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Email: ao@gbpihed.nic.in

National Mission on Himalayan Studies

G.B. Pant National Institute of Himalayan Environment & Sustainable Development (GBPNIHESD)

Notice for Request for Proposal

for

“Third Party Evaluation of the Scheme National Mission on Himalayan Studies (NMHS)”

The detailed proposals are invited from the reputed agencies/ Institutions which have proven work experience and demonstrable expertise in the Indian Himalayan Region (IHR) for the **Third Party Audit/ Evaluation of the Scheme “National Mission on Himalayan Studies (NMHS)”**. The proposal needs to provide adequate details for evaluation of the scheme towards meeting the set objectives mentioned in the ToR with proper and justified description.

The proposals with technical and financial bids are hereby invited from the reputed agencies/ institutions by issuance of this RFP document.

Last date for submission of RFP	30 October 2018 up to 3 PM
Opening of Technical Bid	30 October 2018 at 3.30 PM

The proposal complete in all respect and duly attested by the agency/ institution supported by all prescribed documents, placed in two (2) sealed envelope superscribed as "RFP for the Third Party Evaluation of the NMHS – Technical Bid" and "RFP for the Third Party Evaluation of the NMHS – Financial Bid" should be submitted to "**Administrative Officer, G.B. Pant National Institute of Himalayan Environment & Sustainable Development, Kosi-Katarmal, Almora - 263643, Uttarakhand, India up to 3:00 PM on 30 October 2018**". Detailed document of RFP containing the standard requirements of the Evaluation and other terms and conditions can be downloaded from the Institute website (<http://gbpihed.gov.in>) and NMHS website (<http://nmhs.org.in>). The Competent Authority of GBPNIHESD reserves the right to accept or reject any RFP and to annul the process and reject all applications at any time, without assigning any reason or incurring any liability to the bidders.

Administrative Officer

National Mission on Himalayan Studies (NMHS)

General Terms & Conditions

The proposal is invited from reputed, professionally competent and experienced consortium of experts in the field/Organization/Institution, who have/ which has demonstrable expertise in the evaluation of schemes containing Research & Development, Database Management and Awareness Building in the field of Environment and Development, preferably in Himalayan Region. It should have in-house core competence, skilled man power and sufficient experience in the above field.

I. Method of Application

1. If the applicant is an agency/ institute, the application shall be signed by the proprietor above his full type written name and the full name of his agencies with its current address.
2. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both the cases certified copy of the partnership deed and current address of all the partners of the firm should be accompany the application.
3. If the agency is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the memorandum of Articles of Association duly attested by a Public Notary.

II. Selection Methodology

Selection of the bidder shall be based on a two-stage open competitive application/ bidding process as indicated below:

Stage 1 – Technical Bid: This bid details the terms & conditions for inviting RFPs from eligible bidders. In technical bid, the bidder will be required to present the details regarding the projects mentioned, showing their work experience, in response to this RFP. Bidders must present evidence to substantiate their claims to secure marking. Bidder's response to this RFP shall be evaluated by the Tendering Authority as per the following selection criteria. A pro forma for financial bids is attached as **Annexure I** along with a Questionnaire (ref. **Annexure II**) to be filled by the bidder.

SN	Selection Criteria	As per section
1.	Technical Experience: Overall evaluation experience, including proposed key frameworks for leading, developing and potentially implementing the evaluation;	Section IV.5
2.	Prior Similar Work Experience: Evidence of ability to evaluate similar projects of distinction whilst demonstrating pragmatism, and cognisance of issues of working within a listed setting, or other sensitive contexts to secure planning consent;	Section IV.5
3.	Experience and Expertise: Relevance of evaluation experience, expertise and resonance with the aspirations for the Scheme NMHS	Section IV.5
4.	Methodology and Approach: Initial ideas and proposed design approach to the independent Third Party Evaluation as per attached TOR.	Section IV.5

Stage 2 – Financial Bid: A comparative analysis of all Financial Bids received along with respective Technical Bids will be done to determine the lowest feasible and implementable bid for awarding the said work.

