TENDER NO. 11(235)/G/2015-16

TENDER DOCUMENT

NAME OF WORK: REQUEST FOR PROPOSALS FOR CONDUCTING CORE SAMPLE SURVEY AT SELECTED LAKSHADWEEP ISLANDS AND KERALA COAST

Last date and time for obtaining of tender document: 03/03/2016 upto 5.30 P.M.

Last date and time for submission of bids: 04/03/2016 upto 3.00 P.M.

Date of opening of technical bids: 04/03/2016 at 3.30 P.M.

YEAR 2016

COST OF TENDER: Rs. 500

TENDER ISSUED TO:

M/s---------------------

Telephone No.

Signature of the official Issuing the tender
REQUEST FOR PROPOSALS
FOR
CONDUCTING CORE SAMPLE SURVEY AT SELECTED LAKSHADWEEP ISLANDS AND KERALA COAST

UNDER THE PROJECT
“VULNERABILITY ASSESSMENT AND DEVELOPMENT OF ADAPTATION STRATEGIES FOR CLIMATE CHANGE IMPACT WITH SPECIAL REFERENCE TO COASTS AND ISLAND ECOSYSTEMS OF INDIA”

CLIMATE CHANGE INFORMATICS
CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES (NISCAIR)

FEBRUARY, 2016
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The CSIR-National Institute of Science Communication and Information Resources (CSIR-NISCAIR), an autonomous organisation under Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology, Government of India (GOI) is currently implementing a project titled “Vulnerability assessment and development of adaptation strategies for climate change impact with special reference to coasts and island ecosystems of India”. VACCIN is an e-Science initiative and data intensive project of fourth paradigm. This involves a wide range of disciplines viz. Geo-informatics, cyber technology, climate change informatics, Geophysics, modelling, marine science, health, bioinformatics, web search, data mining etc. It implicitly involves the interaction between science domains, computer science, information and communication technology and survey. Forty three scientists from nine CSIR Institutes are involved in the project which consists of 17th Work Packages (WP). Focal theme of the project is “strategic steps to develop capacity to improve governance of Coastal regimes and Islands of India due to climate change impact”.

As part of the project, the CSIR invites sealed offers under limited tender from agencies/firms having experience and expertise for undertaking the assignment on Core sample survey at selected islands of Lakshadweep and Kerala coast. Interested organizations/firms may submit their proposal to Book Shop, NISCAIR, Dr. K. S. Krishnan Marg, New Delhi – 110012.

Sealed bids in two parts i.e. Technical Bid & Earnest Money Deposit (EMD) and Financial bid separately from agencies/firms for “Conducting core sample survey at selected Lakshadweep Islands and Kerala Coast.

1. **Estimated cost of the work:** INR. 9,00,000 (Rs. Nine Lacs Only)
2. **Duration of completion of the work:** 11 months from the date of issuing of work order. (Including Holidays).
3. Tender documents can be obtained from Bookshop CSIR- NISCAIR, Pusa Campus, Dr. K .S. Krishnan Marg New Delhi-110012 on payment of Rs. 500/- (non refundable) during office hour on or before the closing time and date. Tender documents can be downloaded from our website [www.niscair.res.in](http://www.niscair.res.in). Those downloading the tender documents should enclose the cost of Tender Document in the form of DD drawn in favour of Director CSIR- NISCAIR payable at Delhi from any Nationalised bank.
4. All the bidders should submit their complete tender documents along with EMD amount in the form DD drawn in favour of Director CSIR-NISCAIR payable at Delhi from any Nationalised bank.
5 EMD amount of INR.18,000.00 (Rupees Eighteen Thousand Only) should be enclosed with the bid. Tenders received without EMD money, will be treated as invalid and summarily rejected.

6 The EMD can be adjusted against the Performance Security Deposit required to be furnished by the successful bidder.

7 The EMD will be liable to be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of this tender or fails to furnish the security deposit.

8 The EMD will be liable to be forfeited if the contractor elected for the work fails to confirm the acceptance of the order within seven days from the date of intimation to that effect or fails to start the work from the date of commencement given in the work order.

