

**Request for Empanelment
of
Consulting Agencies/ Firms
for
Undertaking Feasibility Study, Project Viability &
Market Analysis for
Proposed Upcoming Development Projects
at
District Level Development Authority
Udham Singh Nagar, Uttarakhand**



**DISTRICT LEVEL DEVELOPMENT AUTHORITY
Udham Singh Nagar
1st Floor, Vikas Bhawan Complex, Rudrapur, US Nagar**

DISCLAIMER

The information contained in this Request for Empanelment document (“RFE”) or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the employer or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFE and such other terms and conditions subject to which such information is provided.

This RFE is not an agreement or an offer by the employer to the prospective Bidders or any other person. The purpose of this RFE is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFE. This RFE includes statements, which reflect various assumptions and assessments in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFE may not be appropriate for all persons, and it is not possible for the employer, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFE. The assumptions, assessments, statements and information contained in this RFE, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFE and obtain independent advice from appropriate sources.

Information provided in this RFE to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The employer, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFE or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFE and any assessment, assumption, statement or information contained therein or deemed to form part of this RFE or arising in anyway in this Selection Process.

The employer also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFE.

The employer may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFE.

The issue of this RFE does not imply that the Employer is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and the Employer reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the employer or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Employer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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Section 1: Letter of Invitation

To,

.....
.....

DLDA USN intends to “Empanel Consultants for Providing Consultancy Services for Undertaking Feasibility Study, Project Viability & Market Analysis for Proposed Upcoming Development Projects for various infrastructure development projects in DLDA USN jurisdiction”.

1.1 Proposal submissions must be received not later than the due date specified in the Schedule of Selection Process in the manner specified in the RFE document at the address given below.

Address for Communication: -

**Vice chairman,
DISTRICT LEVEL DEVELOPMENT AUTHORITY
Udham Singh Nagar
1st Floor Vikas Bhawan Campus, Rudrapur, US Nagar**

1.2 The Proposal shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the applicant must attest all erasures and alterations made while filing the proposal.

1.3 DLDA USN, RUDRAPUR shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. DLDA USN, RUDRAPUR reserves the rights to cancel, terminate, change or modify this procurement /Proposal Process and /or requirements of proposal stated in the RFE, without assigning any reason or providing any notice and without accepting any liability for the same.

1.4 The Proposal shall be valid for a period of not less than **180 days** from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.

1.5 Clarifications and Amendments if any to this RFE will be uploaded only in DLDA USN website www.ddausn.org.in

Yours sincerely,

**VICE CHAIRMAN,
DISTRICT LEVEL DEVELOPMENT AUTHORITY
Udham Singh Nagar
1st Floor Vikas Bhawan Campus, Rudrapur, US Nagar**

Section 2: Instructions to Consultants

1. Definitions

- (a) “**Employer**” means the Agency who have invited the bids for empanelment.
- (b) “**Consultant**” means any entity who have been requested to submit their proposals that may provide or provides the Services to the DLDA USN as per the requirement basis.
- (c) “**Government**” means the Government of Uttarakhand.
- (d) “**Instructions to Consultants**” (Section 2 of the RFE) means the document which provides Consultants with information needed to prepare their proposals, however the Consultants do their self-assessment prior to the submission of the proposal.
- (e) “**LOI**” (Section 1 of the RFE) means the Letter of Invitation being sent by the DLDA USN to the consultants.
- (f) “**Proposal**” means the Technical Proposal for Empanelment.
- (g) “**RFE**” means the Request for Empanelment prepared by the Employer for the selection of Consultants.
- (h) “**Positive Net Worth**” The amount by which a company's assets are greater than its liabilities.
- (i) “**DLDA USN**” means District Level Development Authority Udham Singh Nagar.
- (j) “**Urban Infrastructure Projects**” means the Infrastructure assignments in urban areas such as water supply, sewerage, drainage, solid waste management, roads, health & education and IT, Development of stations, airport, multi model transit hub, bus terminals or other urban real estate projects (such as district centre, shopping mall/complex, residential complex, Transit Oriented Development projects, hotel, entertainment complex, office complex etc.) or any other Infrastructure assignments which supports Urban Infrastructure.

