
Government of NCT of Delhi

Bid Document

“STUDY TO ASSESS THE IMPACT OF FINANCIAL ASSISTANCE PROVIDED BY DELHI PARKS AND GARDENS SOCIETY TO RWAs/NGOs/SOCIETIES FOR MAINTAINING AND DEVELOPING PARKS AND GARDENS WITH THE OBJECTIVE TO INCREASE THE GREENERY IN DELHI”

**Planning Department
GNCTD
6th Level, B-Wing,
Delhi Secretariat, I.P.Estate,
New Delhi-110002
05.06.2023**

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Factsheet: Bids Inviting Document for the “Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi”

1	Tender ID	No.18(190)/2022-23/Monit./Plg./
2	Tender date	05.06.2023
3	Bid issued by	Planning Department, GNCTD
4	EMD	The EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft OR Fixed Deposit Receipt or Bank Guarantee issued by any Nationalized/Scheduled Commercial bank in favour of DDO, Planning Department, GNCTD, payable at New Delhi, and should be valid for 90 days beyond the date of bid submission
5	Performance Bank Guarantee (PBG)	Bank Guarantee as mentioned in Appendix IV
6	Nodal Officer for correspondence and clarification	
i	For Administrative clarification	Smt. Sushma Sharma ,Assistant Director Email: delhibudget@gov.in Phone No. 9871295680
ii	For Technical clarification	Sh. Shri Chand Sharma , Consultant (Hort.) Contact No.: 9971117165, 011-23392736
7	Language of Proposal	Proposals should be submitted in English language only
8	Validity of Proposal	Proposals must remain valid for 180 days after the submission date
9	Pre-Bid Conference for queries etc.	14.06.2023 at 11.00 AM
10	Last date of Financial Bid submission	30.06.2023 by 15.00 hours
11	Opening of Financial Bid	30.06.2023 at 15.30 hours

Chapter 1: Instructions to Bidders

PREPARATION OF PROPOSAL

i. Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by PLANNING DEPARTMENT, GNCTD to facilitate the evaluation process or all such activities related to the bid process.

PLANNING DEPARTMENT, GNCTD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

ii. Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language duly attested by the Bidders is to be submitted. For purposes of interpretation of the Proposal, the English translation shall govern.

The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

CONSORTIUM

Consortium or sub-letting is not allowed for the evaluation study.

FINANCIAL BID EVALUATION

- A. The Bid without valid Earnest Money Deposit will not be considered.
- B. The Bidder with lowest financial bid (L1) will be awarded the evaluation study.
- C. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- D. The bid price in INR should include all taxes & levies.
- E. Any conditional bid would be rejected.
- F. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- G. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- H. Financial Bids that are less than 30% of the average bid price and more than three times of average bid price will be disqualified (the average bid price is computed by adding all Financial Bid Values of all the qualified bidders excluding minimum and maximum financial bid and dividing the same by number of such bidders).

APPOINTMENT OF SUCCESSFUL BIDDER

Award Criteria

PLANNING DEPARTMENT, GNCTD will award the evaluation study to the successful bidder.

Right to Accept Any Proposal and To Reject Any or All Proposal(s)

PLANNING DEPARTMENT, GNCTD reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for PLANNING DEPARTMENT, GNCTD action.

Performance Guarantee

PLANNING DEPARTMENT, GNCTD will require the selected bidder to provide an irrevocably, unconditionally Performance Bank Guarantee, within 5 days from the Notification of award, for a value equal to 10% of total contract value. The Performance Guarantee shall contain a claim period of sixty days beyond the date of completion of all contractual obligations. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of evaluation study. In case the selected bidder fails to submit performance guarantee within the time stipulated, PLANNING DEPARTMENT, GNCTD at its discretion may cancel the order placed on the selected bidder without giving any notice. PLANNING DEPARTMENT, GNCTD shall invoke the performance guarantee in case the selected Agency fails to discharge their contractual obligations during the period or PLANNING DEPARTMENT, GNCTD incurs any loss due to Vendor's/Agency's negligence in carrying out the project implementation as per the agreed terms & conditions.

Award of work

After PLANNING DEPARTMENT, GNCTD notifies the successful bidder that its proposal has been accepted, PLANNING DEPARTMENT, GNCTD shall issue a letter for award of work with terms and conditions.

