

Government of Himachal Pradesh
Department of Environment Science and Technology

RFP No: NAFCC Project-SLADRC-7/2018

Date: 09.03.2018

REQUEST FOR PROPOSAL

**Preparation of Training Modules, Conduct Training on Climate Resilient
Agriculture/Horticulture in Himachal Pradesh**

Department of Environment Science and Technology (DEST), Govt. of Himachal Pradesh invites sealed proposals from eligible bidders to carry out “**Preparation of Training Modules, Conduct Training on Climate Resilient Agriculture/Horticulture**” in three blocks of District-Sirmour i.e. Pachhad, Paonta Sahib & Sangrah. Bidders fulfilling the eligibility criteria of the bidding process can access and download the complete RFP Document and other details from <http://desthp.nic.in> & <http://www.himachal.gov.in>

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of issue of RFP	09.03.2018
2	Last date for submission of bid	06.04.2018 up to 5:00 PM
3	Date of opening of technical bid	07.04.2018 at 11:30 AM
4	Date of opening of financial bid	To be intimated later on

The proposal complete in all respect must reach the undersigned by **Speed Post/ Registered Post/ Courier** only latest by **Dt. 06.04.2018 up to 5:00 PM** in a sealed envelope clearly mentioning on the top of it “**REQUEST FOR PROPOSAL- Preparation of Training Modules, Conduct Training on Climate Resilient Agriculture/Horticulture in Himachal Pradesh**’. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

***Department of Environment Science and Technology
Paryavaran Bhawan, Near US Club, Shimla
Himachal Pradesh-171001***

REQUEST FOR PROPOSAL



**PREPARATION OF TRAINING MODULES & CONDUCT TRAINING ON CLIMATE
RESILIENT AGRICULTURE/HORTICULTURE IN HIMACHAL PRADESH
JANUARY, 2018**

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
1	BIDDERS DATA SHEET	3
2	SECTION -1: LETTER OF INVITATION (LOI)	4-5
3	SECTION -2: INFORMATION TO THE BIDDER	6-15
4	SECTION-3: TERMS OF REFERENCE (ToR)	16 – 20
7	SECTION-4 : ANNEXURES	21 - 33

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Department of Environment Science and Technology
2.	Method of Selection	Quality and cost based selection (QCBS)
3.	Date of Issue of RFP	09.03.2018
4.	Proposal Due Date	06.04.2018 up to 5:00 PM
5.	Date of opening of Technical Proposal	07.04.2018 at 11:30 AM
6.	Date of opening of Financial Proposal	To be intimated later on
8.	Expected Date of Commencement of Assignment	01.05.2018
9.	Bid Processing Fee (Non-Refundable)	Rs. 500/- (Five hundred only)
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/- (one lacs only)
11.	Address for Submission of Proposal	<p>Department of Environment Science and Technology Paryavaran Bhawan, Near US Club, Shimla, Himachal Pradesh-171001</p> <p>Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be rejected.</p>
12.	Place of Opening of Proposal:	<p>Department of Environment Science and Technology Paryavaran Bhawan, Near US Club, Shimla Himachal Pradesh-171001</p>

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: NAFCC Project-SLADRC-7/2018

Dated: 09.03.2018

Name of the Assignment: Preparation of Training Modules & Conduct Training on Climate Resilient Agriculture/Horticulture in Himachal Pradesh.

1. **Department of Environment, Science and Technology**, Govt. of Himachal Pradesh (The Client) invites proposal from eligible bidders under the selection process of consultancy services for "Training on Climate Resilient Agriculture/Horticulture in Himachal Pradesh". More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Quality and Cost base Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures of "The Client".
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
4. The last date and time for submission of proposal complete in all respects is **Dt. 06.04.2018 up to 5:00 PM** and the date of opening of the bid is **Dt. 07.04.2018 at 11:30 AM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
 - a. Letter of invitation (**Section - 1**)
 - b. Information to the Bidder (**Section -2**)
 - c. Terms of Reference (**Section -3**)
 - d. Annexure (**Section - 4**)
6. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

SECTION: 2

INFORMATION TO THE BIDDER

Eligibility Criteria:

