

E-Request for Proposal (eRFP)

For
Engagement of Knowledge Partner
to
**Ministry of Environment, Forest and
Climate Change (MoEFCC), Government of
India (GOI) in the Activities of
Environmental Working Group(EWG) and
Contact Group on Climate Change and
Sustainable Development (CGCCSD) under
BRICS India Presidency 2026**

January 2026

Ministry of Environment, Forest and Climate Change
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Ministry of Environment, Forest & and Climate Change

Notice Inviting e-RFP

File No: **File No. 4(3)/3/2025-IC-1**

13.01.2026

Engagement of Knowledge Partner to the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India (GOI) in the Activities of Environmental Working Group(EWG) and Contact Group on Climate Change and Sustainable Development (CGCCSD) under BRICS India Presidency 2026

India assumed the Presidency of the BRICS 2026 for one year from 01 January, 2026 to 31 December, 2026. Under its Presidency, India is expected to host multiple BRICS meetings nationwide. Environment and Climate Change is a key workstream under BRICS, with the Ministry of Environment, Forest and Climate Change (MoEF&CC) designated as the Nodal Ministry to lead and coordinate all related activities throughout the year.

The Ministry of Environment, Forest and Climate Change (MoEF&CC) invites E Requests for Proposal (eRFP) from Knowledge Partners of national and international repute, who have organizational skills and are capable of providing domain knowledge in the identified thematic areas under Environment and Climate Change and assist MoEF&CC in various activities of Environmental Working Group (EWG) and Contact Group on Climate Change and Sustainable Development (CGCCSD) under BRICS India Presidency 2026. The eRFP document providing the Terms of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria etc. are available on GeM portal.

The schedule for receipt of the proposals is as follows: -

1. **Date of Publication 13.01.2026**
2. **Response to the RFP by 23.01.2026**
3. **Pre-bid Conference 19.01.2026**
4. Presentation by the Knowledge Partners after opening of the Technical Bids
(Date of Presentation will be intimated through email)
5. Opening of financial bids: 3 days after presentation

Interested Knowledge Partners may submit their response on the GeM Portal.

Engagement of Knowledge Partner to MoEF&CC in the activities of EWG and CGCCSD under BRICS India Presidency 2026

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1. Definitions

- a. **“Ministry”** means the Ministry of Environment, Forest and Climate Change (MoEF&CC) which has invited the bids for consultancy services and with which the selected Knowledge Partner signs the Contract for the Services and to which the selected Knowledge Partner shall provide services as per the terms and conditions and TOR of the contract.
- b. **“Knowledge Partner”/ “Bidder”** means any interested Firms/Companies/Agencies who submit their proposals that may provide or provides the Services to the Ministry under the Contract.
- c. **“Contract”** means the Contract signed by the Parties and all the attached documents listed therein, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- d. **“Project specific information”**, means such part of the Instructions to Knowledge Partners used to reflect specific project and assignment conditions.
- e. **“Day”** means a calendar day.
- f. **“Government”/ “GOI”** means the Government of India.
- g. **“Personnel”** means professionals and support staff provided by the Knowledge Partner to perform the Services or any part thereof.
- h. **“Proposal”** means the Technical Proposal and the Financial Proposal.
- i. **“RFP”** means the Request for Proposal prepared by the Ministry for the selection of Knowledge Partners.
- j. **“Assignment/Job”** means the work to be performed by the Knowledge Partner pursuant to the Contract.
- k. **“Terms of Reference”** (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Ministry and the Knowledge Partner, and expected results and deliverables of the Assignments/job.

2. Context

India assumed the Presidency of the BRICS for one year from 01 January 2026 to 31 December 2026. Under its Presidency, India is expected to host multiple meetings nationwide, beginning January 2026. The BRICS Leaders' Summit at the level of Heads of State / Government will also be scheduled during this period.

Environment and Climate Change is a key workstream under BRICS, with the Ministry of Environment, Forest and Climate Change (MoEF&CC) designated as the Nodal Ministry to lead and coordinate all related activities throughout the year.

MoEF&CC needs to successfully organize various activities during the yearlong Indian Presidency.

3. Objective

The objective of this proposal is to engage a Knowledge Partner of national and international repute to provide comprehensive support to the MoEF&CC in various activities and deliverables for the BRICS India Presidency 2026 to successfully carry

out activities under Environmental Working Group (EWG) and Contact Group on Climate Change and Sustainable Development (CGCCSD).

4. Scope of work

The scope of work of the Knowledge Partner and broad ToRs for this assignment will mainly involve assisting and providing all necessary support to Ministry of Environment, Forest and Climate Change (MoEFCC) for activities to be carried out under the Environment Working Group (EWG) and Contact Group on Climate Change and Sustainable Development (CGCCSD) during the BRICS India Presidency starting January 2026 until handing over Presidency to China in December 2026. The Scope of Work shall include but not be limited to the following:

- Agenda setting including drafting detailed agendas, background notes, power point presentations, concept notes for all the related events and background research if and when required such as status of country positions/ groups or association of countries on the identified themes.
- Plan and organize all in-station and out-station meetings with stakeholders as and when required, including the contact points of BRICS members, with outside agencies and with other Ministries/Agencies involved in the technical side for successful completion of meetings and the finalization of various outcome documents.
- Monitoring, tracking & review of all the progress related to studies, meetings, high level deliverables and required outputs.
- Support MoEFCC by working in tandem with identified national & international organizations during the negotiations with BRICS countries. The Knowledge Partner shall bring specific technical expertise in the areas of Environment, Climate and Sustainability.
- Help conceptualize and plan side events related to the BRICS EWG and CGCCSD priority areas
- Drafting of Presidency Documents for the EWG & CGCCSD
- Drafting Ministerial Communiqué
- Efforts should be to support MOEFCC during the discussion to drive towards definite outcomes.
- Support during live meetings of sub-groups in the areas under the focus of MoEFCC as follows:
 - Capturing inputs from the negotiating participants, if required on a live document.
 - Keeping track and chronology of the submissions made by the participants.
 - Highlighting any point which may have remained unaddressed.

- Clearly noting points that have been deferred/carried forward for discussion in subsequent meetings.
- Keeping tabs on the responsibilities assigned to different people/work groups and taking follow up action on the same.

● The Knowledge Partner may deploy open-source tool(s) for Program Management, main and side events, collaboration, reporting, tracking and resolution of issues arising during the BRICS 2026 discussions. The workflow-based tool may also help aggregate, process and manage the data, information and documents in order to create dashboards, gain data-driven insights and facilitate decision making.

5. Duration of Knowledge Partner's Engagement

Duration: **February 2026- December 2026**

The selected Knowledge Partner shall be hired during the year of BRICS India Presidency – 2026, and may be required 1-2 months after handing over presidency to China in December 2026 to conclude the outcome, documentation and smooth transfer. The remuneration of manpower hired beyond the period of 11 months i.e December 2026 will be paid on pro-rata basis.

