

कार्यालय
राज्य पर्यावरण, संरक्षण एवं जलवायु परिवर्तन निदेशालय
गौरादेवी पर्यावरण भवन, 46-बी, आई.टी. पार्क, सहस्त्रधारा रोड, देहरादून, उत्तराखण्ड।
ई-मेल :-dir.secccduk@gmail.com

पत्रांक- 63 /

SECCCD/2020-21

दिनांक-20/10/2020

सेवा में,

M/s Niyati Communication Pvt. Ltd.
Dehradun.

विषय -विज्ञापन प्रकाशित किये जाने के संबंध में।

महोदय,

इस पत्र के साथ संलग्नक विज्ञापन आपको इस आशय के साथ प्रेषित किया जा रहा है कि विज्ञापन को Times of India (National Edition) और Amar Ujala (Uttarakhand Edition) में (साईज 10 X 10) के अनुसार दिनांक 22/10/2020 को प्रकाशित होने वाले उक्त समाचार पत्र में डी0ए0वी0पी0 दरों के अनुसार प्रकाशित करवायें। देयक का भुगतान निर्धारित तिथि को विज्ञापन प्रकाशित करने के उपरांत एवं देयक इस कार्यालय में जमा करने के उपरान्त किया जायेगा।

संलग्नक-यथोपरि

भवदीया
20/10/20
(नेहा वर्मा)
संयुक्त निदेशक

State Environment, Conservation and Climate Change Directorate
46-B, Gauradevi Paryavaran Bhawan, IT Park, Sahastradhara Road,
Dehradun (Uttarakhand)

dir.secccd@gmail.com

Letter No. 64 / SECCCD/2020 & 21

Date: 20 / 10 / 2020

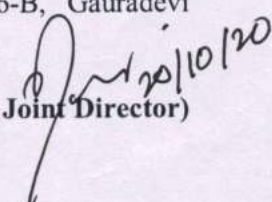
Notice for Expression of Interest (EOI)

The State Environment, Conservation and Climate Change Directorate (SECCCD), intends to engage an educational and research institutions of National and International repute, to carry out a **Revision of Uttarakhand State Action Plan on Climate Change (UAPCC)**. The study will be for a period of Six Months. The interested Organizations/Institutes/University/Firms may submit the Expression of Interest (EOI) by providing required information as per the prescribed format, which may be downloaded from the Website of the State Pollution Control Board (www.ueppcb.uk.gov.in).

The important details pertaining to the submission of the EOI are as under:

Category	Technical Study
Date of issue of EOI	22.10.2020
Date of pre-bid meeting	02.11.2020, 11 A.M.
Due date for submission of EOI	12.11.2020, 12 Noon
Date of opening of EOI	12.11.2020, 3 P.M.
Eoi Fees	Rs.1000/-

The duly filled EOI, supported the relevant documents must reach the office of Director, State Environment, Conservation and Climate Change Directorate (SECCCD), 46-B, Gauradevi Paryavarn Bhawan, IT Park, Sahastradhara Road, Dehradun, Uttarakhand.


(Joint Director)

Invitation of Expression of Interest (EOI)

From

Educational/Research Institutions

**Revision of Uttarakhand State Action Plan on
Climate Change**

**STATE ENVIRONMENT, CONSERVATION AND
CLIMATE CHANGE DIRECTORATE**

Ref No: SECCCD/EOI/2020-21/01

Date of Issue: 22/10/2020

Last date of Submission: 12/11/2020



INVITATION OF THE Expression of Interest (EOI)

Date of EOI	22-10-2020
Item Description	Expression of Interest (EOI) for Revision of Uttarakhand State Action Plan on Climate Change
Category	Technical Study
Last date & Time of submission :	12-11-2020, 12 noon
Place of Submission of Bids	State Environment, Conservation and Climate Change Directorate (SECCCD), 46-B, Gauradevi Paryavaran, IT Park, Sahastradhara Road, Dehradun
Submission of EOI	Financial Proposal to be kept in the form of Form-13 in separate sealed envelope
Pre-BID Meeting Date	02.11.2020, 11 A.M.
Opening Date & Time of tender	12.11.2020, 3 P.M.
EoI Fees	Rs.1000/- (One Thousand Only) in Favor of State Environment, Conservation and Climate Change Directorate payable at Dehradun
Place of Opening EOI	State Environment, Conservation and Climate Change Directorate (SECCCD), 46-B, Gauradevi Paryavaran, IT Park, Sahastradhara Road, Dehradun
Any Clarification	Name: Ms. Neetu Tyagi, Research Associate - II, State Environment, Conservation and Climate Change Directorate (SECCCD) Email: dir.secccd@gmail.com Tel. No.: 9560284021



Contents

A. General

- A.1 Notice Inviting Expression of Interest(EOI)
- A.2 About State Environment, Conservation and Climate Change Directorate

B. Need of the Revision of Uttarakhand State Action Plan on Climate Change

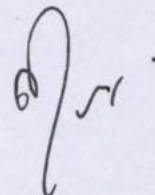
- B.1 Objective of the Assignment
- B.2 Scope of the Work
- B.3 Study Area
- B.4 Expected deliverables of the Assignment

