

Terms of Reference (TOR)

Development and maintenance of 10 urban food gardens in municipal schools in Kolkata under the Development of Urban Food Gardens in four Mega Cities Project

Title of proposed project	Development and maintenance of 10 urban food gardens in municipal schools in Kolkata
Location of the project	10 municipal schools in the jurisdiction of Kolkata Municipal Corporation

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. Majority of the municipal schools in Kolkata do not have functional food gardens.</p> <p>This TOR aims at development and and maintenance of 10 urban food gardens (multi-layered, with one layer covering a minimum of 100 sq ft) in municipal schools in Kolkata for a period of two years. In addition, the students will be provided with hands-on training in the gardens on various aspects of vegetable farming. The chosen agency will also have to maintain daily records and photographs of activities carried out in each school on daily basis and also the maintain the harvest details and photographs of the cooked products. Specific data sheets for all these will be provided by ICLEI South Asia, to the selected agency, for the same.</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 a detailed design of the food garden, which will be used as a prototype in each school 2. The winning bidder will develop all the 10 food gardens and maintain them for one year 3. The winning bidder will collect and share all data, in the desired templates 4. The winning bidder will develop training material for students on food gardens and regularly provide trainings in all the schools, over the entire project duration

Concrete deliverables expected	<ol style="list-style-type: none"> 1. Detailed design of the proto-type food garden 2. Identification and sourcing of seeds, planting material, soil, compost and other required material inputs 3. Developing the food gardens in 10 municipal schools in Kolkata 4. Maintaining all the 10 gardens for 1 year, post establishment, including daily watering and addressal of any issues on immediate basis 5. Carry out Integrated Pest Management in all the food gardens 6. Maintain harvest and other daily activity records and photographs and share the same on daily basis, in the templates that are provided 7. Develop training manuals for students and provide regular trainings to students in all the schools, over the span of one year
Location and deadlines	<p>Location: Kolkata, West Bengal, India</p> <p>Deadlines:</p> <ol style="list-style-type: none"> 1. Finalisation of the detailed design of the proto-type food garden- Within 2 weeks from award of work 2. Visit to all the schools to understand the exact location within each school- Within 2 weeks from award of work 3. Identification and sourcing of seeds, planting material, soil, compost and other required material inputs - Within 3 weeks from award of work 4. Developing the food gardens in 10 municipal schools in Kolkata - Within 1 month from award of work 5. Maintaining all the 10 gardens for 1 year, post establishment, including daily watering, pest management and addressal of any issues on immediate basis- For 1 year, post establishment of each food garden 6. Maintain harvest and other daily activity records and photographs and share the same on daily basis, in the templates that are provided- On regular basis, for 1 year, post establishment of each food garden 7. Develop training manuals for students- Within 2 months from award of work 8. Provide regular trainings to students in all the schools- On regular basis, for 1 year, in each school
Payment schedule	<p>20% on total work value on signing of work order and submission of invoice</p> <p>10% on submission and approval of detailed design of the proto-type food garden and completion of site visit to each school</p> <p>10% on identification and sourcing of seeds, planting material, soil, compost and other required material inputs</p> <p>25% on developing the food gardens in 10 municipal schools in Kolkata</p> <p>15% on developing training manuals for students</p> <p>15% on completion of trainings, over 2 years in all schools</p> <p>5% on completion of maintenance of harvest and other daily activity records and</p>

	<p>photographs and share the same on daily basis, in the templates that are provided, for 1 year in all schools</p>
Time frame	<p>Publication of tender on ICLEI Website – 19th December 2025</p> <p>Last date of acceptance of proposals: 2nd January 2026</p> <p>Date of announcement of successful bidder: 5th January 2026</p> <p>Issue of work order to winning bidder: 5th January 2026</p> <p>Finalisation of the detailed design of the proto-type food garden- Within 2 weeks from award of work</p> <p>Visit to all the schools to understand the exact location within each school- Within 2 weeks from award of work</p> <p>Identification and sourcing of seeds, planting material, soil, compost and other required material inputs - Within 3 weeks from award of work</p> <p>Developing the food gardens in 10 municipal schools in Kolkata - Within 1 month from award of work</p> <p>Develop training manuals for students- Within 2 months from award of work</p> <p>Provide regular trainings to students in all the schools- On regular basis, for 2 years, in each school</p> <p>Maintain harvest and other daily activity records and photographs and share the same on daily basis, in the templates that are provided- On regular basis, for 1 year, post establishment of each food garden (29th April 2027)</p> <p>Maintaining all the 10 gardens for 1 year, post establishment, including daily watering, pest management and addressal of any issues on immediate basis- For 1 year, post establishment of each food garden (29th April 2027)</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>

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

Both firms and consortium are welcome to apply.

