Himachal Pradesh Ecotourism Society (H.P. ECOSOC)

Request for Proposal for Assessment Study for Social and Environmental Impact of Eco-tourism Projects under Public Private Partnership mode

RFP No. 1/2015 dated 03.05.2015
### Table of Contents

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Objective</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Request for Proposal</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Issuing of RFP Document</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Scope of Work and Deliverables</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Instruction to Bidders</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>General Terms and Conditions</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>Signing of Contract</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>Performance Bank Guarantee</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>Penalty</td>
<td>8</td>
</tr>
<tr>
<td>11</td>
<td>Limitation of liability</td>
<td>8</td>
</tr>
<tr>
<td>12</td>
<td>Sub Contracting</td>
<td>8</td>
</tr>
<tr>
<td>13</td>
<td>Rejection criteria</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Annexure I</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Terms of Reference</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Annexure II</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Format of Letter of Intent</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td><strong>Annexure III</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Format of Bidder Profile</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td><strong>Annexure IV</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Format of Bid Details</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td><strong>Annexure V</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Format of Project Implementation Plan</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Annexure VI</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Format of Financial Bid</td>
<td>21</td>
</tr>
</tbody>
</table>
1. **Introduction:**

The H.P. Ecotourism Society (HP ECOSOC) has been conceived as a Special Purpose Vehicle to promote ecotourism in the State of Himachal Pradesh as per provisions of the Revised Ecotourism Policy, 2005. One of the important features of the Revised Eco-tourism Policy, 2005 was to forge a constructive and mutually beneficial partnership between the public and the private sector, with the sole purpose of development of the local area, income generation for the village folks and generation of resources and funds for the effective creation and maintenance of assets so essential for the development of eco-tourism. To promote eco-tourism projects in PPP mode, forest sites were allotted on tendering basis to private entrepreneurs for an initial period of five years with a strong regulatory framework (set out in the Policy), supplemented by an contract agreement.

2. **Objective:**

The objective of this assignment is to carry out social and environmental impact assessment of Eco-tourism projects being run by the private entrepreneurs on the forest sites allotted to them under the PPP mode and to ascertain as to whether they are adhering to the principles of eco-tourism. The detailed objectives are set out in the Terms of Reference (ToR).

3. **The Request for Proposal**

In the above context, HPECOSOC invites bids through open tender from reputed, established and reliable consulting firms/ institutions/ organizations for undertaking the social and environmental impact assessment.

However, this RFP does not constitute a commitment for an offer of a contract or prospective contract. HPECOSOC shall not be liable to pay for any costs incurred by any prospective bidder in preparation and submission of information/ proposal in response to this RFP.

The tendering process consists of two phases viz. (1) Technical Bid (2) Financial Bid. The Bidders have to submit the technical and financial bids separately as per the procedure laid down in clause 6 (ix).

HPECOSOC after evaluating the submitted Technical Bids would open the Financial Bids of only those Bidders who qualify on the basis of technical bid evaluation.

This Request for Proposal (RFP) sets out the

- Scope of Work & Deliverables
- Qualifying Criteria
- Instruction to Bidders
- General Terms and Conditions
- Timeline
- Payment Terms
- Modalities of tendering and selection process
4. Issuing of RFP Document

This Request for Proposal (RFP) document can be downloaded from HPFD website http://hpforest.nic.in/ or at Tenders India website http://tenders.gov.in/

Last date and time for submission of bids is: 05.06.2015 by 1700 hrs. HPECO SOC reserves the right to accept or reject any proposal, annul the RFP process and reject all proposals, at any point of time, prior to the award of contract, without thereby incurring any liability towards any Bidders or any obligation to inform the bidder, about the grounds for such action.

5. Scope of Work and Deliverables

The Scope of Work and deliverables have been defined in the Terms of Reference which is at Annexure 1 to this RFP.

6. Instructions to Bidders

(i) Bidders are advised to study the RFP Document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications. The RFP should be submitted as per clause 6 (x): “Procedure for Submission of Bids”, of this document not later than the date and time laid down.

(ii) Bid Processing Fee:

There is no bid processing fee.

(iii) Bid Security:

A bid security of ` 25000/- (Rupees Twenty five thousand) as demand draft drawn on any scheduled bank and payable at Shimla in favour of CEO cum CCF (Ecotourism) shall accompany each bid. The bid security of unsuccessful bidders will be returned after the evaluation and that of successful bidder will be returned after the signing of the contract agreement.

(iv) Schedule for Invitation of Bids:

Date for availability of RFP document for downloading from HPFD website http://hpforest.nic.in/: From 05.05.2015 to 04.06.2015

(v) Place, Time and Date for Pre-bid Conference:

O/o CCF Eco-Tourism, Mist Chamber Khalini Shimla-171002 H.P. on 28.05.2015 at 1100 hrs.