2. INTRODUCTION

2.1. BACKGROUND

District Level Development Authority (DLDA USN) with its recognition as one of the forward looking Development Authority and many new developmental initiatives to its credit. The challenges before DLDA USN are massive and diversified, as the district of US Nagar requires an integrated development process, which has to be inexpensive, functionally utilitarian, environmentally healthy, recreationally adequate and aesthetically appealing. DLDA USN is committed to keep pace with the needs of fast growing population and relevant infrastructure required for such phenomenal growth, The Development of the towns within the district of US Nagar in a planned manner, creating quality infrastructure, provision of sites and services and the housing needs of under privileged are the focus areas of DLDA USN thus needs support of qualified firms.

Applications are invited by District Level Development Authority, from practicing firms/ consulting firms for empanelment in DLDA USN to render services in the field of Undertaking Feasibility Study, Project Viability & Market Analysis for various upcoming Projects.

The empanelled firms will require to provide their service on “as and when required basis” for different ongoing/ future project. The empanelled agencies would be required to work on projects assigned to them as and when any Projects is taken up by DLDA USN on terms and conditions and fee decided by DLDA USN and as per procurement rule of Government of Uttarakhand.

2.2. Due diligence by Bidders

Bidders are encouraged to inform themselves fully about the local conditions before submitting the Proposal by visit to the Authority and the site area.

2.3. Procurement of RFE document

RFE document can be downloaded from the official website of the Authority www.ddausn.org.in

2.4. Validity of the Proposal

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the "PDD").

2.5. Brief description of the Selection Process

The Authority has adopted a single stage selection process (collectively the "Selection Process") in evaluating the Proposals comprising RFE,

In the first step, the Bidders shall be evaluated for their compliance with the RFE eligibility requirements as specified in Clause 7. Based on the evaluation of RFE, a list of qualified Bidders shall be prepared and a panel of firms shall be constituted.

2.6. Schedule of Selection Process

The following shall be the schedule of Selection Process:

S.No.	Event Description	Date & Time
1	Issuance of Request for Empanelment	19/09/2021
2	Proposal Due Date or PDD	25/09/2021 Till 16:00 Hrs.
3	Submission of Technical Proposal along with Document Fee and Registration Fee for each Category and Field/ Service	25/09/2021 Till 17:00 Hrs.
4	Opening of Technical Proposals	27/09/2021 Till 10:30 Hrs.
5	Validity of Applications	180 days
6	Bid Document Fee	Rs. 2,000/-
7	Registration Fee:	Rs. 10,000/-

2.7. Additional Information

The Bidders may seek additional information from the office specified below.

**Vice chairman,
DISTRICT LEVEL DEVELOPMENT AUTHORITY
Udham Singh Nagar
1st Floor Vikas Bhawan Campus, Rudrapur, US Nagar**

2.8. Communications

2.8.1. All communications including the submission of Proposal should be addressed to:

**Vice chairman,
DISTRICT LEVEL DEVELOPMENT AUTHORITY
Udham Singh Nagar
1st Floor Vikas Bhawan Campus, Rudrapur, US Nagar**

2.8.2. The Official Website of the Authority is: [http:// www.ddausn.org.in](http://www.ddausn.org.in)

2.8.3. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

“Request for Empanelment of Consulting Agencies/Firms for Undertaking Feasibility Study, Project Viability & Market Analysis for Proposed Upcoming Development Projects at DLDA USN.”

3. Clarification and Amendment of RFE Document

- 3.1. Consultants may request a clarification on any clause of the RFE document. Any request for clarification must be sent in writing, or by standard electronic means to DLDA USN.
- 3.2. DLDA USN shall at its sole discretion may respond to any or all queries received and will respond in writing, or by standard electronic mean and upload the response (including an explanation of the query but without identifying the source of inquiry) on the DLDA USN website. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under below Para.
- 3.3. At any time before the submission of Proposals, DLDA USN may amend the RFE by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the official website of DLDA USN and will be binding on all of them. Consultants shall update themselves by visiting the website regularly, for not being updated by the consultants themselves, employer bears no responsibility. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals DLDA USN may, if the amendment is substantial, extend the deadline for the submission of Proposals.