Agency may submit its proposal along with EMD in sealed envelope super-scribed as **“Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi”** should be sent at the following address:

Director (Plg.),
Planning Department, GNCTD,
6th Level, B Wing, Delhi Secretariat, IP Estate
New Delhi 110002

- Last date of submission of bid (in the format enclosed) shall be 15.00 hours on 30.06.2023
- The Financial Bid will be opened at 15.30 hours on 30.06.2023.

Planning Department, GNCTD will not be responsible for any delay of submission/ delayed delivery of the bids under any circumstance. If the last date for submission of bid is declared a holiday by the Government, then the same can be submitted on the next working day before 15.00 hours. Bids receiving after the due date & time will not be considered.

Chapter 2: Conditions of Contract

The other general terms and conditions applicable to assignment under this Scheme will be:

- i) The assignment should be completed within the time stipulated in the agreement. 1% penalty for everyday of delay will attract in either of the two milestones i.e (i) Completion of survey and interviews and (ii) Submission of draft report. The Planning Department, GNCTD, if finds appropriate, may condone the penalty after recording the reasons in writing thereof.
- ii) The Government shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- iii) The total fee for the study as agreed with the organization will include GST and other taxes, if any, and the liability of payment of the taxes will be of the agency conducting the study.
- iv) The data & draft/ final reports and the contents thereof would be the intellectual property of the Government and would not be used/published by the agency/vendor.
- v) If the performance of the agency/vendor during the course of the study is not found to be satisfactory, the work award can be terminated and the performance guarantee will be invoked and the amount already paid to the agency/vendor will be recovered as per extant rules.
- vi) The raw data/ processed data/ findings should not be disclosed by the agency/vendor to any third party.
- vii) The raw data/ processed data/ findings shall be submitted to the Government.
- viii) Planning Department, GNCT of Delhi reserves the right to reject any proposal without assigning any reason thereof.

Chapter 3: Documents Required

The willing agency may submit proposal along with following documents :

1. Certificate of registration of agency.
2. Filled in form at Appendix I (Particulars of Bidder).
3. The EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft OR Fixed Deposit Receipt (FDR) or Bank Guarantee issued by any Nationalized/Scheduled Commercial bank in favour of DDO, Planning Department, GNCTD, payable at New Delhi, which should be valid for 90 days from the date of bid submission.
4. Amount quoted in the format at Appendix II (Price Bid) to conduct study should be in a sealed envelope. **It should be inclusive of all applicable taxes.**

Chapter 4: Specifications and allied technical details

1. OBJECTIVE OF SURVEY

Delhi Government is providing Grant –in-aid to Delhi Parks and Garden Society (DPGS) under the scheme of “Delhi Park & Garden Society”. Delhi Government has formed a Society namely Delhi Parks and Garden Society for management of parks and gardens in National Capital Territory of Delhi.

Objective of DPGS are :-

- To maintain parks and gardens of Delhi.
- To involve RWAs/NGOs/Societies, in maintaining and developing parks of Delhi, with the objective to increase the greenery in Delhi.
- To provide financial assistance to RWAs/NGOs/Societies for maintenance and development of parks and gardens and setting up of decentralised STP in Delhi based on NOC from the concerned Land Owning Agency and area MLA.
- Provide secretarial assistance to Wetland Authority of Delhi, being nodal agency of water bodies.

The purpose of this study is :-

- To assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi.
- To focus on the problems or requirement of NGOs/RWAs/Societies facing to maintaining and developing parks and garden for increasing greenery of Delhi.
- To suggest the ways & means about how public can also contribute in making Delhi greener than earlier.
- To suggest the problems facing in setting up decentralized STP in Delhi based on NOC from the concerned Land Owning Agency and area MLA.

2. METHODOLOGY OF SURVEY

Government has decided to conduct a study to analyze the RWAs/NGOs/Societies perception towards their contribution in making Delhi green. Such research study helps to gain important insights of RWAs/NGOs/Societies perception towards effectiveness of financial assistance provided by DPGS to them.