Preferred Qualifications of firm/consortium lead :

Should be well versed with the subject

Should have led similar work for at least 5 years

Should have experience in successfully developing and maintaining on ground food gardens throughout the year and should have undertaken the implementation of the same through atleast twenty projects 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 and maintaining on ground food gardens 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

In case of consortium, the lead partner should be defined and the same will be responsible for all the deliverables. Role of all other partners also needs to be clearly defined.

Financial requirements

- 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) Agency/Consortium profile
- 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) Details of atleast five similar previous projects implemented by the organization(s) 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) List of all crop species that are proposed to be planted needs to be provided, season-wise
- h) A draft design of the food garden prototype needs to be provided
- i) Details of how integrated pest management will be undertaken should be provided.
- j) 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, sapling cost, manure, cost of man-days (unit rate)
- c) Detailed BOQ needs to be provided
- d) Financial details of the organization(s) to confirm its eligibility
- e) Valid PAN card
- f) Valid GST registration and TIN
- g) Audited account statements for last 2 years
- h) 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 2nd January 2026:

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

“Development and maintenance of 10 urban food gardens in municipal schools in Kolkata 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

“Development and maintenance of 10 urban food gardens in municipal schools in Kolkata under the Development of Urban Food Gardens in four Mega Cities Project”

Envelop III: sealed and shall be super scribed as:

“Development and maintenance of 10 urban food gardens in municipal schools in Kolkata 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 “**Development and maintenance of 10 urban food gardens in municipal schools in Kolkata 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 AGENCY/CONSORTIUM SUBMITTING THE BIDS

S.No.	Particulars	Response
1.	Name and address of the agency	
2.	PAN number TIN number GST number Registration number	
3.	Legal status of agency	
1.	Whether a single entity of consortium? If consortium, please submit the details of the consortium partners: a. Lead partner b. Other partners (maximum 2 other partners)	
5.	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.Total number of on ground food gardens developed and maintained throughout the in last three years in India

<i>S.No.</i>	<i>Location</i>	<i>State</i>	<i>Client (including name and contact details of contact person)</i>	<i>Year of implementation</i>

2. Please provide the following details for atleast five projects

Project Number 1

Location

Area of the project in sq m

Auto CAD design developed for the site

Date of developing the food garden

Total number of crops planted, with details season-wise

Student/stakeholder engagement activities carried out

Kindly provide photographs of the project before and after implementation

Project Number 2

Location

Area of the project in sq m

Auto CAD design developed for the site

Date of developing the food garden

Total number of crops planted, with details season-wise

Student/stakeholder engagement activities carried out

Kindly provide photographs of the project before and after implementation

Project Number 3

Location

Area of the project in sq m

Auto CAD design developed for the site

Date of developing the food garden

Total number of crops planted, with details season-wise

Student/stakeholder engagement activities carried out

Kindly provide photographs of the project before and after implementation

Project Number 4

Location

Area of the project in sq m

Auto CAD design developed for the site

Date of developing the food garden

Total number of crops planted, with details season-wise

Student/stakeholder engagement activities carried out

Kindly provide photographs of the project before and after implementation

Project Number 5

Location

Area of the project in sq m

Auto CAD design developed for the site

Date of developing the food garden

Total number of crops planted, with details season-wise

Student/stakeholder engagement activities carried out

Kindly provide photographs of the project before and after implementation

3. Detailed methodology to address the TOR

4. Season-wise listing of crops to be planted

- 5. A draft design of the food garden prototype needs to be provided**
- 6. Details of how integrated pest management will be undertaken should be provided.**
- 7. Timeplan for implementation and maintenance**
- 8. CVs of team leader and other senior staff involved in the assignment**
- 9. Agency/ consortium profile**
- 10. Distribution of work among consortium partners (if applicable)**

Annexure D: Template for Financial Bid

S.No.	Budget head	Amount
Food Garden Establishment		
1	Manpower X number of days	
2	Material (with details)X quantity	
3		
4		
5		
6		
7		
8		
9		
10		
	Cost of establishment of food garden in one school	
	Cost of establishment of food gardens in 10 schools (A)	
	Maintenance of food gardens and student engagement (for year 1)	
1	Manpower X number of days	
2	Any other costs	
	Sub- Total (B)	
	Total (A+B)	
	GST	
	Grand Total	

Annexure E: Contract Terms

1 Specific conditions of contract

1.1 Contractor to study conditions:

- The bidder shall be deemed to have carefully examined the work and site conditions'. In this regard, he/she will be given necessary information to the best of knowledge of ICLEI South Asia 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.