

National Centre for Sustainable Coastal Management
Ministry of Environment, Forest & Climate Change, Govt. of India
Anna University Campus, Chennai 600025

EXPRESSION OF INTEREST (EOI)
FOR
ENGAGING A FIELD MANAGEMENT
CONSULTANT
FOR PREPARING A DETAILED PROJECT
REPORT (DPR) UNDER “BLUE FLAG BEACH
PROGRAMME”

EOI No. 3/6/2023-PROC/NCSCM/EDC/FIELD-CON Date: 25.07.2023



1. INTRODUCTION

- a) National Centre for Sustainable Coastal Management (NCSCM) is an institution under the Ministry of Environment, Forest and Climate Change, Government of India, being located at Anna University Campus, Chennai-600025. NCSCM is involved in research activities along the coastal areas of India.
- b) The purpose of this Expression of Interest is to seek the services of an experienced individual for preparing a Detailed Project Report (DPR) under “Blue Flag Beach Programme”.
- c) The objective of this document is to provide indicative information about the scope and objective of this activity.

2. NOTICE INVITING EOI

- a) The NCSCM invites expression of interest from consultants desirous of and having proven track record in conducting similar work.
- b) Interested Consultants who meet the criteria may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory.
- c) The Expressions of Interest must be submitted on or before **4th August, 2023 by 4 P.M.** at the following address:

The Director

**National Centre for Sustainable Coastal Management,
Anna University Campus, Chennai-600025, Tamil Nadu**

- d) Any EOI submitted by telegram / fax / e-mail, etc. shall not be considered.
- e) NCSCM shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence in the matter shall be entertained.
- f) Any amendment / modification will be issued through corrigendum only and the same will be hosted in the office website www.ncscm.res.in. The Consultants are requested to check the same in the website only.
- g) The offers shall remain valid at least for a period of 90 (ninety) days from the last date of submission of EoIs.



3. CRITICAL INFORMATION

Submission of the proposals in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

| Sl. No. | Particulars | Details |
|---------|---|--|
| 1. | EOI No. and Date | 3/6/2023-PROC/NCSCM/EDC/FIELD-CON Date: 25.07.2023 |
| 2. | Last Date and Time for submission of EOI | 4 th August, 2023, 4 P.M. |
| 3. | Address at which proposal in response to EOI is to be submitted | The Director National Centre for Sustainable Coastal Management, Anna University Campus, Chennai-600025, Tamil Nadu |
| 4. | Date and Time of opening of EOIs | 4 th August, 2023, 4.30 P.M. |

4. ELIGIBILITY CRITERIA

The interested Consultants shall have to comply to the following criteria to participate in the tendering process -

- a) Should have a Bachelor's Degree.
- b) Should have working experience in Blue Flag Certified Beach in India.
- c) Should have experience in the operation & maintenance of Blue Flag Certified Beach.
- d) Highly conversant in Tamil is preferred.

5. SCOPE OF WORK

The overall objective of the proposed service is to provide field-based inputs to fulfil the preparation of the Detailed Project Report (DPR) for 10 nos. of proposed Blue Flag beaches of Tamil Nadu.

6. SCOPE OF SERVICES

The services of the Field Management Consultant include –

- a) Preparation of monthly project reports on the progress of draft DPR preparation of the 10 proposed blue flag beaches.
- b) Draft final safety and management plans for the selected stretch of the ten proposed blue flag beaches of Tamil Nadu.

- c) Draft final list of infrastructure facilities and estimate that is required for the beach amenities development.
- d) Draft operation and maintenance plans for 10 Blue Flag Beaches.
- e) Any other task assigned by the Director, NCSCM, from time to time

The scope of services may be modified based on mutual agreement between the NCSCM and the Field Management Consultant with a view to achieve the overall objective.

7. PERIOD OF ASSIGNMENT

The assignment would be for **a period of 4 months from the date of engagement of the Field Management Consultant**. This may subsequently be extended for a further period based on satisfactory performance, need, availability of funds and mutual agreement between NCSCM and the Field Management Consultant.