Bidders fulfilling the eligibility criteria are invited to participate in the bidding process and to this effect must produce the required supportive documents /information as part of their technical proposal. The Bidder must have:

- **Status:** Single entity legally registered under appropriate authority in India. *Consortium or Joint Venture is not allowed.*
- The average financial turnover for last three years must be **Rs. 3.00 Cr or more**
- Must be in consulting business for more than **10 years** from the date of Incorporation on the last date of submission of the proposal.
- Successfully completed at least **1 assignments** of similar nature (must have conducted at least one Climate Resilient Agriculture/Horticulture Training programme): (copy of the contract should be submitted)
- Successfully completed at least **5** training programmes in Agriculture/Horticulture sector in general
- Experience in Climate Finance sector will be given preference
- Prior working experience with Govt. of Himachal Pradesh in the last 3 years will be given preference

1. Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original
- Covering letter on bidder's letterhead requesting to participate in the selection process.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years (AY 2014-15, 2015 -16 & 2016-17).
Certificates by Chattered Accountants must be furnished.
- General Details of the Bidder
- Financial Details of the bidder along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details,) along with copies of contracts
- Detail Curriculum Vitae of Key Resources
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.

2. **Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (one lac only)** in shape of DD from any scheduled commercial bank in favour of "**Director (Env. S&T) cum Project Co-coordinator-SLADRC**" payable at Shimla. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
 - Bidder does not respond to requests for clarification of its proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be non responsive or has submitted false information in support of its qualification.
- If the bidder fails to:
- provide clarifications
 - agrees to decisions of the contract negotiation meeting
 - sign the contract in time
 - does not furnish required Performance Bank Guarantee.

Any other circumstance which holds the interest of the Client during the overall selection process.

3. **Validity of the Proposal:**

Proposals shall remain valid for a period of 90 days from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as nonresponsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

4. **Submission of Proposal :**

Bidder must submit their proposals by **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

The procedure for submission of the proposal is described below:

i) **Technical Proposal:**

The envelope containing technical proposal must be sealed and superscripted as **Technical Proposal - Preparation of Training Modules, Conduct Training on Climate Resilient Agriculture/Horticulture in Himachal Pradesh**". The duly filled-in technical proposal submission forms, soft copy in Word format in CD along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) **Financial Proposal:**

The envelope containing financial proposal shall be sealed and superscripted as "Financial Proposal –**Preparation of Training Modules, Conduct Training on Climate Resilient Agriculture in Himachal Pradesh**". The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Technical Proposal. The second envelope must be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder.

5. **Opening of the proposal :**

The Bid Selection would be a two step procedure. The first envelope containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's

representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The second envelope containing **FINANCIAL PROPOSAL** will only be opened if the bidder obtains at least 70 marks in the technical proposal.

6. **Evaluation of Proposal:**

• **Technical Evaluation**

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

- Evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not.

Technical Bid Evaluation Parameter	Maximum Mark
Average Turn Over of the Bidder must be more than 3 crores for last 3 years	10
Experience of Climate Resilient Agriculture/Horticulture Training	10
Experience of preparation of climate change adaptation training modules	15
Experience of general Training programs for farmers in Agriculture/Horticulture, Documentation.	10
Experience of Climate Finance Projects	10
Experience of working with Govt. of Himachal Pradesh & other Indian hill region	15
Key Resources, Experience of Expert Team	15
Approach and Methodology	15
Total	100

** Bidders who secure above 70 marks from the 100 marks in the technical proposal will be eligible for the financial bid opening.*

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

The technical proposal will account for **75 % of the overall rating**. The bid for services with the highest rating will receive the maximum possible number of points, i.e. 75 points. The number of points awarded to the other bids for services is reached by dividing

the rating of each by the rating of the top bid for services, and then multiplying by the maximum possible number of points.

$$P_{\text{tech}} = 75 \times (C_0 / C)$$

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

• **Financial evaluation:**

The price quotations will be assessed in terms of total price (Excluding taxes), after correcting any arithmetical errors and after deducting cost items that, as stated in the Request for Tenders, are not to be included in the assessment.

