



Environment and Climate Change Department

Request for Proposal For Selection of Empanelled Institutions as per the Guidelines of MoEF&CC for preparing SoER, Maharashtra 2020

RFP DO No: SoER/ CR/ 75/ TC 1

Date of Issue: 21/09/2021

Issued By:

Environment and Climate Change Department,
Government of Maharashtra,
New Administrative Bhavan,
15th Floor, Madame Cama Road,
Mantralaya, MUMBAI - 400 032,
Maharashtra, India

Disclaimer

This Request for Proposal (RFP) for “Selection of Empanelled Institutions as per the Guidelines of MoEF&CC for preparing SoER for Maharashtra 2020” (hereinafter referred to as “Report”), is issued by Environment and Climate Change Department, GoM (herein referred to as ‘Env-CC’).

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Env-CC shall be the sole and final authority with respect to qualifying a bidder through this RFP. The decision of Env-CC in selecting the Service Provider who qualifies through this RFP shall be final and Env-CC reserves the right to reject any or all the bids without assigning any reason thereof. Env-CC further reserves the right to negotiate with the selected agency to enhance the value through this project and to create a more amicable environment for the smooth execution of the report.

Env-CC may terminate the RFP process at any time without assigning any reason and upon such termination Env-CC shall not be responsible for any direct or indirect loss or damage arising out of such a termination.

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Abbreviation

Abbreviation	Explanation
BMC	Brihanmumbai Municipal Corporation
BOD	Biochemical Oxygen Demand
CBD	Convention On Biological Diversity
CMS	Convention On Migratory Species
CO ₂	Carbon Dioxide
CQCCBS	Combined Quality Cum Cost Based System
Cu m	Cubic Meter
DALYs	Disability-Adjusted Life Year
dB	Decibels
DIF	District Indicator Framework
DO	Dissolved Oxygen
DPSIR	Driver, Pressure, State, Impact And Response
EC	Evaluation Committee
Env-CC	Department of Environment and Climate Change, Maharashtra
ESZ	Eco-Sensitive Zones
GDP	Gross Domestic Product
Ha	Hectare
ICDS	Integrated Child Development Services
ICZM	Integrated Coastal Zone Management
Kt	Kilotonnes
MEA	Multilateral Environment Agreements
Mg	Milligram
MoEFCC	Ministry Of Environment, Forest And Climate Change
MoU	Memorandum Of Understanding
MPN	Most Probable Number
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PDS	Public Distribution System
Pg	Picogram
PM ₁₀	Particulate Matter
Ppbv	Parts Per Billion By Volume
RET	Rare Endangered Threatened
RFP	Request For Proposal
RSPM	Respirable Suspended Particulate Matter
SDG	Sustainable Development Goals
SIF	State Indicator Framework
SO ₂	Sulphur Dioxide
SoER	Statement Of Environment Report
T&D	Transmission And Distribution
TFRK	Traditional Forest Resource Knowledge
UNCCD	United Nations Convention To Combat Desertification
UNFCCC	United Nations Framework Convention On Climate Change
UT	Union Territory
UV	Ultra Violet

Tender Notice

RFP DO No: SoER/ CR/ 75/ TC 1

Date: 21/09/2021

Department of Environment and Climate Change (Env-CC), Government of Maharashtra (GoM) invites empanelled agencies from reputed experienced professional organizations for “Selection of Empanelled Institutions as per the Guidelines of MoEF&CC for preparing SoER, Maharashtra 2020”. The prospective agencies may find the technical and financial proposal forms in this RFP and submission of bid may be done as per details provided in RFP.

Note:

1. The detailed timetable for the various activities to be performed in tendering process by the renderer for quoting their offer is given in this tender document under "TENDER SCHEDULE". Bidder should carefully note down the cut-off dates for carrying out each tendering process/activity.
2. Bidders are encouraged to submit their proposals and complete the process at least 3 days prior to the deadline. The tenders must follow the timetable of tendering process and get their activities of tendering process done well in advance to avoid any inconvenience due to unforeseen problems, if any.
3. Env-CC will not be responsible for any incomplete activity of tendering process of the renderer due to any error/issues and it cannot be challenged by way of appeal, arbitration and in the court of law.

The summary of details regarding this invitation of bids are listed in the table below:

S.N	Items	Description
01	RFP Reference number	
02	Name of the Project	Selection of Empanelled Institutions as per the Guidelines of MoEF&CC for preparing SoER, Maharashtra 2020
03	RFP Document Start /End Date	Start- 21/09/2021 End- 11/10/2021
04	Last date to send in requests for clarifications	7 days from dated letter i.e., 28/09/2021
05	Last date (deadline) for submission of bids	21 days from dated letter i.e., 11/10/2021
06	Date Time and Place of opening of Technical Proposals	12/10/2021, Time and place will be intimated later to the qualified bidders.
07	Date Time and Place of opening of Financial Proposals	Will be intimated later to the qualified bidders
08	Contract Period	6 months
09	Contact Details:	Environment and Climate Change Department, Government of Maharashtra, New Administrative Bhavan, 15th Floor, Madame Cama Road, Mantralaya, MUMBAI - 400 032, Maharashtra, India

Tender Schedule

Sr. No.	Activity	Performed by	Start		Expiry	
			Date	Time	Date	Time
01	Release of Tender	Department	21 th September,2021	11:00	11 th October,2021	17:00
02	Clarification for Pre-bid	Bidders	21 th September,2021	11:00	28 th September,2021	17:00
03	Pre-bid Meeting	Department	29 th September,2021	11:00	29 th September,2021	13:00
04	Bid Submission	Bidders	21 th September,2021	11:00	11 th October,2021	17:00
05	Envelope Opening (Technical Bid)	Department	12 th October, 2021	11:00	12 th October, 2021	15:00
06	Envelope Opening (Financial Bid)	Department	To be announced later			

Introduction

Department of Environment and Climate Change was setup with an objective to minimise environmental impact due to anthropogenic activities by taking up holistic initiatives that implement climate change mitigation and adaptation measures. Formerly called the Department of Environment, the name was changed to include Climate Change in 2020 recognising the climate emergency faced by Maharashtra.

