

Terms of Reference

for

“Technical review of existing RfP documents and preparation of Tender conditions and technical specifications for low-carbon/net-zero public building projects at Nagpur, Maharashtra”

Project:	Zero Carbon Buildings Accelerator
Location:	Nagpur, Maharashtra, India
Type of Contract:	Independent consultants or Firms
Application Deadline:	7 th January 2022
Indicative Starting Date:	10 th January 2022
Envisaged Duration of Contract:	30 days

1. Introduction

1.1 Background

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. ICLEI South Asia, the South Asian arm of ICLEI, works with regional and city governments in the South Asian region through programs and projects on urban sustainability.

ICLEI South Asia is a regional Lead Partner of the Zero Carbon Building Accelerator (ZCBA) initiative, implemented globally by World Resources Institute (WRI) and supported by the Global Environment Facility (GEF) and United Nations Environment Programme (UNEP). The ZCBA project is a continuation of the Building Efficiency Accelerator project, which was implemented in Nagpur from 2018 to 2020.

Under the ZCBA project, ICLEI South Asia is providing technical support to Nagpur city to develop its Zero Carbon Buildings Action Plan, working closely with Nagpur Municipal Corporation (NMC) and Nagpur Smart and Sustainable City Development Corporation Limited (NSSCDCL). To continue Nagpur's efforts to decarbonize its buildings sector, the ZCB Action Plan is being prepared with the vision to make all of the city's buildings to be Net Zero Buildings by 2050. The Plan includes strategies and actions to help reduce GHG emissions related to the choice building materials, and how buildings are designed, built, operated and deconstructed. Support is also being provided to Nagpur city to identify and implement pilot initiatives and actions.

1.2 Assignment Overview

NMC and NSSCDCL are keen to integrate and demonstrate low-carbon and net-zero measures in Nagpur's public buildings, to help advance wider uptake in the city's building stock.

As part of the ZCBA project in Nagpur, the aim of this assignment is to identify and recommend conditions/provisions, technical specifications and criteria for inclusion in future city tender/request for proposal (RfP) documents for public buildings. This intervention is aimed to help ensure that new public buildings in Nagpur are designed and constructed in a near-net zero, low-carbon and sustainable manner.

As part of this assignment, up to two recent RfPs for public buildings in Nagpur are expected to be reviewed and evaluated to identify areas of improvement and recommendations, with relevance to optimizing building energy and sustainability performance. The findings and outcomes will inform the development of model technical specifications and criteria for inclusion in future RfPs.

In this regard, ICLEI South Asia seeks expert consultancy services (individual or organization) to assist Nagpur city in the technical review of up to two RfPs and to deliver recommended tender clauses and specifications for holistically enabling design and construction of future net-zero/low-carbon public buildings.

2 Description of Services

2.1 Scope of Work

Task I: Technical Evaluation of RfP documents for up to two public buildings in Nagpur and identification of recommended areas for improvement

The task includes review of RfP documents of up to two public buildings, considering aspects such as site and building design, including envelope design. The review and technical evaluation is to be done based on the drawings provided in RfP documents and the detailed technical specifications provided for specific building structural and non-structural elements, and MEP components.

The RfPs expected to be reviewed are for public buildings, with a built-up area of around 2,500 to 3,000 sq. m. The buildings represent office and institutional building sub-types and are to be constructed based on the RfPs.

It should be noted that RfP specifications and designs prepared for the said buildings already incorporate green building measures including rooftop solar PV, rainwater harvesting, low emissivity and reflective paints, building management solutions, among others. The bidder shall evaluate these measures and other technical specifications and criteria mentioned in the RfP, identify areas for improvement, and suggest recommendations.

The analysis, identification of areas for improvement and recommendations for the RfP documents evaluated should address the following areas, at minimum:

- List of recommendation areas expected:
 - Site conservation measures to optimise green-blue spaces
 - Building design improvements to provide visual and thermal comfort
 - Alternative building materials and construction techniques, and localizing supply chain
 - Material reuse and circularity
 - Measures to reduce construction waste and water consumption
 - Renewable Energy (such as solar PV)
 - Energy efficient equipment and appliances (mechanical and electrical)
 - Water efficient plumbing fixtures
 - Occupant well-being facilities and measures, including indoor air quality measures
 - Solid waste management measures
 - Rainwater harvesting solutions
 - Wastewater treatment and reuse (as applicable for scale of building)
 - Demolition activities and measures
 - Construction worker health, safety, well-being and inclusivity measures
 - Any other aspects relevant to building energy and sustainability performance as indicated in the respective RfP document
- The selected consultant shall refer to relevant building codes, guidelines and standards including Energy Conservation Building Code, 2017, Maharashtra's UDCPR 2022, sections

of the National Building Code 2016, IGBC or GRIHA or other relevant rating systems for providing the recommendations.

