

**Request for Proposal (RFP) for appointment
of Consultant for State Vision Evaluation
Team, Madhya Pradesh**

Disclaimer

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

This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant 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 RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority 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 RFP.

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

The Applicant 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 Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Glossary

Agreement	As defined in Schedule-2
Agreement Value	As defined in Clause 6.1.2 of Schedule-2
Applicable Laws	As defined in Schedule-2
Applicant	As defined in Clause 2.1.1
Associate	As defined in Clause 2.3.3
Authorised Representative	As defined in Clause 2.13.3
Authority	As defined in Clause 1.1.1
Conditions of Eligibility	As defined in Clause 2.2.1
Conflict of Interest	As defined in Clause 2.3.1
Consultancy	As defined in Clause 1.2
Consultancy Team	As defined in Clause 2.1.4
Consultant	As defined in Clause 1.2
CV	Curriculum Vitae
Deliverables	As defined in Clause 4 of Schedule-1
Documents	As defined in Clause 2.12
Effective Date	As defined in Clause 2.1 of Schedule-2
Eligible Assignments	As defined in Clause 3.1.4
Expatriate Personnel	As defined in Clause 1.1.1 of Schedule-2
Project Management and Monitoring Expert (PMME)	As specified in Clause 2.1.4
Financial Proposal	As defined in Clause 2.15.1
Form of Agreement	Form of Agreement as in Schedule-2
INR, Re, Rs.	Indian Rupee(s)
Key Personnel	As defined in Clause 2.1.4
LOA	Letter of Award
Lead Member	As defined in Clause 2.1.1
Member	As defined in Clause 2.3.3 (a)
Official Website	As defined in Clause 1.11.2
PPP	Public Private Partnership
Personnel	As defined in Clause 1.1.1 of Schedule-2
Project	As defined in Schedule – 2
Project Manager	As defined in Clause 4.6 of Schedule-2
Professional Personnel	As defined in Clause 2.14.6
Prohibited Practices	As defined in Clause 4.1
Proposals	As defined in Clause 1.2
Proposal Due Date or PDD	As defined in Clause 1.5
RFP	As defined in Disclaimer
Resident Personnel	As defined in Clause 1.1.1 of Schedule-2
Scheduled Bank	As specified in RBI Act, 1934
Selected Applicant	As defined in Clause 1.6

Selection Process	As defined in Clause 1.6
Services	As defined in Clause 1.1.1 of Schedule-2
SLEC	State Level Empowered Committee
Sole Firm	As defined in Clause 2.1.1
Statement of Expenses	As defined in Form-2 of Appendix-II
Statutory Auditor	An Auditor appointed under Applicable Laws
Support Resources	As defined in Clause 2.1.4
Technical Proposal	As defined in Clause 2.14.1
TOR	As defined in Clause 1.1.3
US\$	United States Dollar

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

Invitation for Proposal

1. INTRODUCTION

1.1 Background

1.1.1 The Government of Madhya Pradesh set-up a State Vision Evaluation Team (SVET) in the Chief Minister's Office in 2015 to assess status of programmes, projects, schemes, policies, initiatives documented in "Madhya Pradesh Vision 2018" and comprehensive implementation support to achieve the objective laid out in the Vision. For the purpose, The Directorate of Institutional Finance, Madhya Pradesh, Bhopal (the "**Authority**") has decided to appoint a Consultant for Chief Minister's State Vision Evaluation Team (SVET) for the effective planning, management and implementation of the programmes, projects, schemes, policies, initiatives identified in "Madhya Pradesh Vision 2018".

1.1.2 The Consultant, in accordance with the provisions of the RFP, shall assist the Chief Minister's Office by deploying dedicated professionals in the State Vision Evaluation Team (SVET) in order to provide assistance and coordinate the various implementation aspects of the Vision and bring the leading practices, along with international, regional, and sectoral expertise, for implementation across sectors. The project would be implemented in accordance with the terms and conditions stated in the consultancy agreement to be entered into between the Authority and the Consultant (the "**Consultancy Agreement**").

1.1.3 In pursuance of the above, the Authority has decided to carry out the process for selection of a Consultant for the State Vision Evaluation Team (SVET). The Consultant will depute the key experts and shall provide the support services to SVET in accordance with the Terms of Reference specified at Schedule-1 (the "**TOR**").

1.1.4 The duration of appointment of the Consultant for the State Vision Evaluation Team (SVET) shall be for a period of 24 (Twenty Four) months ("**The Project Duration**") and may be extended by another 24 (Twenty Four) months.

1.2 Request for Proposal

The Authority invites proposals from interested firms (the "**Proposals**"), with knowledge and skills to appropriately advise the Government of Madhya Pradesh in the delivery of "Madhya Pradesh Vision 2018", for selection of a Consultant (the "**Consultant**") who shall assist the State Vision Evaluation Team (SVET) in coordinating the various implementation aspects of the Vision and bring the leading practices, along with international, regional, and sectoral expertise, for implementation across sectors (collectively the "**Consultancy**").

The Authority intends to select the Consultant through an open competitive bidding in accordance with the procedure set out herein.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Authority, sending written queries to the Authority, and attending a Pre-Proposal Conference on the date and time

specified in Clause 1.10.

1.4 **Sale of RFP Document**

RFP document can be obtained between 1100 hrs and 1600 hrs on all working days on payment of a fee of Rs. 25,000 (Rupees Twenty five thousand only) in the form of a demand draft or banker's cheque drawn on any Scheduled Bank in India in favour of Commissioner, Institutional Finance, Government of Madhya Pradesh and payable at Bhopal. The document can also be downloaded from the Official Website of the Authority. In case of a downloaded form, the Applicants need to deposit the aforesaid fee with the Technical Proposal.

1.5 **Validity of the Proposal**

The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date (the "PDD").

1.6 **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 3.1. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in Clause 3.2. In the second stage, a financial evaluation will be carried out as specified in Clause 3.3. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 3.4. The first ranked Applicant (the "**Selected Applicant**") shall be called for negotiation, if necessary, while the second ranked Applicant will be kept in reserve.

1.7 **Currency conversion rate and payment**

1.7.1 For the purposes of technical evaluation of Applicants, Rs.65 per US\$ shall be considered as the applicable currency conversion rate. In case of any other currency, the same shall first be converted to US\$ as on the date 60 (sixty) days prior to the PDD, and the amount so derived in US\$ shall be converted into INR at the aforesaid rate. The conversion rate of such currencies shall be the daily representative exchange rates published by the International Monetary Fund for the relevant date.

1.7.2 All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP. The Consultant may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consultant.

1.8 **Schedule of Selection Process**

The Authority would endeavor to adhere to the following schedule:

Event Description	Date
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1.	Last date for receiving queries/clarifications	10 th May 2016
2.	Pre-Proposal Conference	13 th May 2016
3.	Authority response to queries	19 th May 2016
4.	Proposal Due Date or PDD	27 th May 2016, 1500 Hrs
5.	Opening of Proposals	27 th May 2016, 1530 Hrs
6.	Letter of Award (LOA)	[Within 15 days of PDD]
7.	Signing of Agreement	[Within 7 days of LOA]
8.	Validity of Applications	90 days of Proposal Due Date

1.9 Pre-Proposal visit and inspection of data

Prospective applicants may visit the office of the Authority and review the available documents and data at any time prior to PDD. For this purpose, they will provide not less than two days' notice to the nodal officer specified below:

Phone: 0755-2430014
Email: difbho@mp.gov.in

1.10 Pre-Proposal Conference

The date, time and venue of Pre-Proposal Conference shall be:

Date: 13th May, 2016

Time: 1200 hrs

Venue: Directorate of Institutional Finance,
C-Wing, First Floor, Vindhyachal Bhavan, Bhopal

1.11 Communications

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

Attention of: Commissioner, Institutional Finance
Address: C-Wing, First Floor, Vindhyachal Bhavan, Bhopal
Phone: 0755-2551199
Fax: 0755-2551387
Email: difbho@mp.gov.in

1.11.2 The Official Website of the Authority is: <http://www.dif.mp.gov.in>

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

“Appointment of Consultant for State Vision Evaluation Team, Madhya Pradesh”

2. INSTRUCTIONS TO APPLICANTS

A. GENERAL

2.1 Scope of Proposal

2.1.1 Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (the “**Sole Firm**”) or as lead member of a consortium of firms (the “**Lead Member**”) in response to this invitation. The term applicant (the “**Applicant**”) means the Sole Firm or the Lead Member, as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.

2.1.3 The Applicant shall submit its Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted in the form at Appendix-I and the Financial Proposal shall be submitted in the form at Appendix-II. Upon selection, the Applicant shall be required to enter into an agreement with the Authority in the form specified at Schedule-2.

2.1.4 Key Personnel, Subject Matter Experts and Support Resources

- (i) The Consultant’s team (the “**Consultancy Team**”) shall consist of the key personnel (the “**Key Personnel**”), subject matter experts a (the “**Subject Matter Experts**”) and support personnel (the “**Support Resources**”) who shall discharge their respective responsibilities as specified below:

Key Personnel	Responsibilities	Minimum Onsite time requirement
Project Management and Monitoring Expert (PMME) - Team Leader	Policy advisory support to Government and designing project management and monitoring framework, designing governance framework, reporting, reviews etc. including Project management, relationship management, ensuring project deliverables are met on time and Recruitment of SMEs.	100% during the Project Duration
Financial Expert cum PPP Expert	Advisory support on PFM and new financing tools; preparation of Revenue Model and/or bid documents, management and reporting of project	100% during the Project Duration

	financials from consulting perspective.	
Social Policy Expert	Sector development promotion, policy advocacy etc.	100% during the Project Duration

- (ii) In addition to the above Key Personnel, the following Subject Matter Experts will have to be deployed by the Consultant on client side, as and when required

Subject Matter Experts	Minimum Onsite time requirement
SME – Urban Development	100% during the Project Duration
SME – Skill Development	
SME – Agriculture	
SME – Information Technology	
SME – Health	
SME – Tourism	
SME – Communication & PR	

- (iii) The Consultant, if they desire, may also deploy maximum **4 (Four) Support Resources** to the above mentioned Key Personnel and Subject Matter Experts.

2.2 Conditions of Eligibility of Applicants

2.2.1 Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

2.2.2 To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following:

(A) **Technical Capacity:** The Applicant shall have, over the past 5 (five) years preceding the PDD, undertaken not less than 5 (Five) Eligible Assignments in each Category, as specified in Clause 3.1.4

(B) **Financial Capacity:**

(i) The Applicant shall have received a minimum of Rs.25 crore (Rs. twenty five crore) or US \$12.5 (twelve point five) million per annum as professional fees during each of the three financial years preceding the PDD. For the avoidance of doubt, professional fees hereunder refers to the fees received by the Applicant for providing advisory or consultancy services to its clients.

(ii) The Net Worth of the Applicant (including that of each consortium member, if any) should be Positive in last 3 (three) financial years, including the financial year 2014-15.

Note: Applicants are required to submit a certificate for Net Worth details, (for each member separately) duly issued by the Statutory Auditor. For the avoidance of doubt Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).

(C) **Availability of Key Personnel:** The Applicant shall offer and make available all Key Personnel meeting the requirements specified in Sub-clause (D) below.

(D) **Conditions of Eligibility for Key Personnel, Subject Matter Experts and Support Resources:**

Each of the Key Personnel must fulfill the Conditions of Eligibility specified below:

Key Personnel	Qualification and Professional Experience	Experience on Eligible Projects
Project Management and Monitoring Expert (PMME) – Team Leader	MBA or equivalent with 15 (Fifteen) years of post-qualification experience OR Retired Class I officer with Central or State Government department or undertaking, with 20 (Twenty) years of experience.	PMME should have worked on not less than 5 (five) projects involving designing project framework and review mechanism. Experience in multi-sectoral projects and working with senior level bureaucrats and Ministers. Strong skills in policy formulation and advocacy are required.
Financial Expert cum PPP Expert	MBA or equivalent/CA/CFA with 10 (Ten) years of post-qualification experience.	The Financial Expert cum PPP Expert should have led a financial team in Public Financial Management (PFM), in preparing revenue models, project structuring and in preparation of bid documents, in not less than 10 assignments of which not less than 8 (Eight) should be PPP projects of value Rs.100 crores and above.
Social Policy Expert	MBA in Rural Management/ MSW/MA Development Studies or equivalent, with 10 (Ten) years post-qualification experience.	The Social Policy Expert should have led a team in preparation of sector development and promotion projects in not less than 5 (five) assignments for State/ UT/Central Government department, regulatory commission, tribunal, statutory authority, public sector entity or donor agencies.

