

**Government of India**  
**Ministry of Environment, Forest & Climate Change**  
**SICOM**  
**Ground Floor, B-4 Wing, Deendayal Antyodaya Bhavan,**  
**CGO Complex, Lodhi Road, New Delhi- 110003**

**ONLINE TENDER**

**Request for Expression of Interest (REoI)**  
**for**  
**Technical Support Agency (TSA)**

**REoI No.:** SICOM/2021-22/Consultancy/REoI/05

**Country:** India

**Name of project:** National Coastal Management Program (NCMP)

**Funding:** Government of India

**Dated:** 10<sup>th</sup> March 2022

1. Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India with a vision for vibrant, healthy and resilient Coastal and Marine Environment for continuous and enhanced outflow of benefits to the Country and the Coastal Community. SICOM is the nodal agency for strategic planning, management, execution, monitoring and successful implementation of Integrated Coastal Zone Management (ICZM) practices across the country under National Coastal Management Program.
2. Consultancy services are required for technical support in achieving the objectives of SICOM. The overall objectives of the proposed services are:
  - a. Assist in strategic and operational planning of all coastal management schemes, programs and projects.
  - b. Oversee execution of projects under coastal management schemes and programs implemented by SICOM, States/UTs.
  - c. Regular monitoring of coastal management schemes, programs and projects implemented by SICOM, States/UTs.
  - d. To ensure that all technical management aspects for various projects are satisfactorily executed as per the guidelines/standards prescribed by program/project DPRs and multilateral funding agencies like The World Bank, ADB, UNDP etc. if any.
3. The Technical Support Agency herein referred to as Consultant (through a team of professionals in the relevant fields), shall handle the consultancy services to meet the objectives and requirements of SICOM in achieving efficiency, transparency, probity, and adherence to the guidelines. The detailed Terms of Reference (ToR) are attached at **Annexure- I**.
4. Initially the contract will be for a period of 2 years. However, the contract may be extended

for a further period based on the requirement and satisfactory performance of the entity.

5. SICOM intends to select a reputed/experienced consulting firms showing interest in providing such support services.
6. The Consultancy firm will be selected through Quality and Cost Based Selection (QCBS) method as set out in the General Financial Rules (GFR) 2017 and Manual for Procurement of Consultancy & Other Services 2017 of the Department of Expenditure, Ministry of Finance, Government of India.
7. Only Firms/Agencies fulfilling the following mandatory requirement(s) are eligible to submit their Expression of Interest (EoI):
  - a) The Consultancy firm should have an average turnover of minimum of INR 1.5 crore during the last three Financial Years i.e. 2018-19, 2019-2020 and 2020-21.
  - b) Consulting firm or its subsidiary or its parent company should not have been suspended/ debarred/ blacklisted by any Central / State Government / Public Sector Undertaking on the date of opening of EoI (Undertaking to this effect as per **Annexure-II** must be submitted compulsorily).
  - c) Consulting firm should not have any Conflict of Interest as per GFR (Declaration as per **Annexure-III** shall be submitted).
  - d) The Consultancy firm must be incorporated/ registered under the Indian Companies Act 1956/ 2013; or established under the Indian Partnership Act; LLP Act, 2008; or established under Society Registration Act,1860, State Owned Enterprises.
  - e) The Firm should have been in operation for the last 10 years.
  - f) The Consultancy firm should have an experience of at least Three completed assignment of providing Technical Assistance/Consultancy Services/providing Technical staff to Government agencies in the similar field during the last 5 years i.e., April 2016 to March 2021.

**Notes:**

- *Checklist in this regard is placed at **Annexure- IV**, which needs to be duly filed in and submitted.*
- *In case of any incomplete/non-compliance of any of the above laid criteria, the EoI submitted by the Consultant will be summarily rejected.*

