

Request for Proposal (RFP)

**Inviting Proposals for Engaging Project Management Consultant (PMC) for
Assisting the Department in Implementation of
Scheme for Cluster Development Program
for Pharma Sector (CDP-PS).**

**Department of Pharmaceuticals (DoP)
Ministry of Chemicals and Fertilizers
Shastri Bhavan, New Delhi-1.**

Department of Pharmaceuticals (DoP) Ministry of Chemicals and Fertilizers has come up with a Cluster Development Programme for Pharma Sector (CDP-PS) under the XII Five Year Plan to increase the competitiveness, easy access to standard testing facilities and value addition in the domestic pharma industry especially to SMEs through creation of common world class facilities. The details of the scheme are available on the official website link of the Department i.e. <http://pharmaceuticals.gov.in/CDP-PS.pdf>.

2. Projects under CDP-PS would be sanctioned to upgrade infrastructure in industrial Estates/Parks/Areas and Greenfield projects. However, PRIORITY would be given to upgrade infrastructure in an existing cluster over a Greenfield cluster. The scope will cover components that are need based and identified through a diagnostic study under Detailed Project Report which will be validated by stakeholders.

3. Department of Pharmaceuticals (DoP) invites proposals for “Engaging Project Management Consultant (PMC) for CDP-PS from interested and technically qualified professional agencies. The proposal is required to be prepared as per the format given in the RFP. The proposal must be accompanied by non-refundable processing fees of INR 1000/- (INR One Thousand Only) and an Earnest Money Deposit (EMD) of **INR 250000/(INR Two Lakhs Fifty Only) in the form of separate DD drawn in favour of P&AO, DoP payable at New Delhi.**

4. The proposal shall be evaluated first on mandatory Technical parameters and shortlisted bidders who qualify on technical terms, only their financial bids would be opened for consideration of final award of contract. The RFP may also be downloaded from the Departments website at the link: <http://pharmaceuticals.gov.in>.

5. The proposals should be addressed to the official mentioned below. The complete and unconditional proposals should reach to the address below on or before **03:00 PM of 12.12.2014**.

6. A pre bid meeting will be held on **26.11.2014 at 03:00 PM** for more details on important deadlines, refer to the detailed RFP and the Summary Sheet. For any further details, the undersigned may be contacted.

Under Secretary to the Government of India

PI-II Section

Room No.347, Shastri Bhawan

New Delhi-110001. Tel: 23071162

Summary Sheet:

S.No.	Particulars	Timelines
1.	Issue of RFP	17.11.2014
2.	RFP Document Fee (Non Refundable)	INR 1000/-
3.	Earnest Money Deposit	INR 2,50,000/-
4.	Last Date, Time and Address for submission of proposal	12.12.2014 before 03:00 PM in Room No. 347, A Wing, Shastri Bhawan, New Delhi-110001
5.	Pre Bid Meeting	26.11.2014 at 03:00 PM in Conference Room, 2 nd Floor, A-Wing, Shastri Bhavan, New Delhi.
6.	Date, Time and Venue of opening of Technical Bids	12.12.2014 at 03:00 PM in Room No. 347, A Wing, Shastri Bhawan, New Delhi-110001
7.	Date, Time and Venue of opening of Financial Bids	22.12.2014 at 03:00 PM in Conference Room, 2 nd Floor, A-Wing, Shastri Bhavan, New Delhi

1. Background

The Cluster Development Program for Pharma Sector (CDP-PS) visualizes important roles of Project Management Consultant (PMC) as per paragraph 9n of the CDP-PS Scheme. The PMC is also required to provide monitoring support by way of building up a strong web enabled reporting mechanism, with documentary and visual inputs and also to carry out both technical and financial appraisal of the project. Other details of the roles of PMC can be perused in the scheme available at <http://pharmaceuticals.gov.in/CDP-PS.pdf>.