Each of the Subject Matter Expert must match the following Qualification and Experience Conditions specified below:

Subject Matter Experts	Qualification and Years of Experience	Experience/Expertise Expected
Subject Matter Expert (SME) – Urban Development	Master in Urban Planning with 10 (Ten) years post-qualification experience.	The Urban Development Expert should have strong understanding of urban policies and planning. IE should also possess prior experience in implementing urban sector reforms, urban planning and bringing private sector participation for urban development works.
Subject Matter Expert (SME) – Skill Development	MBA or equivalent with 10 (Ten) years post-qualification experience.	The Skill Development Expert should have proven experience of managing large scale skill development initiatives

Subject Matter Experts	Qualification and Years of Experience	Experience/Expertise Expected
		as state level covering policy issues, demand and supply facets of skill development, fostering private sector engagement and PPPs in skills sector.
Subject Matter Expert (SME) – Agriculture	M.Sc. Agriculture with 10 (Ten) years post-qualification experience.	The Agriculture expert is required to have a deep understanding of agriculture policies and programme operation at national and state level. The SME - Agriculture should have experience of developing and implementing reforms supporting agricultural growth & strengthening farm price realization by farmers.
Subject Matter Expert (SME) – Information Technology	MCA/B.E. or B. Tech. or equivalent with 10 (Ten) years post-qualification experience.	The IT Expert is required to have proven experience in designing (including architecture) or roll-out management of E-governance solutions or MIS dashboards, for Central Government departments or States. He/she is expected to have deep understanding of Business Intelligence (BI), Analytics and Databases.
Subject Matter Expert (SME) – Health	Master’s in Public Health with 10 (Ten) years post-qualification experience.	The Health sector expert is expected to possess a deep understanding of public health system, social determinants of health, and public health issues such as communicable, non-communicable diseases, maternal & child health.
Subject Matter Expert (SME) – Tourism	MBA or equivalent/ Master’s Degree in Tourism, with 10 (Ten) years of post-qualification experience	The Tourism expert is required to have experience of creating strategy/ action plan for the development of the sector and policy advisory, implementation support for central/state schemes, project management and monitoring, project evaluation/appraisal and investment facilitation/mobilization, preferably with international exposure. He/she shall also have proven experience in private sector development in the sector, transaction support for tourism projects, financial feasibility etc.
Subject Matter Expert – Communication & PR	Post Graduate Degree/Diploma in Mass	A Strong understanding of developmental communication with

Subject Matter Experts	Qualification and Years of Experience	Experience/Expertise Expected
	Communication with 10 (Ten) years of post-qualification experience.	focus on PR, documentation, campaign designing and media handling, is expected from the Communication & PR Expert

Support Resources must fulfill the below Conditions of Eligibility

- (i) Qualification: Degree/PG Diploma in respective field
- (ii) Years of Experience: 3 (Three) years of post-qualification experience

2.2.3 The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total revenues from professional fees during each of the past three financial years and the fee received in respect of each of the Eligible Assignments specified in the Proposal. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

2.2.4 The Applicant should submit a Power of Attorney as per the format at Form - 4 of Appendix- I; provided, however, that such Power of Attorney would not be required if the Application is signed by a partner or Director (on the Board of Directors) of the Applicant

2.2.5 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

2.2.6 An Applicant or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.

2.2.7 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

2.3 Conflict of Interest

2.3.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the “**Conflict of Interest**”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security or Performance Security, as the case may be and if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, the time, cost and effort of the Authority including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to

the Authority hereunder or otherwise.

2.3.2 The Authority requires that the Consultant provides professional, objective, and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall 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 Authority.

2.3.3 Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note at Schedule-3. Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

(a) the Applicant, its consortium member (the "Member") or Associates (or any constituent thereof) and any other Applicant, its consortium member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the other Applicant, its consortium member or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof. For the purposes of this Clause 2.3.3(a), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to Sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this Sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or

(b) a constituent of such Applicant is also a constituent of another Applicant; or

(c) such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or

(d) such Applicant has the same legal representative for purposes of this Application as any other Applicant; or

(e) such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each others' information about, or to influence the Application of either or each of the other Applicant; or

(f) there is a conflict among this and other consulting assignments of the Applicant (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the Authority for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or

(g) a firm which has been engaged by the Authority to provide goods or works or services for a project, and its Associates, will be disqualified from providing consulting services for the same project save and except as provided in Clause 2.3.4; conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or

(h) the Applicant, its Member or Associate (or any constituent thereof), and the bidder or concessionaire, if any, for a project associated with the Consultancy, its contractor(s) or sub-contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be,) in the bidder or concessionaire, if any, or its contractor(s) or sub-contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such concessionaire or its contractor(s) or sub-contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in section 4A of the Companies Act 1956. For the purposes of this Sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of Sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant, or is deemed or published as an “Associate Office”; or has a formal arrangement such as tie up for client referral or technology sharing, joint venture with the Applicant (the “Associate”); provided, however, that if the Applicant has any formal arrangement such as consortium membership in a consortium of advisers/ consultants for a particular assignment/ project, not being this project, with any other person, then such other person shall not be treated to be an Associate of the Applicant solely due to the reason of forming such consortium. As used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

2.3.4 An Applicant eventually appointed to provide Consultancy, its associates, affiliates and the

members of the Consultancy Team, shall be disqualified from subsequently providing goods or works or services related to the construction and operation of projects identified as a part of the Consultancy and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 3 (three) years from the completion of this assignment or to any consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services performed for the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant's firm or a person who holds more than 5% (five per cent) of the subscribed and paid up share capital of the Consultant, as the case may be, and any Associate thereof

- 2.3.5 In the event that the Consultant, its Associates or affiliates are auditors or advisers to any of project under review of the Authority, during the duration of Consultancy Agreement, they shall make a disclosure to the Authority as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from the request from the Authority to undertake the said review and any breach of this obligation of disclosure shall be construed as Conflict of Interest. The Authority shall, upon being notified by the Consultant under this Clause 2.3.5, decide the way forward and convey its decision to the Consultant within a period not exceeding 5 (five) days.

2.4 **Number of Proposals**

No Applicant or its Associate shall submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be.

2.5 **Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.6 **Visit to the Authority and verification of information**

Applicants are encouraged to submit their respective Proposals after visiting the office of the Authority and ascertaining for themselves the availability of documents and other data with the Authority, Applicable Laws and regulations or any other matter considered relevant by them.

2.7 **Acknowledgement by Applicant**

- 2.7.1 It shall be deemed that by submitting the Proposal, the Applicant has:
- (a) made a complete and careful examination of the RFP;

- (b) received all relevant information requested from the Authority;
- (c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in Clause 2.6 above;
- (d) satisfied itself about all matters, things and information, including matters referred to in Clause 2.6 herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

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

2.8 Right to reject any or all Proposals

2.8.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor.

2.8.2 Without prejudice to the generality of Clause 2.8.1, the Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation is made or discovered, or
- (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

B. DOCUMENTS

2.9 Contents of the RFP

2.9.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum/Amendment issued in accordance with Clause 2.11:

Request for Proposal
1 Introduction

2 Instructions to Applicants	
3 Criteria for Evaluation	
4 Fraud and corrupt practices	
5 Pre-Proposal Conference	
6 Miscellaneous	
Schedules	
1 Terms of Reference	
2 Form of Agreement	
Annex-1	Terms of Reference
Annex-2	Deployment of Personnel
Annex-3	Cost of Services
Annex-4	Payment Schedule
Annex-5	Bank Guarantee for Performance Security
Annex-6	Fortnightly Time Report
3 Guidance Note on Conflict of Interest	
4 Appendices	
Appendix-I: Technical Proposal	
Form 1	Letter of Proposal
Form 2	Particulars of the Applicant
Form 3	Statement of Legal Capacity
Form 4	Power of Attorney for Signing of Bid
Form 4A	Power of Attorney for Lead Member of Consortium
Form 5	Financial Capacity of the Applicant – Professional Fees
Form 5A	Financial Capacity of the Applicant – Net Worth
Form 6	Particulars of Personnel
Form 7	Abstract of Eligible Assignments of the Applicant
Form 7A	DELETED (Abstract of other relevant experience of the Applicant)
Form 8	Abstract of Eligible Assignments of Key Personnel
Form 8A	DELETED (Abstract of other relevant experience of Key Personnel)
Form 9 :	Eligible Assignments of Applicant
Form 9A	DELETED (Other relevant assignments of Applicant)
Form 10	Eligible Assignments of Key Personnel
Form 10A	DELETED (Other relevant assignments of Key Personnel)
Form 11	CVs of Professional
Appendix-II: Financial Proposal	
Form 1	Covering Letter
Form 2	Financial Proposal

2.10 Clarifications

2.10.1 Applicants requiring any clarification on the RFP may send their queries to the Authority in

writing before the date mentioned in the Schedule of Selection Process at Clause 1.8. The envelopes shall clearly bear the following identification:

“Queries/Request for Additional Information concerning RFP for Appointment of Consultant for State Vision Evaluation Team, Madhya Pradesh”

The Authority shall endeavor to respond to the queries within the period specified therein but no later than 7 (seven) days prior to the PDD. The responses will be sent by e-mail. The Authority will post the reply to all such queries on the Official Website without identifying the source of queries.

- 2.10.2 The Authority reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.10 shall be construed as obliging the Authority to respond to any question or to provide any clarification.

2.11 Amendment of RFP

- 2.11.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants (who have purchased the RFP document) by e-mail.

- 2.11.2 All such amendments will be notified in writing through e-mail to all Applicants who have purchased the RFP document. The amendments will also be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.

- 2.11.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the PDD.

C. PREPARATION AND SUBMISSION OF PROPOSAL

2.12 Language

The Proposal with all accompanying documents (the “**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 RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.13 Format and signing of Proposal

- 2.13.1 The Applicant shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.

- 2.13.2 The Applicant shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked “ORIGINAL”. In addition, the Applicant shall submit 1 (one) copy of the Proposal, along with Documents, marked “COPY”. In the event of any discrepancy between the original and its copies, the original shall prevail.
- 2.13.3 The Proposal, and its copy, shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorised representative (the “Authorised Representative”) as detailed below:
- (a) by the proprietor, in case of a proprietary firm; or
 - (b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
 - (c) by a duly authorised person holding the Power of Attorney, in case of a Limited Company or a corporation; or
 - (d) by the authorised representative of the Lead Member, in case of consortium.

A copy of the Power of Attorney certified by a notary public in the form specified in Appendix-I (Form-4) shall accompany the Proposal.

- 2.13.4 Applicants should note the PDD, as specified in Clause 1.8, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents received by the closing time of PDD as specified in Clause 2.17.1. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

2.14 **Technical Proposal**

- 2.14.1 Applicants shall submit the technical proposal in the formats at Appendix-I (the “**Technical Proposal**”).

- 2.14.2 While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- (a) A processing fee of Rs.25,000 is provided as specified in Clause 1.4, if the RFP document was downloaded from the Official Website of the Authority.
- (b) The Bid Security is provided;
- (c) all forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (d) power of attorney, if applicable, is executed as per Applicable Laws;
- (e) CVs of all Key Personnel have been included;
- (f) Personnel have been proposed only if they meet the Conditions of Eligibility laid

down at Clause 2.2.2 (D) of the RFP;

- (g) no alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
- (h) the CVs have been recently signed and dated, in blue ink by the respective Personnel and countersigned by the Applicant. Photocopy or unsigned / countersigned CVs shall be rejected;
- (i) the CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- (j) Key Personnel proposed have good working knowledge of English language;
- (k) Key Personnel would be available for the period indicated in the TOR;
- (j) no Key Personnel should have attained the age of 75 years at the time of submitting the proposal; and
- (k) the proposal is responsive in terms of Clause 2.21.3.

2.14.3 Failure to comply with the requirements spelt out in this Clause 2.14 shall make the Proposal liable to be rejected.

2.14.4 If an individual Key Personnel makes a false statement regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment of the Authority for a period of 3 (three) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.

2.14.5 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.14.6 The proposed team shall include experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise and managerial/support staff. The Key Personnel specified in Clause 2.1.4 shall be included in the proposed team of Professional Personnel. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy. The CV of each such professional personnel, if any, should also be submitted in the format at Form-11 of Appendix-I. For avoidance of doubt, there shall be no payment for any experts in addition of Key Personnel specified in Clause 2.1.4.

2.14.7 Deleted

2.14.8 The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

2.14.9 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution 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 if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

In such an event, the Authority shall forfeit and appropriate Bid Security or Performance Security, as the case may be and if available, as mutually agreed pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

2.15 **Financial Proposal**

2.15.1 Applicants shall submit the financial proposal in the formats at Appendix-II (the “**Financial Proposal**”) clearly indicating the total cost of the Consultancy (Item C of Form-2 of Appendix II) in both figures and words, in Indian Rupees, and signed by the Applicant’s Authorised Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

2.15.2 While submitting the Financial Proposal, the Applicant shall ensure the following:

(i) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc), accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

(ii) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

(iii) Costs (including break down of costs) shall be expressed in Indian Rupees (INR).

2.16 **Submission of Proposal**

2.16.1 The Applicants shall submit the Proposal in **hard bound** form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorised Representative of the Applicant as per the terms of this RFP. In case the proposal is submitted on the document down loaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded

by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

- 2.16.2 The Proposal will be sealed in an outer envelope which will bear the address of the Authority, RFP Notice number, Consultancy name as indicated at Clause 1.11.1 and 1.11.3 and the name and address of the Applicant. It shall bear on top, the following:

“Do not open, except in presence of the Authorised Person of the Authority”

If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

- 2.16.3 The aforesaid outer envelope will contain two separate sealed envelopes, one clearly marked ‘Technical Proposal’ and the other clearly marked ‘Financial Proposal’. The envelope marked “Technical Proposal” shall contain the Application in the prescribed format (Form 1 of Appendix-I) along with Forms 2 to 11 of Appendix-I and supporting documents; and the Bid Security as specified in Clause 2.20.1

- 2.16.4 The Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Authorised Representative of the Applicant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the person or persons signing the Proposal.

