

Office of The CCF Ecotourism, Publicity & Extension, Uttarakhand
85 Rajpur Road, Dehradun, E-mail- ccfecotourismua@gmail.com

EoI No. 58 / 4-36

Dated: 18 August, 2023

EoI TIME EXTENSION NOTICE

CCF, Ecotourism, Publicity & Extension invites EoI for empanelment of NGOs/Organisations/Joint Venture/Consortium for waste management at Ecotourism Destinations from NGOs/Organisation/Joint Venture/Consortium having sufficient experience in the field of solid waste Management involving the local community. The Proposal should be sent by registered post/courier. Last date of submission of EoI is 02-09-2023 before 5.00 PM. EoI details are available on the website (Tender): www.forest.uk.gov.in

Expression of Interest

(EoI)

EoI No. 58/4-36 / 2023 dated 18-08-2023

*SELECTION OF PARTNER NGOs/ORGANISATIONS/JOINT
VENTURE/CONSORTIUM FOR DEVELOPING WASTE MANAGEMENT MODELS
AND CONCEPT OF ZERO WASTE at ECOTOURISM DESTINATIONS developed
under Forest Department Uttarakhand*

**CHIEF CONSERVATOR OF FORESTS (CCF),
ECOTOURISM, PUBLICITY & EXTENSION
OFFICE OF PCCF (HoFF), 85 RAJPUR ROAD DEHRADUN**

1. About this Assignment/Project

Uttarakhand Forest Department is developing various ecotourism destinations in different forest divisions in the state, which will be run through community-based institutions situated around forest areas.

Conceptually, ecotourism aims at promoting environmentally sustainable, economically viable, and socially and culturally responsible tourism, and advocates and supports key issues related to nature conservation, which make a positive contribution to the livelihoods of local communities, leading to their economic development. It also aims at motivating and educating communities, including private stakeholders, for nature conservation.

It also promotes policies and practices, which facilitate responsible behavior, promote low-impact tourism including energy and water conservation; foster waste reduction, circular economy, and concept of zero-waste with focus on environmentally and socially viable practices, and provide scientific inputs and remedies for problems relating to loss of biodiversity and environmental pollution.

Forest Department, Uttarakhand also want to promote awareness building on nature-based tourism and biodiversity at its ecotourism sites.

2. Context

Tourism in India is booming and is slated to be a key livelihood provider in the service sector, and The World Travel and Tourism council calculated that tourism generated US\$120 billion or 6.3% of the nation's India's GDP in 2015 and supported 37.315 million jobs, 8.7% of its total employment. The sector is predicted to grow at an average annual rate of 7.5% US\$270 billion by 2025).

Furthermore, in India the Ministry of Tourism has the specific agenda to promote tourism in the country in a responsible and sustainable manner, and as per this mandate, promotion of ecotourism assumes greater significance. Also, given the fact that Uttarakhand is incredibly endowed with nature, State Government is committed to develop ecotourism as one of the

major sectors to boost hill economy. Therefore, the issue becomes more sensitive when important tourism moves towards forest areas including reserved forests.

The Indian government has established 18 Biosphere Reserves. Today it has over 120 national parks. As many of them become popular, they also face the challenge of pollution due to trash generated by lodges, safaris, day trips, canteens and day-visitors.

In Uttarakhand, also the local streams and rivers are gutted with waste. Not only that, even in the most remote areas, packaging waste seem omnipresent as even forest rest-houses procure packaged items to cook for guests. The waste coming out of these activities is regularly dumped in the forests or the streams and rivers, leading to waste and toxic leachates entering our fragile eco-systems.

This apart, food waste is also dumped in the forests, which results in:

- ❖ Foreign and the wrong kind of food for many animals, such as monkeys, squirrels, civets, and deer.
- ❖ Rot and stink, not otherwise seen in the eco-system, also emitting green-house gases in the environment.
- ❖ Small fires due to methane when a large amount of food waste is dumped, as the lower layer experience anaerobic conditions.