The department has its flagship campaign “Majhi Vasundhara” to make citizens aware of the impacts of climate change and environmental issues and to encourage them to make a conscious effort towards improvement of the environment. In the short period of the department’s setup many such initiatives for environmental conservation and improvement have been taken.

Environmental Information System (ENVIS) was established in 2003 and recently revised in 2018 with the aim to collect, collate, store, retrieve environmental information and provide it to decision makers, policy planners, scientists and engineers, and research workers. The department is also host to the State Expert Appraisal Committee (SEAC) and State Environment Impact Assessment Authority (SEIAA) Maharashtra for granting environment clearance to the different projects in the State.

On the program launched by MoEF&CC, GoI for bringing out SoER, previous State of Environment Report (SoER) Maharashtra was published in the year 2007 on the DPSIR Model as suggested by MoEF&CC, GoI. Now the draft of the updated SoER-2020 is being proposed and the department is requesting empanelled agencies to submit proposals.

Selection of Empanelled Institutions as per the Guidelines of MoEF&CC for preparing SoER, Maharashtra 2020

1. Objective

The State of Report Environment Report (SoER) aims to provide concrete guidance for environmental action planning, policy setting and resource allocation for the coming decades based on a sound integrated analysis of Maharashtra and trends of the environment. It should also clearly select key issues and set priority from the range of environmental concerns that the State is facing. Emphasis should be given to link ecosystem goods and services and human wellbeing. Finally, the report itself and the process of preparing the report should aim to mainstream the assessment findings into Maharashtra's development plans and processes in order to have a meaningful impact.

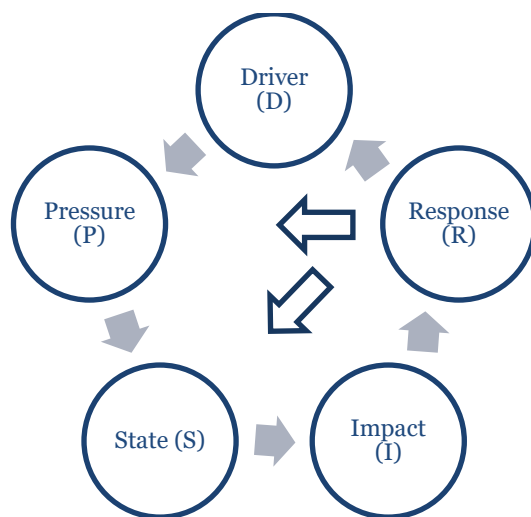
2. Scope of work

The report should be a comprehensive document (study, research, and editorial inputs) covering aspects like Forest, Wildlife, Biodiversity and Conservation, Pollution, Agriculture, Health and Climate change etc. along with its recommendation for corrective measures. It should be developed on the outline, finalized in consultation with the Ministry of Environment, Forest & Climate Change, and other stakeholders. The outline, if necessary, may be modified in consultation with the Department. Finalized editable softcopy and 300 hard copies in English and Marathi should be printed and supplied to the Department. Printing of more copies, if required, will also have to be done on repeat order. The specific objectives of the assignment are:

1. Preparing the SoER of Maharashtra by mapping environmental, social, and natural resource information and examining its relationship to the economy where feasible.
2. Providing the information in the form of analytical write-ups, maps, data tables, Geo spatial information, photographs etc.
3. Providing a comprehensive document containing statistics on environmental themes and indicators.
4. Conducting Stakeholder consultation with departments mentioned in section 4.2
5. Further details as required in section 9.0 Annexure.

3. Framework

The SoER framework builds on an internationally accepted framework for SoE Reporting- the Driver, Pressure, State, Impact and Response (DPSIR) framework. This implies the identification of indicators reflecting the DPSIR for each sector and environmental issues and analysis of the same over space and time. The analysis should then highlight the state of the sector concerned and how it has changed over time- i.e., whether it has improved or deteriorated over time.



4. Chapters

The agencies are requested to include the following chapters in the SoER report, as per the MoEF&CC guidelines however, this is not an exhaustive list.

4.1 Regional Context and Priorities

This section should cover the overall environmental, social, and economic status of Maharashtra and should primarily focus on:

1. Biophysical profile of the region
2. Changing demographic pattern in the region
3. Discussion on increasing use of natural resources and declining resource productivity
4. Economic profile of the region
5. Industrial profile of the region

4.2 State, Trends and Responses

This section should cover analysis of various sectors given in the table below. Some pointers for each sector in the DPSIR framework (explained in the previous section 3. Framework) is given in the “Indicators” column. Stakeholder consultation wherever required should be carried out by the agency.