- 2.16.5 The completed Proposal must be delivered on or before the specified time on PDD. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

- 2.16.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms 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. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.

- 2.16.7 The rates quoted shall be firm throughout the period of performance of the assignment upto and including discharge of all obligations of the Consultant under the Agreement.

2.17 **Proposal Due Date**

- 2.17.1 Proposal should be submitted before 1500 hrs on the PDD specified at Clause 1.8 at the address provided in Clause 1.11 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.

- 2.17.2 The Authority may, in its sole discretion, extend the PDD by issuing an Addendum in accordance with Clause 2.11 uniformly for all Applicants.

2.18 **Late Proposals**

Proposals received by the Authority after the specified time on PDD shall not be eligible for consideration and shall be summarily rejected.

2.19 **Modification/ substitution/ withdrawal of Proposals**

- 2.19.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to PDD. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the PDD.
- 2.19.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.16, with the envelopes being additionally marked “**MODIFICATION**”, “**SUBSTITUTION**” or “**WITHDRAWAL**”, as appropriate.
- 2.19.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the PDD, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.20 **Bid Security and Performance Security**

- 2.20.1 The Applicant shall furnish as part of its Proposal, a bid security of Rs. 2,00,000 (Two Lakh) in the form of a Demand Draft issued by any Scheduled Bank in India in favour of the Commissioner, Institutional Finance, Government of Madhya Pradesh and payable at Bhopal (the “**Bid Security**”), returnable not later than 30 (thirty) days from PDD except in case of the two highest ranked Applicants as required in Clause 2.25.1. In the event that the first ranked Applicant commences the assignment as required in Clause 2.30, the second ranked Applicant, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case not later than 120 (one hundred and twenty) days from PDD. The Selected Applicant’s Bid Security shall be returned, upon the Applicant signing the Agreement and completing the Deliverables assigned to it for the first 2 (two) months of the Consultancy in accordance with the provisions thereof.

Any Bid not accompanied by the Bid Security shall be rejected by the Authority as non-responsive.

The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.

The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority’s any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- (a) If an Applicant submits a non-responsive Proposal;
- (b) If an Applicant engages in any of the Prohibited Practices specified in Section 4 of this RFP;

- (c) If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
- (d) Deleted
- (e) In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 2.29 and 2.30 respectively; or
- (f) If the Applicant is found to have a Conflict of Interest as specified in Clause 2.3

2.20.2 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Performance Security, if available, shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, *inter alia*, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- (a) If an Applicant engages in any of the Prohibited Practices specified in Clause 4.1 of this RFP;
- (b) if the Applicant is found to have a Conflict of Interest as specified in Clause 2.3; and
- (c) if the selected Applicant commits a breach of the Agreement.

D. EVALUATION PROCESS

2.21 Evaluation of Proposals

- 2.21.1 The Authority shall open the Proposals at 1530 hours on the PDD, at the place specified in Clause 1.11.1 and in the presence of the Applicants who choose to attend. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.
- 2.21.2 Proposals for which a notice of withdrawal has been submitted in accordance with Clause 2.19 shall not be opened.
- 2.21.3 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
 - (a) the Technical Proposal is received in the form specified at Appendix-I;
 - (b) it is received by the PDD including any extension thereof pursuant to Clause 2.17;
 - (c) it is accompanied by the Bid Security as specified in Clause 2.20.1.
 - (d) it is signed, sealed, bound together in hard cover and marked as stipulated in Clauses 2.13 and 2.16;
 - (e) it is accompanied by the Power of Attorney as specified in Clause 2.2.4;
 - (f) it is accompanied by a processing fee of Rs.25,000 is provided as specified in Clause 1.4, if the RFP document was downloaded from the Official Website of the Authority.
 - (g) it contains all the information (complete in all respects) as requested in the RFP;
 - (h) it does not contain any condition or qualification; and

(i) it is not non-responsive in terms hereof.

- 2.21.4 The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 2.21.5 The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Section 3 of this RFP.
- 2.21.6 After the technical evaluation, the Authority shall prepare a list of pre-qualified Applicants in terms of Clause 3.2 for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of prequalified Applicants along with their Technical Scores will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 3.3 and 3.4.
- 2.21.7 Applicants are advised that Selection shall be entirely at the discretion of the Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- 2.21.8 Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

2.22 **Confidentiality**

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 the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The 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 to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.23 **Clarifications**

- 2.23.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

2.23.2 If an Applicant does not provide clarifications sought under Clause 2.23.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

E. APPOINTMENT OF CONSULTANT

2.24 Negotiations

Deleted

2.25 Substitution of Key Personnel and Subject Matter Experts

2.25.1 The Authority will not normally consider any request of the Selected Applicant for substitution of any Key Personnel and Subject Matter Experts as the ranking of the Applicant is based on the evaluation of the Key Personnel and Subject Matter Experts, and any change therein may upset the ranking. Substitution will, however, be permitted in exceptional circumstances if the Key Personnel or the Subject Matter Expert is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

2.25.2 The Authority expects the Key Personnel, Subject Matter Experts and Support Resources to be available during implementation of the Agreement. The Authority will not consider substitution of Key Personnel or Subject Matter Experts except for reasons of any incapacity or due to health. Such substitution shall ordinarily be limited to maximum of 20% (Twenty percent) of the total number of Key Personnel and Subject Matter Experts during the Project Duration, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. Without prejudice to the foregoing, substitution of a Key Personnel or a Subject Matter Expert beyond the above limit shall only be permitted subject to reduction of remuneration equal to 10% (Ten percent) of the total remuneration specified for the original expert who is proposed to be substituted. In the case of a further substitution(s) of the same Key Personnel or Subject Matter Expert hereunder, such deduction shall be increased by 10% (Ten per cent) of the remuneration specified for the original Key Personnel or the Subject Matter Expert for each substitution.

Substitution of a Support Resource shall be by an equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

2.25.3 Deleted

2.25.4 The Authority, at any point in time during the period of Consultancy, and at its sole discretion may direct the Consultant to substitute a Key Personnel/Subject Matter Expert/Support Resource without any monetary ramification or any other form of obligation on the Authority.

2.25.5 The Authority, at any point in time during the period of Consultancy, and at its sole

discretion may direct the Consultant to demobilize a Key Personnel/Subject Matter Expert/Support Resource without any monetary ramification or any other form of obligation on the Authority.

2.26 **Indemnity**

The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority, for an amount not exceeding 3 (three) times the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

2.27 **Award of Consultancy**

After selection, a Letter of Award (the “**LOA**”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Selected Applicant to acknowledge the LOA, and the next highest ranking Applicant may be considered

2.28 **Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period prescribed in Clause 1.8. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

2.29 **Commencement of Assignment**

The Consultant shall commence work at the offices provided for them by the Authority “the **Project Office**” within 7 (seven) days of the date of the Agreement or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement as specified in Clause 2.28 or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the Bid Security of the first ranked Applicant shall be forfeited and appropriated in accordance with the provisions of Clause 2.20.1.

2.30 **Proprietary data**

Subject to the provisions of Clause 2.22, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority and shall be treated as strictly confidential.

3. CRITERIA FOR EVALUATION

3.1 Evaluation of Technical Proposals

3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience and the experience of its Key Personnel and Subject Matter Experts. 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).

3.1.2 A Proposal shall be rejected if any of the Key Personnel or Subject Matter Experts do not satisfy the Conditions of Eligibility laid down in Clause 2.2.2 (D).

3.1.3 The scoring criteria to be used for evaluation shall be as follows.

Item	Criteria	Max. Marks	Marking of the Criteria*	
1.	Relevant Experience of the Applicant	30	5 (Five) Eligible Assignments in Category-I (Technical Capacity)	4 Marks
			For each additional Eligible Assignment in Category-I	3 Marks (Max. 6 Marks)
			5 (Five) Eligible Assignments in Category-II (Technical Capacity)	4 Marks
			For each additional Eligible Assignment in Category-II	2 Marks (Max. 6 Marks)
			5 (Five) Eligible Assignments in Category-III (Technical Capacity)	4 Marks
			For each additional Eligible Assignment in Category-III	1 Mark (Max. 6 Marks)
2(a)	Relevant Education and Experience of the Key Personnel (as per Clause 2.2.2 D)	42	Team Leader	18 Marks
			<i>Educational Qualification</i>	2 Marks
			Meets minimum educational qualification	1 Mark
			Additional relevant qualification	1 Mark
			<i>Years of Experience</i>	6 Marks
			Meets minimum no. of years of experience	2 Marks
			For every additional 3 years of experience	2 Marks (Max. 4 Marks)
			<i>Eligible Assignments</i>	10 Marks
			Meets minimum eligibility criteria for Eligible Projects	4 Marks
			Every Additional Eligible Project	2 Marks (Max. 6 Marks)

Item	Criteria	Max. Marks	Marking of the Criteria*	
			Finance Expert cum PPP Expert	
			14 Marks	
			<i>Educational Qualification</i>	
			2 Marks	
			Meets minimum educational qualification	1 Mark
			Additional relevant qualification	1 Mark
			<i>Years of Experience</i>	
			4 Marks	
			Meets minimum no. of years of experience	2 Marks
			For every additional 3 years of experience	1 Marks (Max. 2 Marks)
			<i>Eligible Assignments</i>	
			8 Marks	
			Meets minimum eligibility criteria for Eligible Projects	2 Marks
			For every Additional Eligible Project	1 Mark (Max. 6 Marks)
			Social Policy Expert	
			10 Marks	
			<i>Educational Qualification</i>	
			2 Marks	
			Meets minimum educational qualification	1 Mark
			Additional relevant qualification	1 Mark
<i>Years of Experience</i>				
4 Marks				
Meets minimum no. of years of experience	2 Marks			
For every additional 3 years of experience	1 Marks (Max. 2 Marks)			
<i>Eligible Assignments</i>				
4 Marks				
Meets minimum eligibility criteria for Eligible Projects.	2 Marks			
Every Additional Eligible Project	1 Mark (Max. 2 Marks)			
2(e)	Subject Matter Experts (as per Clause 2.2.2 D)	28 (4 Marks per SME)	Educational Qualification	
			2 Marks	
			Meets minimum educational qualification	1 Mark
			Additional relevant qualification	1 Mark
			Years of Experience	
			2 Marks	
Meets minimum no. of years of experience	1 Mark			
Additional 5 years of experience	1 Mark			

3.1.4 **Eligible Assignments and Eligible Sectors**

For the purposes of satisfying the Conditions of Eligibility and for evaluating the Proposals under this RFP, advisory/consulting project in India granted by the State/ UT/Central Government department, regulatory commission, tribunal, statutory authority, public sector entity or donor agencies for the following projects shall be deemed as eligible assignments (the “**Eligible Assignments**”):

Category I: Programme Management in the development sector

Category II: Policy implementation

Category III: PPP Transaction Projects

For avoidance of doubt, “PPP Transaction Projects” comprise of preparation of transaction/bid documents and management of transaction/ bid process or other similar transaction advisory assignments in relation to the bidding process or other transactions **AND** preparation of techno-economic feasibility report/detail project report, preparation of revenue model and other similar assignments for a project undertaken through Public Private Partnership (PPP) or other forms of private participation, having an estimated capital cost (excluding land) of at least Rs.100 crore (Rupees Hundred crore) in case of a project in India and US\$50million for projects elsewhere **provided that** all Eligible Assignments relating to projects based on the same model concession agreement and awarded by the same public entity shall be counted as one Eligible Assignment.

3.1.5 **Other relevant assignments**

Deleted

3.2 **Short-listing of Applicants**

Of the Applicants ranked as aforesaid, all the Applicant(s) whose Technical Score is more than the score specified in Clauses 3.1.1 and 3.1.2 shall be pre-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 3.1.1 and 3.1.2; provided that in such an event, the total number of pre-qualified and short-listed Applicants shall not exceed 2 (two).

3.3 **Evaluation of Financial Proposal**

3.3.1 In the second stage, the Financial Proposal of only those applicants, whose Technical Proposal score 70 points or more out of 100 will be opened and financial evaluation will be carried out as per this Clause 3.3. Each Financial Proposal will be assigned a financial score (S_F) as specified in Clause 3.3.3.

3.3.2 For financial evaluation, the total cost indicated in the Financial Proposal will be considered.

3.3.3 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 fulfill 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:

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

(F = amount of Financial Proposal)

3.4 **Combined and Final Evaluation**

3.4.1 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 0.7 and 0.3 respectively.

3.4.2 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 specified in Clauses 2.24, 2.28 and 2.29, as the case may be.

