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REQUEST FOR PROPOSAL

NIT No. ⁸²⁹³/RFP/RMC/2016-17, Raipur

Dated: 22/10/2016

Raipur municipal corporation Request For Proposal (RFP) from qualified and experienced firms for the following work

S.No.	Name of the Work	Due date and time for Submission of Proposal
1	Selection of Project Management Consultant (PMC) for Identified projects of Raipur municipal corporation.	11-11-2016 at 15.00 hrs

The RFP documents can be downloaded from www.nagarnigamraipur.nic.in. Modification/Amendment/Corrigendum, if any, shall not be advertised in the newspapers but shall be published in the website only.


Commissioner
Municipal Corporation Raipur
(C.G.)

REQUEST FOR PROPOSAL

for

Selection of Project Management Consultant

for

Financial Viability and Project Structuring of

identified Projects by

Raipur Municipal Corporation

September, 2016

ISSUED BY:



Raipur Municipal Corporation

Head office building, kalibadi , near mahila police thana, Gandhi maidan
Raipur , (C.G.)

Disclaimer

- A The information contained in this Request for Proposal ("RFP") document provided to the Bidder(s), by or on behalf of Raipur Municipal Corporation (hereafter referred as “**Authority**”)or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

- B The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for Authority, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

- C Authority may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

- D The issue of this RFP does not imply that Authority is bound to select a Bidder or to appoint the Selected Bidder and Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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REQUEST FOR PROPOSAL (RFP)
for
Selection of Project Management Consultant for Financial Viability and Project Structuring of identified projects by Raipur Municipal Corporation

1. General

Raipur Municipal Corporation, a local body for governance provides the entire basic requirement to the citizens of Raipur. The main functions of the Nagar Nigam are construction & maintenance of roads, management of electricity supply & water supply, in addition to its construction of health centres, educational institutes, schools and periodic maintenance of the houses. In addition to taking the responsibility of constructing basic civic infrastructure, flyovers, and roads, it is also developing recreational centres such as museums, community halls and parks.

2. Background

Raipur Municipal Corporation has identified number of projects of commercial area redevelopment, multilevel parking area, fruit and vegetable market redevelopment and new commercial / recreational area development etc. With the objective of providing upgraded facilities to users, better management and services to end users, Authority is envisaging development of identified projects on suitable PPP or other mode.

To take the Project forward, the Authority, is now inviting Request for Proposal (RFP) from the reputed Consultants to act as Project Management Consultant to undertake financial feasibility study, understand and address their concern regarding the project, undertake project structuring and support the bid process for selection of contractor / PPP operator for implementation of identified projects.

3. Brief description of the Selection Process

The Authority has adopted a two stage selection process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in Clause 18.1. Based on this technical evaluation, a list of qualified applicants shall be prepared as specified in Clause 18.2. In the second stage, a financial evaluation will be carried out as specified in Clause 18.3. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 18.4. The first ranked Applicant (the “Selected Applicant”) shall be called for negotiation, if necessary, while the second ranked Applicant will be kept in reserve.

4. Sale of Invitation for RFP Document

Rs. 5,000/- (Rupees Five Thousands only) (non-refundable) in the form of Demand Draft in favour of “Commissioner, Raipur Municipal Corporation”, issued by any Scheduled Bank in India towards the cost of RFP Document is to be submitted along with the proposal. An Applicant is eligible to submit only one RFP for the Assignment.

5. Earnest Money Deposit

Proposal would need to be accompanied by an Earnest Money Deposit for an amount of Rs. 1,00,000/- (Rupee One lakhs only) in the form of a Demand Draft in favour of “Commissioner, Raipur Municipal Corporation”, payable at Raipur issued by any scheduled bank and payable at Raipur. EMD shall be returned to the unsuccessful Bidders within a period of one month from the date of signing of Consultancy Agreement between Authority and the Successful Bidder. EMD submitted by the Successful Bidder shall be released upon execution of the Consultancy Agreement and furnishing of Performance Security.

EMD shall be forfeited in the following cases:

- a. if any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; and
- b. If the successful Bidder fails to execute the Consultancy Agreement within the stipulated time or any extension thereof provided by Authority.

