



Terms of Reference

for

“Consultancy Support to Conduct Pre-feasibility Assessment for Deploying Green Hydrogen Based Public Transport Buses in Ahmedabad”

Location:	Ahmedabad, Gujarat, India
Type of Consultancy:	Independent Consultant(s) or Firms
Proposal Submitting Deadline:	18 th November 2024
Indicative Starting Date: (Date when the selected consultant(s) is expected to start	25 th November 2024
Envisaged Duration of the Contract:	5 months

1. Introduction

ICLEI – Local Governments for Sustainability is a global city network association of more than 2,500 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 (ICLEI SA) is implementing the project on Sustainable Energy Transition (SET) in South Asia (SET South Asia), which is funded by the United States Agency for International Development (USAID) under the South Asia Regional Energy Partnership (SAREP) program.

Ahmedabad city has been identified as a deep-dive city as part of this project, wherein ICLEI SA along with project partners are facilitating support to Ahmedabad Municipal Corporation (AMC) for deploying 'Green Hydrogen (GH₂) Based Public Transport Buses for Ahmedabad'.

Assignment Overview

Background:

Ahmedabad Municipal Corporation (AMC) has 1,113 buses having total route network length of around 3,800 kilometers, combining both AMTS (Amdavad Municipal Transport Service) and BRTS (Bus Rapid Transit System) services. The combined ridership of these services serves around 5 lakhs people on typical day. Out of total buses, AMC have 207 buses are electric buses, 835 buses are CNG buses. As a part of expanding its zero-emission strategy in-line with the Government of India's Net-Zero Emission Target by 2070, the AMC foresees the role of green hydrogen in its mobility system. Further, green hydrogen-based hydrogen buses play a crucial role in achieving sustainable, zero-emission public transport, complementing battery electric vehicles (BEVs) and addressing specific operational challenges. It will further enable transition towards green hydrogen economy as envisaged in the 'National Green Hydrogen Mission (NGHM)'.

Conversely green hydrogen-driven bus as part of public transport system is a comparatively new avenue in India, wherein few pilots has been done and some are in the process of implementation. Ahmedabad is identified as a deep-dive city under SET South Asia project, funded by the United States Agency for International Development (USAID) under the South Asia Regional Energy Partnership (SAREP) program. As a part of project activities, and its role as implementing organization, ICELI South Asia aims to provide technical assistance to Ahmedabad Municipal Corporation (AMC) for a comprehensive assessment of green hydrogen based public transport system implementation. The feasibility report as an outcome of this technical assistance, shall provide multi-factor analysis, identification of suitable sites and routes, and techno-commercial evaluations to support effective decision-making.

ICLEI South Asia seeks consultancy services (individuals or organization) to assist AMC in showcasing the potential for development of green hydrogen (GH₂) based public transport system,

assessment of infrastructure and investment needs, establishing techno-commercial viability, and detailing out phase-wise implementation plan for GH₂ buses integration in the existing fleet.

Scope of Work

Objective and tasks

Task 1: Comprehensive Review of Policy & Regulatory Frameworks, and Best Practices

1.1 Review of global best practices

The consultant shall undertake a thorough analysis of international best practices and implementation models (like Joint Initiative for Hydrogen Vehicles (JIVE) scheme implemented in Europe etc.) in the field of green hydrogen-based public mobility. This includes studying advancements in green hydrogen production technologies, green hydrogen bus technologies, implementation experiences, cost structures, and challenges encountered by various cities or countries that have initiated similar projects.

The review shall cover different implementation models (public, private, or public-private partnerships), key policy frameworks that enabled successful deployments, and regulatory environments that facilitated hydrogen infrastructure development. The consultant will also study some of the best practices for gender equality and social inclusion (GESI) in public transport, with respect to bus systems. This will enable to integrate the GESI lens in the pilot as well. The consultant will assess the lessons learned from these global experiences, including financial models, technological innovations, and operational hurdles, etc.

1.2 Review of policy & regulatory context in India and Gujarat

The consultant shall conduct a detailed review of the national and (Gujarat) state-level policy and regulatory frameworks and standards governing hydrogen-based mobility in India, including various safety and other related matters. This review shall include various policy, regulations and guidelines given by various national and state government departments, including but not limited to Ministry of New and Renewable Energy (MNRE), Ministry of Road Transport & Highways (MoRTH), Ministry of Power (MoP), Ministry of Petroleum and Natural Gas (MoPNG) etc. The (green) electricity integration, prevailing standards, regulations, policies and rules to be reviewed and considered by the consultant.

