

Terms of Reference (TOR)

For

Developing two visually appealing illustrated and annotated map posters (based on technical data) showing the natural assets of Jammu and Srinagar under the Integrated sub-national action for Biodiversity: Supporting implementation of National Biodiversity Strategy and Action Plans (NBSAP) through the mainstreaming of biodiversity objectives across City-Regions (INTERACT-Bio) Project

<p>Summary</p>	<p>The objective of the illustrated natural asset map posters is to provide information and promote awareness about the importance of natural assets and nature’s benefits in urban areas. The maps are not intended to be used in place of technical geographic information system (GIS) maps and outputs, but rather to illustrate and ‘make the case’ for the importance of natural assets and nature’s benefits through a user-friendly and visually appealing overview of key natural assets in the project cities. The illustrated maps should approximate the spatial location of these natural assets and landmarks such that the ‘reader’ can recognize the city and its features, but it is not required to be drawn to scale or spatially referenced. The intended audiences are city political office bearers and officials (to supplement understanding of the technical maps), community members and local schools (as an awareness and educational resource).</p>
<p>Description of the assignment, expected outcomes</p>	<p>The service provider must be available to work closely with the ICLEI South Asia project team to produce a high resolution A0 poster for each city (that can be enlarged). The service provider will need to agree to transfer copyright of the commissioned posters and artwork to ICLEI. The posters need to depict an illustrated map drawn in the shape of the municipal boundary (two dimensional), and showing the areas where various natural assets are found, such as forests and wetlands. Some of these areas will need to be shown in greater detail (highlighted) while others will form a background illustration. Certain landmarks will also need to be shown.</p>

	<p>The following technical information for each city poster will be provided to the service provider: A0 size hardcopy and digital technical (GIS) maps in PDF format, which will include:</p> <ol style="list-style-type: none"> a. High-resolution land cover b. Detailed topography/terrain (including major rivers and roads) c. Key biodiversity rich ecosystems and their approximate geographic position d. Other key landmarks. <p>Each natural asset will be further broken down into specific graphic elements (e.g. the Dal Lake may be divided to depict some prominent aquatic plant species, animals and birds etc. and highlight the indigenous ones and the ones with IUCN conservation status). The names of these will be provided clearly in a table. We envisage about 80-100 of these different graphic elements. Preliminary guidance will be provided on the details of some of the graphic elements, but further desktop research to ensure accurate depiction of a particular species, for example, will be required by the service provider.</p> <p>In addition to the background map illustration with various graphic elements and text (names of specific areas, rivers and roads etc.), a table and text will be provided to summarise ecosystem services and threats for the various natural asset categories. There will also need to be a key. This will need to appear on the poster.</p> <p>All text (including a poster title) will be provided and should be digitally added and not handwritten on the posters. The posters will be in English.</p> <p>The style of illustration should align with the INTERACT-Bio ‘Value of Nature’ poster and the illustrated map posters that have been produced for Kochi, Panaji and Gangtok. The illustration and graphic elements need to capture the vibrancy and specific character the cities of Jammu and Srinagar.</p> <p>Please provide for at least the following stages in the process:</p> <ul style="list-style-type: none"> • Detailed briefing and discussion
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	<ul style="list-style-type: none"> • Pencil sketch/rough mock-up of the posters to be supplied by the service provider for comment prior to moving onto detailed illustration • A few colour examples of graphic elements to be supplied by the service provider for ICLEI South Asia (SA) project team to agree on style • Three rounds of comments/corrections <i>coordinated via the ICLEI South Asia project team, based in New Delhi</i>). • Production of the maps in English.
Concrete deliverables expected	<ol style="list-style-type: none"> 1. Print-ready and web files of both the maps 2. Each graphic element exported separately as a PNG file 3. Hand-drawn artwork (where appropriate).
Location and deadlines	<p>Location: Jammu Municipal Corporation (Jammu) and Srinagar Municipal Corporation (Srinagar)</p> <p>Deadline: 3 months from award of contract</p>
Payment schedule	<p>50% of total work value on signing of work order and submission of invoice</p> <p>20% of total work value on submission of first draft of both the illustrated natural asset maps</p> <p>30% of total work value on final maps (print- ready and web files and each graphic element and hand- drawn artwork)</p>
Time frame	<p>Publication of tender on ICLEI Website : 20th September, 2021</p> <p>Last date of acceptance of proposals: 28th September, 2021</p> <p>Date of announcement of successful bidder: 30th September, 2021</p> <p>Issue of work order to winning bidder: 1st October, 2021</p> <p>First draft of both the maps- Within 2 months from award of work</p>

	Final maps- Within 3 months from award of work
Contact	<p>Dr Monalisa Sen, Programme Coordinator (Biodiversity), ICLEI South Asia, C-3, Green Park Extension, New Delhi-110016, India Tel: +91-11-49747200 Fax: +91-11-49747201 Email: monalisa.sen@iclei.org Website: http://southasia.iclei.org/</p>

Annexure I: Bidders Eligibility Criteria and List of Required Documents

(A) Bidder Eligibility Criteria

➤ **Technical requirements**

Both independent consultants and firms are welcome to apply.