***Prior identification of resources, start of project within one-week of awarding of contract.*

6. Deliverable and Outcomes

- i. The Knowledge Partner will be responsible for overall Project Management, providing technical inputs and Coordination of the EWG and CGCCSD related activities under BRICS India Presidency, 2026 for MoEFCC.
- ii. The Knowledge Partner will support MoEFCC in developing the agenda for Ministerial Track/Working Groups/Engagement Groups related to EWG and CGCCSD and work in tandem with identified national & international organizations for the same.
- iii. The Knowledge Partner will provide domain support for inputs on the EWG and CGCCSD thematic areas.
- iv. The Knowledge Partner will be responsible for providing coordination support to MoEFCC to engage with identified national & international organizations. (e.g. National: key ministries, Govt. bodies, agencies, think-tanks etc.; International: organizations traditionally involved in the BRICS work on climate, environment and sustainability related issues, relevant groups at working group level, & ministerial level dialogues etc.)
- v. The Knowledge Partner will also be responsible for engaging with concerned Ministries/Bodies/Agencies/ identified national & international organizations etc., of all other BRICS member countries as well as the relevant Ministries/ Departments / Organizations / Bodies / Agencies responsible for various theme-related inputs in India.

- vi. The Knowledge Partner will assist MoEFCC in conducting Stakeholder Consultation meetings, both in-station and out-station to maximize outcomes.
- vii. The Knowledge Partner will support MoEFCC in conducting various EWG and CGCCSD meetings / seminars / workshops/discussions/negotiations with delegates from all BRICS member countries, partners and identified organizations related to EWG and CGCCSD. This process would ultimately culminate in the organization of the Ministerial Meetings for BRICS and adoption of communique during India's Presidency. All the EWG and CGCCSD meetings / seminars / workshops/negotiations with delegates from all BRICS member countries and identified organizations related to ECSWG shall be conducted under the aegis of MoEFCC. For these, the KP is expected to assist with technical inputs only. Further, it is clarified that no meetings shall be conducted by the KP independent of the Ministry. If any meetings are anticipated apart from the ones scheduled, in the course of the engagement of the KP, they will still be conducted under the aegis of MoEFCC and the KP will be expected to provide technical inputs for the same as well.
- viii. The Knowledge Partner will assist in development of action plans (if necessary) related to Environment and climate sustainability by working in tandem with identified national & international organizations for the same.
- ix. The Knowledge Partner will identify and map best practices and challenges including:
 - a. Identifying key successes and barriers in India's flagship programs relevant to EWG and CGCCSD. Identifying opportunities and recommendations to overcome the existing barriers based on experience of other BRICS member countries.
 - b. Highlighting the successes with a view to facilitate replication.
 - c. Identifying opportunities for collaboration with BRICS countries where the Environment and Climate sustainability has been mainstreamed.
 - d. Identifying policies and measures that could stimulate investments in climate and sustainability, and all the other related aspects.
- x. The Knowledge Partner will be responsible for organizing workshops/webinars/ during the period in consultation with MoEFCC.
- xi. All the workshops/webinars shall be conducted under the aegis of MoEFCC. For these, the KP is expected to assist with technical inputs only. Further, it is clarified that no workshops/webinars shall be conducted by the KP independent of the Ministry. If any workshops/webinars are anticipated apart from the ones scheduled, in the course of the engagement of the KP, they will still be conducted under the aegis of MoEFCC and the KP will be expected to provide technical inputs for the same as well.
- xii. The Knowledge Partner will undertake necessary research on the areas covered under past BRICS Presidencies and Environment & climate related international negotiations and present position (w.r.t Multilateral Environment Agreements - MEAs) for continuity and maintaining India's position during the BRICS India Presidency.
- xiii. The Knowledge Partner will support MoEFCC in coordinating with BRICS member counterparts/ National and International Organizations /BRICS

India Secretariat with respect to managing all the logistical arrangements for all the EWG and CGCCSD related events.

- xiv. All logistical arrangements for all EWG and CGCCSD related events shall be under the aegis of MoEFCC. Further, the KP shall not engage directly with BRICS member counterparts/ national and international organisations/ BRICS India Secretariat. A supporting role of the KP is envisioned in this regard.
- xv. The Knowledge Partner will prepare model proposals/agendas/notes/write ups/action taken reports/ Power Point Presentations and necessary follow ups/progress reports/ excel based progress trackers, etc. for the consideration of various stakeholders in close coordination with MoEFCC and select national & international organizations for the two thematic tracks as mentioned above. For this purpose, the Knowledge Partner will identify data sources and other reference material and work on those. It is clarified that procurement of data sources is not anticipated. In case, a need emerges, the KP is expected to identify the same and communicate to the Ministry. The Ministry shall take a call on procurement thereafter.
- xvi. The Knowledge Partner shall prepare agendas / background notes/ concept notes/ briefs/ talking points/ write ups / presentations/ records of discussions and follow ups for EWG and CGCCSD related events as per the direction of MoEF&CC before each meeting and shall discuss the same with officials of MoEFCC. Post the meeting, the Knowledge Partner shall provide detailed Minutes of Meetings/ Recordings/ including any key Action Points discussed as a way forward.
- xvii. The Knowledge Partner will be responsible for preparing and updating documents like Ministerial Communiqué, Presidency documents, high level deliverables/outcomes of each meeting, record action plans, reports, concept notes, leaders' declaration etc.
- xviii. The Knowledge Partner will support MoEFCC in conducting negotiations internationally with BRICS Countries. In no case will the Knowledge Partners from the Firm interact directly with the delegates for any issues. Any instance of interaction found will be liable to suspension of the contract.
- xix. The Knowledge Partner will carry out in-depth assessment & evaluation of inputs received from the BRICS members on the draft issue note/ drafts communiques/ declarations, etc. under the EWG and CGCCSD & give comments/opinions/clear recommendations with respect to various themes and research areas.
- xx. The Knowledge Partner will submit the minutes of meetings/ findings /outcomes/learnings of the meetings held during the India presidency period in the form of report.
- xxi. The Knowledge Partner will be responsible for coordination, monitoring and supervision of the overall project implementation activities under aegis of MoEFCC. In case of multiple stakeholders, regular meetings will be held in the presence of team leads of all concerned parties for providing timely updates on work progress.

- xxii. The Knowledge Partner shall also be responsible for providing support in terms of inputs and engagement with various groups under the BRICS as per directions of the MoEFCC.
- xxiii. The Knowledge Partner should maintain all relevant records and correspondences and update them from time to time. The same will be regularly submitted to the MoEFCC. The KP shall compile, consolidate and catalogue all data at their end with regard to the entire period of engagement and handover the same to the Ministry at the end of the engagement.
- xxiv. The Knowledge Partner will prepare all the presentation templates and review the presentations prepared by the knowledge partners to confirm the BRICS branding requirements.
- xxv. The knowledge partner would also be responsible for preparing media briefs/press notes/Press releases/media statements related to BRICS meetings/discussions under the EWG & CGCCSD track.
- xxvi. The Knowledge Partner will provide all the services (technical, managerial) as required from time to time for the activities related to EWG and CGCCSD under India's Presidency.
- xxvii. The Knowledge Partner will provide an End of Assignment (EoA) report with findings and recommendations 10 days before the date of end of contract end (in English, Hindi, digital copy) so that the final contract payments may be considered.
- xxviii. Any other technical/ managerial engagement (including scheduling online/hybrid meetings, content management) for smooth execution of BRICS as required by MoEFCC.
- xxix. The Knowledge Partner may deploy a Project Management Tool overseen by its Steering Committee to apprise MOEFCC of the progress- of various thematic discussions during the assignment. This tool may be an independent standalone tool like a dashboard.