C. Expression of Interest (EOI)

- C.1 Essential qualification criteria
- C.2 Preferable Criteria
- C.3 Selection Method: Expression of Interest (EOI)
- C.4 Instructions to Institutions
 - C.4.1 Authorized Signatory
 - C.4.2 Documents to accompany EOI
 - C.4.3 Queries on EOI Document
 - C.4.4 Submission of EOI
 - C.4.5 Preliminary examination of EOI
 - C.4.6 Evaluation
 - C.4.7 The Scoring Criteria
 - C.4.8 Presentation
 - C.4.9 Rejection of EOI
 - C.4.10 Disclaimer
 - C.4.11 Project Time Line
 - C.4.12 Amendment in EOI
 - C.4.13 Data Security and Data Validation
 - C.4.14 Confidentiality
 - C.4.15 Force Majeure
 - C.4.16 Agreement of Performance
 - C.4.17 termination of Assignment
 - C.4.18 Completion of Assignment

- C.4.19 Scope of Exhaustive
- C.4.20 General Terms and Conditions
- C.4.21 Financial Proposal

- Form-1: Covering Letter of the
- EOI Form-2: Form of Particulars
- Form-3: Declaration of Authorised Signatory and Power of Attorney
- Form-4: Affidavit of self-declaration
- Form-5: Details of Organization, existing Departments Experience as per the eligibility criteria
- Form-6: Details of scientific and technical core staff as eligibility criteria
- Form-7: Details of projects/studies conducted by the Institution as eligibility criteria
- Form-8: Description of the Approach, Methodology and Work Plan for Performing the Assignment
- Form-9: Team Composition and Task Assignment
- Form-10: Curriculum Vitae (CV) for proposed Professional staff
- Form-11: Staffing Schedule
- Form-12: Work Schedule
- Form-13: Financial Proposal in sealed Separate envelope superscripted as Revision of State Action Plan on Climate Change



A.1 Notice Inviting Expression of Interest (EOI)

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR REVISION OF UTTARAKHAND STATE ACTION PLAN ON CLIMATE CHANGE (UAPCC)

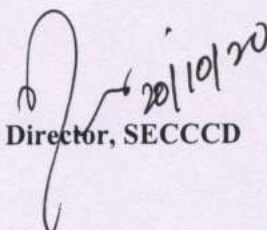
The State Environment, Conservation and Climate Change Directorate (SECCCD), intends to engage an educational and research institutions of National and International repute, to carry out a Revision of Uttarakhand State Action Plan on Climate Change (UAPCC). The study will be for a period of Six Months.

1. The State Environment, Conservation and Climate Change Directorate propose to conduct the above study through reputed educational and research institutions. Expression of Interest (EOI) for carrying out the proposed study for Revision of Uttarakhand State Action Plan on Climate Change (UAPCC) from such institutions is hereby invited.
2. The interested institutes may submit the Expression of Interest (EOI) by providing required information as per the prescribed format, which may be downloaded from the Website of the State Pollution Control Board (www.ueppcb.uk.gov.in).
3. The duly filled EOI, supported the relevant documents must reach the office of Director, State Environment, Conservation and Climate Change Directorate (SECCCD), 46-B, Gauradevi Paryavarn Bhawan, IT Park, Sahastradhara Road, Dehradun, Uttarakhand on or before **12.11.2020, 12 noon**. The envelope must be clearly superscripted as **"EXPRESSION OF INTEREST FOR REVISION OF UTTARAKHAND STATE ACTION PLAN ON CLIMATE CHANGE"**.
4. The EOI can be submitted through Registered Post/Speed Post. The SECCCD shall not be held responsible for any postal delay for non-receipt of EOI within scheduled date and time.
5. The SECCCD reserves the right to reject any or all EOI without assigning any reasons thereof.

The important details pertaining to the submission of the EOI are as under:

Date of issue of EOI	22.10.2020
Date of pre-bid meeting	02.11.2020, 11 A.M.
Due date for submission of EOI	12.11.2020, 12 Noon
Date of opening of EOI	12.11.2020, 3 P.M.
Cost of EOI document	Rs.1000/-

The EOI document can be downloaded from the Website of the State Pollution Control Board (www.ueppcb.uk.gov.in) free of cost.


Joint Director, SECCCD

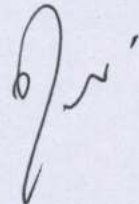
A.2 About State Environment Conservation and Climate Change Directorate

The **State Environment Conservation and Climate Change Directorate (SECCCD)** was established for conservation of environment and natural resources and effective planning, execution and monitoring of climate change related issues.

State Environment, Conservation and Climate Change Directorate (SECCCD) came into existence on 22nd August 2019 vide order No. 276/X-3-19-13(10) 2005, after due approval by Hon'ble Cabinet to act as one umbrella for coordination, facilitation, implementation of environmental, natural resource conservation and climate change activities in the state.

