

Terms of Reference

for

“Design Evaluation of Proposed Knowledge and Study Centers at Tiruchirappalli, Tamil Nadu, and Consultancy Support for Green Building Design and Aid in Green Building Certification”

Title:	Design Evaluation of Proposed Knowledge and Study Centers at Tiruchirappalli, Tamil Nadu, and Consultancy Support for Green Building Design and Aid in Green Building Certification
Project:	CapaCITIES – Phase II
Location:	Tiruchirappalli, Tamil Nadu, India
Type of Contract:	Independent consultant or Firm
Application Deadline:	24 January 2022
Indicative Starting Date:	25 January 2022
Envisaged Duration of Contract:	30 days

1. Introduction

1.1 Background

ICLEI - Local Governments for Sustainability is the world's leading association of more than 1500 metropolises, cities, urban regions, and towns. ICLEI South Asia, the South Asian arm of ICLEI - Local Governments for Sustainability, aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. ICLEI - South Asia is a strong and vibrant local government association with a membership base of over 70 cities in the region.

Capacity Building for Low Carbon and Climate Resilient City Development project (CapaCITIES) Phase II project, funded by the Swiss Agency for Development and Cooperation, aims to strengthen the capacities of Indian cities to plan and implement climate resilience actions, considering both climate change adaptation and mitigation measures in an integrated manner in key urban service sectors. ICLEI South Asia as a consortium partner of the CapaCITIES Implementing Agency, which comprises of South Pole Group and econcept AG, is implementing the project across the selected cities and states.

After the successful implementation of the first phase of the project in Coimbatore, Rajkot, Siliguri and Udaipur cities, the CapaCITIES project in its second phase focuses on enhancing the capacity of 4 more cities namely, Ahmedabad, Vadodara, Tiruchirappalli, Tirunelveli, in implementing climate resilience actions. The project also engages with the state government of Gujarat and Tamil Nadu to mainstream climate action in urban development through adoption of integrated climate-resilient planning, design of innovative finance mechanisms and development of climate-resilient infrastructure. The project will bring together Indo-Swiss expertise in the sectors of water, waste, and transport to demonstrate scalable solutions of urban climate action in India, with a global relevance.

The primary objectives of the project are:

- City and state governments integrate climate change aspects (adaptation and mitigation) into urban planning and implementation.
- Enhanced capacities of city and state governments to access finance for scaled up urban climate action.
- Enhanced knowledge on accelerating city climate action at the national and global level.

Tiruchirappalli city was chosen as a CapaCITIES Phase II project city in early 2020 and ICLEI South Asia, representing the CapaCITIES Implementing Agency (IA) Consortium, has signed a Memorandum of Understanding (MoU) with the Tiruchirappalli City Municipal Corporation (TCMC). The city under the project is provided technical assistance in preparation of the Climate Resilient City Action Plan and in identifying and implementing pilot demonstration projects.

1.2 Assignment Overview – CapaCITIES in Tiruchirappalli

As a pilot for design and implementation of public buildings as green buildings in the city, Tiruchirappalli Municipal Corporation intends to develop 2 proposed Knowledge and Study Centers, to be built at Palakkarai and Kudupapallam areas of Tiruchirappalli city, as a green building project and has sought support under the CapaCITIES Phase II project. The city corporation has developed building designs and technical specifications based on the Type III prototype model provided by the Directorate of Municipal Administration of Tamil Nadu for construction of knowledge and study centers in the cities of Tamil Nadu.

This assignment entails a technical review of existing building plans, specifications, estimates, and other relevant documentation, and provision of alternate designs integrating green building criteria, considering their feasibility. The proposed new design will be followed at both sites, after considering site specific characteristics. The technical review and revised design will be focused on the proposed

knowledge and study center at Palakkarai area in the Ariyamangalam Zone of Tiruchirappalli Municipal Corporation, which will be replicated in the other site, keeping in consideration the site characteristics.

In this regard, ICLEI South Asia seeks expert consultancy services (individual or organization) to assist the Tiruchirappalli Municipal Corporation to review and update the building design and technical specifications to meet the desired green building criteria and to provide revised cost estimates and inputs to the tender documentation. The selected consultant is also expected to deliver consultancy support to aid Green Building Certification for the 2 buildings proposed from EDGE/IGBC/Other Domestic Green Building Rating Systems.