Only clarifications sought up to 1700 Hours of 25.05.2015 through email shall be taken up in the pre-bid conference.

Email-id for any clarifications:
Clarification can be sought through e-mail only at the following e-mail address: ceoecot-hp@nic.in The queries must be submitted in the following format:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Section No</th>
<th>Clause No</th>
<th>Page No</th>
<th>Reference/ Subject</th>
<th>Clarification Sought</th>
</tr>
</thead>
</table>

(vi) Last date and time for submission of bids:
On or before 05.06.2015- by 1700 hours in a sealed envelope.

(vii) **Place, Time and Date of opening of Technical Bids:**
Conference Hall, 
Himachal Pradesh Forest Department, Aranya Bhavan, Talland, Cart Road, Shimla-171001, H.P. on 08.06.2015 at 1100 hrs in presence of authorized representatives of the bidders.

(viii) **Place, Time and Date of opening of Financial Bids:**
Conference Hall, 
Himachal Pradesh Forest Department, Aranya Bhavan, Talland, Cart Road, Shimla-171001, H.P. 
Financial Bids shall be opened in presence of authorized representatives of the bidders for which date and time would be communicated separately through email only to all those who qualify in Technical Bids.

(ix) **Validity period of the bids:**
90 days from the date of opening of the Financial Bid.

**Note:** HPECOSOC shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever. HPECOSOC reserves the right to change any date/time mentioned in the above schedule under intimation to all concerned through e-mail as well as through HPFD website, http://hpforest.nic.in/

(x) **Procedure for Submission of Bids**
The bidding process shall consist of two phases:

(1) **Technical Bid**
(2) **Financial Bid.**

The Bidders have to submit technical and financial bids in two separate envelopes, which shall be placed in a single big envelope, in response to this RFP. The envelope containing Technical bid shall be marked 'A' and shall clearly be inscribed with 'Technical Bid against RFP No. 1/2015 dated 03.05.2015 for social and environmental impact assessment of eco-tourism projects whereas the envelope containing Financial bid shall be marked 'B' and shall clearly be inscribed with 'Financial Bid against RFP No. 1/2015 dated 03.05.2015 for social and environmental impact assessment of eco-tourism projects. The single big envelope containing the Technical & Financial Bid envelopes shall be inscribed with 'Technical & Financial Bids’ against RFP No. 1/2015 dated 03.05.2015 for social and environmental impact assessment of eco-tourism projects. The envelope containing the bid can be dropped in the Tender Box placed in the Office of CEO-ECOSOC cum Chief Conservator of Forests (Ecotourism), Mist Chamber, Khalini, Shimla-171002, H.P. or alternatively sent through post/ courier addressed to CEO-ECOSOC cum Chief Conservator Of Forests (Ecotourism), Mist Chamber, Khalini, Shimla-171002, H.P. 
b) Prices are not to be indicated in the Technical Bid and should only be indicated in the Financial Bid.

7. **General Terms and Conditions**

(i) **Costs of preparations and submission of bids**
The bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by HPECOSOC.

HPECOSOC will in no case be responsible or liable for the above mentioned costs, regardless of the conduct or outcome of the Tendering process.

(ii) HPECOSOC’s Right to Terminate

HPECOSOC may terminate the RFP process at any time and without assigning any reason. The HPECOSOC makes no commitment, expressed or implied that this process will result in a business transaction with anyone.

This RFP does not constitute an offer by the HPECOSOC. The bidder's participation in this process may result in HPFECOSOC selecting the bidder to engage in further discussions and negotiations towards execution of a contract. The commencement of such negotiations does not, however, signify a commitment by HPECOSOC to execute a contract or to continue negotiations. HPECOSOC may terminate negotiations at any time without assigning any reasons.

HPECOSOC reserves the right not to accept any bid, and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for this action.

(iii) Amendment of RFP Document

At any time prior to the last date for receipt of bids, HPECOSOC, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment.

The amendment will be notified on HPFD website, http://hpforest.nic.in/.

(iv) Documents Comprising the Bids

The bid prepared by the bidder shall comprise of the following documents:

   a) Technical Bid - The Technical Bid shall comprise of the following:
      i. Bid Security
      ii. Letter of Intent as per format in Annexure-II
      iii. Bidder Profile as per format in Annexure-III
      iv. Project Implementation Plan as per format in Annexure-IV

   b) Financial Bid - The financial bid shall comprise of the following:
      i. Financial Bid as per format in Annexure-V

(v) Bid Prices

The prices quoted shall be inclusive of all expenses including but not limited to those related with the visits of Bidder's Personnel in connection with the scope of work. The prices quoted must be firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, on any account whatsoever.