The broad objectives of SECCCD are following:

1. Promote conservation and preservation of Environment and Natural Resources and work for Climate Change related issues.
2. Provide consultation, recommendation to the state government regarding environmental matters and to coordinate with various government and non-government departments / institutions / agencies etc.
3. Integration/ Institutionalization of climate action into the development planning of the State
4. Exercise administrative control of all environmentally related authorities / institutes established in State;
5. Encourage the environmental research and development to broaden the knowledge and to develop new sustainable novel technologies.
6. Coordinating with the various Departments/Agencies to combat climate change issues.



B. Need of the Revision of Uttarakhand State Action Plan on Climate Change

- To revisit UAPCC and upgrade it with a view to develop a more meaningful Robust Climate Resilient Development Trajectory for Uttarakhand so as to effectively integrate Climate Change into the development planning of the state.
- To incorporate scientific evidence base into the UAPCC and fine-tuning of Vulnerability Risk Assessment VRA in accordance with IPCC-AR5 framework
- To evolve robust climate resilient development trajectory for Uttarakhand
- To align with Nationally Determined Contributions (NDC's), Sustainable Development Goals (SDG's), 8 National Mission and Ministry of Environment, Forests and Climate Change (MOEF&CC) guidelines.

B.1 Objective of the Assignment

Objectives of assignment would be to act as knowledge partner in supporting SECCCD under the Government of Uttarakhand to revise UAPCC according to the guidelines/ framework provided by the MoEF&CC, Government of India (GOI) and in line with India's NDCs implementation, SDG's and eight national missions. A successful planning and implementation of the revision of SAPCC would be aligned to the National and State Government's priorities and climate change concerns. The revision of UAPCCs must complement the evolving contexts of climate science, policy and actions.

B.2 Scope of the Work

A State-owned document, the SAPCC will be developed with the assistance of a Knowledge Partner whose role will be to assist the State in the revision process. While the State government will lead and organize the review and revision of the erstwhile SAPCC, the knowledge Partner will be part of the technocratic assistance provided to the state government and its departments for the revision process. Parallel to the process of engaging with the State authorities to identify State Priorities in the State SAPCC, the Knowledge partner will also seek to take inputs from other expert institutions in the process and assist the State in seeking other specialized knowledge partners to be engaged from time to time to support specific actions/studies required for the revision of UAPCC.

The revised plan will follow the MoEF&CC broad guidelines for SAPCC revision and will be in accordance to SAPCC revision framework given by MoEF&CC framework, which may be extended or modified as per the requirement of the State. It would be integrated with Nationally Determined Contributions (NDC's), Sustainable Development Goals (SDG's), 8 National Missions identified in NAPCC and National Policies.

Sectoral implications for Uttarakhand

In terms of key sectors, there will be 12 sectors incorporated in revised UAPCC -

1. Agriculture and Horticulture
2. Forest/Biodiversity/Wildlife
3. Health



4. Urban Development/Habitat
5. Water Resource
6. Disaster Management
7. Tourism/Culture
8. Energy
9. Road and Transport
10. Industries
11. Animal Husbandry/Dairy/Fisheries
12. Science and Technology /Education

The list is an inclusive not exhaustive list.

Each of the enlisted sectors would undergo a policy review. This policy review would consist of outlining climate change concerns and synced responses in the form of refined strategies and goals for each sector. These will also strive for the achievement of relevant SDGs as a co-benefit and further integration of mainstream climate action with sustainable development and vice-versa, within the UAPCC. The review, analysis and refined strategies will include the following processes including:

- Climate vulnerability assessment for the sector
- Evidence based strategies and goals for the sector
- Bottom-up approach considering public/community perceptions and needs for climate change within the sector
- Consultations with expert stakeholders from civil society and local communities
- Mainstreaming poverty, livelihoods and gender concerns with the UAPCC

B.3 Study Area details:

The study area is whole of Uttarakhand

B.4 Expected deliverables of the Assignment

Activity/Task	Deliverables
Inception Meeting and Workshop with sectoral departments	The Inception Meeting and Workshop will deliver upon: <ul style="list-style-type: none"> • Stock take of the existing SAPCC • Deliberations on developing reviewing parameters for the SAPCC
Reviewing the existing SAPCC to identify gaps and barriers to successful implementation	Drafting a brief/note on the identified gaps and barriers with recommendations for the same in the revised SAPCC
Examining existing policies, schemes, projects, activities, current efforts in each sector related to climate change in the state (both mitigation and adaptation separately)	Drafting a note on the Reviewand Assessment of Current Situation to be included in UAPCC chapter.
Compare national level policy imperatives to state level actions as well as SAPCC-2 drivers	
Building up on a Vulnerability assessment profile for Uttarakhand with scientifically updated data, for the	Developing the chapter on Vulnerability Profile for the state alongside socio-