6. Schedule of Bidding Process

Authority shall endeavour to adhere to the following schedule

Event Description	Date
Date of Issue	22/10/2016
Proposal Submission Date	11/11/2016
Opening of Technical Proposals	11/11/2016
Opening of Financial Proposals	Will be informed in due course of time

All communications including the submission of RFP should be addressed to:
Commissioner, Raipur Municipal Corporation

.....
.....

7. Project process

7.1 Methodology

This will vary for each output. However, recommendations should be based on (i) Analysis of the situation; (ii) Best Practice elsewhere; (iii) Financial Assessment based on the Raipur context, as well as dialogue and consensus between representatives of business, Government as well as civil society.

7.2 Working Conduct

The consultants will work in close association with Authority which is the implementing agency to take this work forward and the nodal agency for implementation of identified projects along with improved services the citizens of Raipur.

8. Eligibility Criteria

Basic Requirement	Specific requirement	Documents required
Legal Entity	The bidder should be a single Business Entity. (Any kind of consortium is not allowed) For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act 1956, or a partnership firm registered under the relevant and prevailing law relating to partnership in India, and operating for the last 10 years in Business Consulting as of March 31, 2016.	Certificates of Registration/ Incorporation.
Financial Capacity	The bidder should have a minimal annual turnover of INR 50.0 Crore from Indian operations in business consulting services in each of the previous three financial years (FY 13, 14 and 15)	Certificate from statutory auditor and audited financial statements for the three previous financial years.
Technical Capacity	The applicant shall have national/ international experience in providing consultancy services for PPP transaction advisory (for National or State Governments) in the development of at least five (5) infrastructure projects of at Least INR 100 Crore each (Rupees two hundred crore) in last 5 years <ul style="list-style-type: none">Out of the 5 assignments at least 3 should be completed.	Completion Certificate issued by the Authority. The Authority reserves the right to ask for Letter of Award/ Agreement duly certified by the authorized signatory of the bidding company and Completion certificate at a later date.

Basic Requirement	Specific requirement	Documents required
	<p>The bidder should have done at least 2(Two) Project Management Consulting project of at least 12 months duration with Central/State Governments/ Union Territory in India in last 5 year, in each of the following areas:</p> <ul style="list-style-type: none"> • Infrastructure/ PPP/Real Estate Transaction advisory • Program Management & Implementation support /PMU for Government/PSU 	<p>Completion Certificate issued by the Authority. The Authority reserves the right to ask for Letter of Award/ Agreement duly certified by the authorized signatory of the bidding company and Completion certificate at a later date.</p>

- 8.1 The Applicant should submit a Power of Attorney, as per the format. However, In case the Proposal is signed by an authorized signatory on behalf of the bidder, a copy of appropriate resolution certified by Company Secretary conveying such authority may be enclosed in lieu of the power of Attorney.
- 8.2 Any entity which has been barred by the Central/State Government in India or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal.

9. Team Requirements

- 9.1 Consultants will be required to provide required qualified personnel including experts in the relevant sector such as, public-private partnership, investment promotion, urban/industrial infrastructure, policy issues, and financial analysis.
- 9.2 All the team members shall have necessary qualification and experience as described later in this document to accomplish all the services described herein within the prescribed time. The Consultant should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of Consultancy assignment described below in the Scope of Work. The successful bidder would be required to submit copies of certificates / degrees as per the qualifications of the team members.
- 9.3 Authority is seeking Advisor/ Consultant, which can bring together a team of professionals and sub-professionals capable of completing all aspects of the Consultancy assignment. This will require a high degree of management and technical expertise and experience directly related to structuring of Public Private Partnership for similar projects and other related aspects of the Project. Each of the Key Personnel must fulfil the Conditions of Eligibility specified below.
- 9.4 The total project team size is estimated at 4 core members and subject matter experts' along with variable team of consultants which may be required to be

stationed at Raipur Municipal Corporation during the duration of services. The project Team will be stationed at Authority's office or Consultant's office.