This activity is also impacting wildlife. Reports all over India show that ingesting trash results in the deaths of elephants, deer, and bovines, while toxic chemicals leaching into the ground result in long term damage to the forest ecosystems. While there is very little scientific data available in India on the impact of waste on wildlife, but global evidence suggests that changes in ecological functioning produced by unintended ecological feedbacks from human actions amplify climate change, decrease agricultural productivity, and increase the vulnerability of ecosystems to invasive species.

The following challenges are normally observed as barriers to managing the above-mentioned challenges:

- ❖ No waste handling plan
- ❖ No in-house capacity to handle waste

- ❖ No waste management plan for the outskirts and nearby areas
- ❖ No local bodies to provide waste management systems

The Waste Management Rules, 2016 are now applicable to all sites across India, and more so in ecotourism sites. They mandate segregation, composting, recycling, transportation, which will also be key aspects of the present assignment, keeping it in sync with new national regulation.

3. Objectives of the Assignment

Implementing Zero Waste Systems, eliminating/minimizing avoidable discharges to land, water or air that are threat to planetary, animal or plant health, is an integral component of ecotourism development. So, the partner NGO/Organisation would be required to help the department in the following areas:

- a. Developing replicable models of solid waste management, fostering the concept of circular economy and zero waste at ecotourism sites under the forest department including the villages, which are part of the tourism circuit.
- b. Multiple Stakeholder Capacity Building (Community, Forest Department, Ecotourism Facilities including Local Businesses involved) through operationalization of these models at the given ecotourism sites/destinations with the approach to create long- term solutions, which are sustainable.
- c. Create guidelines on solid waste management for protection of biological diversity across the State.

Partner NGO/Organisation would be initially selected for a period of 1 year, extendable by such period, based on the performance, as deemed fit by the Department.

4. Deliverables

Deliverables would, *inter alia*, include:

- a. Operationalization of ***Zero Waste Practices*** in ecologically sensitive and vulnerable ecotourism areas, developed in forest divisions by the department.
- b. Livelihood Development of the community through the waste collection systems;
- c. Creating citizens' awareness;
- d. Developing replicable initiatives, which can spin off further benefits;
- e. Preparation of guidelines for the Department for protection of vulnerable areas.

5. Time Schedule

NGOs will work at a destination for a period of 3 years and during these 3 years, their task will be to establish and operationalize ***Zero Waste Practices*** in ecologically sensitive and vulnerable ecotourism areas, developed in forest divisions by the department.

Time is essence of this assignment. The NGO shall be responsible for completion of the assignment as per the time schedule defined below. The broad *timelines* are as follows:

- ❖ Development of site-specific waste management models: First 3 months
- ❖ Publication of Training Materials/Pamphlets etc. from 3rd to 6th month
- ❖ Operationalization of the waste management models at the designated sites: 1 year from the 6th month.
- ❖ Development of guidelines: During Operationalization.
- ❖ Training & capacity building of all stakeholders: All through the assignment.

6. Instructions to the Bidders

Due to the nature, complexity, and comprehensiveness of the assignment, it requires adequate skill and experience of the bidder NGO/Organisation in dealing with the problem of waste management, building on the concept of circular economy and, thereby, fostering zero waste models.

The bidders are expected to be well versed and have adequate knowledge and experience in the sector. The bidders are required to deploy all necessary human resources with specified relevant qualification and experiences for providing the operationalization support.

The bidders are suggested to meticulously go through the context, objectives, scope, and deliverables, and understand the functional requirements while preparing their technical proposals/solutions. The bidders are required to prepare the detailed approach, methodology and work plan for execution of the work and submit the same along with the technical proposal in the formats provided.