Therefore, the study will be conducted through personal interview of RWAs/NGOs/Societies who get financial assistance from DPGS for maintaining and developing parks and garden of Delhi and setting up of decentralized STP in Delhi. Personal interviews will also be conducted from general public at large who use these parks and gardens maintained by these RWAs/NGOs/Societies. The surveyor collecting the information may also record his/her findings/ observations during the visits. Accordingly, three questionnaires are designed to understand the perceptions of RWAs/NGOs/Societies, general public and surveyors.

There should also be a survey of nearby non-funded parks which may be identified by the surveyor on his own. 10 such parks may be surveyed by the surveyor in each district of Delhi.

The data shall be collected digitally and it shall be made available to Government on real time basis and time stamped collection. The agency shall also make provision for back check of survey data of at least 5% of samples through physical/remote mode.

The Lat-Long may also be captured while conducting the field survey. In addition, the photographs of the parks/ gardens visited along with their Lat-Long may also be captured while conducting the field surveys.

3. SAMPLING DESIGN

It is proposed to study the problems and requirement of all RWAs/NGOs/Societies in maintaining and developing parks and Gardens of Delhi. An effort may also be made to record the perceptions of general public visiting these parks and gardens. The surveyor collecting the information may also record his/her findings/ observations during the visits.

There are 368 RWAs/NGOs/Societies and 1560 parks which are maintained and developed by these RWAs/NGOs/Societies. The total cover area of these parks is 518 acres during 2021-22. Total number of free distributed plants are 2,90,257 in the year 2021-22

First schedule has been designed for each of those RWAs/NGOs/Societies who are getting financial assistance from DPGS. Survey of all 368 RWAs/NGOs/Societies will be conducted from two respondents (One respondent being the president of RWAs/NGOs/Societies and the other being its member).

The second schedule is designed for general public at large using the parks and gardens maintained by these RWAs/NGOs/Societies. General public will be interviewed regarding their visits to funded as well as non-funded parks/gardens.

The third schedule is for the surveyor collecting the information for recording his/her findings/ observations during the visits to funded as well as non-funded parks/gardens. Therefore, there should also be a survey of nearby non-funded parks which may be identified by the surveyor on his own. 10 such parks may be surveyed by the surveyor in each district of Delhi, i.e. there may be a total of 110 such parks/gardens for 11 districts of Delhi.

Therefore, the agency should plan to conduct a total of 2648 surveys through 03 schedules designed for the purpose as per the plan given below :-

Schedule No.	Parks/ Gardens (a)	No. of respondents (b)	No. of surveys (a)x(b)
I	368 (RWAs Funded)	2 (01 president and 01 member)	736
II	368 (RWAs Funded)	3 General Public	1104
	110 (Non- Funded)	3 General Public	330
III	368 (RWAs Funded)	01 Surveyor	368
	110 (Non- Funded)	01 Surveyor	110
TOTAL			2648

The survey would be based on the above-stated schedules appended herewith which would be canvassed to the RWAs/NGOs/Societies and general public. The schedules have been prepared in consultation with scheme implementing Department. The Department may also assist the team of surveyors during its visit to the aforesaid list of parks and gardens.

4 PROPOSED TEAM COMPOSITION

The survey team would comprise of minimum 12 surveyors (either Graduates & above or Intermediate with at least 3 years survey experience) with each completing 12 survey per day in the span of 20 days including buffer period to cover the total sample size. Minimum 01 supervisor would be engaged to head a group of 6 surveyors (i.e. total number of supervisors required shall be 02) to streamline and monitor the survey ensuring that it is conducted smoothly as per requirement.

12 Surveyors	X 12 Surveys each day	=	144 Surveys
144 Surveys	X 20 days	=	2880 Surveys

5.TIMELINE

Sl.No.	Particulars	Deadline	Time Period
1	Launching of RFP/ Bid	05.06.2023	-
2	Last date to send pre-bid queries through email	09.06.2023	04 Days
3	Pre-Bid Conference for queries etc.	14.06.2023	05 Days
4	Last date for submission of financial bids	30.06.2023	16 Days
5	Opening of financial bids	30.06.2023	Same day
6	Signing of Agreement with selected agency	17.07.2023	17 Days
7	Finalization of Questionnaire and set up of mobile/ web application for field survey	24.07.2023	07 Days
8	Training & Piloting of the survey. Modification of schedule based on feedback.	31.07.2023	07 Days
9	Completion of field work	21.08.2023	21 Days
10	Data Scrutiny & Cleaning	25.08.2023	04 Days
11	Compilation and Analysis of data and submission of draft report	14.09.2023	20 Days
12	Submission of Final Report	Within 10 days of providing of comments by Planning Department	

