

**Expression of Interest
(EOI)
FOR
Selection of Organizations/Agencies/Consultants for providing consultancy
services and DPR preparation for Climate Change Museum and Eco Park at
Shillong**



EOI No. : EoI/CCME/672

Dated: 02/02/2022

**FORESTS AND ENVIRONMENT DEPARTMENT, GOVERNMENT OF MEGHALAYA
Sylvan House, Lower Lachumiere, Shillong - 793001, Meghalaya**

1. INVITATION FOR EXPRESSION OF INTEREST

The Meghalaya Forests and Environment Department, in order to preserve & showcase various natural-resource based activities and promote eco-tourism, is planning to develop a climate change museum in the State. Hence, the Department invites Expression of Interest (EOI) for “Selection of organizations/agencies/consultants for providing consultancy services and DPR preparation for the proposed Climate Change Museum and Eco Park at Upper Shillong, Shillong, Meghalaya.

The EOI comprises the details of qualification criteria, submission requirement, brief objective, scope of work, evaluation criteria etc. Interested agencies can download the EOI document from the website **www.megforest.gov.in**.

The last date for submission of EOI is **07/03/2022**. The EOI containing the deliverables, as per the EOI, has to be submitted in a sealed envelope marked to the captioned address, along with a non-refundable fee of **Rs.10000/-** (Including GST) by way of Demand Draft (DD). The DD will be in favor of “**Meghalaya Forests and Environment Department**” and payable at Shillong; to be submitted mentioning “EOI for Selection of Organizations/Agencies/Consultants for providing consultancy and development of DPR for Climate Change Museum cum Eco Park in Meghalaya”.

**Addl. Principal Chief Conservator of Forests
(Climate Change, Research and Training)
Sylvan House, Lower Lachumiere, Shillong - 793001, Meghalaya**

2. LETTER OF INVITATION

**Meghalaya Forests and Environment Department,
Sylvan House, Lower Lachumiere,
Shillong - 793001, Meghalaya**

No. EoI/CCME/672

Dated: 02/02/2022

Dear Sir/Madam,

Meghalaya Forests and Environment Department invites sealed Expression of Interest (EOI) from consulting organizations/agencies for providing consultancy and development of DPR for Climate Change Museum cum Eco Park in Meghalaya. The sealed envelope should be captioned **“EOI for Selection of Organizations/Agencies/consultants for providing consultancy and development of DPR for Climate Change Museum cum Eco Park in Meghalaya.”**

The EOI Document containing the details of qualification criteria, submission requirement, brief objectives & scope of work etc. is available on the Meghalaya Forests and Environment Department website **www.megforest.gov.in**.

You may submit your responses in sealed envelopes in prescribed format to the following latest by **07/03/2022**:

**Addl. Principal Chief Conservator of Forests
(Climate Change, Research and Training)
Sylvan House, Lower Lachumiere, Shillong, Meghalaya - 793001
E-mail: pccfmeghccrandt@gmail.com**

Sr. no.	Important Stages	Date	Time
1	Date of Issue of EOI	02/02/2022	4:00 PM
2	Document Availability date	03/02/2022	5:00 PM
3	Last date for submission pre bid enquiries	15/02/2022	4:00 PM
4	EOI Submission End date	07/03/2022	4:00 PM
5	EOI Opening date	07/03/2022	4:30 PM

Yours sincerely,

**Principal Chief Conservator of Forests & Head of Forest Force
Meghalaya, Shillong**

3. BACKGROUND

With a view to preserve & showcase natural & ecological heritage & create public awareness about the impending climate change realities and threats, the Meghalaya Forests and Environment Department is planning to develop a Climate Change Museum-cum-Eco Park (hereafter referred to as Museum-cum-Eco Park) at Shillong, Meghalaya.

Meghalaya is one of the rarest biotic regimes in the world. We currently live in the Meghalayan Age. The past 4,200 years of earth's geological history have been officially classified as Meghalayan Age. A stalagmite from the Mawmluh Cave of Meghalaya has provided chemical signature as evidence for the beginning of Meghalayan age. Located in the Indo-Burmese Himalayan hotspot, Meghalaya is one of the unique biodiversity heritage sites in the world. A tribal hamlet with over 76 percent of forest cover, it is highly susceptible to climate change impacts and is at the frontline of the climate change reality. Environment is the universal theme running through not just the tribal society, but across society. Environmental changes have massive socio-cultural influence in the area. Therefore, it is befitting for the state to present an idea of public space dedicated to climate change and also package/showcase its natural and ecological heritage for the consumption of nature and eco-conscious visitors.

