



**GOVERNMENT OF SIKKIM
OFFICE OF THE DIVISIONAL FOREST OFFICER - Cum- CEO
STATE LEVEL NODAL AGENCY
FOREST, ENVIRONMENT & WILDLIFE MANAGEMENT DEPARTMENT
DEORALI, GANGTOK -737102**

Ref No. 233/CEO/SLNA

Dated: 15/11/2016

Request for Proposal

Department of Forests, Environment and Wildlife Management (FEWMD), Government of Sikkim is currently implementing PMKSY (WC) Integrated Watershed Management Programme (IWMP).

Proposal is invited from eligible organisation/firms for undertaking preparation of “Electronic- Detail Project Report (e-DPR) for various projects under IWMP. The e-DPR should provide details of forest and non forest based activities (such as soil and moisture conservation activities, water harvesting activities and vegetative cover activities), income generation activities, policy/acts and institutions, livelihood activities, micro-enterprises & production system, capacity building and field intervention in the state of Sikkim as per terms of Reference (TOR)”.

To enable the bidders for submission of proposal the following details including Terms of Reference (ToR) are provided:

- | | | |
|------|-------------------------------|-------------|
| i. | Instructions to Bidders..... | (Annex I) |
| ii. | Terms of Reference (TOR)..... | (Annex II) |
| iii. | Proposal Submission Form..... | (Annex III) |
| iv. | Price Schedule..... | (Annex IV) |

The proposal comprising of Technical Proposal and Financial Proposal in separate sealed envelope quoting “E-DPR-IWMP, 2016” as reference, should reach the office of DFO-cum-CEO SLNA by 26th Nov. 2016 at 3.00 pm.

DFO-cum-CEO SLNA,
Forest, Environment and Wildlife Management
Government of Sikkim, Deorali, Gangtok-737102
Ph:03592-281059

Subject: Request for proposal for preparation of “Electronic- Detail Project Report (E-DPR) under IWMP”.

Sir

Department of Forests, Environment and Wildlife Management (FEWMD), Government of Sikkim is currently implementing PMKSY (WC) Integrated Watershed Management Programme (IWMP).

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| 3. Proposal Submission Form..... | (Annex III) |
| 4. Price Schedule..... | (Annex IV) |

Your offer comprising of Technical Proposal and Financial Proposal, in sealed envelope, should reach the following address on or before 26th Nov. 2016, 1500 hrs India time quoting “E-DPR-2016” as reference.

Annex-I

Instructions to bidders/consulting firms

1. The purpose of this Request For Proposal (RFP) is for undertaking preparation of Electronic- Detail Project Report (E-DPR) for various projects under IWMP. The e-DPR should provide details of forest and non forest based activities (such as soil and moisture conservation activities, water harvesting activities and vegetative cover activities), income generation activities, policy/acts and institutions, livelihood activities, micro-enterprises & production system, capacity building and field intervention in the state of Sikkim.
2. Incomplete proposals will be rejected.
3. It will be the responsibility of the bidder to follow instruction, terms and conditions including last date and time of submission of the proposal.
4. Clarifications regarding the proposal may be requested in writing prior to the submission of proposal.
5. The operational and technical part of the proposal shall not contain any pricing information whatsoever on the services offered.
6. The proposal shall not contain any interlineations, erasures, or overwriting except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the proposal.
7. Pricing information shall be separated and only contained in the appropriate price schedules. All prices shall be quoted in Indian Rupees (INR). The bidder shall indicate on an appropriate price schedule.
8. The bidders shall bear all costs associated with the preparation and submission of the proposal.
9. The proposal must contain all services required to complete the project within the stipulated time period.
10. The proposal shall remain valid for 120 days after the last and closing date of proposal submission.
11. In case of unforeseen circumstances, the procuring FEWMD entity may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bidder will not be required nor permitted to modify its proposal after its submission.
12. All reference to descriptive material and brochures should be included in the appropriate response paragraphs, although the actual material/documents may be provided as annexes to the proposal/response.
13. At any time prior to the deadline for submission of proposals, the procuring FEWMD entity may, for any reason, whether at its own initiative/requirement or in response to a clarifications/sought by prospective bidders reasonable time to take the amendments into

account while preparing their proposals, the procuring DFEM entity may, at its discretion, extend the deadline for the submission of proposals.

14. The bidder is required to prepare one original proposal and three copies of the proposal, clearly marking each-Original proposal and Copy of proposal as appropriate. In the event of any discrepancy between them, the original shall govern. The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorised to bind the bidder to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the proposal.