- ❖ **EoI Document:** The EoI document can be downloaded from the official department website www.forest.uk.gov.in. The Bidder is expected to examine all Instructions, forms, terms & conditions, specifications given in the EoI. Failure to furnish all information as desired in this EoI document may result in rejection of the Proposal. Queries, if any, regarding EoI, may be referred to the mail address;
- ❖ Joint-venture/Consortium proposals are also acceptable.
- ❖ The Bidder must submit the Technical Proposal for the complete scope of work as specified in sections above of this EOI document; non-compliance in this regard shall lead to declaration of the Proposal as non-responsive and shall be summarily rejected. ***The proposal should be made using English Language only.*** Conditional proposals also shall not be acceptable.
- ❖ **Cost of Proposal Submission:** The Bidder shall be responsible for all costs incurred in preparation and submission of their Proposals. Department shall not be liable for the costs incurred by the Bidder NGO in any way.
- ❖ **Fee:** NGO/Organisation participating in this selection process is required to submit a non-refundable fee of **INR 10,000/- (Ten thousand only) as processing fee**, along with the technical Proposal, in the form of a Bank Demand Draft drawn in favor of, **DFO, Dehradun Forest Division Forest Department, payable at Dehradun, Uttarakhand**, from any scheduled commercial bank. Proposals submitted without processing fee will be summarily rejected.

❖ **Amendment of EoI Document:** Any time prior to the last date of submission of the Proposal, the Project, may for any reason, whether at its own initiative or in response to any clarification requested by a prospective bidder, modify the EOI document. The same shall be notified on the official website mentioned.

❖ **Terms of Execution:**

The selected NGO/Organisation shall

- Deliver all the deliverables as per the timeline specified in Time Schedule of this EOI document.
- Provide on-site support as and when required and as specified in Instruction to Bidders of this EOI document.
- Provide necessary human resources as specified and shall be responsible for operationalization of the models developed.

❖ **Submission of EoI Proposal**

The Technical Proposal should be kept in a sealed envelope and shall be marked as **“TECHNICAL PROPOSAL”** for *selection of partner NGOs/Organisations for empanelment in Uttarakhand Forest Department for fostering the concept of zero waste at ecotourism sites of forest department of the State”*.

- This EoI is only technical, which will be used for evaluating NGOs/Organisations with respect to their capacity and competence to develop and operationalize sustainable waste management models at the designated ecotourism sites. NGOs/Organisations/ having required skill and expertise will be empanelled.
- Proposals, complete in all respect shall be addressed to **Chief Conservator of Forests, Ecotourism, Publicity & Extension, Uttarakhand Forest Department 85 Rajpur Road Dehradun, Pin:248001**
- **The Proposals should reach the above address by Registered Post/ Courier on or before 02September, 2023 by 5:00 PM, after which no proposals shall be accepted.**

❖ **Submission of Technical Proposal**

Formats for submission of EoI

The EoI proposal of the bidder NGO/Organisation should contain the Processing Fee, and all the information in duly filled-in Forms with necessary supporting documents as proof of their eligibility, capabilities and experiences as required for the assignment.

List of Tech Forms is given below:

Tech 1: Covering letter

Tech 2: Letter of Authorization for signing & submission of EoI Proposal

Tech 3: Organization details

Tech 4: Auditor certified Annual Turnover and Net-worth statement along with Copies of Audited balance sheet with original auditor certified turnover statement

Tech 5: Strength of Organization to cater to the Project Objectives

Tech 6: Details of resource persons with the NGO/Organisation in key areas related to fulfillment of objectives related to the Assignment.

Tech 7A: Experience of the NGO/Organisation in execution of Projects related to waste management and reduction, circular economy and concept of zero waste involving the local community, waste pickers and recyclers also including other stakeholders. Details of Projects (top 5 projects in last 3 years) with supporting work order/agreement/ completion certificate/ or any other reasonable evidence to back their claim.

Tech 7B: Details as asked in 7A above (only top 5 projects executed during 7 years prior to last 3 years)

Tech 8A: Experience of the Bidder in Capacity Building, giving details of top 5 projects in last 3 years.

Tech 8B: Experience of the Bidder in Capacity Building, giving details of top 5 projects during 7 years prior to last 3 years.