various sectors	economic implications for all the sectors, parallel to SDGs.
GHG Emission Inventorisation for the state	Developing the chapter on GHG Emission Inventorisation for the state
Holding Stakeholder Consultations for Mitigation and Adaptation Strategies for up-scaling the erstwhile goals, while rectifying and accommodating for persisting gaps, needs and constraints based on latest scientific data and analysis	Developing chapters on Climate Mitigation and Climate Adaptation Strategies for each sector along the MoEF&CC guidelines
Mapping the SAPCC strategies with SDGs and NDCs for co-benefits of action	Establishing UAPCC and SDG linkages as well as SAPCC and NDC congruencies to integrate climate action while contributing to sustainable development and national climate policies
Assessing and Prioritizing of Mitigation and Adaptation Strategies with consultations from relevant departments and stakeholders	Developing a set of recommendation for each sector on the basis of assessment and prioritizing of Mitigation and Adaptation Strategies
Preparing a financial road map for each of the mitigation and adaptation strategies with consultations from relevant departments and stakeholders (all planning and implementing agencies)	Develop the chapter on financing the UAPCC
Prepare an institutional road map for the planning, coordination and implementation of the UAPCC with consultations from the relevant departments and stakeholders (all planning and implementing agencies)	Develop the chapter on institutional mechanism
Prepare a monitoring and evaluation framework for each mitigation and adaptation strategies	Develop the chapter on monitoring and evaluation
Drafting of the revised SAPCC and submission for inputs and feedback from the nodal department, State Steering Committee and the MoEF&CC	Submission of the draft of UAPCC for feedback
Refining the previously submitted draft with corrections and needed rectifications (in terms of data, further consultations) to prepare the final draft	Submission of the final draft of UAPCC for approval

The enlisted activities must be delivered upon within a period of six months.

C. Expression of Interest (EOI)

C.1 Essential Qualification Criteria:

- Atleast 15 years of experience and technical expertise in the field of climate change adaptation and mitigation with respect to plans and policies within India and, preferable at the sub-national level. Experience in Uttarakhand will be preferred.
- Atleast 15 years of experience in climate modelling, projections, multi-hazard risk assessments, vulnerability assessment and climate proofing in priority sectors like agriculture, water, tourism, forestry etc.

- The organization should consist of a multidisciplinary team having 5-10 years of experience of working in sectors covered within Uttarakhand's SAPCC. At least 5 sectoral experts corresponding to Agriculture, Water, Energy, Forestry and Disaster Management must be part of such a team.
- The team should consist of experts in the field of climate modelers, economists, adaptation expert and public policy experts to integrate the developmental narrative in the UAPCC.
- Thorough understanding of the climate change institutional setup at a state-level in India. Working experience with the key departments of Uttarakhand will be preferred.
- It would also be preferable that the organization has worked previously with the Government of Uttarakhand on climate change and related projects, in the last 3 years.
- The institutions should have qualified & experienced Environmental/Climate Change/Natural resource Management for the revision of SAPCC. The educational qualification of functional experts, area of specialization and technical skill, experience and expertise in relevant field will be criteria for selection of institution.
- The organization must have adequate scientific and technical staff and student strength to undertake the assignment.
- Working experience with the climate change department of MoEF&CC
- Experience in managing multiple stakeholders like governments, academia, industry, civil society and financial institutions.
- Understanding of International climate finance that can be leveraged for state-specific activities.
- Physical presence in Uttarakhand indicating State Presence.

C.2 Preferable Criteria:

The institution must have **prior experience in preparing State Action Plans with at least 5 Indian states**. On-going projects shall be considered.

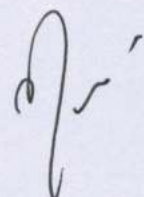
C.3 Selection Method: Expression of Interest (EOI)

1. The State Environment, Conservation and Climate change Directorate (SECCCD) invites Expression of Interest from reputed educational &/or research institutions for the technical study of revision of Uttarakhand State Action Plan on Climate Change.
2. State Environment, Conservation and Climate change Directorate (SECCCD) shall shortlist only those institutions who fulfill the essential qualification criteria specified in **Clause C.1**.
3. State Environment, Conservation and Climate change Directorate (SECCCD) shall shortlist the institutions, based on evaluation of the Expression of Interests submitted by them for further selection.

C.4 Instructions to Institutions

C.4.1 Authorized Signatory

- The 'Applicant' mentioned in the EOI document shall mean the one who has signed the EOI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority as per the format prescribed in **Form-3** duly authorized by the Head of the Organization should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed



by the Authorized Representative.

- Every sheet and all forms complete in all respects shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp. Any/all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

C.4.2 Documents to accompany EOI

The applications shall be complete with the following documents:

- Form-1: Covering Letter to the EoI
- Form-2: Form of Particulars
- Form-3: Declaration of Authorized Signatory and Power of Attorney
- Form-4: Affidavit or Self-declaration
- Form-5: Details of Organization, existing Departments Experience as per the eligibility criteria
- Form-6: Details of scientific and technical core staff as eligibility criteria
- Form-7: Details of projects/studies conducted by the Institution as eligibility criteria
- Form-8: Description of the Approach, Methodology and Work Plan for Performing the Assignment.
- Form-9: Team composition and Task Assignment
- Form-10: Curriculum Vitae (CV) for proposed Professional staff.
- Form-11: Staffing Schedule
- Form-12: Work Schedule
- Letter/certificate of registration /incorporation
- Letter/certificate of affiliation to a University
- Copy of the EOI Document along with corrigendum, if any, duly signed at all pages.
- Form-13: Financial Proposal in sealed Separate envelope superscripted as Revision of State Action Plan on Climate Change

NOTE:

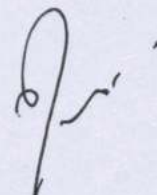
- Non-submission of any one or more of the above documents including incomplete, false or misleading information shall result in disqualification.
- The applicant shall not change any details in the forms and formats of this EOI and shall strictly adhere to them.

