


Notice Inviting Tender

Title	Conducting livelihood related exposure visit for community members in Darjeeling Himalayas
Project	Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal
Location of community hamlets	Dara Gaon hamlet (Nagri Farm Tea Garden) and Bahidardhura Hamlet (Dhajea Tea Garden) in Pokhriabong III Gram Panchayat, Block – Jorebunglow-Sukhiapokhri, District – Darjeeling, West Bengal Kothidara hamlet (Rohini Tea Garden) and Godamdhura hamlet (Gidda Pahar Tea Garden), Gayabari - I Gram Panchayat, Block - Kurseong, District – Darjeeling, West Bengal
Timelines	Tender published on ICLEI South Asia website: 21 May 2026
	Last date for acceptance of proposals: 28 May 2026
	Identification of winning bidder: 1 June 2026
	Award of Work Order: 2 June 2026
Tender Inviting Authority	 Emani Kumar Executive Director <i>ICLEI - Local Governments for Sustainability, South Asia</i> C-3, Lower Ground Floor; Green Park Extension; New Delhi – 110016; India; Tel: +91 – 11 – 4974 7200
Reference	8/NIT/CLAP/ICLEI/2026
Date	21 May 2026

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I. Introduction and Context

This tender contains the Terms of Reference (ToR) which outlines the requirements for selecting a successful bidder for conducting exposure visits of the community members as part of the project Community-Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal (hereinafter referred to as ‘the project’). The project aims to address the challenges of water scarcity and conservation with active participation of the local community (focusing on women), tea estate management and government departments. The Gorkhaland Territorial Authority (GTA) is the project partner and the Public Health and Engineering Department (PHED) is the nodal department for the project. SyncSage Consulting Private Limited is the technical partner. ICLEI Local Governments for Sustainability, South Asia Secretariat (hereinafter referred as ‘ICLEI South Asia’), intends to organise exposure visits (hereinafter referred to as ‘said work’) as part of the project, for the communities of its project hamlets in Darjeeling district. The project hamlets are – (i) *Dara Gaon* (Nagri Farm Tea Garden) and (ii) *Bahidardhura* (Dhajea Tea Garden) in Jorebunglow-Sukhiapokhri block; and (iii) *Kothidara* (Rohini Tea Garden) and (iv) *Godamdhura* (Gidda Pahar Tea Garden) in Kurseong block. Refer to Section II: Scope of Work for further details. ICLEI South Asia invites separate tenders for the said work from eligible bidders having desired credentials for execution of works of similar nature and financial capability. Passing the technical bid stage is required for the bidders to qualify for the next stage comprising financial bid. The successful bidder shall be chosen based on a 60:40 weighted combination of technical design and cost.

Objectives of the said work

1. To conduct livelihood-oriented exposure visits for community members from project hamlets
2. To facilitate learning and knowledge exchange on sustainable and resilient livelihood practices relevant to the communities’ local context.
3. To strengthen understanding of community-led water resource management and its linkage with livelihoods by exposing participants to successful practices, institutional arrangements, and on-ground models that can be adapted in their own hamlets.

Target audience: Local community of the project hamlets

II. Scope of Work

The scope of work for the said work includes conducting livelihood-oriented exposure visits for community members from the identified project hamlets as per the details given below:

- Four individual exposure visits shall be organised separately for the four project hamlets. None of the four exposure visits shall overlap with each other.
- Each exposure visit shall include six (6) community members from each hamlet and two (2) ICLEI South Asia staff.
- The exposure visits shall be conducted in 3-day format, which includes:
 - Day 1: Travel to exposure site/location
 - Day 2: Exposure visit, field demonstrations, and interactions
 - Day 3: Feedback session with participants and return travel
- The successful bidder, with regard to the exposure visits shall:
 - Identify and finalise suitable locations that demonstrate successful community-led livelihood practices. Linkage with to water security and climate resilience shall be preferred.
 - Ensure that the selected sites are relevant and replicable in the context of the project hamlets.
 - Develop detailed itineraries, visit schedules, and learning agendas aligned with the objectives of the said work.
 - Plan structured activities including field demonstrations, interactions, and knowledge-sharing sessions.
 - Arrange and manage all logistics ‘to and fro’, including transportation, accommodation, meals, entry permissions, and site coordination.
 - Ensure safe and efficient conduct of visits for all participants.
 - Organise and lead the exposure visits, ensuring smooth execution as per the approved plan.