- Consideration of factors such as geography, climate, feasibility and suitability of the recommendations for Nagpur city.
- For the purpose of clarity and ease of understanding, the consultant shall use graphical/pictorial visualizations wherever applicable in the final report.

Note: For the purpose of the analysis and recommendations, the consultant may undertake software simulations and assessments at no additional cost to ICLEI South Asia. If the consultant undertakes any such simulations or assessments, it shall be informed to ICLEI South Asia well in advance and the outcomes of it shall be presented to ICLEI South Asia and submitted as a part of the report as instructed by ICLEI South Asia as an Annexure.

Task II: Preparation of Model 'RfP' for new low-carbon and net-zero Public Buildings in Nagpur

The Consultant shall prepare 1 model RfP document, consisting of technical specifications and criteria, to help ensure that new public buildings are low-carbon and net-zero, where possible. The model RfP is primarily aimed at reducing embodied and operational carbon emissions of public buildings that are to be built in the future while maximising visual and thermal comfort of occupants.

The model RfP criteria and technical specifications developed shall be incorporated into the existing RfP framework as per the city's requirement and contractual modalities for new public buildings, considering various agencies and actors (contractors, engineers, building managers, occupants) that would be associated with the building at various lifecycle phases.

The technical specifications and recommendations shall incorporate the design principles, construction measures and measures to improve the building's operational efficiency based on prevalent green building rating systems in India, ECBC 2017 and aspects of Zero Carbon Buildings with an intent to reduce building lifecycle impacts and emissions. The recommendations shall conform to the relevant sections of the National Building Code 2016 and Maharashtra's UDCPR 2022, including the requirement for green building certification for public buildings as applicable (Refer: UDCPR for Maharashtra, 7.10: Incentives for Green Buildings, Page 151).

In addition, it is expected that the relevant sections and provisions of this model RfP document, are tailored and categorized to address technical specifications and criteria for up to three public building sub-typologies, as far as possible. Building sub-typologies anticipated to be targeted include public offices, educational institutions, and hospitals, and will be finalized in consultation with ICLEI South Asia and are expected to be targeted. The sub-typologies will be finalized through consultations between ICLEI South Asia, city government and the consultant.

Following aspects shall be considered and incorporated by the consultant while preparing the model RfP at a minimum:

- Building envelope design and materials (including structural and non-structural members)

- To provide optimum visual and thermal comfort, minimize heat ingress in the building and reduce urban heat island effect in line with Nagpur's climatic conditions
- Conditions and technical specifications relating to passive building envelope design strategies and building elements including minimum compliance criteria for aspects such as window to wall ratio, cross ventilation, optimum daylight, orientation (if possible), window glass/glazing (U-value, SHGC, VLT)
- Conditions and technical specifications for concrete mixes where possible (structural strength, using green cements, reduction of concrete and steel); envelope materials (U-value); minimum requirements and specifications for use of eco-friendly, bio-degradable, recycled materials, agricultural, industrial by-products, low-carbon pre-fabricated components, certified green materials, paints (low VOC, high SRI), among others
- Conditions for procurement of materials that are low carbon, contextually suitable, certified, tested and commercially available in the region.
- Energy efficient equipment and renewable energy
 - To address lighting, HVAC, water efficient plumbing fixtures, LED lighting, mechanical equipment and appliances, building energy management systems (BEMS); accompanied with their specifications and criteria including but not limited to star rating, energy load, wattage, coefficient of performance, low-carbon or CFC-free refrigerants and air-conditioning systems, lumen output of LED lighting, among others to maximise operational energy efficiency
 - Include conditions that enable optimum rooftop solar PV installation on the buildings to meet maximum energy demand. Aspects such as net metering, technical specifications of solar panels meeting minimum efficiency criteria, type, ideal orientation, rooftop mounting structure recommendations for effective use of rooftop space as well as ease of panel mounting with facilities for maintenance shall be addressed. Criteria for appropriate positions for building elements such as overhead water tank, lift room in order to avoid shadow effect on solar panels shall also be included.
- Conditions and criteria for site-level and sustainability measures
 - Conserving and maximizing the green-blue spaces
 - Scientific rain water rainwater harvesting, ground harvesting, ground water recharge at site (roof and non-roof)
 - Wastewater treatment and reuse (as applicable for scale of building)
 - Solid waste management
- Measures related to construction activities and workforce
 - Conditions promoting use of energy efficient equipment and use of renewable energy during construction activity
 - Compliance with minimum on-site emission standards, site air quality and quality of equipment during construction activity
 - Promoting health and wellbeing of workers, especially women and children, and promoting inclusivity for women
 - Providing prerequisite training to project workforce on alternative building materials and construction techniques to be used
 - Conditions for sustainable and efficient management and disposal of construction waste.