C.4.3 Queries in EOI Document:

In case of any queries in the EOI document, a **pre-bid meeting** has been scheduled on **02.11.2020, 11:00 AM at Meeting Room, SECCD**. Representatives of applicant institution may attend the meeting to resolve any query regarding the EOI document.

In case the representatives of applicant institution are unable to attend the meeting, they may send their queries via e-mail at latest by **02.11.2020, 9.30 A.M.** (dir.secccduk@gmail.com) keeping the title of the EOI as subject of the e-mail. The entire proceedings of the pre-bid meeting including clarifications, changes, modifications etc. will be minuted and uploaded on the Website of the State Pollution Control Board (www.ueppcb.uk.gov.in) and will be sent through e-mail only to those institutions whose representatives attended the pre-bid meeting and to the institutions who sent their queries via e-mail.

C.4.4 Submission of EoI



C.4.4 Submission of EoI

All the documents as specified in **Clause C.4.2** above shall be arranged in the sequence as specified above and shall be submitted in hard-bound manner and not in the form of loose sheets. The EoI documents shall be submitted in a sealed envelope only through registered post /speed post/courier/hand-delivery at the below mentioned office address latest by **12.11.2020, 12 noon**

**Director,
State Environment, Conservation and Climate Change
Directorate (SECCCD)
46 B IT Park, Sahastradhara Road, Dehradun,
Uttarakhand.**

The envelope should bear the title **“Expression of Interest (EoI) for the Revision of Uttarakhand State Action Plan on Climate Change”** on top.

The submission of all documents including correspondences should be in “English” language only.

NOTE:

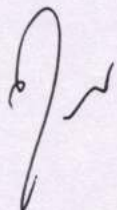
- Submission of EOI through e-mail is not permitted. EOIs received through e-mail shall be straightaway rejected.
- EOI received beyond the due date and time of submission (or any extension thereof) shall be straight away rejected.

C.4.5 Preliminary examination for theEOI

- SECCCD shall examine the EOI to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.
- SECCCD reserves the right to waive minor deviations in the EOI if they do not materially affect the capability of the applicant institution to perform the assignment.

C.4.6 Evaluation

- SECCCD has specified the eligibility Criteria in the EOI document with minimum qualifying requirement for each of the criteria i.e. registration/recognition, desired departments/streams, minimum years of experience etc.
- The EOIs will be evaluated by an Evaluation Committee (EC) constituted for the specific purpose. The scores will be assigned to the response of each institution based on the weightage assigned to each of the criteria in EOI.
- Financial Bid of the shortlisted educational and research institutions for will be opened.
- The EOI can also be submitted through Registered Post/ Speed Post. But the authority shall not be held responsible for any postal delay for non-receipt of EOI within scheduled date and time.
- The SECCCD reserves the right to reject any or all EoIs without assigning any reasons thereof.



C.4.7 The scoring criteria

- The assignment of marks within each criteria and final qualifying marks will be decided by the Evaluation Committee
- Financial Bid of the shortlisted educational and research institutions for will be opened.
- The EOI can also be submitted through Registered Post/ Speed Post. But the authority shall not be held responsible for any postal delay for non-receipt of EOI within scheduled date and time.
- The SECCCD reserves the right to reject any or all EoIs without assigning any reasons thereof.

The scoring criteria	S. No	Sub Criteria	Maximum Marks
Past Experience of the Institute	1	Past experience and technical expertise in the field of climate change adaptation and mitigation with respect to plans and policies within India and, preferable at the sub-national level	30 (10 to 15 yrs studies=20) (More than or equal to 15 yrs studies = 30)
	2	Experience in climate modelling, projections, multi-hazard risk assessments, vulnerability assessment and climate proofing in priority sectors like agriculture, water, tourism, forestry etc.	20 (10 to 15 yrs studies=12) (More than or equal to 15 yrs studies = 20)
	3	Prior Experience of working with Government of Uttarakhand on climate change and related projects (last 3 years)	10
	4	Prior Experience in preparing State Action Plans with at least 5 Indian states	10
	5	Working experience with the climate change department of MoEF&CC	5
	6	Experience in managing multiple stakeholders like governments, academia, industry, civil society and financial institutions.	5
	Total		

Experience of Key Personnel	1	Multidisciplinary team having 5-10 years of experience of working in sectors covered within UAPCC. (educational qualification, area of specialization and technical skill, experience and expertise in relevant field of the experts would be considered)	20
	2	Presence of experts in the field of climate modelers, economists, adaptation expert and public policy experts in the team	10
	3	Working experience of some of the team members with the key departments of Uttarakhand.	5
Total			35
Others	1	Rating/Reputation of the institution	10
	2	Strength of scientific and technical staff and students to undertake the assignment	5
	3	Description of technical approach and methodology	10
	4	Understanding of International climate finance	5
	5	Physical presence in Uttarakhand indicating State Presence	5
Total			35
Grand Total Marks			150

C.4.8 Presentation

As a part of Evaluation of Expression of Interests submitted by the applicants, SECCCD may seek further information or a presentation from the Institution at a short notice for evaluation purposes.