4. FRAUD AND CORRUPT PRACTICES

- 4.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.
- 4.2 Without prejudice to the rights of the Authority under Clause 4.1 hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 4.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Consultancy or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter

- concerning the Consultancy;
- (b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - (c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
 - (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
 - (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

5. PRE-PROPOSAL CONFERENCE

- 5.1 Pre-Proposal Conference of the Applicants shall be convened at the designated date, time and place. Only those Applicants who have purchased the RFP document or downloaded the same from the Official Website of the Authority, shall be allowed to participate in the Pre-Proposal Conference. A maximum of three representatives of each Applicant shall be allowed to participate on production of an authority letter from the Applicant.
- 5.2 During the course of Pre-Proposal Conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.

6. MISCELLANEOUS

- 6.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Bhopal, Madhya Pradesh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 6.2 The 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 the 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.
- 6.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
- 6.4 All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 6.5 The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

Schedules

SCHEDULE – 1
(See Clause 1.1.3)

Appointment of Consultant for State Vision Evaluation Team,
Government of Madhya Pradesh

Terms of Reference (TOR)

1. GENERAL

- 1.1 The Authority seeks the services of a qualified firm for acting as a Consultant for the State Vision Evaluation Team (SVET) in assessing status of programmes, projects, schemes, policies, initiatives documented in “Madhya Pradesh Vision 2018” and comprehensive implementation support to achieve the objective laid out in the Vision. The Terms of Reference (the “TOR”) and the scope of the Consultancy for this assignment are specified below.
- 1.2 The Consultant shall be guided in its assignment by the circulars issued by the Authority or the Chief Minister’s Office from time to time (the “Circulars”) and any relevant guidance or operating procedures/manuals issued by the Authority/ Chief Minister’s Office from time to time (the “Manual”).
- 1.3 The Consultant shall assist the Chief Minister’s Office in any matter relevant to implementation of Madhya Pradesh Vision 2018 in connection with the Consultancy.
- 1.4 The Consultant shall also participate in the meeting with implementing agencies, other government agencies and instrumentalities or any other stakeholders at the request of the Chief Minister’s Office.
- 1.5 The Consultant shall make available the Project Management and Monitoring Expert (PMME) - Team Leader and other Key Personnel / Subject Matter Experts to attend and participate in meetings, conferences and discussions with the Chief Minister’s Office and shall otherwise advise on and assist the Chief Minister’s Office in standards of performance and implementation of diverse policies & programmes, tasks & projects; including exploration of convergence with activities undertaken by various departments, project design and funding strategies and any other request of the Chief Minister’s Office that may arise from time to time.

2. OBJECTIVE

The objective of this Consultancy (the “Objective”) is to procure advice and necessary assistance to the Chief Minister’s Office, as may be required in implementing the “Madhya Pradesh Vision 2018” for the duration of the Consultancy Agreement: Other key conditions include

- (i) The Consultancy Team shall be available on fulltime basis to advise and assist as may be required under the Consultancy;
- (ii) For avoidance of doubt, fulltime basis for the purpose of this Consultancy shall mean all working days of the Authority and the prescribed working hours.

- (iii) The Consultancy Team shall work out of the office of the Authority or any other office as provided by the Authority;

3. **SCOPE OF SERVICES**

3.1 The scope of services shall *inter alia* include:

- (i) To review the status of the State Vision Plan on continuous basis, coordinate with the department concerned to follow up on the gaps identified and action plans designed to fill the same.
- (ii) Suggest road map and implementation plan for development of key projects, programs, tasks and policies.
- (iii) Identify innovative projects and practices based on felt needs of the State
- (iv) Study current standards of performance in various sectors & suggest measure to improve & benchmark the same
- (v) Identify possibilities of convergence of activities currently undertaken by departments
- (vi) To work on identified project/programme and prepare project design including funding strategies
- (vii) To examine the current PSP framework & suggest necessary interventions
- (viii) To examine the prevailing policies & programmes and suggest changes, if any

3.2 **Scope not exhaustive**

The Scope of Services specified in this Clause 3 are not exhaustive and the Consultant shall undertake such other tasks as may be assigned by the Chief Minister's Office and/or the Authority in order to implement "Madhya Pradesh Vision 2018.

4. **DELIVERABLES**

In pursuance of this TOR, the Consultant shall undertake/deliver the services to the "Chief Minister's Office and the Consultant shall undertake/deliver the required services promptly within 7 days or within the time period agreed with the Chief Minister's Office (the "Deliverables") during the course of this Consultancy. Each deliverable shall include a forwarding letter duly signed by the authorised signatory of the Consultant to the Chief Minister's Office and the Authority and shall be submitted in hard copies as well as soft copy.

5. **TIME AND PAYMENT SCHEDULE**

5.1 Subject to the provisions of Clause 10.1 of the TOR, the total duration for the Consultancy shall be for a period of 24 months. The Consultant shall deploy the Key Personnel and Subject Matter Experts as per the deployment of Personnel proposed.

5.2 The duration of the Consultancy may be extended for a maximum period of 24 months at the

sole discretion of the Authority, with an annual escalation of 7.5% in the man-month rates (over the quoted man month rate in the Financial Proposal) of the Key Personnel, Subject Matter Experts and Support Resources during the extension period. All other terms & conditions including those under Clause 4.4 (Substitution of Key Personnel) shall remain the same during the extension period and hold true as if the Consultancy has been procured for a period totaling Project Duration and extension period.

For the avoidance of doubt, the aforesaid escalation in the man-month rate is illustrated below

Duration of Consultancy	Applicable Man-month Rate
First 24 months	100%
25 th to 36 th month	107.5%
37 th to 48 th month	115%

5.3 Payment for the services of the Consultant shall be based on actual number of man days of the Key Personnel, Subject Matter Experts and Support Resources deployed by the Consultant.

5.4 If professional fees are quoted in terms of person months, then daily fee rate for inputs that are a fraction of a month will be calculated by dividing the monthly rate by 30 for arriving at a daily rate for each calendar day. Remuneration will be payable for intervening Government of Madhya Pradesh Holidays and weekends, except for the weekend that falls at the end of a particular input time. The day of arrival and departure will be considered as working days provided the time of arrival is in the AM and the time of departure is in the PM.

5.5 Deleted

5.6 All payments to the Consultant shall be released after confirmation from the Chief Minister's Office.

6. MEETINGS

6.1 The Chief Minister's Office/Authority may, at their discretion, require the Consultant to participate in any meetings in Bhopal and/ or work from the offices of the Authority and the Consultant shall, on a best endeavour basis and without unreasonable delay, provide such services at the offices of the Authority.

7. CONSULTANCY TEAM

7.1 The Consultant shall form a team (the "Consultancy Team") for undertaking this assignment. The Consultancy Team shall consist of experts who have the requisite qualifications and experience. Project Management and Monitoring Expert (PMME)-cum-Team Leader shall be the leader of the Consultancy Team. The following Key Personnel whose experience and responsibilities are briefly described herein would be considered for evaluation of the Technical Proposal. Other expertise as required for the services to be rendered by the Consultant shall be included in the Team either through the Key Personnel specified below or through Subject Matter Experts, as necessary.

Key Personnel	Qualification and Professional Experience	Experience on Eligible Assignments	Minimum Onsite time requirement
Project Management and Monitoring Expert (PMME) – Team Leader	MBA or equivalent with 15 (Fifteen) years of post-qualification experience OR Retired Class I officer with any Central or State Government department or undertaking, with 20 (Twenty) years of experience	PMME should have worked on not less than 5 (five) projects involving designing project framework and review mechanism. Experience in multi-sectoral projects and working with senior level bureaucrats and Ministers. Strong skills in policy formulation and advocacy are required.	100% during the Project Duration
Financial Expert cum PPP Expert	MBA or equivalent/CA/CFA with 10 (Ten) years of post-qualification experience.	The Financial Expert cum PPP Expert should have led a financial team in Public Financial Management (PFM), in preparing revenue models, project structuring and in preparation of bid documents, in not less than 10 assignments of which not less than 8 (Eight) should be PPP projects of value Rs.100 crores and above.	100% during the Project Duration
Social Policy Expert	MBA in Rural Management/ MSW/MA Development Studies or equivalent, with 10 (Ten) years post-qualification experience.	The Social Policy Expert should have led a team in preparation of sector development and promotion projects in not less than 5 (five) assignments for State/ UT/Central Government department, regulatory commission, tribunal, statutory authority, public sector entity or donor agencies.	100% during the Project Duration

Subject Matter Experts	Qualification and Years of Experience	Experience/Expertise Expected	Minimum Onsite time requirement
Subject Matter Expert (SME) – Urban Development	Master in Urban Planning with 10 (Ten) years post-qualification experience.	The Infrastructure Expert should have strong understanding of urban policies and planning. IE should also possess prior experience in implementing	100% during the Project Duration

Subject Matter Experts	Qualification and Years of Experience	Experience/Expertise Expected	Minimum Onsite time requirement
		urban sector reforms, urban planning and bringing private sector participation for urban development works.	
Subject Matter Expert (SME) – Skill Development	MBA or equivalent with 10 (Ten) years post-qualification experience.	The Skill Development Expert should have proven experience of managing large scale skill development initiatives as state level covering policy issues, demand and supply facets of skill development, fostering private sector engagement and PPPs in skills sector.	100% during the Project Duration
Subject Matter Expert (SME) – Agriculture	M.Sc. Agriculture with 10 (Ten) years post-qualification experience.	The Agriculture expert is required to have a deep understanding of agriculture policies and programme operation at national and state level. The SME - Agriculture should have experience of developing and implementing reforms supporting agricultural growth & strengthening farm price realization by farmers.	100% during the Project Duration
Subject Matter Expert (SME) – Information Technology (To be reviewed)	MCA/B.E. or B. Tech. with 10 (Ten) years post-qualification experience.	The IT Expert is required to have proven experience in designing (including architecture) or roll-out management of E-governance solutions or MIS dashboards, for Central Government departments or States. He/she is expected to have deep understanding of Business Intelligence, Analytics and Databases etc.	100% during the Project Duration
Subject Matter Expert (SME) – Health	Master's in Public Health with 10 (Ten) years post-qualification experience.	The Health sector expert is expected to possess a deep understanding of public health system, social determinants of health, and public health issues such as communicable, non-communicable diseases,	100% during the Project Duration

Subject Matter Experts	Qualification and Years of Experience	Experience/Expertise Expected	Minimum Onsite time requirement
		maternal & child health.	
Subject Matter Expert (SME) – Tourism (To be reviewed)	MBA or equivalent/ Master’s Degree in Tourism, with 10 (Ten) years of post-qualification experience	The Tourism expert is required to have experience of creating strategy/ action plan for the development of the sector and policy advisory, implementation support for central/state schemes, project management and monitoring, project evaluation/appraisal and investment facilitation/mobilization, preferably with international exposure. He/she shall also have proven experience in private sector development in the sector, transaction support for tourism projects, financial feasibility etc.	100% during the Project Duration.
Subject Matter Expert – Communication & PR	Post Graduate Degree/Diploma in Mass Communication with 10 (Ten) years of post-qualification experience.	A Strong understanding of developmental communication with focus on PR, documentation, campaign designing and media handling, is expected from the Communication & PR Expert	100% during the Project Duration.

7.2 The Consultant shall maintain the time sheet/ attendance sheet of the working of all Personnel in the project office.

7.3 The Consultant shall deploy all the Key Personnel, Subject Matter Experts and Support Resources at the Project Office as specified in the Manning Schedule forming part of the Agreement. The authorised officials of the Authority may visit the Project Office at any time during office hours for inspection and interaction with the Consultancy Team. It is not expected of the Consultant to carry out the operations from the Head/Home Office.

8. REPORTING

8.1 The Consultant shall electronically and by mail, submit fortnightly time reports of each of the Key Personnel. Such time reports shall be submitted to the Authority as well as the Chief Minister’s Office on the 15th and the last day of each calendar month by end of the business day. The time reports shall also include a brief description of work performed during that fortnight by each of the Key Personnel, Subject Matter Expert and Support Resource.

8.2 The Consultant will work closely with the Chief Minister’s Office and the designated officer

of the Chief Minister's Office will be responsible for the overall coordination and project development. He will play a coordinating role in dissemination of the Consultant's outputs, facilitating discussions, and ensuring required reactions and responses to the Consultant.

8.3 The Consultant may prepare papers highlighting issues that could become critical for the timely completion of the Consultancy (the "**Issue Papers**") and that require attention from the Chief Minister's Office.

8.4 The Consultant is required to prepare and submit a monthly report that includes and describes, *inter alia*, general progress to date; data and reports obtained and reviewed, conclusions to date, if any; concerns about availability of, or access to, data, analyses, reports; questions regarding the TOR or any other matters regarding work scope and related issues; and so on. The Consultants' work on the TOR tasks should continue while the report is under consideration and is being discussed.

9. **DOCUMENTS TO BE MADE AVAILABLE**

The Chief Minister's Office shall provide to the Consultant the necessary information required from the implementing agencies. The Chief Minister's Office may direct the Consultant to coordinate with the implementing agency for collection and/or procurement of necessary information.

10. **COMPLETION OF SERVICES**

10.1 All the deliverables shall be compiled, classified and submitted by the Consultant to the Chief Minister's Office in soft form, to the extent possible. The documents comprising the deliverables shall remain the property of the Chief Minister's Office and shall not be used by the Consultant for any purpose other than that intended under these Terms of Reference without the permission of the Chief Minister's Office. The Consultancy shall be deemed to be completed upon completion of Project Duration, unless extended by the Authority in accordance with Clause 5.2 of this Schedule – 1 of the RFP.

