

THENMALA ECOTOURISM PROMOTION SOCIETY (TEPS)
(Under Department of Tourism, Government of Kerala)
“Haritham” Division

(Research & Consultancy division of Thenmala Ecotourism Promotion Society (TEPS))
Corporate Office, Vazhuthacaud, Thiruvananthapuram 695014
Phone:0471-2329770,Email:office.teps@kerala.gov.in

NOTICE OF EXPRESSION OF INTEREST
No.TEPS/92/2021 Date:29-01-2022

Expression of Interest (EoI) are invited from individuals/agencies to offer consultancy services in assisting “Haritham” in the preparation of guidelines for conducting safety audit for various ecotourism programmes inside forest areas.

The scope of service includes preparing and submitting the following details in 20 days time:

1. Methodology for carrying out a Safety audit.
2. Guidelines for safety audit for each programme undertaken in forest areas.
3. Parameters of evaluation in a quantifiable way.
4. Providing an evaluation mechanism in any office documentation or other software.
5. Participating in discussions with stakeholders.
6. Participating in training sessions for stakeholders.
7. Be a lead member of the audit team conducting safety audit and preparation of audit report.

The envelopes containing the EoI should be the superscription “EoI for providing consultancy services in the preparation of guidelines for conducting safety audit for various ecotourism programmes inside forest areas” and should be addressed to the Chief Executive, TEPS. Interested individuals/agencies may submit their offer in the prescribed proforma.

Last date and time for receipt of EoI proposals is 11 a.m. on 09-02-2022. Proposals received after the time and date specified will not be accepted. The proposals will be opened at 11.15 a.m. on 09-02-2022 in the presence of such of the persons or their authorized representatives who has submitted proposals and are present at that time.

Details of the requirements and the conditions governing the service can be obtained free on request from the Office of the Chief Executive TEPS till 09-02-2022 during office hours.

The Notice of EoI consists of the following parts

1. Part I - General Conditions.
2. Part II – Special Conditions
3. Part III – Schedule for the Supply/Service
4. Part IV – Evaluation method (When QCBS System adopted)
5. Part V – Application Form
6. Part VI – Format of preliminary agreement & agreement
7. Part VII – Finance Bid

Place: Thiruvananthapuram
Date: 29/01/2022

Chief Executive

THENMALA ECOTOURISM PROMOTION SOCIETY (TEPS)

(Under Department of Tourism, Government of Kerala)

“Haritham” Division

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NOTICE OF EXPRESSION OF INTEREST

Part I

(General Conditions)

Date up to which the rates are to remain firm for acceptance	31-04-2022
Designation and address of officer to whom the offer is to be addressed	Chief Executive Thenmala Ecotourism Promotion Society (TEPS), Vazhuthacaud, Thiruvananthapuram-695014

Superscription: EoI for consultancy services in the preparation of guidelines for conducting safety audit for various ecotourism programmes inside forest areas.

Definition

TEPS	Thenmala Ecotourism Promotion Society
Chief Executive	The Chief Executive for TEPS appointed by Government from time to time.
Service	The preparation of guidelines for conducting safety audit for various ecotourism programmes inside forest areas as per the scope mentioned in the notice of EoI.
EoI	Expression of Interest
Consultant	The Individual/Firm who submits the EoI proposal who desires to render the service.
EoI Proposal	Proposal submitted by consultants who desire to render their service to TEPS for the preparation of guidelines for conducting safety audit for various ecotourism programmes inside forest areas.
Tender	To submit the EoI
Tenderer	A consultant who tenders/submits his EoI is also named as tenderer.
Contract	An agreement with the consultant who is selected through this process of inviting EoI for rendering the service to TEPS.
Contractor	A person/agency/firm, with whom TEPS has entered a contact for receiving the service.