4. Conflict of Interest

- 4.1. DLDA USN requires that Consultants provide professional, objective, and impartial advice and at all times hold the DLDA USN's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 4.2. The consultant has an obligation to disclose to DLDA USN any situation of actual or potential conflict that impacts its capacity to serve the best interest of its employer failure to disclose such situation may lead to the disqualification of consultant or termination of its contract and /or sanctions by DLDA USN.
- 4.3. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
 - **Conflicting activities:** (i) a firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
 - **Conflicting Assignment/job;** (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment/job that, by its

nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting an Employer in the privatization of public assets shall not purchase, nor advice purchasers of, such assets. **Similarly, a Consultant hired to prepare Terms of Reference for an Assignment/job shall not be hired for the Assignment/job in question.**

- **Conflicting relationships** (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.
- 4.4. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.
- 4.5. No agency or current employees of the Employer shall work as consultants under their own ministries, departments or agencies.

5. Proposal

- 5.1. No Bidder or its Associate shall submit more than one Proposal for the Consultancy. A Bidder applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any other consortium, as the case may be. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the individual experts, to more than one proposal.

6. Final Decision-Making Authority

- 6.1. The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

7. Eligibility

For being considered for empanelment the firm should meet the following minimum criteria:

- a. The Bidder/s shall be a proprietor ship firm /Partnership firm/ Private Company/ firm incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad or Partnership Firm/Limited Liability Partnership (LLP) firm incorporated under the Limited Liability Partnership Act, 2008 or Partnership Act, 1932 or under equivalent law in any other country. The Bidder/s shall be required to submit a true copy of its Incorporation Certificate, along with Proposal.
- b. The applicant must have a valid Goods & Service Tax (GST) registration.
- c. The applicant must have at least one office in India which has been operational (providing consultancy services in Urban Infrastructure Sector) for the last five (5) years or more. Evidence of consultancy services provided in the form of a copy of the oldest contract agreement awarded/ Completion Certificate should be submitted.
- d. The applicant should not have been blacklisted/debarred/termination of contract except for reasons of convenience of Client by any Government/Public Company/ PSUs/funding agencies, etc. Declaration should be submitted on Stamp Paper.
- e. **Non-refundable Registration Fee:** Applicant shall submit the Registration Fee through the NEFT/RTGS/UPI/ Net Banking/ etc (any Electronic Fund Transfer (EFT) Mechanism) with below mentioned details:
 - i. - **Rs. 10,000/- (Rupees Ten Thousand only) to be transferred through online transfer.**
- f. **Non-refundable Document Fee:** Applicants are required to submit Document Fee i.e. **Rs. 2,000/- (Rupees Two Thousand)**, though any EFT mode at below bank details.

Note:- 1. Registration Fee & Document Fees details shall be deposited along with empanelment documents & Bid Document fees (Non-Refundable) and shared payments details over email at udausnagar@gmail.com.

g. **BANK DETAILS for Electronic Funds Transfer:**

Bank Name:	HDFC BANK
Account Name:	District Level Development Authority USN
Account Number:	50100355694605
IFSC:	HDFC0000283
Branch:	Rudrapur

Note: Kindly share the transfer details along with the application submission and forward a copy of transfer to the authority email ID **udausnagar@gmail.com**.

- h. **Power of Attorney:** The applicant should submit the Power of Attorney along with the proposal.

- i. Have successfully completed such project of above with any State/ Central Government/ PSU/ Municipal body/ Authorities as direct consultant or Sub-Consultant/Associate to the main consultants.

8. Criteria Checklist

CRITERIAS	Firms with Advisory & Consulting jobs	
CC-1	Bidder should have an average annual turnover of at least Rs. 2.00 crores from the consultancy services in the last 03 financial years (2018-19, 2019-20, 2020-21) preceding the proposal due date as per the audited balance sheets. (Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the bidder shall only be considered)	
CC-2	Bidder should be a well-established and professionally organized Consultancy Firm with at least 10 years' experience in the field of providing consultancy services for Urban Infrastructure projects.	
CC-3	The Consultant should have experience of providing Comprehensive services in at least 3 (three) assignments for Project Management Consultants/ Support Units/ Technical Support or Coordinator Consultants/ Project Planning and Design/ Preparation of Detailed Feasibility Reports with market analysis for urban infrastructure assignments having project cost minimum Rs. 30 Cr. each in the last 10 (Ten) years at government levels (Central/ State/ Municipal/ PSU/authorities).	
CC-4	The firm shall have successfully completed at least 2 (two) projects on PPP basis on which the project cost is not less than 5 Cr.	
CC-5	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works.	
CC-6	Approach and methodology for the consultancy	
CC-7	Empanelled with other Govt. Organizations	