7. Key Deliverables and payment timelines

The knowledge partner's payments will be linked to satisfactory completion of contractual deliverables to be paid on quarterly basis as per the distribution and frequency of activities in the 11 months duration of the contract. In each of the 04 instalments, payment of 20% of contract value will be made. Remaining 20% of the total payment will be made on completion of 11 months period.

*** Activities begin from taking over presidency from Brazil, India's presidency and handing over presidency to China in December 2026*

Activities	% age of Payment against the project cost quoted for each period based on project report of the	Timeline*

	work done during the period **	
Prepare ground for Indian presidency for India BRICS, including background information, literature review, current status assessments of India and other BRICS countries.	20%	On completion of 1st quarter of Indian presidency
	20%	On completion of 2nd quarter of Indian presidency
	20%	On completion of 3rd quarter of Indian presidency
	20%	On completion of 4 th quarter of Indian presidency
<ul style="list-style-type: none"> • Drafting Detailed Agendas for all the related events • Drafting of Presidency Documents • Background Work • Monitor, Tracking & Review all the progress related to studies, side events, high level deliverables • Related output reports, Minutes of Meetings, Recordings • Drafting Ministerial Communiqué • Support MoEFCC during the negotiations with BRICS countries 	20%	On completion of 11 months.

***The invoices should be submitted along with complete details of the work undertaken, supporting documents and bills (if required) as well as copies of the work/ material / produced for which the bills are submitted. The payment shall be dependent on the End of Assignment Report to be submitted at the end of every quarter and satisfaction with outcomes.*

- i. The number of people deployed may be reviewed during the contract period; accordingly the payment for additional days / months will be linked to the actual resources deployed, as per the unit wages quoted for resources in FP-3.
- ii. The tasks assigned to each resource may be re-assigned on need basis.
- iii. The allocation of duties to each resource be devised by the Knowledge Partner and handed over to MoEFCC for review.

- iv. The tasks enumerated in the Scope of work are of indicative nature and additional responsibilities may be assigned by the Ministry based on emergent requirements.
- v. The payment shall be released only after acceptance of the required work detailed in the RFP Document against the corresponding deliverable.
 - a. First Evaluation of Deliverables to be done within 4 weeks from the date of receipt and payment to be released within 30 days, on best effort basis from date of receipt of invoice after final acceptance of deliverable.
 - b. In case of any conflict between terms specified in this RFP and payment terms and conditions defined in GeM, the terms defined in this RFP shall prevail. While GeM financial response form is taking man month rates, the final payment will be made on outcome/deliverable basis as defined in this RFP/Scope of work document
- vi. The Knowledge Partner has to quote all-inclusive price including GST while making financial offer in bid on GeM. However, GST shall be reimbursed at actuals as per prevailing GST rates.
- vii. For facilitating Electronic transfer of funds the selected Knowledge Partner will be required to indicate the name of the Bank and Branch, account number (i.e. bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected Knowledge Partner.
- viii. Currency: The price is payable in local currency i.e., Indian Rupees (INR).
- ix. There may be a change in priorities from time to time. The Knowledge Partner will be expected to work in an agile manner to mould itself rapidly and change course if the context and the priorities happen to change. Any modification of the terms and conditions, including any modification of the scope of the Services, may only be made by mutual agreement between the Parties. If any additional Scope of Work is required to be added in the contract, the same would be done by mutual agreement and on pro- rata basis depending on additional time and resources required.
- x. Duration of the assignment: The Knowledge Partner should be ready to start its work within a week of award of the contract. In case of failure of Knowledge Partner to deliver as per expectation and scope of activities, relevant clauses of penalty/ liquidated damages as mentioned in the RFP shall be applicable. However, competent authority reserves the right to waive off the penalty and grant further time (hereby called as grace extension) to the Knowledge Partner to complete initial deliverables in case the competent authority is of the opinion that delay is not attributable to the Consulting Knowledge Partner. It may be noted that no additional payment will be made whatsoever for the period of grace extension. Further, MoEF&CC has the right to evaluate its need to the number of resources employed at any time,. The following stipulations are laid with respect to time commitment of the resources hired:

1. Project Director/ Team Lead: While 100% presence is not required, the Project Director/Team Lead is expected to commit 60 man days over 11 months from the day of the project take off. The Project Director/Team leader shall also attend all the EWG and CGCCSD meetings related to the BRICS vertical of the MoEF&CC and be available a few days before the meetings to finalize various issues and finalize various documents and submissions. The individual shall also be available on need bases as per emergency requirements.
2. All the other resources hired viz. 01 Project Manager, 06 Subject Matter Experts and 02 members of the Team supporting the Subject Matter Experts shall be expected to commit 100% time and physical presence for the duration of the engagement.

- xi. Liquidated damages @2% of invoice value will be deducted based on quarterly performance against the deliverables identified in the scope of work. Total such LD will however not exceed 10% of invoice value. In case of non-fulfilment of deliverables as per expected quality, the Knowledge Partner has to refund the entire amount released.
- xii. Replacement of resource persons, if any, shall be only with explicit written approval of the Ministry. However, the ministry shall have the option for get the resource person replaced at any time during the duration of the project, in case execution of activities is seen as non-satisfactory.
- xiii. No cost other than the project cost will be paid to the Knowledge Partner. The payment shall include professional fees and only reimbursable expenses as specified in the RFP.
- xiv. Conditions in this Scope of Work / RFP document overrides other GTC / STC /ATC clauses of GeM Bid.

8. Clarification and Amendment of eRFP Documents

- a. Knowledge partners may request a clarification on any clause of the proposal up to specified date indicated in the GeM proposal before the proposal submission date. Any request for clarification must be sent by standard electronic means to the Ministry's email address also indicated above. The ministry shall respond by standard electronic means and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all knowledge partners.
- b. Should the ministry deem it necessary to amend the eRFP as a result of a clarification, it shall do so following the procedure under para given below.
- c. At any time before the submission of proposals, the ministry may amend the eRFP by issuing an addendum by standard electronic means. The addendum shall be open to all knowledge partners and shall be binding on them. To give knowledge partners reasonable time in which to take an amendment into account in their proposals the ministry may, if the amendment is substantial, extend the deadline for the submission of proposals.