SCHEDULES FOR SURVEY

Three questionnaires/schedules have been designed as below :-

- I- First schedule has been designed for each of those RWAs/NGOs/Societies who are getting financial assistance from DPGS. Survey of all 368 RWAs/NGOs/Societies will be conducted from two respondents (One respondent being the president of RWAs/NGOs/Societies and the other being from its member).
- II- The second schedule is designed for general public at large using the parks and gardens maintained by these RWAs/NGOs/Societies. General public will be interviewed regarding their visits to funded as well as non-funded parks/gardens.
- III- The third schedule is for the surveyor collecting the information for recording his/her findings/ observations during the visits to funded as well as non-funded parks/gardens. Therefore, there should also be a survey of nearby non-funded parks which may be identified by the surveyor on his own. 10 such parks may be surveyed by the surveyor in each district of Delhi.

“Draft” schedules are appended to the RFP while final approved schedules will be handed over at the time of signing of contract after consultation with selected agency and concerned Administrative Department.

Chapter 5: Payment Terms & Schedule

TERMS OF PAYMENT:

The payment plan is as under:-

Particular	Payment Plan
a. After Signing of Agreement	10% of award cost
b. After completion of Survey	20% of award cost
c. After Submission /Presentation of Final Report	70% of award cost

EARNEST MONEY DEPOSIT (EMD)

Bidders shall deposit the EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft or Fixed Deposit Receipt or Bank Guarantee issued by any Nationalized/Scheduled Commercial bank in favour of DDO, Planning Department, GNCTD, payable at New Delhi, and should be valid for 90 days beyond the date of bid submission.

“As per Rule 170 of GFR 2017, Bid security (Earnest Money) is to be obtained from the Bidders except “Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small & Medium Enterprises (MSME) or are registered with Central Purchase Organization or the concerned Ministry/Department”.

EMD of all unsuccessful bidders would be refunded by PLANNING DEPARTMENT, GNCTD within 30 days of the notifying the bidder as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.

The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

The EMD may be forfeited:

- a) If a bidder withdraws its bid before selection of successful bidder.
- b) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this bid document.

Chapter 6: Contract Form

Government of N.C.T. of Delhi
Planning Department
6th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002

F.No.18(190)/2022-2023/Monit/Plg/

Dated:-

From

Director (Planning)
 Planning Department, GNCT of Delhi

To

Qualified Bidder

Subject : Award of Contract “Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi”

Sir,

With reference to your letter no..... Dated, Planning Department, GNCT of Delhi is pleased to accept your offer **“Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi”**

On the price quoted quoted by you. Acceptance of this offer constitutes an agreement between name of qualified bidder and the Director (Planning).

The agreement is for the **“Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi”** for all the terms and conditions specified in the Bid document.

Through this agreement, you are requested to submit an irrevocable, unconditional Performance Bank Guarantee, within 5 days from the issue of this letter, for a value equal to 10% of total contract value and start the evaluation study as per the schedules provided to you.

This letter shall form a part of the agreement. A duplicate copy of this award letter is enclosed herewith. This letter may be returned duly signed along with each page of bid document to this office as a token of acceptance and acknowledgment within seven days of issuance of award of work along with the above indicated Performance Bank Guarantee.