15. Preparation of Proposal

15.1 Language of proposal

All correspondence and documents relating to the Proposal shall be written in English

15.2 Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Operational and technical part of the Proposal, including documentation to demonstrate that the Bidder meets all requirements
- (b) Audit statement of the last 3 financial years

16. Proposal form

The bidder shall structure the operational and technical part of its proposal as follows:

16.1 Brief profile of the Organisation

This section should contain brief profile of the organisation such as the year and state/country of incorporation, registration number (In case of NGOs/Autonomous government registered organisation).

- i) A brief description of the present activities.
- ii) Brief descriptions of and an individual expert's and there experience of proposed Team in undertaking and completing similar nature of projects with relevant proof, which should include copies of reports produced for other projects of similar nature.
- iii) Knowledge of socio-economic conditions of Sikkim and experience of working in Sikkim and other with Govt. Institutions/community is essential.
- iv) Knowledge / experience of working in IWMP in Sikkim and other states of India.

16.2 Proposed methodology

Proposed methodology should demonstrate the bidder responsiveness to the specification by identifying and addressing the specific needs and components proposed;

providing a detailed description of the essential performance characteristics; and illustrates how the proposed methodology meets or exceeds the specifications.

17. Last date for receipt of proposal: 3 Pm (1500 hrs) on.26th Nov. 2016

18. Opening and Evaluation of Proposals

18.1 Opening of proposals

FEWMD will open the Proposals in the presence of a Committee formed by the SLNA.

The bidder or his/her authorised representative may request to be present at the time of opening of the proposals.

19.2 Clarification of proposals

For having clarity examining, evaluation and comparison of Proposal, FEWMD at its discretion, may request any bidder to clarify its proposal. Any request for clarification and any response shall be in writing only.

Evaluation and comparison of Proposals

A procedure will be followed while evaluating the Proposals.

- a. Technical proposal of the bidder will be opened and evaluated prior to Financial proposal being opened and compared.
- b. The Financial proposal will be opened only when Technical proposal of the bidder has passed the minimum technical score of 50 out of total score of 100 points. A weight age of 60% will be given to the technical score. A weight age of 40% will be given to the financial bid.

19. Technical Proposal evaluation criteria

Following evaluation criteria shall be followed while evaluating the technical proposal

Technical proposal Evaluation Criteria

- Personal/ Team Qualification
- Experience/ expertise of Firm/ Organisation submitting Proposal
- Experience of expert in similar projects /TWMP in Sikkim & others states
- Firm based in state of Sikkim/out side
- Proposed Work approach plan
- Methodology

- Availability of audited statement of accounts for last three years

21. Award criteria, award of contract

The procuring FEWMD entity reserves the right to accept or reject any Proposal, or all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to uniform the affected bidder or bidders.

22. FEWMD's right to vary requirements at the time of award

FEWMD reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and condition.

23. Signing of the contract

Within 15 days of receipt of the contract, the successful bidder shall sign with date of contract and return it to the entity.

24. Payment

State Level Nodal Agency (SLNA) under FEWMD shall effect payment to the accepted bidder according to the following schedule subject to submission of 10% of the total bid amount as a bank guarantee from a nationalized bank located within Sikkim.

1. Upon assignment and signing of contract: 25%
2. Upon submission of draft project report along with all inputs: 25%
3. Upon approval of draft DPR by SLNA prior to upload to e-DPR package: 25%
4. Upon Uploading all data and inputs to e-DPR package and successful download of final DPR, printing, ornamentation and final submission: 25%
5. Applicable taxes shall be deducted at source
6. Service Tax of payable shall be paid in addition to the above payment

Term of Reference (ToR)

Introduction: Department of Forest, Environment and Wildlife Management, Govt. of Sikkim through with the financial assistance from the Department of Land Resources, (DoLR), Ministry of Rural Development, Govt. of India, is implementing Pradhan Mantri Krishi Sinchayee Yojana (PMKSY), Watershed Development Component (WDC) (erstwhile Integrated Watershed Management Programme – IWMP) since 2009. Several projects have been undertaken in different batches and each project covers an identified watershed of manageable size. The projects are being implemented as per the Revised Guideline for Watershed Development 2011 issued by Govt. of India.

Till now 15 projects are being undertaken in 6 batches out of which 4 projects of Batch-VI has also being sanctioned with due approval of DoLR. A list of sanctioned projects has been furnished in Annexure I. Department of Forest, Environment and Wildlife Management, Govt. of Sikkim is the Nodal Department entrusted for implementing PMKSY-WDC projects in the State and as per DoLR guidelines, State Level Nodal Agency (SLNA) an autonomous body under the Forest Dept. Govt. of Sikkim has been constituted.