8. The evaluation criteria for the EoI shall be:

S. No.	Evaluation Criteria/ sub-criteria	Maximum marks (out of 100)
a)	<p><b>General Qualification</b></p> <p>(i) Number of years of Active Existence of the firm (<b>Maximum marks - 10</b>)</p> <ul style="list-style-type: none"> <li>• 10-15 years 3 Marks</li> <li>• 15-20 years - 7 Marks</li> <li>• More than 20 years - 10 Marks</li> </ul> <p>(ii) Experience of providing Technical Assistance/Consultancy Services/providing Technical staff to Government Agencies in the similar field during the last 5 years <i>i.e.</i>, from April 2016 to March 2021 (<b>Maximum Marks- 40</b>)</p> <p style="text-align: center;"><i>(8 Marks for each completed assignment will be awarded maximum up to 40 Marks)</i></p>	<b>50 Marks</b>
b)	<p><b>Qualification/Experience of 5 Key staff of the Organization preferably in line with similar assignment(s)</b></p> <p>(i) Qualification- <b>10 marks</b></p> <p>(ii) Relevant experience including their participation in similar projects- <b>30 marks</b></p>	<b>40 Marks</b>
c)	<p><b>Financial strength of the Firm during the last three Financial Years i.e. 2018-19, 2019-2020 &amp; 2020-21</b></p> <p>(i) Average annual turnover between INR 1.5 Crores to 3 Crores- <b>3 marks</b></p> <p>(ii) Average annual turnover between INR 3 to 6 Crores- <b>6 marks</b></p> <p>(iii) Above 6 Crores - <b>10 marks</b></p>	<b>10 Marks</b>

**Notes:**

- *Certificate of Incorporation of the firm, curriculum vitae of key experts and financial statements are not required at this stage.*
- *Similar Field means Coastal Management/Coastal Projects/Climate Change/Environmental related Projects.*

9. The EoI of only those Firm(s) that meet(s) the minimum criteria as stipulated at para 7 above will be accepted/evaluated. Evaluation will be strictly based on the substantive information/credentials/documentary evidence submitted by the Firm in support of the information as indicated at para 8 above. The Firm which secures a minimum of 70 marks out of 100 will be shortlisted. **Thereafter, a Request for Proposal (RfP) will be issued to a minimum of 3 (three) and a maximum of 8 (eight) top ranking/eligible firms based on the response to the REoI.**

10. The eligibility criteria of ‘Experience of firm’ and ‘prior turnover’ as given at Paras 7 a), 7 e), 8 a) (i) and 8 c) above are exempted for Micro and Small Enterprises (MSEs) and Startups, as defined in MSE Procurement Policy and Startups as defined by Department of

Industrial Policy and Promotion. These firms will be given full marks for the mentioned parameters. In case of MSE/Startup, the Consultant shall submit the requisite documents along with the Undertaking as per **Annexure- V**.

11. Joint Ventures/ Consortiums firms are not eligible to participate in this tender.
12. The EoI should be duly signed & properly Indexed with heading & page numbering and supporting documents should be attached as per **Annexure- IV**. An authorized representative of the Consultant shall sign the original submission letters in the required format and shall initial all pages. The authorization shall be in the form of a written Power of Attorney as per **Annexure- VI**.
13. At this stage no technical and financial proposals are required. Based on the information submitted in response to this request for EoI, SICOM will shortlist the qualifying Firms and issue the Request for Proposal (RfP) document to the qualified firms.
14. REoI document may be downloaded from the web portal: **<https://moefcc.euniwizarde.com> or through SICOM's website: [sicom.nic.in](http://sicom.nic.in)** prior to the deadline for submission of EoI online. **The EoI shall be submitted online only** on the e-Procurement Portal. After downloading the REoI document, the Bidder should go through them carefully and then upload the required documents. Only firms registered under **E-Procurement Portal <https://moefcc.euniwizarde.com/>**, can participate in the bid using a valid Digital Signature Certificate (DSC) and valid email address. The shortlisted firms shall be invited to submit detailed proposals online in the form of Request for Proposal (RfP) later.
15. Interested Firms must upload Expression of Interest online up to 1415 hours of 31<sup>st</sup> March 2022.

**16. Address for communication:**

Office name	SICOM, Ministry of Environment, Forest & Climate Change
Office Address	SICOM, Ground Floor, B4 Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi -110003
Contact Number	011-24360934
Email ID	<a href="mailto:procurment.sicom@gov.in">procurment.sicom@gov.in</a>
Website	<a href="http://www.sicom.nic.in">www.sicom.nic.in</a>

17. The EoIs will be opened ONLINE on 31<sup>st</sup> March 2022 at 1500 hrs.
18. The EoI received unsigned/ incomplete shall be summarily rejected.
19. SICOM reserves the right to accept or reject any or all proposal (s) without assigning any reasons thereof.

