

# **Request for Proposal**

**for**

**“APPOINTMENT OF CONSULTANT FOR AFFORDABLE  
HOUSING PROJECT**

**AT**

**DHOBIANA BASTI URBAN ESTATE PHASE 3 PART 1 AT  
BATHINDA”**



**BATHINDA DEVELOPMENT AUTHORITY**

**PUDA/BDA COMPLEX  
BHAGU ROAD, BATHINDA**

**INVITATION for BIDS**

To,

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**Consultancy Services for development of affordable housing project on PPP basis at  
DHOBIANA BASTI URBAN ESTATE PHASE-3 PART-I at Bathinda, Punjab**

Dear Sir,

Bathinda Development Authority having its office at PUDA/BDA Complex, Bathinda invites bids from the Applicants/Bidders for “**Consultancy Services for development of affordable housing project on PPP basis at DHOBIANA BASTI URBAN ESTATE PHASE-3 PART-I at Bathinda, Punjab**” (hereinafter referred to as “Project”).

The detailed Scope of Work for the Project is given under Section 2 of this Bid Document **i.e. Terms of Reference.**

1. RFP document can be obtained from Bathinda Development Authority office or can be downloaded from the website [www.bdabathinda.in](http://www.bdabathinda.in)
2. Bids shall be valid up to 90 days from the closing date of bids.
3. The bid should be submitted along with Price of Bid Document: Rs. 1000/- (Rupees One Thousand Only) to be paid in the form of Demand Draft/Pay Order from any Nationalized/Scheduled Bank in favour of "Chief Administrator, BDA, Bathinda" and Earnest Money Deposit (EMD) Rs. 25000/- (Rupees Twenty Five Thousand Only) form of Demand Draft/Pay Order from any Nationalized/Scheduled Bank in favour of "Chief Administrator, BDA, Bathinda" payable at Bathinda. EMD will be returned to unsuccessful bidder after due procedure of awarding the work to Successful bidder.
4. Consortium or JV is not allowed

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5. The Bid should be submitted on or before 04/08/2017 .. upto 3.00P.M. in Hard Copy with all documents as specified in RFP in the tender box provided at the office of the Chief Administrator, Bathinda Development Authority.

**The Bids should be delivered to:**

**"Chief Administrator, BDA, Bathinda,  
Bhagu Road, U/E Phase-1, Bathinda"**

Bids received through courier or post, will be acceptable. Bathinda Development Authority shall not be responsible for any tampering, damage of sealed envelopes or missing documents from the envelopes if any.

6. Technical bids will be opened on the same day if possible and dates for opening the financial proposals will be communicated separately to all the bidders.
7. Please note that the Bathinda Development Authority reserves the right to accept or reject all or any of the bids without assigning any reason whatsoever.

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**SECTION – 1 INSTRUCTION TO BIDDERS**

**Consultancy Services for development of affordable housing project on PPP basis at  
DHOBIANA BASTI URBAN ESTATE PHASE 3 PART-I at Bathinda, Punjab**

**Introduction to Bidders**

**1 Introduction**

Bathinda Development Authority invites proposal from consultancy firms **for Consultancy Services for development of affordable housing project on PPP basis at DHOBIANA BASTI URBAN ESTATE PHASE 3 PART 1 in Bathinda, Punjab**

- 1.1 *The objective and the Terms of Reference are given under Annexure I.*
- 1.2 Cost of preparation of the proposal shall be borne by the bidder regardless of the outcome of the proposal. The proposal offered should contain all the work envisaged under the scope of work and those proposals giving only part of the work will be rejected.
- 1.3 At any time before the submission of the tender, Bathinda Development Authority has the right to modify the objectives and the terms of reference either on its own initiative or in response to the clarifications requested by the bidders and such changes or modifications will be published on our website. Bathinda Development Authority also reserves the right to extend the deadline for submission of the proposal or cancellation of the entire process as a whole without assigning any reason.

**2 Submission Criteria**

Any information provided by the bidder/applicant as per the marking criteria as per mentioned in clause no.8 below, at the time of bid submission shall be supported with the following documents:

- (i) A brief description of the firm/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 5 years. Project experience will not be considered unless it is accompanied by work order from the client / Agreement with the client. ( As per Format III)
- (ii) Experience in conducting demand estimation, financial feasibility of Commercial projects/ real estate projects ***of minimum project cost of at least 50Cr*** (As per Format IV)
- (iii) Experience of successfully completing Bid Process Management assignments for

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any Central or State Government Entity in India in the last 5 years ***of minimum project cost of at least 50Cr.*** ( As per Format V)

- (iv) List of empanelment's with State/Central level agencies as Transaction Advisors. (As per format VII)
- (v) Approach & Methodology , Work Plan for the Project (VIII)
- (vi) Curriculum Vitae (Resume) of the individual key staff members to be assigned to the work. ( As per Format IX)

### **3 Requirement for submission of proposals**

The proposal should contain all the information requested on both technical and Financial parameters. The proposal should also be submitted along with the support documents which are required as evidence for the information furnished by the bidders.