The necessary rules for safety, storage, installation, and handling of hydrogen shall be reviewed in the context of implementation consideration. This shall include but not be limited to Petroleum and Explosives Safety Organization (PESO), along with relevant IS/ISO/IEC/OISD/NFPA standards, and AIS-157 etc. The safety and standard regulatory framework should also include relevant Bureau of Indian Standards (BIS), which is working on setting safety and technical standards for hydrogen storage and transport.

This review should also encompass features like National Green Hydrogen Mission (NGHM), and any state-level hydrogen or clean mobility policies, and applicable financial assistance schemes, including viability gap funding (VGF) or other incentives, designed to encourage

green hydrogen adoption. The consultant will also identify gaps in the current policy environment and recommend necessary changes or clarifications that would enable smoother implementation of the pilot project.

1.3 Review of GH₂ based Public Buses Technology, Pilots, and Mapping of Suppliers

The consultant shall evaluate existing and up-coming green hydrogen pilot projects in India, and abroad with a focus on those involving public mobility, particularly hydrogen-powered buses. This shall also include an in-depth analysis of the type of work undertaken, mapping and scope of work of various suppliers, the technical specifications of buses and infrastructure used (hydrogen storage, refuelling, etc.), and the challenges faced during implementation and operations. The consultant will document the outcomes of these pilots, including any operational challenges, lessons learned, and the potential for scaling up similar projects. This review will serve as a foundation for making informed decisions regarding the proposed pilot in the Ahmedabad city.

Moreover, the consultant shall identify and summarise list of suppliers/ service providers of various infrastructure requirements for enabling green hydrogen-based pilot at Ahmedabad. This shall include but not be limited to green hydrogen buses & its technology (Fuel cell electric vehicles (FCEV), Hydrogen Internal Combustion Engine (H2ICE)), fuelling station, operation & maintenance, hydrogen generation – purification – distribution – storage systems, external green hydrogen suppliers/ distributors, hydrogen dispensing units, compressing or other cooling requirements etc.

Task 2: Identifying Resources, and Defining Scope for Pilot Implementation

To understand better ground conditions, existing operating models in AMC for public buses, and suitable sites (for necessary green hydrogen-based infrastructure) and suitable routes; the Consultant shall need to carry out walk-through site visits to selected bus depots and routes in Ahmedabad, and conduct with meetings with concerned department of AMC.

2.1 Review of existing public transport infrastructure available with AMC & past data

The consultant shall conduct a comprehensive review of the existing public transport infrastructure available with the Ahmedabad's municipal corporation (AMC). This will include analyzing the current bus fleet, its operations, the various routes covered, and occupancy levels across these routes, and future plannings.

The review will also encompass historical data on traffic conditions, fuel resources, fuel costs, operations and maintenance (O&M) schedules & associated costs, and the types of ownership or contract models in use. This shall also include review of key challenges/features of fleet operations, parking arrangements. It should also consider review on existing EV charging infrastructure, no. of charging depots, no. of bus charging, average charging consumption, connected load, demand patterns, charging frequency, RE integration and set-off for EV, billing and any other related information.

The consultant shall review past work of AMC for training or other activities for encouraging women as a frontline driver for public buses. This review should also consider existing GESI mainstreaming efforts at AMTS which can be also extended to this pilot.

ICLEI South Asia team will support for providing baseline data noted above as available and will liaise with bidder and AMC to collect additional information.

2.2 GH₂ Infrastructure Sites selection and Route identification

The consultant shall evaluate and select suitable sites for green hydrogen refueling stations based on current and projected infrastructure needs. It includes criteria for determining ideal routes, as well as early assessments of feasible corridors and probable locations for green hydrogen refueling stations and depots. This will include a detailed assessment of depot-based or en-route refueling stations, considering factors such as traffic flow, bus routes, and available land. The analysis will also cover mapping of potential external suppliers of green hydrogen, with a focus on cost, supply reliability, purity levels, and continuous availability of GH₂.

Based on this analysis, the consultant will identify potential routes for deploying hydrogen buses and assess for parking facilities. The consultant shall also visit potential sites for green hydrogen generation (as feasible), refueling, dispensing and storage units, and electrical and other infrastructure needs to accommodate the green hydrogen based public buses transition. Based on available sites, the consultant shall evaluate storage options for green hydrogen, considering the need for safe and efficient storage at refueling sites or depots.

