

**Request for Proposal (RFP) for Selection of an Agency for  
Conducting Workshops for Residents and Community  
representatives & Builders and developers in Municipal  
Corporations of Tamil Nadu**



**QCBS**

**(Quality-cum-Cost Based Selection)**

**F.No. 1917 / TNCCM /DoE&CC/2023, Dated:16/11/2023.**

**Timeline of important dates**

Date of Release of RFP	17 <sup>th</sup> November 2023
Last Date for Proposal Submission	1 <sup>st</sup> December 2023 @ 3.00 PM
Date of Opening of Technical and Financial Proposals	4 <sup>th</sup> December 2023 @ 3.00 PM at the office of Director, Department of Environment and Climate Change, No.1, Jeenis Road, Ground Floor, Panagal Building, Saidapet, Chennai- 600015.
Quality-cum-Cost Based Selection (QCBS)	70:30

## ACRONYMS

S.No	Acronym	
1.	RFP	Request for Proposal
2.	QCBS	Quality-cum-Cost Based Selection
3.	DoE&CC	Department of Environment and Climate Change
4.	TNCCM	Tamil Nadu Climate Change Mission
5.	TNRERA	Tamil Nadu Real Estate Regulatory Authority
6.	GHG	Green House Gas
7.	GA	Green Ambassadors
8.	RWA	Resident Welfare Associations
9.	MC	Municipal Corporation
10.	EMD	Earnest Money Deposit
11.	DTP	Desktop Publishing
12.	CV	Curriculum Vitae
13.	PPT	Power Point Presentation
14.	PDF	Portable Document Format
15.	GST	Goods & Service Tax

## DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to bidder (s), whether verbally or in documentary or any other form by or on behalf of **the Chief Mission Director, TNCCM, DoE&CC**, or any of their employees or advisors, is provided to bidder (S) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by **the Chief Mission Director, TNCCM, DoE&CC**, to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP.

This RFP includes statements, which reflect various assumptions and assessments arrived by **the Chief Mission Director, TNCCM, DoE&CC**, in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for **the Chief Mission Director, TNCCM, DoE&CC**, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtains independent advice from appropriate sources. Information provided in this RFP to the Bidder (s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **The Chief Mission Director, TNCCM, DoE&CC**, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

**The Chief Mission Director, TNCCM, DoE&CC**, its employees and advisors make no representation or warranty and shall have no liability to any person, including any bidder or bidders under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from

or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this bid state. **The Chief Mission Director, TNCCM, DoE&CC**, also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this RFP. **The Chief Mission Director, TNCCM, DoE&CC**, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that **the Chief Mission Director, TNCCM, DoE&CC**, is bound to select a bidder or to appoint the selected bidder or media, branding and communication partner as the case may be, for the assignment and **the Chief Mission Director, TNCCM, DoE&CC**, reserves the right to reject all or any of the bidders or proposals without assigning any reason whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal through online in [www.tntenders.gov.in](http://www.tntenders.gov.in) including expenses associated with any demonstrations or presentations which may be required by **the Chief Mission Director, TNCCM, DoE&CC**, or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder.

## INDEX

SECTIONS	PAGE NO.
Section 1: Tender Notice	8
Section 2: Scope of Work	10
Section 3: Qualification Criteria	13
Section 4: Instructions of Bidding Agencies	15
Section 5: Preparation, Submission & Evaluation	17
Section 6: List of Municipal Corporations of Tamil Nadu (Annexure – I)	29

## DEFINITIONS

- a) “Applicant” means a reputed institutions/ Educational Institutions / Agencies having the requisite qualifications and experiences may download the RFP document from the website of DoE&CC ([www.environment.tn.gov.in](http://www.environment.tn.gov.in) and <https://tntenders.gov.in> to apply for the same. The applicant who succeeds in this RFP process shall also be referred to as “Agency”.
- b) “Proposal submission date” means the prescribed last date for submission of the proposal (including the technical proposal and financial bid) as provided in the schedule for submission of Proposal through online mode only at ([www.tntenders.gov.in](http://www.tntenders.gov.in)).
- c) “DoE&CC” means **Department of Environment and Climate Change**.
- d) “Client” means **DoE&CC**
- e) “Project” means the assignment for **Conducting Workshops for Builders & Developers and Residential & Community representatives in Municipal Corporations of Tamil Nadu**, as described in the scope of work provided in section 2 of this RFP.
- f) “RFP” means Request for Proposal.

## **SECTION 1 - TENDER NOTICE**

During the Budget Speech for the year 2021-2022, the Hon'ble Minister for Finance and Human Resources Management, among other announcements, made the following statement "Combating and mitigating the impact of climate change is crucial for a coastal state like Tamil Nadu. To facilitate necessary action, the current Government, under the leadership of Hon'ble Chief Minister, has launched the Tamil Nadu Climate Change Mission to embark on Climate Change adaptation and mitigation activities with a total outlay of Rs. 500 Crore".