SCHEDULE-2
(See Clause 2.1.3)

AGREEMENT
FOR
Appointment of Consultant for State Vision Evaluation Team,
Madhya Pradesh

Contents

1. General
 - 1.1 Definitions and Interpretation
 - 1.2 Relation between the Parties
 - 1.3 Rights and obligations
 - 1.4 Governing law and jurisdiction
 - 1.5 Language
 - 1.6 Table of contents and headings
 - 1.7 Notices
 - 1.8 Location
 - 1.9 Authority of Member-in-charge
 - 1.10 Authorised representatives
 - 1.11 Taxes and duties
2. Commencement, Completion and Termination of Agreement
 - 2.1 Effectiveness of Agreement
 - 2.2 Commencement of Services
 - 2.3 Termination of Agreement for failure to commence Services
 - 2.4 Expiration of Agreement
 - 2.5 Entire Agreement
 - 2.6 Modification of Agreement
 - 2.7 Force Majeure
 - 2.8 Suspension of Agreement
 - 2.9 Termination of Agreement
3. Obligations of the Consultant
 - 3.1 General
 - 3.2 Conflict of Interest
 - 3.3 Confidentiality
 - 3.4 Liability of the Consultant
 - 3.5 Accounting, inspection and auditing
 - 3.6 Consultant's actions requiring the Authority's prior approval
 - 3.7 Reporting obligations
 - 3.8 Documents prepared by the Consultant to be the property of the Authority
 - 3.9 Materials furnished by the Authority
 - 3.10 Providing access to the Project Office and Personnel
 - 3.11 Accuracy of Documents

4. Consultant's Personnel
 - 4.1 General
 - 4.2 Deployment of Personnel
 - 4.3 Approval of Personnel
 - 4.4 Substitution of Key Personnel
 - 4.5 Working hours, overtime, leave etc
 - 4.6 Project Manager

5. Obligations of the Authority
 - 5.1 Assistance in clearances etc.
 - 5.2 Access to land and property
 - 5.3 Change in Applicable Law
 - 5.3 Payment

6. Payment to the Consultant
 - 6.1 Cost estimates and Agreement Value
 - 6.2 Currency of payment
 - 6.3 Mode of billing and payment

7. Liquidated damages and penalty
 - 7.1 Performance Security
 - 7.2 Liquidated Damages
 - 7.3 Penalty for deficiency in services

8. Fairness and Good Faith
 - 8.1 Good Faith
 - 8.2 Operation of the Agreement

9. Settlement of Disputes
 - 9.1 Amicable settlement
 - 9.2 Dispute resolution
 - 9.3 Conciliation
 - 9.4 Arbitration

ANNEXES

- Annex 1: Terms of Reference
- Annex 2: Deployment of Personnel
- Annex 3: Cost of Services
- Annex 4: Payment Schedule
- Annex 5: Bank Guarantee for Performance Security
- Annex 6: Fortnightly Time Report

AGREEMENT Appointment of Consultant for State Vision Evaluation Team, Government of Madhya Pradesh

AGREEMENT No.....

This AGREEMENT (hereinafter called the “Agreement”) is made on the day of the month of2016, between, on the one hand, the Directorate of Institutional Finance, Government of Madhya Pradesh acting through Joint Director, DIF (hereinafter called the “Authority” which expression shall include their respective successors and permitted assigns, unless the context otherwise requires) and, on the other hand, (hereinafter called the “Consultant” which expression shall include their respective successors and permitted assigns).

WHEREAS

- (A) The Authority vide its Request for Proposal for Appointment of Consultant for the State vision Evaluation Team (SVET), Government of Madhya Pradesh (hereinafter called the “Consultancy”) for assisting the Chief Minister’s Office and coordinating the various implementation aspects of the Madhya Pradesh Vision 2018 initiative (hereinafter called the “Project”);
- (B) the Consultant submitted its proposals for the aforesaid work, whereby the Consultant represented to the Authority that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to the Authority on the terms and conditions as set forth in the RFP and this Agreement; and
- (C) the Authority, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated (the “LOA”); and
- (D) in pursuance of the LOA, the parties have agreed to enter into this Agreement.

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. GENERAL

1.1 Definitions and Interpretation

1.1.1 The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

- a) “Agreement” means this Agreement, together with all the Annexes;
- b) “Agreement Value” shall have the meaning set forth in Clause 6.1.2;
- c) “Applicable Laws” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time;
- d) “Confidential Information” shall have the meaning set forth in Clause 3.3;

- e) “Conflict of Interest” shall have the meaning set forth in Clause 3.2 read with the provisions of RFP;
- f) “Dispute” shall have the meaning set forth in Clause 9.2.1;
- g) “Effective Date” means the date on which this Agreement comes into force and effect pursuant to Clause 2.1;
- h) “Expatriate Personnel” means such persons who at the time of being so hired had their domicile outside India;
- i) “Government” means the Government of Madhya Pradesh;
- j) “INR, Re. or Rs.” means Indian Rupees;
- k) “Member”, in case the Consultant consists of a consortium of more than one entity, means any of these entities, and “Members” means all of these entities;
- l) “Party” means the Authority or the Consultant, as the case may be, and Parties means both of them;
- m) “Personnel” means persons hired by the Consultant comprising of Key Personnel viz., Project Management and Monitoring Expert, Financial Expert cum PPP Expert and Social Policy Expert; Subject Matter Experts viz., ban Development Expert, Skill Development Expert, Agriculture Expert, Information Technology Expert, Health Expert, Tourism Expert and Communication & PR Expert; support personnel (the “Support Resources”); for the performance of the Services or any part thereof;
- n) “Resident Personnel” means such persons who at the time of being so hired had their domicile inside India;
- o) “RFP” means the Request for Proposal document in response to which the Consultant’s proposal for providing Services was accepted;
- p) “Services” means the work to be performed by the Consultant pursuant to this Agreement, as described in the Terms of Reference hereto;
- q) “Third Party” means any person or entity other than the Government, the Authority, the Chief Minister’s Office and the Consultant.
- r) “Project Duration” means the period of time of provision of Services by the Consultant, subject to a maximum of the difference between the Effective Date; and the date of Expiration of this Agreement or the Termination of this Agreement whichever is earlier.
- s) The “Chief Minister’s Office” means the Office of the Chief Minister of Madhya Pradesh.

All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the RFP.

1.1.2 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral part of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- (a) Agreement
- (b) Annexes of Agreement
- (c) RFP; and
- (d) Letter of Award

1.2 Relation between the Parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between the Authority and the Consultant. The Consultant shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Rights and obligations

The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Agreement, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Agreement; and
- (b) the Authority shall make payments to the Consultant in accordance with the provisions of the Agreement.

1.4 Governing law and jurisdiction

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Bhopal shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

1.5 Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English language.

1.6 Table of contents and headings

The table of contents, headings or sub-headings in this Agreement are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

1.7 Notices

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing and shall:

- (a) in the case of the Consultant, be given by e-mail and by letter delivered by hand to the address given and marked for attention of the Consultant's Representative set out below in Clause 1.10 or to such other person as the Consultant may from time to time designate by notice to the Authority; provided that notices or other communications to be given to an address outside the city specified in Sub-clause (b) below may, if they are subsequently confirmed by sending a copy thereof by registered acknowledgement due, air mail or by courier, be sent by e-mail to the number as the Consultant may from time to time specify by notice to the Authority;
- (b) in the case of the Authority, be given by e-mail and by letter delivered by hand and be addressed to the Authority with a copy delivered to the Authority Representative set out below in Clause 1.10 or to such other person as the Authority may from time to time designate by notice to the Consultant; provided that if the Consultant does not have an office in the same city as the Authority's office, it may send such notice by email and by registered acknowledgement due, air mail or by courier; and
- (c) any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post it ought to have been delivered and in all other cases, it shall be deemed to have been delivered on the actual date and time of delivery; provided that in the case of e-mail, it shall be deemed to have been delivered on the working days following the date of its delivery.

1.8 Location

1.8.1 The Services shall be performed at the offices provided for them by the Authority "the **Project Office**" in accordance with the provisions of RFP.

1.8.2 The Authority requires; and the Consultant agrees and undertakes to provide Services on a best effort basis and without any unreasonable delay.

1.9 Authority of Member-in-charge

In case the Consultant consists of a consortium of more than one entity, the Parties agree that the Lead Member shall act on behalf of the Members in exercising all the Consultant's rights and obligations towards the Authority under this Agreement, including without limitation the receiving of instructions and payments from the Authority.

1.10 Authorised Representatives

1.10.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by the Authority or the Consultant, as the case may be, may

be taken or executed by the officials specified in this Clause 1.10.

1.10.2 The Authority/Chief Minister’s Office may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, the Authority Representative shall be:

.....
.....

Tel: *****

Mobile: *****

Fax: *****

E~mail: *****

1.10.3 The Consultant may designate one of its employees as Consultant’s Representative. Unless otherwise notified, the Consultant’s Representative shall be:

.....
.....

Tel: *****

Mobile: *****

Fax: *****

E~mail* *****

1.11 Taxes and duties

Unless otherwise specified in the Agreement, the Consultant shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws and the Authority shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it.

2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT

2.1 Effectiveness of Agreement

This Agreement shall come into force and effect on the date of this Agreement (the “**Effective Date**”).

2.2 Commencement of Services

The Consultant shall commence the Services within a period of 7 (seven) days from the Effective Date, unless otherwise agreed by the Parties.

2.3 Termination of Agreement for failure to commence Services

If the Consultant does not commence the Services within the period specified in Clause 2.2 above, the Authority may, by not less than 1 (one) weeks’ notice to the Consultant, declare

this Agreement to be null and void, and in the event of such a declaration, this Agreement shall stand terminated and the Consultant shall be deemed to have accepted such termination.

2.4 Expiration of Agreement

Unless terminated earlier pursuant to Clauses 2.3 or 2.9 hereof, this Agreement shall, unless extended by the Parties by mutual consent, expire after the completion of 24 (twenty four) months from the Effective Date, provided that such extension shall not exceed a duration of another 24 (twenty four) months. Upon Termination, the Authority shall make payments of all amounts due to the Consultant hereunder.

2.5 Entire Agreement

2.5.1 This Agreement and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.

2.5.2 Without prejudice to the generality of the provisions of Clause 2.5.1, on matters not covered by this Agreement, the provisions of RFP shall apply.

2.6 Modification of Agreement

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties.

2.7 Force Majeure

2.7.1 Definition

(a) For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

(b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub-Consultant or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both

(A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.

- (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.7.2 No breach of Agreement

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

2.7.3 Measures to be taken

- (a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- (b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (c) The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.

2.7.4 Extension of time

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.7.5 Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period.

2.7.6 Consultation

Not later than 30 (thirty) days after the Consultant has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the

circumstances.

2.8 Suspension of Agreement

The Authority may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 15 (fifteen) days after receipt by the Consultant of such notice of suspension.

2.9 Termination of Agreement

2.9.1 By the Authority

The Authority may, by not less than 15 (fifteen) days' written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

- (a) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 2.8 hereinabove, within 15 (fifteen) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- (b) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (c) the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 9 hereof;
- (d) the Consultant submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Consultant knows to be false;
- (e) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
- (f) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (g) the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

2.9.2 By the Consultant

The Consultant may, by not less than 30 (thirty) days' written notice to the Authority, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

- (a) the Authority fails to pay any money due to the Consultant pursuant to this Agreement and not subject to dispute pursuant to Clause 9 hereof within 45 (forty five) days after receiving written notice from the Consultant that such payment is overdue;
- (b) the Authority is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 (forty-five) days (or such longer period as the Consultant may have subsequently granted in writing) following the receipt by the Authority of the Consultant's notice specifying such breach;
- (c) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (d) the Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause 9 hereof.

2.9.3 Cessation of rights and obligations

Upon termination of this Agreement pursuant to Clauses 2.3 or 2.9 hereof, or upon expiration of this Agreement pursuant to Clause 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, or which expressly survives such Termination; (ii) the obligation of confidentiality set forth in Clause 3.3 hereof; (iii) the Consultant's obligation to permit inspection, copying and auditing of such of its accounts and records set forth in Clause 3.5, as relate to the Consultant's Services provided under this Agreement, and (iv) any right or remedy which a Party may have under this Agreement or the Applicable Laws.

2.9.4 Cessation of Services

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and materials furnished by the Authority, the Consultant shall proceed as provided respectively by Clauses 3.8 or 3.9 hereof.

2.9.5 Payment upon Termination

Upon termination of this Agreement pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Authority shall make the following payments to the Consultant (after offsetting against these payments any amount that may be due from the Consultant to the Authority):

- (i) remuneration pursuant to Clause 6 hereof for Services satisfactorily performed prior to the date of termination;
- (ii) reimbursable expenditures pursuant to Clause 6 hereof for expenditures actually incurred prior to the date of termination; and
- (iii) except in the case of termination pursuant to Sub-clauses (a) through (e) of Clause 2.9.1 hereof, reimbursement of any reasonable cost incidental to the prompt and orderly termination of the Agreement including the cost of the return travel of the Consultant's personnel.