Detailed Project Reports (DPR) for each projects are to be prepared in prescribed format issued by DoLR. As per E-DPR programme in which various project planning inputs need to be fed in to the e-DPR package and the DPR would be a system generated one. As it has been felt necessary to avail support of external agencies having technical expertise befitting the need for DPR preparation, SLNA, PMKSY- WDC, Sikkim proposes to assign the task to a suitable agency as per the scope and coverage of the works and other terms and conditions detailed herein below.

Scope of work: Scope of work for the proposed assignment are as follows:

1. Collection, compilation and analysis of secondary information in respect of each project area, separately so as to make them suitable and system acceptable as per e-DPR programme.
2. Undertaking socio-economic survey in the project area as per DoLR guideline as well as requirement of e-DPR format along with compiling, processing, generation of

derivatives etc. as would be required for exhaustive feeding of information to e-DPR package.

3. Generating hydrological data befitting requirement of data inputs of e-DPR package through collection of secondary information from various authentic sources and also undertaking some sample study by establishing hydrological observation stations in consultation with respective PIAs, computing, compiling and processing the same and wherever felt necessary statistically validating the same using appropriate statistical test of significance.
4. Procuring and analyzing Satellite Imagery of the project area as per DoLR guideline as well as requirement of e-DPR package and generating of remote sensing data and map to be incorporated in e-DPR. GIS layer would cover following major aspects:
 - Surface and ground water status
 - Land use and land cover by nature of land use
 - Physiographic features
 - Streams and river systems
 - Any other parameter as required for exhaustive feeding to e-DPR package
5. Procurement of toposheet in respect of each project area and regeneration of contour map of the project area, micro-watershed basis.
6. Undertaking Participatory Rural Appraisal in each village within the project area with adequate documentation for identification, prioritization and plan ratification of proposed intervention under the PMKSY-WDC project, which should be categorized in following categories namely,
 - Entry point activity : Total investment 4% of the total project cost
 - Watershed Works: Total investment 56% of total project cost
 - Production system activities: Total investment 10% of the project cost
 - Livelihood action plan : Total investment 9% of the project cost (including revolving fund assistance to graded SHGs)
7. Preparing Institution and capacity building action plan (including awareness programmes) which shall involve up to 5% of the total project cost. Under institution building detailed target to be fixed for building of vital community based organizations namely, Watershed Committee, Users' Group and Self Help Group. Capacity building action plan should address perceived training need of all categories of project stake holders namely, Technical Experts at SLNA and WDC, PIA and

members of WDT, Members of Users' Groups, Members of Self Help Groups based upon assessed training needs.

8. Estimating and tailoring project administration cost within an overall budget limit of 10% of the total project cost.
9. Preparing annual action plan specifically indicating physical and financial target for each area of activities as per guideline and Departmental Basis of Expenditure or Schedule of Rates (SOR) as indicated herein above.
10. Qualitative and quantitative estimation of project benefits in terms of benchmarking indicators prescribed for specific agro-ecological zone (in this case Zone 1: Eastern and Western Himalayas) and working out cost-benefit ratio to justify project implementation.
11. To provide broad planning and budgeting for consolidation phase within a total limit of 30% of the total project cost.
12. To assist SLNA to feed in all data in the e-DPR package so as to develop a system generated Detailed Project Report and to make appropriate arrangement for making 10 copies of the same incorporating all maps, figures and other necessary ornamental features so as to make it presentable in appropriate forums.

Coverage of the assignment: Activities under this assignment shall remain restricted within identified project area of projects listed in Annexure below. DPR for each project has to be prepared separately.

Other terms and conditions:

- 1. Deployment of Manpower:** The agency should deploy suitable experts for the preparation of e-DPR format to the satisfaction of SLNA, PMKSY-WDC, Sikkim.

The expert team must consist of:

- Project Management Expert preferably with experience in watershed works
- Agriculture and Rural Development expert with adequate qualification and experience in farming system, farm based livelihood development, PRA technique etc.
- Social Scientist having sufficient experience in CBO formation, livelihood development etc.
- Computer expert with adequate experience in modern IT systems
- Remote Sensing Expert
- Natural Resource Management/ Engineering Expert
- Field Investigators experienced in undertaking socio-economic survey.