Conditions

Expressions of Interest are invited for the service specified in the schedule attached (Part III) below/overleaf. The rates quoted should be for the service to be provided at the place mentioned below the schedule. The necessary superscription, due date for the receipt of EoI proposals, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the EoI proposal is to be sent are noted above. Any proposal received after the time fixed on the due date is liable to be rejected. The maximum period required for rendering the service to be provided should also be mentioned. EoI proposals not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected. The acceptance of the EoI proposals will be subject to the following conditions:

1. Acceptance of the EoI proposals constitutes a concluded contract. Nevertheless, the successful EoI proposals must within a fortnight/a month after the acceptance of his offer furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfilment of the contract, if so required and asked for.
2. Withdrawal from the submitted EoI proposal after it is accepted or failure to render the service within a specified time or according to scope of work specified will entail cancellation of the order and services availed at the offerers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the TEPS reserves also the right to remove the defaulter's name from the list of TEPS consultants permanently or for a specified number of years.
3. Drafts of the document papers of the services rendered, drawings, specifications duly listed, should be submitted if called for at the specified time asked for. Such services are part of the service to be rendered.
4. No representation for enhancement of price once accepted will be considered during the currency of the contract.
5. Any attempt on the part of consultants or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the consideration of the proposals by TEPS.
6. If any license or permit is required, the consultants must specify in their EoI and also state the authority to whom application is to be made.
7. The EoI may be for the entire services. But the consultants should be prepared to carry out such portion of the services included in their EoI proposal as may be allotted to them.
8.
 - (a) In cases where a successful tenderer, after having rendered a part of the services and fails to fulfil the contracts in full, all or any of the services requested may, at the discretion of the Chief Executive, TEPS be availed by means of another tender/quotation/EoI or by negotiation or from the next higher tenderer who had offered to render the service already and the loss, if any, caused to the TEPS shall thereby together with such sums as may be fixed by the TEPS towards damages be recovered from the defaulting tenderer.
 - (b) Even in cases where no alternate service provider are arranged for the service not rendered, the proportionate portion of the security deposit based on the cost of the service not rendered at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
 - (c) Any sum of money due and payable to the contractor (including Security Deposit

returnable to him) under this contract may be appropriated by the Chief Executive TEPS or any other person authorized by TEPS and set-off against any claim of the Chief Executive TEPS for the payment of a sum of money arising out of or under any other contract made by the contractor with the Chief Executive TEPS or any other person authorized by TEPS.

9. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules during the course of execution of the contract.
10.
 - (a) Ordinarily payments will be made only after the services are received with a completion certificate by the contractor, scrutinised and approved for payment by the Chief Executive TEPS. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor.
 - (b) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of acceptance of the service provided.
11. Any sum of money due and payable to the successful tenderer or contractor from TEPS shall be adjusted against any sum of money due to Government/TEPS from him under any other contracts.
12. Special conditions, if any, printed on the EoI proposals or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Chief Executive TEPS.

Place: Thiruvananthapuram

Date: 29/01/2022

Chief Executive

Part II

Special conditions

1. The case of security deposit and agreement stated in clause 1 of the General conditions as per Part I will be at the decision of the Chief Executive TEPS. Such decision shall be mentioned in the work order issued.
2. TEPS in this document refers to the Chief Executive of TEPS.
3. The statement under the head conditions under General conditions as per Part I which reads “The maximum period required for rendering the service to be provided should also be mentioned.” This refers to mentioning a time below the maximum period 20 days as stipulated in this EoI document.
4. Under clause 10 (a) it reads that “Ordinarily payments will be made only after the services are received with a completion certificate by the contractor, scrutinised.” The payments can also be effected as per the payment terms mentioned as item 9 in this part.
5. In the event of submitting EoI proposals for providing services the resume of the person intended to provide service i.e. the name of the principal consultant should be provided.
6. The Guidelines and parameters formulated will always be the asset of TEPS and TEPS reserves the right to use it as it feels suitable at every point of time.

Specific Conditions for this notice of EoI

1. The service requested can be assigned to one firm or can be given to various firms as decided by TEPS and based on a criteria arrived.
2. Enclose a self attested Bio-data of the principal consultant.
3. The consultant has to provide the service as per listed under the head scope of service as in the notice of EoI and further as requested by TEPS officials.
4. Travel & accommodation and other charges etc during the rendering of service will be included in the rate quoted.
5. In cases if travel and accommodation is provided by TEPS the rate shall be calculated equivalent to the TA/DA and accommodation provided for a Grade II (a) officer in the Kerala Government service. The area where TEPS shall pay TA/DA will be specified in the financial bid proforma. In the event where Government accommodation facility is not available the room rent shall be limited to a maximum of Rs.3000/- plus GST and these shall be paid as lump sum. The consultant need not submit bills of it.
6. Kindly sign all pages as a token of acceptance of condition.
7. The Chief Executive, TEPS has the powers to consider the work order issued as the agreement attaching along a copy of this EoI document duly signed by the consultant.
8. The Chief Executive, TEPS has the power to decide on any matter as regards this service from time to time and the consultant/contractor is liable to accept the same.
9. The consultant shall be ready to undertake similar services further to TEPS at the same terms and conditions within two years from the date of this notice of EoI.
10. Payment terms
 - Stage 1
Submission of draft of Assignment A for one ecotourism activity like waterfall/trekking/boating etc.
 - Stage 2
Submission of final draft of Assignment B in three copies for one ecotourism activity like waterfall/trekking/boating etc.
 - Stage -3