In accordance with the above announcement, Government of Tamil Nadu is committed to build a sustainable and climate resilient future for its people through the Climate Change Mission (TNCCM) and was launched by Hon'ble Chief Minister on 09.12.2022. In connection to this, the Government issued a G.O. (MS). No. 54 dated 23.03.2022 which identifies the focus areas for climate action and the activities to be carried out under Tamil Nadu Climate Change Mission. One among those activities is conducting workshops for the Residents and Community representatives & Builders and developers to "Create awareness among residents about the need for energy saving, electricity in particular and to Train builders & developers in cost saving climate friendly building infrastructures" under the component of "Sustainable Habitat: Energy saving measures in buildings to reduce the impact of climate change".

In view of that, Tamil Nadu Climate Change Mission, under DoE&CC, Government of Tamil Nadu proposes to engage professional firm for conducting workshops for the Residents and community representatives & Builders and developers, to "Create awareness among residents about the need for energy saving, electricity in particular and to Train builders & developers in cost saving climate friendly building infrastructures". The Proposals are hereby invited from reputed and experienced agencies to serve as Agency partner for **Conducting these workshops**, as per the terms and conditions provided in this RFP through online mode only in [www.tntenders.gov.in](http://www.tntenders.gov.in).



**Schedule for Submission of the RFP:**

EVENTS	DATE
Date of issue of RFP	17 <sup>th</sup> November 2023
Last date for issue of addendum to RFP document	29 <sup>th</sup> November 2023
Last date of submission of Proposals	1 <sup>st</sup> December 2023 - 3.00 PM
Proposals opening Date	4 <sup>th</sup> December 2023 – 3.00 PM
EMD amount	Rs.25,000/- (Rupees Twenty Five Thousand Only)
DD in favour of	<b>The Chief Mission Director, Tamil Nadu Climate Change Mission,</b> Department of Environment and Climate Change, Chennai

Chief Mission Director, TNCCM/  
Director,  
Department of Environment and Climate Change.

## **SECTION 2 - SCOPE OF WORK**

### **A. Scope of Work**

#### **i. Introduction**

Globally, the built environment generates 40% of annual global CO<sub>2</sub> emissions. Building operations are responsible for 27% of those emissions, while building and infrastructure materials and construction are responsible for an additional 13% annually. With the rapid urbanization and expected economic growth, Indian cities will see a massive increase in the number of new buildings in the coming years. Tamil Nadu is no exception and is expected to have substantial new constructions, including residential buildings.

The electricity consumption from the domestic sector alone is expected to grow from 30,392 MU in 2021 to 49,900 MU by 2030, which is nearly 65%. While the new constructions bring an opportunity to build them in a sustainable and climate-friendly manner, the real challenge is the limited interest and skills of builders and developers to mainstream sustainable construction practices in the state. However, while large builders can monetize the marketing potential of green buildings, small builders are yet to explore the economic opportunities associated with sustainable buildings.

As a result, many small residential units are usually built conventionally with little innovation or consideration for climate friendliness. It is thus essential to develop programs capable of building skills and resources among the builders and developers to align them more towards the state's long-term goal of climate-friendly infrastructures.

#### **ii. Objectives**

The Agency will be engaged to **train builders and developers in cost saving, climate friendly building infrastructure and to create awareness among Residents and Community representatives & Builders and developers and other related stakeholders through workshops.**

- There will be one workshop for Residents and community representatives and one workshop for Builders and developers in each municipal corporation.
- In total, Zone I will be having 9 workshops for the Builders and developers and 9 workshops for Residents and community representatives.

- Similarly, Zone II will be having 9 workshops for the Builders and developers and 9 workshops for Residents and community representatives.
- Awareness building among residents, RWAs and related stakeholders about the importance of energy-saving practices.
- To provide capacity building (including training and guidance to builders and developers) on cost-effective climate friendly building infrastructure.
- To provide a platform for the relevant stakeholders for providing technical solutions to make their habitat sustainable and climate smart as well as resilient.
- To provide a platform to share the best practices, success stories, and other relevant materials for creating sustainable as well as climate smart habitats.

### iii. **Expected Outcomes of this project**

- Two key stakeholder groups viz. a) Residents and community representatives and b) Builders and developers will get sensitised for sustainable habitat about climate friendly and resilient buildings in Municipal Corporations through these one day workshops.
- Feedback from various stakeholders will help to conceptualise a **Sustainable Habitat Approach Plan** to set out and facilitate state policies for energy efficient, climate friendly and resilient buildings in the state.
- Sensitizing architects, Engineers, Interior designers, plumbers, electricians, building industry stakeholders to energy efficient technologies in the construction sector as the energy efficient technologies plays crucial role in reducing GHG emissions from Construction sector.
- To promote energy saving measures in Government and Private buildings, both independent homes and apartments to reduce greenhouse gas emissions from energy production and consumption.
- Promotion of sustainable building practices among the stakeholders.
- Detailed documentation and high-resolution photography and videography of each workshop would be made available.
- Arranging the logistical and venue related works for conducting the workshops for the relevant participants.