- Ensure that participants are exposed to practical demonstrations, successful models, and on-ground experiences related to livelihoods and water resource management.
- Arrange interactions between participants and host communities, and if possible, with practitioners, and relevant institutions.
- Ensure structured discussions, experience-sharing, and practical insights during the visits.
- Document each exposure visit through photographs, attendance records, and brief narratives.
- Submit a report capturing key learnings, participant feedback, and potential applications in the project hamlets.

III. Deliverables

- Four (4) exposure visits conducted (one per project hamlet), in line with the approved plan and schedule.
- One (1) detailed exposure visit plan for each hamlet, including identified site, itinerary, travel plan, and learning agenda, to be submitted prior to the visit.
- Participant details and attendance records for each exposure visit, including demographic representation.
- Photographic documentation of each exposure visit, capturing key activities, interactions, and site demonstrations.
- One (1) exposure visit report covering background of exposure site, activities conducted during the visit, key learnings and observations, participant feedback, and potential application in the project hamlets

IV. Timeline

- The said work shall be carried out between 2 June 2026 and 31 July 2026.
- In case bidders require an extension to the deadline of 31 July 2026, this shall be clearly specified at the time bid submission along with proposed dates and a valid justification for such extension.

V. Terms of Reference

1. Bonafide Indian organisations/ firms /companies, registered Indian companies/firms and bidders of equivalent grade with proven credentials in execution of assignments of similar nature (exposure visits / training programmes / community mobilisation / event management, etc.), not otherwise blacklisted or debarred by order on the date of publication of this tender, are eligible to participate, subject to fulfilling the criteria laid down in this tender.
2. The participating bidder shall be a single entity/organisation. Hereinafter, the word 'bidder' shall apply to the entity.
3. The bidder should have been in the business of providing relevant services such as organising exposure visits, training programmes, community engagement, or related development sector activities in India for at least 3 years as on 30/04/2026.
4. If the bidder ceases to meet the eligibility criteria or the qualification criteria set out in the tender at any time after the application due date and on or after the bid due date, then such bidder shall be disqualified, and their bid shall be liable for rejection.
5. This said work shall fulfil the minimum guaranteed performance and the technical specifications presented in this document.
6. The contract for said work shall be in accordance with all applicable permits and regulations set out by the Government of India, and Government of West Bengal.
7. All necessary and allied tasks for operationalising/commissioning the said work shall be undertaken by the successful bidder, at their own cost, with clear timelines.
8. The successful bidder shall undertake basic project planning, sequencing, obtaining permissions, and all other requirements as required for the purposes of said work.
9. The bidder shall submit a detailed implementation plan for the entire duration of said work time period including required personnel-days (Annexure A).