2 Description of Services

2.1 Scope of Work

2.1.1 *Part I: Technical Evaluation and Modification of Building Plans and Tender Documentation to meet Green Building Certification Criteria of EDGE/IGBC/Other Domestic Green Building Rating Systems*

2.1.1.1 *Evaluation of building design and technical specifications*

Review the building design and technical specifications documents that is prepared by the city based on the prototype model shared by the state government for setting up knowledge and study center in cities of Tamil Nadu. The prototype model for the project already incorporates certain green building design principles, however, the objective is to conduct a detailed assessment of the building plans and design specifications prepared by the city.

The consultant should conduct a comprehensive review of existing site plan, building design, Mechanical, Electrical, Plumbing (MEP), and other technical specifications of the tender documentation based on all parameters that affect compliance with Energy Conservation Building Code 2017 and EDGE/IGBC Green Building rating system for the desired certification category. The consultant should provide feedback on the extent of integration of green building criteria possible, their feasibility and the measures/criteria that needs to be integrated to achieve the different levels of certification at least under the 2 rating systems and develop a report for review and discussion with city officials.

The detailed building design, and existing BoQs, tender specifications and cost estimates of the project will be shared with the consultant(s) at the time of commencement of the assignment. The available site area and built-up area of the proposed knowledge and study center at the site in Palakkarai, Tiruchirappalli is given below:

Area Particulars	Unit (Sq. m)
Total Site Area	1485.41
Ground Floor Area	500.56
First Floor Area	162.83
Open Space	984.85

2.1.1.2 *Modification of building plans, BoQs, technical specifications and revision of cost estimates*

The consultant(s) can conduct site visits to better understand the site characteristics and to discuss with city officials on multiple design options, different levels of green building certifications possible for the buildings under the 2 rating systems (at least) and their feasibility, to finalize the desired green building certification for the 2 buildings.

The consultant should provide modified CAD drawings of the building design, revised documentation on BoQs, MEP & other technical specifications, and item-wise cost estimates as per the formats used by the Tiruchirappalli Municipal Corporation to be added as annexures to the tender documentation. Inputs should also be given to the tender document as deemed necessary for ensuring the facilitation and support from the successful bidder in green building certification.

Since the knowledge and study centers are proposed at 2 sites with the same design and specifications, the consultant should ensure that the modified building design and technical specifications should be applicable for the proposed project in both the sites, keeping in consideration the site characteristics.

The consultant(s) should come out with a comprehensive final report containing a description of the methodology employed, feedback from the technical design evaluation process, feasibility for different levels of green certification. It should also encompass the modified design drawings, revised BoQs, technical specifications and cost estimates prepared based on the desired green building certification level, justification for the selection of the desired green building certification level and the required design changes to meet those standards. The consultant shall also provide calculation in operational savings (life cycle cost analysis) for additional components suggested to be added in building design on account of green building certification.

2.1.2 Part II: Providing consultancy support for Tiruchirappalli Municipal Corporation to aid in green building certification of the proposed knowledge and study centers at 2 sites under EDGE, IGBC or other domestic rating systems

The tasks for the consultant(s) under this part of the assignment should include, but not limited to:

- Conduct orientation meeting/workshop for concerned city officials and the selected contractor(s) for the project regarding the certification criteria and the process involved
- Registration, documentation, and other administrative requirements of the desired green building certification process during the design, construction and commissioning phases of the building as deemed necessary on behalf of Tiruchirappalli Municipal Corporation
- Ensuring that the civil works integrate the necessary components/criteria for attaining the desired level of green building certification
- Facilitating the certification process of the buildings after completion and ensuring certification of the 2 buildings for the desired level under EDGE, IGBC or other domestic rating systems as agreed with the city.
- Any other task that may emerge during the period of the assignment and mutually agreed with ICLEI South Asia and Tiruchirappalli Municipal Corporation.

PLEASE NOTE:

- On completion of part I of the scope of work and before the start of part II, the selected consultant shall submit a proposal for providing consulting services to Tiruchirappalli Municipal Corporation to obtain green building certification from EDGE/IGBC rating system for the 2 proposed buildings. This proposal shall also include a detailed plan for execution of Part II of the scope of work, a detailed note on the procedure for obtaining the envisaged green building certification, and a financial proposal for the costs involved in the execution of the tasks listed under Part II of the scope of work of this ToR.

