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Royal Government of Bhutan  
DZONGKHAG ADMINISTRATION  
DAGANA

**Terms of References**

**Consultancy Work to Conduct Environmental Impact Assessment (EIA) and preparation  
of Environmental Management Plan for Dagapela LAP  
Tender Document for Consultancy Services**

**Title of Consultancy: Consultancy Work to Conduct Environmental Impact Assessment  
(EIA) and preparation of Environmental Management Plan for Dagapela LAP**

**Description of Assignment:**

- I.** Conduct EIA in line with endorsed 'Terms of Reference (TOR) for conducting Environmental Impact Assessment (EIA) for Development of Dagapela Local Area Plan under Dagana Dzongkhag
- II.** Prepare Environmental Management Plan for Dagapela LAP

1. **Notice Inviting Tender:** The Dzongkhag Administration Dagana, Royal Government of Bhutan would like to seek consultancy services to develop Environment Impact Assessment for Dagapela LAP under Dagana Dzongkhag.

The consultant should have good understanding in Environmental impact, environmental law and policy and technical issues related to the Environment Aspects and alternatives to development of new LAP (towns).

The firm must be an Environmental consultancy firm with minimum of three years of experience and should possess a valid trade license for consultancy services. A photocopy of the license must be attached. The terms of reference specifying the background and the overall duties of the consultant is attached (ToR endorsed by NECS for consultancy services to conduct EIA of Dagapela LAP)

2. **Background:**



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**3. Objective**

- I. Collect baseline data, assess impact based on the LAP development and propose mitigation measures.

**4. Task to be carried out by the consultant:** The consultant under the guidance of the Focal Person of DDA shall carry out the following tasks but not limited to:

- I. Collect baseline data, conduct impact assessment and submit EIA report in line with endorsed 'Terms of Reference (TOR) for conducting Environmental Impact Assessment (EIA) for Development of Dagapela Local Area Plan under Dagana Dzongkhag.
- II. Prepare and submit Environment Management Plan in line with the Guidelines for preparation of Environmental Management Plan for general projects;
- III. Consult with National Environment Commission Secretariat and make presentation where required for issuance of Environmental Clearance; and
- IV. Presentation of the EIA and EMP to DDA and the Public of Dagapela

**5. Facilities to be provided:** Following documents will be provided to the consultant:

- I. Endorsed 'Terms of Reference (TOR) for conducting Environmental Impact Assessment (EIA) for Development of Dagapela Local Area Plan under Dagana Dzongkhag.
- II. Dagapela Local Area Structural Plan
- III. Geological feasibility report of Dagapela Local Area Plan
- IV. DDA will facilitate the obtaining of necessary data required from Government agencies, NGOs and private agencies

**6. Technical Bid Preparation:** The outputs and activities specified in the Terms of Reference must be strictly adhered. Further, the firm must present knowledge on the requirements of this assignment while providing following information.

2.1. **Experience of your firm:** a list of past and present major work of similar nature carried out, or being carried out to be submitted. CV of the key expert must be attached.

2.2. **Qualification of the Consultant:** Advanced degree or higher (Master's or higher) in areas relevant to environment and expertise and knowledge of environment and EIA



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DAGANA

2.3. **Methodology:** A detailed methodological approach must be provided for carrying out the assignment along with the clear workplan. The proposal should clarify the consulting firm's understanding and interpretation of the Terms of Reference and provide a clear description as to how the firm intends to organize and execute the services.

3. **Financial Bid Preparation:** The firm is advised to submit their financial proposal in a separate envelope and the rate quoted should be inclusive of all the work related to the assignment, which should be completed within the time specified in the terms of reference. All envisaged travel cost must be included.

**Submission of Bids:** Submit both technical and financial bids in separate envelope no later than 17<sup>th</sup> February, 2020 to the following address:

Dzongkhag Administration, Dagana

Dzongdag

Dagana

Any document received after the deadline will be reject and will be return unopened.

5. **Duration:** The duration of the consultancy work, is 45 days starting from award of work.
6. **Bid Evaluation:** Both technical and financial proposals shall be evaluated based on the criteria of the Procurement Rules and Regulation 2019 of the Royal Government of Bhutan. The evaluation will be carried out firstly for the Technical bid and shall be based on the criteria provided in Technical Bid Preparation. The Technical bid shall be opened first and evaluated and all technical bids that score above 65%, their corresponding financial bid shall be opened and the lowest financial bid shall be awarded the contract after undergoing financial negotiations if need be. After the evaluation of technical bid is completed, the client shall notify those firms whose bid did not secure the qualifying mark or were considered non- responsive, and the submitted bids shall be retained by DDA. The firms that have secured the qualifying mark above 65% shall simultaneously be notified indicating the date and time set for opening the Financial Bid. The financial bid of technically qualified firms shall be opened and recorded publicly in the presence



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of the firms' representative who chooses to attend. The Dzongkhag Tender Committee (DTC) shall determine whether the Financial Bids are complete and correct without any clerical errors. The tender committee after rigorous scrutiny establish the final evaluated financial bid.

The decision of the Tender Committee of the DDA shall be final and binding and reserve the right to reject any or all the tenders without assigning any reason thereof.

- 6. Performance Security:** The successful bidder upon being awarded the work shall deposit 10% (ten percent) of the contract amount as performance security in the form of Bank Draft / Bank Guarantee / Cash Warrant issued by a recognized financial institution in Bhutan, drawn in favour of the Dzongdag, Dzongkhag Administration Dagana, DDA before signing of the contract. The performance security shall be refunded/returned to the consulting firm only after satisfactory completion of the assignment. Bid Validity should be for 6 months or otherwise as stated.

The Bid shall be valid for only three months from the date of submission of the bid document and no price variation shall be entertained during the course of the consultancy tenure.

**8. Payment Terms The terms of payment shall be as follows:**

- i. The first 30% of the total contract price shall be paid to the firm after the signing of the contract to enable them to mobilize necessary resources for the assignment in lieu of Bank Guarantee.
- ii. The remaining 70% of the total contract price shall be paid after the successful completion of the proposal submitted to DDA and the report is presented to NECS for acceptance. The Final report should be acceptable to the DDA and NECS. 2% of the billed amount would be deducted as TDS while realizing the payment after submission of final report.
- iii. Liquidated damage as per the existing RGOB rules would apply if the firm fails to deliver the assignment on the stipulated time.

- 9. Management and Reporting:** The consultant shall report to the Dzongkhag Engineering Sector (DE) of Dagana Dzongkhag Administration.

**10. Key Deliverables**

Draft Environmental Impact Assessment Report for Dagapela LAP  
Final Environmental Impact Assessment Report Dagapela LAP



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Environmental Management Plan for Dagapela LAP

The report should be submitted to DDA with copy to NECS for reviewing and MoWHS for information

11. **References:** Up to two references from similar past assignment shall shall be required
12. **Travel:** All envisaged travel cost must be included in the financial proposal.
13. **Other matters:** The DDA retains its right to accept or reject the proposals without any reasons and cancel the procurement service, if it deems so
14. For any clarification, contact Dzongkhag Engineer, Mr. Jamyang Dorji at 17601361 or [jdorji@dagana.gov.bt](mailto:jdorji@dagana.gov.bt) or Dzongkhag Environment Officer, Mr Karma Dorji at 77374069 or [karmadorji1@dagana.gov.bt](mailto:karmadorji1@dagana.gov.bt)
15. Endrosed Terms of Reference (ToR) for conducting EIA for LAP is attached as ToR for conducting EIA for Dagapela LAP endorsed by NECS