Tech 9: Technical Solution (Methodology and Work plan)

- The Technical Proposal document should be neatly page numbered and shall have the section separators. Each page of the Technical Proposal shall be seal stamped and signed by the Authorized Signatory. Quality of the Technical Proposal shall also be considered during technical evaluation and has been

assigned separate marks. Evaluation will cover the quality of proposal and clarity in presenting the proposal before the Evaluation Committee.

- The Technical Proposal should be submitted in 5 copies (1 Original + 4 Copies)
- The Original Proposal should be clearly marked with “ORIGINAL” and the copies should be clearly marked with “COPY”
- The Technical Proposal documents shall be enclosed in a sealed envelope superscribed with “**TECHNICAL PROPOSAL**” on the top of the envelope

❖ **General**

- Incomplete, illegible, and unsealed proposals shall be summarily rejected. Telegraphic proposals shall not be accepted, and no communication shall be entertained in this regard.
- **CCF, Ecotourism, Publicity & Extension, Uttarakhand Forest Department** reserves the right to accept/ reject any/ all proposal(s) without showing any reason.

7. Eligibility Criteria

Bidder NGOs/Organisations are to meet the following eligibility criteria for evaluation of their bids. Bidders unable to meet the eligibility criteria shall not be considered for award of the work.

- a) Bidders are to submit organization’s registration/ incorporation document.
- b) Bidder to submit EOI processing fee of INR 10,000/- (ten thousand only) in shape of Demand Draft drawn in favour of, **DFO, Dehradun Forest Division Uttarakhand Forest Department**, from any scheduled commercial bank, and payable at Dehradun, Uttarakhand. Proposals submitted without processing fee will be summarily rejected.
- c) The bidder should be in the field of “Solid Waste Management involving the local community/villages, and other stakeholders for not less than 10 years as on date of submission of the Proposal. Copy of the work orders/ or any other reasonable proof related to Waste Management, issued 10 years prior to the date of submission of this proposal is to be submitted as supporting documents, as per Technical Formats.

- d) Participating NGO/Organisation must exhibit sufficient experience of executing projects related to waste reduction, circular economy, and concept of zero waste in different cities in last 3 years, and at least one project should be involving some government agency. Preference would be given to those NGOs/Organisations who have more experience of working in government sector. Preference would also be given for experience of working in Uttarakhand. The bidder NGO/Organisation should also have clearly demonstrated capacity building experience of the community over last 10 years, including with at least one government agency. Copies of work orders for projects/agreements along with completion certificates or any other reasonable document, as supporting documents, to back their claims, to be submitted.
- e) Bidder should have minimum average annual turnover of INR 25,00000/- (INR Twenty Five Lakh) during the last 3 financial years from waste management related projects only. Copies of audited balance sheet along with auditor certified turnover certificate for financial years 2020-21, 2021-22, 2022-23, to be submitted as supporting. Information must corroborate with that provided with Tech (7A & 7B)
- f) Bidder should have Net worth of at least INR 50,00000 (Fifty Lakh) as on 31-Mar-2023. Auditor certificate on Net worth as on 31-Mar-2023 in original to be submitted as supporting.
- g) Bidder to also submit a copy of the following:
1. IT return for FY: 2020-21 and 2021-22;
 2. Provident Fund registration certificate;
 3. ESI registration certificate.
- h) The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices nor should have been blacklisted by any Government or Government undertaking organizations at the time of submission of the bid. To that effect, bidder to submit a self-declaration certificate, signed by the authorized signatory.
- i) We are strictly looking for a partner NGO/Organisation working in waste management sector only; Other NGOs/Organisations need not apply. Proposals from such NGOs/Organisations not working in this sector will be summarily rejected and the submission fee shall be forfeited.