S.#	Expert	Qualification and Experience	Total Man Months requirement
1	Project Manager (Urban Infrastructure Expert)	<p>Qualification: Master degree in Planning/Engineering/ Management</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 10 years of work expertise in urban sector 	2
2	Finance and Procurement Expert	<p>Qualification: MBA/CA/CFA or equivalent</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 8 years of work expertise in PPP or Urban infrastructure sector transactions 	2
3	Consultant (Real Estate Expert)	<p>Qualification: MBA / M.Tech / CA or equivalent</p> <p>Experience: Minimum 3 years of expertise in Urban/Real estate/Infrastructure projects</p>	6
4	Consultant Project Development (Infrastructure)	<p>Qualification: BE / B.Arch/B Plan</p> <p>Experience: Minimum 5 years of expertise in field of urban and real estate sector</p>	6

10. Duration of services

The duration of Project Management Consultancy support will be for Twelve (12) Months from the date of signing of agreement. Authority has right to extend the term in discussion with consultant for another Six (6)Months or period as agreed mutually with increase in quoted remuneration by 10% annually. The Consultant should submit the bid for 12 months period.

11. Scope of services

A. Background

Raipur Municipal Corporation has identified number of projects of commercial, parking, recreation nature around the city and wants to appoint Project Management Consultant to assist the Authority in financial and project structuring per the terms and condition o

The list of identified project is as under:

S.No.	Name of the project	Type of Development	Sector
1.	Development of Shastri Market	Revenue enhancement through advertisements & other models	Commercial & Parking
2.	Development of Jawahar Market	Revenue enhancement through land & property	Commercial & Parking
3.	Development of Crystal Arcade	Redevelopment & Retrofitting projects	Commercial
4.	Any other project in RMC's interest	Better O&M of resources through global & best practices in PPP	

B. Objective

The objective of assignment is to appoint Project Management Consultant to assist Authority in conceptualising, financial analysis, project structuring and investor reach out on identified projects. Consultant will be responsible to undertake technical and financial viability assessment, assessment of total project cost, project structuring along with project implementation structure and assistance in bid process management.

C. Scope of work

I. Broad Scope of services

The consultant will carry out the work for Raipur Municipal Corporation in consultation with Authority / committee concerning the project. The broad scope of work of consultant will include but not limited to the following:

1. Review and conceptualisation of the project
2. Review of Conceptual / Architectural and Project cost prepared by the Authority
3. Market and demand Assessment for identified project
4. Assessment of Technical and financial viability of the project
5. Project Structuring and assistance in bid process management.

II. The detail scope of work

The detail scope of work along with the activities is detailed out below.

- **Conceptualisation**

As a first step the Consultant will obtain and review all the data and reports related to the project provided by the authority and assess the infrastructure to prepare the approach and development plan for the project.

- **Demand & Market Assessment**

The scope would include:

- a. **Demand Assessment:** Undertake a study in order to be able to forecast demand reliably during the tenor of the concession.
- b. **Assessment of Risk:** The analysis of various risks affecting to the project location, demand, construction, revenue
- c. **Market Analysis:** This analysis will help to determine the present and proposed lease rate / rentals for various commercial properties, parking rates for two, four and other commercial vehicles which can be accommodated in the proposed project.

- **Project Cost & Revenue Assessment**

This will include following:

- a. **Determining Construction Cost¹**

Costs will assessed on established industrial practices or plinth area basis for Civil structure and utilities such as Power, Sewerage & Water Supply, Area Lightning, communication facilities etc.

- b. **Assessment of Total Project Cost**

The total project cost will be based on the costs as ascertained above and the expected implementation schedule and will comprise:

- Construction Cost
- Preliminary and preoperative cost
- Environment and Social impact mitigation cost
- Interest during construction

- c. **Assessment of Operation & Maintenance Cost**

This will include Cost towards manpower, utility, rent, taxes, overheads, property management etc.

- d. **Determining Project Revenues**

Consultant should conduct the market survey for Real Estate and other Commercial utilities being provided to the Project, which will help in developing an acceptable Revenue Schedule. If found necessary, the Consultant should explore additional avenues such as franchising the land, advertising and other value added services.