- To Create an online platform for interaction among builders and residential Welfare Associations and Government entities to offer technical solutions and exchange knowledge preferably in the form of Websites/Applications.
- Any other relevant outcomes as and when suggested by Chief Misson Director, Tamil Nadu Climate Change Mission, Department of Environment and Climate Change.

## **B. Methodology**

### **i. Identification of participants/target audience**

- Workshop participants can be identified in discussions with the TNCCM, other state-level stakeholders such as the Tamil Nadu Real Estate Regulatory Authority (TNRERA), networks/ associations of real estate builders and developers, concerned Municipal Corporations, and other related individuals/organizations/agencies etc.
- Residents and community representatives can be identified based on an assessment of their influencing potential and interest in engaging with the TNCCM as “Green Ambassadors” who promotes the sustainable habitat agenda in their areas and among their constituencies of work, with capacity building reinforcement from time to time. This identification exercise will leverage TNCCMs existing networks, associations, and other past and present engagement avenues.

### **ii. Decision on session themes:**

At a broad level, the session themes shall be recognised as per the following criteria:

- Contextualising the sessions in the current scenario and emerging trends,
- Pointing to technological solutions, innovations, behaviours, and practices that can be operationalised (based on case evidence of successful interventions),
- Underscoring the nature and magnitude of benefits at the household/ building, community, business level and wider environmental benefits that could accrue,
- The policy and market incentives available/ on the anvil that could be tapped.

- Any other relevant themes/topics as suggested by Chief Mission Director, Tamil Nadu Climate Change Mission, Department of Environment and Climate Change.

These, cumulatively, will ensure that stakeholders appreciate the urgency to act and contemplate actual action in view of the incentives that they can avail, benefits they could draw and the implications of their potential actions.

### **C. Deliverables**

- i. To work upon the session content in the immediate realities of the State/ city will enable the design of more engaging and compelling content and propose an initial phase of engagement with select stakeholder groups (builders and developers, civil society, researchers, academics, and citizens' groups) for enabling such grounding.
- ii. Collateral material for each of the workshops such as videos, booklets, brochures, and infographics will be produced and distributed to the participants and will be available to the TNCCM for further dissemination.
- iii. Each workshop (Residents and community representatives/ Builders and developers) shall likely to cover about 60-80 relevant participants, will be used for gleaning insights, possibly through a short questionnaire administered to each participant, that could inform other aspects of the TNCCM's core agenda, that is to conceptualise a sustainable habitat approach plan and developing a standard operating procedure (SOP) for energy efficient housing programs and piloting a green building rating mechanism.
- iv. Any other relevant deliverable as suggested by Chief Mission Director, Tamil Nadu Climate Change Mission, Department of Environment and Climate Change.

### **D. Workshops objects for residents and community representatives; and builders and developers:**

#### **i. Workshops with residents and community representatives/ Green**

#### **Ambassadors**

As mentioned above, these workshops will be of one-day duration, organized in each of the Municipal Corporations (mentioned in **Annexure I**) will be targeted at Green Ambassadors (GAs) are envisaged as local champions of the sustainable habitat agenda and will be identified in discussion with the TNCCM and the concerned Municipal Corporations. The Green Ambassadors are expected to be drawn from among representatives of resident

welfare associations, local NGOs, youth groups, schoolteachers, journalists, and other influencer groups with an interest in environmental matters related to sustainable habitat.

The object of the Green Ambassador workshop will be to equip the participants with knowledge about the following:

- Impact of electricity consumption on climate change,
- Energy-saving options for consideration at household, building, and community level (drawing on successful examples of the same within/ outside the country)
- Available energy efficiency technologies and incentives for adopting them, and
- Benefits of adopting sustainable practices, at the household, building, and community level and for the environment overall.

The following tentative sessions – locally contextualized, drawing on relevant case studies, interactive, and focused on clarifying incentives, benefits, and clear action agendas - are proposed during the workshop (with emphasis on options, behaviours, benefits, and action plans at household, building, and community level):

- Climate change and the built environment
- Energy saving and efficiency options.
- Prevalent and desired behaviours
- Cost-benefits of energy-saving and adopting energy efficiency.
- Policy and market incentives for energy-saving and adopting energy efficiency.
- Action planning for Green Ambassadors
- Any other relevant themes/topics as suggested by Chief Mission Director, Tamil Nadu Climate Change Mission, Department of Environment and Climate Change.