8. Opening of Proposal

The EoI Proposal document shall be opened on the scheduled data and time as specified in the EOI document/ subsequent notifications, if any. The Technical Proposal shall be first scrutinized to verify the eligibility of the Bidder as per the Eligibility Criteria. Only those Proposals, completely satisfying the Eligibility Criteria shall be declared as responsive proposal and shall be considered for technical evaluation by the Evaluation Committee.

9. Proposal Evaluation

Evaluation of the Proposal shall be strictly based on the past experiences and technical expertise of the bidder in execution of assignments related to Solid Waste Management involving the local community, waste pickers & recyclers and capacity building experience over last 10 years. The evaluation shall be carried out as per the technical evaluation criteria specified below.

Technical Evaluation Criteria

Sl.No	Description	Max. Marks
1	Past experience of the Bidder in execution of projects related to waste reduction, fostering the concept of circular economy and zero waste (top 5 projects in previous 3 years)	10
2	Past experience of the Bidder in execution of projects related to waste reduction, fostering the concept of circular economy and zero waste (top 5 projects in 7 years prior to last 3 years)	10
2	Past experience of the Bidder in demonstrating capacity building experience in last 3 years	10
	Past experience of the Bidder in demonstrating capacity building experience in last 7 years, prior to last 3 years.	10
3	Past experience in execution of similar projects in different cities in last 3 years. Weightage would be accorded to NGOs who have experience of working in different cities/situations.	10
4	Strength of Organization to cater to the project objectives including details of experience of key resource persons in	20

	waste management projects/assignments; to be submitted along with CVs of Key resource persons for concept development/ implementation/monitoring.	
5	Work Plan: Proposed Solution (presentation covering prototype demonstration, and operational arrangements, etc.)	20
6	Overall Quality of Proposal and Presentation	10
7	Total Marks	100

Bidder scoring minimum **60 marks out of 100** in the technical evaluation process shall be declared as the Technically Qualified bidder.

10. Bid Response Formats

As given in item number 6 of this EoI.

11. Qualification Required for Positions in the Assignment

Project Manager:

1. Minimum ten years' experience in handling projects with minimum 2 years' experience in Solid Waste Management and Team Handling
2. Must be fluent in English and Hindi

Waste Management Expert

1. Minimum 5 years' experience in handling Zero Waste Implementation Projects, Community training mobilization and team management.
2. Fluent in English and Hindi

Field Trainer

1. Minimum 3 years' experience in trainings in Waste Management including Solid Waste Management with an understanding of law, implications of regulatory laws and prior training experience in Government sector.

Tech I:
Covering Letter

(To be submitted on Organization's Letterhead only)

Date: _____

To

**Chief Conservator of Forests,
Ecotourism, Publicity & Extension,
85 Rajpur Road, Dehradun.
Pin:248001**

**Sub: EoI for selection of partner NGO/Organisation for Solid Waste Management
Ecotourism Destinations in Uttarakhand Forest Department.**

Ref: Your EoI no _____ dated _____

Dear Sir,

Having examined the Request for Proposal (EoI), the receipt of which is hereby duly acknowledged, we are pleased to submit our bid along with all supporting documents, requisite EoI processing fee.

We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered or to be delivered to the office of CCF, Ecotourism, Uttarakhand Forest Department is true, accurate, verifiable, and complete. This response includes all the information necessary to ensure that the statements therein do not in whole or in part mislead the Project in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading this shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the execution phase of the assignment, if awarded. We agree to unconditional acceptance of all the terms & conditions set out in the EoI document.

We further unconditionally accept all the Terms & Conditions mentioned in the above referenced EOI document. Deviations if any, from the Terms & Conditions mentioned in the above referenced EOI document, shall make our bid liable to be summarily rejected without any reference to us.

Contacts Information

Name	
Title	
Name of the NGO/Organisation	
Address of the NGO/Organisation	
Web-site	
Phone	
Mobile	
Fax	

It is hereby confirmed that I/We are entitled to act on behalf of the NGO and are authorized to sign this document as well as such other documents, which may be required in this connection.