- **Financial Analysis of the Project**

¹ The detail project cost along with BoQ if required will be prepared by the Authority.

Consultant should undertake a detailed financial assessment of the Project and generate detailed financial projections through the life of the concession. The financial analysis will determine the expected cash flows of the Project – and subsequently to assess their sensitivity to various scenarios.

- **Project Structuring**

This will include following:

- a. **Development of Business Plan:**

The detailed "Business Plan" will include details on revenue and service pricing, operating cost structure and capital expenditure. Further, it will recommend the optimal financial structure for the Project. The plan will also outline the steps necessary to mobilize funds from ongoing central or state government schemes, capital markets, domestic financial institutions, banks etc.

- b. **Review of Regulatory Framework:**

The review of Regulatory Framework is an essential pre-requisite to the successful implementation of the Project. Consultant should outline the existing regulation and indicate the need for changes / modification, if any.

- c. **Risk Assessment, Allocation and Mitigation Plan**

Commercialization of public infrastructure requires mapping of risks relating to Project Implementation, Financing and Operations. Based on this risk assessment Consultant should establish a "Risk Allocation and Mitigation Plan".

- d. **Development of Contractual Framework**

Consultant should provide all commercial inputs for developing the Contract / Concession Agreement.

- **Bid Process Management**²

This will include:

- a. **Contractor/Operator Selection Methodology**

Consultant, in consultation with Authority and other stakeholder should develop a rigorous and a transparent Operator Selection Methodology and bid documentation based on the best industry practices. Consultant will also assist the Authority in getting the required approval from the concern Authority / Empowered committee as per the finalised selection methodology.

- b. **Assistance to Authority in preparation of Bidding Documents**

² The responsibility of legal vetting of all bid documents will lie on Authority

As per the finalised and approved bidding methodology the Consultant should prepare the RFQ and RFP document.

c. Bid Evaluation

The Consultant would assist Evaluation Committee of the Authority, in the evaluation of the received proposals from various private sector players.

It is suggested to consultant to share their deliverables and work plan in detail, as part of the technical proposal. However consultant will be required to submit inception report with detail work plan within 15 days which will be mutually agreeable with Authority.

12. Project Delivery Framework

A. Delivery Schedule

The authority will prioritise the project to be taken up for the financial assessment and project structuring. The project delivery schedule for each prioritise project are as follows:

S.No.	Submission	Time Frame from The date of Identification
1	Submission of Draft Financial Assessment and Project Strutting Report	2.0 Months
2	Submission of Final Financial Assessment and Project Strutting Report incorporating the Authority’s suggestion and inputs	3.0 Months
3	Submission of Draft Bid Document	4.0 Months
4	Submission of Final Bid Documents	4.5 Months
5	Assistance to authority in bid process management for selection of contractor / PPP partner	As per the requirement

Note: Apart from the above deliverables the consultant will also assist the Authority in getting required approval from competent authority for PPP projects.

B. Availability of Key Personnel & Substitution

The Applicant shall offer and make available all Key Personnel meeting the requirements specified in clause 9.4 above. Substitution of key expert will, however, be permitted once in sixth month in exceptional circumstances if the Key Expert is not available for reasons of any incapacity or due to health, subject to equally qualified and same experienced personnel being provided to the satisfaction of the Authority. If the consultant doesn’t replace the key personnel as per requirement of the client, then the penalty shall be equivalent to 15 days professional fee quoted against the key expert shall be imposed by the client.

C. Liquidated Damages for delay

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 0.2% (zero point two per cent) of the Agreement Value per day, subject to a maximum of 5% (five per cent) of the Agreement Value shall be imposed and shall be recovered by appropriation from the consultancy fee or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

13. Financial Proposal

The Applicant shall submit the financial proposal for the project in the prescribed format given as under:

Format for financial proposal

S. No.	Description	Amount in INR
1	Total lump sum fee for the duration of Six Months as per the man months requirements	

Note:

- a) Payment terms shall remain strictly as indicated above. Fee shall be quoted as a fixed amount in Indian Rupees. Conditional proposal shall be summarily rejected.
- b) Rates quotes are exclusive of Service Taxes, which will be paid as applicable.
- c) Payment Terms shall be monthly against the invoice raised by the selected consultant.
- d) Financial Score Computation Financial bid will be evaluated on the basis of Lump-sum amount quoted in the financial bid.
- e) The proposed fee will include all components such as travelling, local travelling, cost (if any) for collection of all required data etc.