8. FEES

- 8.1 A monthly consolidated consultancy fee of **Rs.60,000/- (Rupees Sixty Thousand)** only shall be given to the Field Management Consultant. GST, as applicable, shall be given extra.
- 8.2 The Consultant shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed/ contractual employees of NCSCM during the currency or after expiry of the contract.
- 8.3 In case of termination of the contract on its expiry or otherwise, the Consultant shall not be entitled to and shall have no claim for any absorption in the regular/ otherwise capacity in NCSCM.
- 8.4 The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of services with NCSCM under any provision/ Act/ Rules.

9. FACILITIES TO BE PROVIDED BY THE NCSCM

- 9.1 NCSCM shall provide sitting/ working space, computer/ laptop, printer, office stationeries, etc. for day to day operation & discharge of official works by the Field Management Consultant and also contribution to the project outputs related to the preparation of the Detailed Project Report (DPR).
- 9.2 The Consultant has to undertake field visits also as a part of his/ her assignments for which travel expenses shall be reimbursed as per NCSCM rules.

10.INSURANCE

The Consultant has to take a personal accident insurance at his own cost for an amount of not less than Rs.10,00,000/- for which NCSCM shall not reimburse any amount.

11. WORKING HOURS

The Consultant shall adhere to the office timings. He/ She will also mark his/ her attendance. He/ She may be required to work on Saturday, Sunday and Gazetted holidays also, if need be, for which, no additional remuneration shall be paid.

12. CONFIDENTIALITY OF DATA AND DOCUMENTS

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for NCSCM, Chennai shall remain with NCSCM, Chennai. No one shall utilize or publish or disclose of part with details of office, operational process, technical knowhow, security arrangements and administrative/ organizational matters which is of confidential/ secret nature, to a third party. The Consultant shall be bound to hand over the entire set of records of assignments to NCSCM, Chennai before the final payment released by NCSCM, Chennai.

13. CONFLICT OF INTEREST

The Consultant shall in no case represent or give opinion or advice to other in any matter which is averse to the interest of NCSCM, Chennai.

14. TAX DEDUCTION AT SOURCE

There shall be a deduction of Tax at Source (TDS) from the consultancy fees as per the rates of TDS fixed by the Government from time to time.

15. EVALUATION OF EOIs

The EOIs will be evaluated as per the following criteria –

| Sl. No. | Particulars | Maximum Marks |
|--------------|---|---------------|
| 1. | Working experience (at least 1 year) in the following: a) Experience in beach management: 35 marks b) Experience in Government funded projects: 15 marks | 50 |
| 2. | Experience in management and liaisoning with the Government: a) Above 5 years: 30 marks b) Between 3 to 5 years: 20 marks c) Less than 2 years: 10 marks | 30 |
| 3. | Ex-Army Personnel | 20 |
| Total | | 100 |

16. AWARD OF CONTRACT

- a) Contract shall be awarded to the applicant whose proposal will be determined to be substantially responsive and have secured the highest mark.
- b) In case two or more candidates score the same highest mark, the candidate having more years of working experience in beach management (Point No.1 (a) of the above Table), shall be awarded the contract.
- c) Any effort by an applicant to influence NCSCM in its decision on evaluation or award of contract may result in rejection of the offer of the applicant.
- d) Notwithstanding the above, NCSCM reserves the right to accept any or all EoIs and to cancel the bidding process at any time prior to the award of contract.
- e) Any legal dispute arising out of this is subject to Chennai jurisdiction only.

17. SUBMISSION OF EOI

The EoI shall be submitted in a single sealed envelope and super scribed as “EoI for engaging a Field Management Consultant for preparing a Detailed Project Report (DPR) under “Blue Flag Beach Programme” and EoI No: 3/6/2023-PROC/NCSCM/EDC/FIELD-CON Date: 25.07.2023. This envelope should contain a signed hard copy of EoI along with the supporting documents in proof of the eligibility criteria as mentioned at Para 4 above.

18. EOI PREPARATION COST AND RELATED ISSUES

- a) The Consultant is responsible for all costs incurred in connection with participation in this process, including but is not limited to, costs incurred in preparation of EoI, participation in meetings/ discussions. The NCSCM in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EoI Process.
- b) This EoI does not commit NCSCM to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EoI.
- c) All materials submitted by the Consultants will become the property of NCSCM.