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

The price quotation will account for **25 % of the overall rating**. The price quotation with the lowest adjusted value will receive the maximum possible number of points (i.e. 25 points). The number of points awarded to the other price quotations opened is reached by dividing the total adjusted price in the lowest bid by the total adjusted price of each other bid and then multiplying by the maximum possible number of points, i.e using the following formula:

$$P_{\text{fin}} = 25 \times (C_0 / C)$$

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

7. **Overall Assessment :**

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

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

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

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

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

8. **Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

9. **Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for a period of 24 months from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting is not allowed under this assignment.***

10. **Disclosure:**

- Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to

do so may lead to disqualification of the bidder or termination of its contract.

- Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - ✓ a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - ✓ corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - ✓ failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. **Anti-corruption Measure:**

- Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

12. **Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

13. **Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

14. Confidentiality :

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to **REQUEST FOR PROPOSAL** the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

15. Client's right to accept any proposal, and to reject any or all proposal/s

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

16. Copyright, Patents and Other Proprietary Rights:

Department of Environment, Science and Technology, Govt. of Himachal Pradesh shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

17. Performance Bank Guarantee

The successful bidder shall have to furnish a performance bank guarantee of an amount of 15% of the quoted value at the time of executing agreement.

18. Delay in the Executing Agency's Performance

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

19. Arbitration

That in the event of any dispute arising out of agreement between the parties the Pr. Secretary (Law), to the Govt. of Himachal Pradesh shall be the sole arbitrator to settle the

dispute whose decision shall be final and binding on both the parties subject to the provisions of the Arbitration & Conciliation Act 1996.

20. **Term of Payment:**

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

21. **Force Majeure**

The DEPARTMENT OF ENVIRONMENT, SCIENCE AND TECHNOLOGY H.P., as the case may be, shall be entitled to suspend or excuse performance of its respective obligations under this RFP document to the extent that such performance is impeded by an event of force majeure ('Force Majeure').

SECTION: 3

TERMS OF REFERENCE (ToR)

1. Introduction

For all concerns starting from policy makers, to final general population, Climate Change has become a buzz word. It holds the potential to radically alter agro ecosystems devastating crop failures, promoting high levels of food insecurity and environmental degradation. It is realized that the Global warming will not only increase global mean temperatures, but also will increase the frequency of extreme weather events and the variability of weather in general, causing changes in land vegetation, ocean circulation, sea surface temperature and global atmosphere composition, will ultimately impact the rainfall patterns. These changes on the other end will bring new challenges to farmers causing negative impacts on food production as a whole. Even if the overall production remains high, the spate of climate change impacts in some regions or other will experience severe declines in production and many current crops under cultivation may become unfit for the area. The worst victims of such scenario will be the farmers in LDCs who comprises nearly 60 per cent of the population, contributing over 30% to the Gross Domestic Product of these nations. Further many research studies indicate that Climate change is likely to disproportionately affect farmers in LDCs and individual farmers in developing countries- relying on their production, not only for income but as a main source of food, will suffer the most from these altered environmental conditions.

In a world where millions of people already go hungry, such losses are considered a matter of grave concern.

Himachal Pradesh is predominately an agricultural State where Agriculture provides direct employment to about 71 percent of the total population. The Agriculture sector contributes nearly 30 percent of the total state domestic product (GDP). Himachal Pradesh has a high reliance on agriculture which has a direct bearing from climate variations. Climate change poses additional challenges as higher temperatures increase the need for water, irrigation and the risk of warm stress on crops. Changing weather patterns and rising temperatures will leave the farmers of the State vulnerable to crop losses on one hand and excessive precipitation also destroy the crops on other hand. Climate change will also negatively affect the water resources with increased water scarcity in rural stations. The increase in water demands will increase the vulnerability in the State. Therefore there is a huge need to assist and train the farmers to cope with the present as well as the coming adverse situation.

2. Scope of the Present Assignment

The intention of the program is:-

1. Training module development on climate smart approaches
2. To conduct pilot training/orientation of 30880 target farmers i.e. 25000 agriculture farmers and 5880 horticulture farmers through 500 agriculture training programs and 196 horticulture training programs in three blocks of District-Sirmour i.e. Pachhad, Paonta Sahib & Sangarh.