The consultant will estimate infrastructure and investment requirements for hydrogen refueling, including upfront capital costs for different models like in-house hydrogen generation, other infrastructure required for green hydrogen-ecosystem, public-private partnership (PPP), or other commercially viable and reliable options.

Additionally, the consultant will provide a high-level plan for the design, permitting, and construction of hydrogen refueling stations, ensuring compliance with safety regulations and industry standards. A site survey/visit shall be conducted to assess the necessary infrastructure for accommodating hydrogen buses at the bus depots, including specialized maintenance facilities.

The consultant will also assess various renewable energy (RE) integration options for hydrogen production – storage – and dispensing facility etc. The study will explore different procurement models for integrating RE with the production of green hydrogen, including captive RE generation, open access agreements, and other forms of procurement available to the AMC. The study will also include the electricity consumption analysis for the entire green hydrogen ecosystem, including generation, storage, and dispensing. This energy consumption will be factored into the overall feasibility analysis, providing insights into the costs, infrastructure needs, other requirements to integrate renewable energy sources.

Task 3: Feasibility Assessment with Implementation Plan

3.1 Techno-Commercial Feasibility Analysis

The consultant shall conduct a comprehensive techno-commercial analysis to assess the feasibility of deploying green hydrogen-powered buses in the city. The infrastructure requirements shall be derived from the assessment activities conducted in Task 2 above.

The consultant shall develop a robust financial model that evaluates the viability of a hydrogen-based bus fleet, factoring various market costs, and the other enabling schemes including viability gap funding (VGF) from central, and state governments. The total cost of ownership (TCO) model should also consider various project financing consideration and its impact on project's viability. The TCO model will include discounted payback period calculations, project IRR, equity IRR, comparing hydrogen buses (based on FCEV, and H2ICE technology) with the replacement of existing CNG, diesel, or electric buses. A cost-benefit analysis will be performed, focusing on the long-term advantages of the transition, including fuel savings, reduced emissions, and potential revenue from carbon credits or other environmental incentives.

The overall analysis would also include a detailed breakdown of both capital expenditures (Capex) and operational & maintenance expenditures (Opex) related to the procurement of hydrogen buses, electricity consumption and workforce training.

Based on secondary literature and market trends, assumptions on construction of green hydrogen generation, purification, storage, distribution refuelling/dispensing infrastructure to make the analysis inclusive.

The consultant shall make at least two scenarios for green hydrogen supply for the buses (on-site generation and external procurement) in the calculations. The viability of hydrogen buses to various options, including battery electric and diesel buses should be considered. Estimates for cost benefit analysis related to above points can be based on the secondary literature and market trends.

The analysis should also consider and project the future costs associated with green hydrogen fuel, operations and maintenance (O&M), and the potential costs of system upgrades as the technology evolves.

3.2 Pre-Feasibility Report (with Procurement Specifications)

The consultant shall prepare a comprehensive pre-feasibility report outlining the findings from the policy and regulatory reviews, best practices, site surveys and route planning, infrastructure investments (generation-storage-dispensing-safety etc), supply-chain logistics, and other cost components (i.e. considered in techno-commercial models), as well as considerations on integrating GESI as a part of proposed pilot from the onset. Based on viability assessment, feasibility report should have willing-to-pay analysis for different models in financing part, along with proposed subsidy/VGF assistance (from central and state government) mapping.

The pre-feasibility report will include a phased implementation plan for deploying hydrogen buses in the city (including the quantity aspects of GH₂ requirements), with provisions for future scaling as the pilot project proves successful. The report will also cover technical specifications, infrastructure requirements, and financial forecasts for expanding the hydrogen fleet and refuelling network across the city over time. The consultant should recommend further safeguarding studies or evaluations that AMC can undertake to ensure holistic success of the pilot project, such as – HAZOP (Hazard and Operability Study), QRA (Quantitative Risk Assessment) etc. The report should also have details on risk assessment and mitigation strategies to address the potential problems, such as technical, financial and environmental concerns, as well as proposed mitigation strategies.

The report should have summarized stakeholder analysis on various aspects of implementing GH₂ buses in Ahmedabad city. The outline of the operational plant should be given in the report. The pre-feasibility report shall also outline a set of key performance indicators (KPIs) to measure the effectiveness and efficiency of the hydrogen bus pilot. These indicators will serve as benchmarks for evaluating the success of the pilot project and inform decision-making for future scaling.