By the end of the workshop, we expect participant Green Ambassadors to be equipped with an appreciation of the need for action, the options they could promote at the household, building, and community level, and the compelling ‘selling points’ around benefits and incentives they need for such promotion, and a clear agenda of how they would take forward such awareness building efforts.

As mentioned before, the workshop objects and session outline will be revisited, sharpened, and customized based on insights from initial engagements with select stakeholder groups (builders and developers, civil society, researchers, academics, and citizens’ groups).

## **ii. Workshops with builders and developers**

As mentioned above, these workshops will be of one-day duration, organized in each of the Municipal Corporations (mentioned in **Annexure I**) and will be targeted at

builders, developers, and their networks/ associations who are envisaged as important for realising sustainable and energy efficient building practices at scale. The participants will be identified in discussion with TNCCM, the TNRERA, bodies/ networks of builders and developers, and concerned Municipal Corporations.

The object of the workshops with builders and developers will be to equip the participants with knowledge about the following:

- Impact of building and construction sector activity on climate change,
- Sustainable building design, energy-efficient materials and technologies, and green building practices (drawing on successful examples of the same within/ outside India)
- Available technologies and practices and incentives for adopting them, and
- Benefits of adopting sustainable practices, both at the business level and for the environment overall.
- Any other relevant themes/topics as suggested by Chief Mission Director, Tamil Nadu Climate Change Mission, Department of Environment and Climate Change.

The following tentative sessions – locally contextualized, drawing on relevant case studies, interactive, and focused on clarifying incentives, benefits, and clear action agendas - are proposed during the workshop:

- Climate change and the built environment
- Design principles, active and passive technologies for energy efficiency, and green construction practices
- Cost-benefits of active and passive technologies for energy efficiency, and green construction practices
- Leveraging policy and market incentives and schemes for active and passive technologies for energy efficiency, and green construction practices
- Building skills on branding and marketing of “green” projects
- Any other relevant themes/topics as suggested by Chief Mission Director, Tamil Nadu Climate Change Mission, Department of Environment and Climate Change.

By the end of the workshop, we expect participants to be equipped with an appreciation of the need for action, the business-benefiting options they could adopt, the

incentives they could avail, and how their proactive stance could translate into an improved business proposition.

As mentioned before, the workshop objects and session outline will be revisited, sharpened, and customized based on insights from initial engagements with select stakeholder groups (builders and developers, civil society, researchers, academics, and citizens' groups).

It is noted that while well-established builder and developer groups may already have their own green policies, smaller businesses may lack the same. The workshop will be an opportunity to bridge that gap by facilitating capacity building, knowledge sharing, peer discussions, and stakeholder-led conversations.



### iii. Event organizing

- Designing of creative banners / posters etc., for print, digital, electronic media and facilitating the designing of panels, display boards, signage, power backup etc.
- Facilitating and creation of advertisements for print, electronic and interactive media platforms.
- The agency partner should provide all digital services necessary for the event. Publicity materials will have to be designed in both Tamil and English.
- Designing and preparation of brochures, promotional materials, booklets, seminar kits, mementos etc. and providing services related to multi-color printing and so on.
- Providing customized stalls as and when required.
- Incorporate sustainable practices throughout the event planning and execution processes such as minimizing paper usage, promoting waste management, and adopting energy efficient measures.
- Any other creative work that may be assigned by **the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, from time to time.

### iv. Reporting and communication

- ✓ A dedicated project manager as the primary point of contact for all communication and coordination.
- ✓ Regular progress updates and reports shall be submitted to DoE&CC, highlighting achievements, challenges, and any significant deviation from the agreed plan.

### v. Compliance with legal and safety standards

- ✓ The workshop organizing agency shall ensure compliance with all relevant local, State, and national laws, regulation, and safety standards applicable to the event and its operations.
- ✓ Necessary permits, licenses, and certifications should be obtained as required for the smooth and lawful execution of the event.

- ✓ The workshop organizing agency shall conduct regular safety inspections of the event venue facilities and equipment addressing any potential hazards or risks promptly.

**vi. Project Time**

The duration of the assignment is scheduled to be three months from date of signing of contract between the DOE&CC and the Agency to which the job is assigned.

**vii. Progress of the Project**

Progress of the project may be intimated in writing by the agency to the DOE&CC on monthly basis.

**E. Terms of Payment**

The Agency is required to quote their fees for the total duration of project and the payment flow would be as follows:

<b>Terms of Payment</b>	
<b>Stage of payment</b>	<b>% of total fees quoted</b>
Advance payment can be made after sanction of the project against contract signed and providing Bank guarantee/surety from authentic and verified sources to ensure the proper and faithful performance by the promisor.	50% On providing Bank Guarantee
After completion of the project, Submission of content and other details related to the workshops, and also submission of related reports with photos, videos etc. and thus on subsequent verification by the concerned authority.	40%
During Submission of sustainable habitat approach plan for all the municipal corporations (mentioned in Annexure – I) along with Utilization Certificate and Expenditure Statement after approval of Government.	10%
<b>Total</b>	<b>100%</b>

Chief Mission Director, TNCCM/  
Director,  
Department of Environment and Climate Change.