The successful service provider must have:

- Extensive and demonstrable experience in producing illustrated graphics and posters; and
- Be based in India.

Additional, advantageous criteria for prospective service providers relate to:

- Experience with working on similar nature-related projects and an understanding of environmental sustainability issues; and
- Personal experience of the project country to be depicted

The service provider may not sub-contract other parties to assist them once the job commences.

➤ **Financial requirements**

- a) The bidder (if a firm) should possess a valid GST registration.
- b) The bidder must be registered with Income tax department and should produce Latest Income Tax clearance certificate/income tax return details of last three years.

(B) Documents to be submitted by participating bidders

➤ **Technical Bid**

The Technical bid should provide the following information/ documents

- a) Consultancy/ company profile (both independent consultants and firms are encouraged to apply)
- b) Bidder's experience on assignments of similar nature, the outline should indicate, inter alia, the profiles and names of the staff provided (if in case of a firm), duration of the assignment, contract amount, and firm's involvement.
- c) Detailed Approach and Methodology for undertaking the current Assignment
- d) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- e) Against the list of proposed staff, details of tasks assigned to each staff as per his / her experience shall influence the evaluation

- f) All relevant CVs shall be provided in full detail. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event.
- g) Each page of the CV must be signed in original by the authorised representative together with original or electronic signature of the key team member at the proposal stage. However, at the time of contract signing, original signatures of both authorised representative and the Key Personnel shall be required
- h) The consultant shall make the assessment of support personnel both technical and administrative to undertake the assignment. Additional support and administrative staff shall be provided as needed for the timely completion of the Assignment within the total estimated cost. Consultant should provide time estimates of Key Personnel as well as support staff in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered
- i) The Proposals/ bid documents must be duly signed by the authorised representative/ signatory on each page and stamped as detailed below. This shall not contain any alternative items or suggestions, comments or conditions:
 - i. By the partner holding the Power of Attorney in case of a partnership firm / limited liability partnership (A certified copy of the Power of Attorney shall accompany the proposal)
 - ii. By the proprietor in case of a proprietary firm; by a duly authorized person holding the Power of Attorney or by a Board Resolution in case of a Limited Company or a corporation (A certified copy of the Power of Attorney/Board Resolution shall accompany the proposal)
 - iii. By the authorized representative of the Member in Charge in case of Joint Venture / consortium (a certified copy of Board Resolution/Power of Attorney indicating the representative shall accompany the Proposal).

➤ **Financial Bid:**

The Financial bid should provide the following information/ documents:

- a) A financial proposal including all manpower, travel, survey and other costs as may be required, adequately addressing the manpower stated available for the project, as given in the technical proposal.
- b) The Financial bid shall be inclusive of all the costs including taxes associated with the assignment. It is clarified that, for the purposes of evaluation, the financial bid should be prepared in INR.
- c) The total amount indicated in the financial bid 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.

- d) In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
- e) A copy of valid Pan Number

Please note:

- a) The bidder shall acquaint with the work and working conditions at site and locality. No claim shall be entertained on this issue after the bid has been submitted.
- b) All or any accessories/consumables/items required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges

Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia. Each page of all the documents mentioned above as well as technical and price bid documents shall be duly signed by bidder.

(C) Bid Submission

- The Terms of Reference (ToR) shall be downloaded free of cost from the ICLEI South Asia website
- The bid document shall be submitted by bidders through email to the below mentioned email ID on or before 28.09.2021:
monalisa.sen@iclei.org
- The bidder shall also submit 3 sets of hard copies of the bid documents to the address as mentioned below:
Dr Monalisa Sen,
Program Coordinator (Biodiversity),
ICLEI South Asia,
C-3, Green Park Extension, New Delhi-110016, India
Tel: +91-11-49747200 Fax: +91-11-49747201
Email: monalisa.sen@iclei.org
Website: <http://southasia.iclei.org/>
The hard copy of bid document shall reach to the above mentioned address not later than 3 days from the last date of submission of bid document, provided the bid has been submitted through email before the due date of submission
- The Bid shall be submitted in two parts, viz.
 - Envelop I: Technical Bid;
 - Envelop II: Financial Bid; and
 - both the Envelops I & II to be placed and sealed inside Envelope III
- Envelop I: sealed and shall be super scribed as:

