EXPRESSION OF INTEREST (EOI) FOR STRENGTHENING THE CAPACITIES OF NORTH EAST STATES IN INDIA TO EFFECTIVELY IMPLEMENT THE BIOLOGICAL DIVERSITY ACT.

Expression of Interest (EOI) in sealed tender is hereby invited by the undersigned on behalf of the Tripura Biodiversity Board (TBB), Agartala from the interested & eligible agencies including scientific & technical institutions, universities, non-governmental organizations, community based organizations capable of organizing Capacity Building on Strengthening the Capacities of North East States in India to effectively implement the Biological Diversity Act.

1. SCOPE OF WORK

i. Design a well-researched and structured capacity building programmes for policy makers, local communities, private sector, researchers and other stakeholders to understand the provisions of the Act and Rules

ii. Offer a 3-week long course with one week in house session followed by one-week field work and delivering a cap-stone project of choice of the participants (limited to 20 participants per batch),

iii. Develop local language material to enhance awareness on the Act, and

iv. Establish a dialogue between users of the resources and knowledge and providers to deal with regard to provisions on access and benefit sharing.

2. Submission of Proposal

i. The proposal shall be submitted in two parts, viz. Technical and Financial.

ii. The ‘Technical’ & ‘Financial’ proposal must be submitted in two separate sealed envelopes [with respective marking in bold letters]. The envelop marked ‘TECHNICAL PROPOSAL’ should include the description of the agency/organizations etc. its general experience in the field of assignment in other states vis-à-vis success ratio, the qualification and competency of the personnel proposed for the assignment and the proposed methodology, work plan and questionnaire in response to suggest terms reference. This envelop should not contain any cost information whatsoever.

iii. The sealed envelope marked ‘FINANCIAL PROPOSAL’ should contain the detailed cost estimation for the proposed task.

iv. Erasing/overwriting in the submitted documents will be summarily rejected.

3. TECHNICAL CRITERIA

i. The Agency should have at least five years experience working on ABS and related issues in India. (Necessary documents to be submitted)
ii. The Agency should have proven publication of training cum awareness raising material on biological diversity act. (Necessary documents to be submitted)

iii. The Agency should have familiarity of implementation aspects of the biological diversity act at state level. (Necessary documents to be submitted)

iv. The Agency should have ability to network with experts in India in developing capacity building and awareness raising material. (At least 10 points be submitted)

v. The Agency should have proven ability to being together experts and other in organizing capacity building programmes (At least 10 points be submitted)

vi. The Agency should have familiarity with international and regional actions on biodiversity conservation (At least 5 points submitted)

vii. The Agency should have direct experience on issues related to biodiversity planning at different levels and links to development (At least 5 points submitted)

4. FINANCIAL CONDITIONS

i. The successful Agency will have to deposit a D-call certificate amount to 5% of the total value of the work order.

ii. The payment will be made after the completion of Capacity Building successfully or any such separate agreement.

<table>
<thead>
<tr>
<th>Percentage of Contract Value</th>
<th>Payment Conditions</th>
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<tbody>
<tr>
<td>50 %</td>
<td>After issuing of work order</td>
</tr>
<tr>
<td>30 %</td>
<td>After submission of the preliminary report</td>
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<tr>
<td>20 %</td>
<td>After submission of the detailed final report</td>
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</tbody>
</table>

iii. Service tax/ income tax as applicable will be deducted at source.

5. IMPORTANT DATES

i. The last date for receipt of tender documents (by hand/ post) shall be 22/06/ 2018. The tender documents in sealed envelope super scribed with “EoI for Strengthening the Capacities of North East States in India to Effectively implement the Biological Diversity Act” should be submitted at O/o Tripura Biodiversity Board, Aranya Bhawan (3rd Floor), Gurkhabasti, Agartala-799006. Tender received after the specified date and time will NOT be accepted on any account.

ii. The tender will be opened by the Evaluation Committee on due date at O/o Tripura Biodiversity Board, Aranya Bhawan (3rd Floor), Gurkhabasti, Agartala-799006. The Agency or authorized representative (Should carry duly signed authority letter) may remain present during opening of the tender on the date of opening which will be informed to them over phone/mail/post.