9. Period of Empanelment

- 9.1. The empanelment of the Consultants will be for a period of 3 (Three) Years from the date of Award. However, DLDA USN reserves the rights to cancel the empanelment of any or all the consultant(s) and request afresh proposal for empanelment at any time.
- 9.2. DLDA USN reserves the right to extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of DLDA USN in this regard would be final.
- 9.3. The empanelment of the Consultants will remain in force for the purpose of completion of all works ordered during the empanelment until they have been completed.

10. Allotment of Work

- 10.1. Depending upon the requirement, DLDA USN will invite limited tender(s) from the empanelled Consultants.
- 10.2. The work will be allotted to the successful Consultants, who emerges the lowest bidder in the tender. The tender may be invited in single bid (financial only) or in two bids (technical & financial) as the case may be. In case the tender is invited in two bids, the financial bids of only those Consultants shall be opened who qualifies in the technical bid. The details of the same will be stipulated in the limited tender proposed to be invited by DLDA USN.
- 10.3. DLDA USN also reserves the right to allot the work to any of the empanelled Consultants after giving due consideration to the suitability and competence of the Consultants to handle jobs, with due regard to their proven track record, which shall be reviewed by DLDA USN as found necessary, from time to time.
- 10.4. Selected firm shall be empanelled for a period of three years. DLDA USN, however, reserves the right to discontinue the empanelment at any time without assigning any reasons and shall not be liable to pay any compensation on this or on any other account.
- 10.5. Project experience will not be considered unless it is accompanied by work order from the client/Agreement with the client/ Completion Certificate as the case may be.
- 10.6. The empanelled firms will require to provide their service on “as and when required” basis for different ongoing/future project.
- 10.7. The empanelled agencies would be required to work on projects assigned to them as and when any Projects is taken up by DLDA USN on terms and conditions and fee decided by DLDA USN and as per procurement rule of Government of Uttarakhand.

11. General Clauses

- 11.1. DLDA USN, Rudrapur shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. DLDA USN, Rudrapur reserves the rights to cancel, terminate, change or modify this Procurement/ Proposal Process and /or Requirements of Proposal stated in the EOI, without assigning any reason or providing any notice and without accepting any liability for the same.

- 11.2. The Proposal shall be valid for a period of not less than **180 days** from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
- 11.3. Clarifications and Amendments if any to this RFE will be uploaded only in DLDA USN website <http://ddausn.org.in>.

12. Jurisdiction

In case of any dispute Rudrapur (Uttarakhand) shall be the jurisdiction for any legal matter.

**Request for Empanelment of Consulting Agencies/Firms for
Undertaking Feasibility Study, Project Viability & Market Analysis for Proposed Upcoming Development
Projects for various infrastructure development projects in DLDA USN**

(Forms to be filled by Prospective Firm)

Annexure – I

LETTER OF PROPOSAL

(On Bidder's letter head)

(Date and Reference)

To,

.....
.....
.....

Sub: Request for Empanelment of Consulting Agencies/Firms for Undertaking Feasibility Study, Project Viability & Market Analysis for Proposed Upcoming Development Projects for various infrastructure development projects in DLDA USN.

Dear Sir,

With reference to your RFE Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Consulting Agencies/Firms Undertaking Feasibility Study, Project Viability & Market Analysis for Proposed Upcoming Development Projects for various infrastructure development projects in DLDA USN

The proposal is unconditional and unqualified.