9. Conflict of Interest

- i. Ministry requires that Knowledge Partners provide professional, objective, and impartial advice and at all times hold the Ministry's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, Knowledge Partners, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

a. **Conflicting activities:**

A firm that has been engaged by the Ministry to provide goods, works or Assignment/job other than consulting Assignment/job for a project and any of its affiliates, shall be disqualified from providing consulting Assignment/ job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation.

b. **Conflicting Assignment/job:**

A Knowledge Partner (including its Personnel) or any of its affiliates shall not be hired for any Assignment/job that by its nature, may be in conflict with another Assignment/job of the Knowledge Partner to be executed for the same or for another Employer.

c. **Conflicting relationships:**

A Knowledge Partner (including its Personnel) that has a business or family relationship with a member of the Ministry's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Ministry throughout the selection process and the execution of the Contract.

Knowledge Partners have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Ministry, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided in the RFP. If the Knowledge Partner fails to disclose said situations and if the Ministry comes to know about any such situation at any time, it may lead to the disqualification of the Knowledge Partner

during bidding process or the termination of its Contract during execution of assignment.

No Knowledge Partner or current employees of the Ministry shall work as Knowledge Partners under their own ministries, departments or agencies.

10. Unfair Advantage

- i. If a Knowledge Partner could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 5 above, the Ministry shall make available to all Knowledge Partners together with this eRFP all information that would in that respect give such Knowledge Partner any competitive advantage over competing Knowledge Partners.

11. The Proposal

a. No. of Proposals

Knowledge Partners shall only submit one proposal. If a Knowledge Partner submits or participates in more than one proposal, such proposals shall be disqualified.

b. Preparation of Proposals

- i. The proposal as well as all related correspondence exchanged by the Knowledge Partners and the Ministry, shall be written in English language, unless specified otherwise.
- ii. In preparing their eProposal, Knowledge Partners are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- iii. Depending on the nature of the Assignment/job, Knowledge Partners are required to submit a Technical Proposal (TP) in forms provided in this RFP. Submission of the wrong type of Technical **Proposal shall result in the Proposal being deemed non-responsive**. The Technical Proposal shall provide the information indicated in the following paras from (a) to (d) using the attached Standard Forms given in this RFP. Form TP-1 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

c. Assignment/jobs

Assignments / Jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Knowledge Partner, or that of the Knowledge Partner's associates, but may be claimed by the Professional staff themselves in their CVs. Knowledge Partners must be prepared to substantiate the claimed experience along with a self-certification by the Managing Director of the Knowledge Partner.

A self-certification by the MD of the Knowledge Partner shall suffice in this regard. This holds for Minimum Qualification as well as Technical Evaluation criteria.

d. Description of the approach, methodology and work plan

A description of the approach, methodology and work plan in the form of a Gantt Chart for performing the Assignment/job covering the following subjects should be included in the technical proposal; this includes technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of the Technical Proposals is provided under Form TP-3 of this RFP. The work plan should be consistent with the Work Schedule which will show in the form of a bar chart the timing proposed for each activity.

e. CVs of the Professional staff

CVs of the Professional staff as mentioned above signed by the staff themselves or by the duly authorized representative of the Professional Staff (Form TP-4 of this RFP).

f. Information on Technical & Financial Proposals

- i. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.
- ii. Financial Proposal - The Financial Proposal shall be prepared using the attached Standard Forms given in this RFP. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

g. Proposal Validity

- i. The proposal shall be valid for 60 (sixty) days from the date of opening of the proposal.

h. Taxes

- i. The Knowledge Partner shall fully familiarize themselves about the applicable Domestic taxes (such as Goods and Service Tax (GST), income taxes, fees, levies, etc.) on amount payable by the Ministry under the contract. All such taxes must be included by the Knowledge Partner in the financial proposal. However, Taxes shall be reimbursed as per prevailing rates.

12. Earnest Money Deposit (EMD)

- i. An EMD of Rs. 4,00,000 (Rupee Four Lakh only), in the form of Demand Draft(DD) drawn in favour of payable at New Delhi shall to be submitted along with the proposal.
- ii. Proposal not accompanied by EMD shall be rejected as non-responsive.

- iii. No interest shall be payable by the Ministry for the sum deposited as earnest money deposit.
- iv. No bank guarantee shall be accepted in lieu of the earnest money deposit.
- v. The EMD of the unsuccessful Knowledge Partners would be returned within 45 days of award of job.
- vi. The EMD shall be forfeited by the Ministry in the following events:
 - 1. If proposal is withdrawn during the validity period or any extension agreed by the Knowledge Partner thereof.
 - 2. If the Proposal is varied or modified in a manner not acceptable to the Ministry after opening of Proposal during the validity period or any extension thereof.
 - 3. If the Knowledge Partner tries to influence the evaluation process.
 - 4. If the first ranked Knowledge Partner withdraws his proposal during financial negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Knowledge Partner).

13. Performance Bank Guarantee

The successful Knowledge Partner shall have to submit Performance Bank Guarantee equivalent to 3% of value of project awarded with validity period till completion of Assignment/Job.

14. Submission, Receipt and Opening of Proposal

- i. The original proposals, both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Knowledge Partners themselves. The person who signed the proposal must initial such corrections. Submission of letters for both Technical and Financial Proposals should respectively be in the format of TP-1 & FP-1 given in the RFP.
- ii. An authorized representative of the Knowledge Partners shall initial all pages of the original Technical and Financial Proposals. **The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign.** The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- iii. Knowledge Partner Must Submit:

a. Technical proposal:

Scanned copies of Technical Bid shall be submitted through GeM portal.

b. Financial proposal:

The Financial bid should be submitted online and attached in PDF format. Any Indication of 'Quoted Price' in the online technical Bid Documents

shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy of financial Bid shall be submitted.

15. Proposal Evaluation

- i. From the time the proposals are opened to the time contract is awarded, the Knowledge Partners should not contact the Ministry on any matter related to its Technical and/or Financial Proposal. Any effort by Knowledge Partner/ Bidder to influence the Ministry in the examination, evaluation, ranking of Proposal, and recommendations for award of contract may result in the rejection of the Knowledge Partner proposal.
- ii. The Ministry will constitute a selection Committee which will carry out the entire evaluation process.
- iii. Selection Committee while evaluating the technical proposal shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.
- iv. The Selection Committee shall evaluate the Technical Proposal on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria specified in the eRFP Terms and Conditions.
- v. Financial proposals of only those Knowledge Partners who are technically qualified shall be opened and evaluated by the said Selection Committee.

16. Pre-bid Conference

- a. Pre-bid conference may include a discussion on the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Knowledge Partner to improve the Terms of Reference. Additional clause(s) / document(s) will then be incorporated in the RFP, if required.
- b. Availability of Professional/Staff/expert: Ministry will require assurances that the Professional staff shall be available.

17. Award of Contract

After finalization of selection process, the Ministry shall issue a letter of intent (LOI) to the selected Knowledge Partner. The Knowledge Partner will sign the contract after fulfilling all the formalities/pre-conditions like submission of Performance Bank Guarantee, etc.