Dated this day of _____ Month, 2023

(Signature) in the capacity of

Name & address of the firm with seal stamp of the bidder

Witness signature

Witness name

Tech - 2

Letter of Authorisation

(to be submitted on Organization's letter head)

Date: _____

To

**Chief Conservator of Forests,
Ecotourism, Publicity & Extension
85 Rajpur Road, Dehradun
Pin:248001**

Sub: EoI for selection of partner NGO/Organisation for Solid Waste Management in Uttarakhand Forest Department and Operationalization of waste management models with manpower support

Ref: Your EoI no _____ dated _____

Dear Sir,

With reference to your EoI Notice No. _____ dated _____, we hereby authorize Mr/Ms **<name>**, **<designation>** of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us

(Signature of Authorised Representative)

Yours Sincerely,

(Signature)

Name:

(Designation/ Head of the Organisation)

Tech 3:
Organisation Details (to be submitted on letter head)

Name of the NGO/Organisation	
Year of Establishment	
Address of Registered office	
Location of works (address)	
Telephone numbers	
Fax numbers	
Email address	
Web Site address	
Name of Head of Organisation	
Designation of Head of Organisation	
Head of Organisation's Mobile no.	
Head of Organisation's Email Id	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile no.	
Contact Person's Email Id	

Tech 4
Turnover & Net Worth statement

(to be submitted on letter head)

Sl.	Financial Year	Turnover from Waste Management related assignments including creating public awareness, reduction of child labour in waste handling or other such similar activities for various govt. rules & policies (in INR Lakhs)	Net Worth (in INR lakhs)
1.	2020-2021		
2.	2021-2022		
3.	2022-2023		

Note: 1. Auditor certified Turnover and net-worth Certificate in original to be attached
2. Copy of the Balance sheet and P/L statement to be attached

Tech 5

(Strength of Organization to cater to the objectives of the Assignment including details of facilities with the NGO/Organisation including experience in waste management sector).

Details of experiences, human resources and skill sets, infrastructure available with the organization pertinent to the assignment in 500 words.

Tech 6A

**Details of Key Resource Persons with NGO/Organisation in Waste Management
(Permanent Resource with Organisation)**

Sr. no.	Position	Name	Qualification	Experience (Years)
1				
2				
3				
4				
5				

NB: CVs of Key-resource persons to be attached.

Tech 6A

**Details of Resource Persons with NGO/Organisation in Waste Management
(To be Placed for the Current Assignment)**

Sr. no.	Position	Name	Qualification	Experience (Years)
1	Project Manager			
2	Waste Management Expert			
3	Field Trainers			
4				
5				

Tech 7 A

Experience of the Bidder in execution of Assignments in Waste Management

Important projects: 5 projects executed in last 3 years and

Sl.	Work order/ Agreement/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

NB: Copies of work order/ agreement/or any other reasonable proof indicating scope of work and value for each of the above- mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

Minimum three projects in three different cities in last 3 years should be included.

Tech 7 B

Experience of the Bidder in execution of Assignments in Waste Management

Important projects: 5 projects executed during 7 years, prior to last 3 years.

Sl.	Work order/ Agreement/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

NB:Copies of work order/ agreement/or any other reasonable proof indicating scope of work and value for each of the above- mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

Tech 8A

Experience in Capacity Building

Important projects: 5 projects executed in last 3 years. INR in Lakhs

Sl. No.	Work Order/Assignment/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above- mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form.

At least one project should be involving a government agency.

Tech 8B

Experience in Capacity Building

Important projects: 5 projects executed during 7 years prior to last 3 years. INR in Lakhs

Sl. No.	Work Order/Assignment/any other proof no. and date	Name of Client Organisation	Name of the Project	Value of Work	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above-mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form.

At least one project should be involving a government agency.

Tech 9:
Technical Solution (Methodology and Work plan)

Approach, Methodology & Work Plan to fulfill objectives of the assignment as indicated in the EOI document (*to be submitted on company letter head*)