical proposals/solutions. The bidders are required to prepare the detailed approach, methodology and work plan for execution of the work and submit the same along with the technical proposal in the formats provided.

- ❖ **RFP Document:** The RFP document can be downloaded from the official website www.jicauttarakhand.org. The Bidder is expected to examine all Instructions, forms, terms & conditions, specifications given in the RFP. Failure to furnish all information as desired in this RFP document may result in rejection of the Proposal. Queries, if any, regarding RFP, may be referred to the mail address; cpdufrmp@gmail.com.
- ❖ Joint-venture/ Consortium proposals are not acceptable.
- ❖ The Bidder must submit the Technical Proposal and Financial Proposal for the complete scope of work as specified in **Section-4** of this RFP document; non-compliance in this regard shall lead to declaration of the Proposal as non-responsive and shall be summarily rejected. *The proposal should be made using English Language only.* Conditional proposals also shall not be acceptable.
- ❖ **Cost of Bidding:** The Bidder shall be responsible for all costs incurred in preparation and submission of their Proposals. UFRMP shall not be liable for the costs incurred by the Bidder NGO in any way.
- ❖ **Tender Fee:** Bidder is required to submit a non-refundable fee of **INR 25,000/- (Twenty-five thousand only) as processing fee**, along with the technical Proposal, in the form of a Bank Demand Draft drawn in favor of, **Uttarakhand Forest Resource Management Society, payable at Dehradun, Uttarakhand**, from any scheduled commercial bank, and payable at Dehradun, Uttarakhand. Proposals submitted without processing fee will be summarily rejected.

- ❖ **Bid Security:** The Technical Proposal document submitted by the bidder must be accompanied by an Earnest Money Deposit (EMD) of **Rs.2,00,000/- (Rupee two lakhs only)** in the form of a Bank Demand Draft drawn in favor of **Uttarakhand Forest Resource Management Society, payable at Dehradun, Uttarakhand** from any scheduled commercial bank and payable at Dehradun, Uttarakhand. Proposals without EMD will be summarily rejected. EMD is refundable.
- ❖ **Bid Validity:** The Proposal submitted, must be valid for a period of at least 180 days from the date of opening of the Technical Proposal.
- ❖ **Amendment of RFP Document:** Any time prior to the last date of submission of the Proposal, the Project, may for any reason, whether at its own initiative or in response to any clarification requested by a prospective bidder, modify the RFP document. The same shall be notified on the official website mentioned.
- ❖ **Terms of Execution:**
 - The selected bidder shall deliver the all deliverables as per the timeline specified in Time Schedule of this RFP document.
 - The selected bidder shall provide on-site support as and when required and as specified in Instruction to Bidders of this RFP document.
 - The selected bidder shall provide necessary human resources as specified and shall be responsible for operationalization of the models developed.

❖ **Submission of Bid**

The Technical Proposal should be kept in a sealed envelope and shall be marked as **“TECHNICAL PROPOSAL”** on the Top. The Financial Proposal should also be kept in a sealed envelope and shall be marked as **“FINANCIAL PROPOSAL, DO NOT OPEN WITH TECHNICAL PROPOSAL”** on the top. Both the sealed envelopes should be kept in an outer envelope which shall be marked as **“*selection of partner NGO in Uttarakhand Forest Resource Management Project for fostering the concept of zero waste in the State*”**.

- The Technical proposal should not include any information related to the Financial Proposal. Technical proposals containing any indication of financial quote shall be summarily rejected. All the inputs which are part of the Technical Proposal, should be included in arriving at the cost of the project in the Financial Proposal.
- Proposals, complete in all respect shall be addressed to **Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun Pin: 248001**
- **The Proposals should reach the above address by Registered Post/ Courier/ By Hand on or before June 30, 2017 by 5:00 PM, after which no proposals shall be accepted.**

❖ **Submission of Technical Proposal**

The technical proposal of the bidder should contain the Processing Fee, EMD and all the information in duly filled-in Forms with necessary supporting documents as proof of their eligibility, capabilities and experiences as required for the assignment. List of Tech Forms is given below:

Tech 1: Covering letter

Tech 2: Letter of Authorization for signing & submission of bid

Tech 3: Organization details

Tech 4: Auditor certified Annual Turnover and Net-worth statement along with Copies of Audited balance sheet with original auditor certified turnover statement

Tech 5: Strength of Organization to cater to the Project Objectives

Tech 6: Details of resource persons with the NGO in key areas related to fulfillment of objectives related to the Assignment.