The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should be inclusive of all taxes (VAT, service tax, etc.), duties, octroi, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. Any upward revision in taxes in future shall be borne by the bidder.
(vi) Period of Validity of Bids

Bids shall remain valid for 90 days after the date of opening of Financial Bids. HP ECOSOC may request the Bidders for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax/ email). The validity of bid security provided under Clause 6 (ii) shall also be suitably extended.

(vii) Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid prior to last date and time for submission of bid.

(viii) Address for Correspondence

The Bidder shall designate the official mailing address, email, place and fax number to which all correspondence shall be sent by HPECOSOC.

(ix) Contacting HPECOSOC

Any effort by a Bidder to influence HPECOSOC’s bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder’s bid.

(x) Opening of Bids

The Bids shall be opened by the Bid Evaluation Committee on the decided date & time in the presence of the representatives of the firms who may like to attend. The financial bids of only those Bidders shall be opened who qualify technically.

(xi) Evaluation of Bids

The bids shall be evaluated by the Bid Evaluation Committee. However, HPECOSOC reserves the right to modify the evaluation process at any time during the Tendering process, without assigning any reason, whatsoever, and without any requirements of intimating the Bidders of any such change. HPECOSOC has the right to seek any clarifications from the bidders. The technical bid will be reviewed for determining the eligibility of the Bidder for the Project and to ascertain Compliance of the Technical bids with the RFP terms and conditions, technical requirements and scope of work as defined in this RFP.
(xii) **Basis of Evaluation**

Combined Quality and Cost Based Selection forms the basis of evaluation of Technical and Financial bids. The bids shall be evaluated by a Bid Evaluation Committee.

The **Scoring criteria** to be used for Technical evaluation shall be as follows:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Maximum marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Concept and Methodology</strong></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>i. Critical understanding of the objectives of impact assessment and Terms of Reference (ToR)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>ii. Comments on ToR i.e additional information requirements, strengths, weaknesses, proposals for modification/ refinement</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td>iii. Comments on methodology</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td>iv. Plan for evaluation</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td>v. Clarity and completeness of bid</td>
<td>05</td>
</tr>
<tr>
<td>2</td>
<td><strong>Experience and qualifications of key personnel</strong></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>i. Qualifications and experience of Team leader</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>ii. Qualifications and experience of Forestry/ Environment Specialist</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>iii. Qualifications and experience of Sociologist</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td><strong>Experience and Turnover of Consulting firm/ agency</strong></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>i. Turnover, constitution, age of consulting organization and experience in handling eco-tourism projects</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>ii. Experience of organization in handling social/ environmental impact assessment projects and experience in handling social/ environmental impact assessment projects in eco-tourism</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td><strong>Presentation before Bid Evaluation Committee</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

Minimum qualifying marks 70%.

Each Technical bid will be assigned a technical score out of a maximum of 100 points. The bidders who score a Technical score of 70% or more i.e. 70 points or more out of 100 will be shortlisted for the evaluation of their financial bid. In case of financial bids, for completeness and accuracy, arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, the amount in words will prevail.
(xiii) Determining the highest scoring bidder with combined quality and cost score

The evaluated bid score shall be obtained by weighting the quality and cost scores and adding them. The weight for the "cost" shall be “30%”, while that of the “technical quality” shall be “70%”, taking into account the complexity of the assignment and the relative importance of quality. The following example shows how the combined evaluation shall be carried out to determine the evaluated bid score:

**Combined Evaluation – Evaluated Bid Score (B)**

Weight for the Price (X) as indicted in the BDS: 30
Weight for the Technical Score (100-X) as indicated in the BDS: 70

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Price (C)</th>
<th>Evaluated Technical Bid Score (T)</th>
<th>( \frac{C_{low}}{C} \times X )</th>
<th>( \frac{T}{T_{high}} \times (1 - X) )</th>
<th>Evaluated Bid Score (B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder Z</td>
<td>Not evaluated</td>
<td>62</td>
<td>Not qualified</td>
<td>46.66</td>
<td>Not evaluated</td>
</tr>
<tr>
<td>Bidder A</td>
<td>350,000</td>
<td>70</td>
<td>30.00</td>
<td>52.69</td>
<td>82.69</td>
</tr>
<tr>
<td>Bidder C</td>
<td>450,000</td>
<td>75</td>
<td>23.33</td>
<td>56.45</td>
<td>79.78</td>
</tr>
<tr>
<td>Bidder F</td>
<td>500,000</td>
<td>75</td>
<td>21.00</td>
<td>56.45</td>
<td>77.45</td>
</tr>
<tr>
<td>Bidder G</td>
<td>400,000</td>
<td>93</td>
<td>26.25</td>
<td>70.00</td>
<td>96.25</td>
</tr>
<tr>
<td>Award Recommendation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Award to highest Evaluated Bid Score (B)</td>
</tr>
<tr>
<td>Bidder’s Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Bidder G</td>
</tr>
</tbody>
</table>

(xiv) Presentation before the Bid Evaluation Committee

As a part of the Technical evaluation of the bids, the bidders would be required to make a presentation before the Bid Evaluation Committee. The presentation should highlight the consultants’ concept and methodology, qualifications and experience of the key personnel and organizational details and other points mentioned in the Project Implementation Plan (Annexure V). The presentation should not exceed 30 minutes with 15 minutes for clarifications by the Bid Evaluation Committee. The venue and date/time of the presentation shall be intimated by email to the bidders. The bidders shall bear the costs related to the presentation.