14. Terms and Conditions

- 14.1** The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal
- 14.2** All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).
- 14.3** Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.

- 14.4 Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by Authority may lead to rejection of the Applicant's proposal in its entirety.
- 14.5 Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the Consultant the appropriate tax deduction certificate evidencing payment of such taxes.
- 14.6 The Consultant shall submit to Authority one (1) hard copies of the final output envisaged in the Scope of Services for each identified project including the required Bid Documents.
- 14.7 In case of difference in Original and copy of submission the Original shall prevail.

15. Contents of the Proposal

Once submitted, the proposal, including the composition of the consulting team, cannot be altered without prior written consent of Authority. The proposal should be submitted in two sets one original and one copy in the prescribed formats as under:

Technical Proposal

FORM TECH-1: LETTER OF PROPOSAL SUBMISSION with Power Of Attorney

FORM TECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TOR

FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN

FORM TECH-5: TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

FORM TECH-6: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FORM TECH-7: INFORMATION REGARDING ANY CONFLICTING ACTIVITIES

Financial Proposal

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION LETTER FORM FIN-2:

FORMAT FOR FINANCIAL PROPOSAL

Standard Format for submission of the Proposal are enclosed with this RFP Brief description of the submission of the proposal is given as under:

a. Transmittal Letter and Title Page

Include a transmittal letter containing a brief statement of the respondent's understanding of the work to be done and an indication of positive interest in performing this work for Authority.

b. Table of Contents

Include a Table of Contents listing the various sections included in the proposal

c. Proposal Contents

Each Consultant must include in the proposal an Executive Summary that summarizes important features of the proposal, brief description of the Consultant's approach to the scope of work, a description of the project team, and a description of how the proposed team meets the requirement set forth in this RFP. The Executive Summary should not be more than 2 to 3 pages.

d. Services and Work Plan

The proposal should include a work plan describing the services, approach and methodology proposed for accomplishing the scope of work. The proposed phasing of the project should be discussed. The proposal should be sufficient in detail to allow an objective analysis of the firm's capabilities and envisioned work plan in comparison with competing firms. Discuss the roles and responsibilities of the project team.

e. Qualifications and Experience

The proposal must supply information concerning the qualifications and experience of the proposed project team for this assignment.

f. Power of Attorney

An authorized person of the firm shall sign the proposal, on behalf of the firm. The Power of Attorney of the authorized person should be on stamp paper duly notarized or Board resolution should be submitted along with the proposal. All necessary forms and statements for the various miscellaneous provisions explained in this document must be completed, properly signed, and submitted with the proposal.

g. Undertaking regarding conflict of Interest

Consultant must submit an undertaking clearly indicating that they or their associates will not participate directly or indirectly in submitting bid on behalf of the Private Entrepreneur so that there will not be any conflict of interest.

h. Proposal Validity Period

Proposal Validity Period must be minimum 180 days from the Proposal Due Date.

16. Submission of Proposals

The Consultants are required to submit sealed Technical Proposal and separately sealed Price proposal. Two separately sealed envelopes containing „**Technical Proposal**’ and **‘Financial Proposal**’ shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "**Proposal for Selection of Project**

Management Consultant for identified project of Raipur Municipal Corporation". Each proposal (Technical and Financial separately) shall be **hard bound and serially numbered**. Loose bound and non- serial numbered proposals shall be summarily rejected. Financial figures shall be **laminated/ covered with transparent adhesive tape**.

Written responses to the RFP must be prepared as specified to form, content, and sequence as stated in earlier sections of this Request for Proposals. No additions or changes to a proposal shall be allowed after the submittal date.