Completion of Assignment C.

Stage -4

Completion of Assignment D in three copies for one ecotourism destination.

Stage -5

If needed submission of final draft of Assignment E for one ecotourism activity like waterfall/trekking/boating etc.

11. Financial bid shall consist of the details of the fee for the service. The fee can be quoted on lump sum basis including all expenses incurred in connection with the consultancy service. The taxes shall be shown separately. The financial bid should be submitted as per the Format-II. The financial bids of the firms those have technically qualified will be opened and evaluated.
12. The decision of the officer opening the bid shall be final in the case of the bids.
13. The opening of the bid can be postponed to another date. The revised date will be intimated to the bidders submitted the bids before the last time specified for submitting bids.
14. The financial bids once submitted will not be returned even if the bidder is not pre-qualified.
15. The consultants are requested to study the scope of work before quoting the rates.
16. The rates quoted shall be complete in all means.
17. 100% of the stage payment will be effected on submission of stage reports and approved by TEPS within 10 working days.
18. Details of Selection Procedure are as given below.
 - a. Interested individuals/firms shall submit the technical and financial bid in two separate sealed covers.
 - b. Initially the technical bid will be opened on the bid opening day.
 - c. The evaluation criteria for the technical bid are attached as Part IV below.
 - d. The financial bids of those firms who secure more than 50% marks in the technical bid only be considered.
 - e. The date of the opening of the financial bids will be intimated to such bidders only.

Place: Thiruvananthapuram

Date: 29/01/2022

Chief Executive

Part III
Schedule for the Service to be provided

The fee quoted shall include rates for preparation of the following.

	Assignment A
1.	Methodology for carrying out a Safety audit.
2.	Guidelines for safety audit for each programme undertaken in forest areas.
3.	Parameters of evaluation in quantifiable way.
4.	Providing an evaluation mechanism in any office documentation or other software.
	Assignment B
5.	Participating in discussions. (The rate quoted here shall be excluding TA/DA and accommodation charges. TA/DA and accommodation as for a Grade II (a) officer in the Kerala Government service shall be paid by TEPS)
	Assignment C
6.	Participating in training sessions for stakeholders. (The rate quoted here shall be excluding TA/DA and accommodation charges. TA/DA and accommodation as for a Grade II (a) officer in the Kerala Government service shall be paid by TEPS)
	Assignment D
7.	Be a lead member of the audit team conducting safety audit and preparation of audit report. (The rate quoted here shall be excluding TA/DA and accommodation charges. TA/DA and accommodation as for a Grade II (a) officer in the Kerala Government service shall be paid by TEPS)
	Assignment E
8.	After conducting audits “Haritham” can feel making addition and deletion to guidelines for safety audit for each programme undertaken in forest areas after one year of the audit. In such cases the extra fee to be provided for additions for each activity.

The consultant shall submit printed reports on each of the above assignments in three copies.

Part IV
Evaluation Method

A. Score Sheet for the Technical Bid (Format I) are as given below. The checklist of documents to be attached is separately given as “Application form” Part V.