- Contingent to and based upon the said proposal, a separate contractual agreement will be drawn up between ICLEI South Asia and the selected consultant to cover the costs and execution of the tasks under part II of the scope of work.

2.2 Deliverables and schedule

2.2.1 Deliverables:

2.2.1.1 For Part I of Scope of Work

- Comprehensive and clear suggestions/feedback based on technical review of building plans and other relevant documents in the form of a feasibility report addressing possible extent of integration of green building criteria and the feasibility of the required design measures for discussion with city officials.
- Conduct site visits and discuss with city officials and project partners the multiple green building design options and certification levels at least under the EDGE/IGBC rating systems, and their feasibility to agree upon the desired green building certification and the design changes required.
- Modified CAD drawings for building design, revised technical specifications and item wise cost estimates for the 2 buildings to achieve desired level of green building rating.
- Revised tender document based on the technical documentation and item wise cost estimates prepared for developing the knowledge and study center at least as an EDGE/IGBC Certified Green Building project.
- The final report of this assignment must provide a description of the methodology employed, equipment used, calculations, feedback from the technical design evaluation process, feasibility for different levels of green certification, modified design drawings and revised BoQs, technical specifications and cost estimates prepared for the desired green building certification level agreed upon with the city officials, justification for the selection of desired green building certification level and the required design changes to meet those standards.

2.2.1.2 For Part II of Scope of Work

- Orientation meeting with city officials and selected contractor regarding the desired green building certification criteria and process.
- Support and facilitate the entire process of certification of the 2 knowledge and study centers at Palakkarai and Kudupapallam sites for the desired level under EDGE, IGBC or other domestic green building rating systems.
- Certification of the 2 buildings for the desired green building rating (as and when the buildings are completed).

2.2.2 Project Timeline

The following table provides the timeline for activities and deliverables agreed upon for the Part I of this assignment:

S. No	Activity/Deliverable	Timeline
1	Publication of tender on ICLEI Website	17 January 2022
2	Last date of acceptance of proposals	24 January 2022
3	Date of announcement of successful bidder	25 January 2022
4	Issue of work order to winning bidder	25 January 2022

5	Review existing building design & specifications and prepare a feasibility report	28 January 2022
6	Conduct site visits and meetings with city officials to discuss the feasibility of green building certification	1 February 2022
7	Submission of modified CAD drawings of building design and other revised tender documentation	03 February 2022
8	Submission of final report of the assignment	24 February 2022

The project timeline for Part II of scope of work will depend on the grounding of the project by Tiruchirappalli Municipal Corporation and therefore **will be stipulated while seeking technical and financial proposal from the consultant for Part II of the scope of work.**

2.2.3 Payment Schedule

The fee is payable upon satisfactory completion and acceptance of the deliverables by ICLEI South Asia.

The breakdown of deliverables and percentage of payment is as follows for the contract that will be entered into for **Part I of the scope of work.**

1. 30% of total work value on signing of work order.
2. 30% of total work value on submission of feasibility report based on technical review of building plans and tender documentation and conduct of site visits and meetings with city officials for decision on desired and feasible green building certification.
3. Remaining 40% of total work value upon satisfactory completion of remaining tasks and submission of final report after incorporating all queries/ concerns raised by ICLEI South Asia and relevant departments of Tiruchirappalli Municipal Corporation.

The breakdown of deliverables and percentage for payment with respect to **Part II of scope of work,** will be defined based on the type of certification, after initiating implementation of the project.

2.3 Methodology

The consultant(s) will report to ICLEI South Asia and will work closely with ICLEI personnel, Tiruchirappalli Municipal Corporation representatives involved in the project. Project relevant communication with the consultant(s) will be done through ICLEI South Asia. The consultant(s) will attend a project briefing meeting organized by ICLEI South Asia with the concerned city officials and project partners in Tiruchirappalli city to collect inputs from the stakeholders and to resolve queries, if any, from either party.

The methodology proposed by the consultant(s) for the scope of work given in this assignment should have a clear focus on the objective of improving the design of the proposed knowledge and study center with minimal cost impact to achieve green building certification from EDGE / IGBC. This will be achieved through coordination with stakeholders, document review, simulation analysis, feasibility study, technical design, economic analysis, meetings, report writing, and focused discussions with officials and representatives from Tiruchirappalli Municipal Corporation.