Tech 7A: Past experience of the Bidder in execution of Projects related to waste management and reduction, circular economy and concept of zero waste involving the local community, waste pickers and recyclers also including other stakeholders. Details of Projects (top 5 projects in last 3 years) with

supporting work order/agreement/ completion certificate/ or any other reasonable evidence to back their claim.

Tech 7B: Details as asked in 7A above (only top 5 projects executed during 12 years prior to last 3 years)

Tech 8A: Past experience of the Bidder in Capacity Building, giving details of top 5 projects in last 3 years.

Tech 8B: Past experience of the Bidder in Capacity Building, giving details of top 5 projects during 7 years prior to last 3 years.

Tech 9: Technical Solution (Methodology and Work plan)

- The Technical Proposal document should be neatly page numbered and shall have the section separators. Each page of the Technical Proposal shall be seal stamped and signed by the Authorized Signatory. Quality of the Technical Proposal shall also be considered during technical evaluation and has been assigned separate marks. Evaluation will cover the quality of proposal and clarity in presenting the proposal before the Evaluation Committee.
- The Technical Proposal should be submitted in 5 copies (1 Original + 4 Copies)
- The Original Proposal should be clearly marked with “ORIGINAL” and the copies should be clearly marked with “COPY”
- The Earnest Money Deposit (EMD) and processing fee should be kept with the “ORIGINAL” technical proposal.
- The Technical Proposal documents shall be enclosed in a sealed envelope superscribed with “TECHNICAL PROPOSAL” on the top of the envelope

❖ **Submission of Financial Proposal**

- The Financial Proposal must be submitted as per the specified format **Fin-I**. Financial Proposal not submitted in the specified format, shall be summarily rejected.
- The Financial Proposal shall be valid for a period of at least 180 days from the date of actual opening of the technical Proposal.

- Each page of the Financial Proposal shall be seal stamped and signed by the Authorized Signatory.
- Submitted Forms with illegible, overwritten, erased, illegible rate or rates not shown in both figures and words shall be rejected. Financial Proposals with Clerical and/ or arithmetic errors shall be summarily rejected. In case of mismatch between the quoted value in Figures and Words, the value quoted in words shall be considered. Decision of the evaluating authority of the Project shall be final and binding.

❖ **General**

- Incomplete, illegible and unsealed proposals shall be summarily rejected. Telegraphic proposals shall not be accepted and no communication shall be entertained in this regard.
- **Chief Project Director, Uttarakhand Forest Resource Management Project** reserves the right to accept/ reject any/ all proposal(s) without showing any reason.

7. Eligibility Criteria

Bidders are to meet the following eligibility criteria for evaluation of their bids. Bidders unable to meet the eligibility criteria shall not be considered for award of the work.

- a) Bidders are to submit organization's registration/ incorporation document.
- b) Bidder to submit RFP processing fee of INR 25,000/- (twenty-five thousand only) in shape of Demand Draft drawn in favour of **Uttarakhand Forest Resource Management Society, payable at Dehradun, Uttarakhand**, from any scheduled commercial bank, and payable at Dehradun, Uttarakhand. Proposals submitted without processing fee will be summarily rejected.
- c) Bidder to submit EMD for Rs.2,00,000/- (two-lakh only) in shape of Demand Draft drawn in favour of **Uttarakhand Forest Resource Management Society, payable at Dehradun, Uttarakhand**, from any scheduled commercial bank, and payable at Dehradun, Uttarakhand. Proposals submitted without EMD will be summarily rejected.