18. Confidentiality

Information relating to evaluation of Proposal and recommendations concerning awards shall not be disclosed to the Knowledge Partners who submitted the proposal or to other persons not officially concerned with the process, until the publication of

the award of contract. The undue use by any Knowledge Partner of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Ministry's antifraud and corruption policy.

19. Evaluation criteria

i.) Minimum Qualification (Eligibility) Criteria

As part of the evaluation, the Pre-Qualification Proposals submitted should fulfil the Minimum Qualification Criteria. In case a Knowledge Partner does not fulfil the Minimum Qualification Criteria, the Proposal of such a Knowledge Partner will not be evaluated further.

S.No	Topic	Eligibility Criteria
1.	Registration	Knowledge Partner should be a public limited company / private limited company / government organization / any organization with government stake / CPSU / Section 8 Company / Industry Chamber may apply in India. Relevant documentary proof should be submitted. The Knowledge Partner should not be a Joint Venture or Consortium.
2.	Blacklisting	Knowledge Partner should not be black listed by any Central & Public Sector Undertaking in India. Undertaking by bidder should be submitted.
3.	Annual turnover	The Knowledge Partner must have an average annual revenue from Management Consulting services of Rs. 200 crore and above, in the last five financial years (2020-21, 2021-22, 2022-23, 2023-2024, 2024-2025) from India operations. A Certificate from Chartered Accountant should be submitted.
4.	Specific Experience	<p>The KP should have worked in at least 5 Environment, Climate Change, & Biodiversity projects internationally through bilateral/multi-lateral agreements in the last 10 years) on strategic partnerships, government negotiations/meetings/consultations, with reports and documentation for the same at high-level international conventions such as Conference of Parties (COP)-UNFCCC/ BRICS/ G20/ B20/ or The World Economic Forum – Davos Summit, and such other international events.</p> <p>The KP should have directly provided management consulting services to Indian Public Sector organizations / Ministries / Departments / Enterprises / Undertakings or large private enterprises in projects covering one or more of the following areas: Resource Efficiency/ Circular Economy/ Blue Economy/Biodiversity/Climate change/</p>

	<p>Restoration of degraded lands and ecosystems/ Strategy and Vision / Policy formulation and implementation / and prepared Agendas, coordination and documentation of the meetings for the same.</p> <p>The Knowledge Partner should submit documentary evidence of executing projects with the following conditions met:</p> <ol style="list-style-type: none"> 1. Start date within last 10 years from issue date of this RFP 2. Ongoing as well as completed projects shall count 3. The projects could be multi-year undertakings and could have commenced in 2025 also. <p>The Knowledge Partner must provide details of the projects (as much as possible) including detailed outcomes for the evaluation committee to ascertain relevance.</p>
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List of Documents

- i. Self-Certified Documentary Evidence to be submitted in support of Eligibility with Technical Proposal
- ii. Copy of Contract/work orders along with completion certificate indicating the details of previous assignment completed, client, value of assignment/proportionate value in use of projects/ assignment in process date and year of award. The Managing Director of the Knowledge Partner shall self-certify if the firm has done assignments on non-disclosure agreements.
- iii. Registration Certificate.
- iv. Detailed resume of the team leader and team members indicating the details of qualifications and professional experience.
- v. Gross Annual Revenue (audited annual account) from consultancy during last five years.
- vi. An undertaking stating that Knowledge Partner is not blacklisted by Government or its agencies including Central & Public Sector Undertakings in India.
- vii. A Certificate regarding non-disclosure/sharing of confidential information with third parties.

ii.) Technical Evaluation Criteria

The Selection Committee appointed by the MoEF&CC will carry out the evaluation of proposals based on the following evaluation criteria and point system. If required, the MoEF&CC may seek specific clarifications from any or all Knowledge Partner(s). Each evaluated Proposal will be given a technical score as detailed below. The total marks against which the Knowledge Partner's submission will be evaluated is 100.

No	Topic	Technical Evaluation Criteria	Max Marks
1A	Experience of the Knowledge Partner relevant to the scope of this RFP. As per form TP-2	<p>The KP should have worked in at least 5 Environment, Climate Change, & Biodiversity projects in India OR internationally in the last 5 years on:</p> <ul style="list-style-type: none"> a. Strategic partnerships b. Government negotiations/ meetings/ consultations with reports and documentation for the same at high-level international conventions such as Conference of Parties (COP)-UNFCCC/ BRICS/ G20/ B20/ or The World Economic Forum – Davos Summit, and such other international events. c. Indian Public Sector organizations / Ministries / Departments / Enterprises / Undertakings d. Large private enterprises <p>Above projects should cover one or more of the following areas:</p> <ul style="list-style-type: none"> ● Resource Efficiency/ Circular Economy/ Blue Economy/Biodiversity/ Restoration of degraded lands and ecosystems/ Climate Change/Strategy and Vision/ Policy formulation and implementation /and prepared Agendas, coordination and documentation of the meetings. <p>Marking criteria:</p> <ul style="list-style-type: none"> ● marks per project; each project to be graded on the basis of the description provided by the Knowledge Partner and on the basis of its relevance to the scope outlined in this RFP <p>Note:</p> <ul style="list-style-type: none"> ● Project showcased in Minimum Qualification criteria can be repeated ● Start date within last 10 years from issue date of this RFP ● Ongoing as well as completed projects shall count 	10

		<ul style="list-style-type: none">● The projects could be multi-year undertakings and could have commenced in 2025 also● The Knowledge Partner must provide details of the projects to ascertain relevance.	
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S. No	Topic	Technical Evaluation Criteria	Max Marks
1B	Specific <u>experience</u> of the Knowledge Partner (as a firm) relevant to scope of the RFP	<p>Four detailed case studies may be submitted where the thematic subject matter experts have worked in National/ International projects covering one or more of the following areas: a) Biodiversity Conservation, Afforestation and restoration of degraded lands b) Promoting LiFE (Lifestyles for Environment) including Sustainable Consumption and Production, Resource Efficiency and Circular Economy c) Forest Fire Management and Disaster Resilience d. Climate change, Adaptation and sustainable development</p> <p>The Knowledge Partner should submit a maximum 2000-word write-up for each case study (including thematic as well as the logistic subject matter expert) highlighting the context and complexity of the project, key design challenges faced, stakeholder's managed, and key deliverables and results achieved.</p> <p>Similar participation at high-level international conventions such as Conference of Parties (COP)-UNFCCC/ BRICS/ G20/ B20/ or The World Economic Forum – Davos Summit, etc. will be desirable.</p> <p>Marking criteria:</p> <ul style="list-style-type: none"> ● 2.5 marks per case study and/or participation; each project to be graded basis the description provided by the Knowledge Partner and basis its relevance to the scope outlined in this RFP <p>Note:</p> <ul style="list-style-type: none"> ● Project showcased in Minimum Qualification criteria or in response to Question 1A can be repeated ● Start date within last 10 years from issue date of this RFP 	10

- Ongoing as well as completed projects shall count
- The projects could be multi-year undertakings and could have commenced in 2025 also

The Knowledge Partner must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance.