SICOM  
New Delhi- 110003

## **Terms of Reference For Technical Support Agency**

### **Background**

1. Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India with a vision for vibrant, healthy and resilient Coastal and Marine Environment for continuous and enhanced outflow of benefits to the Country and the Coastal Community. SICOM is the nodal agency for strategic planning, management, execution, monitoring and successful implementation of Integrated Coastal Zone Management (ICZM) practices across the country under National Coastal Management Program.

### **Objective of the Assignment**

2. The Consulting services are required to support in technical management functions of SICOM. The overall objectives of the proposed services are:
  - a) Technical assistance and support to the SICOM in the form of a centralized cell to:
    - Assist in strategic and operational planning of all coastal management schemes, programs and projects.
    - Oversee execution of projects under coastal management schemes and programs implemented by SICOM, States/UTs.
    - Regular monitoring of coastal management schemes, programs and projects implemented by SICOM, States/UTs.
  - b) To ensure that all technical management aspects for various projects are satisfactorily executed as per the guidelines/standards prescribed by program/project DPRs and multilateral funding agencies like The World Bank, ADB, UNDP etc. if any.

### **Scope of Consulting Services**

3. The agency would be responsible for providing technical and managerial assistance to SICOM. The details of the services to be provided by the agency are as follows:
  - a) **Project Design & Planning Activities**
    - Provide support to SICOM in preparation of the project proposals for funding, terms of reference (ToR) for hiring consultants for various activities.
    - Assist SICOM in strategic & operational planning of all coastal management schemes, programs and projects.

- Assist SICOM in preparing activity implementation plans and other readiness requirements for project implementation.
- b) **Review and Technical Backstopping Activities**
- Oversee execution of coastal management schemes, programs and projects implemented directly by SICOM, States/UTs.
  - Review of project appraisal reports/project proposals, other related studies and formulation of reports for appraisal of the Ministry and project approving entity.
  - Review the reports and feedback provided by the state level organizations during project execution and consult state government officials and other implementing partners to seek views and feedback as well as facilitate decision making by SICOM.
  - Review reports submitted by consultants and to provide inputs for improvements.
- c) **Monitoring Activities**
- Provide support to develop and implement a robust monitoring system and follow up mechanisms to ensure that all the activities are carried out as planned by SICOM and states.
  - Provide support to monitor project execution on monthly basis and update the project management plan whenever it becomes necessary to do so.
  - Visit project sites to seek feedback from project beneficiaries, assess the impact of interventions undertaken under the project and liaise with all relevant teams within the organizations with a view to prepare quarterly and annual project reports (or other periods as may be required).
  - Provide qualitative and quantitative assessment of:
    - Adherence to timelines
    - Financial progress including chronology of funds release and utilization status.
    - Physical progress including assets created (structural and human capacity).
    - Assess the extent the project has helped build resilience and adaptive capacity of communities and ecosystems at the project sites.
  - Provide an assessment of how the project outputs/outcomes have contributed to overall objectives of SICOM *e.g.*, conserving coastal ecosystem, pollution abatement, improving livelihoods, etc.
  - Identify the gaps in achievement of outcomes and reasons thereof.
- d) **Environmental and Social Safeguards Activities**
- Enable execution of Environment and Social Impact Assessment, as and when required.
  - Assist SICOM in implementing and monitoring Environmental and Social Management Framework (EMSF) and ensuring the inclusion of EMSF in related documents.

e) **Training, Communication and Management Activities**

- Coordinate training and capacity building of technical staff of the organizations and other identified stakeholders to ensure long-term sustainability of the implementation procedures, with a view of strengthening staff capacities and skills, filling skills gap and also support institutional strengthening.
- Participate in reviews of the partner/ implementation organizations.
- Assist in organizing workshops/ dissemination events /trainings/ preparation for participation in national & international events/ draft MoUs for cooperation arrangements for internal as well as external stakeholders.

**Period of Assignment**

4. The assignment will start within one month from the date of signing of the contract. The initial period of this assignment will be for 2 years. After 2 years, the engagement may be extended based on satisfactory performance of services rendered, requirement and on mutual consent before the expiry of the contract period.

