



# Terms of Reference

for

**“Investment Grade Energy Audit (IGA) of municipal buildings & water pumping stations and preparation of technical guidelines for low-carbon public buildings in Kakinada, Andhra Pradesh”**

**Location:** Kakinada city, Andhra Pradesh, India

**Type of Consultancy:** Independent consultants or Firms

**Proposal Submission Deadline:** 24<sup>th</sup> June 2024

**Indicative Starting Date:** 1<sup>th</sup> July 2024

(date when the selected consultant(s) is expected to start)

**Envisaged Duration of Contract:** 3 months

## **1. Introduction**

ICLEI – Local Governments for Sustainability is a global city network association of 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 climate change and urban sustainability.

ICLEI South Asia, with the support of C40, is implementing the ‘Mainstreaming Climate Action in Three Cities of Andhra Pradesh’ project. The project aims to mainstream climate considerations in planning, financing, and delivery of services at the city level and supports city governments in three project cities of Vijayawada, Kakinada and Visakhapatnam. The project aims to develop city-wide multi-sectoral climate action plans in Vijayawada and Kakinada, led by the respective municipal governments. Technical assistance to support and facilitate high-impact and bankable climate actions in Vijayawada and Kakinada is also being provided.

### **1.1 Assignment Overview**

Through baseline assessments of Kakinada’s municipal energy consumption, water supply and municipal buildings have been identified as potential areas to undertake interventions to reduce consumption of grid electricity, energy costs and greenhouse gas (GHG) emissions. A study is required to understand existing baseline, energy consumption patterns and identify potential for integrating low-carbon energy performance improvement measures in these municipal assets.

In this regard, ICLEI South Asia aims to provide technical assistance to Kakinada Municipal Corporation (KMC) to undertake investment grade energy audits for assessing energy efficiency and renewable energy potential within two assets of KMC, namely a) Water supply facilities and b) Municipal office buildings. In addition, a technical guideline including recommended technical specifications and criteria is expected to be developed to enable KMC to design and construct its future public buildings to be green, low-carbon and energy efficient.

Outcomes from the technical assistance will help KMC’s efforts to implement appropriate interventions and projects, thereby helping the low-carbon transition in the municipal corporation’s buildings and facilities.

ICLEI South Asia seeks expert consultancy services (individual or organization) to assist KMC in the investment grade energy audits of select municipal buildings and facilities and to deliver practical easily adoptable guidelines and specifications for design and construction of green and energy efficient new public buildings.

## **2 Scope of Work**

### **2.1 Objective and core tasks**

#### **Task 1: Investment Grade Energy Audits for municipal office buildings and water supply facilities to recommend viable energy efficiency, renewable energy and envelope retrofit measures**

The main objective of this task is to conduct Investment Grade Energy Audits (IGAs) in municipal office buildings and water supply facilities as noted below, in order to provide technical and financial assessment of energy efficiency and renewable integration measures and projected energy savings in the selected

buildings and facilities. The IGA should ensure that the recommended energy efficiency and renewable measures, when implemented, will enable the buildings to meet statute requirements or rating systems such as the BEE Star rating program for buildings.

The IGA should cover at minimum the following core tasks:

### **Municipal Office Buildings**

- Collect general building information on the building layouts and engineering drawings, equipment inventory and energy use (at least for one year) including back-up power facilities with fuel consumption, energy utility bills,, and operation hours as available. ICLEI South Asia team to facilitate the data collection in the city.
- Inventory of energy consuming systems and equipment by physical walk-through inspection and discussions with personnel to log information on major energy and resource-using equipment.
- Identify retrofitting measures for target municipal buildings' envelope and building occupancy areas for energy efficiency improvements (no/low-cost, medium cost and investment grade), focusing on visual and thermal comfort and in accordance with suitable green building standards. Retrofit measures such as wall & roofing insulations for reducing heat ingress, window shading devices for effective visual transmittance, and natural/assisted ventilation will be assessed for the identified buildings. Bill of quantities (BoQ) estimates to be prepared, to the extent possible, for building envelope related retrofit measures.
- Feasibility assessment of the two building rooftops and premises for solar PV installation including recommendations on solar PV panels layout, capacity and system size, maintenance and suitable evacuation considering state specific net-metering policy. Feasibility of renewable integration through options such as open access, deployment of off-site solar PV as per relevant state and national policies and regulations is also expected to be evaluated.
- Electric vehicle charging infrastructure: Assess pre-feasibility to install electric passenger vehicle charging station for KMC's future EV purchase within the selected KMC office building premises. Provide recommendations for suitable charging station make, electrical connectivity requirements (considering building's electrical connection and transformer type), and optimum solar PV system size for EV charging.

