

Terms of Reference (TOR)

Awareness generation on urban agriculture and food gardens among students in municipal schools in Delhi under the Development of Urban Food Gardens in four Mega Cities Project

Title of proposed project	Awareness generation on urban agriculture and food gardens among students in municipal schools in Delhi
Location of the project	17 municipal schools in the jurisdiction of Municipal Corporation of Delhi

Summary	<p>The project aims to develop functional green spaces in schools, supplement the mid-day meals with organic vegetables, improve biodiversity and connect young urban students with agriculture. The project will address the same through the development of food gardens in the schools.</p> <p>Urban food gardens provide an array of benefits to students, teachers, and the community. Apart from providing fresh produce and educational opportunities, they also help to promote a healthy lifestyle and inculcate a greater appreciation for the environment. School gardens offer a unique opportunity for students to engage in hands-on learning of agriculture. This helps to increase their level of interest and thus the chances of replicating the same at their residences is higher. The produce from these gardens helps to supplement the nutrition in the mid-day meals. It has also been reported that spending time with nature and carrying out gardening has a positive impact on the mental health as well as adds to the physical activities in the daily routine of the children. In addition, food gardens contribute to improvement in the pollinator base and soil biodiversity, thereby contributing to enhancement in the overall biodiversity.</p> <p>This TOR aims at awareness generation on urban agriculture and food gardens among students in municipal schools in Delhi. In addition, training material will also be developed. The same will be used later in the project and beyond by the school to continue these awareness generation activities. The chosen agency will have to develop appropriate training material for students (upto Class V), undertake 1 training each in the 17 municipal schools where food gardens have been established through the project and compile a detailed report, including photographs, attendance sheets etc of all the trainings. The final print ready files of the training material will also have to be shared with ICLEI South Asia.</p>
Description of the assignment, expected outputs	<p>The scope of work is divided in three parts:</p> <ol style="list-style-type: none"> 1. The winning bidder will develop appropriate training material for students (upto Class V) 2. The winning bidder will develop undertake 1 training each in the 17 municipal schools where food gardens have been established through the project 3. The winning bidder will compile a detailed report, including photographs, attendance sheets etc of all the trainings
Concrete deliverables	<ol style="list-style-type: none"> 1. Develop appropriate training material for students (upto Class V) 2. Undertake 1 training each in the 17 municipal schools where food gardens have been established through the project

expected	3. Compile a detailed report, including photographs, attendance sheets etc of all the trainings
Location and deadlines	<p>Location: Delhi, India</p> <p>Deadlines:</p> <ol style="list-style-type: none"> 1. Finalisation of detailed work plan- Within 2 weeks from award of work 2. Submission of draft training material for students (upto Class V)- Within 1 months from award of work 3. Submission of final training material for students (upto Class V)- Within 1.5 months from award of work 4. Undertake 1 training each in the 17 municipal schools where food gardens have been established through the project - Within 5 months from award of work 5. Submission of a detailed report, including photographs, attendance sheets etc of all the trainings - Within 6 months from award of work
Payment schedule	<p>20% on total work value on signing of work order and submission of invoice</p> <p>20% on submission and approval of detailed work plan and submission of invoice</p> <p>20% on submission of final training material and submission of invoice</p> <p>20% on completion of 1 training each in the 17 municipal schools and submission of invoice</p> <p>20% on submission of detailed report and submission of invoice</p>
Time frame	<p>Publication of tender on ICLEI Website – 5th June 2025</p> <p>Last date of acceptance of proposals: 19th June 2025</p> <p>Date of announcement of successful bidder: 20th June 2025</p> <p>Issue of work order to winning bidder: 20th June 2025</p> <p>Finalisation of detailed work plan- Within 2 weeks from award of work</p> <p>Submission of draft training material for students (upto Class V)- Within 1 months from award of work</p> <p>Submission of final training material for students (upto Class V)- Within 1.5 months from award of work</p> <p>Undertake 1 training each in the 17 municipal schools where food gardens have been established through the project - Within 5 months from award of work</p> <p>Submission of a detailed report, including photographs, attendance sheets etc of all the trainings - Within 6 months from award of work (19th December 2025)</p>

Contact	<p>Dr Monalisa Sen, Associate Director, ICLEI South Asia, C-3, Green Park Extension, New Delhi-110016, India Tel: +91-11-49747200 Fax: +91-11-49747201 Email: monalisa.sen@iclei.org Website: http://southasia.iclei.org/</p>
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Mode of implementation (stakeholders involved and type of involvement)

The various stakeholders and their roles are described below in brief:

- i. ICLEI South Asia: Coordination with the consultant/ external agency and city government; monitoring of overall activities; offering technical assistance to consultant/ external agency
- ii. Consultant/ External Agency: Carry out all activities listed in sections on description of the assignment and concrete deliverables.