3. Objectives of the Present Assignment

The overall objective of the proposed intervention is to strengthen the capacity of extension officials of Agriculture and Horticulture department and Lead farmers of Himachal Pradesh on Climate Resilient Agriculture/Horticulture to tackle food security and Climate change challenges in agriculture sector.

The specific objectives are:

- To develop suitable training module on Climate Resilient Agriculture/Horticulture Practices/Climate-smart agriculture/horticulture (Soil & Water Management) for agricultural extension officers and lead farmers.
- To provide capacity building training and enhance the skill base of agriculture/horticulture extension officials and farmers on Climate resilient agriculture/horticulture practices.
- To document and prepare the training report.

4. Methodology

Keeping the objectives of intervention and overall conceptual frame work in view, the bidder must should carry out the activities and tasks in close collaboration with the Department of Environment, Science & Technology. All the key activities will be broken down to sub activities and accordingly the strategy will be developed for carrying out the planned activities. It is expected that the planned activities with stipulated time frame and inputs would be directed towards the fulfillment of the desired results and outcomes. The details of action points and implementation methodology have been described as follows:

- Developing standard Training module /manual on Climate resilient agriculture/horticulture practices(Soil and Water Management)
- Organizing Training programs on Climate resilient agriculture/horticulture (Soil & Water Management) for agriculture/horticulture extension officers
- Organizing Training programs on Climate resilient agriculture/horticulture Practices - Soil & Water Management for lead farmers
- Documentation of Training minutes and preparation of Training report

5. Deliverables and Time Line

The Consultant shall commence work within a week of signing of the contract and shall complete the assignment within a period of 24 months from of the date of effectiveness of the contract. Following table summarizes the deliverables and corresponding time frame of the study.

Deliverables and Corresponding Time Frame

Sr. No.	Description	Corresponding Time Frame
1	Conducting Inception Workshop and submission of Inception Report including finalized methodology and work plan	Within 1 month from start of the contract
2	Training need analysis	Within 3 month of the contract
3	Development of modules on climate smart approaches, training for extension workers and farmers (in English & Hindi language for the farmer level)	Within 6 Month from the start of the contract
4	12 trainings for Agriculture Extension officers of Agriculture and Horticulture Department (State level)	Within 12 Month from the start of the contract
5	6 trainings for Lead farmers (State level)	Within 12 Month from the start of the contract
6	500 Training for farmers at Panchayat level for Agri.& 196 for Horticulture covering 30880 no of farmers i.e. 25000 agriculture farmers and 5880 horticulture farmers from list of beneficiaries as per DPR.	Within 20 to 30 months from the start of the contract
7	Documentation of Success Story, publication of brochures, training outcome etc.	Within 25 months from the start of the contract
8	Submission of Final Training Report	Within 25 months from the start of the contract

6. Key positions and Area of Specific Expertise:

The key professional positions whose CV and Experience would be specifically evaluated area:

Sr. No	Position	Expertise
1	Project Director	At least 15 years of experience in research, programme design, planning, implementation, and Monitoring& Evaluation in the areas of climate change adaptation and mitigation, water and agriculture sector.

		The expert should have completed at least two assignments in the domain of Climate Change vulnerability assessment. He/ She must be a post-graduate in agriculture /horticulture /environmental science with 15 years experience in the related field.
2	Team Leader	The person must be a post graduate in agriculture/horticulture/environmental science, having more than 15 years of experience in Training Design and Curriculum Development, Capacity Building, Development of training materials, Monitoring & Evaluation, Training facilitation and coordination, Networking
3	Field Co-coordinator	The person must be a graduate in agriculture /horticulture/environmental science having more than 5 years of experience in Training Design and Curriculum Development, Capacity Building, Development of training materials, Monitoring & Evaluation, Training facilitation and coordination, Networking
4	Documentation consultant	Post graduate in any discipline with 5 years relevant experience in documentation

SECTION: 4

ANNEXURES

Appendix A

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

To
The Nodal Officer,
Department of Environment, Science and Technology
ParyavaranBhawan,
Near US Club, Shimla
Himachal Pradesh-171001

Date:

Subject: Proposal for the Selection of Consulting firms for “Training on Climate Resilient Agriculture/Horticulture in Himachal Pradesh”

Dear Sir,

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

We confirm that our Proposal is valid for a period of 90 days from the Proposal Due Date.