9 Canvassing in connection with the tender is strictly prohibited and the tender submitted by the contractor who resorts to canvassing will be liable to rejection on that ground alone.

10 Bidders are requested to enclose a pre-receipt towards the receipt of their Earnest Money so that the same may be returned to un-successful bidders.

11 Tender Documents can be Submitted/Dropped in the tender box kept at the Book Shop in the form seal cover super scribed with the name of the work date and time of opening written on the inner and outer envelope. In case these are sent by post, they should be sent by speed post or registered post and should be specified on the cover envelop of the tender documents so as to reach this office before closing date & time. Telex, cable or facsimile bid will be rejected. The tenders received after due date & tune will not be considered.

12 This RFP contains Terms of Reference and Instructions to Bidders for formulation and submission of proposals.

13 No Pre-bid meeting will be convened. Queries, if any, will be responded by the Head, Climate Change Informatics, NISCAIR, Pusa Campus, New Delhi-110012.

14 At any time before the submission of proposals, the CSIR-NISCAIR may, for any reason, whether at its own initiative, or in response to a clarification requested by a bidder, carry out amendment(s) to this RFP. The amendment will be notified in writing or by Email or Fax to all Bidders and will be binding on them. The CSIR-NISCAIR may at its discretion extend the deadline for the submission of proposals.
The contractual obligations shall be as per the terms and conditions in Work Order, issued to the successful bidder at a later stage.

15 The CSIR – NISCAIR reserves the right to reject all or any of the proposals without assigning any reason thereof.

16 It may be noted that the costs of preparing the proposal are not reimbursable, and the CSIR-NISCAIR is not bound to accept any of the proposals that may be submitted.

17 The selected Bidder is expected to commence the assignment from the date specified in the Work Order.
SECTION – 2

TERMS OF REFERENCE

2.1 Introduction

Capacity Development in the coastal regime to address climate change and other extreme events in weather is the primary responsibility to attain economic security. Capacity building enhances people's ability to make informed choices and fosters their willingness to play new developmental roles”. The World Bank defined the capacity as the "ability to access and use knowledge to perform a task and capacity enhancement as focusing on performance in carrying out change". The present survey should lead to strategic interventions for developing capacity to improve governance in the Lakshadweep Islands of India under various scenarios of climate change and extreme weather events.

It is essential to strengthen the linkages between climate, hazards, community resilience and climate adaptation. The climate change is to be predicted on a regional scale. This requires improved observations, modeling and forecasting. The increased local climate information will be highly useful for both the above and to local decision makers. It is critical to provide clear and understandable information upon which are to be based local adaptation decisions. The improved risk assessment tools are to be developed by linking climate change variables to more local and immediate risks associated with extreme events. The tools and information resources are to be developed for use in assessing resilience at the community scale. The most appropriate indicators of resilience across physical, social, economic and environmental systems of communities are yet to be identified. The present survey should lead to achieve the above.

The adaptation strategies for climate change is closely related to the socio-economic and demographic situation existing in the project area. In view of the above, there exists a need for a detailed study on the status of the Lakshadweep islands related to social, economic and demographic aspects of the population. Along with is, there is a need to understand the traditional adaptation and mitigation strategies related to climate change. The information collected will form a baseline database for the interventions planned under the project.
2.2 **Job Work:** Core Sample collection survey.

2.3 **Details of Islands and mainland to be surveyed:**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Island</th>
<th>Location</th>
<th>Number of the island</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lakshadweep Islands</td>
<td>Latitude 8º and 13º N and Longitude 71º and 74º E</td>
<td>Selected Islands from the Lakshadweep Islands (Bitra, Chetlat, Kiltan, Kalpeni, and Bangaram)</td>
</tr>
<tr>
<td>2</td>
<td>Kerala coast</td>
<td>Latitude 10º N and Longitude 76º 25''</td>
<td>Selected locations in Kerala Coast (Kochi, Kannur, Baypore and Kozhikode)</td>
</tr>
</tbody>
</table>

2.4 **Location of Work:** Lakshadweep Islands, U.T of Lakshadweep and Kerala coast

2.5 **Job description:** Drilling of bore holes at selected islands to collect up to a maximum of 100 M Core sample from each island and coast of Kerala. Drilling site will be the selected islands and selected regimes of Kerala coast and boring through all types of soil. The rate will be applicable to all the inhabited and non inhabited Islands of Lakshadweep Islands and Kerala coast for a period of two years.