2. Terms of References (ToR) for appointment of PMC

To assist DoP in general, streamlining projects accorded in principle approval under CDP-PS and also in online monitoring of these projects as per broad guidelines as illustrated below:

i. Handholding in launching and implementing the scheme:

- (a) Sensitisation of the industry/ potential beneficiaries on the scheme and its benefits.
- (b) Formulating evaluation criteria for selection of Projects based on the received proposals
- (c) Carry out a field visit to each of the In-principle approved applicant(s).
- (d) During this visit, to appraise the DPR indicating financial viability, commercial sustainability and socio-economic impact for according final approval to the projects through extensive stakeholder discussions including interaction with key beneficiaries to understand their requirements and ascertain the appropriateness of the project components proposed and the overall project concept.
- (e) Undertaking the evaluation of the final DPRs received by the Department under CDP-PS. The appraisal will include location and sector analysis, review of cost estimates, viability of the proposed business plan including appropriateness of revenue streams, commercial sustainability and socio economic impact. O&M plan, environmental impact and compliance with requirements for final approval.
- (f) Assisting DoP in according final approval to the projects in checking correctness of DPR and documents on the basis of physical

verifications at the project site and related documents and also evaluation of any amendments to the project/DPRs.

- (g) Monitoring the project development status in starting the project especially availability of land, pre-empting delays/complications that may arise in submission of DPRs and provide guidance to the projects.
- (h) Provide guidance in formation of a SPV, in execution of Share Subscription Agreement (SSA) in accordance with the model SSA drafted by the PMC. Also to assist the SPVs in selection of agencies/experts for various services such as capacity building, business development, technical, engineering, in developing suitable O&M framework for making it more effective and enforceable so as to ensure that there is no conflict of interest and provide other need based advisory services to the SPV in effective implementation of the scheme.
- (i) Assist DoP in formulating a suitable strategy for implementation of the scheme, its periodical monitoring the progress of the projects and disbursement and utilisation of funds to the SPVs through web based technology.
- (j) In achieving financial closure for the project to enable the successful completion of the project.
- (k) All the requirements for final approval of the project are to be completed by the PMC within six month of the in-principle approval of the project. Which of the above steps are essential for approval can be deliberated in detail with the PMC selected.

(ii) Release of Funds

PMC will assist SPV and DoP in preparing documents for release of funds in accordance with the scheme guidelines and also verify the progress at the Site including the documents submitted by the SPV and recommend release of installment. This task need to be completed by PMC in a time bound manner within 2 weeks from reference by DoP.

(iii) Monitoring the projects under MIIUS

- (a) PMC will establish a web based monitoring mechanism for capturing physical and financial progress with documentary and visual inputs for each approved component and will monitor the same on a periodic basis. Server support will be provided by DoP.

- (b) The PMC will submit the report on progress of the project in a mutually agreed format on monthly basis to DoP.
- (c) The PMC will do the screening of documents/reports/specific requests submitted by the SPV to the Department.
- (d) The above monitoring would be aimed for achieving timely completion of the project.

3. PMC Selection Criteria:

- (a) To accomplish the above terms of reference, PMC is expected to be a professional agency with a multi-disciplinary skill set for successful implementation of the scheme. The scheme requires skills related to project development, financial closure of large scale cluster infrastructure projects, bid process management, monitoring, evaluation and capacity building of clusters including functional institutional structures, and hence the need for a professional agency with experience in similar assignments. The above listed scope of work is indicative and not exhaustive. PMC's association with the SPV, in terms of handholding and contributing for making the contract effective and enforceable, will be such, so as to ensure that there will be no potential conflict of interest.
- (b) A two stage procedure would be adopted for evaluation of proposals i.e. **Pre-Qualification (Technical)** and **Financial Evaluation**. Selection of Consultant shall be first based on evaluation of technical parameters and financial bids of only shortlisted bidders' (who scores 70% or above marks in the technical evaluation) would be opened for final consideration of award of contract. The award of contract will be based on Cost Evaluation under Combined Quality Based Cum Cost Based System (CQCCBS) and technical scores would be assigned weightage of 30%.

3.1 Selection Criteria for Pre-qualification (Technical)

- (a) The institution/consulting Firm should have been in existence for a minimum of five years in India. Consortium of Institutions/Consulting Firms will not be allowed.
- (b) The bidder's turnover from consultancy in India should not be less than **Rs.10 crore in each of the last three financial years** (The bidder with larger turnover would be given weightage while evaluating the bid).