8. Signing of Contract

Within 7 working days of receipt of the work order, the successful Bidder shall sign and date the Contract on a non-judicial stamp paper of value not less than Rs. 100/- as per the format to be provided by HPECOSOC.

9. Performance Bank Guarantee

Within 7 working days of the receipt of work order from the HP ECOSOC, the successful Bidder shall furnish the Performance Bank Guarantee from any nationalized/public sector bank as per the format to be provided, to HP ECOSOC which shall be equal to 15% of the value of the contract. The validity of Performance Bank Guarantee shall be till 30
days beyond the expiry of contract period. Failure of the successful Bidder to comply with the requirement of Clause 9 or Clause 10 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event HP ECOSOC may award the Contract to the next best evaluated bidder or call for fresh bids.

10. Penalty

A penalty of Rs. 1000/- per day subject to a maximum of 30 days / Rs.30,000/- shall be imposed on the Bidder in the event of slippage in the delivery of the deliverables mentioned at clause 8 of Annexure 1 (Terms of Reference) of RFP document. The penalty amount will be adjusted in the bill at the time of payment. In case of substantial failure in performance beyond rectification, HPECOSOC reserves the right to forfeit the performance bank guarantee and also appoint another consulting firm to complete the pending project at the cost of the consulting firm.

11. Limitation of Liability

The total aggregate liability of the consulting firm arising out of this contract will be limited to 100% of the total cost of the contract.

12. Sub-contracting

The contracted agency will not be allowed to sub-contract the work to any third agency.

13. Rejection Criteria

Besides other conditions and terms highlighted in the RFP document, a bid may be rejected under following circumstances:

(i) General Rejection Criteria

(a) Bid security not received along with the bid.

(b) Bid and attached document do not confirm unconditional validity of the bid as prescribed in the RFP.

(c) If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.

(d) Effort by a Bidder to influence the HPECOSOC’s bid evaluation, bid comparison or contract award decisions

(ii) Technical Rejection Criteria

(a) Technical Bid containing financial details.

(b) Revelation of Prices in any form or by any reason before opening the Financial Bid

(c) Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the RFP Document in every respect.

(d) Bidder not quoting for the complete scope of Work as indicated in the RFP documents, addendum (if any) and any subsequent information given to the Bidder.

(iii) Commercial Rejection Criteria

(a) Incomplete Price Bid

*****
Himachal Pradesh Ecotourism Society (H.P. ECOSOC)
Assessment Study for Social and Environment Impact of Eco-tourism Projects under Public Private Partnership mode

Terms of Reference

1. Introduction:
   With a view to encourage eco-tourism in the State, Government of Himachal Pradesh notified the Revised Policy on Development of Eco-tourism vide Notification No. FFE-B-C(15)-3/2005 dated 02.11.2006. The Policy has the following objectives:
   i. Create appreciation, education and awareness of natural heritage of Himachal Pradesh. The State will emerge as a resource center and a leading destination with reference to eco-tourism for the entire country and the Greater Himalayan Region.
   ii. Enunciate mechanisms for partnerships in eco-tourism both with the local communities as well as private enterprise committed to the goals of ecotourism.
   iii. Identify and promote activities in tandem with the principles of community-based eco-tourism with the benefits accruing to the local community in terms of income as well as employment generation.
   iv. To actively coordinate with the Tourism, Fisheries, Handicrafts, Culture, YSS, HMI (Himalayan Mountaineering Institute) and other related Deptts. to further the cause of eco-tourism.
   v. To actively promote the concept of homesteads in rural areas connected with eco-tourism so that the income accrues to the local people.
   vi. To implement CBET (Community Based Eco-Tourism) concepts with the involvement of local communities, voluntary organizations, staff of the HPFD and other departments.
   vii. To undertake sustainable public-private partnerships with regard to Government properties in the field of eco-tourism with the permission of the Govt, of HP and to raise funds there under.
   viii. To decongest the over-loaded tourist places so that the benefits of tourism are spread to rural areas, It will work in tandem with the Rural Tourism Scheme of the Department of Tourism.

To implement the policy objectives, a Special Purpose Vehicle in the form of a Society was registered, called the H.P. Ecotourism Society (HPECOSOC) with headquarters at Aranya Bhawan, Talland, Shimla-2.