- d) The bidder should be in the field of “Solid Waste Management” involving the local community/villages, and other stakeholders for not less than 15 years as on date of submission of the Proposal. Copy of the work orders/ or any other reasonable proof related to Waste Management, issued 15 years prior to the date of submission of bid is to be submitted as supporting documents, as per Technical Formats.
- e) Bidder should must exhibit sufficient experience of executing projects related to waste reduction, circular economy and concept of zero waste in different cities in last 3 years, and at least one project should be involving some government agency. Preference would be given to those NGOs, who have more experience of working in government sector. Preference would also be given for experience of working in Uttarakhand. The bidder NGO should also have clearly demonstrated capacity building experience over last 10 years, including with at least one government agency. Copies of work orders for projects/agreements along with completion certificates or any other reasonable document, as supporting documents, to back their claims, to be submitted.
- f) Bidder should have minimum average annual turnover of INR 2.0 crore (two crore) during the last 3 financial years from waste management related projects only. Copies of audited balance sheet along with auditor certified turnover certificate for financial years 2013-14, 2014-15, 2015-16, to be submitted as supporting. Information must corroborate with that provided with Tech (7A & 7B)
- g) Bidder should have Net worth of at least INR 3.0 crore (three crore) as on 31-Mar-2016. Auditor certificate on Net worth as on 31-Mar-2016 in original to be submitted as supporting.
- h) Bidder to also submit a copy of the following:
1. IT return for FY: 2014-15 and 2015-16;
 2. Provident Fund registration certificate;
 3. ESI registration certificate.
- i) The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices nor should have been blacklisted by any Government or

Government undertaking organizations at the time of submission of the bid. To that effect, bidder to submit a self-declaration certificate, signed by the authorized signatory.

- j) We are strictly looking for a partner NGO working in waste management sector only; Other NGOs need not apply. Proposals from such NGOs not working in this sector will be summarily rejected and the submission fee shall be forfeited.

8. Opening of Bid

The Technical Proposal document shall be opened on the scheduled date and time as specified in the RFP document/ subsequent notifications, if any. The Technical Proposal shall be first scrutinized to verify the eligibility of the Bidder as per the Eligibility Criteria. Only those Technical Proposals, completely satisfying the Eligibility Criteria shall be declared as responsive proposal and shall be considered for technical evaluation by the Evaluation Committee.

9. Evaluation of Selection Methodology

Quality and Cost Based Selection methodology shall be adopted for selection of the successful bidder. The process shall assign weightages to both Technical Proposal as well as Financial Proposal in the following manner:

- Technical Proposal: 70%
- Financial Proposal: 30%

The proposal shall be evaluated in a 2-stage process.

Stage-1: Technical Proposal Evaluation

Evaluation of the Technical Proposal shall be strictly based on the past experiences and technical expertise of the bidder in execution of assignments related to Solid Waste Management involving the local community, waste pickers & recyclers and capacity building experience over last 10 years. The evaluation shall be carried out as per the Technical evaluation criteria specified below.

Technical Evaluation Criteria

Sl. No	Description	Max. Marks
1	Past experience of the Bidder in execution of projects related to waste reduction, fostering the concept of circular economy and zero waste (top 5 projects in previous 3 years)	10
2	Past experience of the Bidder in execution of projects related to waste reduction, fostering the concept of circular economy and zero waste (top 5 projects in 12 years prior to last 3 years)	10
2	Past experience of the Bidder in demonstrating capacity building experience in last 3 years	10
	Past experience of the Bidder in demonstrating capacity building experience in last 7 years, prior to last 3 years.	10
3	Past experience in execution of similar projects in different cities in last 3 years. Weightage would be accorded to NGOs who have experience of working in different cities/situations.	10
4	Strength of Organization to cater to the project objectives including details of experience of key resource persons in waste management projects/assignments; to be submitted along with CVs of Key resource persons for concept development/ implementation/monitoring.	20
5	Work Plan: Proposed Solution (presentation covering prototype demonstration, and operational arrangements, etc.)	20
6	Overall Quality of Proposal and Presentation	10
7	Total Marks	100

Bidder scoring minimum **60 marks out of 100** in the Technical evaluation process shall be declared as the Technically Qualified bidder. The Financial bids shall be opened only for the Technically Qualified bidders. The marks secured by the Technically Qualified bidder shall be considered as the **Technical Score (TS)**.