iii. 100 points of which 70 % will form the basis for technical bid and 30% to financial bid.
6. OTHER CONDITIONS

i. The Undersigned reserves the right (i) to modify, expand, restrict, scrap, refloat or cancel in whole/part, the process at any stage without assigning any reasons. (ii) to accept or reject any tender including the lowest one without assigning any reason what so ever. (iii) for accepting the whole or any part of the tender and decision in the matter shall be final and binding.

ii. After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

iii. The rates quoted should be valid for a period of twelve months from the date of acceptance of the rates.

iv. The submission of tender will bind the Agency to acceptance of all conditions specified herein and in addition to the conditions of the contract.

Sd/-
(S. Kumar, IFS)
Member Secretary
Tripura Biodiversity Board

Copy to:
1. The PS to the Principal Chief Conservator of Forests & HoFF, Tripura for kind information.
2. The Addl. Director, Directorate of Information Technology for publication in the respective website for wide circulation.
3. The In-Charge Website of NBA/ TBB / Forest Department for publication in respective website.

(A. Das, IFS)
DCF & DDO
Tripura Biodiversity Board
Criteria for selection and Evaluation of the tender

I. Selection Criteria:
- Agency should be a registered/ legal reputed firm.
- Agency should have Officer/ permanent contact address.
- Agency should have at least 2 years relevant experience.

II. Evaluation Criteria for the Technical bid:
- The award of the contract shall be made to the Agency whose offer has been evaluated and determined as:
  a. Responsive;
  b. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation
     i. Technical Criteria weight – 70%
     ii. Financial Criteria weight – 30%

III. Technical Criteria
- Technical Proposal : 50 Marks;
  - Organizational profile (including photocopy of authorized registration certificate of the organization/ institute): 10 Marks;
  - List of resource persons/ qualification and competency of the personnel proposed for the assignment: 10 Marks;
  - Tentative work plan, Timeline for organizing the Capacity Building Programme: 20 Marks;
  - Availability of adequate infrastructure and support system to carry out the assignment: 10 Marks
- Relevant Experience with necessary proof: 20 Marks;
  - Experience in the field of assignment in other states vis-a-vis success ratio.

IV. Financial Criteria
a. Only Agencies obtaining a minimum of 49 points (70 % of the total technical points) would be considered for the Financial Evaluation.
b. Lowest bidder (per participant / day cost) will score highest weight i.e 30.
c. The scheme for calculation of score against financial bid for other bidders will be as follows:

Format for supplementary information to be submitted by the qualified bidders
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<table>
<thead>
<tr>
<th>Name of Agency</th>
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<tbody>
<tr>
<td>Registered Address</td>
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<tr>
<td>Name of the contact person (Address, Phone no, Email ID):</td>
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<tr>
<td>Type of organization</td>
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<tr>
<td>Registration no of the organization</td>
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<tr>
<td>Whether authorized registration certificate of the organization were submitted with the original proposal or (If yes, please refer the page number of the original proposal):</td>
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<td>Years of experience the organization have for similar kind of survey or documentation work:</td>
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<td>Organizational profile (Maximum 500 words)</td>
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<tr>
<td>Name of core resource persons with qualification and experience</td>
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<tr>
<td>Detailed Work Plan &amp; Proposed duration of Capacity Building Programme (in months):</td>
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<tr>
<td>Details of Infrastructures and support system (if already exist):</td>
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</table>
| Relevant Experience of resource persons with necessary proof (please refer the page/s number in the proposal) | • No of surveys conducted  
• Year/s of experience for conducting survey: |
| Whether reports of any survey conducted by the Agency/Organization submitted (if Yes, please refer the page number in the proposal) |  |

I/ We certify that the information furnished in the original tender proposals and in the supplementary documents including the information given above is true. I/ We are hereby accepting all the Terms of Reference (ToR) of the said job published vide no F._______ dated ______, 2018. I/ We are also agreed that my/our Tender shall be rejected if I/ We am/ are found to have misled or made false representation in the form of information/ records in proof of the eligibility and qualification requirements or if I/ We have a record of poor performance such as absconding from work, works not properly completed as per ToR, inordinate delays in completion.

(Signature of the Authorized Signatory  
Of the Organization with seal)