2. Eco-tourism Projects in Public Private Partnership (PPP) mode:
   One of the important features of the Revised Eco-tourism Policy, 2005 was to forge a constructive and mutually beneficial partnership between the public and the private sector, with the sole purpose of development of the local area, income generation for the village folks and generation of resources and funds for the effective creation and maintenance of assets so essential for the development of eco-tourism. To promote eco-tourism projects in PPP mode, forest sites were allotted on tendering basis to private entrepreneurs for an initial period of five years with a strong regulatory framework (set out in the Policy), supplemented by an contract agreement.

3. Current Status of Ecotourism Sites:
   Bids were invited for renting of camping sites/ self identified sites/ FRH’s during 2008-09
and 2009-10 by the HP ECOSOC in accordance with the revised Ecotourism Policy, 2005. At the end of bidding process, ten sites were finally rented out. Out of these ten sites, only five sites have successfully completed the term of five years during January 2014 and renewal/extension for another term of five years up to January 2019 was granted to these sites. These sites are detailed as below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of site</th>
<th>Name of private entrepreneur/company</th>
<th>Name of Forest Division</th>
<th>Name of District</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ala FRH Dalhousie</td>
<td>M/s Tarangan Developers Pvt. Ltd</td>
<td>Dalhousie</td>
<td>Chamba</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Shoghi camping site</td>
<td>-do-</td>
<td>Shimla</td>
<td>Shimla</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Barog camping site</td>
<td>M/s Naina Devi Trust</td>
<td>Solan</td>
<td>Solan</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Chewa self identified site</td>
<td>Veteran Services Pvt. Ltd</td>
<td>Solan</td>
<td>Solan</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Moti kuna Hill Top, self identified site</td>
<td>Vishal Verma &amp; Dinesh Goverdhan</td>
<td>Solan</td>
<td>Solan</td>
<td></td>
</tr>
</tbody>
</table>

The private entrepreneurs are subjected to Annual Assessments carried out by respective Divisional Forest Officers since 2009-10, with a view to ascertain conformity to principles of eco-tourism and contract agreement. Since 2013-14, the entrepreneurs are also required to submit bi-annual self-assessment reports with a view to gauge compliance with agreement stipulations and generate data on tourist arrivals and revenues.

4. **Objectives of the Assessment Study for Social and Environmental Impact of Ecotourism Projects under Public Private Partnership mode:**

   i. To assess the impact of eco-tourism projects vis-a`-vis the objectives laid down in the Revised Ecotourism Policy, 2005.
   
   ii. To assess as to whether the various eco-tourism projects are adhering to the principles of eco-tourism?
   
   iii. To assess the environmental impact of Ecotourism activities carried out in eco-tourism projects on forest land and in case of negative impacts, suggest eco-restoration or bio-remediation measures.
   
   iv. To assess the social impact of Ecotourism activities carried out in eco-tourism

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1 Eco-Tourism has been broadly defined by Ministry of Tourism as tourism which is ecologically sustainable. The concept of ecological sustainability subsumes the environmental carrying capacity of a given area. The general principle of ecotourism guiding the various initiatives are as under:

   (a) The local community should be involved leading to the overall economic development of the area.
   
   (b) The likely conflicts between resource use for eco-tourism and the livelihood of local inhabitants should be identified and attempts made to minimize the same.
   
   (c) The type and scale of eco-tourism development should be compatible with the environment and socio-cultural characteristics of the local community, and
   
   (d) It should be planned as a part of the overall area development strategy, guided by an integrated land-use plan avoiding inter-sectoral conflicts and ensuring sectoral integration, associated with commensurate expansion of public services. (Source: Website of Ministry of Tourism, www.tourism.gov.in)
projects and suggest measures for improvement.

v. To assess the PPP model of Eco Tourism and suggest measures for improvement.

vi. To assess the extent of benefits being accrued to local Panchayat and local people.

vii. To assess the extent to which Ecotourism projects helped in protection of forest from illicit felling, grazing, fire, garbage, poaching etc.

viii. To assess the type of tourists paying visit/ staying at Ecotourism camps and extent to which it is helping in spreading educational and environmental awareness.

ix. To assess various eco-tourism models applied/ developed by the different entrepreneurs in terms of meeting policy objectives/ principles of eco-tourism and suggest appropriate model.

x. To suggest measures for improving inter-sectoral linkages and reducing inter-sectoral conflicts?

xi. To critically examine the applicability of laws in relation to eco-tourism projects.

xii. To suggest measures for penetration of eco-tourism projects in PPP mode in rural and remote locations of the State.