2.6 **Experience:** Experience in drilling of boreholes and subsurface samples for research purpose in two Islands of Lakshadweep islands for organisation of Govt. of India or autonomous organization under Govt. of India.
2.7 Expected Deliverables and Time Schedule

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Deliverable</th>
<th>Duration for submission: from the date of contract signing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception Report detailing among other things; the process and methodologies to be employed to achieve the objectives of study/core sample collection as stated above.</td>
<td>7 days</td>
</tr>
<tr>
<td>2</td>
<td>Progress Report I- It should include all the baseline tools which should be revised on the basis of review by NISCAIR before starting the field work.</td>
<td>15 days</td>
</tr>
<tr>
<td>3</td>
<td>Progress Report II: On completion of 2 month, the agency should submit the progress of the field work.</td>
<td>2 months</td>
</tr>
<tr>
<td>4</td>
<td>Progress Report III- On completion of 50% of the field work. The Progress Report should also contain the Data collected from core sample survey. Format which should be finalised on the basis of review by NISCAIR</td>
<td>6 months</td>
</tr>
<tr>
<td>5</td>
<td>Final Report and Final Data submission.</td>
<td>11 months</td>
</tr>
</tbody>
</table>

2.8 Terms of Payment

On submission of deliverables mentioned above and their acceptance by NISCAIR will pay the consultant as follows: Contract signing payments will be made after submission of 10% Bank Guarantee (BG) of order value.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Deliverable</th>
<th>Payment as % of agreed contract value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report and mobilization</td>
<td>10 %</td>
</tr>
<tr>
<td>2</td>
<td>Progress Report I</td>
<td>15 %</td>
</tr>
<tr>
<td>3</td>
<td>Progress Report II</td>
<td>25 %</td>
</tr>
<tr>
<td>4</td>
<td>Progress Report III</td>
<td>15 %</td>
</tr>
<tr>
<td>6</td>
<td>Final report and final database</td>
<td>35 %</td>
</tr>
</tbody>
</table>

2.9 Evaluation of Proposals: An evaluation committee formed by NISCAIR would examine the financial bids (price schedule) based on the details provided in the Invitation for proposal for those agencies who are short listed as per the Technical evaluation criteria.

2.10 Selection of Agencies:

a. Financial bids will be opened in the presence of technically responsive vendors listed.
b. CSIR-NISCAIR shall reserve the right to negotiate with the bidder (s) whose proposal has been ranked first by the committee on the basis of Financial Evaluation.
c. The proposal will be valid for 90 days from the date of submission; CSIR-NISCAIR will make its best efforts to select the field agency within this period.

2.11 Technical evaluation criteria:
Agencies would be evaluated (as given below), based on certain parameters including, inter-alia, experience in conducting similar studies, experience of project professionals in core sample studies/surveys, experience in undertaking core sample surveys in Lakshadweep and experience in incorporating GPS information in field surveys.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Technical evaluation criteria</th>
<th>Proof Required</th>
</tr>
</thead>
</table>
| 1      | 1. Name and address of the Agency  
2. Year of establishment  
3. Whether the Organisation is registered under Society Registration ACT or is an autonomous body or a Limited company or partnership firm  
4. etc. and details thereof (e.g.-name (s) of partners, Managing Directors, Chief Executive Officers, Key persons) | Copy of Certificate of Incorporation/ Registration/ MoU as applicable. The agency should have completed at least five years of operation |
| 2      | The Agency should have a valid PAN and Service Tax Registration in India.                                                                                                                                                     | Copy of PAN card and Service Tax Registration                                                            |
| 4      | Agency should have conducted a minimum of 4 bore holes surveys in the Union Territory of Lakshadweep.                                                                                                                                                        | Documentary evidence                                                                                     |
| 6      | Field Agency should not have been blacklisted by Central/State Government departments/Undertakings                                                                                                                                                         | No Conviction certificate.                                                                             |
| 7      | Quality of Manpower                                                                                                                                                                                                          | CV of Key staff                                                                                        |
**PRICE SCHEDULE FOR PREPARING SOCIO-ECONOMIC BASELIE DATABASE HOUSEHOLDS IN LAKSHADWEP ISLAND**