Sr. No	Topic	Indicators
1	Forests, Wildlife and Biodiversity	Pressure: Demand for forest produce and firewood. Demand Supply Gap for wood. Growth in tourist population; forest fires. Number of cases registered under Wildlife protection Act, 1972 and any other related issues in the State
		State: Forest Cover. Change in the extent Forest Cover: Change in the quality of forests. Wetlands. Status of endangered animals and plants. Number of BMCs (biodiversity Monitoring Committees, Documentation of TFRK (Traditional Forest resource knowledge)
		Impact: Human animal conflicts (species wise), Tourism, Richness and abundance of RET species over time period (State may give any composite index in this regard)
		Response: Forest certification. Eco-tourism. Reserved and protected forests. Joint forest management. Biosphere reserves; National parks; Wildlife and bird sanctuaries
2	Land Degradation and desertification	Pressure: Agricultural practices. Land conversion for non-agricultural use. Waste generation. Mining activities,

		<p>Climate change and land degradation: - anthropogenic and other pressures, e.g., faulty land use practices, indiscriminate use of resources such as soil, water, and other inputs</p> <hr/> <p>State/Impact: Wastelands. Fallow lands, Soil pollution (contaminated sites etc.) and related issues. Land resources. Causes of degradation. Anthropogenic and other pressures, e.g., faulty land use practices, indiscriminate use of resources such as soil, water, and other inputs. Soil map and soil fertility maps. Soil erosion and land degradation (data / maps). Problem soils (salinity / sodicity / water logging / acidity), etc. Desertification, if any, its extent, causes, and effects</p> <hr/> <p>Response: Organic farming. Environmental clearance for mining projects; Sustainable mining practices. Waste management. Compliance with MSW2000 Rules</p>
3	Air and Noise Pollution	<p>Pressure: Motor vehicle density. Road density and connectivity. Industrial growth. Use of solid fuels for cooking. Burning of agricultural and solid waste</p> <hr/> <p>State/Impact: Air pollution levels in major cities. Indoor air pollution levels. Greenhouse Gas Emissions by sector (%): agriculture, industrial processes, energy, and water. Health Impacts. Mean SO₂ concentration of major cities (Pg/m³). Mean NO₂ concentration of major cities (Pg/m³). Mean PM₁₀ concentration of major cities (Pg/m³). CO₂ emissions (Kilotonnes). CO₂ emission per capita (Tonnes/per capita). Concentration of ozone (Ppbv); (In case such inventories exist). Growth in registered factories (%).</p>

		<p>Increase in number of vehicles (Number). No. of critical areas in terms of air pollution and their increase or decrease in given 10 / 20-year period. Incidences of air pollution related ailments vis-a-vis reported pollution levels. No. of vehicles and linkage to RSPM / NO_x/SO₂. Noise levels beyond limits (dB): Sound levels of Industrial area, Commercial area, residential area, and silence zone</p>
		<p>Response: Air pollution monitoring network. Growth of public transport; penetration of clean cooking fuels. Integrated Transport system</p>
4	Water Resources and Water Pollution	<p>Pressure: Rainfall anomaly. Fertilizer and pesticide use. Domestic, industrial, and agricultural water effluents;</p> <p>State: Quantity and Quality of water, Generation of Wastewater And its Discharge to the Environment (preferably at local body level). Annual freshwater consumption per capita (M³o). Annual ground water withdrawal (Cu m / capita / annum). Annual water withdrawal (Cu m / capita / annum). Total actual renewable water resources (M³ / year). Percentage of groundwater / surface water use in city water supply / irrigation. Percentage of groundwater resources in safe / stressed / critical zones. Percentage of total water withdrawal for agriculture (%). Percentage of total water withdrawal for industrial sector (%). Percentage of total water withdrawal of municipal sector (%). Ground water abstraction (Km³/year). Population with safe drinking water (% of the total population). Percentage of city covered by sewage network, Percentage of treated sewage recycling. BOD level of most important rivers (Mg/l). Population with access to sanitation (% of the total population). DO level of most important rivers (Mg/l). Coliform count per 100 ml (MPN/ 100 ml). Fertilizer and Pesticide use (Kg/Ha). Arsenic contamination in groundwater (Pg/L).</p>

		<p>Fluoride contamination in groundwater (Pg/L)</p> <p>Impact: Incidence and spread of waterborne diseases. Data in terms of Disability adjusted life years due to poor water quality and sanitation (DALYs), where available. Water conflicts. Any other measures of the socioeconomic cost of water pollution</p> <p>Response: Desalination plants. Rainwater harvesting. Water treatment plants. Drip and sprinkler irrigation. Promotion of low water intensive crops' Watershed programs. Water user charges and other Fiscal /Economic instruments for water quality management (or for penalizing Water Pollution). Economical methods of Wastewater treatment; Wastewater Recycling and Use</p>
5	Agriculture and allied sector	<p>Pressure: Dependence on Agriculture. Climate Change</p> <p>State: Declining Production/ Yield and Widening Yield Gap. Change in agricultural area (% of the total land area). Change in change in arable land area (% of the total land area). Total area equipped for irrigation (% of agricultural land area). Agriculture production value added (% of GDP); labour force in agriculture (% of total labour force). Trends in gross cropped area and net cropped area. Total production and productivity. Food and nutritional security and food safety aspects. Climate change vulnerability. Agroforestry systems and practices (area, production, and other characteristics). Livestock population and production trends; Fisheries statistics. Chemical fertilizer uses and efficiency. Site-specific nutrient management- insecticides / fungicides / herbicides and other chemicals in agriculture</p>