Stage-2: Financial Proposal Evaluation

Financial proposal of the Technically Qualified Bidders only shall be considered for evaluation. The technically qualified bidders shall be intimated the *venue, date and time* of opening of Financial Proposals through publication of notice on the website as well as

through the email address provided by them for communications. Financial Proposals shall be opened in presence of the Bidders who may choose to be present during opening of the Financial Proposal.

The Financial Proposals shall also be scrutinized for their adherence to the specified format, company seal and signature of the authorized signatory. The Financial Proposals which are found to be incorrect, not signed and sealed, not in specified format shall be summarily rejected. Only those Financial Proposals found to be valid after scrutiny, shall be considered for further evaluation.

Financial Proposals should be as per solution/methodologies proposed in the Technical Proposal. Financial Proposals, which are found to be incoherent with the Technical Proposals will be summarily rejected

The Financial Proposal with the lowest financial quote shall be awarded 100 marks. The marks obtained by the bidders in the financial proposal evaluation shall be considered as Financial Score (Fs). The Financial Score (Fs) of the other Technically Qualified Financial Proposals shall be computed as per the following formula

$$Fs = 100 \times (F_{min} / F_b)$$

Where,

Fs = Financial Score for the Financial Proposal under consideration

F_{min} = minimum price quoted by any bidder in their Financial Proposals

F_b = price quoted by the bidder under consideration in his Financial Proposal

Quality and Cost Based Selection (Technical and Financial)

The Technical Score (Ts) and the Financial Score (Fs) secured by each bidder in their Financial Proposals shall be subjected to the Technical Weightage $W_t = 0.70$ (the weight given to the technical proposal); $W_f = 0.30$ (the weight given to the financial proposal). The combined technical and financial score (S) for the bidder shall be computed as per the following formula.

$$S = (Ts \times 0.7) + (Fs \times 0.3)$$

Proposal of the bidder securing the highest combined score (S) shall be declared as the successful bidder and shall be considered for award of the contract.

The unsuccessful bidders shall be duly intimated and their EMD will be returned after a period of one month from the date of issue of work order to the successful bidder.

10. Terms of Payment

Terms of payment will be settled with the successful bidder before commissioning of the assignment/work, at the time of signing of the contract

11. Cancellation of Order

If the selected Bidder fails to deliver the services in terms of quality and time, **Chief Project Director, Uttarakhand Forest Resource Management Project** reserves the right to cancel the contract and shall take appropriate steps against the default bidder as deemed fit by law.

12. Force Majeure

Notwithstanding the above provisions, the selected bidder shall not be liable for penalty or cancellation of order for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include but not restricted to, wars or revolutions, epidemics and natural calamity. In case a Force Majeure situation arises, the Bidder shall promptly notify the Project in writing of such condition and the cause thereof. Unless otherwise directed by the Project, the bidder shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternatives of performance not prevented by Force Majeure.

13. Disputes & Arbitrations

All disputes arising out of the contract shall be amicably settled by both parties. In the unfortunate event of any dispute or differences, breach and violation relating to the terms

of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Arbitrator appointed by Chief Project Director, UFRMP. The award of the arbitrator shall be final and binding on both the parties. The adjudication of arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. All legal disputes are subject to the jurisdiction of courts in Uttarakhand.

14. Bid Response Formats

As given in item number 7 of RFP.