10. The successful bidder shall be responsible for all travel arrangements (to/from exposure sites and between project hamlets), local transport, boarding and lodging of community members and ICLEI South Asia staff, coordination with local authorities and tea garden management, and safety of all participants.
11. ICLEI South Asia reserves the right to assess the capabilities and capacity of the bidder to perform the contract, should the circumstances warrant such assessment in the overall interest of the project.
12. ICLEI South Asia reserves the right to seek information and evidence from bidders regarding their continued eligibility and continued compliance with the qualification criteria at any time during the bid process. The bidders shall undertake to provide all the information and evidence sought by ICLEI South Asia.
13. Consortiums are not allowed to bid for the said work.
14. Sub-contracting is not allowed under the said work.
15. ICLEI South Asia reserves the right to reject any or all bids or cancel/ withdraw this tender without assigning any reason whatsoever and in such case no bidder/ intending bidder shall have any claim arising out of such action.
16. ICLEI South Asia reserves the right to terminate the work order, at any given time, in the event of the successful bidder showing lack of attendance to the work or negligence or sub-par/unfair performance in the opinion of ICLEI South Asia, irrelevant of any clause of the contract/work order by giving suitable notice to the bidder.
17. The said work shall commence within one week of award of the Work Order.
18. Supply, sourcing, procurement, transportation including requisite insurance of all equipment will be undertaken by the successful bidder, at their own cost.
19. The successful bidder shall obtain necessary permits and clearances from all local stakeholders, including government statutory bodies, as required for completion of the said work.
20. The successful bidder shall report to the concerned person from ICLEI South Asia as required.
21. All the operations not expressly included, that are necessary for proper functioning and fulfilment of the guaranteed performance, rules and regulations, shall be considered included through mutual discussion with ICLEI South Asia
22. The bidder shall be deemed to have carefully examined the work and site conditions. In this regard, the bidder will be given necessary information to the best of knowledge of ICLEI South Asia in consultation with but without any guarantee to it.
23. If bidder shall have any doubt as to the meaning of any portions of the scope of the work, or any other matter concerning the contract, bidder shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contacts, as given in Section XI of this tender, by email in order that such doubts may be clarified authoritatively before tendering. ICLEI South Asia will respond to queries until 1 day prior to the deadline for the submission of proposal.
24. The bidder shall address all aspects of the proposed outputs and deliverables mentioned in this tender.
25. It should be noted that the project is being implemented in areas under the jurisdiction of GTA, and hence instructions to bidders will be given by ICLEI South Asia in consultation with officials from the GTA.
26. ICLEI South Asia will be overall in-charge of all the work that would be executed under the present scope of work.
27. All outputs of the said work (reports, documentation, photographs, etc.) shall remain the property of ICLEI South Asia.

VI. Technical Bid

Bidders should submit all documents listed in this section, as applicable.

1. The bidder shall submit an all page signed detailed technical proposal with adequate specifications, as given in Annexure A. This proposal shall address all points mentioned in Section II of this tender.
2. The bidder shall submit relevant credentials/completion certificates of having undertaken at least three (3) works of similar nature in similar circumstances, terrain, and geography, which should have been commissioned within the last 36 months prior to the bid submission date.
 - The bidder shall submit, in support of the above, the list of projects commissioned within the last 36 months along with their work order/LOI/Commissioning certificates and the letter from

Client/Employer. The certificates shall be in English language with mentioning the relevant details duly signed in the official letter head of the Client/Employer/Owner.

- The bidder shall submit the abovementioned separately for each project/work
3. The bidder's valid PAN Card
 4. Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) of the bidder organisation contained in GST Act, 2017
 5. Income Tax Return filed for last three (3) years, including the current financial year or immediately preceding financial year (whichever is latest), by the bidder.
 6. The bidder shall submit separately in scanned PDF format company details, as relevant from the list given below:
 - a) For proprietorship firms, partnership firms, registered company, registered co-operative society - valid trade license/ acknowledgement/receipt of application for trade license/revalidation as applicable
 - b) For Partnership Firms - Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms, as applicable
 - c) For Companies - Incorporation Certificate, valid Trade License or acknowledgement of the issuing authority to receipt of application/renewal for Trade License from bidder, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of current owners/ Directors/Board Members

VII. Financial Bid

1. The financial bid is to be submitted as an excel spreadsheet locked by a password by the bidder (refer Annexure B for template). The tender inviting authority, ICLEI South Asia, shall contact the bidder and request the password in the event of them qualifying in the technical bid stage.
2. The contractor/bidder is required to quote the 'rate' against each item for all works mentioned in the template in an excel spreadsheet.
 - a) The rate should be in valid numeric format
 - b) The rate should be in Indian rupees (INR) per unit
3. A 'final bid value' should be calculated and mentioned after adding the sub totals of all the works and shall be inclusive of all taxes, costs, and charges.
 - a) The bid value quoted shall be fixed and firm and not subject to any escalation or variation. The price should be inclusive of all transportation and installation charges including all required material to successfully complete tasks, duties & taxes, insurance
 - b) All or any accessories/consumables/items required for satisfactory commissioning of the work shall be deemed to be included in the bid value and shall be provided by the bidder without extra charges.