		<p>Impact: Implications of food Insecurity. Agricultural non-point source pollution and other forms of environmental contamination</p>
		<p>Response: Universal Public Distribution System. Organic Farming; Vermi-composting; Bio- fertilizers; organic agriculture (extent, production, quality aspects). Secondary agriculture to alleviate harmful environmental impacts. Programmes and schemes of the Government that lead to sustainable agriculture. Adaptation to climate change vulnerability (e.g.: Expenditure from the National Adaptation fund by the state) and other measures, Performance of PDS and ICDS and Amma Canteen.</p>
6	Energy	<p>Pressure: Industry, Cooking and Lighting, Per capita demand for energy, Fuels for transportation</p> <p>State: Extent of supply and the shortfall. Total commercial energy production (coal, crude oil, and natural gas) (Kt of oil equivalent). Total commercial energy consumption (coal, crude oil, and natural gas) (Kt of oil equivalent). Net energy imports (% of energy use). Fossil fuel energy consumption (% of energy use). Electricity generation (Billion Kilowatt hours). Population with electricity (Millions). Electrification rate (%). Alternative energy use (% of total energy use); Theoretical hydropower capacity (Gigawatts per hour). Installed hydropower capacity (Gigawatts); population relying on biomass (Millions % of total population).</p> <p>Impact: T&D Losses, Greenhouse Gas Emissions from Energy Sector</p> <p>Response: Penetration of Renewable Energy Sources in Energy- mix.</p>

		Improving Energy Efficiency by retrofitting of industrial processes
7	Coastal Resources	Pressure: Commercial fishing. Domestic and industrial pollution, Ports and Harbours. Coastal tourism
		State/Impact: Change in Mangrove area; Coral reefs; Seagrasses and seaweeds; Estuaries; Sand beaches and dunes; Fish species; Olive Ridley turtles and Similar other important species; level of dependence for livelihood.
		Response: Integrated coastal zone management (ICZM) plan. Institutional changes. Tsunami rehabilitation. Mangrove restoration. In-situ conservation. Ban on fishing
8	Environment and Health	Sanitation related matters. Airborne diseases and conditions. Water-related diseases and conditions, Vector-related diseases and conditions, Health problems associated with excessive UV radiation exposure, Toxic substance and nuclear radiation- related diseases and conditions, Impact of Climate Change Data in terms of disabilities adjusted life years due the specific environmental problem e.g. Sanitation, where available
9	Waste and its Management	Pressure: Waste management related infrastructure. Degradation of land, water, and air
		State/ Impact: Waste generation and disposal by type of waste. Pollution load on rivers; health linkages; solid waste generated (Metric tonnes). E-waste generated (Metric tonnes). Hazardous waste generated (Metric tonnes).

		<p>Any other type of waste generated, and the statutory compliance given in this regard. Growth in generation vis-a-vis GDP. Percentage of waste collected every day. Percentage of waste recycled. Percentage of waste sent to processing facility. Percentage of waste finally disposed</p>
		<p>Response: Institutional actions for waste collection/disposal. Environment hotspots for waste. Innovative systems of waste reuse and recycling with measures and data systems for monitoring waste management</p>
10	Environmental Hotspots	<p>Biodiversity rich areas. Policy measures being undertaken for protection (ESZ etc.)- Priority conservation, Participatory conservation; endemic plants (number). Endemic animals (number); protected area (% of hotspot area)</p>

4.3 Environmental Protection and Resource Management expenditure

The state has various running and upcoming initiatives for environment protection. This section will cover:

1. Government environmental protection and resource management expenditure
2. Corporate, non-profit institution and household environmental protection and resource management expenditure

4.4 Extreme event preparedness and disaster management

Due to climate change extreme weather events have been on a rise and that state has been busy combating their impacts. Hence, this section should cover the following topics:

1. Preparedness for natural extreme events and disasters
2. Preparedness for technological disasters

4.5 Environmental information and awareness

Environmental awareness is to understand the fragility of our environment. The state is promoting environmental awareness and environmental education to help create a brighter future for the future generations. This section should cover the state's efforts in the following areas:

1. Environmental information
2. Environmental education

4.6 Transformative pathways and SDGs

SDGs are a comprehensive list of global goals integrating social, economic, and environmental dimensions of development. Without a healthy environment and ecosystems, it will be difficult to achieve the SDGs and improve human well-being. Specifically, the goals on climate change, terrestrial ecosystems, oceans, sustainable consumption and production, water and energy are directly related to the environment. Environmental protection is also essential for other goals, including poverty reduction and health improvements. An integrated approach is necessary to achieve all the SDGs.

In this regard, the agency is expected to highlight the progress made and discuss strategies that have been developed for achieving SDGs in the region. In particular, they may specify if SIF (State Indicator Framework) and District Indicator Framework (DIF) has been developed and is being used for monitoring.