Tech I:
Covering Letter

(To be submitted on Organisation's Letterhead only)

Date: _____

To

**Chief Project Director
Uttarakhand Forest Resource Management Project 24, IT Park, Sahasradhara
Road, Dehradun Pin:248001**

Sub: RFP for selection of partner NGO for Solid Waste Management Uttarakhand Forest Resource Management Project.

Ref: Your RFP no 01/17-18, dated 29th May, 2017.

Dear Sir,

Having examined the Request for Proposal (RFP), the receipt of which is hereby duly acknowledged, we are pleased to submit our bid along with all supporting documents, requisite RFP processing fee, and EMD, for your evaluation.

We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered or to be delivered to the office of Chief Project Director, Uttarakhand Forest Resource Management Project is true, accurate, verifiable and complete. This response includes all the information necessary to ensure that the statements therein do not in whole or in part mislead the Project in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading this shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the execution phase of the assignment, if awarded. We agree to unconditional acceptance of all the terms & conditions set out in the RFP document.

We further unconditionally accept all the Terms & Conditions mentioned in the above referenced RFP document. Deviations if any, from the Terms & Conditions mentioned in the above referenced RFP document, shall make our bid liable to be summarily rejected without any reference to us.

Contacts Information

Name	
Title	
Name of the NGO	
Address of the NGO	
Web-site	
Phone	
Mobile	
Fax	

It is hereby confirmed that I/We are entitled to act on behalf of the NGO and are authorized to sign this document as well as such other documents, which may be required in this connection.

Dated this day of _____ Month, 2017

(Signature) in the capacity of

Name & address of the firm with seal stamp of the bidder

Witness signature

Witness name

Tech – 2

Letter of Authorisation

(to be submitted on Organisation's letter head)

Date: _____

To

**Chief Project Director,
Uttarakhand Forest Resource Management Project 24, IT Park, Sahasradhara
Road, Dehradun Pin:248001**

Sub: RFP for selection of partner NGO for Solid Waste Management in Uttarakhand Forest Resource Management Project and Operationalization of waste management models with manpower support.

Ref: Your RFP no. 01/2017-18, dated 29th May 2017.

Dear Sir,

With reference to your RFP Notice No. 01/2017-18 dated 29th May 2017, we hereby authorize Mr/Ms <name>, <designation> of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us

(Signature of Authorised Representative)

Yours Sincerely,

(Signature)

Name:

(Designation/ Head of the Organisation)

Tech 3:
Organisation Details (to be submitted on letter head)

Name of the NGO	
Year of Establishment	
Address of Registered office	
Location of works (address)	
Telephone numbers	
Fax numbers	
Email address	
Web Site address	
Name of Head of Organisation	
Designation of Head of Organisation	
Head of Organisation's Mobile no.	
Head of Organisation's Email Id	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile no.	
Contact Person's Email Id	

Tech 4
Turnover & Net Worth statement
(to be submitted on letter head)

Sl.	Financial Year	Turnover from Waste Management related assignments including creating public awareness, reduction of child labour in waste handling or other such similar activities for various govt. rules & policies (in INR Lakhs)	Net Worth (in INR lakhs)
1.	2013-2014		
2.	2014-2015		
3.	2015-2016		

Note: 1. Auditor certified Turnover and net-worth Certificate in original to be attached
2. Copy of the Balance sheet and P/L statement to be attached

Tech 5

(Strength of Organisation to cater to the objectives of the Assignment including details of facilities with the NGO including experience in waste management sector).

Details of experiences, human resources and skill sets, infrastructure available with the organization pertinent to the assignment in 500 words.

Tech 6

**Details of Key Resource Persons with NGO in Waste Management
(Permanent Resource with Organisation)**

Sr. no.	Position	Name	Qualification	Experience (Years)
1				
2				
3				
4				
5				

NB: CVs of Key-resource persons to be attached.