ICLEI South Asia will not provide any equipment or technical support in executing the assignment. It is expected that the consultant(s) will sufficiently resource himself/herself in carrying out the design evaluation work and the support to be provided for certification of the 2 knowledge and study centers under EDGE/IGBC rating systems (where it shall be included in the Financial Proposal).

3 Bidders Eligibility Criteria and List of Required Documents

3.1 Bidder Eligibility Criteria

Both independent consultants and firms are welcome to apply. The consultants should ideally have the following expertise and experience:

3.1.1 *Professional Experience*

- **Minimum 8 years of relevant professional experience in green building projects. International experience will be considered an advantage.**
- **Minimum 5 years of experience in providing consulting services for EDGE / IGBC certification process for commercial/institutional buildings.**
- **Minimum 10 completed design review assignments in the last 3 financial years with building energy simulation component in it.**
- Experience providing consultancy services for government projects especially for green building design evaluation and certification process to Government institutions in India and working with government officials will be considered an advantage.
- Regional presence will be considered an added advantage.

3.1.2 *Financial requirements*

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

3.1.3 *Education Requirement*

The consultant/ Team lead (if a firm) should have a minimum of Bachelor's/Master's degree in Architecture or Engineering.

3.1.4 *Language Requirement*

Proficient in English. Proficiency in Tamil will be a clear advantage.

3.2 Documents to be Submitted by Participating Bidders

Interested individuals/firms must submit the following documents/information to demonstrate their qualifications:

3.2.1 *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) The bidder must possess written evidence in the form of Letter of intent/Work order/ project completion certificate issued by the client (any city/ state/ national/ international agency) for related consultancy.
- d) On-going consulting assignments can be submitted with detail of progress supported by suitable documents (E.g., copy of invoice or payment received till date or through certificate from the respective client).

- e) Detailed Approach and Methodology for undertaking the current Assignment.
- f) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- g) Against the list of proposed staff, details of tasks assigned to each staff as per his / her experience shall influence the evaluation
- h) 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 light of such an event.
- i) Each page of the CV must be signed in original by the authorized 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 authorized representative and the Key Personnel shall be required.
- j) The consultant shall assess required 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 for the assignment indicated in the TOR should be strictly adhered.**
- k) The Proposals/ bid documents must be duly signed by the authorized 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).

Note: Bidders shall also indicate how they will execute the project within the stipulated timelines as the assignment needs to be executed on an urgent basis and are welcome to include any previous experience on the same.

3.2.2 Financial Bid

The Financial bid should provide the following information/ documents:

- a) Financial bid for the tasks mentioned in Part I of the scope of work described in this ToR document. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR. Financial bids should be inclusive of all taxes, travel, and per-diem costs etc.
- b) A financial proposal clearly stating manpower/expert time, travel, equipment, survey, and laboratory costs as may be required, adequately addressing the manpower stated available for the project, as given in the technical proposal. A breakup of the budget items indicated above and by tasks listed in the ToR is required.
- c) 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.

- d) 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.
- e) In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
- f) A copy of valid Pan Number and particulars of registration with GST
- g) Last 3 Financial Year's balance sheet (or as applicable), audited by certified Chartered Accountant.

Please note:

- 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.
- 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
- All Technical and Financial bids should be in English. Bidders are encouraged to visit the weblink with the ToR before submission of bid.
- Separate financial bid will be sought for execution of tasks under Part II of scope of work for this assignment, after completion of Part I, for this project contingent upon the grounding of the project by Tiruchirappalli Municipal corporation.

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. Bidders shall ensure that the technical and price bid documents shall have a sign of the authorized representative/signatory, on the first and last pages at a minimum.

3.2.3 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 IDs on or before **24/01/2022**:

nikhil.kolsepatil@iclei.org

Nikhil Kolsepatil, Senior Manager (Energy & Climate), ICLEI South Asia

senthil.arumugam@iclei.org

Senthil Kumar Arumugam, Project Officer (Energy & Climate), ICLEI South Asia

- The bidder shall also submit 2 sets of hard copies of the bid documents to the address as mentioned below:

Soumya Chaturvedula, Deputy Director, ICLEI South Asia Secretariat,

C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India.