The report should also provide technical specifications and a list of other requirements for procurement of GH₂ buses and related infrastructure for Ahmedabad. These specifications should be comprehensive such that, AMC can take it as a ready reference for further procurements. At last, final recommendation with actionable approach should be given in the report.

3.3 Implementation Plan

The consultant shall also suggest an implementation plan for AMC, which can consist of best suitable option (derived from pre-feasibility report). This implementation plan should also consider, the financial investment requirement, viability gap funding sources/schemes, project financing requirements along with potential lenders in this domain, and high-level step-by-step implementation plan. The implementation phase to outline approaches for phased rollout, beginning with a pilot phase, and progressing with full-scale deployment, with specific timeframes and milestones. The consultant shall submit draft plan to AMC, and necessary modifications needs to carry out based on AMC's requirements/inputs and submit revised plan.

The implementation plan should also emphasize the need of training and capacity building bus operators, maintenance personnel plan, and hydrogen handling through various collaborations / possibilities.

The implementation plan should also integrate the gender mainstreaming efforts at BRTS/AMTS, strengthening them with respect to having a component on design feature of these buses to be universally accessible, have more women and gender-diverse folks as frontline transport workers etc. There are multiple best practices on such integration in the Indian context that can be cited, including KMRL (Kochi Metro Rail Limited); CRUT (Capital Region Urban Transport) in Bhubaneswar etc.

NOTE:

- *ICLEI South Asia team members will liaise with the city government (i.e. AMC) and with the consultant/external agency, support information gathering, facilitate scheduling of site visit and meetings, offer technical inputs to consultant/ external agency. ICLEI South Asia will undertake overall monitoring of activities for this assignment.*
- *The consultant has to consider recommendations/ suggestions received from the funding agency (SAREP – USAID) in the proposed work.*
- *Consultant is expected to undertake at least three visits to Ahmedabad for (i) two visits for data collection, on-site surveys, site & route identifications and (ii) one visit for meetings and presentation of findings and outcomes. If additional visits are required for the assignment, the consultants can indicate in the proposal.*
- *The consultant has to give all data collected, MS excel analysis and report documents (MS word) to ICLEI South Asia.*

Deliverables

1. Inception Report
2. Techno-Commercial Analysis (MS Excel File with a brief narrative on the model and guidance notes)
3. Feasibility Report
4. Implementation Plan
5. List of Infrastructure and Equipment Suppliers (MS Excel File)

The above deliverables should encompass all the task and work mentioned in the Scope of Work of this RFP. If information collected is not part of the above deliverables, the consultant needs to submit details separately to ICLEI South Asia. The inception report should outline the work plan, timeline, methodology, and data requirements from AMC/on-site visits, coordination & reporting plan etc.

The consultant is expected to present findings and recommendations of the Task to ICLEI South Asia, SAREP-USAID and AMC. Final reports and documents shall be submitted after addressal of comments and inputs provided by ICLEI South Asia, SAREP-USAID and AMC to the draft reports.

Note: Consultant shall be required to give work progress and activities updates in the monthly review meetings to ICLEI South Asia and/or SAREP-USAID.

Project timeline, payment and assignment execution

Timeline of Project

Sr. No.	Activity / Deliverables	Timeline
1.	Publication of Terms of Reference (ToR) on ICLEI South Asia Website	30 th October 2024
2.	Last date of acceptance of proposals	18 th November 2024
3.	Issuance of work order (WO) to winning bidder	25 th November 2024
4.	Submission of Inception Report	2 weeks from Date of WO
5.	Submission of Techno-Commercial Analysis	3 Months from Date of WO
6.	Submission of Feasibility Report	3.5 Months from Date of WO
7.	Submission of Implementation Plan	4 Months from Date of WO
8.	Submission of List of Infrastructure and Equipment Suppliers	4 Months from Date of WO
9.	Completion of all activities and submission of final documents and deliverables (post addressal of all comments from ICLEI South Asia, SAREP-USAID and AMC)	5 Months from Date of WO

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 submission of inception report

- 30% of total work value on submission of final documents and deliverables (as mentioned in Deliverables section)
- Remaining 30% of total work value upon satisfactory completion of remaining tasks and submission of final documents/reports (post addressing all comments/suggestions) related to deliverables in original files (Word, Excel and Presentation etc).