It shall be deemed that by submitting the RFP, the Applicant has:

- a) made a complete and careful examination of the RFP document;
- b) received all relevant information requested from AUTHORITY;
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information
- d) provided in the Invitation for RFP document or furnished by or on behalf of AUTHORITY;
- e) satisfied itself about all matters, things and information, necessary and required for
- f) submitting an informed RFP and performance of all of its obligations there under;
- g) acknowledged that it does not have a Conflict of Interest; and
- h) agreed to be bound b y the undertaking provided by it under and in terms hereof.

Authority shall not be liable for any omission, mistake or error on t he part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this Invitation for RFP document or the Selection Process, including any error or mistake therein or in any information or data given by Authority.

17. Amendment of Invitation for RFP document

- a) At any time prior to the deadline for submission of RFP, Authority may, for any reason, modify this Invitation of RFP document by the issuance of Addendum.
- b) Such Addendum to this Invitation of RFP document shall be posted by Authority on its official website and shall be binding on all Applicants.
- c) In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, AUTHORITY may, in its sole discretion, extend the RFP Due Date.

18. Other Conditions for Submission of RFP

- a) The RFP with all accompanying documents and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this Invitation for RFP document. No supporting document or printed literature shall be submitted with the RFP unless specifically asked for and in case of any of these documents are in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the RFP, the translation in English shall prevail.
- b) The currency for the purpose of this Invitation of RFP document shall be the Indian Rupee (INR).
- c) The Applicant shall provide all the information sought under this Invitation for RFP document. Authority would evaluate only those RFPs that are received in the specified formats and complete in all respects.
- d) Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the Invitation for RFP document. Failure of Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of Authority thereunder.
- e) In case it is found during the evaluation or at any time before short-listing and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith. No separate notice in this regard shall be issued and Authority shall not be liable in any manner whatsoever to the Applicant.
- f) Conditional bids will be rejected. Any conditional discounts by Applicant shall not to be taken into account for the purpose of evaluation.
- g) The Applicants shall submit the RFP in hard bound/spiral binding. Each page of the submission shall be signed or initiated by the Authorized Representative of the Applicant.
- h) The completed RFP must be delivered on or before the specified time on RFP Due Date. RFPs submitted by fax, telex, telegram or e-mail shall not be entertained
- i) The RFP shall be made in the formats specified in this Invitation for RFP document. Any attachment to such formats must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents
- j) RFPs received by Authority after the specified time on RFP Due Date shall not be eligible for consideration and shall be summarily rejected outright.
- k) No modifications will be allowed in the proposals once submitted
- l) Authority reserves the right to reject any RFP which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of such RFPs

- m) Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising Authority in relation to or matters arising out of, or concerning the Selection Process.
- n) Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or Authority.
- o) The Selection Process shall be governed by and construed in accordance with the laws of India and the Courts at Raipur shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- p) Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - a. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - b. Consult with any Applicant in order to receive clarification or further information;
 - c. Retain any information and/or evidence submitted to AUTHORITY by, on behalf of and/or in relation to any Applicant; and/or
 - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant
- q) Upon the occurrence of any Force Majeure Event the period set forth for the Project Completion Date shall be extended by a period equal in length to the duration of the Force Majeure Event
- r) Any Dispute which is not resolved amicably by conciliation, Arbitration shall be held in accordance with the provisions of relevant acts

19. Evaluation and Selection process

19.1 Evaluation of Technical Proposal

- a. In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Applicants whose Technical Proposals score 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (**S_T**).
- b. The scoring criteria to be used for evaluation shall be as follows:

S#	Criteria	Maximum Marks																
A	Financial Criteria	10																
	B. The bidder should have a minimal annual turnover of INR 50.0 Crore from Indian operations in business consulting services in each of the previous three financial years (FY 13, 14 and 15)	10																
B	Technical Criteria Marks Distribution	40																
i)	The applicant shall have national/ international experience in providing consultancy services for PPP transaction advisory (for National or State Governments) in the development of at least five (5) infrastructure projects of at Least INR 100 Crore each (Rupees two hundred crore). <ul style="list-style-type: none"> • Out of the 5 assignments at least 3 should be completed. • Experience of successful completion of transaction in Chhattisgarh State is also desirable. 	20																
ii	The bidder should have done at least 2(Two) Project Management Consulting project of at least 12 months duration with Central/State Governments/ Union Territory in India in last 5 year, in each of the following areas: <ul style="list-style-type: none"> • Infrastructure/ PPP/Real Estate Transaction advisory • Program Management & Implementation support /PMU for Government/PSU 	20																
C	Marks for Experts	30																
	<table border="1"> <thead> <tr> <th>S.#</th> <th>Expert</th> <th>Qualification and Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Project Manager (Urban Infrastructure Expert)</td> <td> Qualification: Master degree in Planning/Engineering/ Management Experience: <ul style="list-style-type: none"> • Minimum 10 years of work expertise in urban sector </td> <td>10</td> </tr> <tr> <td>2</td> <td>Finance and Procurement Expert</td> <td> Qualification: MBA/CA/CFA or equivalent Experience: <ul style="list-style-type: none"> • Minimum 8 years of work expertise in PPP or Urban infrastructure sector transactions </td> <td>10</td> </tr> <tr> <td>3</td> <td>Consultant (Real Estate Expert)</td> <td> Qualification: MBA / M.Tech / CA Experience: </td> <td>5</td> </tr> </tbody> </table>	S.#	Expert	Qualification and Experience	Marks	1	Project Manager (Urban Infrastructure Expert)	Qualification: Master degree in Planning/Engineering/ Management Experience: <ul style="list-style-type: none"> • Minimum 10 years of work expertise in urban sector 	10	2	Finance and Procurement Expert	Qualification: MBA/CA/CFA or equivalent Experience: <ul style="list-style-type: none"> • Minimum 8 years of work expertise in PPP or Urban infrastructure sector transactions 	10	3	Consultant (Real Estate Expert)	Qualification: MBA / M.Tech / CA Experience:	5	
S.#	Expert	Qualification and Experience	Marks															
1	Project Manager (Urban Infrastructure Expert)	Qualification: Master degree in Planning/Engineering/ Management Experience: <ul style="list-style-type: none"> • Minimum 10 years of work expertise in urban sector 	10															
2	Finance and Procurement Expert	Qualification: MBA/CA/CFA or equivalent Experience: <ul style="list-style-type: none"> • Minimum 8 years of work expertise in PPP or Urban infrastructure sector transactions 	10															
3	Consultant (Real Estate Expert)	Qualification: MBA / M.Tech / CA Experience:	5															

S#	Criteria				Maximum Marks
			Minimum 3 years of expertise in Urban Sector/Real Estate/Infrastructure projects		
	4	Consultant Project Development (Infrastructure)	Qualification: BE / B.Arch /B Plan Experience: Minimum 5 years of expertise in field of urban and real estate sector	5	
D	Approach & Methodology <ul style="list-style-type: none"> • Understanding the requirement • Project Approach and Methodology • Team Composition and support of experts 				20
	Total Marks				100.00

19.2 Qualification of Applicants

Applicant(s) whose Technical Score is more than the score specified in Clauses 18.1 shall be qualified and short-listed for financial evaluation in the second stage. However, if the number of such prequalified Applicants is less than 2 (two), the Authority may, in its sole discretion, pre-qualify the Applicant(s) whose Technical Score is less than the score specified in Clauses 18.1 provided that in such an event, the total number of qualified and short-listed Applicants shall not exceed 2 (two).

19.3 Evaluation of Financial Proposal

- a. In the second stage, the financial evaluation will be carried out as per this Clause 18.3. Each Financial Proposal will be assigned a financial score (S_F) as specified in Clause 18.3(c).
- b. For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- c. The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (F_M) will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M/F$$

(F=Amount of Financial Proposal)

19.4 Combined and Final Evaluation

- a. Proposals will finally be ranked according to their combined technical (**S_T**) and financial (**S_F**) scores as follows:

$$S = S_T \times T + S_F \times F$$

Where, **T_w** and **F_w** are weights assigned to Technical Proposal and Financial Proposal that shall be **0.80** and **0.20** respectively.