In this respect, Expression of Interest (EOI) is being floated to invite proposals from reputed and experienced consulting organizations/ agencies from all over the world, having adequate experience and expertise in the subject or similar projects.

4. AIMS AND OBJECTIVES

The requirement of a Climate Change Museum arises from the need to address the various effects of climate change and its impact on global and local ecology. The vision is to integrate, preserve and package the natural, biodiversity and ecological heritage of Meghalaya for the consumption of eco-conscious /nature visitors. The Museum-cum-Eco Park aims to preserve the tangible and intangible records of the geological age and its significance, while highlighting the constant changes in light of various modern-day human activities. The second objective is to enhance awareness among the public about the same. Hence, EOI for the "selection of organizations /agencies/ consultants to

provide consultancy and development of DPR for Climate Change Museum cum Eco Park is being floated by Meghalaya Forests and Environment Department. The specialized consultancy services company will conceptualize, plan & design this experiential Museum-cum-Eco Park.

In short, the aim is to create an experiential space that informs the visitor about the importance of Meghalaya, significance and effects of climate change. It will further aim to educate, inform and entertain the visitors, generate interest and increase awareness on environmental changes among stakeholders, general public, researchers and students.

The project can have components such as geodesic dome, interactive projections and immersive content, exhibition of earth's history, climate change, Meghalayan age, human history, link between human and nature, indigenous tribes, et. Outside geodesic dome will have, rain park/rain museum, orchidarium, butterfly park, flower garden, murals of animals, a indigenous plants conservatory, baubotanik zone, rain gaze zone, restaurant, indigenous food zone, Forest Bazaar, recreational area, amphitheater, nature trails, zero impact trails, cycling path and canopy walk on the surrounding forested area. The project is to have an international lineage on the lines of Singapore Eco parks and other such cultural landmarks from around the world and India.

5. EOI PROCESSING FEE

A non-refundable processing fee for **Rs. 10,000/-** (Ten Thousand Rupees) only, including GST, in the form of a Demand draft drawn in favor of **“Meghalaya Forests and Environment Department”**, payable at Shillong, has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

6. BID SECURITY

A bid security (refundable) of **Rs. 2,00,000/-** (Two lacs Rupees only) in the form of a Demand draft drawn in favor of **“Meghalaya Forests and Environment Department”**, payable at Shillong, has to be submitted along with the EOI response. Bids

received without or with inadequate EOI bid security shall be liable to get rejected. In case of non-selection, the bid security amount will be refunded to the bidder. Bid securities of successful organizations will be retained till acceptance of LOA. After receiving of acceptance of LOA, the bid security amount will be returned.

7. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Meghalaya Forests and Environment Department at the address specified herein earlier. In exceptional circumstances and at its discretion, Meghalaya Forests and Environment Department may extend the deadline for submission of proposals by issuing an amendment to be made available on the Meghalaya Forests and Environment Department website, in which case all rights and obligations of Meghalaya Forests and Environment Department and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

8. PRE BID QUERY

The pre-bid query, if any, shall be submitted to Meghalaya Forests and Environment Department through the mail to pccfmeghccrandt@gmail.com. The pre-bid query response will be submitted at least 7 days before last date of submission of EOI. No pre-bid query will be entertained after the last date for submission of pre-bid query as mentioned in clause 2 of this EOI.

9. VALIDITY OF OFFER

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by Meghalaya Forests and Environment Department.

10. TERMS OF REFERENCE

Objective: -

The prime objective is to conceptualize, design & prepare Detailed Project Report for the proposed Climate Change Museum Cum Eco Park at Meghalaya. Meghalaya Forests

and Environment Department has decided to showcase various facets of the climate change and environment heritage to raise awareness amongst public and construct Eco-Park for recreational purpose and promoting eco-tourism.