Tel: +91 – 11 – 4974 7200 Fax: +91 - 11 - 4974 7201

- 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 “CapaCITIES Phase II - Design Evaluation of Proposed Knowledge and Study Centers at Tiruchirappalli, Tamil Nadu, and Consultancy Support to aid in Green Building Certification”
- Envelop II: sealed and shall be super scribed as:
Part B: Financial bid for “CapaCITIES Phase II - Design Evaluation of Proposed Knowledge and Study Centers at Tiruchirappalli, Tamil Nadu, and Consultancy Support to aid in Green Building Certification”
- Envelop III: sealed and shall be super scribed as:
“CapaCITIES Phase II - Design Evaluation of Proposed Knowledge and Study Centers at Tiruchirappalli, Tamil Nadu, and Consultancy Support to aid in Green Building Certification”
- 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 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.

4 Contract Terms

4.1 Specific conditions of contract

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 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. ICLEI South Asia will respond to queries until January 21, 2022. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

4.2 General conditions of contract

- The contractor/ consultant shall address all aspects of the proposed outputs and deliverables mentioned in this TOR.
- The comments and suggestions provided by the bidder on the TOR are not binding and shall not affect the financial proposal.

- It should be noted that the project is being implemented in Tiruchirappalli Municipal Corporation jurisdiction area and hence instructions to bidders will be given by ICLEI South Asia in consultation with Tiruchirappalli Municipal Corporation officials. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work.
- The bidder shall also obtain necessary permission from concerned government departments related to the work/data collection if deemed necessary and in coordination with Tiruchirappalli Municipal Corporation and ICLEI South Asia.

4.3 Tender Evaluation & Bid Assessment

- The bids received will be scrutinized & evaluated by ICLEI South Asia in consultation with senior city officials from Tiruchirappalli Municipal Corporation involved in the execution of project. The decision shall be informed to the winning bidder.
- The bids of those bidders whose technical bids are found to be responsive shall be informed and shall be invited for seeking any further clarification/s either individually or a meeting would be called, if desired. In both the cases the bidders shall be informed accordingly, and bidders are expected to be present at given date and time.
- ICLEI South Asia will inform those bidders whose proposals did not meet the minimum qualifying requirements or were considered technically non-responsive to the terms of reference and their Price Bids will not be opened.

4.4 Award of contract

- Detailed Work Order will be issued to the winning bidder within 5 days of announcing the winning bidder.
- The winning bidder is to forward the signed and sealed work order to ICLEI at the earliest or not more than 3 (three) days of issue of work order.
- In case the winning bidder fails to indicate his intent to undertake the said work within the stipulated time of 3 (three) days and observe the formalities as above, the Letter of Intent will be cancelled, and the next bidder will be finalized by ICLEI South Asia in Consultation with senior city officials.

4.5 Compensation for delay

- Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order
- 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.

4.6 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-

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.

4.7 Materials/Appliance at site

- Neither ICLEI South Asia nor Tiruchirappalli Municipal Corporation undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder.
- All materials/ equipment/ tools brought to site by the bidder shall be the responsibility of the bidder. Tiruchirappalli Municipal Corporation 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.

4.8 Final Inspection of Work

- Tiruchirappalli Municipal Corporation and ICLEI South Asia team shall jointly make final inspection of all work included in the contract/work order, or any portion thereof as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.
- At the time of such inspection, Tiruchirappalli Municipal Corporation shall inform ICLEI South Asia which in turn will inform the bidder in writing as to the concerns to be remedied before final acceptance can be made.

4.9 Ownership of Materials and Confidentiality

All material will acknowledge ICLEI South Asia, by featuring its logo, together with the logos of the CapaCITIES Phase II initiative and other project partners (Swiss Agency for Development & Cooperation, South Pole, econcept AG and the logo of the Initiative at the beginning and at the end of the documents.

The Consultant understands that as part of the Consultancy, they might be asked to create, modify, or contribute to the creation of architectural designs, drawings, documentation, and other copyrightable works. The Consultant agrees that all designs, drawings, assignment outputs, including design formats for infrastructure, forms, text, photographs and videos, computer programs, work-up files, documentation, and other copyrightable materials that have been prepared as part of this contract shall be "works made for hire" and that ICLEI South Asia and Tiruchirappalli Municipal Corporation shall own all the copyright rights in such works.