Yours faithfully,

(Vijendra Singh Rawat)
Director (Planning)

Copy for information to:

1. PS to Hon’ble Dy. Chief Minister, GNCTD
2. PS to Pr. Secretary (Planning), GNCTD
3. PS to Secretary (Planning), GNCTD
4. JD (Monit), Planning Department, GNCTD
5. JD (Admn.), Planning Department, GNCTD
6. DDO/AO, Planning Department, GNCTD
7. Guard Files

Chapter 7: Other Standard forms

APPENDICES

Appendix I

Particulars of the Bidder

S.No.	Information Sought	Details to be Furnished
1	Name and complete address of the bidding Agency	
2	Local address, if any, of the bidding agency (In NCR)	
3	Incorporation status of the agency (public limited / private limited, etc.)	
4	Year of Establishment of agency	
5	Name, Address, email, Phone nos. and Mobile Number of Contact Person(s) with designation	
6	No. of evaluation study reports submitted till date	
7	No. of evaluation study conducted for Govt./PSUs	
8	Whether the agency has done any similar evaluation study, please specify	
9	Name the latest evaluation study report carried out by the agency	
10	Name the surveys/studies in hand with agency at present	

Appendix II

Price Bid

To,
The Director,
Planning Department, GNCTD,
 6th Level, B Wing, Delhi Secretariat, IP Estate
New Delhi 110002

Date

Dear Sir,

I/We hereby submit our price bid for the Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi.

Particulars	Cost of project for the “Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi”
Total Price in INR (in figures)	
Total Price in INR (In Words)	

- **The amount shall be considered as final ‘price’ quoted by the bidder. This will be including all the taxes, duties, cess, levies etc.*

Authorized Signature & Seal:

Name and Title of Signatory:

Name of Firm:

Address:

Appendix III

Financial Bid Covering Letter

To

The Director,
Planning Department, GNCTD,
6th Level, B Wing, Delhi Secretariat, IP Estate
New Delhi 110002

Subject: Submission of the Financial Bid for the “Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi”.

Dear Sir/Madam,

We, the undersigned, offer to provide the services for “Study to assess the impact of financial assistance provided by Delhi Parks and Gardens Society to RWAs/NGOs/Societies for maintaining and developing parks and gardens with the objective to increase the greenery in Delhi” in accordance with your Request for Financial Proposals. This amount mentioned in financial proposal is inclusive of all taxes, duties, cess and levies.

1. PRICE AND VALIDITY

- All the prices mentioned in our Tender are in accordance with the terms as specified in the letter. All the prices and other terms and conditions of this Bid are valid for the period of 180 calendar days from the date of opening of the Bid.
- We hereby confirm that our prices include all taxes and levies.

2. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in financial bid inviting letter.

3. SUBMISSION OF DOCUMENTS

We confirm having submitted the documents/information as required by you in your financial bid inviting letter. In case you require any other further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

4. PERFORMANCE BANK GUARANTEE

We, hereby, declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in financial bid inviting letter. We understand you are not bound to accept any Proposal you receive. We, hereby, declare that our proposal is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief. We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,

Yours sincerely,

Authorized Signature & Seal:

Name and Title of Signatory:

Name of Firm:

Address:

Appendix IV

Performance Bank Guarantee

To
Director,
Planning Department, GNCTD,
 6th Level, B Wing, Delhi Secretariat, IP Estate
New Delhi 110002

WHEREAS _____ (Name of bidder) has undertaken, Agreement No. _____ dated, _____ 2019 _____ (Description of Services) hereinafter called "the Agreement".

AND WHEREAS it has been stipulated by you in the said Agreement that the agency/firm/company selected shall furnish you with a Bank Guarantee by a nationalized bank/scheduled commercial bank for the sum specified therein as security for compliance with the performance obligations in accordance with the Agreement.

AND WHEREAS we have agreed to give the agency/firm/company a guarantee:-

THEREFORE, WE (Name of the Bank), hereby, affirm that we are Guarantors and responsible to you, on behalf of firm (herein after referred to "the Second Party" up to a total of _____ (Amount of the guarantee in Words and Figures) and we hereby absolutely undertake to immediately pay you, upon your first written demand declaring the Second Party to be in default under the Agreement and without cavil or argument, any sum or sums within the limit of _____ as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the _____ day of _____.

This Bank Guarantee shall be **irrevocable, unconditional** & shall incorporate in accordance with the laws of India.