2	<p>Adequacy and quality of the proposal in response to the scope of work outlined in this RFP (Quality of the technical submission, Approach & Methodology)</p>	<p>Evaluation will be based on the comprehensive and consolidated assessment of the quality of the technical submission along with a brief presentation to the selection committee.</p> <p>35</p> <ul style="list-style-type: none"> ● The Knowledge Partner must submit proposed approach in execution of the scope of work given in this RFP as per form TP-3, covering following aspects: ● Understanding of the context in which the Department operates and the requirements of an international summit like BRICS ● Demonstration of successfully working with ministries/departments/public enterprises. ● Understanding of global best practices and implications for MoEF&CC ● Practicality and relevance of the execution approach and methodology for the current assignment addressing each scope element in this RFP ● Clarity of deliverables and work-plan ● Implementation Strategy ● Innovative methodology ● Research orientation in various verticals relevant to Climate Change/ Environment ● The Knowledge Partner must make Technical Presentation on the scope of work given in this RFP in front of the Selection Committee. The Presentation to detail out aspects covered above, with emphasis on Approach & Methodology.
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S1 No	Topic	Technical Evaluation Criteria	Max Marks
3	Project team and experts' qualifications and competence for the assignment	<p>Evaluation will be based on the CVs of the key personnel submitted as part of the Technical Response – relevant experience and academic qualifications will be considered. In addition, interaction with the key personnel – Project Director, Project Manager, SMEs – during the bid presentation will be used for evaluation.</p> <p>The guidelines are provided below:</p> <p>Project Director/ Team Lead (1 Director; marks = max. 7 marks)</p> <ul style="list-style-type: none"> ● Should have relevant postgraduate professional qualification in Project Management, Organization Management & Method Analysis. ● Minimum of 20 years of overall experience with increasing levels of responsibility. ● Minimum 10 years' experience in Indian Public sector or Private sector in strategy / organization transformation / operating model / business process transformation, change management in India or globally. <p>Project Manager (1 Project Manager; marks = max. 7 marks; score depends on CVs given)</p> <p>To oversee the Thematic as well as Logistics Components.</p> <ul style="list-style-type: none"> ● Should have relevant postgraduate professional qualification in business consulting/management. ● Minimum of 07 years of overall experience with increasing levels of responsibility and with a focus on business consulting. ● Minimum 3 years' experience in public sector in India / globally 	45

Sl No	Topic	Technical Evaluation Criteria	Max Marks
		<p>Subject Matter Experts (SMEs) (6 SMEs; Score between 1-4 marks for each expert, depending on CVs given)</p> <ul style="list-style-type: none"> ● Minimum 1 resource to be deployed per subject matter (tentative) given in the list below ● List of experts to be proposed by the Knowledge Partner <ul style="list-style-type: none"> a) Biodiversity Conservation, Afforestation and restoration of degraded lands; b. Forest Fire Management and Disaster Resilience c) Promoting LiFE (Lifestyles for Environment) including Sustainable Consumption and Production, Resource Efficiency and Circular Economy d) Climate change and sustainable development and Adaptation e) Documentation/ Logistics Expert f) Communication including Social Media Expert ● Subject Matter Experts (SMEs) at (a) to (d) above proposed by the Knowledge Partner should have a postgraduate degree and experience in relevant fields and a minimum work experience of 10 years (not including internships) ● Subject Matter Experts (SMEs) at (e) and (f) proposed by the Knowledge Partner should have an undergraduate degree and experience in relevant fields and a minimum work experience of 10 years (not including internships) ● The SMEs will be assessed basis the relevance of their past experience for the scope of this RFP and interactions during the Knowledge Partner's presentation <p>Team supporting SMEs (Total score- 07 marks)</p> <p>(Total Nos. 02)</p> <ul style="list-style-type: none"> ● A team of consultants supporting the SMEs and having experience of working in the areas identified above. 	

● Minimum 2 Resources are to be deployed. The supporting team should have an undergraduate degree and experience in relevant fields and a minimum work experience of 3-5 years. However actual number of resources to be deployed for the assignment to be decided by the Service Provider, as per requirement of the Ministry, for ensuring completion of the Scope of Work in given timelines need to be clearly indicated in their presentation / proposal along with their level of engagement. The scoring will be composite and based on background, CV, attitude as well as receptiveness to suggestions.

iii.) Composite Bid Evaluation Methodology

Evaluation of Bids shall be done under combined quality-cum-cost based system (QCBS). Under this system, the Technical Bid evaluation, i.e. Part-I, shall be allotted weightage of 80% while the Price Bid evaluation shall be allotted the weightage of 20%. The Knowledge Partner scoring the highest combined score will be declared H-1. The detailed methodology is described below.

The Selection committee appointed by MoEF&CC will carry out the technical evaluation of proposals based on the following evaluation criteria and points system. Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation is concluded. Each evaluated proposal will be given a technical score.

The minimum criteria for Technical qualification would be as follows:

- Minimum qualifying Technical marks to be obtained: 80 marks out of 100 marks as detailed above (pre-normalized).
- Financial bid shall be opened for Technically qualified Knowledge Partners who score 80 marks and above (pre-normalized).

Normalization of technical bid scores

The Knowledge Partner with highest technical marks would be taken as the base / reference for arriving at Technical Score for each technically qualified Knowledge Partner. The Technical Score for the Knowledge Partner with highest Technical Marks (out of 100) would be taken as 80 and the Technical Score for other technically qualified Knowledge Partners will be scaled proportionally. The following example illustrates the proposed methodology for arriving at Technical Score of the Knowledge Partners:

Proposal	Technical (Assumed) Marks	Technical Calculation	Score	Technical Score
A	96 / 100	80*96 / 96	80.00	
B	90 / 100	80*90 / 96	75.00	
C	70 / 100	80*70 / 96	58.33	

The Price Bid shall be opened for technically qualified Knowledge Partners only. The following methodology shall be adopted for evaluation of quoted price of Knowledge Partners who qualify in the technical bid evaluation.

Normalization of financial bid scores

The minimum quoted price among the technically qualified bids will be taken as base/reference rate for arriving at the evaluated marks for each qualified Knowledge Partner. The evaluated marks for the lowest priced Knowledge Partner in Price Bid shall be 20. The following example illustrates the proposed methodology for arriving at the Financial Score of the Knowledge Partners:

Proposal	Quoted rate (assumed)	Financial Score
A	INR 12 Cr	$20*08/12 = 13.33$
B	INR 10 Cr	$20*08/10 = 16.00$
C	INR 08 Cr	$20*08/08 = 20.00$

The sum of the normalized Technical Score and the normalized Financial Score as detailed above shall be the Total score for the Knowledge Partners. The Knowledge Partner with the highest Total Score shall be declared H1.