5. Methodology for Social and Environment Impact Assessment:

i. Assessment of all operational Ecotourism units shall be carried out.

ii. Assessment will be done keeping in view Ecotourism Policy 2005, contract agreements, subsequent instructions from time to time, FCA 1980, instructions of MoEF, HP tourism policy, self-assessment reports of entrepreneur, annual monitoring reports by HPFD.

iii. Feedback from Panchayat, local people, front line staff of forest department, other stake holders, entrepreneurs, camp staff and tourists (presently staying and those who have stayed earlier) through Questionnaires, interviews, group discussion, meetings etc. Questionnaires, issues to be taken up for feedback and other formats to be used will be developed as part of the inception report to be submitted.

iv. The sample size for primary surveys of tourists shall be at least 100 per site (with minimum of 15% of earlier staying tourists).

v. The sample size for primary surveys of local Panchayat members/ communities shall be at least 100 per site.

vi. At least one public hearing per site shall be carried out at each of the locations, wherein all stakeholders shall be invited (through prior intimation). This shall be videographed. HP Forest Department/ HP ECOSOC will arrange the public hearing.

6. Indicative Parameters:

Although the exact methodology, survey/ interview sheets and questionnaires shall be developed by the agency, broad indicative parameters and expectations are laid down for the objectives of this assessment exercise:

i. Site usage:
   - Soil disturbance.
   - Type of foundation used.
   - Extent of Eco friendly material used for raising camps.
   - Extent of use of cement/ burnt bricks, steel, iron trusses, tiles etc. In huts and tents.
   - Type of material used on paths.
   - Damage to vegetation/ new plantation done.
   - Compaction of soil due to human interference.
• Soil erosion status.
• Fencing of area and type.
• Preservation of heritage of existing building/structures.
• Built up area to green area ratio.

ii. Adherence to approved project proposal/ MOA:
• Extent of deviation from approved project proposal.
• Extent of violation (if any).
• Adherence to provisions of MOA.
• Action taken by supervising authority for violation.
• Adherence to environmental/forest laws.

iii. Management of site:
• Waste management.
• Energy management and consumption pattern.
• Water management and consumption pattern.
• Soil conservation management.
• Air and noise management.
• Fire protection management.

iv. Community participation:
• Local employment
• Procurement of daily need necessities like milk, vegetables and other products locally.
• Encouragement to local culture.
• Interaction with the surrounding environment including forests, built heritage and places of visit/tourist importance.
• Positive influence of consumer behaviour with local community and other environment.
• Promotion of local handicraft products, agri/horticulture products etc.
• Training on nature awareness

v. Environment awareness:-
• Planting activities.
• Nature guides/Trekking guides.
• Tourist following regulation.
• Appreciation of environment conservation by local community.
• Recreational/adventure activities:-
• Type of activities.
• Preservation/promotion of culture.
• Safety measures undertaken.
• Educational importance of activities.

vii. Housekeeping:-
• Trained staff.
• Quality of maintenance.
• Hygiene.
• Catering:-
• Trained staff.
• Quality of maintenance.
• Hygiene.
• Local cuisine.
• Extent of use of plastics.

ix. Compound Maintenance:-
• Cleanliness
• Vegetative fencing
• Greenery in and around.
• Overall ambience of site.

x. Marketing:-
• Individual website and its user friendliness.
• Other modes of marketing.
• Regular payment of taxes/ applicable fees
• Extent and type of tourists visiting.

xi. Income generation:
• Benefits including income accruing to local people
• Benefits including income accruing to local institutions
• Benefits accruing to other stakeholders including HP Forest Department

xii. Inter-sectoral coordination
• Level of coordination observed between various agencies involved in tourism/ eco-tourism
• Level of coordination with infrastructural agencies like Department of Irrigation and Public, State Electricity Board, Department of Excise & Taxation, State Pollution Control Board, Municipal Committee/ Nagar Panchayat etc.
• Level of coordination with Panchayati Raj Institutions and other local level institutions

7. Facilities/ documents to be provided by HP ECOSOC:

i. Eco Tourism Policy 2005
ii. Various bi-annual/ annual assessment reports.
iii. Copies of decisions taken by Executive Committee of HP ECOSOC.
iv. Approved project proposals.
v. Copy of individual agreements.
vi. Front line staff of forest department will associate with the consultants during their visit to Ecotourism sites.
vii. Approval to assessment methodology, survey questionnaires, feedback/detailed reporting formats as outlined in Inception Report.
viii. Approval of various items taken up for detailed assessment.
ix. Comments (in one week) on the interim report.
x. Comments (in one week) on the draft final report.
8. **Time frame and deliverables:**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Deliverable items</th>
<th>To be delivered by</th>
<th>Date of delivery (from agreement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Inception report along with list of items required from HP ECOSOC, assessment design and methodology of assessment and detailed reporting formats- one hard copy and one editable soft copy.</td>
<td>Consultant</td>
<td>One week</td>
</tr>
<tr>
<td>2.</td>
<td>Submission of interim report to HP ECOSOC-one hard copy and one editable soft copy</td>
<td>-do-</td>
<td>Four weeks</td>
</tr>
<tr>
<td>3.</td>
<td>Submission of draft final report to HP ECOSOC and presentation there of-one hard copy and one editable soft copy.</td>
<td>-do-</td>
<td>Six weeks</td>
</tr>
<tr>
<td>4.</td>
<td>Incorporation of comments of HP Forest Department &amp; HP ECOSOC and submission of final report- five hard copies and one editable soft copy.</td>
<td>-do-</td>
<td>Eight weeks</td>
</tr>
</tbody>
</table>