- b. The Selected Applicant shall be the Applicant having the highest combined score. The second highest Applicant shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Applicant withdraws, or fails to comply with the requirements as per the RFP.

19.5 Last date for submission of proposal

Last Date for Submission of Proposal.....11/10/2016..... The Authority will not consider any proposals received after the time and date mentioned in the document. All proposals should reach office of Managing director, AUTHORITY before designated time. The address for submission will be as following:

Technical Proposal - Standard Forms

FORM TECH-1 : LETTER OF PROPOSAL SUBMISSION

[Location, Date] To:

Name & Address of the Competent Authority

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment for Project Management Consultant for identified projects of Authority in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope. 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.

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 Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

POWER OF ATTORNEY
(On Stamp paper of relevant value)

Know all men by these presents, We..... (name and address of the registered office) do hereby constitute, appoint and authorise Mr/ Ms.....(name and residential address) who is presently employed with us and holding the position of a s our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our RFP for selection as Selection of Feasibility and transaction consultant for Project Management Consultant including signing and submission of all documents and providing information/responses to AUTHORITY in all matters in connection with our Applicant for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the Day of 2016 Accepted

For

Name & signature

(Name and designation of the person(s) signing on behalf of the Applicant)

FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

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

B - Consultant's Experience

[Using the format below, provide information on each Assignment for which your firm, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment similar to the ones requested under this Assignment (If possible, the employer shall specify exact assignment / job for which experience details may be submitted).]

1. Firm's name:

1	Assignment name:
1.1	Description of Project
1.2	Approx. value of the contract (in Rupees):
1.3	Country:
1.4	Location within country:
1.5	Duration of Assignment (months) :
1.6	Name of Employer:
1.7	Address:

1.8	Total No of staff-months of the Assignment :
1.9	Approx. value of the Assignment provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):
1.11	Completion date (month/year):
1.12	Name of associated Consultants, if any:
1.13	No. of professional staff-months provided by associated Consultants:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment provided by your staff within the Assignment:
	Note: Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH-3 COMMENTS AND SUGGESTIONS ON TOR

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Inputs and Facilities to be provided by the employer

[Comment here on Inputs and facilities to be provided by the Employer to consultants including: administrative support, office space, Domestic transportation, equipment, data, etc.]

FORM TECH-4 APPROACH, METHODOLOGY AND WORK PLAN

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,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment, approach to the Assignment, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the 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.

b) Work Plan. The consultant should **propose and justify** the main activities of the Assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), 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. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) Organization and Staffing. The consultant should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENT

Professional Staff

Sr. No.	Name of Staff	Name of Firm	Area of Expertise	Position / Task assigned for this Assignment

FORM TECH-6 CV OF PROPOSED PROFESSIONALS

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other 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 ten 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 (see format here below): 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]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

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

Name of Assignment/job or 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.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

**FORM TECH-7 INFORMATION REGARDING ANY CONFLICTING
ACTIVITIES AND DECLARATION THEREOF**

We hereby declare that our firm, or our associate / group are not indulged in any such activities which can be termed as the conflicting activities. 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 Firm:

Address:

Financial Proposal - Standard Forms

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To,
(Name & Address of the Authority)

Dear Sir,

We, the undersigned, offer to provide Project Management Consultancy for identified projects of Authority 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]. (Service Tax as applicable shall be charged separately). We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection 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.

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 Firm:

Address:

FORM FIN-2
FORMAT FOR FINANCIAL PROPOSAL

S. No.	Name of Expert	Total Man Month	Fees for One Man month (in INR)	Total Man-month Fee
	A	B	C	D=B*C
1	Project Manager (Urban Infrastructure Expert)	4.0		
2	Finance and Procurement Expert	4.0		
3	Consultant (Real Estate Expert)	12.0		
4	Consultant (Infrastructure)	12.0		
	Total lump sum fee for the services			

Authorized Signature:.....

Name:

Designation

Name of firm:.....

Address:.....