## SECTION 3-QUALIFICATION CRITERIA

### A) General.

- ✓ Must have conducted such or similar workshops.
- ✓ Preferably having a minimum of 2 years of experience of conducting workshops and related documentation of a similar nature.
- ✓ Should have sound financial background.
- ✓ The Agency should have been registered entity in India.
- ✓ Necessary registration documents establishing registration in India should be provided. Attested Copy of each of the following should also be furnished.
  - a. Permanent Account Number (PAN).
  - b. GST Registration Number.
  - c. Income Tax Returns filed for the financial years- 2020-21, 2021-22 and 2022-23, if available.
- ✓ The Agency should not have been blacklisted by any of the Govt. of Tamil Nadu, Govt. of India, or any State Government/PSUs. An affidavit to this effect should be provided by the agency on appropriate stamp paper.
- ✓ Individuals who have done piecemeal/freelance/job work shall be eligible only they work in tie up with standard, reputed organizations for this tender.

## **SECTION 4- INSTRUCTION TO BIDDING AGENCIES**

- a) The Technical and Financial Proposal shall be submitted only through online mode in [www.tntenders.gov.in](http://www.tntenders.gov.in). Separate proposals are to be submitted for Zone 1 and Zone 2 as mentioned in Annexure I.
- b) The EMD shall be placed in a sealed envelope clearly marked “Proposal for Selection of an Agency for Conducting Workshops for Builders and Residential Welfare Associations in Municipal Corporations of Tamil Nadu- Zone I/Zone II” and submitted to this Office “**The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, Ground Floor, Panagal Building, No.1 Jeenis Road, Saidapet, Chennai – 600 015” on or before 14.12.2023, 3.00 PM.
- c) Any Proposal received by **the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, after the deadline for submission and offline mode shall

be returned unopened. **The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, shall not be responsible for any postal or courier delays.

- d) The selection would be on the Quality Cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria. The Proposal will form part of the contract with the selected agency.
- e) The Agency should be able to provide a qualified servicing and creative team, for undertaking the creative work and campaigns. The Agency team would work closely with **the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, and should be available always at the call of the DoE&CC.
- f) The Agencies shall bear all costs associated with the preparation and submission of their proposals. **The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to **the Chief Mission Director, Tamil Nadu Climate Change Mission DoE&CC**.
- g) The Technical and Financial Proposal to be submitted by the Agency should be firm and valid for a period of 90 days from the last date of submission of the proposal.
- h) Applicants may seek clarifications on the guiding document, if any, before 7 calendar days from the due date of submission of the Proposals. Any request for clarification must be sent in writing, email [tnclimatechangemission@gmail.com](mailto:tnclimatechangemission@gmail.com) to DoE&CC.
- i) At any time before the submission of proposals, **the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, may amend this document by issuing an addendum, which shall be binding on the agencies.
- j) The agencies shall acknowledge the tender conditions and all subsequent amendments and submit along with their proposals duly signed. Therefore, the tender document signed by the authorized signatory should be part of the technical proposal.
- k) **The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**, will select the agency who has scored the highest as per the evaluation criteria – combined score of technical proposal and financial quote.
- l) The selected firm may be invited for negotiations, if felt necessary by **the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC**.

## **SECTION 5 - PREPARATION, SUBMISSION AND EVALUATION**

### **1. Preparation of Technical Proposal**

In addition to the documentary proof of the minimum qualification criteria listed in Section 3, it is suggested that the agency should submit the proposal covering the following invariably which would be considered for further evaluation as part of technical presentation.

- a) Dedicated Team Details – The Key members that would be working on the project should be indicated along with the career profile.
- b) List of the Clients and the work assignment as per the prescribed format should be provided.
- c) List of available infrastructures for undertaking the activities should be mentioned in the scope of work.
- d) Single point of contact: Please indicate the senior management personnel, who would be in regular touch with **the Tamil Nadu Climate Change Mission, DoE&CC** for assignment.

### **2. Preparation of Financial Proposal:**

- a) In preparing the financial proposal, the Agencies are expected to consider the various requirement and conditions stipulated in this RFP document.
- b) The Financial Bid shall contain the lump sum financial quote covering the total fees / cost for the entire project excluding GST/any other tax if applicable. The Financial Bid shall be for an overall amount for the entire project duration.
- c) The amount quoted should include all costs such as professional fees, consultancy fees, travel expenses, lodging, boarding, administrative charges, and all taxes/duties etc. **The Tamil Nadu Climate Change Mission, DoE&CC**, will not reimburse any other expenses other than what is quoted in the Financial Bid.
- d) The Financial Bid shall be only in Indian Rupees.
- e) The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Bid, it shall be considered non- responsive and liable to be rejected.