9. **Expected input of key professionals:**

   **i. The team leader and tourism specialist:**

   The consultant should be a qualified professional with graduate/ post graduate degree with masters/ diploma in hotel management or equivalent. He/ She is expected to be professional in tourism sector with specialization in eco-tourism. The consultant should have experience of working in tourism sector for at least 20 years in senior managerial capacity and having at least 5 years experience in ecotourism. The professional is expected to have experience in raising/ running of eco-tourism camps. His/her main input will be to deliver the assessment design, develop questionnaire, analyse responses received, and be responsible for providing critical inputs regarding the effectiveness of Ecotourism projects and adherence to the principles of eco-tourism. The consultant will be responsible for co-ordination with the HP EcoSoc at the higher level and through his team with the field functionaries and entrepreneurs.

   **ii. Forestry/Environment specialist:**

   The consultant should be a qualified professional with graduate/ post graduate degree in forestry/ environmental sciences or environmental engineering or equivalent. He/she will be professional forest officer or environmental engineer with an experience of at least 15 years in forestry/ environment sector (as the case may be) and of the rank of a Conservator of Forest/ Senior Environmental Specialist with experience of at least 5 years in implementation and monitoring of Ecotourism projects/ activities. The consultants’ main input will be to assess the soil erosion status, compaction of soil, fencing of area and type, damage to vegetation/ new plantation done, status of implementation of applicable forest/ environment laws, management of waste, energy, water, air and noise, fire protection measures. The consultant will also assess the effectiveness of camp housing and other facilities in its relation to ecology/ environment.
iii. Sociologist:

Will be a professional having Master’s degree in sociology, with an experience of at least 15 years in social assessment of projects. The consultant is expected to assess the project in its relation to social, cultural and economic impacts and suggest improvements. The consultant will critically comment upon conflicts with communities/ institutions (if any), potential thereof and suggest appropriate resolution mechanisms.

10. The payment schedule will be as under:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Inception Report</td>
<td>20% of contract amount</td>
</tr>
<tr>
<td>Submission of Interim Report</td>
<td>30% of contract amount</td>
</tr>
<tr>
<td>Submission of Final Report</td>
<td>30% of contract amount</td>
</tr>
<tr>
<td>Acceptance of final Report</td>
<td>20% of contract amount</td>
</tr>
</tbody>
</table>

*****
General Instructions:
The Bidder should attach adequate supporting documents in Technical Bid duly signed & stamped to substantiate the information being provided for each of the mentioned points. The Bidder should understand the Scope of work in detail as provided in the RFP document before filling up the below details.
No Financial should be attached with Technical Bid.

Format of Letter of Intent to submit bid in response to RFP No. 1/2015

(To be submitted on the Letter head of the responding firm)

{Place}
{Date}

To,
The CEO ECOSOC cum Chief Conservator of Forests (Ecotourism)
Mist Chamber, Khalini, Shimla-171002, H.P.
Ref: 2015 dated:

Subject: Submission of bid in response for the social and environmental impact assessment of ecotourism projects

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our bid in response to your RFP No. 2015 dated for the social and environmental impact assessment of ecotourism projects in full conformity with the said RFP document.

2. We have read and understood the provisions of the RFP document and confirm that these are acceptable to us. We confirm that only the terms and conditions in the RFP shall apply; we further declare that additional conditions, variations, deviations, if any, found in our bid shall be without any effect whatsoever.

3. We agree to abide by this bid, consisting of this letter, the detailed response to the RFP and all attachments, and validity of the bid shall be for a period of 90 days from the date of opening of the Financial Bid.

4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

5. We certify that we have not been blacklisted by any department/society/body/organization of central/state government.

6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/wrong information contained in it or suppression of material or relevant facts/figures may lead to our disqualification.
7. We understand that you are not bound to shortlist/accept any bid you receive. Our correspondence details with regards to this bid are:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of responding firm:</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Address of responding firm:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Name, Designation and Address of the authorized signatory:</td>
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</tr>
<tr>
<td>5</td>
<td>Telephone no. of contact person and authorized signatory:</td>
<td></td>
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<tr>
<td>6</td>
<td>Mobile no. of contact person and authorized signatory:</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Fax no. of contact person and authorized signatory:</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>E-mail address of contact person and authorized signatory:</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Website URL of the responding firm</td>
<td></td>
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</tbody>
</table>