Annexure A: Bidders Eligibility Criteria and List of Required Documents

(A) Bidder Eligibility Criteria

Technical requirements

Individuals and firms are welcome to apply.

Preferred Qualifications of individual /firm lead :

Should be well versed with the subject

Should have led similar work for at least 5 years

Should have experience in successfully developing training material and undertaking trainings for school and college students in atleast 5-6 institutions in any place in India in the past three years as on date of release of the TOR.

Should furnish self-attested copies of work orders for these works and a copy of certificates for successfully developing training material and conducting trainings from the same client

Should not be under declaration of ineligibility for corrupt or fraudulent practices or deficiencies of services or blacklisted with any Government/Non-Government agencies at the time of bidding

Financial requirements

For individual

- a) Copy of valid PAN card
- b) Copies of ITR of last 3 financial years

For firms

- a) Copy of valid PAN card, GST registration and TIN.
- b) Audited account statements for last two years.
- c) Minimum turnover of 15 lakh (INR) during last two years.

(B) Documents to be submitted by participating bidders

Technical Bid

The Technical bid should provide the following information/ documents

- a) CV in case of individual and Agency profile in case of firm
- 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, etc.
- c) Details of atleast five similar previous projects implemented by the bidder with documentary proof for the same
- d) Detailed Approach and Methodology for undertaking the current Assignment

- e) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- f) All relevant CVs shall be provided in full detail. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event.
- g) Template for the technical bid is provided in Annexure C.

Financial Bid:

The Financial bid should provide the following information/ documents:

- a) Financial bid for the tasks listed in the ToR document. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR. Financial bid should be inclusive of all taxes.
- b) Item wise break up for all components including professional cost, travel etc
- c) Financial documents, listed above
- d) Template for the technical bid is provided in Annexure D.

Please note:

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

Failure to comply with or provide the above listed items in the Technical and Financial Bids may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia.

(C) Bid Submission

The Terms of Reference (ToR) shall be downloaded free of cost from the ICLEI South Asia website

The bid document shall be submitted by bidders through email to the below mentioned email ID on or before 19th June 2025:

monalisa.sen@iclei.org

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

Dr Monalisa Sen

Associate Director

ICLEI-Local Governments for Sustainability, South Asia

C-3 Green Park Extension

New Delhi- 110016

Phone: +91 9871747467

Email: monalisa.sen@iclei.org

The hard copy of bid document shall reach to the above-mentioned address not later than 3 days from the last date of submission of bid document, provided the bid has been submitted through email before the due date of submission

- The Bid shall be submitted in two parts, viz.
 - Envelop I: Technical Bid;
 - Envelop II: Financial Bid; and
 - both the Envelops I & II to be placed and sealed inside Envelope III

Envelop I: sealed and shall be super scribed as:

Part A: Technical bid for

“Awareness generation on urban agriculture and food gardens among students in municipal schools in Delhi under the Development of Urban Food Gardens in four Mega Cities Project”

Envelop II: sealed and shall be super scribed as:

Part B: Financial bid for

“Awareness generation on urban agriculture and food gardens among students in municipal schools in Delhi under the Development of Urban Food Gardens in four Mega Cities Project”

Envelop III: sealed and shall be super scribed as:

“Awareness generation on urban agriculture and food gardens among students in municipal schools in Delhi under the Development of Urban Food Gardens in four Mega Cities Project”

- The bid shall be valid for a period of 60 days from the date of submission of bid document
- A bidder shall submit the bid documents that satisfies each and every condition laid down in this notice, failing which, the bid will be liable to be rejected by ICLEI South Asia
- In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder

Annexure B: Proposal/Bid Submission Form

To
The Executive Director
ICLEI-Local Governments for Sustainability, South Asia
New Delhi – 110016

I/We have read and examined the terms of reference (ToR) documents relating “**Awareness generation on urban agriculture and food gardens among students in municipal schools in Delhi under the Development of Urban Food Gardens in four Mega Cities Project**” including the main tender document and all the annexures.