**Skills Required**

5. The agency is expected to employ the following key personnel for the execution of the services:

S. No.	Key professionals	Qualification and Experience required	Number of persons	Person-months
i)	Knowledge Management Specialist	Master's or higher degree in coastal or marine sciences or in related fields with minimum 10 years of experience including on creating or managing extensive and integrated knowledge base of marine and coastal resources	1	Full Time
ii)	Communication Expert	Master's degree in journalism/ Mass communication or a related field with minimum 10 years of experience in communication field related to development and implementation of communication strategy, awareness campaign, IEC plan, stakeholder engagement etc.	1	Full Time
iii)	Social cum Livelihood Expert	Master's degree in Social Science stream with minimum 10 years of experience as Social / Livelihood specialist for development projects	1	Full Time
iv)	Administration Consultant	Graduate from a recognized university with a minimum of total 20 years of experience in Government of India/Autonomous Bodies/ PSUs/ Government Societies and held post of not below the rank of Under Secretary level and	1	Full Time

S. No.	Key professionals	Qualification and Experience required	Number of persons	Person-months
		well-versed with FR/GFR/RR/General Administration Good interpersonal skills with knowledge of MS Word, Excel etc.		
v)	Geographic Information System (GIS) Specialist	Master's degree in Geographic Information Science or related fields with 10 years of experience in application of GIS, having experience in producing GIS based maps and analysis used for planning purposes at national or local authority levels	1	Full Time
vi)	Junior Consultants	Master's degree in Marine/Environment/life/fisheries Sciences with minimum of 2 years of relevant experience	2	Full time

**Notes:**

- Please note that the requirement of experts may increase or decrease depending upon the situation and or need. The experts will be deployed in a phased manner.
- The Staff deployed may be required to perform additional assignments based on the requirement/situation from time to time.

**Place of Performance of Assignment**

6. The place of assignment will be at Delhi. However, staff of the firm/agency may be required to travel to the project area(s) as and when required and or instructed by SICOM.

**Facilities to be provided by SICOM**

7. The following facilities will be provided:
- SICOM will provide well equipped work stations/Equipment/office stationery to the deputed staff of the Consultancy firm.
  - For outstation travel, the Consultant will be reimbursed for Economy Class Air ticket, Hotel Stay excluding food @Rs.5,000/- (excluding taxes) or at actuals whichever is less, per day and Daily Allowance of Rs.1,000/- per day by SICOM.



**Undertaking**  
(On Company/Firm's Letter head)

I \_\_\_\_\_ son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_ solemnly declare that I am an authorized signatory of M/s \_\_\_\_\_ (*insert name of the company with full address*) and I hereby affirm that we, our subsidiary/ our parent company, have not been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSUs on the date of opening of EoI.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

**Conflict of Interest Declaration**  
(On Letter Head)

**Ref. No.:** *[insert title and ref. number]*

**To:** *[insert: name and address of Client]*

We, the undersigned, declare that as per the given terms and conditions in the tender document, there shall be no Conflict of Interest.

A bidder in this Tender process shall be considered to have a conflict of interest if the bidder:

- directly or indirectly control, are controlled by or are under common control with another Bidder; or
- receive or have received any direct or indirect subsidy/ financial stake from another bidder; or
- have the same legal representative/ agent as another bidder for purposes of this bid. A Principal can authorize only one agent, and an agent also should not represent or quote on behalf of more than one Principals. However, this shall not debar more than one Authorized distributor from quoting equipment manufactured by an Original Equipment Manufacturer (OEM), in procurements under Proprietary Article Certificate; or
- have a relationship with another bidder, directly or through common third parties, that put it in a position to have access to information about or influence the bid of another Bidder or influence the decisions of the Procuring Entity regarding this Tender process; or
- participate in more than one bid in this tender process. Participation in any capacity by a Bidder (including the participation of a Bidder as sub-contractor in another bid or vice-versa) in more than one bid shall result in the disqualification of all bids in which he is a party. However, this does not limit the participation of a non-bidder firm as a sub-contractor in more than one bid; or
- would provide goods, works, or non-consulting services resulting from or directly related to consulting services (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (ToR)/ Activity Schedule/ schedule of requirements or the Tender Document etc.) of this Tender process; or
- have a close business or family relationship with a staff of the Procuring Organization who: (i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Tender Process, and/or the evaluation of bids; or (ii) would be

involved in the implementation or supervision of resulting Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tender process and execution of the Contract.

I/we have read and understood the above conditions and declare that there is no Conflict of Interest with regards to this assignment.

In case of any Conflict of Interest found during the tendering process or during contract period/implementation, we and in the case of a Joint Venture all partners to it, will automatically be suspended/ debarred/ blacklisted from being eligible for participating in bidding and further legal action as deemed fit may be initiated in this regard. The decision taken by Client will be final.