We represent that this Bank Guarantee has been established in such form and such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

Date Signature and Seal of Guarantors

Address:

Appendix V

Schedules

**PLANNING DEPARTMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

QUESTIONNAIRE FOR RWAs/NGOs/Society(ies)

“STUDY TO ASSESS THE IMPACT OF FINANCIAL ASSISTANCE PROVIDED BY DELHI PARKS AND GARDENS SOCIETY TO RWAs/NGOs FOR MAINTAINING AND DEVELOPING PARKS AND GARDENS WITH THE OBJECTIVE TO INCREASE THE GREENERY IN DELHI”

[1] Description identification			
1.	Type of Organization a) RWA b) NGO c) Co-operative Society	2.	Name of RWA/NGO/ Society:
3.	Registered address of RWA/NGO/ Society:	4.	Registration No.:
5.	Name of informant :	6.	Contact No. of Informant:
7.	Email ID of informant:	8.	Gender of Informant: a) M b) F c) other
9.	Designation of informant : a) President b) Member	10.	Qualification: a) Upto primary b) Upto secondary c) Graduate d) Post Graduate e) other
11.	Age of informant in Years :		

DELHI PARKS AND GARDEN SOCIETY (RWAs/NGOs/SOCIETY(IES)) QUESTIONNAIRE

1. Location of the Park/ Garden ?(Specify Lat Long also) _____
2. Land owing Agency/ Department of the park ?
 - a) MCD
 - b) NDMC
 - c) DDA
 - d) PWD
 - e) Delhi Jal Board
 - f) Delhi Cantonment Board
 - g) DUSIB
 - h) I&FC
3. No(s) and size of the park (in Acres) ?

1. _____
2. _____
3. _____
- .
- .
- .
25. _____

4. Have you received financial assistance from DPGS during the current year ?

- Yes
- No

5. Did you receive financial assistance during previous year?

- Yes
- No

6. In which year did you receive financial assistance for the first time _____?

7. For how many years you have received the grant during the last five years? _____

8. If not received, what was the reason?

- Not applied.
- Rejected by DPGS due to non maintenance of park
- Non availability of NOC from owning agency
- Non supply of requisite documents/ Accounts
- Any other reason (Pl. Specify)

9. What major works/ expenditure are done by you under this scheme?

Activity	Percentage of Expenditure
Plantation	
Maintenance of parks/gardens <ul style="list-style-type: none"> ➤ Cleaning of parks ➤ Grass Cutting ➤ Pruning of trees and plants ➤ Watering 	
Purchase of Seeds/ Seedlings	
Purchase of Manures/fertilisers	
Salary of Mali/Gardener	

Purchase of tools, equipments, pipes etc.	
All of the above	
Any other work carried out. (Specify)	

10. No of Saplings/ plants received ?

Year	Trees	Seasonal flowers/ Plants
Current year		
Last Year		

11. Did you receive free saplings/ plants during the current year from DPGS Nursery _____ ?

12. How many Mali/gardeners have been deployed in your park/garden _____ ?

13. How satisfied are you from DPGS ? (Please Tick)

	Satisfied	Dissatisfied
Registration of RWAs/NGOs/ Society under the scheme		
Online submission of application for Annual Grant		
Amount of Grant received		
Time taken to release the grant		
Maintenance Support by DPGS		
Behavior of DPGS Staff		
Supply of Saplings free of cost		
Overall Scheme of DPGS		

14. What is your suggestion for the grant you receive during a year?

- Should increase (Upto Rs _____)
- Should reduce (Upto Rs _____)
- Amount is OK (Specify Amount)

15. Do you have suggestion for improvement in this scheme?

- No suggestions at all
- Amount Should increase
- Scope for meeting expenditure incurred should increase in :-
 - Wages of Malis/ Labourer
 - Seeds/ Seedlings
 - Tools
 - Manure
 - Grassing

- Process of registration/applying for grant should be made easier
- No. of documents required for of registration/applying for grant should be reduced
- If any other, Please specify _____

16. Are you aware of STP Scheme of DPGS ?

- Yes
- No

17. Are STP(s) installed in your Park/garden or not?

- Yes
- No

18. If not, have you applied for one time financial assistance for setting up of decentralized STP in your Park/garden?

- No
- Yes

19. Are you facing problem in setting up of STP in your Park/garden?

- Yes
- No
- If Yes, Pl Specify.