### **4 Bid Document Fees**

Interested parties are required to purchase bid document from the office of Bathinda Development Authority on payment of **Rs.1000/- (Rupees One Thousand only)**(non-refundable) by way of Demand Draft in favour of **Bathinda Development Authority;** payable at **Bathinda**

### **5 Earnest Money Deposit (EMD)**

The Interested Parties are required to submit along with the Proposal Earnest Money Deposit (EMD) of Rs. 25000/- (Rupees Twenty Five Thousand only) (refundable in case of unsuccessful bidders) in the form of Demand Draft (D.D) from Nationalized/ Scheduled Bank; in favour of "**Chief Administrator, BDA Bathinda**" payable at **Bathinda**.

The D.D. for EMD must be enclosed in the envelope containing the Technical Proposal. Any Proposal without EMD shall be liable for rejection. The amount of EMD shall not carry any interest.

#### **5.1 Return of EMD of Unsuccessful Bidder**

The E.M.D. of the unsuccessful bidders shall be refunded to them without interest, after the award of work is finalized by Bathinda Development Authority or after the date of expiry of Validity of offer, unless the validity of offer is extended by mutual consent.

#### **5.2 Return of EMD of Successful Bidder**

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The E.M.D. paid by the Successful Bidder shall be refunded to the bidder without interest, within 15 days of signing the agreement with the successful bidder. The EMD shall be forfeited in case the bidder fails to sign the agreement.

### **6 Preparation of Proposal**

6.1 The bidder is expected to examine all terms and instructions included in the bid document. Failure to provide all requested information will be at bidder's own risk and may result in rejection of the bidder's proposal.

6.2 Bidders shall submit their proposal with a covering letter enclosing the following in separate envelopes superscribed as given under against each Enclosure.

Enclosure 1	Technical Proposal (original and one copy) in separate sealed envelope and superscribed on the envelope as "Enclosure 1: Technical Proposal".
Enclosure 2	Financial (Price) Proposal (One copy only, in a separate sealed envelope) and superscribed as "Enclosure 2: Financial Proposal".

#### **6.3 Enclosure 1: Technical Proposal**

The technical proposal to be provided by the bidder shall be prepared as per Proforma(I to IX) provided in the Annexure II. The Technical Proposal shall contain the following:

#### **❖ Technical Proposal (in two copy)**

##### **Checklist**

1. Letter for submission of proposal (As per Annexure I)
2. Earnest Money Deposit of Rs. 25000/- (Rupees Twenty Five Thousand Only) (refundable in case of unsuccessful bidder) in the form of D.D from Nationalized/Scheduled Bank in favour of "Chief Administrator, Bathinda Development Authority" Bathinda payable at Bathinda
3. Power of Attorney executed in favour of Authorized Representative of the Company to sign on behalf of the company/firm.(as per Annexure-II)
4. A brief description of the firm/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 5 years. Project



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experience will not be considered unless it is accompanied by work order from the client / Agreement with the client. ( As per Format III)

5. Experience in conducting demand estimation, financial feasibility of Commercial projects/ real estate projects ***of minimum project cost of at least 50Cr*** (As per Format IV)
6. Experience of successfully completing Bid Process Management assignments for any Central or State Government Entity in India in the last 5 years ***of minimum project cost of at least 50Cr.*** ( As per Format V)
7. List of empanelment's with State/Central level agencies in India as Transaction Advisors. (As per format VII)
8. Approach & Methodology , Work Plan for the Project (VIII)
9. Curriculum Vitae (Resume) of the individual key staff members to be assigned to the work. ( As per Format IX)

The bidders should ensure that they provide the following documents in support of their claims failing which the information submitted would not be evaluated.

1. Copy of Certificate of Incorporation in case of Companies.
2. Certificate from a Chartered Accountant certifying the Average Annual Turnover for the years under consideration.
3. CVs of the Key Personnel forming the Core Team as per Performa IX.
4. Work Orders/Agreements for the Experience claimed. The necessary proofs should be duly referenced to the experience claimed.
5. Audited balance sheets along with the Profit and loss account certified by Chartered Accountant for the last three financial years.
6. Any other additional information as may be deemed necessary by the bidder/ applicant.

