



**GOVERNMENT OF HIMACHAL PRADESH  
DEPARTMENT OF ENVIRONMENT, SCIENCE AND TECHNOLOGY**

**REQUEST FOR PROPOSAL**

**Mobile demonstration vehicle for awareness of Water and  
Environment Conservation in Himachal Pradesh**

<b>Availability of Bid for Download:</b>	<b>13/02/2018 to 09/03/2018</b>
<b>Submission of Bid Offline (Hard Copy):</b>	<b>up to 09/03/2018 (12.00Noon)</b>
<b>Opening of bid:</b>	<b>on 09/03/2018 at (03.00 PM)</b>

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**Name of the work/project:**

Mobile demonstration vehicle for awareness of Water and Environment conservation in Himachal Pradesh

**Part-I**  
**Terms of Reference**

**1. Project Executing Agency:** Department of Environment, Science & Technology,  
Government of Himachal Pradesh, Shimla-1

**2. Project Brief:**

Department of Environment, Science and Technology H.P, proposes to spread awareness regarding water and environment conservation methods such as rainwater harvesting, solid waste management, solar passive techniques, recycling of water etc. in the State of Himachal Pradesh through a mobile demonstration vehicle (पर्यावरण संज्ञान वाहिनी). The mobile vehicle should have following demonstration,

- a) Waste water recycling techniques demonstration. (kitchen/toilet waste water treatment/recycling).
- b) Rainwater harvesting techniques demonstration (collection & recycling).
- c) Solid Waste Management practices demonstration (waste compositing/collection).
- d) Advantages of renewable energy demonstration (solar energy use).
- e) Automatic weather data collection machine demonstration.

**3 Objectives:**

The key objectives of the project are as under:-

- To prepare a vehicle for demonstration of:-
  - a) Waste water recycling techniques demonstration (kitchen/toilet waste water treatment/recycling).
  - b) Rainwater harvesting techniques demonstration (collection & recycling).
  - c) Solid Waste Management practices demonstration (waste compositing/collection).
  - d) Advantages of renewable energy demonstration (solar energy use).
  - e) Automatic weather data collection machine demonstration.
- To make the local community understand about the techniques of water and environment conservation through demonstration.
- To aware the common people regarding convergence of central as well as State Schemes in the area of water, environment, sustainable agriculture and rural development.
- To distribute the Information, Education and Communication (IEC) material to communities.
- To create employment opportunities and development of green areas in the communities.

- To standardize the water and environment conservation measures so that they can be adopted by masses.

#### 4. Roles, Responsibilities & Scope of Services of Consultant:

The Consultant need to conduct the scientific activities as per the matrix below.

Sr. No.	Component	Deliverables	Expected/ Indicated time duration (from agreement)
1	Mobile demonstration vehicle for awareness of water and environment conservation in 24 places of State of Himachal Pradesh	<ul style="list-style-type: none"> <li>• To prepare a vehicle for demonstration of:-               <ol style="list-style-type: none"> <li>a) Waste water recycling techniques demonstration (kitchen/toilet waste water treatment/recycling).</li> <li>b) Rainwater harvesting techniques demonstration (collection &amp; recycling).</li> <li>c) Solid Waste Management practices demonstration (waste composting /collection).</li> <li>d) Advantages of renewable energy demonstration (solar energy use).</li> <li>e) Automatic weather data collection machine demonstration.</li> </ol> </li> <li>• To make the local community understand about the techniques of water and environment conservation through demonstration.</li> <li>• To aware the common people regarding convergence of central as well as State Schemes in the area of water, environment, sustainable agriculture and rural development.</li> <li>• To distribute the Information, Education and Communication (IEC) material to communities.</li> <li>• To create employment opportunities and development of green areas in the communities.</li> <li>• To standardize the water and environment conservation measures so that they can be adopted by communities.</li> </ul>	Within four months.

The prospective bidders are required to submit complete proposal with financial details:-

1. The designing of demonstration vehicle should be in such a way that it includes all the water and environment conservation methods such as rainwater harvesting, solid

waste management, solar passive techniques, recycling of water etc. as detailed at a,b,c,d & e.

2. The bidder has to submit detailed activity schedule / project execution plan with time frame following signing of MoU. The detailed project activities need to be approved by DEPARTMENT OF ENVIRONMENT, SCIENCE AND TECHNOLOGY (DEST) H.P. before commencement of work.
3. The proposal shall also cover the vehicle specifications, technical details of process to be applied for demonstration.
4. The GoHP shall have no responsibility of providing the demonstration vehicle. All the activities will be executed by implementing agency as per directions by DEST.