DRAFT

PLANNING DEPARTMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

QUESTIONNAIRE FOR PUBLIC USING PARK

"STUDY TO ASSESS THE IMPACT OF FINANCIAL ASSISTANCE PROVIDED BY DELHI PARKS AND GARDENS SOCIETY TO RWAs/NGOs FOR MAINTAINING AND DEVELOPING PARKS AND GARDENS WITH THE OBJECTIVE TO INCREASE THE GREENERY IN DELHI"

[1] Description identification			
1.	Name of informant	2.	Contact detail:
3.	Park name :	4.	NGO/RWA/Society name maintaining park :
5.	Gender: a) M b) F c) other	6.	Age Group: a) Less than 10 b) 10-25 c) 26-60 d) Above 60
7.	Qualification: a) Upto primary b) Upto secondary c) Graduate d) Post Graduate e) other	8.	Income Group (Rs. per annum): a) Less than 1 lakh b) 1 to 5 lakh c) More than 5 lakh
9.	Occupation: a) Self Employed b) Service (Pvt.) c) Service (Govt.) d) Household e) Student f) other		

DELHI PARKS AND GARDEN SOCIETY (PUBLIC) QUESTIONNAIRE

1. How often do you visit the park?
 - a. Regularly
 - b. Occasionally
 - c. If Occasionally, please specify reason _____

2. Are you aware that RWAs/NGOs is getting grant from DPGS for maintaining and developing the park ?

- a. Yes
- b. No

3. Do the park have adequate number of benches/seats/chairs?

- a. Yes
- b. No

4. Are the trails/ pathways maintained regularly?

- a. Yes
- b. No

5. Is Washroom Facility available for :-

	Men	Women	Transgender
Yes			
No			

6. Are there facilities for PWDs like Ramps, washroom etc?

- a. Yes
- b. No

7. Are the washrooms clean and maintained periodically?

- a. Yes
- b. No

8. Is there adequate facility for drinking water?

- a. Yes
- b. No

9. Does the park have required number of dustbins ensuring adequate cleanliness?

- a. Yes
- b. No

10. Is proper greenery maintained in this park eg. Grass-cutting, watering, manuring etc ?

- a. Yes
- b. No

11. Are seasonal flowers planted in the park ?

- a. Yes
- b. No

12. If proper trimming/ shaping of hedge done regularly?

- a. Yes
- b. No

13. If proper trimming/ shaping of shrubs/ trees is done regularly?

- a. Yes
- b. No

14. Are CCTV installed inside park/Garden premises?

- a. Yes
- b. No

15. Is there proper lightings available inside park/Garden?

- a. Yes
- b. No

16. Any suggestion to improve the present condition of parks?

**PLANNING DEPARTMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

QUESTIONNAIRE FOR SURVEYOR

“STUDY TO ASSESS THE IMPACT OF FINANCIAL ASSISTANCE PROVIDED BY DELHI PARKS AND GARDENS SOCIETY TO RWAs/NGOs/SOCIETY(IES) FOR MAINTAINING AND DEVELOPING PARKS AND GARDENS WITH THE OBJECTIVE TO INCREASE THE GREENERY IN DELHI”

[1] Description identification			
1.	Name of surveyor	2.	Contact detail:
3.	Park name :	4.	NGO/RWA name maintaining park :

DELHI PARKS AND GARDEN SOCIETY (SURVEYOR) QUESTIONNAIRE

1. Is grant in respect of this park/garden being received?
 - a. Yes
 - b. No

2. If not, the park/garden is maintained by?
 - a. DDA
 - b. MCD
 - c. NDMC
 - d. Any Other (Please specify)

3. If not received, what was the reason?
 - Not applied.
 - Rejected by DPGS due to non maintenance of park
 - Non availability of NOC from owning agency
 - Non supply of requisite documents/ Accounts
 - Any other reason (Pl. Specify)

4. Does the park have required number of dustbins ensuring adequate cleanliness?
 - a. Yes
 - b. No

5. Is proper greenery maintained in this park eg. Grass-cutting, watering, manuring etc ?
 - a. Yes
 - b. No
6. Are seasonal flowers planted in the park ?
 - a. Yes
 - b. No
7. If proper trimming/ shaping of hedge done regularly?
 - a. Yes
 - b. No
8. If proper trimming/ shaping of shrubs/ trees is done regularly?
 - a. Yes
 - b. No