	Criteria	Marks	Maximum marks
a	Registration	1. If registered firm (5 marks)	5
		2. If Individual (3 marks)	
b	Experience of firm or Principal Consultant.	1. Experience of Firm/Principal consultant (For each completed years in tourism trade 2 marks)	20
c	Educational qualification of Principal Consultant	1. Bachelor’s degree/Diploma. (2 marks) 2. Post Graduation. (3 Marks) 3. Graduation in Engineering/MBA/MTA/PGDBA /Degree or Diploma or Masters in Tourism studies (5 Marks)	5
d	Projects undertaken by the Firm/Principal Consultant previously.	1. Each project (5 marks).	10
e	Membership in professional bodies Firm/Principal Consultant.	1. Each membership (2 marks). 2. Membership with tourism bodies. (Each membership carry 5 marks) 3. Empanelment by Government in committees/ consultants / teams (Each membership carry 10 marks) 4. Recognition received (Each-3 marks).	10
		Total	50

B. Evaluation pattern

The highest techno-creative marks amongst the bidders whose techno-creative offer have been evaluated would be kept as the base for calculation of techno-creative score (TCS) of each evaluated bidder. The technical bid is the part V form with attached documents and its evaluation carried out as per part IV.

The techno-creative score (TCS) of each evaluated bidder shall be calculated in the following method:

$$\text{Techno-creative score (TCS)} = \frac{\text{Techno Creative marks of Bidder x 100}}{\text{Highest Techno Creative marks}}$$

Evaluation method of financials

Lowest financial bid would be kept as the base for calculation of financial score (FC) of each bidder.

The financial score (FS) of each bidder shall be calculated in the following method:

$$\text{Financial Score(FS)} = \frac{\text{Lowest Financial Bid x 100}}{\text{Financial Bid of Bidder}}$$

Composite Evaluation

The Composite Score (CS) of each bidder shall a weighted average of the Techno-Creative Score (TCS) and Financial Score (FS). Techno –Creative Score (TCS) will have a weightage of 60% and Financial Score (FS) will have weightage of 40%. The weighted average total would be the determining yardstick for selection of Bidder.

$$\text{Composite Score(CS)} = \frac{(\text{TCS x 60}) + (\text{FS x 40})}{100}$$

Note: If the technical score gained is below 50% of total marks the bids will not be considered for further evaluation.

Part V

Application Form

a.	Name of Firm/Individual	
b.	Communication address	
c.	Registered /Main offices	
d.	Registration No (Firm) (Attach copy of Registration)	
e.	Name of partners/Directors	
f.	Contact particulars of partners/Directors	
g.	Details of branches in Kerala with address and contact particulars.	
h.	Experience of Firm/Principal Consultant. (Attach copies of the oldest and latest tourism assignments done. The difference in dates will be considered as his experience. In between two consecutive years shall be one assignment each if absent the experience will be started or limited to that year.)	
i.	Educational qualification of Firm/Principal Consultant. (Attach copies of the certificates proving the educational qualification)	
j.	Projects undertaken by the Firm/Principal Consultant previously. (Attach copies of the work order of the tourism projects undertaken for government or private.)	
k.	Membership in professional bodies Firm/Principal Consultant. (Attach copies of the membership in professional bodies/Firms/tourism bodies/copy of order of selection by Government or private/awards etc.)	

(Attach self attested copies of documents provided)

Part VI
FORM OF AGREEMENT
(For contracts for Service)

AGREEMENT executedday ofbetween (hereinafter called “the Contractor”) and Chief Executive, TEPS (hereinafter called “TEPS).

WHEREAS the Contractor has tendered to offer consultancy services and assisting “Haritham” in the preparation of guidelines for conducting safety audit for various ecotourism programmes inside forest areas as per EoI Notification No.dated Published at dated which notification shall form part of this Agreement as if incorporated herein.

“AND WHEREAS the Chief Executive, TEPS have/has been pleased to accept the offer subject to the conditions stipulated in the Supply Order No..... dated (which shall form part of this agreement as if incorporated herein) in respect of the articles/services mentioned therein.”

AND WHEREAS the contractor has as security for the due fulfilment of his obligations under this deed deposited `..... Being per cent of the estimated value of the contract to the Bank approved by the TEPS.

NOW THESE PRESENTS WITNESS AS FOLLOWS

1.

(a) The Contractor agrees to render the consultancy service according to scope of work specified by TEPS in the notification in the prescribed time. The reports and documents submitted to TEPS as regards the fulfilment of the criteria as per the scope of work to TEPS will be paid for and shall be the property of TEPS but the TEPS are at liberty of TEPS to use it at its discretion.

b) The Contractor hereby declares that the service rendered under this contract shall be of the full potential of the firm/Individual and the report shall be strictly in accordance with the scope of work and particulars contained in the copy of the order attached herewith and the contractor hereby guarantees that the said service would continue for a period of three years from the date of work order by TEPS. TEPS will be entitled to reject the said service or such portion thereof as may be discovered not to conform to the said scope of service. On such rejection the extra additions to be provided as service will be at the contractor’s risk and all the provisions herein contained relating to rejection of service, etc., shall apply. The contractor shall if so called upon to do replace the goods, etc., or such portion thereof as is rejected by the TEPS. Otherwise the Contractor shall pay to the TEPS such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the TEPS in that behalf under this contract or otherwise.