It is hereby agreed confirmed:

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

Yours faithfully,

For and on behalf of (Name of Applicant)

Duly signed by the Authorized Signatory of the Applicant

(Name, Title and Address of the Authorized Signatory)

Seal of the Applicant

Appendix B

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

1.
 - i. Name of Applicant.
 - ii. Address of the registered and corporate office(s)
 - iii. Date of incorporation and/or commencement of business
 - iv. Company Registration no.
2. Details of individual(s) who will serve as the point of contact / communication for the authority with the Applicant:
 - i. Name :
 - ii. Designation :
 - iii. Company/Firm :
 - iv. Address :
 - v. Telephone number :
 - vi. E-mail address :
 - vii. Fax number :
 - viii. Mobile number :

Note:

Notarised copies of following documents to be enclosed:

- i. PAN
- ii. Certificate of incorporation and commencement of business OR certificate of registration

Appendix C

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

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr/ Ms.....(name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the proposal for “**Training on Climate Resilient Agriculture/Horticulture in Himachal Pradesh**” including signing and submission of all documents and providing information/responses to the authority in all matters in connection with our proposal for the said assignment.

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

Accepted

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

Dated this the _____ Day of _____2018
For _____
(Name and designation of the person(s)
Signing on behalf of the Applicant)

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Appendix D

Consultant's Organization and Experience

(Provide here a brief (three pages) description of the background and organization of your firm/ entity and each associate for this assignment including detail of similar projects completed)

Appendix E

Methodology Statement and Approach

(Not more than 10 Pages)

[The consultant has to describe how it tries to achieve the intended coverage of the farmers' training]

Appendix F

Format of CV of the resource to be associated in the project

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

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

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

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

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

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:
From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--

13. Certification:

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

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

Full name of authorized representative: _____

Appendix G

Financial Capacity

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

Financial year ended in	Turnover in crores of INR
March 2015	
March 2016	
March 2017	
Average:	

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

Signature of the Authorized Signatory

Appendix H

Format for Self- Declaration
(On the letter head of the Applicant)

[Location, Date]

FROM: [Name of Consultant]

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

To
The Nodal Officer,
Department of Environment, Science and Technology
ParyavaranBhawan,
Near US Club, Shimla
Himachal Pradesh-171001

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

Signature of the Authorized Signatory

Seal:

Appendix I

Format for Financial Proposal
(On the letter head of the Applicant)

[Location, Date]

FROM: [Name of Consultant]

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

To
The Nodal Officer,
Department of Environment, Science and Technology
ParyavaranBhawan,
Near US Club, Shimla
Himachal Pradesh-171001

Subject: Proposal for the Selection of Consulting firms for “Training on Climate Resilient Agriculture in Himachal Pradesh”

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

1. Our Financial Proposal shall be binding upon us, subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e..... (Date).
2. This financial proposal covers remuneration for all the Personnel, accommodation, air fare, equipment, all overheads, out of pocket expenditures, profits, mentioned in the breakup of financial proposals and all unforeseen expenses. This Financial Proposal is without any condition.

3. We understand that Income Tax shall be deducted at source as per applicable laws
4. We understand that in case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.
5. We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against fraud and corruption to force in India namely “Prevention of Corruption Act 1988” We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Seal of Firm:

Address

Appendix J

Format for Activity Wise Financial Proposal

(On the letter head of the Applicant)

Detail break up of activity wise cost is mentions below.

Activity No.	Activity Name	Cost of Activity (Including Tax)
1	Training module development on climate smart approaches	
2	To conduct pilot training/orientation of 30880 farmers i.e. 25000 agriculture farmers and 5880 horticulture farmers through 500 agriculture training programs and 196 horticulture training programs.	
Total Cost of Services (Excluding GST)		

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Seal of Firm:

Address