### **Water Supply and Pumping Facility**

- Collect data and information through secondary data, field surveys, sample/trial field measurements by portable instruments, discussions with concerned personnel/department in-charge.
- Collect consumption and costs for all forms of energy for at least latest one year, including electrical service connection and consumption patterns as per utility bills. ICLEI South Asia team will provide utility bill details as required.
- Mapping of process and pumping stations, including main facilities and pump houses operating at full capacity to focus IGA efforts (refer section 3 of this ToR).
- Location-wise details of major pumping equipment with specifications, and performance evaluation including but not limited to parameters such as water pumped; operating hours; head and flow; consumption in kW; rated and measured pumping efficiency; average current, voltage and power factor; existing transformer capacity and their loading conditions; panel board; capacitor bank.
- Gather information on maintenance, breakdown, details of any recent retrofits and related energy savings. ICLEI South Asia team to support and facilitate collection of relevant information and data.

- Identify retrofit measures for energy efficient water pumping, including analysis of electrical infrastructure such as transformers, panel boards along with electricity bills to provide recommendations for demand side management. Technical specifications for any replacement/ retrofit options should be provided.
- Evaluate technical and financial feasibility to integrate renewable energy for municipal water supply through suitable options such as on-site solar PV, off-site renewable deployment and open access mechanism, in consideration of appropriate state policies and regulations.
- Provide guidance on measurement and verification (M&V) for KMC to estimate savings for pre and post installation of energy efficiency measures proposed under this assignment.

**Note:** It is to be noted that the pumphouses have similar pairs of pump sets, with around half of the pumps on standby and used on an alternate basis in the pumphouses. Therefore, representative sample field measurements are expected only for key pump sets and not for all pump sets.

### **Financial Analysis and IGA Report**

- Assess technical and financial feasibility of recommended measures, including estimates on potential energy and cost saving, investment required, payback period, time frame for implementation (short, mid, long-term), and classify measures in order of priority. Prevalent local market rates shall be used where possible for cost estimates of recommended retrofit, energy efficiency and renewable energy measures and technology.
- Identify appropriate financing options, including state and national level schemes and programs, RESCO, ESCO, open access based models for RE power, and other enabling energy procurement and financing models for KMC to leverage funds for implementation of measures. Provide guidance on requirements and steps for KMC to access finance from suitable financing options.
- Prepare an IGA report to capture audit analysis and outcomes. The report shall include a description of the methodology employed, equipment used, calculations, charts, findings from the energy audit, energy performance improvement measures identified and suitable retrofit technology for the measures justified with financial feasibility analysis (for bankability) and suggestions on financing options.
- Present audit findings and recommendations to KMC stakeholders and seek inputs on roadmap for implementation of measures.

### **Task 2: Technical Guideline for low-carbon and energy efficient new public buildings in Kakinada**

This task aims to develop a technical guideline document that includes building design and technical measures, specifications and criteria to optimize building energy and sustainability performance of future public office buildings, considering Kakinada's context.

As part of this task, tender documents and design of one municipal office building that is currently under construction are expected to be reviewed to identify areas of improvement and recommendations.. Outcomes from the design review exercise of KMC's new under-construction office building and the municipal building audits (specified in task 1) will feed into the technical guideline for new public buildings, to make these appropriately suitable and transformative for Kakinada city.

#### **High-level design review of new KMC office building**

- Review RfP and design documents of the building, including aspects such as site, technical specifications for specific building structural and non-structural elements, and MEP components. Identify areas for

improvement, and suggest recommendations to improve building's energy performance along with visual and thermal comfort

- List of recommendation areas expected, dependent on feasibility to adopt measures as construction of the proposed building has commenced:
  - Site conservation measures to optimize green-blue spaces
  - Rooftop solar PV potential assessment and inputs on layout design of rooftop PV system to maximize potential
  - Energy efficient equipment and appliances (mechanical and electrical), including technical specifications where possible in order to support their procurement by KMC
  - Water efficient plumbing fixtures
  - Occupant well-being facilities and measures, including indoor air quality measures
  - Measures for inclusivity at the building level
  - Installation of electric passenger vehicle charging station/points
  - Decentralized solid waste management measures
  - Rainwater harvesting solutions
  - Wastewater treatment and reuse (as applicable for scale of building)
  - Any other aspects relevant to building energy and sustainability performance as indicated in the respective RfP document
- Recommendations shall be provided with reference to applicable building codes, guidelines and standards such as Energy Conservation Building Code, 2017, relevant sections of National Building Code 2016, IGBC/GRIHA/other relevant green building rating systems.
- Graphical/pictorial visualizations shall be used wherever applicable in the final report for the purpose of clarity and ease of understanding.