- (c) The bidder must have experience of assisting (in appraisal of DPR, handholding support, monitoring and release of central assistance) in at least one cluster or equivalent infrastructure development project costing Rs.10 crore or above sanctioned and implemented by Ministry/Department under Government of India or State Governments or other Multilateral Agencies/ Reputed Donor Agencies. The bidders would qualify for higher marks in case having experience of 3 or more clusters projects of the above size funded by GOI or State or Reputed Donor Agencies (World Bank/ADB/DFID etc) **OR** having experience in more than two Departments/Ministries of GOI.
- (d) The bidder must have experience of assisting at least one State Ministry/Department for carrying out diagnostic studies, need assessment etc. **OR** must have prepared at least one DPR for project of Rs.10 crore and above OR worked as a PMC (Project Management Consultant) for project size of Rs.10 crore and above.
- (e) The bidder should have an understanding and extensive experience of working with MSMEs having assisted central or state government in developing at least one cluster or equivalent with a focus on infrastructure **OR** Experience of Evaluation Study of at least one central scheme on Infrastructure or in MSME Sector.
- (f) The bidder should have experience in PPP transaction advisory with bid process management, financial modeling and selection of private entity in 03 projects with at least one successfully closed bid process management assignment for a Central Govt/State Govt/PSU.
- (g) The bidder should not have been blacklisted by any Central/State Govt institution. An undertaking (self-certificate) that the bidder has not been blacklisted by a Central/State Government Institution must be submitted.
- (h) The proposed PMC team should be multi-disciplinary including experienced professionals in water, environment, legal, company secretariat, chartered accountancy, project financing, civil engineering, mechanical engineering, architect/urban planning and capacity building.
- (i) The PMC should have MIS experts to monitor the projects and operate the monitoring system with minimum qualification of BCA or equivalent and should have experience in D'base and

project management for a period of three years. A certificate in this regard shall be submitted by the company.

- 4. Technical Evaluation:** To make the mandatory evaluation transparent, the following criteria shall be used to evaluate the technical bids:

S.No.	Evaluation Parameter	Maximum Marks	
1.	Relevant Experience of the Bidder		65
a.	Existence of the firm for minimum five years with turnover <ul style="list-style-type: none"> - Rs.10 crore - 10 Marks - Above Rs.10 crore - 5 additional marks (Max. Marks – 15 Marks)	15	
b.	The bidder must have experience of assisting (in appraisal of DPR, handholding support, monitoring and release of central assistance) in at least one cluster or equivalent infrastructure development project costing Rs.10 crore or above sanctioned under the scheme, implemented by Ministry/Department under Government of India or State Governments or other Multilateral Agencies/ Reputed Donor Agencies.. The bidders would qualify for 5 additional marks in case having experience in more than two Departments/Ministries of GOI. <ul style="list-style-type: none"> - 1 project under Ministry/Department of GOI: 10 marks - Experience in 2 or more Departments/Ministries of GOI: 5 additional Marks. (Max. Marks – 15 Marks)	15	
c.	Must have experience of assisting at least one State Ministry/Department for carrying out diagnostic studies, need assessment etc. OR must have prepared at least one DPR for project of Rs.10 crore and above OR worked as a PMC (Project Management Consultant) for project size of Rs.10 crore and above.	10	
d.	Should have experience in PPP transaction advisory with bid process management, financial modeling and selection of private entity – at least 03 projects with at least one successfully closed bid process management assignment	7.5	

	for a Central Govt/State Govt/PSU.		
e.	The bidder should have an understanding and extensive experience of working with MSMEs having assisted Central OR State Government in developing at least one cluster with a focus on infrastructure OR Experience of evaluation studies of atleast one central scheme on Infrastructure or in MSME Sector.	7.5	
f.	Experience of Bidder in monitoring of Projects on line (Web Based) – Experience in this area is to be elaborated alongwith documentary proof.	10	
2.	Qualifications and Relevant Experience of proposed team members.		35
a.	Team Leader with minimum 8 years' experience (should be full time employee with experience in project management of similar cluster infrastructure development scheme)- <u>Qualification and Experience of Team Leader should be mentioned.</u>	10	
b.	The proposed PMC team should be multi-disciplinary including experienced professionals in water, environment, legal company secretariat, chartered accountancy, project financing, civil engineering, mechanical engineering, architect/urban planning and capacity building (<u>Qualification and Experience including field of expertise of Team Members should be mentioned</u>).	15	
c.	Qualification, Experience and Capacity of MIS Personnel should be mentioned BCA or equivalent with 3 years relevant experience – 5 Marks; BE/MBA with 3 years relevant experience – 10 Marks.	10	
	Total		100