2.9.6 Disputes about Events of Termination

If either Party disputes whether an event specified in Clause 2.9.1 or in Clause 2.9.2 hereof has occurred, such Party may, within 30 (thirty) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 9 hereof, and this Agreement shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standards of Performance

The Consultant shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Authority, and shall at all times support and safeguard the Authority's legitimate interests in any dealings with Sub-consultants or Third Parties.

3.1.2 Terms of Reference

The scope of Services to be performed by the Consultant is specified in the Terms of Reference (the "TOR") at Annex-1 of this Agreement. The Consultant shall provide the Deliverables specified therein in conformity with the time schedule stated therein.

3.1.3 Applicable Laws

The Consultant shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that all Personnel of the Consultant comply with the Applicable Laws.

3.2 Conflict of Interest

3.2.1 The Consultant shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.

3.2.2 Deleted

3.2.3 Prohibition of conflicting activities

Neither the Consultant nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement;
- (b) after the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) at any time, such other activities as have been specified in the RFP as Conflict of Interest.

3.2.4 Consultant not to benefit from commissions, discounts, etc.

The remuneration of the Consultant pursuant to Clause 6 hereof shall constitute the Consultant's sole remuneration in connection with this Agreement or the Services and the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Personnel and agents, similarly shall not receive any such additional remuneration.

3.2.5 The Consultant and its Personnel shall observe the highest standards of ethics and not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices"). Notwithstanding anything to the contrary contained in this Agreement, the Authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the Performance Security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority towards, *inter alia*, time, cost and effort of the Authority, without prejudice to the Authority's any other rights or remedy hereunder or in law.

3.2.6 Without prejudice to the rights of the Authority under Clause 3.2.5 above and the other rights and remedies which the Authority may have under this Agreement, if the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by the Authority to

have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

3.2.7 For the purposes of Clauses 3.2.5 and 3.2.6, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with Selection Process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser the Authority in relation to any matter concerning the Project;
- (b) “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Authority under this Agreement;
- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

3.3 Confidentiality

The Consultant and the Personnel shall not, either during the term or within two years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Authority to the Consultant, its Sub-

Consultants and the Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or finances or any information relating to the Authority's employees, officers or other professionals or suppliers, customers, or contractors of the Authority; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("Confidential Information"), without the prior written consent of the Authority.

Notwithstanding the aforesaid, the Consultant and the Personnel may disclose Confidential Information to the extent that such Confidential Information:

- (i) was in the public domain prior to its delivery to the Consultant and the Personnel or becomes a part of the public knowledge from a source other than the Consultant and the Personnel;
- (ii) was obtained from a third party with no known duty to maintain its confidentiality;
- (iii) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant and the Personnel shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- (iv) is provided to the professional advisers, agents, auditors or representatives of the Consultant or Personnel, as is reasonable under the circumstances; provided, however, that the Consultant or Personnel, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

3.4 Liability of the Consultant

3.4.1 The Consultant's liability under this Agreement shall be determined by the Applicable Laws and the provisions hereof.

3.4.2 The Consultant shall, subject to the limitation specified in Clause 3.4.3, be liable to the Authority for any direct loss or damage accrued or likely to accrue due to deficiency in Services rendered by it.

3.4.3 The Parties hereto agree that in case of negligence or willful misconduct on the part of the Consultant or on the part of any person or firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused to the Authority's property, shall not be liable to the Authority:

- (i) for any indirect or consequential loss or damage; and
- (ii) for any direct loss or damage that exceeds (a) the Agreement Value set forth in Clause 6.1.2 of this Agreement, or (b) the proceeds the Consultant may be entitled to receive from any insurance maintained by the Consultant to cover such a liability, whichever of (a) or (b) is higher.

3.4.4 This limitation of liability specified in Clause 3.4.3 shall not affect the Consultant's liability,

if any, for damage to Third Parties caused by the Consultant or any person acting on behalf of the Consultant in carrying out the Services subject, however, to a limit equal to 3 (three) times the Agreement Value.

3.5 Accounting, inspection and auditing

The Consultant shall:

- (a) keep accurate and systematic accounts and records in respect of the Services provided under this Agreement, in accordance with internationally accepted accounting principles and standards such as Indian Accounting Standards, GAAP, etc and in such form and detail as will clearly identify all relevant time charges and cost, and the basis thereof (including the basis of the Consultant's costs and charges); and
- (b) permit the Authority or its designated representative periodically, and up to one year from the expiration or termination of this Agreement, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Authority.

3.6 Consultant's actions requiring the Authority's prior approval

The Consultant shall obtain the Authority's prior approval in writing before taking any of the following actions:

- (a) Appointing such members of the professional personnel as are not listed in Annex-2; or
- (b) any other action that is specified in this Agreement.

3.7 Reporting obligations

3.7.1 The Consultant shall submit to the Authority the reports and documents specified in the Agreement, in the form, in the numbers and within the time periods set forth therein.

3.7.2 The Consultant shall electronically and by mail, submit fortnightly time reports of each of the Personnel, to the Authority, in the format set out in Annex-6 hereto. Such time reports shall be submitted on the 15th and the last day of each calendar month by end of the business day and shall include the number of hours expended on the Project by the Personnel on each working day of the fortnight covered by the time report. The time reports shall also include a brief description of work performed during that fortnight by each of the Personnel.

3.8 Documents prepared by the Consultant to be property of the Authority

3.8.1 All reports and other documents (collectively referred to as "Consultancy Documents") prepared by the Consultant (or any Third Party) in performing the Services shall become and remain the property of the Authority, and all intellectual property rights in such Consultancy Documents shall vest with the Authority. Any Consultancy Document, of which the

ownership or the intellectual property rights do not vest with the Authority under law, shall automatically stand assigned to the Authority as and when such Consultancy Document is created and the Consultant agrees to execute all papers and to perform such other acts as the Authority may deem necessary to secure its rights herein assigned by the Consultant.

3.8.2 The Consultant shall, not later than termination or expiration of this Agreement, deliver all Consultancy Documents to the Authority, together with a detailed inventory thereof. The Consultant may retain a copy of such Consultancy Documents. The Consultant, or a Third Party shall not use these Consultancy Documents for purposes unrelated to this Agreement without the prior written approval of the Authority.

3.8.3 The Consultant shall hold the Authority harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as "Claims") which may arise from or due to any unauthorised use of such Consultancy Documents, or due to any breach or failure on part of the Consultant or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of the Authority.

3.9 Materials furnished by the Authority

Materials made available to the Consultant by the Authority shall be the property of the Authority and shall be marked accordingly. Upon termination or expiration of this Agreement, the Consultant shall furnish forthwith to the Authority, an inventory of such materials and shall dispose of such materials in accordance with the instructions of the Authority.

3.10 Providing access to Project Office and Personnel

The Consultant shall ensure that the Authority or the Chief Minister's Office, and officials of the Authority or the Chief Minister's Office having authorisation from the Authority or the Chief Minister's Office, are provided unrestricted access to the office of the Consultant and to all Personnel during office hours. The Authority's official or the official of Chief Minister's Office, who has been authorised by the Authority or the Chief Minister's Office in this behalf, shall have the right to inspect the Services in progress, interact with Personnel of the Consultant and verify the records relating to the Services for his satisfaction.

3.11 Accuracy of Documents

The Consultant shall be responsible for accuracy of the documents drafted and/ or vetted and data collected by it directly or procured from other agencies/authorities, estimates and all other details prepared by it as part of these services. Subject to the provisions of Clause 3.4, it shall indemnify the Authority against any inaccuracy in its work which might surface during implementation of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Consultant or arises out of its failure to conform to good industry practice. The Consultant shall also be responsible for promptly correcting, at its own cost and risk, the documents including any re-survey / investigations.

4. CONSULTANT'S PERSONNEL

4.1 General

The Consultant shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services.

4.2 Deployment of Personnel

4.2.1 The designations, names and other particulars of each of the Consultant's Personnel required in carrying out the Services are described in Annex-2 of this Agreement. The estimate of Personnel costs and man day rates are specified in Annex-3 of this Agreement.

4.2.2 Deleted

4.2.3 Deleted

4.3 Approval of Personnel

4.3.1 The Personnel listed in Annex-2 of the Agreement are hereby approved by the Authority. No other Personnel shall be engaged without prior approval of the Authority.

4.3.2 If the Consultant hereafter proposes to engage any person as Personnel, it shall submit to the Authority its proposal along with a CV of such person in the form provided at Appendix-I (Form-11) of the RFP. The Authority may approve or reject such proposal within 21 (Twenty One) days of receipt thereof. In case the proposal is rejected, the Consultant may propose an alternative person for the Authority's consideration. In the event the Authority does not reject a proposal within 21 (Twenty One) days of the date of receipt thereof under this Clause 4.3, it shall be deemed to have been approved by the Authority.

4.4 Substitution of Personnel

4.4.1 The Authority expects the Key Personnel, Subject Matter Experts and Support Resources to be available during implementation of the Agreement. The Authority will not consider substitution of Key Personnel or Subject Matter Experts except for reasons of any incapacity or due to health. Such substitution shall ordinarily be limited to maximum of 20% (Twenty) of the total number of Key Personnel and Subject Matter Experts during the Project Duration, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. Without prejudice to the foregoing, substitution of a Key Personnel or a Subject Matter Expert beyond the above limit shall only be permitted subject to reduction of remuneration equal to 10% (Ten percent) of the total remuneration specified for the original expert who is proposed to be substituted. In the case of a further substitution(s) of the same Key Personnel or Subject Matter Expert hereunder, such deduction shall be increased by 10% (ten per cent) of the remuneration specified for the original Key Personnel or the Subject Matter Expert for each substitution.

Substitution of a Support Resource shall be by an equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

4.4.2 Deleted

4.4.3 The Authority, at any point in time during the period of Consultancy, and at its sole discretion may direct the Consultant to substitute a Key Personnel/Subject Matter Expert/Support Resource without any monetary ramification or any other form of obligation on the Authority.

4.4.4 The Authority, at any point in time during the period of Consultancy, and at its sole discretion may direct the Consultant to demobilize a Key Personnel/Subject Matter Expert/Support Resource without any monetary ramification or any other form of obligation on the Authority.

4.5 Working hours, overtime, leave, etc.

The Personnel shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in the Agreement, and the Consultant's remuneration shall be deemed to cover these items. Any taking of leave by any Personnel for a period exceeding 7 days shall be subject to the prior approval of the Authority, and the Consultant shall ensure that any absence on leave will not delay the progress and quality of the Services.

4.6 Project Manager

The person designated as the Project Management and Monitoring Expert (PMME) of the Consultant's Personnel shall be responsible for the coordinated, timely and efficient functioning of the Personnel and shall be designated as Project Manager (the "Project Manager"). The Project Manager shall also be responsible for day to day performance of the Services.

4.7 Deleted

5. OBLIGATIONS OF THE AUTHORITY

5.1 Assistance in clearances etc.

Unless otherwise specified in the Agreement, the Authority shall make best efforts to ensure that the Government shall:

- (a) provide the Consultant and Personnel with work permits and such other documents as may be necessary to enable the Consultant or Personnel to perform the Services;
- (b) facilitate prompt clearance through customs of any property required for the Services; and
- (c) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

5.2 Deleted.

5.3 Change in Applicable Law

If, after the date of this Agreement, there is any change in the Applicable Laws with respect to taxes and duties which increases or decreases the cost or reimbursable expenses incurred by the Consultant in performing the Services, by an amount exceeding 2% (two per cent) of the Agreement Value specified in Clause 6.1.2, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Agreement shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the aforesaid Agreement Value.

All service tax and other taxes other than income tax, as may be applicable from time to time, on the payment of the professional fees to the Consultant, shall be borne by the Authority.

5.4 Payment

In consideration of the Services performed by the Consultant under this Agreement, the Authority shall make to the Consultant such payments and in such manner as is provided in Clause 6 of this Agreement.

6. PAYMENT TO THE CONSULTANT

6.1 Cost estimates and Agreement Value

6.1.1 An abstract of the cost of the Services payable to the Consultant is set forth in Annex-3 of the Agreement.

6.1.2 The payments under this Agreement shall not exceed the agreement value specified herein(the "Agreement Value"). The Parties agree that the Agreement Value is Rs (Rs).

6.1.3 Deleted

6.1.4 All payments to the Consultant shall be released after confirmation from the Chief Minister's Office.

6.2 Currency of payment

All payments shall be made in Indian Rupees.