We hereby declare that our bid submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours Sincerely,

[ Firm's Name ]

[ Place ]

Signature

[ Name ]

[ Title ]

Seal of the Firm
Annexure-III

Format of Bidder Profile

(To be submitted on the Letter head of the responding firm)

{Place}

{Date}

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Bidder</td>
</tr>
<tr>
<td>2</td>
<td>Year Established</td>
</tr>
<tr>
<td>3</td>
<td>Head Office Address</td>
</tr>
<tr>
<td>4</td>
<td>Telephone No. (with STD Code) Fax No. (with STD Code), E-mail Address</td>
</tr>
<tr>
<td>5</td>
<td>Name of the Key representative</td>
</tr>
<tr>
<td>6</td>
<td>Whether registered under Indian Companies Act, 1956</td>
</tr>
<tr>
<td>7</td>
<td>Whether a public limited company or a private limited company, partnership proprietorship firm</td>
</tr>
<tr>
<td>8</td>
<td>Number of projects for which social/ environmental impact assessment carried out in last five years</td>
</tr>
<tr>
<td>9</td>
<td>Experience in handling tourism/ eco-tourism projects in last five years</td>
</tr>
<tr>
<td>10</td>
<td>Experience in handling social/ environmental impact assessment projects in eco-tourism sector in last five years</td>
</tr>
</tbody>
</table>

As of this date the information furnished in all parts of this form is accurate and true to the best of our knowledge & belief.

Bidder Signature

Name

Designation

Company seal

Date
## Format of Bid Details

(To be submitted on the Letter head of the consulting firm)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Bidder</td>
</tr>
<tr>
<td>2</td>
<td>Address of the Bidder</td>
</tr>
<tr>
<td>3</td>
<td>Name, designation and address of the person to whom all references shall be made regarding this RFP</td>
</tr>
<tr>
<td>4</td>
<td>Telephone No. (with STD Code), Mobile No., Fax No. (with STD Code) and E-Mail address of the contact person</td>
</tr>
<tr>
<td>5</td>
<td>Details of bid security that is demand draft number, amount and name of bank etc.</td>
</tr>
</tbody>
</table>

Bidder Signature  
Name  
Designation  
Company seal  
Date
Format of Project Implementation Plan

1. Introduction
[Describe the purpose of the plan and describe the project to be implemented]

2. Project Overview and understanding of the Objectives
[Describe the project, understanding of the concept & principles of eco-tourism, eco-tourism policy of the State of Himachal Pradesh, understanding of the objectives of the current assignment]

3. Project Concept and Methodology
[Provide your comments on the Terms of Reference that is additional information requirements, strengths, weaknesses, proposals for modification/refinement, plan for evaluation. Describe your methodology in details and how that will meet the objectives, comment on the desk review, primary surveys, questionnaires, sample size, sampling design etc.]

4. Assumptions and Constraints
[Describes the assumptions that will guide your work as well as the applicable constraints]

5. Project Organization
[A description of the project organization structure including experience of firm in handling projects of similar nature, qualifications and experience of key personnel including CVs in detail, turnover. Fully describe, with evidence, turn over in last three years, social and environmental impact assessment works undertaken in last five years, proficiency in tourism and ecotourism (if any). Describe additional staff to be deployed (if any), apart from those mentioned in Terms of Reference]

6. Implementation Plan
[A description of the planned implementation approach]

7. Major Tasks
[Descriptions of the major project implementation tasks]

8. Implementation Schedule
[A schedule of activities to be accomplished]

9. Result of recommendations
[Describe, as to how the final report would be of use to HPECOSOC]
Format of Financial Bid

To,
The CEO HP ECOSOC cum Chief Conservator of Forests (Ecotourism)
Mist Chamber, Khalini, Shimla-171002, H.P.
Ref. No. dated-----

Subject: Submission of bid in response to the RFP No. 1/2015 for social and environmental impact assessment of eco-tourism projects

Dear Sir,

We, the undersigned, offer to provide the Submission of financial bid in response to the RFP for social and environmental impact assessment of eco-tourism projects in accordance with your RFP document, Terms & Conditions and Scope of Work.

The total cost for the consulting services is `_____________________________(in figures)
________________________________________________________________________ (in words)

(The cost of consulting services shall be mentioned in both figures and words, and if there is a difference in the cost mentioned in figures & words, the cost in words shall be considered as the quoted amount.)

The above mentioned cost(s) is inclusive of all Government taxes/ duties/ levies/ cess etc.

The break-up of total cost is as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activity</th>
<th>Cost (in figures)</th>
<th>Cost (in words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consulting services for social and environmental impact assessment of eco-tourism projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Taxes (Service Tax)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Total cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yours Sincerely,

Date:  [Firm’s Name]
Place:  
Signature
Name
Title
Seal of the Firm