III. Final Decision-Making Authority

The Competent Authority of NMHS-PMU reserves the right to accept or reject any RFP/bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

IV. Submission Procedures and Norms

1. The RFP complete in all respects must reach the **Administrative Officer, G.B. Pant National Institute of Himalayan Environment & Sustainable Development, Kosi-Katarmal, Almora-263643, Uttarakhand, India** under sealed envelope latest by 30 October 2018 by 3.00 p.m. The RFP will be opened on same day (30 October 2018) at 3:30 PM in the Conference Hall of the Institute. The bidders or their authorized representative will be allowed at their own costs to be present at the time of opening of RFP.
2. The RFP document can be downloaded from the Institute website <http://gbpihed.gov.in> or NMHS website (<http://nmhs.org.in>). The copy of the RFP document, duly attested by the bidder, must also be attached with the application.
3. The RFP received after the due date and time or incomplete in any other respect or technically not qualifying RFP shall be liable to be rejected.
4. The RFP must be valid for a period of at least three months from the date of its opening.
5. The bidders must append the following documents with the RFP:
 - Brief CV of all Team members of the bidders with their role
 - Copies of PAN / TAN;
 - Copies of GST Number along with latest GST clearance certificate;
 - List of clients along with complete addresses and telephone numbers (*submission requirements*):
 - Client name;
 - Project value;
 - Year of completion;
 - Relevance of the project/ scheme audit;
 - Details of Past Client Contacts for Reference Projects for the two reference projects provided under above, please provide full details (to include email address and telephone number) for a person within the Client body to contact for reference purposes. Please ensure that your nominated referees are prepared and available to provide references, if requested. References may be taken up prior to confirmation of the shortlist. The Evaluation Panel may also elect to visit reference projects and/or speak to clients/occupiers of the buildings prior to confirmation of the award.
6. During evaluation of the RFP, the Institute may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing.
7. The Institute reserves the right to accept or reject any or all the negotiate on any of the RFP conditions/ items and to annul the bidding process and reject all the RFP at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.
8. The applicant should possess minimum three years' experience in the field of such independent audit or evaluation. Proof of implementation of similar evaluation studies at the premises of minimum three customers similar to the Institute in size and requirement may be attached with the RFP documents. Certificate of completed projects should be issued by the client.
9. The applicant shall append a certificate with the RFP that the firm has not been debarred /blacklisted for any reason / period by any Central/State Govt. Dept. /

University / PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.

10. The dispute, if any, shall be subject to the jurisdiction of Courts at Almora, Uttarakhand.
11. Terms and conditions printed on RFP of the firm, if any, shall not be binding on the Institute, except those mentioned specifically on the order, and acceptance of the order shall be construed as the firm's complete agreement to all the terms and conditions contained in the order and the RFP notice.
12. The bidder may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless the GBPNIHESD calls for it.
13. The time frame for the completion of the work will be 90 days from the date of final award of the assignment.

Kindly read the aforementioned Terms & Conditions and other information carefully before filing the RFP. In case of any clarification/ further information, the undersigned may be contacted at Telephone No. 05962-241041, 241154, 241047, E-mail: ao@gbpihed.nic.in and/ or nmhspmu2016@gmail.com on any working day (Monday to Friday) during office hours (9 a.m. to 5.30 p.m.).

Administrative Officer

**Pro forma to be submitted by
the Interested Agencies/ Organizations/ Institutions**

To,

**The Administrative Officer
G.B. Pant National Institute of Himalayan Environment and Sustainable Development
Kosi-Katarmal, Almora
Uttarakhand-263643**

Subject: Third Party Evaluation of the Scheme National Mission on Himalayan Studies (NMHS) –
Financial Bids

Sir,

With reference to your notice No. dated:, we are quoting our lowest rates for following items of works as per the pro forma prescribed by you. The questionnaire is also enclosed duly filled in.

Executive Summary

- 1. Introduction and Background;**
- 2. Interaction and induction workshop at NMHS-PMU, GBPNIHESD HQs;**
- 3. Scheme effectiveness judged thru field visits (minimum 20% of projects in all categories);**
- 4. Governance, Monitoring and Management;**
- 5. Financial Projections and Management – Challenges and opportunities;**
- 6. Methodology for meeting national and international commitments;**
- 7. Other terms in the Terms of Reference (TOR);**
- 8. Recommendations;**

Cost of following should be specified

Item	Cost (INR)	Remarks
Manpower		
Activity including travel		
Total		

Total cost in words:

Thanking you.

**For
(Seal of the Organization)**

Questionnaire to be filled by the Bidder

Please fill up the following questionnaire and submit with your Financial Bid:

1. The Request for Proposal (RFP) was invited from reputed agency/ organization/ institutions with proven work experience in the Indian Himalayan Region (IHR). Does your organization satisfy the above?
2. Does your agency/ organization/ Institute have demonstrable experience in the evaluation of the schemes containing demand-driven action research, demonstrative development interventions, awareness raising, capacity building, etc. in the Indian Himalayan Region (IHR)?
3. Does your agency/ organization/ Institute have in-house core-competence, skilled manpower, etc.? If yes, clarify.
4. Does your firm have sufficient experience in the aforementioned fields/ areas? Please furnish in detail of the work undertaken and list of clients for whom the work conducted.
5. Mention in details the infrastructure available with you.
6. Modalities of the job to be followed.

For
(Seal of the Organization)