Tech 7 A

Past experience of the Bidder in execution of Assignments in Waste Management

Important projects; 5 projects executed in last 3 years and

Sl.	Work order/ Agreement/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

*NB: Copies of work order/ agreement/or any other reasonable proof indicating scope of work and value for each of the above- mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form
Minimum three projects in three different cities in last 3 years should be included.*

Tech 7 B

Past experience of the Bidder in execution of Assignments in Waste Management

Important projects; 5 projects executed during 12 years, prior to last 3 years.

Sl.	Work order/ Agreement/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

NB: Copies of work order/ agreement/or any other reasonable proof indicating scope of work and value for each of the above- mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

Tech 8A

Past experience in Capacity Building

Important projects; 5 projects executed in last 3 years. INR in Lakhs

Sl. No.	Work Order/Assignment/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above- mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form.

At least one project should be involving a government agency.

Tech 8B

Past experience in Capacity Building

Important projects; 5 projects executed during 7 years prior to last 3 years. INR in Lakhs

Sl. No.	Work Order/Assignment/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above-mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form.

At least one project should be involving a government agency.

Tech 9:

Technical Solution (Methodology and Work plan)

Approach, Methodology & Work Plan to fulfill objectives of the assignment as indicated in the RFP document *(to be submitted on company letter head)*

FIN 1:

Financial Proposal (to be submitted on letter head)

Date: _____

To

**Chief Project Director,
Uttarakhand Forest Resource Management Project 24, IT Park, Sahasradhara
Road, Dehradun Pin: 248001**

Sub: RFP for selection of partner NGO for Solid Waste Management in Uttarakhand Forest Resource Management Project and Operationalization of waste management models with manpower support.

Ref: Your RFP no. 01/2017-18 dated 29th May 2017.

Dear Sir,

We the undersigned, offer to provide the services for Development of waste management models with manpower support in accordance with your RFP number _____ dated _____. Our Financial Proposal, as given below, shall be binding upon us subject to the modifications, if any, as a result of contract negotiations, up to expiration of the validity period as mentioned in the RFP. It is also certified that the financial proposal is as per the methodologies suggested in the technical proposal.

**NB: All Expenditures above have to be on monthly basis
Financial Proposal should be prepared keeping in mind that one destination includes ten villages with 50 households per village.**

We understand that you are not bound to accept any proposal that you receive.

We remain,

Yours Sincerely

Authorised Signature (in full and initials)

Name and Title of signatory:

Name of the Consultant (Company Name):

In the capacity of _____

Address _____

Table for Showing Cost Calculations for Financial Bid for Various Items						
Sr. No.	Item Description	Cost Per unit per month	Total Units	Total Man-Months	Total Cost	Comments
1	Human Resource					
a	Project In charge	Wage: Communication: Local Travel: D.A: Total:				
b	Waste Management Expert	Wage: Communication: Local Travel: D.A: Total:				
c	Field Trainers	Wage: Communication: Local Travel: D.A: Total:				
	Sub-Total 1					
2	Training Material					
a	For Knowledge sharing with Dept. officials and residents					
	One time cost for material development including presentations, guidelines, handbooks					
	Sub-Total					
b	For on-site capacity building of local community using innovative methods					
	Sub-Total 2					
3	Composting setup					
	Sub-Total 3					
4	Refresher Workshop					
	Local Community and other stakeholder meetings					
	Sub-total 4					
5	Total 1 to 4					
6	Project Management Costs					
	Management Cost @ 10% of the total cost arrived at 5					
	Sub-total					
7	Total 1 to 6					
	Contingency @ 5% of 7					
	Price Escalation @ 5% of 7					
	Total 1 to 7					
	Cost per Month					

Note:

1. *The cost calculations to be done for 2 destinations considering assignment period of 24 months.*
2. *You may use excel sheet for the above table for cost calculations*
3. *Above chart for cost calculations to be used as a standard, meaning thereby that calculations have to be done using the same components/sub-components. Detailing within sub-components may differ as per the technical proposals and methodology used.*