- Each Technical Proposal will receive a technical score based on the above mentioned evaluation criteria. Financial bids of only shortlisted bidders who score 70% or above marks in the technical evaluation would be opened for final consideration of award of contract. Further, the marks in technical evaluation will be given a weightage of 30% in the total score at the time of final evaluation while combining with the Financial bid which will have weightage of 70%. In case the bidder does not get 70% of marks in technical bid, his financial bid will not be considered and will not be opened. In other words, those Bids, not

satisfying the pre-qualification Technical criteria shall be rejected and their financial bids will not be opened for consideration.

- Documentary evidence for experience portrayed must be given. For the successfully completed PPP transaction advisory experience mentioned in point 1(d), the completion certificate must be attached. Lack of submission of documents shall lead to rejection of the bid.
- Assignments undertaken by the bidder only in India will be considered for the purpose of technical evaluation.

5. Criteria for evaluation of Financial Proposals:

The Financial Proposals of only those bidders who score more than 70% in the Technical Proposal shall be opened. The Financial Proposal should be %age of the approved central grant of the project cost inclusive of all expenses like travel, accommodation, out-of-pocket expenses, service tax on any other salutory levies etc. Formula to determine the scores for the Financial Proposals shall be as follows:

$S_f = (FL/F * 100)$, where S_f is the Financial Score. FL is the value of Lowest Commercial Bid. F is the price quoted ($F=FL$ for lowest bidder) in the bid under consideration. (Note: The lowest bidder would be awarded a financial score of 100 and other bidders would be given scores by the above formula w.r.t. the lowest bidder. The financial proposal should be unconditional.

6. Ranking of Proposals and Award of contract:

The contract will be awarded on the basis of Combined Quality Based Cum Cost Based System (CQCCBS). The Financial Proposal would be given a weightage of 70% and technical proposal would be given a weightage of 30%. On this basis, final score will be finalized and the highest scorer would be awarded the contract, simultaneously a panel of 2 other PMCs would be kept as standby to meet any eventuality due to cancellation of contract with the first bidder. The standby agencies may be awarded the work if they match the financial quote of the bidder selected initially.

The Department reserves the right to accept or reject any proposal at any time prior to award of contract order, without assigning any reasons and without

any liability. On written communication from the Department confirming appointment as PMC, the bidders will sign the contract within 15 days of such communication.

7. Payment to be based on achievements of Milestones of Sanctioned Projects.

Professional Fees which will be the %age of the approved project cost shall be paid to the PMC for services as and when rendered as per milestones given below:

Fee amount	Payment Milestones
20% Professional Fee	On final approval of the project by the Apex Committee and after release of 1 st installment of central grant.
35% Professional Fee	On release of second tranche of central grant to SPV
25% Professional Fee	On release of third tranche of central grant to SPV
20% Professional Fee	On completion of the project, after final verification report.

8. Criteria for Quoting Financial Bids.

- a) The fee quoted in financial bid should be in terms of percentage of approved central grant of the project cost inclusive of all expenses like travel, accommodation, out of pocket expenses, service tax on any other statutory levies etc. The Financial Proposal should be unconditional and valid for a period of 90 days from the date of submission. Payment by DoP would be made as per progress of projects approved by the Department under CDP-PS as indicated in paragraph 7 above.
- b) The Department reserves the right to accept or reject any proposal at any time prior to award of contract order, without assigning any reasons and without any liability.

9. Bidding process:

Technical and Financial bids are to be submitted simultaneously on the same day, the following are methodology/instructions for submission of bids. Bidders are requested to follow these; otherwise, the bid can be rejected.

- a. **Cover I:** Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks for Earnest

Money Deposit (EMD) amounting to **INR 2,50,000/- (INR two lakhs fifty thousands only)** payable at New Delhi, drawn in favour of Pay & Account Office, DoP.