The scope of work included under terms of reference:

10.1. **Scope of Work:**

The Consultants shall provide services in respect of the following works:

1. Conceptualization & design of Climate Change Museum and Eco Park.
2. Preparation of DPR according to guidelines of relevant Ministry, GOI and other concerned schemes of different departments for funding.
3. Making corrections / revisions according to requirements / suggestions of concerned department (Meghalaya Forests and Environment Department) & preparation of final DPR.
4. Preparation of all the relevant documents & BOQ for RFP.
5. Prepare layouts/ 3D/ sketch designs with reference to requirements given and prepare approximate estimates.
6. Prepare working drawings, specifications and schedule of quantities.
7. Make presentation at different stages before Meghalaya Forests and Environment Department or committee or concerned department (as & when required) take their suggestions and incorporate it in DPR for submission of DPR to relevant Ministry.
8. Prepare detailed timelines for the phased construction of Climate Change Museum and Eco Park.
9. The proposed site plan is enclosed for necessary reference. The ratio of constructed space to landscape area may be considered as 1:7.
10. The total project cost for the proposed Climate Change Museum Cum Eco Park is envisaged to be in the region of Rs 100 cr. The ideas & concepts may be presented accordingly.

Definition of Similar Works: Conceptualization of Museums or Experience Centers based on Ecology and environment, intangible cultural and natural heritage and assets

like rivers and forests and valleys and having worked for bodies like UNESCO and international/national and state / city tourist boards for collaborations on eco museums or eco parks.

10.2. Time Schedule

The timeline for completion of project will be 60 days from the date of award of LOA.

10.3. Facilitation by Meghalaya Forests and Environment Department

In order to complete the project, Meghalaya Forests and Environment Department will extend its supports to agency/organization. The Meghalaya Forests and Environment Department, on demand of selected agency/organization, will appoint one officer to coordinate the program between the agency and the district administration or other departments.

10.4. Deliverables

Deliverables will be decided at the time of awarding the assignment to the selected organization/agency, which will be part of agreement.

11. INSTRUCTIONS TO CONSULTANTS

The Expression of Interest is to be submitted in the manner prescribed below: - All information as detailed below is to be submitted in 2 hard copies in separately sealed envelopes

- a) Applicant's Expression of Interest (Format -1)
- b) Organizational Details (Format-2)
- c) Organization's Experience Related to similar Projects (Format-3)
- d) Organization's Experience Related to Designing & Planning of Museums/Cultural Centrals/Interpretation centers (Format)
- e) List of experts / consultants on payroll (Format-5)
- f) Non-blacklisting Certificate (Format-6)
- g) Joint venture or consortium agreement if applicable
- h) Power of attorney or Authorization letter

- i) Any other documents required for the submission if applicable
- j) Authority letter for submitting the proposal on behalf of organization.

EOI Documents have been hosted on the website **www.megforest.gov.in** and may be downloaded from the website.

The applicants are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

12. PRE-QUALIFICATION CRITERIA (ELIGIBILITY CRITERIA)

Following will be the minimum pre-qualification criteria. Each eligible consultant/organization/agency should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Minimum eligibility criteria for Expert Organization/ Agency are as under:

- I. Eligibility Criteria: The bidder should have firm/Company/ under Indian Law/ International Law (attach registration certificate)
- II. The firm shall have technical, academic and financial capabilities as below.
 - a) Experience: The firm/agency should have minimum 7-year experience in development of works as specified in the definition of Similar Works. (Work order/ Experience /completion certificate should be attached). Only completed works will be considered for experience.
 - b) Financial: - The organization/agency should have: -
 - 1. Pan/GST registration (certificate should be attached)
 - 2. Annual average turnover at least Rs. 1 CR in last 3 years (FY 2017-18, 2018-19, 2019-20)
(Audited copy of balance sheet & Profit & loss account need to be enclosed)

III. Consortium & Joint venture is allowed up to the maximum of two partners.

For any International bidder the turnover or the value of work carried out shall be converted to INR rate by taking the current exchange rate.

13. PROJECT TEAM:

The organization should have team as under, either on board or on consulting basis (for team members on board, certificate of organization should be attached and / or for consulting members, Affidavit from members should be enclosed):

Project Manager: - Should have bachelor's degree in architecture / civil engineering with minimum 5 year of experience in similar projects.

- a) Museum Curators: - Should have diploma in museology with minimum 5 year of experience in similar field.
- b) IT Engineer/Multi Media expert: - Should have relevant degree with minimum 3 year of experience in Museum projects.
- c) Exhibit Designer/interior designer/graphic designer: - Degree or diploma in relevant field with minimum 3 year of experience in similar projects.

Note: - Qualification & experience certificates must be enclosed.