**Note: All the pages of the Technical Proposal must be numbered and reference to the relevant page number should be provided in the formats of submission.**

6.4 Enclosure 2: Financial Proposal (in one copy)

The bidder shall quote lump sum fee for

**For conducting Consultancy Services for development of affordable housing project on PPP basis at DHOBIANA BASTI URBAN ESTATE PHASE 3 PART -I at Bathinda, Punjab**

The Financial Proposal shall be submitted as per **Performa** provided in Annexure III.

**Success Fee:**

Apart from fixed fee as mentioned above the Selected Consultant will be eligible for payment of success fee equal to 0.5 % of the approved DPR Cost (as approved from government of India) . It is clarified here that the Success Fee shall be paid by the developer to the bidder before signing of the Concession/Contract Agreement between Bathinda Development Authority and the successful Developer.

**7 Submission of Proposal**

The proposals containing the covering letter and all the details of the proposal as described under clause 6.3 and 6.5 will be submitted in two separate envelopes namely, “Technical Bid” and “Financial Bid”. The Technical offer shall be submitted in two copies whereas Financial offer in one copy. All the copies of the bids shall be placed together in outer envelope which shall be sealed and super scribed as **“Consultancy Services for development of affordable housing project on PPP basis at DHOBIANA BASTI URBAN ESTATE PHASE 3 PART-I at Bathinda, Punjab”**

If the envelopes are not sealed and marked as instructed, Bathinda Development Authority will assume no responsibility for misplacement or pre-mature opening of the proposals submitted, which may lead to the rejection of the proposal.

**The Bids should be delivered to:**

**"Chief Administrator,  
Bathinda Development Authority  
U/E Phase-3 Part-I, Bhagu Road, Bathinda, Punjab. INIDA-151001"**

The offers received by the deadline will be opened immediately after the deadline by the office except the **“Enclosure 2: Financial Bid”**. The date, time and venue for financial bid opening will be notified to the individual applicants/ bidders separately.

**8 Basis for Award of Contract**

The selection criteria for awarding of the contract for this work will be based on technical and financial evaluation of the offer made by the applicant/bidder. The evaluation of technical proposal will be based on the Firm’s experience and the experience of the personnel.

Formats of submission for the evaluation are given in Annexure. The submissions without relevant supporting documents like mandate letter/ agreement/ completion certificate will not be considered for evaluation.

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The Technical Bid Submitted by the bidder/applicant shall be evaluated on the basis of evaluation criteria as mentioned below:

<b>Sr. No.</b>	<b>Description</b>	<b>Maximum Points</b>
A	Experience in conducting demand estimation, financial feasibility study, of Commercial projects/ real estate projects of minimum project cost of at least 50Cr	20
B	Experience of successfully completing Bid Process Management assignments for any Central or State Government Entity in India in the last 5 years with of minimum project cost of at least 50Cr	20
C	Qualification and Experience of the Relevant Key Personnel	20
D	Approach , Methodology & Work Plan	20
E	Experience of providing necessary professional services for achieving financial closure/ arranging finances for State level undertakings/ State financial institutions either as arranger/ financial advisor in last 5 financial years ending on 31st March, 2017	10
F	Annual Turnover	10
	<b>Total Marks</b>	<b>100</b>

**Total Marks = 100**

<b>Sr. No.</b>	<b>Qualification Criteria</b>	<b>Marks Allotment</b>	<b>Maximum marks</b>
<b>A</b>	Experience in conducting demand estimation, financial feasibility study, of Commercial projects/ real estate projects of minimum project cost of at least 50Cr. <b>Submissions:</b> Work Orders from respective agencies for conducting demand estimation and financial feasibility  <b>Marking Criteria:</b> Each eligible project will be given 02 marks		<b>20</b>
<b>B</b>	Experience of successfully completing Bid Process Management assignments for any Central or State		<b>20</b>