- f) The proposal should be submitted only through online mode in [www.tntenders.gov.in](http://www.tntenders.gov.in).
- g) The Agencies must do their due diligence about the tax implications and the Client will not be liable for any tax incident other than the applicable GST.
- h) The proposals must remain valid for a period as specified in this RFP. During this period, the Agency is expected to keep available the professional staff proposed for the Project. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, it may ask the Agencies to extend the validity of their proposals for a stated period. The Agencies, who do not agree, have the right not to extend the validity of their proposals.

### 3. Payment Schedule:

- a) The agreed fees would be paid as per the payment schedule as specified in this RFP.
- b) The payment would be made within 30 working days after submission of the bills. A brief report of the work carried out during the billing period should be submitted along with the bills.
- c) The final bill will be paid after submission of all the relevant documents, files, photographs, report, and any other material in hard/electronic format.

### 4. Opening of Bids:

- a) The Proposals (with Technical and financial bids) shall be opened at the prescribed date and time and shall be evaluated for satisfactory compliance of qualifications and conditions.
- b) The proposals would be opened on prescribed date and time, even if the representatives are not present.
- c) However, the final date of opening of the financial and technical proposals may be modified by **Tamil Nadu Climate Change Mission, DoE&CC** based on circumstances.

**5. Technical Score would be calculated based on the following parameter:**

1. Experience in conducting workshops and similar nature of works- 25 marks.
2. Submission of details of the previous works / events carried out– 25 marks.
3. Sample designs/contents/ideas submitted as mentioned above – 25 marks.
4. Team Strength & Experience of in-house Professionals – 25 marks
5. Out of which 10 marks will be assigned for the qualifications of the Permanent Exclusive Team stationed in the relevant municipal corporations mentioned in Annexure I for conducting workshop for Residents and Community representatives & Builders and developers (Please see the section 4(I) (b).

The Committee after having evaluated the technical presentation would provide the composite technical score (A) based on criteria mentioned above. The minimum score for the technical evaluation shall be 70 out of 100 marks. Agencies qualifying in the technical evaluation would then be eligible for the opening of the financial proposals.

**6. Financial Proposal**

Financial proposal would preferably be opened on the same day along with technical proposals.

**7. Composite Evaluation of Score for Agencies:**

**The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC,** will correct any arithmetical errors in Financial Proposals. While correcting arithmetical errors, in case of discrepancy between the amounts mentioned in words and figures, the amount quoted in words shall only be considered.

The Financial Score would be calculated as follows:

$$\text{Score calculation (B)} = \frac{(\text{Lowest Price quoted by an agency}) \times 100}{(\text{Price quoted by a bidder being evaluated})}$$

The evaluation of proposals shall be on the principle of Quality Cum Cost Based Selection (QCBS) based on the final weighted score. The Assignment shall be awarded to the bidder scoring the highest final weighted score as decided by selection committee.

The Technical Score obtained, and the Financial Score obtained would be multiplied (in percentage) with the weightage (in percentage) to arrive at Composite



Evaluation Score for each bid. The respective weightage for the Composite Technical Score and the Composite Financial Score is set out in the table below:

S.No.	Description of Parameters for composite evaluation score	
1	(A) Composite Technical Score	– 70% - Weightage
2	(B) Composite Financial Score	– 30% - Weightage

## 8. Other Terms & Conditions

### a. Right to accept/reject any applications.

The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reasons.

### b. Amendment of RFP document.

At any time 48 hours prior to the deadline for submission of Applications, DoE&CC either on its own or on request of the Applicant may amend the RFP documents by issuing addendum. These addenda shall be posted at the website of [www.tntenders.gov.in](http://www.tntenders.gov.in) and [www.environment.tn.gov.in](http://www.environment.tn.gov.in) and shall be treated as a part of the RFP Documents.

### c. The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, may, at its discretion, extend the deadline for the submission of Applications.

## 9. Disqualification:

The following events and circumstances may result in disqualification of the applicant from the bidding process:

- a) Submission of Proposal after the Proposal Due Date.
- b) Submission of Proposal through offline mode.
- c) If the Proposal contains misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.
- d) If the Proposal contains conditions other than the conditions mentioned in this document or any additional condition put in by the agency to the DoE&CC.
- e) If the Proposal submitted is not accompanied by the required documentation will be considered non-responsive.
- f) Agency is unable/fails to provide clarifications related to its Proposal.

- g) Agencies who attempt to influence the qualification or selection process shall be disqualified from the process at any stage.
- h) The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, reserves the right to reject or disqualify the proposal, if any detrimental information becomes known after the Agency has been qualified.
- i) The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, reserves the right to reject the Applicant, at the time, or at any time after such information becomes known.
- j) In case of such disqualification under any circumstances, the decision taken by the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, shall be considered as final and binding.