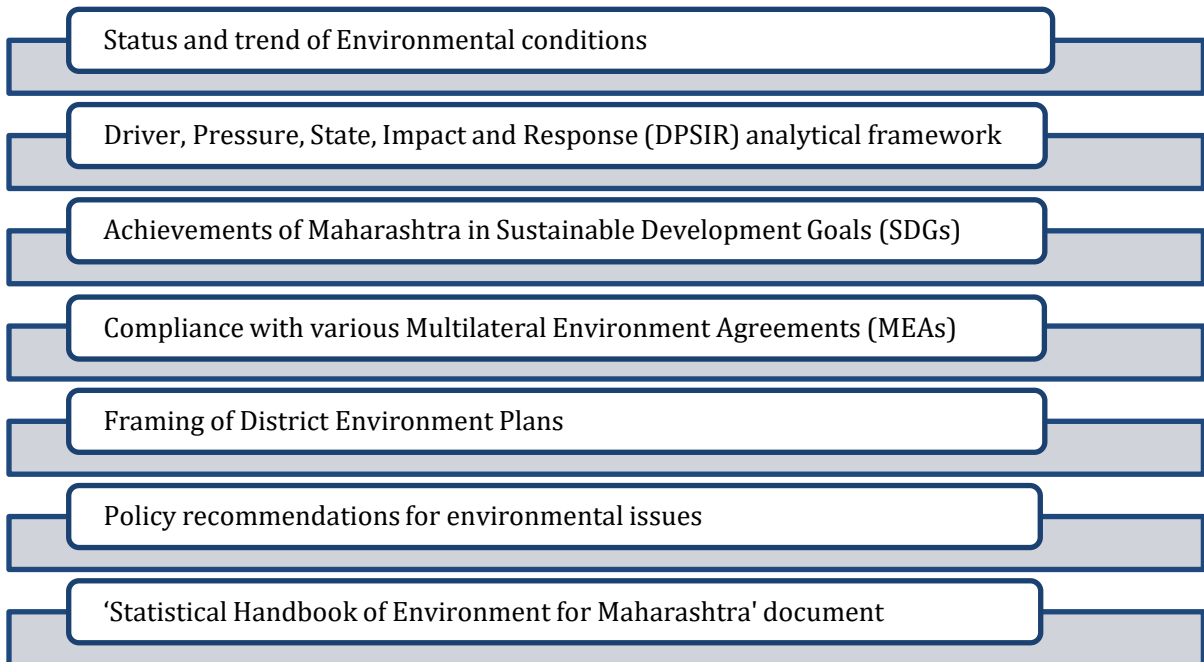
4.7 Policy recommendations

Under this section the agency should firstly analyse programs/initiatives of the State Government and their environmental linkages. In particular, the existence and implementation of state and district environment plans and/or the data being generated there from may also be furnished. Based on the analysis, policy priorities may be developed for facilitating sustainable development in the state.

Fiscal, financial, and monetary instruments for environmental management, in general, and for control of air and water pollution, in particular, may be proposed; Case studies on implementation of such measures in the report may be provided.

5. Output of the Study

Key output will be the State of Environment Report for Maharashtra highlighting-



1. The status and trend of Environmental conditions and related issues
2. The Driver, Pressure, State, Impact and Response (DPSIR) analytical framework supplemented by other relevant frameworks applicable to the issue concerned.
3. Achievements of Maharashtra in Sustainable Development Goals (SDGs) related to the environment and the extent of mainstreaming of SDG concerns in budgetary systems to the extent feasible. (To furnish district wise information where available)
4. Achievements or contributions of Maharashtra towards compliance with various Multilateral Environment Agreements (MEAs) including inter alia UNFCCC, UNCCD, CBD, CMS etc.
5. Extent of framing of District Environment Plans and their implementation in Maharashtra
6. Policy recommendations for environmental issues in general and fiscal and market-based instruments for addressing sustainable consumption and production, resource management and control of pollution, in particular developments in Maharashtra in respect to sustainable finance.
7. 'Statistical Handbook of Environment for Maharashtra' document to be created which will be a compilation of data and figures on the key components of environment, viz. Land, air, water, and biodiversity etc. for the purpose of indicating the state of the environment through accurate statistics. 300 copies of the "Statistical Handbook of Environment" along with SoER will also be printed & supplied to the Department.

6. Terms of Reference for the Study

The duration of preparation of the Report and printing shall not exceed 6 months from the date of dispatch of the sanction order disbursing the first installment from MoEF&CC to the Department of Environment and Climate Change, Maharashtra. Additional extension will not be given unless reasonable cause is shown.

The preparation and printing of the SoER shall be undertaken with following terms of reference:

1. The State of Environment Report of Maharashtra should be a comprehensive document (study, research, and editorial inputs) covering aspects like Forest, Wildlife, Biodiversity & Conservation, Pollution, Agriculture, Health and Climate change etc. along with its recommendations for corrective measures.
2. The agency sanctioned shall have a regional office in Maharashtra. The asset used for the assignment shall be arranged by the agency themselves.
3. Time Schedule for the preparation of the report is 6 months from the date of dispatch of the sanction order disbursing the first instalment from MoEF&CC to the Department of Environment and Climate Change, Maharashtra. Additional extension will not be given unless reasonable cause is shown.
4. The Report will be prepared in the tentative format finalized by the Department according to the standard template communicated above.
5. The Expert Institution should be selected through a competitive bidding process based on Combined Quality Cum Cost Based System (CQCCBS).
6. Agency should submit a monthly progress report of the work to the Deputy Secretary Environment and Climate Change, Maharashtra.
7. Agency should submit the first draft in T+60 days and the final draft should be submitted in T+150 days.

Payment for the project will be made as follows: -

1. 10% payment will be made after sanction of the project by MoEF&CC against contract signed between the Department of Environment and Climate Change, Maharashtra.
2. 40% payment on submission of draft SoE Report to Department of Environment and Climate Change, Maharashtra.
3. 30% payment on submission of final SoE Report to Department of Environment and Climate Change, Maharashtra.
4. 5% payment will be made from 3rd month onwards (20%) after sanction of the project by MoEF&CC against contract signed between the Department of Environment and Climate Change, Maharashtra.