14. EVALUATION OF PROPOSALS:

The marking will be done for proposals qualified in eligibility criteria (Pre-qualification criteria) by evaluation committee of Meghalaya Forests and Environment Department

S. No.	Parameters	Marking Criteria	Max. Marks (Nos.)
1	Organizational Existence: - Organization/ Individual having minimum 7 years of existence/ experience.	Existence: - Till 7 years 0 marks. Above 7 years for every year, 1 mark up to maximum 5 marks	5
2	Experience: - Projects experience as detailed out in the definition of similar works.	Up to 1 project 4 Marks and for every additional project 2 marks each up to the maximum of 10 marks	10
3	Experience:	Museum/Interpretation/ center on the theme of sustainability/ environment / climate/ Ecological change 1 project -10 marks For every project 5 marks each up to maximum of 20 marks	20

4	<p>Project Team: - marks will be provided on the basis of experience of team members of organization</p>	<p>Project Manager: - For relevant experience less than 5 year- 0 Marks For relevant experience Min. 5 years and upto 6years – 2 Marks Relevant experience more than 6 & up to 10 years. – 3 Marks Relevant experience more than 10 years – 4 Marks</p> <p>Museum Curator: For relevant experience less than 5 years- 0 Marks Experience in relevant field from 5 years to 6 years. – 2 marks Experience in relevant field more than 6 years & up to 8 years – 3 marks</p>	15 marks
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S. No.	Parameters	Marking Criteria	Max. Marks (Nos.)
		<p>Experience in relevant field more than 8 years. – 4 marks</p> <p><u>3. IT Expert / Multimedia Expert:</u> Having relevant experience less than 3 years- 0 Marks Having relevant experience Min. 3 years up to 4 years. – 1 mark More than 4 years up to 5 years- 2 marks More than 5 years – 3 marks</p> <p><u>4. Interior Designer / Exhibit Designer/ Graphic Designer</u> Having relevant experience less than 3 years-0 marks Having relevant experience Min. 3 years up to 5 years. – 2 marks. More than 5 years – 4 marks.</p>	
5	Presentation by organization:	On the proposed concept, ideas, design & plan.	50

Note: Minimum qualifying marks - 75 Marks.

Note: - Relevant documents like Completion Certificates/Experience Certificate/Audited Balance Sheet/Registration Certificate should be attached as proof of parameters mentioned in Evaluation Criteria. If supporting document /proof is not attached for any of the criteria, zero marks will be provided for that criterion. The attached documents should be self-attested.

15. EVALUATION COMMITTEE:

The Evaluation committee will be formed by Meghalaya Forests and Environment Department and presentation have to be made before evaluation committee. The evaluation of proposal & its marking will be done by evaluation committee according to marking criteria as per para 14 of EOI. Finally, qualified organizations (obtaining 75 marks or more) will be recommended to the competent authority for selection.

16. EVALUATION CRITERIA AND METHOD OF EVALUATION:

- a) Screening of EOIs shall be carried out as per eligibility conditions (pre-qualification criteria) mentioned in this document and based on verification of testimonials submitted.
- b) EOIs will be evaluated for short-listing organizations based on, inter alia, their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation made to the evaluation committee, whose decision will be final.
- c) List of Qualified organizations will be forwarded to competent authority for selection of an organization/agency amongst the qualified ones, decision of the competent authority shall be final in this regard.
- d) After approval, Letter of Award (LOA) will be issued in the favor of organization/ agency. The concerned organization/agency will be eligible for submitting their proposal for providing consultancy service and development of DPR for Climate Change Museum cum Eco Park in Meghalaya.

17. RESPONSE:

Organization/Agency (Bidder) must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Applications should be in sealed cover captioned “EOI for Selection of Organizations/Agencies/consultants for providing consultancy and development of DPR for Climate Change Museum cum Eco Park in Meghalaya.””

18. CONFLICT OF INTEREST:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Organization/Agency (Bidder) to inform Meghalaya Forests and Environment Department, detailing the conflict in writing as an attachment to this EOI. Meghalaya Forests and Environment Department will be the final arbiter in cases of potential conflicts of interest. Failure to notify Meghalaya Forests and Environment Department of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

19. CONDITION UNDER WHICH EOI IS ISSUED:

19.1 The EOI is not an offer and is issued with no commitment. Meghalaya Forests and Environment Department reserves the right to withdraw EOI and or vary any part thereof at any stage. Meghalaya Forests and Environment Department further reserves the right to disqualify any bidder/ proposal without showing any reason, should it be so necessary at any stage.