6.3 Mode of billing and payment

Billing and payments in respect of the Services shall be made as follows:-

(a) The Consultant shall be paid for its services as per the Payment Schedule at Annex-4 of this Agreement, and Clauses 4, 5.2, 5.3, 5.4 and 10 of the TOR, and the rates specified in Annex-3 of this Agreement, subject to the Consultant fulfilling the following conditions:

- (i) No payment shall be due for the month till the Consultant completes to the satisfaction of the Authority the work pertaining to any pending Deliverable, extension of which has not been explicitly agreed by the Authority, payment shall be due and payable by the Authority for the time spent during each calendar month; and
 - (ii) The Authority shall pay to the Consultant, only the undisputed amount.
- (b) The Authority shall cause the payment due to the Consultant to be made within 30 (thirty) days after the receipt by the Authority of duly completed bills with necessary particulars (the “Due Date”). Interest at the rate of 10% (ten per cent) per annum shall become payable by the Authority as from the Due Date on any amount due by, but not paid on or before, such Due Date.
- (c) The payment under this Clause 6.3 shall be made only after the Deliverables shall have been submitted by the Consultant and approved as satisfactory by the Authority. The services for any Deliverable shall be deemed completed and accepted by the Authority and the Deliverable shall be deemed approved by the Authority as satisfactory upon expiry of 60 (sixty) days after receipt of the Deliverable unless the Authority, within such 60 (sixty) day period, gives written notice to the Consultant specifying in detail, the deficiencies in the services. The Consultant shall thereupon promptly make any necessary corrections and/or additions, and upon completion of such corrections or additions, the foregoing process shall be repeated. The Authority shall make the payment upon acceptance or deemed acceptance of the Deliverable by the Authority.
- (d) Any amount which the Authority has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Agreement shall be reimbursed by the Consultant to the Authority within 30 (thirty) days after receipt by the Consultant of notice thereof. Any such claim by the Authority for reimbursement must be made within 1 (One) year of such excess payment or Termination or Expiration of this agreement as outlined in Clauses 2.9 and 2.4 respectively, whichever is earlier. Any delay by the Consultant in reimbursement by the due date shall attract simple interest @ 10% (ten per cent) per annum.
- (e) All payments under this Agreement shall be made to the account of the Consultant as may be notified to the Authority by the Consultant.

7. LIQUIDATED DAMAGES AND PENALTIES

7.1 Performance Security

- 7.1.1 For the purposes of this Agreement, performance security shall be deemed to be an amount equal to 10% (ten per cent) of the Agreement Value (the “Performance Security”); provided that the Consultant shall not be required to provide Performance Security in the form of a bank guarantee or cash deposit.

7.1.2 Notwithstanding anything to the contrary contained in Clause 7.1.1, as and when payments become due to the Consultant for its Services, the Authority shall retain by way of Performance Security, 10% (ten per cent) of all the amounts due and payable to the Consultant, to be appropriated against breach of this Agreement or for recovery of liquidated damages as specified in Clause 7.2. The balance remaining out of the Performance Security shall be returned to the Consultant at the end of three months after the expiry of this Agreement pursuant to Clause 2.4 hereof. For the avoidance of doubt, the parties hereto expressly agree that in addition to appropriation of the amounts withheld hereunder, in the event of any default requiring the appropriation of further amounts comprising the Performance Security, the Authority may make deductions from any subsequent payments due and payable to the Consultant hereunder, as if it is appropriating the Performance Security in accordance with the provisions of this Agreement.

7.1.3 The Consultant may, in lieu of retention of the amounts as referred to in Clause 7.1.1 above, furnish a Bank Guarantee substantially in the form specified at Annex-7 of this Agreement.

7.2 Liquidated Damages

7.2.1 Liquidated Damages for error/variation

In case any error or variation is detected in the reports submitted by the Consultant and such error or variation is the result of negligence or lack of due diligence on the part of the Consultant, the consequential damages thereof shall be quantified by the Authority in a reasonable manner and recovered from the Consultant by way of deemed liquidated damages, subject to a maximum of the Agreement Value.

7.2.2 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 10% (ten per cent) of the Agreement Value shall be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

7.2.3 Encashment and appropriation of Performance Security

The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Consultant in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause 7.2.

7.3 Penalty for deficiency in Services

In addition to the liquidated damages not amounting to penalty, as specified in Clause 7.2, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarment for a specified period may also be initiated as per policy of the Authority.

8. FAIRNESS AND GOOD FAITH

8.1 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realisation of the objectives of this Agreement.

8.2 Operation of the Agreement

The Parties recognise that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to this Clause 8.2 shall not give rise to a dispute subject to arbitration in accordance with Clause 9 hereof.

9. SETTLEMENT OF DISPUTES

9.1 Amicable settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

9.2 Dispute resolution

9.2.1 Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause 9.3.

9.2.2 The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

9.3 Conciliation

In the event of any Dispute between the Parties, either Party may call upon Principal Secretary, Chief Minister's Office and the Managing Partner/ CEO/Chairman of the Board of Directors of the Consultant or a substitute thereof for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of

settlement within 30 (thirty) days of the notice in writing referred to in Clause 9.2.1 or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of Clause 9.4.

9.4 Arbitration

- 9.4.1 Any Dispute which is not resolved amicably by conciliation, as provided in Clause 9.3, shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 9.4.2. Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre for Alternative Dispute Resolution, New Delhi (the “Rules”), or such other rules as may be mutually agreed by the Parties, and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be the Chief Minister’s Office and the language of arbitration proceedings shall be English.
- 9.4.2 There shall be a sole arbitrator whose appointment shall be made in accordance with the Rules.
- 9.4.3 The arbitrators shall make a reasoned award (the “Award”). Any Award made in any arbitration held pursuant to this Clause 9 shall be final and binding on the Parties as from the date it is made, and the Consultant and the Authority agree and undertake to carry out such Award without delay.
- 9.4.4 The Consultant and the Authority agree that an Award may be enforced against the Consultant and/or the Authority, as the case may be, and their respective assets wherever situated.
- 9.4.5 This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

For and on behalf of Consultant:

(Signature) (Name) (Designation) (Address)
(Fax No.)

SIGNED, SEALED AND DELIVERED

For and on behalf of Authority

(Signature) (Name) (Designation)
(Address) (Fax No.)

In the presence of:

1.

2.

Annex-1
Terms of Reference
(Refer Clause 3.1.2)

(Reproduce Schedule-1 of RFP)

Annex-2
Deployment of Personnel
(Refer Clause 4.2)

(Reproduce as per Form-6 of Appendix-I)

Annex-3
Cost of Services
(Refer Clause 6.1)

(Reproduce as per Form-2 of Appendix-II)

Annex-4
Payment Schedule
(Refer Clause 6.3)

Payments shall be made to the Consultant based on monthly billing

Annex-5
Bank Guarantee for Performance Security
(Refer Clause 7.1.3)

To
The Directorate of Institutional Finance,
Madhya Pradesh***** acting through

Joint Director, DIF]

In consideration of Joint Director, DIF acting on behalf of the Directorate of Institutional Finance, Madhya Pradesh (hereinafter referred as the “Authority”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s _____, having its office at _____ (hereinafter referred as the “Consultant” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority’s Agreement no _____ dated _____ valued at Rs. _____ (Rupees _____), (hereinafter referred to as the “Agreement”) Consultant for State Vision Evaluation Team, Government of Madhya Pradesh for assistance to the Chief Minister’s Office, and the Consultant having agreed to furnish Bank Guarantee amounting to Rs _____ (Rupees _____) to the Authority for performance of the said Agreement.

We, _____ (hereinafter referred to as the “Bank”) at the request of the Consultant do hereby undertake to pay to the Authority an amount not exceeding Rs _____ (Rupees _____) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We, _____ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant’s failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs _____ (Rupees _____).

We, (indicate the name of Bank) undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Consultant shall have no claim against us for making such payment.

3. We, (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

4. We,(indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

5. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

6. We,(indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

7. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. *** crore (Rupees ***** crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [*** (indicate date falling 180 days after the Bid Due Date specified in the RFQ/ RFP for the Project)].

Dated, the.....day of 20

For

(Name of Bank)

(Signature, name and designation of the authorised signatory) Seal of

the Bank:

NOTES:

- (i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Annex-6
Fortnightly Time Report

(See Clause 3.7.2)

The format of the monthly report shall be mutually discussed and agreed between the Consultant and the Authority.

SCHEDULE-3

(See Clause 2.3.3 of RFP)

Guidance Note on Conflict of Interest

1. This Note further explains and illustrates the provisions of Clause 2.3 of the RFP and shall be read together therewith in dealing with specific cases.
2. Consultants should be deemed to be in a conflict of interest situation if it can be reasonably concluded that their position in a business or their personal interest could improperly influence their judgment in the exercise of their duties. The process for selection of consultants should avoid both actual and perceived conflict of interest.
3. Conflict of interest may arise between the Authority and a consultant or between consultants and present or future concessionaries/ contractors. Some of the situations that would involve conflict of interest are identified below:
 - (a) Authority and consultants:
 - (i) Potential consultant should not be privy to information from the Authority which is not available to others.
 - (ii) Potential consultant should not have defined the project when earlier working for the Authority.
 - (iii) Potential consultant should not have recently worked for the Authority overseeing the project.
 - (b) Consultants and concessionaries/contractors:
 - (i) No consultant should have an ownership interest or a continuing business interest or an on-going relationship with a potential concessionaire/ contractor save and except relationships restricted to project-specific and short-term assignments.
 - (ii) No consultant should be involved in owning or operating entities resulting from the project.
 - (iii) No consultant should bid for works arising from the project.

The participation of companies that may be involved as investors or consumers and officials of the Authority who have current or recent connections to the companies involved, therefore, needs to be avoided.
4. The normal way to identify conflicts of interest is through self-declaration by consultants. Where a conflict exists, which has not been declared, competing companies are likely to bring this to the notice of the Authority. All conflicts must be declared as and when the

consultants become aware of them.

5. Another approach towards avoiding a conflict of interest is through the use of “Chinese walls” to avoid the flow of commercially sensitive information from one part of the consultant’s company to another. This could help overcome the problem of availability of limited numbers of experts for the project. However, in reality effective operation of “Chinese walls” may be a difficult proposition. As a general rule, larger companies will be more capable of adopting Chinese walls approach than smaller companies. Although, “Chinese walls” have been relatively common for many years, they are an increasingly discredited means of avoiding conflicts of interest and should be considered with caution. As a rule, “Chinese walls” should be considered as unacceptable and may be accepted only in exceptional cases upon full disclosure by a consultant coupled with provision of safeguards to the satisfaction of the Authority.
6. Another way to avoid conflicts of interest is through the appropriate grouping of tasks. For example, conflicts may arise if consultants drawing up the terms of reference or the proposed documentation are also eligible for the consequent assignment or project.
7. Another form of conflict of interest called “scope-creep” arises when consultants advocate either an unnecessary broadening of the terms of reference or make recommendations which are not in the best interests of the Authority but which will generate further work for the consultants. Some forms of contractual arrangements are more likely to lead to scope-creep. For example, lump-sum contracts provide fewer incentives for this, while time and material contracts provide built in incentives for consultants to extend the length of their assignment.
8. Every project contains potential conflicts of interest. Consultants should not only avoid any conflict of interest, they should report any present/ potential conflict of interest to the Authority at the earliest. Officials of the Authority involved in development of a project shall be responsible for identifying and resolving any conflicts of interest. It should be ensured that safeguards are in place to preserve fair and open competition and measures should be taken to eliminate any conflict of interest arising at any stage in the process.

Appendices

APPENDIX-I
(See Clause 2.1.3)

TECHNICAL PROPOSAL

Form-1

Letter of Proposal
(On Applicant's letter head)

(Date and Reference)

To,
The Commissioner, Directorate of Institutional Finance
C-Wing, First Floor, Vindhyachal Bhavan, Bhopal

Sub: Appointment of Consultant for State Vision Evaluation Team, Madhya Pradesh

Dear Sir,

With reference to your RFP Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as consultant for assisting for State Vision Evaluation Team - SVET (the "Consultant") and coordinating the various implementation aspects of the Madhya Pradesh Vision 2018 initiative. The proposal is unconditional and unqualified.

2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the 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.
3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/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.
6. I/We certify that in the last three 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.

7. I/We declare that:
 - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
 - (b) I/We do not have any conflict of interest in accordance with Clause 2.3 of the RFP 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, as defined in Clause 4.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority 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 Section 4 of the RFP, 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 Consultant, without incurring any liability to the Applicants in accordance with Clause 2.8 of the RFP document.
9. I/We declare that we are not a member of any other Consortium applying for Selection as a Consultant.
10. 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.
11. 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.
12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
13. 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 [and/ or the Government of India] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP 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.