Execution approach

The consultant(s) will report to ICLEI South Asia and will work closely with ICLEI South Asia personnel and Ahmedabad Municipal Corporation (AMC) representatives associated 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; site surveys, stakeholder's consultations, meetings; and report writing.

ICLEI South Asia, SAREP-USAID and AMC 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.

Bidders Eligibility Criteria and List of Required Documents

Bidder Eligibility Criteria

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

Technical Requirements

- Minimum two experts consist of – (i) team lead in urban mobility domain, and (ii) hydrogen (or CNG or other flammable gases) and related infrastructure expert.
- Minimum 8 years of relevant combined professional experience in feasibility assessment of public transport or urban mobility.
- Minimum 5 years of relevant combined professional experience in techno-commercial assessment of mobility projects (at least one project with FCEV or EV buses)
- Minimum 5 completed assignments involving feasibility assessment for public transportation (buses) for municipal corporation / other government departments / any organizations
- Team's relevant combined professional experience in hydrogen infrastructures like storage and distribution, and hydrogen generation and utilization in refineries/fertilizers or other industrial requirements, along with various safety standards (specially for hydrogen) such as

PESO, IS/ISO/IEC/OISD/NFPA standards and other safety protocols like AIS-157 will be given preference

- The combined professional experience in the domain of green hydrogen policy and regulations, green hydrogen infrastructure, electricity policy & regulations – tariffs & grid safety aspects shall be given preference
- Any relevant experience in providing consultancy services for feasibility analysis for public transport (i.e buses), refueling stations like CNG with its storage – dispensing – safety considerations, knowledge of various ARAI standards and safety considerations, working with hydrogen production, storage, dispensing, cooling and compression system, and working with government departments will be considered as an additional advantage during the selection process. Additionally, GESI work in the domain of public mobility shall also be given preference.

Financial requirements

- The bidder (if a firm) should possess valid and 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.

Education Requirement

- The consultant/ Team lead (if a firm) should have a minimum of Bachelor's/master's degree in urban planning / transport planning – having minimum combined experience of 8 years in urban mobility or transport feasibility studies / pilots / projects
- At least one expert having a minimum of Bachelor's/ master's degree in chemical/mechanical engineering – having minimum of 8 years of combined experience in projects like hydrogen, high pressure storage, flammable gas process piping & infrastructure, CNG refueling and storage stations, and safety codes etc.

Language Requirement

Proficient in English, Hindi

Documents to be Submitted by Participating Bidders

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

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. A gender expert in the proposed team for GESI related work shall be given preference.
- 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 and stamped. 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.

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.

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 **18th November 2024 (11:59 PM)**.

nikhil.kolsepatil@iclei.org

Nikhil Kolsepatil, Program Coordinator - Energy & Climate, ICLEI South Asia

gaurav.patel@iclei.org

Gaurav Patel, Manager - Energy & Climate, ICLEI South Asia

- Contact for queries:
Gaurav Patel, Manager - Energy & Climate, ICLEI South Asia
gaurav.patel@iclei.org; +91 9173 072 735
- The bids will be considered only if bidder has submitted proposal soft copies in email before the due date and time of submission.
- The hard copy of proposal document shall reach to the above-mentioned address not later than **10 days** from declaring winning of the bid by ICLEI South Asia to successful bidder.
- **Note:** Interested bidders shall submit the proposals to ICLEI South Asia via email only (soft proposal submission). Shortlisted bidder post bid evaluation will be requested to submit physical and signed copy of the proposal (technical and financial) 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 proposal shall be submitted in two documents, viz.
 - Part I: Technical Proposal
 - Part II: Financial Proposal
- 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.

Contract Terms

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 18th November 2024. Once a proposal is submitted, the matter will be decided according to the ToR conditions in the absence of such authentic pre clarification.

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 Ahmedabad Municipal Corporation jurisdiction area and hence instructions to bidders will be given by ICLEI South Asia in consultation with AMC officials. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work.

Tender Evaluation & Bid Assessment

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

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.

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.

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.

Materials/Appliance at site

- Neither ICLEI South Asia nor AMC 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. AMC 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.

Final Inspection of Work

- ICLEI South Asia team, SAREP-USAID and AMC 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, AMC 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.

Ownership of Materials and Confidentiality

All material will acknowledge ICLEI South Asia, by featuring its logo, together with the logos of the project partners/funders (SAREP-USAID) including AMC 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, SAREP-USAID and AMC shall own all the copyright rights in such works.