2. Requests for enhancement of rates once accepted will not be considered except where TEPS have prior to the actual supplies, expressly agreed in writing for any price variation under specified circumstance, conditions of service or other special terms and conditions, if any, printed on the quotation sheets of the Contractor or attached with the contractors’ tender or any other letter or paper from the Contractor will not govern this

contract nor bind the TEPS in any manner whatsoever unless such terms have been expressly accepted by the TEPS in writing.

3. The details of the service to be rendered are shown in the copy of the supply order, No..... And date..... attached herewith. The contractor agrees to render the service shown in the order at the rate tendered by him within the time fixed.
4. All reports asked for by TEPS in connection with the service shall be submitted in print in two copies.
5. The Contractor agrees that time is the essence of this contract.
6.
 - (a) If the Contractor defaults in the service delivery of all or any of the aspects promptly as detailed in the work order the TEPS are at liberty to take the same service from elsewhere without cancelling the contract as a whole. If TEPS incur, in thus services at a higher cost than the agreed rate such excess cost may be deducted by the TEPS from the contractor's bill or adjusted or otherwise realized from his security deposit or recovered from him by other means. The contractor agrees that he shall not be entitled to claim the excess, if any, of the tendered rate over such cost to TEPS.
 - (b) If the contractor fails to deliver all or any of the services agreed to within the time/period(s) specified in the contract, TEPS shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% or 1% of the delivered price of the delayed service or unperformed services for each week of delay until actual delivery or performance, upto a maximum deduction of 10% of the contract prices of the delayed services. Once the maximum is reached, TEPS may consider termination of the contract at the risk and cost of the contractor. Time extension for completion of service can be awarded by the Chief executive, TEPS and this would not apply for the period when the time extension is given.
7.
 - (a) All payments to the Contractor for services rendered satisfactorily will be made after scrutiny of his bills
 - i. either by TEPS cheques payable at the Government Treasuries.
 - ii. or by cheques or drafts on the Reserve Bank of India, State Bank of India and State Bank of Travancore (at any of their principal branches in India) or to any nationalised or scheduled banks.
 - iii. Or in the case of supplies from abroad by drafts or otherwise as may be agreed to.
 - (b) The firms will produce invoices in all cases where payments.
8. All incidental expenses incurred by the TEPS for making payment outside the District in which the claim arises shall be borne by the contractor.
9. The contractor shall not assign or make over in part or wholly the contract or the benefits or burdens thereof. The contractor shall not underlet or sublet the execution of

the contract or any part thereof without the consent in writing of the TEPS. The TEPS shall have absolute power to refuse such consent or rescind such consent (if given) at any time. The contractor shall not be relieved from his obligation, duty or responsibility under this contract even if consent to let or subject is given by the TEPS.

10. NOTWITHSTANDING the provisions contained in clause 5, the TEPS shall have the right to cancel the contract for any default on the part of the contractor in due performance thereof.
11. It shall be lawful for the TEPS from and out of any money for the time being payable or due to the Contractor from the TEPS under this contract or otherwise to set off any loss or expense, cost or damages sustained or incurred by the TEPS/Government by reason of the cancellation of the contract.
12. The security deposit shall subject to the conditions specified herein be returned to the contractor within three months after the expiration of the contract. In all cases where there are guarantee for the service rendered the security deposit will be released only after five audits are carried out in field.
13. The contractor agrees that any communication addressed to him may be handed over to him or his agent personally or left at his residence or place of business or may be sent by prepaid post to his address as mentioned in this deed.
14. In case the submission of reports the contractor agrees that the reports will be submitted within the time and at the place specified by the Chief Executive, TEPS. It shall also be the duty ad responsibility of the contractor to see that the reports submitted adhere to the scope of work and to the satisfaction of the Chief Executive, TEPS.
NOTE: In the event of failure of the contractor to submit the report within the time specified by the TEPS the amount spent by the TEPS and the loss sustained by the TEPS on this account by making alternative arrangements shall be recoverable from the contractor in the manner provided in Clause 15 here under.
15. The Contractor agrees that all sums found due to the TEPS under or by virtue of these presents shall be recoverable from him and his properties, movable and immovable, under the provisions of the Revenue Recovery Act, for the time being in force as though they are arrears of land revenue or in any other manner and within such time as the TEPS may deem fit. In deciding what sum of money is due to TEPS under or by virtue of this deed, the contractor agrees that the decision of the Government shall be final and conclusive and shall be binding on the contractor. This clause will be implemented if TEPS decides for it only.
16. The Contractor agrees that any Sum of money due and payable to him from TEPS shall be adjusted against any sum of money due to TEPS from him under any other contracts.