- b. **Cover II:** Demand Draft for bid document processing fees of **INR 1000/- (INR One thousand only - 'non-refundable')** payable as above in case of EM D.
- c. **Cover III:** Technical Proposal as per Form 1-4. Every sheet and all forms complete in all respect shall be signed by the person/persons duly authorized to sign on behalf of the applicants. Any /all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory
- d. **Cover IV:** Financial Proposal as per Form 5-6. The fee quoted in financial bid should be in terms of percentage of approved central grant of the project.
- e. The above mentioned covers should be placed in a **Main Envelope (Cover)** and the bid should be submitted latest by (insert time, date and address)
The outer envelope should be superscripted as **"Proposal for PMC for CDP-PS" (Technical and Financial Bids).**

10. Technical Proposal

The Technical Proposal (Form 1-4) should be divided into the following sections:

- a) Technical Proposal cover letter
- b) Details of the Applicant: Brief profile of the firm along with the Audited Financial Statements for the last three financial years.
- c) Understanding of the Scope of work.
- d) State compliance to eligibility criteria listed in section 3 above. Please provide details of the work undertaken against each of the eligibility criteria and provide documentary evidence in respect of compliance.

- e) Detailed CVs of the personnel proposed to be part of the team for PMC as per Form 4

11. Financial Proposal

The Financial Proposal (Form 5-6) shall have the following.

- a) Financial Proposal cover letter as per Form 5
- b) Financial Proposal as per Form 6.

12. Conflict of Interest

Department requires that the PMC provides professional, objective, and impartial advice and at all times hold the Department's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The PMC will further not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Department.

13. Performance Guarantee

After selection of the suitable applicant for appointment as PMC, the amount of EMD shall be refunded to the unsuccessful bidders. The successful bidder shall also be refunded EMD once Performance Security is furnished by the firm@5% of value of the contract or total payment to be made to the PMC whichever is higher, by way of Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the commercial banks which shall be retained by the Department till the completion of the assignment.

14. Penalty Clause:

For non-performance/delayed performance, the Department may forfeit part or full Performance Guarantee submitted by the PMC at the time of award. The department reserves the right to terminate the contract in case PMC failed in its assigned responsibility and duties. Wherever time-schedule has been specified for a specific task; it requires strict adherence for the timeline. In case of delay, payment as specified in para 7, will be reduced by 0.5% for each week of delay while making payment against the prescribed milestone. Delay upto 3 days shall be treated as no delay for payment purpose; however delay beyond this would be treated as full one week.

15. Additional Information

- a) At any time prior to the last date for receipt of bids, the Department, may or any reason, whether at its own initiative or in response to a clarification requested by a prospective PMC, modify the RFP Document by an amendment. In order to provide the prospective PMC reasonable time in which to take the amendment into account while preparing their bids, the Department may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in this RFP.
- b) The Department shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and will be returned unopened to the applicant.
- c) The decision of the Department will be final and binding. .
- d) Every page and all forms complete in all respect shall be signed by the person/ persons duly authorized to sign on behalf of the applicants.
- e) The proposal shall be rejected if it is not contained as per specifications given in para 9, 10 and 11. Please note that the bid will be rejected outright

if it is not accompanied by the bid processing fees and EMD.

16. Last Date for submission

The proposal should reach DoP on or before **03:00 PM** of **12.12.2014** to Under Secretary to the Government of India, Room No. 347, Shastri Bhawan, New Delhi - 110001.

17.Clarifications, if any may be addressed to the above Officer

18.On written communication from the Department confirming appointment as PMC; the successful bidder will sign the contract within 15 days of such communication.

Form 1: Technical Proposal Cover letter

(On the Applicant's letter head)

Date:

To

Shri Raj Kumar,

Under Secretary to the Government of India,

Department of Pharmaceuticals,

Room No. 347, A-Wing, Shastri Bhawan, New Delhi -1

Subject: Technical Proposal for appointment of Project Management Consultant (PMC) for Cluster Development Program for Pharma Sector (CDP-PS)

Sir,

We, the undersigned, are pleased to submit our technical proposal for "appointment as Project Management Consultant (PMC) for Cluster Development Program for Pharma Sector (CDP-PS) in accordance with your RFP and vide your letter no. 31026/19/2013-PI-II dated 13th November, 2014.