**Signed:** *[insert signature of person whose name and capacity are shown below]*

**Name:** *[insert: name of person signing the Conflict of Interest Declaration]*, in the capacity of *[insert: legal capacity of person signing the Conflict of Interest Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert name of Bidder]*

**Dated** on \_\_\_\_\_ day of \_\_\_\_\_, 2022

*[add Corporate Seal (where appropriate)]*

### Check List- Supporting Documents

S. No.	Eligibility Criteria	Supporting Documents	Page Nos.
1	The Consultancy firm/entity must be incorporated/ registered under the Indian Companies Act 1956/ 2013; or established under the Indian Partnership Act; LLP Act, 2008; or established under Society Registration Act 1860, State Owned Enterprises	Self- Declaration on letter head shall be submitted including name of the firm and details of partners etc. along with copy of Registration Certificate	
2	Average annual turnover of the Entity during the last 3 financial years i.e. 2018-19, 2019-2020 & 2020-21	Self- declaration on letter head shall be submitted.  In case of MSE/ startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <b>Annexure- V</b> shall be submitted	
3	Experience of the Entity	A self- declaration on letter head to be submitted  In case of MSE / startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <b>Annexure-V</b> shall be submitted	
4	The Entity including its subsidiaries and Parent firm should not have been suspended/	Undertaking in firm's letter head as per <b>Annexure- II</b>	

	debarred/ blacklisted by any Ministry/Department/Organization/PSUs on the last date of submission of EoI		
5	The Entity should not have any conflict of interest as per GFR 2017	Declaration in firm's letter head as per <b>Annexure- III</b>	
6	In case of MSE or Start up as defined by DIPP, Certificate should be enclosed	Copy of Udyog Aadhar Memorandum, if the firm is MSE and wishes to take benefits as per MSE Order and Undertaking as per <b>Annexure- V</b>	
7	Power of Attorney	As per <b>Annexure- VI</b>	
8	Experience of assignment of providing Technical Assistance/Consultancy Services/providing Technical staff to Government agencies in the similar field during the last 5 years i.e., April 2016 to March 2021	Copy of Work orders and Completion Certificates shall be submitted and details as per <b>Annexure- VII</b>	
9	Qualification/Experience of 5 Key staff of the Organization preferably in line with similar assignment(s)	Details as per <b>Annexure- VIII</b>	

**Undertaking by MSE/Startups**  
(On Company/Firm's Letter Head)

- a) I/ We have read and understood all the conditions and requirements of the tender document.
- b) I/ We are applying in this tender in the capacity of MSE/Startup and comply with all the laid down provisions as per General Financial Rules 2017 and as amended from time to time.
- c) The following documents, to substantiate my claim as MSE/Startup as required under GFR 2017, are enclosed:
  - -----
  - -----
  - -----
  - -----
- d) I/ We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- e) In case I/ We haven't submitted any of the requisite/ mandatory documents as per GFR 2017 then SICOM reserves the right to accept or reject the proposal without assigning any reason thereof.
- f) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to cancel the proposal at any point of time.
- g) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder

**Power of Attorney**  
(On Company/Firm's Letter Head)

We (name of the company and address of the registered office) do hereby appoint and authorize Mr./ Ms. (full name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for \_\_\_\_\_, including signing and submission of all documents and providing information/ responses to SICOM in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said ----- pursuant to this Power of Attorney and that all acts, deeds and things done by him/her shall and shall always be deemed to have been done by us.

Dated \_\_\_\_\_ day of 2021

For

(Signature)

(Name, Designation and Address) Accepted

(Signature)

(Name, Title and Address of the Authorized Person) Date

**Note:** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. In addition, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

In case the bid is signed by an authorized Director / Partner or Proprietor of the bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

**Details of Experience of providing Technical Assistance/Consultancy Services/providing Technical staff to Government agencies in the similar field during the last 5 years i.e., April 2016 to March 2021**

<b>S. No</b>	<b>Assignment Name</b>	<b>Brief details of the Assignment</b>	<b>Deliverables/output</b>	<b>Name of Client</b>	<b>Duration of the Contract</b>	<b>Contract value (INR in Lakhs)</b>	<b>Consider against Evaluation Criteria at Para 8 S. No a) (ii)</b>	<b>At Page Nos.</b>
1.								
2.								
3.								
4.								



**Details of Key Staff of the Organization preferably in line with similar assignments**

<b>S.No</b>	<b>Name of Incumbent</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience relevant to the field</b>