#### **10. Confidentiality:**

- a) Information relating to the examination, clarification, and evaluation for the Agency shall not be disclosed to any person not officially concerned with the process. The Government of Tamil Nadu representatives including its officials, directors, employees, and advisors will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence.
- b) The Tamil Nadu Climate Change Mission, DoE&CC representatives including its officials, directors, employees, and advisors would not divulge any other information related to financials, background etc. Unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

#### **11. Conflict of Interest:**

The Agency shall not receive any remuneration in connection with the assignment except as provided in the contract. The Agency and its affiliates shall not engage in consulting activities that conflict with the interest of the client.

#### **12. Earnest Money Deposit:**

- a) An Earnest Money Deposit (EMD) in the form of a Demand Draft, from a scheduled Indian Bank in favour of “The Chief Mission Director, Tamil Nadu Climate Change Mission, Department of Environment and Climate Change”, payable at Chennai, for the sum of Rupees Twenty Five Thousand only (Rs.25,000) will be required to be submitted by each Applicant.

- b) Bids received without the specified Earnest Money Deposit shall be summarily rejected.
- c) Earnest Money Deposits of unsuccessful applicants shall be returned, without any interest, within one month after signing the contract with the successful applicant or when the selection process is cancelled by the Client.

**13. Negotiations:**

- a) Negotiations will be held with the highest scorer to further reduce prices and improve other parameters. The final negotiated consultancy fee shall be called the “Agreement Value”.
- b) Negotiations will include a discussion on the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the Agency to improve the Terms of Reference.

Tamil Nadu Climate Change Mission, DoE&CC and selected Agency will then work out agreed final Terms of Reference, staffing and bar charts indicating activities, key and other support staff, time duration on the field and at the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract.

**14. Award of Contract:**

Once the negotiation is finalized with the highest scorer, the successful bidder will be informed of the acceptance of the proposal, and he will convey his acceptance within 7 days and will be expected to enter a written contract incorporating all the terms of the RFP within 10 days of such intimation.

**15. Performance Security:**

The Successful Agency shall, before entering contract, furnish a performance guarantee for satisfactory execution of the consultancy in the form of a bank guarantee for an amount equivalent to 5% of the Agreement Value. The Bank Guarantee shall be valid till March 31, 2024.

## **16. Corrupt or Fraudulent Practices:**

The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, requires that Applicants under this RFP observe the highest standard of ethics. In pursuance of this policy, no bidder shall engage in any corrupt practice or fraudulent practice.

- a) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public servant.
- b) “Fraudulent Practice” means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of the Director, DoE&CC, and targeted stake holders and includes collusive practice among Applicants (prior to or after the bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Director, DoE&CC, and targeted stake holders of the benefits of free and open competition.
- c) The Director, DoE&CC, will reject a bid for award of consultancy work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

## **17. Forfeiture of EMD:**

The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, will declare an Applicant ineligible, either indefinitely or for a stated period, to be awarded a contract/contract, if it at any time determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.

- a) Failure by the Selected Agency to accept the order issued by the Client with respect to award of the Contract, within seven days stipulated time from the date of receipt of the order makes the EMD liable for forfeiture at the discretion of DoE&CC. However, the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, reserves its right to consider at its sole discretion the late acceptance of the order by Selected Agency.
- b) Failure to execute the Contract within **7 days** stipulated time of acceptance of the order by the Selected Agency makes the EMD liable for forfeiture at the discretion of DoE&CC. In such a case, the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, at its discretion may cancel the order placed on the Selected Agency without giving any notice.
- c) Failure to submit the performance guarantee within the stipulated period from the date of execution makes the EMD liable for forfeiture. In such instance, the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, at its discretion may cancel the order placed on the Selected Agency without giving any notice.

## **18. Breach of Contract:**

Save as provided hereunder any activity in violation of this Contract to be executed shall be termed as breach of Contract.

## **19. Miscellaneous Terms & Conditions**

- a. The product of the work assignment carried out by the Agency, in any form, will be the sole property of the Government concerned.
- b. The Agency shall not outsource the work to any other associate/franchise/third party under any circumstances except with the prior approval of the government.
- c. The Agency shall perform the services and carry out its obligations under the contract with due diligence and efficiency.

d. The Agency automatically agrees with the Government for honoring all aspects of fair trade practices in executing the work orders placed by the government in this regard.