**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 in advance and the outcomes shall be presented to ICLEI South Asia and submitted to ICLEI South Asia as a part of Annexures to the report.

### **Technical Guideline including technical specifications and criteria for new public buildings**

- Develop technical guideline document that is contextualized to Kakinada's local conditions and includes relevant building design and construction, energy efficiency, renewable energy and electric mobility (passenger vehicles) infrastructure related measures for new municipal office buildings. The guideline is primarily aimed at reducing embodied and operational energy and carbon emissions of public buildings that are to be built in the future while maximizing visual and thermal comfort of occupants.
- The guideline shall include 'model' technical specifications and criteria for design and construction (model RfP) for inclusion in tender documents by KMC as per the city's requirement and contractual modalities for new public office buildings, considering various agencies and actors (contractors, engineers, building managers, occupants) that would be associated with the building at various lifecycle phases.
- The guideline and recommendations shall align with standards such as ECBC 2017, prevalent green building rating systems, and applicable state/local building regulations in consultation with KMC and ICLEI South Asia in order to ensure compliance and certification of future public buildings.
- Following aspects are expected to be considered and incorporated by the consultant while preparing the technical guidelines:

- 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 Kakinada’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. The contractor may provide high level comparative analysis of low-carbon vis-à-vis high carbon materials (such as cement) and include brief case studies.
  - 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. Recommendations on appropriate placement/positions for building elements such as overhead water tank, lift room in order to avoid impacts on rooftop solar potential 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)
  - Decentralized solid waste management
- Measures related to construction activities and workforce aligned with prevailing national/state regulations
  - Conditions promoting use of energy efficient equipment during construction activity
  - Compliance with minimum on-site emission standards, site air quality and quality of equipment during construction activity as per specific pollution board standards.
  - Promoting health and wellbeing of workers, especially women and children, and promoting inclusivity for women
  - 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 systematic deconstruction of buildings to help salvage building parts and components as possible

- For material, construction techniques, equipment, technology and appliance recommendations, the consultant shall include appropriate references for the respective items. Such references may 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.
- Recommendations for contractor/bidder credentials related to green buildings and relevant ISO certifications, knowledge of low carbon materials and construction techniques, past green/energy efficient building project design and execution experience.
- Wherever applicable/necessary, references to Acts, GRs, policies and notifications applicable to Andhra Pradesh and Kakinada shall be provided.

It should be noted that the technical guideline and its related outputs/tools, shall be structured and designed to be practical, easy to understand/interpret, and apply for the intended audience and purpose.

**NOTE:**

- *ICLEI South Asia team members will liaise with the city government and with the consultant/external agency, support information gathering, facilitate scheduling of audit site visit and meetings, offer technical inputs to consultant/ external agency. ICLEI South Asia will undertake overall monitoring of activities for this assignment.*
- *Consultant is expected to undertake at least two visits to Kakinada for on-site audits, meetings and presentation of findings and outcomes.*

### 3 General Building and Facility Information

Particulars	Task 1 – IGA	Task 1 – IGA	Task 1 – IGA	Task 2 - High-level design review
<b>Building</b>	Municipal office building 1	Municipal office building 2	Water supply and pumping stations	1 Office Building
<b>Specifications/ Details</b>	<ul style="list-style-type: none"> <li>• No of floors: G+3</li> <li>• Approx. built-up area: 1430 sq. m</li> <li>• Connected load: 25 kilowatt (kW)</li> <li>• Approx. average monthly electricity consumption: 6,730 kWh</li> </ul>	<ul style="list-style-type: none"> <li>• No of floors: G+1</li> <li>• Approx. built-up area: 1555 sq. m</li> <li>• Contracted MD: 111 kVA &amp; 90 kVA – 2 meters (office and integrated command control centre)</li> <li>• Approx. average monthly electricity consumption: 31,140 kWh</li> </ul>	<ul style="list-style-type: none"> <li>• No. of Pumping Stations: 12</li> <li>• No. of pumping stations used for drawing raw water from Source: 5</li> <li>• No. of pumping stations used for distribution purposes: 7</li> <li>• Total no of pumps: ~ 35</li> </ul> <p><b>Details of water supply and treatment facilities:</b></p> <ul style="list-style-type: none"> <li>• Artlakatta Summer Storage Tank: 5 water pumps for water drawl; 4 pumps for water supply from storage to treatment plant (Contracted MD: 200 kVA)</li> </ul>	<ul style="list-style-type: none"> <li>• No of floors: G+3</li> <li>• Floorspace: 13,269 sq. m.</li> <li>• Construction stage: Slab work completed</li> </ul>