C.4.9 Rejection of EOI

The EOI is liable to be rejected if:

- The application is not received as per the conditions specified
- Not in prescribed forms and not containing all required details.
- Not properly sealed and signed as per requirements.
- Received after the expiry of due date and time.
- Deliberately gives incorrect or misleading information in their EOI or wrongfully creates circumstances for the acceptance of the EOI. Director, SECCCD reserves the right to reject such a bid at any stage.
- Any breach of any condition mentioned in this document.

C.4.10 Disclaimer

- SECCCD shall not be responsible for any late receipt of EOIs for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

- SECCCD reserves all the right to annul/reject the EOI at any stage of the procedure
- SECCCD may reject any/ all applications without assigning any reasons thereof.
- SECCCD may relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Institute without assigning any reasons thereof.
- SECCCD may include any other item in the Scope of work at any time after consultation with applicants or otherwise.

C.4.11 Project Timeline

- Interim Report completion within 4months
- Final report after incorporating modifications suggested by the Editorial Board 6 months

The above timeline shall be strictly adhered to in all cases and thus the resources may be deployed accordingly.

C.4.12 Amendments in EOI

- At any time prior to the deadline for submission of EOI, SECCCD may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI document by the issuance of Addendum/ Amendment and posting it on the Official Website www.ueppcb.uk.gov.in.
- The amendments will be posted on the Official Website along with the revised EOI containing the amendments and will be binding on all Applicants.
- In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the last date of submission.

C.4.13 Data Security and Data Validation:

- The State Environment, Conservation and Climate Change Directorate (SECCCD) shall have absolute and sole right on the data and output thus generated/collected in the process of the entire Project. The institution shall be responsible for security and safe custody of data and documents. In no way the information/ data/ documents shall be used/ copied/ duplicated/ published/ supplied whole or in part during and after completion of the Project without prior written permission from the Director, SECCCD.
- The filled-up questionnaire should be duly signed by the competent authority of the HCF being surveyed. Unsigned questionnaire will not be accepted.
- The cross-verification of the data filled in the questionnaire would be done by SECCCD.
- In case of submission of false/incorrect data, delay or non-completion of work in prescribed time or any other case of non-compliance or discrepancy, the Director, SECCCD reserves the right to charge appropriate penalty or take any action which Director, SECCCD deems fit and suitable including permanent debarment from carrying out such works in future or blacklisting the institution. In such a case, the institution shall make no financial claim and shall remain bound to deliver satisfactory work in stipulated time duration.

C.4.14 Confidentiality:

The data will be the ownership of SECCCD, hence, any information pertaining to this Project shall be deemed to be confidential and the institution shall be fully responsible, for the same

being kept confidential and help in trust, as also for all consequences of its concerned personnel failing to observe the same.

C.4.15 Force Majeure:

In case of delay in timely execution of the assignment caused by factors beyond the control of the institution, such as war, riot, earthquake, flood, fire or other natural disasters, restrictions imposed by the Government or other statutory bodies, the institution shall advise the Director, SECCCD in writing at the beginning and the end of the above causes of delay, within seven days of occurrence and cessation of the force majeure conditions.

C.4.16 Agreement of Performance:

The Institution to which the work would be allotted shall execute an "Agreement of Performance" with SECCCD as per a prescribed format on a stamp paper of value not less than Rs. 100/-

C.4.17 Termination of Assignment:

In the event the institution fails to carry out the assignment in terms of this document or the work order within the stipulated period or any extension thereof, as may be allowed by the Director, SECCCD without any valid reasons acceptable to the Director, SECCCD, the Director, SECCCD may terminate the assignment after giving seven days' notice. They may give the institution a chance to put forward the reasons for delay/non-performance before deciding on them after.

C.4.18 Completion of Assignment:

The assignment would be considered complete and completion certificate would be issued to the institution upon:

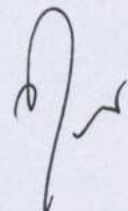
- a) Receipt of Final Report, complete in all aspects to the satisfaction of Director, SECCCD.
- b) Payment of all dues against the services offered subject to fulfillment of the terms and conditions of this order.
- c) Settlement of all issues between both the parties to the satisfaction of Director, SECCCD.

C.4.19 Scope not Exhaustive

The Scope of work specified in this EOI are not exhaustive and the institution shall undertake such other tasks as may be necessary to execute the satisfactory completion of the assignment as per the requirements of SECCCD.