Curriculum Vitae of Expert member (attach separately) and their time commitment.cv
of team members from the agency's own organization or external experts who will be a
part of the team. **(Note: These members should be available for the assignment.).**
Use following format

Curriculum Vitae (CV) for format for proposed Experts:

1. **Proposed Position:**
2. **Name of Firm:**
3. **Name of Expert:**
4. **Date of Birth:** **Nationality:**
5. **Educational qualification:**
6. **Membership in professional Associations:**
7. **Other Trainings:**
8. **Countries of work Experience:**
9. **Language Known (read, write, speak)**
10. **Employment Record (employer, position held, task assigned, task completed, location of assignment) for last 2 years (use maximum one page)**
11. **Detailed Task Assigned (use maximum one fourth of a page).**
12. **Work undertaken that best illustrates capability to handle the tasks assigned (Name of assignment or project, year, client, main project features, position held, activities performed) for last 4 years (use maximum one page).**
13. **Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

- I. This CV correctly describes my qualifications and my experience;
- II. In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the personnel schedule in the proposal provided team mobilization takes place within the validity of this Proposal or any agreed extension thereof;
- III. I am committed to undertake the assignment within the validity of proposal;
- IV. I am not part of the team who wrote the terms of reference for this consulting services assignment;
- V. I am not sanctioned (ineligible for engagement) by IWMP/FEWMD/SLNA.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

.....

Date:

(Signature of experts or authorized representative of the firm)

.....

(Full name of authorized representative):

Note: this CV can be signed by an authorized representative of the consultant provided that if the Consultant's proposal is ranked first, a copy of the CV signed by the expert and /or specialist must be submitted to the client prior to the commencement of the contract negotiations/agreement.

2. **Time Frame:** The assignment is to be completed within a period of 6 months from the date issue of book order.
3. **Deliverables:** The agency shall be required to prepare a draft report containing all details which are to be fed into the e-DPR package for approval of SLNA. Once approved the agency shall upload all inputs into e-DPR package with the help and supervision of SLNA and then shall download the system generated DPR and make prints and submit as final DPR. Two copies of the draft and 10 copies of the final DPR to be submitted. Besides the agency shall submit all data maps and other inputs including final e-DPR in soft copy to SLNA, Sikkim.
4. **Counterpart Support:** SLNA, Sikkim shall facilitate the selected agency in making access to project areas, contact with PIAs and Project Managers, shall provide data and information which are already available with SLNA/ WCDC/ PIAs. SLNA shall also sole heartedly facilitate the agency to collect secondary information from various departments of Sikkim Government and other agencies operating in Sikkim.
5. **Monitoring of Activities of agency:** SLNA, PMKSY-WDC, Sikkim shall concurrently monitor the activities of the agency by devising suitable system. The agency is expected to submit to SLNA for concurrence all survey tools, Sample description (if any) and also shall submit progress reports as and when asked for by SLNA.

Annexure

List of Projects Being Undertaken and Proposed in Sikkim under PMKSY-WDC

Sl. No	District	Project Name	Watershed Name & batch	Proposed Treatable Area (Ha)
A	Projects Already Approved by DoLR			
1	East	IWMP III	Batch III	5200
2		IWMP IV		3400
3	South	IWMP III		5600

Proposal Submission Form

Dear Sir/ Madam,

We, the undersigned, offer to provide professional consulting services for the sum as may be ascertained in accordance with the quoted rate and made part of this Proposal. We undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated. We agree to abide by this Proposal for the period of 120 days from the date fixed for opening of proposals in the invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of period.

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

Date/Month/Year

Signature of the head of the firm/agency or authorised representative

Name.....

Designation.....

(In the capacity of) Duly authorised to sign Proposal for and

On behalf of (Head of the firm/agency)

Annex-IV

1. The bidder is requested to prepare the price schedule as a separate envelope.
2. All prices/rates quoted must be inclusive of all taxes.
3. The price schedule should clearly provide a detailed cost breakdown and separate figure for each item.
4. The format give below should be followed while preparing financial proposal. The format includes specific expected items which may incur expenditures. Bidder may add activities which deemed essential and appropriate OR delete activities which seems inappropriate along with costs, as per Tasks/ToR/ Objectives of the project.

Price Schedule Form for Financial Proposal

Price Schedule for Financial proposal may be filled as given below

Description of Activity/item		Price Schedule: Request for Proposal for Services			
		No.	Rate (in INR)	Total Man Months/Days/Number (as applicable)	Amount (in INR)
1	Remuneration for Consultants/ staff				
1.1	Team leader and Product Design and Development Specialist (01)				
1.2	Handicraft and Rural Products Marketing and Market Support Specialist (01)				
1.3	Project Support Executives (02)				
2	Other Expenses				
2.1	Travel in the Field				
2.2	Out of pocket Expenses/Accommodation allowances to specialists during field training				
2.3	Out of pocket Expenses/Accommodation allowances to specialists during field training				
2.4	Miscellaneous/any other expense (pl specify)				

Name of the Authorised Representative.....

Designation of the authorised representative.....

Signature.....

Date....., Place.....