1. **TITLE**
   Conducting core sample survey at selected Lakshadweep Islands and Kerala Coast

2. **Islands to be surveyed**
   Lakshadweep Islands and Kerala Coast

**PRICE SCHEDULE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost for conducting core sample survey at selected Lakshadweep Islands and Kerala Coast.</td>
<td></td>
</tr>
<tr>
<td>ST/Sales Tax/VAT, if any</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost: Rs. (Words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost Rs. (In figures)</td>
</tr>
</tbody>
</table>

Signature
Seal
GENERAL TERMS AND CONDITIONS OF CONTRACT

1 Definitions and Interpretation

In this contract, the following terms shall be interpreted as indicated:

1.1 “The Contract” means the agreement entered into between NISCAIR and the Vendor as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;

1.2 “The Contract Price” means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;

1.3 “NISCAIR” means the organization intending to get Request for Proposals for “Conducting core sample survey at selected Lakshadweep Islands and Kerala Coast” who is authorised on behalf of the Director, National Institute of Science Communication, Dr K S Krishnan Marg (Near Pusa Gate), New Delhi 110012.

2 General Terms & Conditions of the Contract

2.1 Quotation must be submitted ONLY ON THE ENCLOSED PROFORMA and every page must be signed by the authorized official of the quoting firm, failing which it is liable to be rejected. The vendor must return the tender document duly signed and stamped as a token of acceptance of Terms and Conditions.

2.2 If the firm fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more time than the schedule fixed then the firm will be liable to be penalized. The Director, NISCAIR, reserves the right to impose a penalty at his discretion. In such cases, The Director, NISCAIR reserves the right to the termination of the contract without any advance notice and the firm will be black-listed.

2.3 The Institute reserves the right to terminate the contract at any time without assigning any reason. In case of any dispute arising out of the job contract, the decision of the Director, National Institute of Science Communication and Information Resources will be final.

3. There will not be any enhancement of rates quoted and approved during the period of contract.

3.1 In case of

(I) Default in maintaining time schedule;

(II) Delayed

Penalty for delay in completion of work will be invoked 1% of the order value of work award for non-fulfillment of requirement and terms & conditions.

3.2 This contract will remain valid for a period of 11 months initially. However, the contract may be extended or curtailed at the discretion of The Director, NISCAIR, depending on the performance of the firm.

3.3 The Earnest Money Deposit (EMD) amounting to ₹ 18,000- (Rupees Eighteen Thousand only) by way of Demand Draft in favour of The Director, NISCAIR, New Delhi issued by a
scheduled bank, should accompany the original tender. All tenders which are received without earnest money will be rejected.

3.4 Financial Bid

Financial bid containing details and specifications, etc. to give rates Service Tax/Sales Tax/VAT, whichever applicable, must also be given as asked in the price schedule.

(i) Prices quoted by the bidder shall be fixed during the bidders performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected. Conditional Tender/Financial Bid will not be accepted.

(ii) All prices and other information like discount, etc., having a bearing on the price shall be written both in figures and words in the prescribed offer form.

3.5 Opening of Technical Bids

NISCAIR will open the financial bids of the technically responsive firms in the presence of bidders’ representatives, who choose to attend, at the time, on the date and at the place specified. The bidders’ representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for NISCAIR, the bids shall be opened at the appointed time and location on the next working day.

3.6 Evaluation and Comparison of Bids

(i) Procedure for dealing with ambiguities in rates:

That if on check there are differences between the rates given by the contractor in words and in figures or in amount worked out by him, the following procedure shall be followed:

(a) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor shall be taken as correct.
(b) When the amount of an item is not worked out by the contractor, or if it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
(c) When the rate quoted by the contractor in figures and in words tallies, but the amount is not worked out correctly, the rates quoted by the contractor shall be taken as correct and not the amount.