C.4.20 General Terms and Conditions:

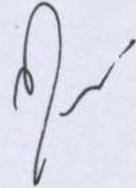
- For all matters pertaining to this Project, the decision of Director, SECCCD shall be final and binding on both the parties.
- For all legal matters, Dehradun shall be the jurisdiction.
- The Institution should not anywhere in the EOI quote or mention the rates/charges. This would lead to disqualification.
- The Director, SECCCD reserves the right to cancel this EOI any time during the period of assignment and is not liable to furnish any reasons or give any notice/intimation in advance.
- SECCCD reserves the right to review/revise/update the format of report or modify the scope or any other condition in the assignment before allotment of the work.



C.4.21 Financial Proposal

The EOI shall be accompanied with the Financial proposal as form—13 in a separate sealed envelope superscripted as “Financial Proposal”

Sub-contracting of any kind of work, by any means shall not be permitted in any case.

A handwritten signature in black ink, consisting of a stylized, cursive letter 'J' followed by a horizontal line and a short vertical stroke.

Form-1: Covering Letter to the EoI
(To be printed on the institution's letter head)

Ref.No.

Date:

To,

The Director,
State Environment, Conservation and Climate Change Directorate
(SECCCD) 46 B IT Park, Sahastradhara Road, Dehradun,
Uttarakhand.

**Subject: SUBMISSION OF EOI FOR Revision of Uttarakhand State Action Plan on
Climate Change**

Sir,

Having examined the-completeness of EoI document, studied all the clauses of the same I/we, the undersigned expresses its interest to undertake the said assignment for carrying out of the abovesubjected works in conformity with the work order being awarded up to the stage of completion of works.

(name of the institution) hereby submits the "Expression of Interest" for consideration of our institution for undertaking the work subjected above. The submission, duly signed and stamped at all pages, comprises, separately of:

- Form-2: Form of Particulars
- Form-3: Declaration of Authorized Signatory and Power of Attorney
- Form-4: Affidavit or Self declaration
- Form-5: Details of Organization, existing Departments Experience as per the eligibility criteria
- Form-6: Details of scientific and technical core staff as eligibility criteria
- Form-7: Details of projects/studies conducted by the Institution as eligibility criteria
- Form-8: Description of the Approach, Methodology and Work Plan for Performing the Assignment.
- Form-9: Team composition and Task Assignment
- Form-10: Curriculum Vitae (CV) for proposed Professional staff.
- Form-11: Staffing Schedule
- Form-12: Work Schedule
- Form-13: Financial Proposal in sealed Separate envelope superscripted as Revision of State Action Plan on Climate Change

We have not made any tampering or changes in the EoI documents and if any tampering or changes are detected at any stage, we understand the EoI will invite summary rejection / the contract will be liable to be terminated, even if work order has been issued.

I/We understand that, the State Environment, Conservation and climate Change Directorate (SECCCD) is not bound to accept any EoI that the Institute may receive.

I/We hereby declare that my/our EOI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking

You. Yours

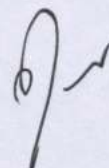
faithfully,

Signature of Authorized

Signatory Name:

Designation:

Seal of Institution:



Form-2: Form of Particulars

Fill in the information as required in the form below (all fields are mandatory)

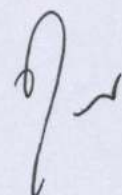
Name of the Educational/ Organization /Research Institution		
Date of Registration/ Incorporation/ Establishment of the Institution/Organization		
Address of Communication		
Letter/ certificate of Registration / Incorporation / (attach separately)		
Letter/certificate of affiliation to a University (attach separately)		
Phone:		
E-mail:		
Name of Department(s) handling the project		
Mobile No.		

I hereby declare that the above information is true to the best of my knowledge and I am authorized by the institution to fill up and submit on its behalf.

Authorized Signatory

Institution seal

Name and Designation:



Form-3: Declaration of Authorized Signatory and Power of Attorney

(To be printed on the institution's letter head)

Ref.No.

Date:

To,

The Director,
State Environment, Conservation and Climate Change Directorate
(SECCCD) 46 B IT Park, Sahastradhara Road, Dehradun,
Uttarakhand.

Subject: Declaration of Authorized Signatory for the Submission of EoI for Revision of Uttarakhand State Action Plan on Climate Change

Know all men by these presents, We, **(name of the institution)** do hereby constitute, nominate, appoint and authorize _____ and presently residing at _____ who is presently employed with/retained by us and holding the position of _____ as our true and lawful attorney (herein after referred to as the "Authorized Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Expression of Interest for "**Revision of Uttarakhand State Action Plan on Climate Change**" and proposed to be executed by the State Environment, Conservation and Climate Change Directorate (the "**Authority**") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in meetings and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our EOI and proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, **(name of the institution)** THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS Day/Month/Year

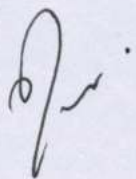
For **(name of the institution)**.