			<ul style="list-style-type: none"> <li>• Victoria Water Works treatment plant: 100% capacity operational (Contracted MD: 550 kVA)</li> <li>• Sashikant Nagar Water treatment plant: ~30% capacity is operational (Contracted MD: 510 kVA)</li> <li>• Total average monthly electricity consumption: 3,07,637 kWh</li> <li>• Average operating hours per day: 20 to 23 hours</li> </ul>	
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## 4 Deliverables

1. **Conduct of on-site IGA and consultations:** Project briefing meeting with ICLEI South Asia team after contract signing to establish agreement on the methodology to be followed for IGA and resolve any queries. On-site energy audit to be carried out for the targeted buildings and facilities of KMC including field measurements, information and data gathering. The consultant/agency is also expected to undertake meetings related to the IGA as well as the Technical Guideline with KMC officials/stakeholders during the site-visit. It is to be noted that consultant/agency is expected to undertake virtual meetings with ICLEI South Asia and KMC officials in addition as necessary to complete the project deliverables.
2. **Task 1: Submission of Final IGA report:** A detailed final IGA report to address and capture all elements and analyses as noted under 'Scope of Work' shall be prepared and submitted to ICLEI South Asia.
3. **Task 2: Submission of Technical Guideline document:** A technical guideline document for design, construction and operation of new public office buildings shall be prepared and submitted to ICLEI South Asia as per the 'Scope of Work'. A technical report capturing results from design review of one new KMC office building shall also be submitted as per 'Scope of Work'

The consultant is expected to present findings and recommendations of Task 1 and Task 2 to ICLEI South Asia and KMC. Final reports and documents shall be submitted after addressal of comments and inputs provided by ICLEI South Asia and KMC to the draft reports.

## 5 Project timeline, payment and assignment execution

### 5.1 Timeline of Project

No	Activity/Deliverable	Timeline
1	Publication of Terms of Reference on ICLEI South Asia Website	11 <sup>th</sup> June, 2024
2	Last date of acceptance of proposals	24 <sup>th</sup> June, 2024
4	Issuance of work order to winning bidder	1 week from final date of acceptance of proposals



5	Submission of draft deliverables of Task I from Scope of Work	2 months from hiring of expert consultant/agency
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 and KMC)	3 months from hiring of expert consultant/agency

## 5.2 Payment Schedule

The fee is payable upon satisfactory completion and acceptance of the deliverables by ICLEI South Asia. Breakdown of deliverables and payment disbursement 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 30% of total work value upon satisfactory completion of remaining tasks and submission of final documents/reports related to Tasks I and II after addressing all comments/inputs raised by ICLEI South Asia and KMC.

## 5.3 Execution approach

The consultant(s) will report to ICLEI South Asia and will work closely with ICLEI South Asia personnel and Kakinada 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 perform the assignment through a combination of desk/remote-based work and site visits, while engaging with ICLEI South Asia and concerned city officials through virtual and in-person meetings.

The methodology proposed by the consultant(s) for the assignment's scope of work 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 and KMC will not provide any equipment or technical support in executing the assignment. Steering support and strategic inputs will be provided as necessary. It is expected that the consultant(s) will sufficiently resource himself/herself to carry out the assignment.

# 6 Bidders Eligibility Criteria and List of Required Documents

## 6.1 Bidder Eligibility Criteria

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

### 6.1.1 *Technical Requirements*

- Minimum 10 years of relevant combined professional experience in investment grade energy audits at municipal /industrial facilities. Experience in design of mechanical & electrical installations in energy retrofit procedures is desirable.
- Minimum 10 years of experience in providing consulting services for EDGE/IGBC/GRIHA certification process for institutional/commercial buildings.
- Minimum 5 completed assignments involving investment grade energy audits at industrial or

municipal buildings and municipal facilities such as water supply, wastewater treatment.