- Demolition and deconstruction of buildings
 - Include conditions for sustainable and efficient building demolition and demolition waste management, including repurposing or recycling demolition waste
 - Include criteria for submission of a building demolition plan along with practices to support the plan
 - Include criteria for systematic deconstruction of buildings to help salvage building parts and components as possible
- Wherever applicable/necessary, references to Acts, GRs, Policies and Notifications applicable to Maharashtra and Nagpur shall be provided.
- Indicative areas wherein provisions, measures and criteria can be tailored to target public building sub-typologies
 - To provide visual and thermal comfort based on typology wise building envelope parameters
 - For use of energy efficient equipment and appliances (mechanical and electrical) based on building requirements
 - For wastewater treatment and reuse (as applicable for scale of building)
 - For occupant well-being facilities and measures based on the building typology and various types of occupants.
- Additional tasks to be addressed by the consultant:
 - Conditions on Eligibility Criteria for bidders to be included in the RfP
 - Conditions on education qualifications with credentials on green building and relevant ISO certifications, knowledge of low carbon materials and construction techniques, past green building project design and execution experience, scale and typology of the project.
 - Conditions on the education qualifications of the building management staff
 - For material, construction techniques, equipment, technology and appliance recommendations, the consultant shall include appropriate references for the respective items. Such references shall include manufacturer details, technical specifications, testing criteria, installation method (in case of materials and construction techniques) and O&M criteria. These references can be in the form of web hyperlinks and/or published literature.
 - For construction materials that are not included in the Annual Schedule of Rates (ASR), the consultant shall provide quotes, technical specifications and testing methods for at least 3 products/items of the similar type.

PLEASE NOTE:

- This assignment is expected to be remote-based and consultants are not expected to undertake travel. Consultations and meetings are expected to take place through virtual mode.
- ICLEI South Asia team members present on-ground in Nagpur will liaise with the city government and with the consultant/external agency, support information gathering, offer technical inputs to consultant/ external agency. ICLEI South Asia will undertake overall monitoring of activities for this assignment.

2.2 Deliverables

- **Task I:** Document capturing results of technical evaluation for up to two public building RFP documents, identification of areas for improvement and providing suitable recommendations in a clear and comprehensive manner, as per the scope of work.
- **Task II:** Prepare a model 'Request for Proposal' document for public buildings that has suitable clauses to meet the technical specifications and requirements. For relevant aspects and recommendation areas, technical specifications and criteria will be tailored for atleast three public building sub-typologies.

It should be noted that existing RFP documents' structure is to be retained and only provisions modified relevant to building energy and sustainability performance are to be addressed/incorporated.

2.3 Project Timeline

No	Activity/Deliverable	Timeline
1	Publication of Terms of Reference on ICLEI South Asia Website	23 rd December, 2022
2	Last date of acceptance of proposals	6 th January, 2023
3	Date of announcement of successful bidder	9 th January, 2023
4	Issue of work order to winning bidder	10 th January, 2023
5	Submission of all final deliverables and results of Task I from Scope of Work	20 th January, 2023
6	Completion of all activities and submission of final documents and deliverables of Tasks I and II (post addressal of all comments from ICLEI South Asia)	10 th February, 2023

2.4 Payment Schedule

The fee is payable upon satisfactory completion and acceptance of the deliverables by ICLEI South Asia. Breakdown of deliverables and percentage is as follows:

- 40% of total work value on signing of work order.
- 30% of total work value on submission of final documents and deliverables for Task I from Scope of Work
- Remaining 40% of total work value upon satisfactory completion of remaining tasks and submission of final documents/reports related to Tasks I and II after incorporating all queries/ concerns raised by ICLEI South Asia and relevant departments of Nagpur Municipal Corporation.