3.7 Corrupt or Fraudulent Practices

(i) Vendors shall observe the highest standard of ethics during the procurement and execution of the contract.

(ii) NISCAIR will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(iii) NISCAIR will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.
3.8 The Earnest Money can be adjusted against the Performance Security Deposit required to be furnished by the successful tenderer.

3.9 The Earnest Money will be liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender or fails to furnish the Security Deposit.

3.10 Earnest Money is liable to be forfeited if the contractor selected for the work fails to confirm the acceptance of the order within seven days from the date of intimation to that effect or fails to start the work from the date of commencement given in the work order.

3.11 Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the contractor who resort to canvassing will be liable to rejection on that ground alone.

3.12 Tenderers are requested to please enclose a pre-receipt towards the receipt of their Earnest Money so that the same may be returned to un-successful tenderers.

3.13 Tenders should be submitted in a SEALED COVER with quoting reference written on the envelope and address to Director, NISCAIR, DR. K.S.KRISHNAN MARG, NEW DELHI-110 012.

3.14 The Director, NISCAIR reserves the right to accept or reject any or all the quotations without assigning any reason

4. Performance Security

(i) The Vendor/Contractor should furnish performance security in favour of Director, NISCAIR from any National Bank to NISCAIR for an amount of 10% of order value valid for 14 months as per table at clause 2.8 (Terms of payment).

(ii) The proceeds of the performance security shall be payable to Director, NISCAIR as compensation resulting from the Vendor’s failures to complete its obligation under the contract.
**ARBITRATION:**

In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same be referred to the sole arbitration DG, CSIR or his nominee.

1. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work of being unable to act for any reason whatsoever, "the Director General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

2. The expression Director General, CSIR shall mean and include an acting/officiating Director General.

3. The arbitrator may give interim awards(s) and/or directions, as may be required.

4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.


Signature of bidder

Date

Seal
PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY
(To be stamped in accordance with the stamp act)

Ref: ___________________________ Bank Guarantee No. ___________________________

To
The Director
National Institute of Science Communication and Information Resources &
Information Resources
Dr. K.S. Krishnan Marg, New Delhi 110 012

Dear Sir,

In accordance with the Award of preparing Socio-economic baseline database of households in Lakshadweep Island of Agatti, Kavaratti and Minicoy Contract at NISCAIR, M/s __________________________________________________ (hereafter called the Vendor) having their Registered/Head Office at ___________________________ ___________ wish to avail the same. As an irrevocable Bank Guarantee against supply of goods and its warranty for an amount of \( \text{Rupees } \) ………….. (equivalent to the …….% of the order value is required to be submitted by the Vendor as a condition precedent for the award of contract, which amount is liable to be forfeited/adjusted on the happening of any of the following:

1. If the Vendor withdraws his contract during the period of contract specified by the Vendor on the bid form.
2. If the Vendor, having been accepted the Award of contract
   (a) fails or refuse to execute the contract within the stipulated time, i.e., 10 days
   (b) fails or refuse to provide the satisfactory services during the warranty period.

We, the __________________________________________ Bank at having our head office at________________________ and local office __________________________ Guarantee and undertake to pay immediately on demand by National Institute of Science Communication and Information Resources & Information Resources, the amount of \( \text{Rupees } \) ………….. without any reservation, protest, demur and recourse. Any such demand made by National Institute of Science Communication and Information Resources & Information Resources shall be conclusive and binding on us, irrespective of any dispute or difference raised by the Vendor.

The Guarantee shall be irrevocable and shall remain valid up to ____________________________ if any further extension of any guarantee is required, the same shall be extended to such required period on receiving instructions from M/s__________________________ ___________ on whose behalf this guarantee is issued.

In witness whereof the bank through its authorised officer, has set its hand and stamps on this __________________________ day of ______________, 2013.

Witness:
1) Signature: ___________________________ 2) Signature

   Name: ___________________________ Name: ___________________________

   Address: ___________________________ Address: ___________________________

   Signature

Name: ___________________________

(Designation with stamp)