20. General Terms & Conditions

- i. Material / data provided for the activities are confidential in nature. The Knowledge Partner shall not share the data with any person without written permission of MoEF&CC. A certificate regarding non-sharing/informing of confidential data to third party is to be given by the Knowledge Partner along with Technical Proposal.
- ii. At the time of submission of bid, the Knowledge Partner has to ensure that each page is duly signed by the Knowledge Partner or his duly authorized representative. In case the bid is signed by the authorized representative, a letter of authorization should be enclosed with the bid.
- iii. The Knowledge Partner should provide professional, objective and impartial advice and at all times hold the client's interest paramount, without any

consideration for future works, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.

- iv. Rates quoted shall remain firm till completion of works. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of assignment. The KP should raise bills separately for reimbursables, which includes travel & stay, for contract as well as post contract purposes. The travel and stay will correspond to the meetings held outside Delhi and shall not be more than 6 days at each venue. The rates reimbursable are: 3-star hotel for stay, taxi charges to and fro from the venue (limited to 50 kms per day) and economy air fares. Omissions if any, in costing any item shall not entitle the Knowledge Partner to be compensated and the liability to fulfil its obligations as per the ToR within the total quoted price shall be that of the Knowledge Partner
- v. Manpower costing shall be done for 11 months, and costs calculated accordingly. So, the total financial cost shall be reflective of 9 persons x 11 months +1 person for 60 days i.e. 101 man months
- vi. The jurisdiction in case of disputes shall be the Courts of Delhi/New Delhi.
- vii. The Knowledge Partner must be registered under relevant Laws/Acts of the country.
- viii. In case of any dispute arising, the decision of the MoEFCC will be final.
- ix. Even though Knowledge Partners satisfy the necessary requirements they are subject to disqualification if they have:
 - a. Made untrue or false representation in the form, statements required in the application document.
 - b. Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
- x. Right to accept or reject any or all proposals:
- xi. Notwithstanding anything contained in this document, the MoEFCC reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- xii. The Ministry reserves the right to reject any Proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Knowledge Partner does not provide, within the time specified by the Ministry, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the Knowledge Partner may lead to the disqualification of the Knowledge Partner. If such disqualification/ rejections occurs after the proposals have been opened and the highest ranking Knowledge Partner gets disqualified / rejected, then the Authority reserves the right to consider the next best Knowledge Partner, or take any other measure as may be deemed fit in the sole discretion of the Ministry, including annulment of the Selection Process.

21. **Fraud and Corrupt Practices**

- i. The Knowledge Partners and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this document, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Knowledge Partner, if it determines that the Knowledge Partner has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Ministry shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Ministry, in regard to this document, including consideration and evaluation of such Knowledge Partner's Proposal.
- ii. Without prejudice to the rights of the Ministry herein above and the rights and remedies which the Authority may have under the LOA or the Agreement, if a Knowledge Partner, as the case may be, is found by the Ministry to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Knowledge Partner shall not be eligible to participate in any tender or RFP issued by the Ministry during a period of three years from the date such Knowledge Partner or Knowledge Partner, as the case may be, is found by the Ministry to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- iii. For the purposes, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, with any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Knowledge Partner/adviser of the Authority in relation to any matter concerning the Project; (b)

"fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d) "undesirable practice" means establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Knowledge Partners with the objective of restricting or manipulating a full and fair competition in the Selection Process.

22. **Technical Proposal-Standard Forms**

- **Form TP 1:** Letter of Proposal submission
- **Form TP 2:** Knowledge Partner's organization & experience
- **Form TP 3:** Approach & Methodology
- **Form TP 4:** Curriculum Vitae
- **Form TP 5:** Information regarding any conflicting activities and declaration thereof.

23. **Technical Proposal-Other Undertakings**

- i. An undertaking stating that Knowledge Partner/organization is not blacklisted by Government or its agencies including Central & Public sector undertakings in India

"I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a Judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part."

- ii. Undertaking stating that

"Team Lead/Project Director/ Subject Matter Experts/ Support Team Members/Personnel/ would be maintained during the actual assignment to be awarded in case they are selected. In case replacement is inevitable, the equivalent qualification and experienced team/lead/member will be inducted to carry out the assignment in case of award."

- iii. An undertaking regarding non-disclosure/sharing of confidential information with third parties.

Form TP-1**LETTER OF PROPOSAL SUBMISSION**

TO: [Name and address of Ministry]

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for “Engagement of Knowledge Partner to MoEFCC, GOI in Activities of Environmental Working Group(EWG) and Contact Group on Climate Change and Sustainable Development (GCCSD) under BRICS India Presidency 2026” in accordance with your Request for Proposal dated [..... 2026] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope and requisite EMD and Financial Proposal submitted through online mode only.

We are submitting our Proposal in association with *[Insert a list with full name and address of each associated Knowledge Partner]*. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e. before the date indicated, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely

Authorized Signature [in full and initials];

Name and Title of Signature:

Name of Knowledge Partner:

Address:

Date:

Form TP-2**Knowledge Partner's Organization and Experience****1. Knowledge Partner's Organization**

[Provide here a brief description of the background and organization of your organization/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the Knowledge Partner, objectives of the Knowledge Partner etc.]

2. Knowledge Partner's Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted either individually as a corporate entity for carrying out consulting Assignment/job similar to the ones requested under this Assignment/Job.

3. Organizational Experience

Sl. No.	Name of Entity with complete communication address.	Order No and Date	Scope of Consultancy work	Date of award of contract & Contract Period	Value of Contract	Actual Date of Completion	Person/ Project authority who could be contacted for further information.

4. Skill & Competencies & Team Size

SL. No.	Name of the Team Leader/Member	Qualification/ Professional qualification	No Years' Experience	Details of Experience	Remarks

5. Gross Annual Revenue (in Rs. crores)

Financial year	Gross revenue/Turnover from India operation	Annual Revenue/Turnover from consultancy business from India operation	Remarks
2020-21			
2021-22			
2022-23			
2023-24			
2024-25			

(Seal & Signature of Knowledge Partner with Date)

Note: Please provide documentary evidence i.e. copy of work order, contract and completion certificate for each of the above mentioned assignments. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal. A self-certification by the MD of the firm with brief description of the client, project, time frame and fee shall suffice in case a copy of work order, contract and completion certificate from customer are not available.

Form TP-3

Description of Approach, Methodology and Work Plan for Performing the Assignment/Job

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a. Technical Approach and Methodology,
- b. Work Plan, and
- c. Organization and Staffing

- **Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the issues/problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- **Work Plan:** The Knowledge Partner should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Ministry), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology showing understanding of the ToR and ability to translate them into a feasible working plan including usage of Project management Tool. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
- **Organization and Staffing:** The Knowledge Partner should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.

Form TP-4**Curriculum Vitae (CV) for Proposed Professional Staff****1. Proposed Position:**

[For each position of key professional separate form TP-5 will be prepared]:

2. Name of Knowledge Partner:

[Insert name of Knowledge Partner proposing the Staff]:

3. Name of Staff: [Insert full name]:**4. Date of birth:****5. Nationality :****6. Education :**

[Indicate college/university and specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations :**8. Other Training :****9. Countries of work experience :**

[List countries where staff has worked in the last 15/10/4-6 years]:

10. Languages :

[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment. This should cover dates of employment; name of employing organization, positions held; From [Year]: To [Year] Employer; Positions held].