1. I/We acknowledge that the DLDA USN will be relying on the information provided in the Proposal and the documents accompanying the Proposal for Empanelment as Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of Empanelment as the Consultant in DLDA USN under respective Categories/Fields/Services.
3. I/We shall make available to DLDA USN any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

4. I/We acknowledge the right of DLDA USN to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last five years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We certify that in the last five years, we or any of our Associates have not been blacklisted/ debarred/ termination of contract except for reasons of convenience of Client by any government/ government board/ corporation/ company/ PSU Company/ statutory body/ non-government and any funding agencies in last 5 years.
7. I/We declare that:
 - (a) I/We have examined and have no reservations to the RFE Documents, including any Addendum issued by DLDA USN;
 - (b) I/We do not have any conflict of interest in accordance to the RFE Document;
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or Request for Empanelment issued by or any agreement entered into with the Client or any other public sector enterprise or any government, Central or State; and
 - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFE, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Firm without incurring any liability to the Applicants.
9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or directors /managers/employees or against to be engaged team members.
12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of consultant or in connection with the Selection Process itself in respect of the above-mentioned Project.
13. I/We agree and understand that the empanelment is for 3 years and is subject to the provisions of the RFE document. In no case, shall I/we have any claim or right of whatsoever nature, if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
14. I/We agree to keep this offer valid for 180 days (One Hundred Eighty Days) from the PDD specified in the RFE.
15. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in prescribed format.
16. I/We have studied RFE and all other documents carefully. We shall have no claim, right or title arising out of any documents or information provided to us by DLDA USN or its representative whether verbally or in writing in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
17. I/We agree and undertake to abide by all the terms and conditions of the RFE Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFE Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Bidder)

Annexure – II

GENERAL INFORMATION OF THE APPLICANT

a.	Name of Firm/Agency with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	GST Registration Number (copy).	:	
j.	Permanent Account Number (copy).	:	
k.	Are you presently debarred / Blacklisted/ termination of contract except for reasons of convenience of Client by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel/Mobile/E-mail) of contact persons	:	

Annexure – III

DETAILS OF QUALIFIED AND EXPERIENCED PROFESSIONALS ON THE ROLES

S.No.	NAME	DESIGNATION	QUALIFICATION	EXPERIENCE	YEARS WITH FIRM

Annexure –IV

DETAILS OF OFFICE SPACE AND INFRASTRUCTURE WITH FIRM

1. Office space Sq. m.	:	
2. Computers Plotters etc.	:	
3. Software	:	

Annexure-V

DETAILS OF COMPLETED PROJECTS

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	

Note: - Please attach copy of orders and Client's Certificate of Completion with value of work and project cost.

Annexure-VI

ABSTRACT OF ASSIGNMENTS OF THE BIDDER

S.No.	Name of Project	Name of Client	Professional fee received by the Bidder (in Rs. ____ crore)
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			

The Bidder should provide details of only those assignments that have been undertaken by it under its own name.

Certificate from the Statutory Auditor of [Name of Company]

This is to certify that the information contained in Column 4 above is correct as per the accounts of the Bidder and/ or the clients.

(Signature, name and designation of the authorised signatory)

Date:

Name and seal of the audit firm:

In case the Bidder/Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder/Applicant.

Annexure-VII

FINANCIAL CAPABILITY OF THE CONSULTANT

(Equivalent in Rs. Crores)

Consultant*	-----(<i>Name of Consultant</i>)				
FY	2018-19	2019-20	2020-21	Total	Average
Annual Turnover					
Certificate from the Statutory Auditor/ Chartered Accountant					
This is to certify that..... (<i>Name of the Consultant</i>) has received the payments and earned net profit shown above against the respective years.					
Name of the audit firm/CA:					
Seal of the audit firm/CA:					
Date:					
<i>(Signature, name, registration no. and designation of the authorised signatory)</i>					

- # The Consultant should provide the Financial Capability based on its own financial statements. Financial Capability of the Consultant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Consultant.
- * Consultant should fill in details as per the row titled Annual turnover and net profit in the row below. In case the Consultant is a Consortium, for the purpose of evaluation on financial parameters, financial parameters of all the members shall be furnished in separate sheet for consideration.

Annexure-VIII

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

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

*Technical Approach and Methodology,
Work Plan, and
Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the 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/job, 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. The work plan should be consistent with the Work Schedule.

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/job, the key expert responsible, and proposed technical and support staff.

Annexure-IX

POWER OF ATTORNEY

Know all men by these presents, We, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife and presently residing at....., who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Employer, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Employer in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Employer.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,THE ABOVE NAMED PRINCIPAL
HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF
....., 20.....

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney, Bidders may submit a General Power of Attorney notarized in India. However, at the time of negotiation it is mandatory to submit the Power of Attorney executed and issued overseas, legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*