IN WITNESS WHEREOF the Contractor and Shri
..... (H.E. name and designation) for and on behalf of the
TEPS have hereunto set their hands. Signed, sealed and delivered by.....
(Contractor)

In the presence of witness

(1)

(2)

Signed, sealed and delivery by Shri (H.E
name and designation) for and on behalf of the Governor of Kerala. In the presence of
witness

(1)

(2)

PRELIMINARY AGREEMENT

Articles of agreement executed on this the day of between the Chief Executive, TEPS (hereinafter referred to as “the TEPS”) of the one part and Shri..... (H.E. name and address of the tenderer) (hereinafter referred to as “the bounden”) of the other part.

WHEREAS in response to the Notification No..... dated the bounden has submitted to the TEPS a tender for the therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the TEPS a sum of `.....as earnest money for execution of an agreement undertaking the due fulfilment of the contract in case his tender is accepted by the TEPS.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

2. In case the tender submitted by the bounden is accepted by the TEPS and the contract for is awarded to the bounden, the bounden shall withindays of acceptance of his tender execute an agreement with the TEPS incorporating all the terms and conditions under which the TEPS accepts his tender.
3. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the TEPS shall have power and authority to recover from the bounden any loss or damage caused to the TEPS by such breach as may be determined by the TEPS by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount if decided by TEPS shall be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
4. All sums found due to the TEPS under or by virtue of this agreement if decided by TEPS shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the TEPS may deem fit.

In witness whereof Shri..... (H.E. name and designation) for and on behalf of the TEPS and Shri..... Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. (date)

In the presence of witnesses:

1.
2.

Signed by Shri. (date)

In the presence of witnesses:

1.
2.

Part VII
(Finance Bid)

(In separate sealed cover with heading Financial Bid and enclosed along the technical bid)

	Name of Agency/Individual	
	Address	
	Fee for each service in rupees as a onetime activity. (For evaluation of the tender rate quoted for only one activity/unit will be taken)	
	Consultancy Service	Amount
	Assignment A	
1.	Methodology for carrying out a Safety audit.	
2.	Guidelines for safety audit for each programme undertaken in forest areas.	
3.	Parameters of evaluation in quantifiable way.	
4.	Providing an evaluation mechanism in any office documentation or other software.	
	Assignment B	
5.	Participating in discussions. (The rate quoted here shall be excluding TA/DA and accommodation charges. TA/DA and accommodation as for a Grade II (a) officer in the Kerala Government service shall be paid by TEPS)	
	Assignment C	
6.	Participating in training sessions for stakeholders. (The rate quoted here shall be excluding TA/DA and accommodation charges. TA/DA and accommodation as for a Grade II (a) officer in the Kerala Government service shall be paid by TEPS)	
	Assignment D	
7.	Be a lead member of the audit team conducting safety audit and preparation of audit report. (The rate quoted here shall be excluding TA/DA and accommodation charges. TA/DA and accommodation as for a Grade II (a) officer in the Kerala Government service shall be paid by TEPS)	
	Assignment E	
8.	After conducting audits “Haritham” can feel making addition and deletion to guidelines for safety audit for each programme undertaken in forest areas after one year of the audit. In such cases the extra fee to be provided for additions for each activity.	
	Taxes for above	
	Grand Total	

I/We hereby agree to provide the service for TEPS agreeing to the terms of the service as per the notification No..... dated at rates quoted above.

Authorized Signatory

Place
Date

Office Stamp