5. **Performance Bank Guarantee**

The successful bidder shall have to furnish a performance bank guarantee of an amount of 10% of the quoted value at the time of executing agreement.

6. **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.

7. **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 DEST.

8. **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').

## Part II

### 1. General Aspects

Contracting Authority i.e. (DEST) is the Nodal Department for implementation of the project. The DEST is solely responsible to complete the entire tender process and ensure proper information flow between all parties involved in the tender process, all correspondence should be channeled to the DEST at the addresses given.

Proposals must state services for the total requirement. Proposals stating only part of the requirement will be rejected. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this Request for Tenders and related documents. Failure to comply with these documents will be at the bidder's risk and may affect the evaluation of the proposal.

### 2. Language of the Proposal

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged with the bidder and the DEST shall be in writing in the English language.

### 3. Cost of Proposal

The bidder shall bear all costs associated with the preparation and submission of the bid. DEST will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### 4. Requests for Clarification of Tender Documents and Collection of Further Information

Requests for further information or clarification regarding this tender should be addressed to the Nodal Department by email. All requests (exclusively in the English language) should be submitted not later than 14 days before the closing date. The response (including an explanation of the query, but without identifying the source of inquiry) will be circulated to all tenderers.

- Nodal Officer: **Director, DEST**, Email: [dbt-hp@nic.in](mailto:dbt-hp@nic.in)  
with cc. to:
- PI: **Pr. Scientific Officer (Environment)**,  
Department of Environment, Science & Technology, Paryavaran Bhawan, Near US Club,  
Shimla, Himachal Pradesh, India, PIN Code: 171001.

Consultants may wish to prepare their bids using information collected during a study visit to the intervention area. Such an information visit is not obligatory for participating in the tender. It should be understood that none of the cost incurred in this regard will be reimbursed to the Consultant by DEST. Applicants are advised that these contacts are exclusively intended to familiarize with local conditions and with documentation available.

## **5. Financial assessment**

The price quotations will be assessed in terms of total price (excluding GST), 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.

## **6. Overall Assessment and Contract Negotiations**

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.

## **7. Deadline for Submission of Proposals**

Proposals must be received by the DEST at the address specified under clause “Submission of Tender Documents” no later than the date and time specified in the cover invitation letter for this tender. Any bid received after this deadline will be rejected.

## **8 Validity of the Offers**

Proposals shall remain valid for ninety (90) days from closing date of proposal submission. A bid valid for a shorter period may be rejected on the grounds that it is non-responsive.

## **9 Others**

The fulfillment of the Terms of Reference and the operational plans will be considered as important performance indicators. The DEST shall have the right to suspend payment installments at any stage of disbursement in the event of substantial deviations from the time schedule and/or insufficient performance on the part of the Consultant. This right shall also apply to payments not based on output-related evidence of performance.

## **10 Award of Work:**

1. In the event of acceptance of the Proposal of the Preferred Applicant with or without negotiations, the authority shall declare the Preferred Applicant as the Successful Applicant. The Authority will notify the Successful Applicant through a Letter of Acceptance (LoA) that its Proposal has been accepted.
2. The liability of the applicant to perform the services will commence from the date of notification of "Award of Work".
3. The Successful Applicant shall execute the Consultancy Agreement within one month of the issue of LoA or within such further time as the authority may agree to in its sole discretion.

## **11 Earnest Money Deposit (EMD) and Cost of Tender Document:**

- I. Interested party needs to pay the Bid Document fees (nonrefundable) of Rs 500/- (Rupees Five Hundred Only) in shape of Demand Draft drawn in favour of Director (DEST) Project payable at Shimla, HP.
- II. Proposal should necessarily be accompanied by Earnest Money Deposit of an amount of Rs 50,000/- (Rs Fifty thousand only) in the form Demand Draft in favour Director (DEST) from any scheduled bank, payable at Shimla, HP. The EMD should be submitted in a separate sealed envelope.
- III. EMD shall be returned to the all Applicant(s) within a period of two (2) weeks from the date of signing of Consultancy Agreement between the authority and the Successful Applicant.
- IV. EMD shall be forfeited in the following cases:

- a. If any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
- b. If the successful Applicant fails to execute the Consultancy Agreement within the time, stipulated in the Letter of Award or any extension thereof provided by the authority.