6.1 Composition of Team

The agency is required to have a team of 6 to work on the SoE Report. At least 1 member from the team should be available on ground to work in Env-CC office stationed at Mantralaya, Mumbai. The composition of the team will be as follows:

Role	Minimum Parameters	Number of Employees
Project Leader/Director	<ul style="list-style-type: none"> • Should have worked on developing SoER or similar government advisory reports in environment sector • At least 7 Years of experience • Should work on ground when required • Post-Graduation/ Masters in Environment sector (preferrable) 	1
Consultant	<ul style="list-style-type: none"> • Should have worked on developing SoER or similar government advisory reports in environment sector • At least 5 Years of experience • Should work on ground when required • Post-Graduation/ Masters in Environment sector (preferrable) 	2
Project Analyst	<ul style="list-style-type: none"> • Should have worked on developing SoER or government advisory similar reports in environment sector • At least 3 Years of experience • Mandatory required to work on ground • Graduation/ Bachelor's Degree 	3

7. Eligibility of the agency undertaking the project

The agencies should submit the technical and financial proposal in separate sealed envelopes marked as "TECHNICAL BID" and "FINANCIAL BID" respectively and these should be kept in an enclosed sealed envelope marked as "BIDS FOR SOER-MAHARASHTRA-2020". Proposals should be submitted through post or personally to-

Environment and Climate Change Department,
Government of Maharashtra,
New Administrative Bhavan,
15th Floor, Madame Cama Road,
Mantralaya, MUMBAI - 400 032,
Maharashtra, India

Any proposals submitted after the deadline due to delays in postal service or otherwise, will not be considered.

7.1 Evaluation of the Technical and Financial Proposals

1. The technical bid will be analysed and evaluated, based on Quality and Cost Based Score shall be assigned to each bid on the basis of parameters mentioned below.
2. The final selection will be done based on Quality cum Cost Based System (QCBS) wherein Relative Technical Bid Score will get a weightage of 70% and Relative Commercial Bid Score will get a weightage of 30%.
3. The marks awarded by the Evaluation Committee (EC) would be at its sole discretion and final. No plea of revision/reconsideration of the same shall be considered/entertained.
4. Technical Bids receiving relative technical score greater than or equal to 70 (cut-off marks) will be eligible for consideration in the subsequent round of commercial evaluation.
5. Based on the scoring in the technical evaluation, only top 3 Bidders shall be considered eligible for opening of the Commercial bid.
6. The technical bid will be analysed and evaluated, based on which the Relative Technical Score (RSTech) shall be assigned to each bid on the basis of parameters mentioned below.
7. Relative Technical Score (RSTech) for each agency will be calculated as follows based on below parameters:

$$RSTech = T / Thigh * 100$$

Where:

RSTech = Relative score obtained by the bidder
T = Technical score obtained by bidder
Thigh = Highest Technical score secured among the bidders

8. Technical Bids receiving a RSTech greater than or equal to a score of 70 (cut-off marks) will be eligible for consideration in the subsequent round of commercial evaluation.
9. If less than 3 bidders qualify as per above criteria (RSTech \geq 70), Env-CC reserves the right to short list maximum top 3 bidders subject to RSTech \geq 60.
10. Financial proposal will be evaluated only in respect of those agencies which satisfy technical evaluation criteria.

11. The Department of Environment and Climate Change, Maharashtra will determine whether the Financial Proposals are complete, and correct without any computational errors, if any.
12. Relative Financial/Commercial Score (RSCom) for each bidder will be calculated as follows:

$$\text{RSCom} = \text{CLow} / \text{C} \times 100$$

Where:

RSCom = Relative score for Commercial Bid of the bidder

C= Commercial bid value of the bidder under consideration

CLow = Lowest commercial bid value out of all the eligible commercial bids obtained.

13. Total Relative Score (RS) obtained by each eligible bidder will be calculated as follows:

$$\text{RS} = \text{RSTech} \times 0.70 + \text{RSCom} \times 0.30$$

14. The eligible bidder will be selected based on maximum Relative Score (RS) obtained.
15. The bidder with the highest Relative Score (RS) will be awarded with the Work Order for the project.
16. In case of a tie after the commercial evaluation stage, the Env-CC's decision will be final and will be based on marks scored in the technical evaluation only.
17. The commercial bid/quote should include out of pocket expenses / any other expenses. GST would be extra and should not be included in the quote.
18. The Consultant will be assessed and evaluated to deliver on the tasks and deliverables outlined in the scope of work above including any other related task, as well as reaching project targets.
19. The Bidders shall submit their offers strictly in accordance with the terms & condition of the Tender document.

7.2 Technical Criteria

Technical Criteria will be as given in table below. The institutions/agencies are also required to fill in the Technical Bid in Annexure 1.