Signature and seal of Head of the Organization

Witnesses:

1) _____

2) _____

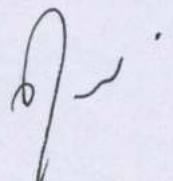


Form-4: Affidavit or Self declaration

Ref: Call for Expressions of Interest for Revision of Uttarakhand State Action Plan on Climate Change

1. I/We declare that our Organisation/University/Institution has not been banned/de-listed/debarred/ blacklisted by any Authority/Agency in India.
2. I/We also agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
3. I/We will inform the Authority immediately if there is any change in the above circumstances at any stage during the EOI/RFP procedure or during the implementation of the project;
4. I/We fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other assignments/projects funded by the Authority.
5. In response to your call for expression of interest, I/We hereby declare that I/We, am/are not in any of the situations that debar me/us from participation in the EOI.

Signature of Authorized Signatory
Institution seal

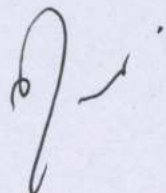
A handwritten signature in black ink, consisting of a stylized, cursive script that is difficult to decipher. It appears to be a personal signature rather than an official stamp or seal.

Form-5: Details of Organization, existing Departments Experience as per the eligibility criteria

(Specify the details of the Organization, existing Department Experience as per the eligibility criteria of the EoI)

Sr. No.	Name of Department	Qualification	Total no. of Team members	Details of Team Members

Signature of Authorized Signatory
Institution seal



Form-6: Details of scientific and technical core staff as eligibility criteria
(Specify the details of the existing scientific and technical core staff)

i. Project Head

S.No.	Name	Designation	Qualification	Experience

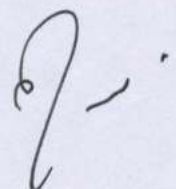
ii. Coordinators

S.No.	Name	Designation	Qualification	Experience

iii. Staff Members

S.No.	Name	Designation	Qualification	Experience

Signature of Authorized Signatory
Institution seal



Form-7: Details of projects/studies conducted by the Institution as eligibility criteria

Project Name:			
Project Location within Country:			
Name of Client:			
Start Date (Month/Year):	Completion (Month/Year):	Date	Approx. Value of Services (optional)
Name of Senior Staff (Project Head/Principal Investigator/Coordinator/ Research Associate etc.) involved and functions performed:			
Detailed Narrative Description of Project:			
Detailed Description of Actual Services provided:			

NOTE:

Please also note that the copies of sanction letters/work orders and satisfactory completion certificate from the funding agency/client shall be required to be submitted for all the references mentioned above.

**Signature of Authorized
Signatory Institution seal**

**Form-8: Description of the Approach, Methodology and Work Plan for
Performing the Assignment.**

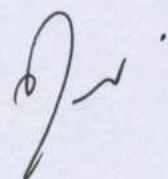
a) **Technical Approach and Methodology**

S.N.	Objectives	Activities	Methods/Approach Used	Outputs

b) **Work Plan**

S.N.	Activity wise	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month


Signature of Authorized Signatory
Institution seal



Form-9: Team composition and Task Assignment

Professional staff			
Name of Staff	Area of Expertise	Position assigned	Task Assigned

Signature of Authorized Signatory
Institution seal



Form-10: Curriculum Vitae (CV) for proposed Professional staff

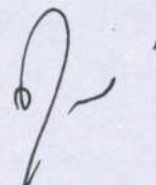
Proposed position for the assignment: (Tick whichever applicable)	Project Head/Project Coordinator/Staff Member
Name of Staff:	
Current Designation at the Institution:	
Department:	
Date of Birth:	
Residential Address:	
Mobile No.	
E-mail ID:	
Educational Qualification: (The years in which various qualifications were obtained must be stated)	
Membership of Professional Association:	
Trainings attended:	
Countries of Work Experience:	
Language Proficiency: (Indicate proficiency in speaking, reading and writing of each language by excellent, good, fair or poor)	
Employment Record: (Starting with present position; specify duration of employment, employer, designation and major duties performed)	
Detailed Tasks Assigned (List all the tasks to be performed under this assignment)	
Publications:	

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature:

Full Name of Authorized representative:



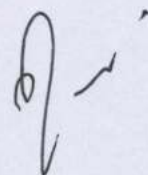
Form-11: Staffing Schedule

S. N.	Name of Staff	Staff input month wise (in the form of a bar chart) ²						Total staff-month input
		1	2	3	4	5	6	

Note:

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category.
2. Months are counted from the start of the assignment.

Signature of Authorized Signatory
Institution seal



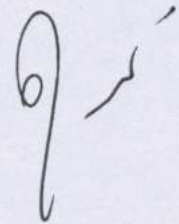
Form-12: Work Schedule

S. N.	Activity ¹	Months ²					
		1	2	3	4	5	6

Note:

1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.

Signature of Authorized Signatory
Institution seal



**Form-13: Financial Proposal to carry out study of Revision of
Uttarakhand State Action Plan on Climate Change**

**“To be kept in a separate sealed envelope superscripted as
“Financial Proposal”**

The Financial Proposal should be submitted for Revision of State Action Plan on Climate Change in the following Table: -

S. No.	Details of actual services provided for this assignment	Financial Proposal in Rupees
1.		
	Taxes	
	Total	
	In Words--	

**Signature of Authorized Signatory
Institution seal**