## **20. Force Majeure:**

The failure of a Party to fulfil any of its obligations shall not be a breach of or default in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract. In the event of a Force Majeure event, the parties shall take the following measures:

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations here under with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- d) For the purpose of this RFP, " Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances by acts of God and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents' employees thereof, not (ii) any event which a diligent Party could reasonably have been expected to both (A) take

into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

## **21. Termination for Default:**

The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, may terminate the Contract if:

- a) The Agency fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, within fifteen (15) days of receipt of notice of default or within such further period as the Director, DoE&CC, may have subsequently granted in writing.
- b) The Agency becomes insolvent or bankrupt.
- c) The Agency fails to comply with decisions / mandate of the DoE&CC.
- d) Any document, information, data, or statement submitted by the Agency in its Proposals, based on which the Agency was considered eligible or successful, is found to be false, incorrect, or misleading.
- e) The act of the Agency is found to have indulged in unethical practices, by DoE&CC.
- f) The Agency may also terminate the Contract for Default if the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, is in material breach of its obligations pursuant to the Agreement and has not remedied the same within fifteen (15) days (or such longer period as the Knowledge Partner may have subsequently agreed in writing) following the receipt by the Director, DoE&CC, of the Agency's notice specifying such breach.
- g) In the event of termination for default, the party at default shall be liable to pay damages to the party not at fault. In addition, the Director, DoE&CC, shall forfeit the Performance Security if the fault lies with the Agency.

## **22. Termination without Default:**

The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, shall be at liberty to terminate the Contract without assigning any reason by giving **7 days** written notice to the other party.

**23. Penalty for delay & Poor quality of the output:**

- ✓ If progress of the assignment or the quality of output is not as per the agreed scope of work, the Selected Agency shall be liable to pay penalty to DoE&CC.
- ✓ For delay, if the delay is solely on the account of any fault on the part of agency, the project shall be completed by the agency without any extra cost or fee.
- ✓ For poor quality, a penalty up to 10% of the contract value and the decision of the DoE&CC shall be final and binding on the bidder.
- ✓ This provision will be without prejudice to the right of the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, to exercise its right to terminate the contract and claim damages.

**24. Disputes Resolution:**

In the event of any legal disputes between parties, the appropriate civil court in Chennai will have sole and exclusive jurisdiction to settle the disputes.



## **25. Confidentiality:**

- a) The RFP document contains confidential information proprietary to Tamil Nadu Climate Change Mission, DoE&CC. The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, is bound by an agreement of confidentiality and secrecy with regard to the dealings of all stakeholders. The selected Agency may have access to some confidential information for the purpose of the project implementation.
- b) The Agency shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors. The Agency shall render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. The Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, is entitled to be indemnified by the Selected Agency for any loss/damage to reputation and/or for any breach of confidentiality.
- c) The information referred to shall include but not restricted to any and every information concerning the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, and its stakeholders which the Agency comes to know only on account of his being associated with the Chief Mission Director, Tamil Nadu Climate Change Mission, DoE&CC, through the contract which the Selected Agency otherwise would not have had access to.
- d) The Selected Agency shall also not make any news release, public announcements or any other reference on RFP or contract without obtaining prior written consent from Tamil Nadu Climate Change Mission, DoE&CC. Any reproduction of this RFP by Xerox / Photostat / Electronic or any other means is strictly prohibited without prior consent of Tamil Nadu Climate Change Mission, DoE&CC.

## **26. Liability of the Agency:**

The Agency's liability under the Contract shall be as provided by the Applicable Law. However, the aggregate liability of the Agency under this RFP and Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Agency hereunder. The

preceding limitation shall not apply to liability arising because of the Agency's fraud or willful misconduct in the performance of the services hereunder.

**ANNEXURE I**  
**SECTION - 6 - LIST OF MUNICIPAL CORPORATIONS**  
**ZONE I**

S. No.	List of Municipal Corporations	Number of Workshops for Builders & Developers	Number of Workshops for Residential Welfare Associations	Total Number of Workshops in each Municipal Corporations
1	Chennai	1	1	2
2	Avadi	1	1	2
3	Tambaram	1	1	2
4	Kanchipuram	1	1	2
5	Vellore	1	1	2
6	Hosur	1	1	2
7	Cuddalore	1	1	2
8	Erode	1	1	2
9	Tiruppur	1	1	2
<b>Total Number of Workshops</b>				<b>18</b>

**ZONE II**

S.No	List of Municipal Corporations	Number of Workshops for Builders & Developers	Number of Workshops for Residential Welfare Associations	Total Number of Workshops in each Municipal Corporations
1	Karur	1	1	2
2	Dindigul	1	1	2
3	Madurai	1	1	2
4	Sivakasi	1	1	2
5	Tirunelveli	1	1	2
6	Thoothukudi	1	1	2
7	Nagercoil	1	1	2
8	Kumbakonam	1	1	2
9	Thanjavur	1	1	2
<b>Total Number of Workshops</b>				<b>18</b>

Chief Mission Director, TNCCM/  
Director,  
Department of Environment and Climate Change.

35