19.2 This EOI is only for Selection of agency. Based on requirement/work, the selected agency/ bidder will be asked to submit their proposal including financials.

20. LAST DATE OF SUBMISSION OF EOI:

The last date of submission of EOI is **07/03/2022**.

21. LETTER OF AWARD

Organization/agency selected will be issued LOA (Letter of award) by Meghalaya Forests and Environment Department. Acceptances of LOA has to be submitted to Meghalaya Forests and Environment Department with a signed copy of LOA.

Format - 1

APPLICANT'S EXPRESSION OF INTEREST

To,

Sub: Submission of EOI for Selection of organizations /agencies for providing consultancy for development of various Museum cum Eco- Park in Meghalaya

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed, task. As instructed, we attach the following documents in separately sealed envelopes:

- a) Applicant's Expression of Interest (Format -1)
- b) Organizational Details (Format-2)
- c) Organization's Experience Related to similar Projects (Format-3)
- d) Organization's Experience Related to Designing & Planning of Museums/Cultural Centrals/Interpretation centers (Format 4)
- e) List of experts / consultants on payroll (Format-5)
- f) Non-blacklisting Certificate (Format-6)
- g) Joint venture or consortium agreement if applicable
- h) Power of attorney or Authorization letter
- i) Any other documents required for the submission if applicable
- j) Authority letter for submitting the proposal on behalf of organization.

Declaration

We hereby confirm that we are interested in competing to undertake the task related to selection of agencies/ organizations for providing consultancy service for execution of various Museum projects in Meghalaya.

All the information provided herewith is genuine and accurate.

Sincerely Yours,
Signature of the applicant [Full name of applicant]
Stamp.....
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

Format – 2
Organization Details

1. Name of the Organization:
2. Legal status of the organization (Company/Society/Trust) enclosed copy of by-laws:
3. Registration Number (Enclose copy):
4. Date of registration:
5. GSTIN No. (Enclose copy):
6. PAN No. (Enclose copy):
7. Address of Head Office:
8. Address of Communication office:
9. Name, Designation and Contact details of authorize person:
10. Financial Capability of the organization (Enclose CA Certificate & Audited Balance sheet need to be furnished)
 - Turnover FY 2017-18, 2018-19 & FY 2019-20:

Experts availability for selection of agencies/ organizations for providing consultancy service for development of climate change Museum cum Eco- park in Meghalaya.

S. No.	Name	Education Qualification	Years of Experience	Museum related experience/ Similar projects experience	In Payroll of Organization (Yes/NO) If yes mention the no. of years of association

Signature of the applicant
Full name of applicant
Stamp & Date

Format 3

Organization's Experience related to work as per definition of similar projects.

S. No.	Name of the Project	Name of the place of assignment	Year of assignment	Present Status (complete/ongoing)	Cost of the projects	Brief scope of work you have carried out
1						
2						
3						
4						

Note: - Please enclose the signed copies of supporting documents (i.e. work order/Purchase order/completion certificate, cost of the work etc.) for each work mentioned above.

Signature of the applicant
 Full name of applicant
 Stamp & Date

Format - 4

Organization's Experience Related to works related to Museum /Interpretation center
on the theme of sustainability/ environment / climate/ Ecological change

S. No.	Name of the Project	Name of the place of assignment	Year of assignment	Present Status (complete/ongoing)	Cost of the projects	Brief scope of work you have carried out
1						
2						
3						
4						

Note: - Enclose the copy of supporting documents, cost of the project showing the above information.

Signature of the applicant
Full name of applicant
Stamp & Date

Format - 5

List of experts/consultants on payroll (as mentioned in Project Team)

S. No.	Name	Designation	Qualification n	Relevant Experience (In years)	No. of years associated with the organizations
1					
2					
3					
4					

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT -6

Non-Black listing Certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we (Name of the Agency) registered under the (Name of the Act) vide registration no. do hereby declare and confirm that we have neither been black-listed nor bankrupt by a Ministry/Department/Board/Corporation / Any other entity of the Central of State Government or by any quasi-government or any Public Sector Undertaking or any bank or any other entity till date.

Authorized
Person's Signature.

Name and
Designation:

Date of
Signature:

Note: The declaration is to be furnished on the letter head of the organization.