We certify that the information provided in the proposal is true to the best of our knowledge and understand that any variation to the same may lead to rejection of our proposal.

We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

Yours sincerely,

Authorized Signatory (In full and initials)

Name and Title of Signatory

Name of the Firm

Address

Form 2: Format for Technical Proposal

1. Particulars of the Applicant:

- a. Name of the Firm
- b. Legal status (e.g. sole proprietorship or partnership):
- c. Country of incorporation:
- d. Registered address:
- e. Year of Incorporation:
- f. Year of commencement of business:
- g. Principal place of business:
- h. Name, designation, address and phone numbers of authorised signatory of the Applicant (Please enclose Power of Attorney):
 - i. Name
 - ii. Designation
 - iii. Company
 - iv. Address
 - v. Phone No.
 - vi. Fax No.
 - vii. E-mail address:

- 2. Relevant Experience as per 'Form 3'. Please provide documentary support for the same.
- 3. CVs of key personnel as mentioned in 'Form 4'
- 4. Turnover of the bidder for the last three years including balance sheets to support the same.

Form 3: Experience in handling infrastructure centric schemes/programmes/industrial parks/of Government of India Ministries/State Governments

Name of the Project	Project Location	Sponsoring Union Ministries/State Governments	Govt. grant	Project cost and Professional Fee received	Date of Start & Completion of the project	Description of the Services performed	Current status of the project	Any other information

Contracts of concerned Government Officials for all jobs mentioned above should be appended to the proposal.

Form 4: Curriculum Vitae (CV) for Key Personnel

Proposed Professional Staff

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity:

Nationality:

Membership in Professional Societies:

Details of Tasks in this Assignment

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation giving dates, names of employing organizations, title of positions held, and locations of assignments]

Languages:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member and authorized representative of the Firm]

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Form 5: Financial Proposal Cover Letter (on the Applicant's letter head)

Date:

To

Shri Raj Kumar,
Under Secretary to the Government of India,
Department of Pharmaceuticals,
Room No. 347, Shastri Bhawan, New Delhi-1

Subject: Financial Proposal for appointment of Project Management Consultant (PMC) for Cluster Development Program for Pharma Sector (CDP-PS)

Sir,

We, the undersigned, are pleased to submit our Financial proposal for "appointment as Project Management Consultant (PMC) for Cluster Development Program for Pharma Sector (CDP-PS) in accordance with your RFP and vide your letter no. 31026/19/2013-PI-II Dated 13th November, 2014.

We certify that the information provided in the proposal is true to the best of our knowledge and understand that any variation to the same may lead to rejection of our proposal.

Our Financial Proposal is unconditional and we acknowledge that any condition attached to the financial proposal shall result in rejection of our proposal. Our Financial proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity of the Proposal.

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

Yours sincerely,

Authorized Signatory (In full and initials)

Name and Title of Signatory

Name of the Firm

Address

Form 6: Financial Proposal (on the Applicants letter head)

Financial Quote inclusive of all types of taxes	
<u>In Figures as well as in words</u>	
i. Professional Fee in terms of percentage of central grant approved for the project	

Note:

1. No conditional proposals will be accepted.
2. In case of discrepancy in figures & words, rate quoted in words will be accepted.
3. This cost is inclusive of professional fee, travel, and boarding and lodging, communication and all other out of pocket expenses.
4. The Financial Proposal shall take into account all applicable expenses, tax liabilities and statutory levies. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under Financial Proposal.

Authorized Signatory (In full and initials)

Name and Title of Signatory

Name of the Firm

Address

Seal/ stamp of the Firm

Checklist of Documents to be attached with the Proposal

1. Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the commercial bank for INR 2,50,000/- towards EMD
2. Demand Draft for INR 1000/- towards RFP Document Fee (Non-Refundable)
3. Copy of the Incorporation/Registration Certificate of the firm
4. Pan Card of the firm
5. Technical Proposal
6. Financial Proposal
7. Documentary evidence in support of each point mentioned under para 3 (Eligibility) and Form 2 and Form 3.
8. Signature of the bidder or his/her authorized signatory on each page of the RFP