I/We hereby submit our proposal for execution of the work referred to in the aforesaid documents in accordance with the terms and conditions contained or referred to therein and in accordance in all respects with the specifications, designs, drawings and other relevant details at the rates furnished in the bid document and within the period(s) of completion as stipulated in Annexure documents and our proposal.

If I/We fail to keep the proposal open as aforesaid or make any modifications in the terms and conditions of the proposal which are not acceptable to ICLEI South Asia or after signing of contract are unable to provide work or services to the satisfaction of ICLEI South Asia as per the terms of the contract and annexure documents, I/We agree that ICLEI South Asia shall without prejudice to any other right, be at liberty to forfeit earnest money absolutely. Should this proposal be accepted, I /We agree to abide by & fulfil all the terms conditions of aforesaid document and the annexure documents.

If after the proposal is accepted, I/we fail to commence the execution of the work, I/We agree that ICLEI South Asia shall without prejudice to any other right or remedy is at liberty to forfeit the said earnest money absolutely.

I/We understand that if any false information/document submitted by me/us in the bidding process is detected at a later date, any contract/agreement made between ourselves and ICLEI South Asia will be treated as invalid by ICLEI South Asia and I/We will be solely responsible for the consequences.

I/We agree that the decision of ICLEI South Asia in selection of the agency/consortium will be final and binding on me/us.

I/We agree that I/We have no objection if enquires are made about the information/documents submitted by me/us here in above and /or in the accompanying sheets.

Signature and stamp of applicant.....

Name.....

Organization.....

Date and place.....

PARTICULARS OF THE INDIVIDUAL/AGENCY SUBMITTING THE BIDS

S.No.	Particulars	Response
1.	Name and address of the individual/agency	
2.	PAN number TIN number GST number Registration number	
3.	Legal status of agency	
4.	Details of contact person with mobile number and email address	

Annexure C: Template for Technical Bid

(please attach testimonials for all information stated in the technical bid)

1. Please provide the following details for atleast five projects

Project Number 1

Location
Client
Project Value
Student/stakeholder engagement activities carried out
Details of activities
Kindly provide photographs

Project Number 2

Location
Client
Project Value
Student/stakeholder engagement activities carried out
Details of activities
Kindly provide photographs

Project Number 3

Location
Client
Project Value
Student/stakeholder engagement activities carried out
Details of activities
Kindly provide photographs

Project Number 4

Location
Client
Project Value
Student/stakeholder engagement activities carried out
Details of activities
Kindly provide photographs

Project Number 5

Location
Client
Project Value
Student/stakeholder engagement activities carried out

Details of activities

Kindly provide photographs

- i. Detailed methodology to address the TOR**
- ii. Timeplan for implementation**
- iii. CVs (all relevant ones)**
- iv. Agency profile**

Annexure D: Template for Financial Bid

S.No.	Budget head			Amount
1	Professional Cost			
	Position	Number of units	Unit rate (specify unit)	
	Add rows as needed			
2	Travel			
3	Overheads			
4	Total			

Annexure E: Contract Terms

1 Specific conditions of contract

1.1 Bidder 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 but without any guarantee to it.
- If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

2 General conditions of contract

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

3 Tender Evaluation & Bid Assessment

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

4 Award of contract:

- 4.1 Detailed Work Order will be issued to winning bidder within 1 day of announcing the winning bidder
- 4.2 The winning bidder is to forward the signed and sealed work order to ICLEI at the earliest or not more than 7 (seven) days of issue of work order
- 4.3 In case the winning bidder fails to indicate his intent to undertake the said work within the stipulated time of 7 (seven) days and observe the formalities as above, the Letter of Intent will be cancelled and the next bidder will be finalised by ICLEI South Asia.

5 Compensation for delay

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

5.2 If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 15 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.

6 Extension of date of completion

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

6.1 Force Majeure:

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

7 Materials/Appliance at site

7.1 ICLEI South Asia does not undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder

7.2 All materials/ equipment/ tools brought to site by the bidder shall be the responsibility of the bidder. ICLEI South Asia shall extend help as and when approached by the bidder to keep any materials/ equipment/ Appliance/ tool, however not liable for any loss, theft or damage due to fire or other cause, the responsibility for which shall lie entirely on the bidder.

8 Final Inspection of Work

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

8.2 At the time of such inspection ICLEI South Asia shall the bidder in writing as to the particular concerns to be remedied before final acceptance can be made.