Sr. No.	Criteria	Weightage
1	<p>Methodology for monitoring & evaluation of the agency shall be based on:</p> <p>A. Alignment with the objectives set by Env-CC for agency. Framework for Tracking and Evaluation of Activities carried out by agency- SMART (Specific, Measurable, Achievable, Relevant and Time Bound)</p> <p>B. Work plan including calculation of man- days with respect to the proposed scope of work</p> <p>Shall be evaluated based on details provided in technical response of the agency</p> <ul style="list-style-type: none"> • Point A – 10 marks • Point B – 10 marks 	20 marks
2	<p>Relevant experiences of dedicated resources proposed for undertaking the project:</p> <p>Average experience of the Project Leader</p> <ul style="list-style-type: none"> • ≥ 10 Years: 15 marks • ≥ 7 years and < 10 years: 12 marks <p>Average Experience of Project Consultant:</p> <ul style="list-style-type: none"> • ≥ 6 years and < 8 years: 12 marks • < 5 years: 10 marks <p>Average Experience of Project Analyst:</p> <ul style="list-style-type: none"> • ≥ 3 years: 8 marks • < 3 years: 6 marks 	35 marks (Qualification: 28)
3	<p>Past experience of serving project management unit for State Government (GoM)/Central (GoI) departments or similar international projects</p> <ul style="list-style-type: none"> • 1 to 3 Years: 10 marks • More than 3 years: 15 marks 	15 marks
4	<p>Past experience in providing advisory services for State Government (GoM)/ Central Departments (GoI) or international agencies by creating performance evaluation, monitoring & development framework</p> <ul style="list-style-type: none"> • 1-3 projects – 4 marks • 3-10 projects – 8 marks • 11 or more projects – 10 marks 	10 marks
5	<p>Why should Env-CC, GoM engage with your organisation? (Evaluation committee to decide based on team deployment, methodology proposed and overall response by the bidder)</p>	20 marks
Total		100 marks

7.3 RFP Selection Process

1. The final selection will be done based on Quality cum Cost Based System (QCBS) wherein Relative Technical Bid Score will get a weightage of 70% and Relative Commercial Bid Score will get a weightage of 30%.
2. The financial offer of the bidders fulfilling the Eligibility criteria shall be opened for further evaluation. Bidders are also requested to submit their financial quotation in the format provided in the RFP.
3. In case of discrepancies between rates quoted in amounts and in words by the bidder, the lower of the two will prevail and will be used to determine the Successful Bidders as per criteria provided in the RFP.
4. If any information provided by the Bidder is found to be inaccurate at any stage of the RFP process, Env-CC may, at its discretion, reject the offer and no correspondence will be entertained in this regard. Submission of wrong and / or false information may also disqualify the Bidder from any future work from Env-CC.
5. Env-CC reserves the right to negotiate with the Successful Bidders as per CVC guidelines or any equivalent norms. If the negotiation becomes unsuccessful then Env-CC may negotiate with the next qualified bidder.

7.4 Bid Validity

1. The offer/proposals submitted by the Bidders shall be valid for minimum period of 120 days after the last date of bid submission prescribed by the department.
2. In exceptional circumstances, prior to the expiration of the bid validity period, the department may request bidders to extend the period of validity of their bids.
3. The request and the responses shall be made in writing. In event of such extension, department shall request Bidder for extension of bid validity and submit new bid security to cover the extended period of validity of their bids.
4. In event of such extension, Bidders shall submit new Bank Guarantee submitted as EMD to cover the extended period of validity of their bids.
5. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify its bid.
6. If the date up to which the bid is to remain valid happens to be a holiday for the department, the bid shall automatically remain valid up to the next working day.

7.5 Bid Prices and Currency

The vendor has to quote for financial costing Indian Rupees as per format given for financial bid in this tender document.

8. Terms and Conditions

8.1 Proposed Contract Terms

The operating clauses would emerge from the technical and financial processes finalized by an Evaluation Committee (EC) constituted by the Department of Environment and Climate Change, Maharashtra.

8.2 Definitions

In the contract /MoU between the Department of Environment and Climate Change, Maharashtra, the following terms shall be interpreted as indicated:

1. MoEF&CC means the Ministry of Environment, Forest & Climate Change, or any other authorized representative of MoEF&CC.
2. The "Contract/MoU" means agreement entered between the Department of Environment and Climate Change, Maharashtra, and the selected agency, including all attachment annexures thereto and all documents incorporated by reference herein.

8.3 Commercial Terms

MoEF&CC will try to release the final installment within 30 days from the date of submission of invoice by agency, subject to invoice and all supporting documents being in order

8.4 Project Time/Termination/Penalty/Liability Clause

1. The duration of the assignment is scheduled to be within six months from the signing of contract between the Department of Environment and Climate Change, Maharashtra, and the agency to which the job is assigned. Additional extension will not be given unless reasonable cause is. In case, the delay is solely on account of any fault on the part of the agency, the project shall be completed by the agency without any extra cost or fee.
2. In addition, the agency is liable to compensate the Department of Environment and Climate Change, Maharashtra for any delay on their part amounting to 1% of total contract amount for delay of per week unless they have been granted extension with the approval of competent authority in the Department. The Department of Environment and Climate Change, Maharashtra shall have a right to prematurely close this project without assigning any reason.
3. Department of Environment and Climate Change, Maharashtra may at any time terminate the contract by giving written notice to the Agency without any compensation to the Agency if the Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to MoEF&CC.

8.5 Progress of the Project

1. Progress of the project may be intimated in writing to the Department of Environment and Climate Change, Maharashtra on monthly basis.
2. Agency will submit first draft in T+60 days and final draft will be submitted in T+150 days.

8.6 Confidentiality

1. Neither party will disclose to any third party without the prior written consent of the other party any confidential information which is received from the other party for the purposes of providing or receiving services.
2. Without prejudice to the foregoing provision of this clause, above, the Agency may cite the performance of the services to the clients and prospective clients as an indication of its experience.
3. The Agency shall not, without Department of Environment and Climate Change, Maharashtra's prior written consent, disclose the commercial terms of this work order to any other organization.