15. I/We agree to keep this offer valid for 90 (ninety) days from the PDD specified in the RFP.
16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in Form 4.
17. In the event of my/our firm being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the format Schedule-2 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
18. In the event of my/our firm being selected as the Consultant, I/we agree and undertake to provide the services of the Key Personnel in accordance with the provisions of the RFP and that the Key Personnel shall be responsible for providing the agreed services himself and not through any other person or Associate.
19. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
20. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
21. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

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

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant/ Lead Member)

Form-2

Particulars of the Applicant

1.1	Title of Consultancy:
1.2	State whether applying as Sole Firm or Lead Member of a consortium: Sole Firm or Lead Member of a consortium
1.3	State the following: Name of Firm: Legal status (e.g. sole proprietorship or partnership or Private Limited Company etc.): Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Name, designation, address and phone numbers of authorised signatory of the Applicant: Name: Designation: Company: Address: Phone No.: Fax No. : E-mail address:

1.4	<p>If the Applicant is Lead Member of a consortium, state the following for each of the other Member Firms:</p> <ul style="list-style-type: none"> i. Name of Firm: ii. Legal Status and country of incorporation iii. Registered address and principal place of business.
1.5	<p>For the Applicant, (in case of a consortium, for each Member), state the following information:</p> <ul style="list-style-type: none"> i. In case of non-Indian Firm, does the Firm have business presence in India? Yes/No If so, provide the office address(es) in India. ii. Has the Applicant or any of the Members in case of a consortium been penalised by any organization for poor quality of work or breach of contract in the last five years? Yes/No iii. Has the Applicant/ or any of its Associates ever failed to complete any work awarded to it by any public authority/ entity in last five years? Yes/No iv. Has the Applicant or any member of the consortium been blacklisted by any Government department/Public Sector Undertaking in the last five years? Yes/No v. Has the Applicant or any of its Associates, in case of a consortium, suffered bankruptcy/insolvency in the last five years? Yes/No <p>Note: If answer to any of the questions at (ii) to (v) is yes, the Applicant is not eligible for this consultancy assignment.</p>
1.6	<p style="text-align: center;">(Signature, name and designation of the authorised signatory) (Name and seal of the Applicant/Lead Member)</p>

Form-3

Statement of Legal Capacity
(To be forwarded on the letter head of the Applicant)

Ref. Date:

To,

The Commissioner, Directorate of Institutional Finance
C-Wing, First Floor, Vindhyachal Bhavan, Bhopal

Dear Sir,

Sub: RFP for appointment of Consultant for State Vision Evaluation Team (SVET), Madhya Pradesh

I/We hereby confirm that we, the Applicant (along with other members in case of consortium, constitution of which has been described in the Proposal¹), satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (insert Applicant's name) will act as the Lead Member of our consortium.

I/We have agreed that (insert individual's name) will act as our Authorised Representative/ will act as the Authorised Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)
(Name and seal of the Applicant/Lead Member)

¹Please strike out whichever is not applicable

Form-4

Power of Attorney for Signing of Bid

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 ofas 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 appointment of consultant for assisting for State Vision Evaluation Team - SVET (the “Consultant”) and coordinating the various implementation aspects of the Madhya Pradesh Vision 2018 initiative , proposed by the Directorate of Institutional Finance, Government of Madhya Pradesh (the “Authority”) 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 Authority, 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 Authority 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 Authority.

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 THISDAY 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 Applicant 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 Applicant.

For a Power of Attorney executed and issued overseas, the document will also have to be 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 Applicants 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 Appostille certificate.

The Power of Attorney should be submitted in original.

Form-4A

Power of Attorney for Lead Member of Consortium

Whereas the (the “Authority”) has invited bids from pre-qualified and short-listed parties for the Project (the “Project”).

Whereas,, and (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposals and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, having our registered office at, M/s., having our registered office at, and M/s., having our registered office at, (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s, having its registered office at, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) and hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Concession/ Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, accept the Letter of Award, participate in bidders’ and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the concession agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney 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 Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

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

For
(Signature, Name & Title)

For
(Signature, Name & Title)

For
(Signature, Name & Title)

(Executants)

(To be executed by all the Members of the Consortium)

Witnesses:

- 1.
- 2.

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 documents such as a board or shareholders 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 executed and issued overseas, the document will also have to be 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 Appostille certificate.

The Power of Attorney should be submitted in original.

Form-5

Financial Capacity of the Applicant

Professional Fees
(Refer Clause 2.2.2 (B))

S. No.	Financial Year	Annual Revenue (Rs./US \$ in million) [£]
1.		
2.		
3.		

Certificate from the Statutory Auditor[§]

This is to certify that.....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

Date:

(Signature, name and designation of the authorised signatory) Name and seal of
the audit firm:

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

[£] In the event that the Applicant does not wish to disclose its Annual Revenue, it may state that it has received more than the amount specified in the aforesaid certificate.

Note:

1. Please do not attach any printed Annual Financial Statement.

Form-5A

Financial Capacity of the Applicant

Net Worth

(Refer Clause 2.2.2 (B))

S. No.	Financial Year	Net Worth (Rs. crores) [£] In Figures and words
1.	2014-15	
2.	2013-14	
3.	2012-13	

Certificate from the Statutory Auditor[§]

Based on the authenticated record of the Applicant this is to certify that
(Name of the Applicant) has the positive Net Worth at the end of the respective Financial Years
as shown above.

Date:

(Signature, name and designation and CA Membership No. of the authorised signatory)

Name and seal of the audit firm:

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

[£] In the event that the Applicant does not wish to disclose its Net Worth, it may state that it has positive Net Worth.

Note:

1. Please do not attach any printed Annual Financial Statement.
2. **In case of Consortium, this Form-5B should be provided for each consortium member.**

Form-6

Particulars of Personnel

Sl. No.	Designation of Personnel	Name	Educational Qualification	Length of Professional Experience	Present Name of Firm	Employment Employed Since	No. of Eligible Projects*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Key Personnel							
1.	Project Management and Monitoring Expert (PMME) - Team Leader						
2.	Financial Expert cum PPP Expert						
3.	Social Policy Expert						
Subject Matter Experts							
4.	Urban Development						
5.	Skill Development						
6.	Agriculture						
7.	Information Technology						
8.	Health						
9.	Tourism						
10.	Communication & PR						
Support Resources							
11.							
12.							
13.							
14.							

#Refer Form 8 of Appendix I Eligible Assignments of Key Personnel

Form-7

Abstract of Eligible Assignments of the Applicant#
(Refer Clause 3.1)

Sl. No	Name of Project	Name of Client	Estimated capital cost of Project (in Rs. crore/ US\$) million	Sector	Type of Eligible Assignment: (Category I: Programme Management in the development sector Category II: Policy implementation Category III: PPP Transaction Projects as per clause 3.1.4 of the RFP)	Date of Completion of the Assignment (Month & Year)
(1)*	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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

* The names and chronology of Eligible Assignments included here should conform to the project- wise details submitted in Form-9 of Appendix-I.

Form-7A

Abstract of other relevant experience of the Applicant[#]

Deleted

Form-8

Abstract of Eligible Projects of Key Personnel*

(Refer Clause 3.1)

Name of Key Personnel:

Designation:

Sl.No	Name of Project*	Name of Client	Estimated Capital cost of project (in Rs. cr./US\$ million)	Name of firm for which the Key Personnel worked	Designation of the Key Personnel on the assignment	Date of completion of the assignment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

@ Use separate Form for each Key Personnel.

* The names and chronology of projects included here should conform to the project-wise details submitted in Form-10 of Appendix-I.

Form-8A

Abstract of other relevant experience of Key Personnel*

Deleted

Form-9

Eligible Assignments of Applicant
(Refer Clause 3.1.4)

Name of Applicant:	
Name of the Project:	
Sector:	
Type of Eligible Assignment: (Category I: Programme Management in the development sector Category II: Policy implementation Category III: PPP Transaction Projects as per clause 3.1.4 of the RFP)	
Particulars of the Eligible Assignment:	
Description of services performed by the Applicant firm:	
Name of client and Address:	
Name, telephone no. and fax no. of client's representative:	
Estimated capital cost of Project (in Rs crore or US\$ million):	
Start date of the services (month & year):	
Finish date of the services (month & year):	
Brief description of the Project:	

Notes:

1. Use separate sheet for each Eligible Assignment.
2. Exchange rate should be taken as Rs. [65] per US \$ for converting to Rupees.

Form-9A

Other relevant assignments of Applicant

Deleted

Form-10

Eligible Assignments of Key Personnel
(Refer Clause 3.1.4)

Name of Key Personnel:	
Designation of Key Personnel:	
Name of the Project:	
Sector:	
Type of Eligible Project: <i>(Category I: Programme Management in the development sector Category II: Policy implementation Category III: PPP Transaction Projects as per clause 3.1.4 of the RFP)</i>	
Particulars of Eligible Project:	
Name of Consulting Firm where employed:	
Designation of the Key Personnel in the Eligible Assignment:	
Description of services performed by the Key Personnel:	
Name of client and Address:	
Name, telephone no. and fax no. of client's representative:	
Estimated capital cost of the Project (in Rs crore or US\$ million):	
Start date and finish date of the services (month/ year):	
Brief description of the Project:	

Notes:

1. Use separate sheet for each Eligible Assignment.
2. Exchange rate should be taken as Rs. [65] per US \$ for converting in Indian Rupees.

Form-10A

Other relevant assignments of Key Personnel

Deleted

APPENDIX-I

Form-11

Curriculum Vitae (CV) of Professional

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:
6. Memberships of Professional Bodies/Associations:
7. Languages: *Speak* *Read* *Write*

8. Employment Record:
(Starting with present position, list in reverse order every employment held.)
9. List of projects on which the Personnel has worked

Name of Project:
Name of the Firm worked for:
Client:
Role performed in the Project:
Project Start Date:
Project Completion Date:
Brief Description of Responsibilities:

Certification:

- 1 I am willing to work on the Consultancy and I will be available for entire duration of the Project assignment as required.
- 2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

Place..... (Signature and name of the Professional Personnel)

(Signature and name of the authorised signatory of the Applicant)

Notes:

1. Use separate form for each **Key Personnel, Subject Matter Expert and Support Resource**.
2. The names and chronology of assignments included here should conform to the project-wise details submitted in Form-8 and Form-10, as the case may be, of Appendix-I.
3. Each page of the CV shall be signed in ink by **both the Personnel concerned and by the Authorised Representative** of the Applicant firm along with the **seal of the firm**. Photocopies will not be considered for evaluation.

APPENDIX-II
FINANCIAL PROPOSAL
Form-1
Covering Letter
(On Applicant's letter head)

(Date and Reference)

To,

Dear Sir,

Subject: Appointment of Consultant for assisting State Vision Evaluation Team (SVET) and coordinating the various implementation aspects of the Madhya Pradesh Vision 2018 initiative.

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm as Consultant for Consultancy Services for above.

I/We agree that this offer shall remain valid for a period of 90 (ninety) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.

APPENDIX-II
(See Clause 2.1.3)

Form-2

Financial Proposal

Item No. (V)	Description (W)	Man Month Rate (Rs.) (X)	Maximum Input Envisaged (Y)	Total Amount (Rs.) (Z)=(X*Y)
A.	PERSONNEL COSTS			
1.	Remuneration for the Key Personnel			
i.	Remuneration for the Project Management and Monitoring Expert (PMME) - Team Leader		24 Months	
ii.	Remuneration for the Financial Expert cum PPP Expert		24 Months	
iii.	Remuneration for the Social Policy Expert		24 Months	
2.	Remuneration for the Subject Matter Experts			
i.	SME – Urban Development		24 Months	
ii.	SME – Skill Development		24 Months	
iii.	SME – Agriculture		24 Months	
iv.	SME – Information Technology		24 Months	
v.	SME – Health		24 Months	
vi.	SME – Tourism		24 Months	
vii.	SME – Communication & PR		24 Months	
3.	Remuneration for the Support Resources			
i.	Support Resource 1 –		24 Months	
ii.	Support Resource 2 –		24 Months	
iii.	Support Resource 3 –		24 Months	
iv.	Support Resource 4 –		24 Months	
	Sub-total Personnel Costs (A):			
B.	SERVICE TAX			
C.	TOTAL (including taxes) in Rs. In Indian Rupees, in figures In Indian Rupees, in words			

Notes:

- The financial evaluation shall be based on the above Financial Proposal for total remuneration of the Key Personnel, Subject Matter Experts and Support Resources. The total under Item C shall, therefore, be the amount for purposes of evaluation.
- Payment for the Services of the Key Personnel, Subject Matter Experts and Support Resources shall be based on actual number of man days of the personnel deployed by the Consultant.
- The aforesaid fees, payable to the Consultant in accordance with the Financial Proposal, shall cover the costs of local telephone/fax, reasonable amount of in-house photocopying and stationery and costs of support staff. No additional charges in respect thereof shall be due or payable. The said fees, however, will not include cost of outstation travel undertaken on the direction of Authority/Chief Minister's Office. The outstation travel expenses (travel being undertaken on the direction of the Authority / Chief Minister's Office) will be paid at actuals and will be indicated separately in the invoices of the Consultant together with appropriate

supporting documents. However, domestic or international travel from the firm's office to the Project Office/Authority's office/Chief Minister's office to attend meetings held by the Authority/Chief Minister's office are not reimbursable.

4. Bills for reimbursement hereunder may be submitted on a monthly basis along with a Statement of Expenses, duly certified by the Authorised Representative.
5. The reimbursement of all fees and expenses shall be limited to the amounts indicated above and no escalation on any account will be payable on the above amounts.
6. Any other charges not shown here are considered included in the man month rate for the personnel (Key Personnel/Subject Matter Experts/Support Resources).
7. All payments shall be made in Indian Rupees and shall be subject to applicable Indian withholding taxes if any.
8. For the purposes hereof "Statement of Expenses" means a statement of the expenses incurred on each of the Cost heads indicated in paragraph 4 above; provided that in relation to claims relating to man days, the Statement of Expenses shall be accompanied by the particulars of the man days of personnel spent on the Consultancy.