2.5 Methodology

The consultant(s) will report to ICLEI South Asia and will work closely with ICLEI personnel, Nagpur Municipal Corporation, Nagpur Smart City representatives involved in the project. Project relevant communication with the consultant(s) will be done through ICLEI South Asia. The consultant(s) will attend virtual project outcomes meeting organized by ICLEI South Asia with the concerned city officials and project partners in Nagpur city to present findings and outcomes and gather inputs from the city officials 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 to meet the primary objectives outlined in this ToR. This will be achieved through coordination with ICLEI South Asia; document and literature review; technical analysis; meetings; and report writing.

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 to carry out the assignment.

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, low-carbon and/or net-zero building projects. International experience will be considered an advantage.
- Minimum 5 years of experience in providing consulting services for EDGE/IGBC/GRIHA certification process for institutional/commercial buildings.
- Minimum 8 completed assignments involving review of RfPs, building designs, technical specifications and criteria for building energy performance in the last 3 financial years.
- Demonstrated experience in providing consultancy for government projects, provision of policy implementation support, development of policy tools and instruments for Government institutions in India and working with government officials will be considered an 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.

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 Proposal

The Technical proposal 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 breakup of 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 Proposal/ 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 and are welcome to include any previous experience on the same.

3.2.2 Financial Proposal

The Financial proposal should provide the following information/ documents:

- a)** A Financial proposal including all manpower, equipment, incidental costs as may be required, adequately addressing the manpower stated available for the project, as given in the technical proposal and to complete all the tasks mentioned in this ToR. A breakup of the budget items indicated above and by tasks listed in the ToR is required.
- b)** The Financial proposal shall be inclusive of all the costs including taxes associated with the assignment. For the purposes of evaluation, the financial proposal should be prepared in INR.
- c)** 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.
- 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 and particulars of registration with GST
- f)** 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 proposals should be in English. Bidders are encouraged to visit the weblink with the ToR before submission of proposals.

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 Proposal Submission

- The Terms of Reference (ToR) shall be downloaded free of cost from the ICLEI South Asia website.
- The proposal document shall be submitted by bidders through email to the below mentioned email IDs on or before **06/01/2023**:
nikhil.kolsepatil@iclei.org
Nikhil Kolsepatil, Senior Manager - Energy & Climate, ICLEI South Asia
shardul.venegurkar@iclei.org
Shardul Venegurkar, Assistant Manager - Energy & Climate, ICLEI South Asia
- Contact for queries:
Shardul Venegurkar, Assistant Manager - Energy & Climate, ICLEI South Asia
shardul.venegurkar@iclei.org; +91 -72762 93919
Akshay Kashikar, Project Associate – Nagpur, ICLEI South Asia
akshay.kashikar@iclei.org; +91- 84461 62997
- The bidder shall also submit 1 set of hard copy of the proposal 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 proposal document shall reach to the above-mentioned address not later than **3 days** from the last date of submission of proposal, provided the proposal has been submitted through email before the due date of submission.
- The proposal shall be submitted in two parts, viz.
 - Part I: Technical Proposal
 - Part II: Financial Proposal
- The Envelopes submitted for the hard copies of the proposals: sealed and shall be super scribed as:

- **Technical bid for "ZCBA project** - Preparation of Tender conditions and technical specifications for low-carbon/net-zero public building projects at Nagpur, Maharashtra"
- **Financial bid for "ZCBA project** - Preparation of Tender conditions and technical specifications for low-carbon/net-zero public building projects at Nagpur, Maharashtra"
- The proposals shall be valid for a period of 60 days from the date of submission of proposal document.
- A bidder shall submit the proposal documents that satisfy every condition laid down in this ToR, failing which, the proposal will be liable to be rejected by ICLEI South Asia.
- In case the bidder wishes to sub-contract part of the 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 4th, 2023. 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 Nagpur Municipal Corporation jurisdiction area and hence instructions to bidders will be given by ICLEI South Asia in consultation with Nagpur 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 Nagpur Municipal Corporation and ICLEI South Asia.

4.3 Tender Evaluation & Bid Assessment

- The proposals received will be scrutinized & evaluated by ICLEI South Asia in consultation with senior city officials from Nagpur Municipal Corporation involved in the execution of project. The decision shall be informed to the winning bidder.
- Bidders whose technical proposals are found to be responsive shall be informed and shall be invited for seeking any further clarification/s, either individually or through a meeting, if desired. In both the cases, the bidders shall be informed accordingly, and bidders are expected to be present at given date and time.

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/her 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 consultant/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 Nagpur 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

- ICLEI South Asia team and Nagpur Municipal Corporation 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, Nagpur 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 ZCBA initiative and all other project partners as relevant, 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 Nagpur Municipal Corporation shall own all the copyright rights in such works.