12. Detailed Tasks Assigned:

[List all tasks to be performed under this Assignment/Job]:

13. Work undertaken that best illustrates Capability to Handle the Tasks Assigned:

[Among the Assignment/Jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12]

Name of Assignment / Job / Project	Year	Location	Employer	Main Project Features	Positions Held	Activities Performed

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member]

[Signature of authorized representative]

[Full name of authorized representative]

Date :

Place :

Form TP-5

Information Regarding any Conflicting Activities and Declaration
Thereof

Are there any activities carried out by your firm which are of conflicting nature as mentioned in this RFP, If yes, please furnish details of any such activities.

If no, please certify,

“We hereby declare that our firm is not indulged in any such activities which can be termed as the conflicting activities under this RFP. We also acknowledge that in case of misrepresentation of the information, our proposals/contract shall be rejected/terminated by the employer which shall be binding on us.”

Authorized Signature [in full and initials]: Name and title of Signatory:

Name of Knowledge Partner:

Address:

24. Financial Proposal-Standard Forms

- **Form FP-1:** Financial Proposal Submission Form
- **Form FP-2:** Financial Proposal for: Engagement of Knowledge Partner to Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India (GOI) in the Activities of Environmental Working Group(EWG) and Contact Group on Climate Change and Sustainable Development (GCCSD) under BRICS India Presidency 2026”
- **Form FP-3:** Breakdown of Remuneration to Resources

Note:

The Financial bid should be submitted online only as per the Price Schedule given in e-procurement Portal only <https://eprocure.gov.in/eprocure/app>.

Form FP-1**FINANCIAL PROPOSAL SUBMISSION FORM**

(TO BE SUBMITTED BY THE KNOWLEDGE PARTNERS)

[Location, Date]

To: [Name and address of Ministry]

Sir/Madam,

We, the undersigned, offer to provide the consulting Assignment/job for [insert title of Assignment/job] in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal is for the sum of [insert amount(s) in words and figures]. This amount is inclusive of the Domestic Taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal indicated.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

[Authorized Signature [in full and initials]:

[Name and title of Signatory:]

[Name of Knowledge Partner:]

Address:

Form FP-2

Financial Proposal for: Engagement of Knowledge Partner to Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India (GOI) in the Activities of Environmental Working Group(EWG) and Contact Group on Climate Change and Sustainable Development (CGCCSD) under BRICS India Presidency 2026”

(To be filled by the Knowledge Partners)

Sl. No.	Nature of Financial Proposal	Fees quoted	Taxes	Total
1.	Amount with respect to the Scope of Services w.r.t. completion of all assignments till 11 months (i.e. December 31st, 2026)			
<p>Rates quoted shall remain firm till completion of works. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of assignment.</p> <p>The KP should raise bills separately for reimbursables, which includes travel & stay, for contract as well as post contract purposes. The travel and stay will correspond to the meetings held outside Delhi and shall not be more than 6 days at each venue. The rates reimbursable are: 3-star hotel for stay, taxi charges to and fro from the venue (limited to 50 kms per day) and economy air fares.</p>				

Authorized Signature [in full and initials]:

Name:

Designation:

Name of Knowledge Partner:

Address:

Form FP-3**Breakdown of Remuneration to Resources**

[This Form FP-3 shall be used to assess payment to Knowledge Partner's Agency after **completion of 11 month period** which will be in proportion to the actual resources deployed and the monthly wages proposed for resources in FP-3. These rates may also be used for any possible additional services requested by the MoEF&CC]

S.No	Position	Monthly Remuneration Proposed (In Rs.)
1	Project Director/ Team Lead	[Monthly Remuneration]
2	Program Manager	[Monthly Remuneration]
3	Subject Matter Expert (SME)	[Monthly Remuneration]
4	Team support to SME	[Monthly Remuneration]

Annexure- I
Check list of Documents

The bids shall be accompanied with the followings:

1). DD/ Pay order towards EMD (Rs 4,00,000/-),

Yes/No

2). Firm registration certificate

Yes/No

3). Copy of past work Orders/ Self-certification

Yes/No

4). Copy of completion certificates along with value/Self-certification

Yes/No

5). Resume of Team Leader & Team members with supporting documents (self-attested copy of degree, mark sheet, Professional Certification certificate, experience certificate issued by present employer)and undertaking to be maintained the team during assignment

Yes/No

6). Undertaking that the Knowledge Partner/Institution is not blacklisted by any Government, Institute or/CPSE/

Yes/No

7). Authority Letter, if any

Yes/No

8). Duly Audited copy of Annual Accounts of Last five years

Yes/No

9). Undertaking regarding Non-Disclosure

Yes/No

10). Undertaking regarding non- failure to perform

Yes/No

11). Duly filled forms (as given in Technical bid with Self Evaluation sheet & Financial bid)

Yes/No

Corrigendum/Addendum

Reference: Gem Bid vide ID Number GEM/2026/B/7108380 dated 13.1.2026

Subject: eRFP; Engagement of Knowledge Partner for BRICS 2026

Pre- Bid meeting Date: 19 January 2026 at 1100 hrs.

Venue: Sutlej Hall, Indira Paryavaran Bhavan, New Delhi.

A pre-bid meeting was held on 19.1.2026 in reference to the RFP floated by IC Division of the Ministry of Environment, Forest and Climate Change for hiring of a knowledge Partner for BRICS 2026. At the start of the meeting, a brief overview on the India's BRICS Presidency, scope of work and terms and conditions mentioned in the RFP were provided to the participants.

The agencies raised some queries and sought clarifications on some aspects of RFP which are as under:

1. The agencies requested for an extension of the bid submission deadline to enable thorough examination of the bid documents and adequate time for preparation of their proposals. The bid submission time **has been extended till 1800 hrs on 29.01.2026** to ensure more participation.
2. The request for consideration of self-certification from the firm regarding completion certificate for projects undertaken is agreed, in view of practical difficulties in getting completion certificate from the clients.
3. Clarification on whether recognition as a strategic partner by the COP/WEF Secretariat, etc. in the absence of a formal work order or official letter, would be considered acceptable proof of work. The same is agreed upon with submission of credible evidence.
4. Clarification regarding time period to be considered for submitting relevant projects under Clause 19 (ii) 1A of the RFP. It is clarified that the same is an inadvertent clerical mistake and time period should be considered as **10 years instead of 5 years** for submission of 5 relevant projects.
5. With reference to the query related to case study submission mentioned in the RFP Clause 19 (ii)(1B), it is clarified that four case studies to be submitted at firm level.
6. The request for inclusion of Limited Liability Partnerships in the eligibility criteria (Registration List) has been agreed.
7. Clarification regarding educational qualification pertaining to a thematic area for subject matter expert was sought. As mentioned in the RFP, Post graduate degree is required. Further, work experience of minimum 10 years in the relevant field (not including internship) is required.


Vikash Chandra Gupta
Under Secretary (IC), MoEFCC