Part A: Technical bid for

“Developing two visually appealing illustrated and annotated map posters (based on technical data) showing the natural assets of Jammu and Srinagar under the Integrated sub-national action for Biodiversity: Supporting implementation of National Biodiversity Strategy and Action Plans (NBSAP) through the mainstreaming of biodiversity objectives across City-Regions (INTERACT-Bio) Project”

- Envelop II: sealed and shall be super scribed as:

Part B: Financial bid for

“Developing two visually appealing illustrated and annotated map posters (based on technical data) showing the natural assets of Jammu and Srinagar under the Integrated sub-national action for Biodiversity: Supporting implementation of National Biodiversity Strategy and Action Plans (NBSAP) through the mainstreaming of biodiversity objectives across City-Regions (INTERACT-Bio) Project”

- Envelop III: sealed and shall be super scribed as:
“Developing two visually appealing illustrated and annotated map posters (based on technical data) showing the natural assets of Jammu and Srinagar under the Integrated sub-national action for Biodiversity: Supporting implementation of National Biodiversity Strategy and Action Plans (NBSAP) through the mainstreaming of biodiversity objectives across City-Regions (INTERACT-Bio) Project”
- The bid shall be valid for a period of 60 days from the date of submission of bid document
- A bidder shall submit the bid documents that satisfies each and every condition laid down in this notice, failing which, the bid will be liable to be rejected by ICLEI South Asia
- In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder

Annexure I: Contract Terms

1 Specific conditions of contract

1.1 Contractor to study conditions:

- The bidder shall be deemed to have carefully examined the work and site conditions'. In this regard, he/she will be given necessary information to the best of knowledge of ICLEI South Asia in consultation with J& K Biodiversity Council but without any guarantee to it.
- If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

2 General conditions of contract

- 2.1 The contractor/ consultant shall address all aspects of the proposed outputs and deliverables mentioned in this TOR
- 2.2 The comments and suggestions provided by the bidder on the TOR are not binding and shall not affect the financial proposal
- 2.3 It should be noted that the project is being implemented in J& K Biodiversity Council jurisdiction area and hence instructions to bidders will be given by ICLEI South Asia in consultation with J& K Biodiversity Council officials. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work
- 2.4 The bidder shall also obtain necessary permission, from concerned government departments related to the work/data collection if deemed necessary, in coordination with J& K Biodiversity Council and ICLEI South Asia.

3 Tender Evaluation & Bid Assessment

- 3.1 The bids received will be scrutinized and evaluated by ICLEI South Asia. The decision shall be informed to the winning bidder.

4 Award of contract:

- 4.1 Detailed Work Order will be issued to winning bidder within 7 days of announcing the winning bidder
- 4.2 The winning bidder is to forward the signed and sealed work order to ICLEI at the earliest or not more than 7 (seven) days of issue of work order
- 4.3 In case the winning bidder fails to indicate his intent to undertake the said work within the stipulated time of 7 (seven) days and observe the formalities as above, the Letter of Intent will be cancelled and the next bidder will be finalised by ICLEI South Asia.

5 Compensation for delay

- 5.1 Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order
- 5.2 If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 15 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.

6 Extension of date of completion

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to ICLEI South Asia-

6.1 Force Majeure:

- Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and draught, earthquakes & epidemics.
- Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes.

Please note that this clause will only account if event occurs during data collection/ site visit/ city visit period.

7 Materials/Appliance at site

- 7.1 Neither ICLEI South Asia nor J& K Biodiversity Council undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder
- 7.2 All materials/ equipment/ tools brought to site by the bidder shall be the responsibility of the bidder. J& K Biodiversity Council and ICLEI South Asia shall extend help as and when approached by the bidder to keep any materials/ equipment/ Appliance/ tool, however not liable for any loss, theft or damage due to fire or other cause, the responsibility for which shall lie entirely on the bidder.

8 Final Inspection of Work

- 8.1 J& K Biodiversity Council and ICLEI South Asia team shall jointly make final inspection of all work included in the contract/work order, or any portion thereof, or any completed structure forming part of the work of the contract, as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.

8.2 J& K Biodiversity Council at the time of such inspection shall inform ICLEI South Asia which in turn inform the bidder in writing as to the particular concerns to be remedied before final acceptance can be made