8.7 Miscellaneous Terms & Conditions

1. The end product of the work assignment carried out by the Agency, in any form, will be the sole property of MoEF&CC and the Department of Environment and Climate Change, Maharashtra.
2. The Agency shall not outsource the work to any other associate/ franchisee/ third party under any circumstances except with the prior approval of the Department of Environment and Climate Change, Maharashtra, and MoEF&CC.
3. The Agency shall perform the services and carry out its obligations under the contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional/consulting standards recognized by national/ international professional bodies and shall observe sound management practices. It shall employ appropriate advanced technology and safe and effective methods. The Agency shall always act, in respect of any matter relating to the Contract, as faithful advisors to the Department of Environment and Climate Change, Maharashtra and shall at all times, support and safeguard the Department's legitimate interests.
4. The Agency automatically agrees with the Department of Environment and Climate Change, Maharashtra for honouring all aspects of fair-trade practices in executing the work orders placed by the Department in this regard.
5. Force Majeure

Force majeure clause shall mean and be limited to the following in the execution of the contract placed by the Department of Environment and Climate Change, Maharashtra:

- a. War/hostilities.
- b. Riot or civil commotion.
- c. Earthquake, flood, tempest, lightning, or other natural physical disaster.

- d. Restrictions imposed by the Government or other statutory bodies, which are beyond the control of the Agency, which prevent or delay the execution of the order by Agency.
 - e. Global factors (like pandemic, financial crisis etc. impacting India)
6. The Agency shall advise the Department of Environment and Climate Change, Maharashtra in writing, duly certified by the local Chamber of Commerce, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the Department reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason, subject to the provision of clauses mentioned.

8.8 Arbitration

1. The Department of Environment and Climate Change, Maharashtra and the agency shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with person other than a person employed by the Agency in the performance of the work order. If any dispute shall arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to two arbitrators, one to be appointed by each party and the said arbitrator shall appoint an umpire in writing before entering on the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the timeframe for making and publishing the award. Such arbitration shall be governed in all respect by the provision of the Indian Arbitration and Conciliation Act, 1996 as amended or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in India. Further, the Department may specify necessary provisions for judicial proceedings, if required.
2. The clause on confidentiality shall be valid for a further period of one year from the date of expiry or termination of the assignment, whichever is earlier.

8.9 Applicable Law

The contract shall be governed by the laws and procedures, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

Institutions desirous of undertaking the job may apply in the prescribed form (Technical and Financial) to “The authority designated by the State Government.” for the purpose.

9. Annexures

Application Form (Technical Bid)

(To be submitted in two copies. In case the space shown against any column is found to be insufficient, separate sheet (s) may be attached and signed).

I. Organisation Details

1. A. Name of the Institution/Organization:
B. Mailing Address: -
2. Title of the Project:
3. Status of the institution/organization
4. Manner in which the Institution/Organization was established (Act of Parliament, Act of the State/UT Legislature, Registered under Societies Registration Act., 1860) -
5. A. In case established under an Act of Parliament/State/UT legislature the nature of the statute, No. of Act & year.
B. In case established under Societies Registration Act/Company Registration Act or any other Act., the place, Registration No. & Date of Registration.
6. If Semi- Govt. Organization, the name of the Government/ Department to which it is attached.
7. A. Whether the Organization has a source of income.
B. Whether it runs on no profit-no loss basis.
8. Brief history of the Organization
9. Whether the Organization has any previous experience in the field mentioned? If so, details thereof (the name of the report and the agency for which these reports were published may also be given in case of each report)

Portion II, III and IV of the Application Form should be filled in accordance with details shown in Item I)

II. Project Outline

1. Give details about the approach proposed to be adopted for the job within the framework outlined in the "Technical Paper for Bidding". The details should be given in bullet form and should not exceed 300 words.
2. Details of Data Collection and Analysis proposed. (This should be in accordance with the template shared by MoEF&CC's vide letter No 8/5/2020-21/EI or shared above)
3. Time schedule with milestones for completion of the job within the prescribed time frame.

III. Staffing Pattern

1. Name of the Project Director
2. Position held by the Project Director in the Organization
3. Major positions held by Project Director previously
4. Curriculum vitae of the Project Director (to be attached)
5. Field of Specialization of Project Director
6. Projects completed by Project Director previously and organization for which undertaken
7. List of Publications in last 3 years (to be attached)
8. Names of projects in hand of the Project Director and names of their Commissioning Agencies.
9. Number of persons to be employed for the proposed report (Designation, Remuneration, Duration of employment to be specified); in case of senior staff, biodata may be attached.

IV. Any Additional Information

V. List of documents to be attached with the Application Form

1. Memorandum of Association and Rules/Constitution
2. Composition of Board of Governors/Executives or Governing Body etc.
3. Annual Reports of the last three years
4. Audited Accounts of last three years
5. CV of project director and other team members
6. Other required documents

Date:
Telephone No.
Place:

(Signature of Authorized Person)

Application Form (Financial Bid)

(To be submitted in a separate sealed cover. In case the space shown against any column is found to be insufficient, separate sheet (s) may be attached and signed)

Budget Estimates

1. Remuneration for Project Director, Staff/ Individual Researchers, etc.
2. Travelling Allowance
3. Stationery
4. Contingencies
5. Computer & Tabulation
6. Overhead expenses
7. Printing & Designing
8. Taxes etc.
9. Any other item (please specify)
10. Grand Total

Date:
Telephone No.
Place:

(Signature of Authorized Person)

For any clarification on the above kindly write an email to mah-env@nic.in