- Minimum 5 completed assignments involving review of RfPs, building designs, technical specifications and criteria for low carbon buildings and building energy performance in the last 5 financial years.
- Demonstrated experience in providing consultancy for energy auditing, energy efficient/green building projects in government and private sector, provision of technical support to Government institutions in Andhra Pradesh and working with government officials will be considered an advantage.
- Experience with the ESCO/RESCO business models (energy analysis and audits, energy management, project design and implementation, maintenance and operation, monitoring and evaluation of savings, property/facility management, energy and/or equipment supply, provision of service) is required.
- Demonstrated experience in working with development/multi-lateral organizations, government institutions, and implementing projects and technical assistance delivery related to energy audits, green and energy efficient buildings in India. Demonstrated experience of working in Andhra Pradesh will be advantageous.

#### **6.1.2 Financial requirements**

- The bidder (if a firm) should possess valid. relevant legal documents for taxation and financial accounting purposes issued by authorized agencies (such as GST, TIN registration as relevant).
- The bidder must be registered with relevant Income tax department and should produce Latest Income Tax clearance certificate/income tax return details for last 3 financial years.

#### **6.1.3 Academic Requirement**

The consultant/ Team lead (if a firm) should have a minimum of Bachelor's/Master's degree in Architecture or Engineering with minimum combined experience of 10 years in investment grade energy audits, green or net-zero building design development projects.

#### **6.1.4 Language Requirement**

Proficient in English.

### **6.2 Documents to be Submitted by Participating Bidders**

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

#### **6.2.1 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 Work order issued by the client (any city/ state/ national/ international agency) for related consultancy work. Documentary proof of working experience with development organizations and South Asian multi-lateral government institutions is

encouraged.

- d) Detailed Approach and Methodology for undertaking the assignment.
- e) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- f) Personnel plan reflecting expert names, position/role, and specific tasks assigned. Responsibilities and tasks assigned to each expert as per his / her experience shall influence the evaluation
- g) 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.
- h) CVs 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.
- i) 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.**
- j) 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:
- k) 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)
  - i. 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)
  - ii. 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.

### **6.2.2 Financial Proposal**

The Financial proposal should provide the following information/ documents:

- a) The consultant to provide all relevant documents including company's valid registration in India/outside India issued by concerned authorities. Documents shall prove the entity's legal ability and authorization to conduct the activities described in this ToR.
- b) A Financial proposal including all manpower, equipment, software, travel, lodging and boarding, 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. For travel

and on-site support, number of round-trips and pax along with approximate duration of stay to be added.

- c) 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.
- d) 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.
- 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 in case of Indian consultant/firm. For entities outside India, relevant legal documents to be submitted for taxation and accounting purposes.
- 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 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.*

**6.2.3 Proposal Submission**

- The Terms of Reference (ToR) can 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 **24/06/2024**:  
[nikhil.kolsepatil@iclei.org](mailto:nikhil.kolsepatil@iclei.org)  
**Nikhil Kolsepatil, Program Coordinator - Energy & Climate, ICLEI South Asia**  
[shardul.venegurkar@iclei.org](mailto: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](mailto:shardul.venegurkar@iclei.org); +91 -72762 93919
- 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,  
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 documents, 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 proposal for “IGA and Technical Guideline for Kakinada city”***
  - ***Financial bid for “IGA and Technical Guideline for Kakinada city”***
- 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.

## **7 Contract Terms**

### **7.1 Specific conditions of contract**

Consultant 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 June 13, 2024. Once a proposal is submitted, the matter will be decided according to the ToR conditions in the absence of such authentic pre clarification.

### **7.2 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 Kakinada Municipal Corporation jurisdiction area and hence instructions to bidders will be given by ICLEI South Asia in consultation

with KMC 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 KMC and ICLEI South Asia.

### **7.3 Tender Evaluation & Bid Assessment**

- The proposals received will be scrutinized & evaluated by ICLEI South Asia in consultation with relevant project partners. 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.

### **7.4 Award of contract**

- Detailed Work Order will be issued to the winning bidder within 7 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 5 (five) 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 5 (five) days and observe the formalities as above, the Letter of Intent will be cancelled, and the next shortlisted bidder will be finalized by ICLEI South Asia in consultation with project partners.

### **7.5 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.

### **7.6 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.***

### **7.7 Materials/Appliance at site**

- Neither ICLEI South Asia nor KMC 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. KMC 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.

### **7.8 Final Inspection of Work**

- ICLEI South Asia team and KMC shall jointly make final assessment 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 assessment, KMC 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.

### **7.9 Ownership of Materials and Confidentiality**

All material will acknowledge ICLEI South Asia, by featuring its logo, together with the logos of the project partners including C40 and KMC 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, C40 and KMC shall own all the copyright rights in such works.