VIII. Bid Submission

- The bidder shall submit both physical and digital copies of the technical and financial bids.
- The physical copies of the technical and financial bids shall be submitted in a sealed envelope with title 'Conducting exposure visits for communities as part of CLAP Project in Darjeeling Himalayas'.
- Three separate files/digital copies, as given below, shall be submitted via email:
 - i. An all page signed and scanned PDF copy of the technical bid
 - ii. An all page signed, scanned and password-protected PDF copy of the financial bid
 - iii. A password-protected excel spreadsheet of the financial bid
- The titles of the three digital files shall be as per the given format, ie, 'Document name_Bidder name'.
- The signature on the physical and digital copies should be with date.

Bids are to be submitted via email and post to ICLEI South Asia at the following address:

Postal Address:

ICLEI South Asia
Ground Floor, C-3
Green Park Extension
New Delhi - 110016

Email:

shruti.sadhukhan@iclei.org
siba.das@iclei.org
souhardo.chakraborty@iclei.org

IX. Bid Evaluation

1. The bids received will be evaluated by ICLEI South Asia as per criteria given in table below.

Index	Particular	Minimum score	Maximum score
1	<p>Technical proposal as given in VI (1)</p> <p><i>Criteria of scoring are as follows:</i> <i>(i) clarity in understanding the assignment</i> <i>(ii) clarity and coherence of explaining the same (as per Annexure A)</i> <i>(iii) focus livelihood centric topics</i> <i>(iv) similarity of geography and terrain with project hamlets, and</i> <i>(v) additional offering by bidders</i></p>	0	50
2	<p>Similar experience as given in VI (2)</p> <p><i>Criteria of scoring are as follows:</i> (i) Experience of successfully conducting 2 and/or fewer similar assignments will be scored as zero (0) (ii) Experience of successfully conducting 3-5 similar assignments will be scored as five (5) (iii) Experience of successfully conducting 6 and above similar assignments will be scored as ten (10)</p>	0	10
3	<p>Technical documents as given in VI (3) to VI (6)</p> <p><i>Each of the document listed shall carry an individual score of 10</i></p>	0	40
Total technical score		0	100
4	<p>Financial score</p> <p><i>Criteria of scoring are as follows:</i> (i) All financial bids, except the lowest bid, receive the minimum score of 0 (ii) The lowest financial bid receives the maximum score of 100</p>	0	100
Total score {"Technical score" × 60%} + {"Financial score" × 40%}		0	100

2. The bids will first be evaluated to determine responsiveness to the tender. A bid shall be considered responsive only if:
 - a. the bid is received by the bid due date, including any extension thereof,
 - b. it is signed, sealed, and marked as stipulated,
 - c. it contains the following information and documents (complete in all respects):
 - i. Technical bid
 - ii. Financial bid
 - iii. Supporting documents, if any
3. ICLEI South Asia shall evaluate and determine whether the bidders have submitted a technically responsive bid. The decision of ICLEI South Asia shall be final with respect to the selection of the qualified bidders. If required, clarification or additional documents from the bidder shall be sought.
4. Total bid value quoted by each qualified bidder, that has submitted a substantially responsive financial bid, will be tabulated and shall be checked for arithmetical errors. If there is a discrepancy between words and figures quoted as the total bid value, ICLEI South Asia shall seek clarification from the bidder. In the absence of a satisfactory clarification then the lesser amount shall prevail.
5. The successful bidder shall be chosen based on a 60:40 weighted combination of technical design and cost. All technically qualified bids are scored on two separate scales:
 - a. Technical proposal score, scored on a scale of 0 to 100. A minimum of 50 marks is required to qualify this stage and the financial bid to be opened.
 - b. Financial score – depends on the competitive nature of the final bid value inclusive of all taxes, costs, charges– scored on a scale of 0 to 100, wherein the lowest bid value receives 100 marks and the remaining 0.
 - c. Then a combined score is calculated using the weights:
 - Technical design weight = 60%
 - Financial bid weight = 40%
 - d. Thus, for each bidder:
 "Final score"= ("Technical score" × 0.60) + ("Financial score" × 0.40)
6. The bidder with the highest final score shall be selected to implement the project.

X. Award of contract

1. Detailed Work Order will be issued by email to the successful bidder tentatively within 3 days of announcing the successful bidder.
2. The successful bidder is to forward the signed and sealed work order to ICLEI South Asia at the earliest or not later than 3 (three) days of issue of work order.
3. In case the successful bidder fails to indicate his intent to undertake the said work within the stipulated time of 3 (three) days and observe the formalities as above, the Work Order will be cancelled, and the next ranked bidder will be finalised by ICLEI South Asia.

XI. Contact information for queries/clarifications

For any queries, please write to the given mentioned email contact for clarification at least 3 days in prior to the last date of bid submission: souhardo.chakraborty@iclei.org

Annexure A: Design Proposal Template

Maximum 10 pages using Arial font of 10-point size with 1.5-line spacing

1. Bidder Information (Individual / Organisation)

- Name of bidder
- Type:
- Address and contact details
- Years of experience (or relevant portfolio experience for freelancers) – bidders to submit proof of work completion as specified in Section VI of this tender
- Primary contact (name, email, phone)
- Short profile (200–300 words)

2. Team Composition or Individual Capacity

- Team structure and roles
- Language skills (especially Nepali)

3. Understanding of the Said work

- Understanding of project objectives, outcomes and local context (Darjeeling tea gardens, terrain, water issues)
- Sensitivity to gender and community dynamics

4. Technical Capabilities

- Experience in conducting exposure visits / training / community engagement
- Availability of resources and logistical capability

5. Work Plan and Timeline

- Timeline aligned with the milestones mentioned in this tender document
- Proposed number of field visits/days
- Phasing (planning, execution, reporting)

7. Flexibility and Innovation

- Creative ideas / additional offering beyond this scope of work

8. Risk Management

- Field risks (weather, accessibility) / logistical risks
- Backup plans (equipment / personnel)

9. Annexures

- CV / profile of key person(s)
- Portfolio links

Annexure B: Financial Bid Template

Bidder may add rows and columns as applicable

Section	Item Category	Sl. No.	Item / Component	Unit	Qty	Rate (INR)	Amount (INR)	Remarks
A	Accommodation	1	Accommodation for participants and ICLEI South Asia staff during the exposure visit for Kothidara (Rohini tea garden) (3 days / 2 nights)	per night	2			
		2	Accommodation for participants and ICLEI South Asia staff during the exposure visit for Godamdura (Gidda Pahar tea garden) (3 days / 2 nights)	per night	2			
		3	Accommodation for participants and ICLEI South Asia staff during the exposure visit for Bahidardhura (Dhajea tea garden) (3 days / 2 nights)	per night	2			
		4	Accommodation for participants and ICLEI South Asia staff during the exposure visit for Daragaon (Nagri Farm tea garden) (3 days / 2 nights)	per night	2			
B	Transport	1	Kothidara (Rohini tea garden)	per (round trip + intra-site travel)	1			
		2	Godamdura (Gidda Pahar tea garden)	per (round trip + intra-site travel)	1			
		3	Bahidardhura (Dhajea tea garden)	per (round trip + intra-site travel)	1			
		4	Daragaon (Nagri Farm tea garden)	per (round trip + intra-site travel)	1			
C	Meals	1	Kothidara (Rohini tea garden)	per day (inclusive of breakfast, lunch, tea & snack, dinner)	3			
		2	Godamdura (Gidda Pahar tea garden)	per day (inclusive of breakfast, lunch, tea & snack, dinner)	3			
		3	Bahidardhura (Dhajea tea garden)	per day (inclusive of breakfast, lunch, tea & snack, dinner)	3			
		4	Daragaon (Nagri Farm tea garden)	per day (inclusive of breakfast, lunch, tea & snack, dinner)	3			

Section	Item Category	Sl. No.	Item / Component	Unit	Qty	Rate (INR)	Amount (INR)	Remarks
D	Training	1	Training cost (inclusive of all materials, service charges and coordination charges)	per hamlet training	4			
		2	Resource person / facilitator fees	Lump sum (No of personnel, ie, 'Qty' to be specified by bidder)				
E	Contingency	1	Miscellaneous / contingency	Lump sum	1			
Total Cost (A + B + C + D + E)								
GST (@18%)								
Total Payable Cost								