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Sr. No.	Qualification Criteria	Marks Allotment	Maximum marks
	Government Entity in India in the last 5 years with a Minimum Project Cost of 50 Cr <b>Submissions:</b> Work Orders and completion certificates from respective agencies indicating the completion of Bid Process Management assignments. <b>Marking Criteria:</b> Each eligible project will be given 4 marks		
<b>C</b>	<b>Qualification and Experience of the Relevant Key Personnel</b> <b>Submissions:</b> Detailed CVs of the personnel highlighting the requisite experience and qualifications as mentioned in clause 4 of Section 2 <b>Marking Criteria as follows</b>		<b>20</b>
C1	Team leader/ PPP Expert		8
C2	Finance Expert		4
C3	Market Research Expert		4
C4	Legal Expert		4
<b>D</b>	Approach & Methodology ; Work Plan <b>Submissions:</b> Detailed Approach & Methodology as per format VIII <b>Marking Criteria:</b> Approach, Methodology, Work Plan will be evaluated by the committee and appropriate marks will be awarded.		<b>20</b>
<b>E</b>	Experience of providing necessary professional services for achieving financial closure/ arranging finances for State level undertakings/ State financial institutions either as arranger/ financial advisor in last 5 financial years ending on 31st March, 2017. <b>Submissions:</b> Work orders from respective agencies for arranging finances <b>Marking Criteria:</b> Funds mobilized of 500 Crores : 3 marks 500-1000 Crores : 5 marks Above 1000 Crores : 10 marks		<b>10</b>
<b>F</b>	<b>Average Annual Turnover Criteria of the firm for the past three financial years</b> <b>Submissions:</b> Certificate from statutory auditor		<b>10</b>

Sr. No.	Qualification Criteria	Marks Allotment	Maximum marks
	<i>Marking Criteria as follows:</i>		
F1	Average Annual Turnover of last 3 years between Rs. 100 Cr. to Rs. 150 Cr.		05
F2	Average Annual Turnover of last 3 years above Rs. 150 Cr.		10
	<b>Total</b>		<b>100</b>

## **9 Duties and Taxes**

All duties, taxes and other levies payable by the bidders in respect of the transaction between the bidders and their vendors/sub-suppliers shall be included in the bid price and no claim on this behalf will be entertained by Bathinda Development Authority. All taxes, duties and levies (except GST) in respect of the transaction between Bathinda Development Authority and bidders shall be included in the bid price.

## **10 Proposal Validity Period**

The Bid shall be kept valid for a period of one hundred eighty (90) days from the stipulated last date for submission of bids as mentioned hereafter. The over all offer including key personnel proposed for the assignment and bidders quoted prices shall remain unchanged during the period of validity. In case the Bidder withdraws, modifies or changes his offer during validity period, the Earnest Money Deposit paid by him shall be forfeited forthwith, without assigning any reason thereof.

## **11 Evaluation of Offers**

### **(a) Technical Proposal:**

Technical Proposals received and found valid will be evaluated by Bathinda Development Authority to ascertain the best evaluated bid in the interest of Bathinda Development Authority. The Technical Bid received will undergo detailed evaluation as per marking system as mentioned under clause 8 of Section 1 above.

The bids are liable to be rejected if information is not provided in the desired formats. The technical bids will be evaluated out of 100 marks.

### **(b) Financial Proposal:**

The Financial Proposal shall be submitted as per Performa-I provided in Annexure III. Significant lack of clarity on any cost of item as called for above could lead to the bid being

rejected, if it hinders a uniform evaluation process, even if the bid meets all other bidding parameters.

**Financial bids of all bidders will be opened for which intimation will be given to all bidders who so desire can remain present. The score on price quote will be calculated in the following manner:**

The bid with the lowest price will be awarded 100 points and others shall be allocated proportionately. The total score shall be out of 100. Financial scores ( $S_F$ ) of other bidders/applicants shall be inversely proportional to their quoted prices. The Formula used to calculate the financial scores will be:

$$S_F = (100 \times F_m / F_1)$$

Where

$S_F$  = the Financial Score

$F_m$  = the price of the lowest priced proposal getting 100 marks

$F_1$  = the price of the proposal under consideration

**(c) Weightage for Technical and Financial Bid:**

The technical bids submitted by the bidder/applicant would carry a Weightage of **80%** and the financial bids that will follow the technical bids would carry a Weightage of **20%**.

Bids will finally be ranked according to their combined technical ( $S_T$ ) and Financial ( $S_F$ ) scores using the weights as mentioned above.

Total score will be worked out by adding the weighted marks of technical and financial Bids

$$S = S_T \times 80\% + S_F \times 20\%$$

Where

S= Combined Score of the Bidder/Applicant

$S_T$  = the Technical Score

$S_F$  = the Financial Score

Applicant /Bidder whose combined score (S) is the highest will be invited for negotiations.

**12 Language of Bids**

All information in the bid shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this shall disqualify a bid. In the event of any discrepancy in meaning, the English Language copy of all documents shall prevail.

### **13 Signature of Bidder**

The bid must contain the name, residence and place of business of the authorized person or persons making the bid and must be signed by the Bidder/applicant with his usual signature. The names of all persons signing shall be stamped, typed or printed below the signature. Bids by Corporation / company must be signed with the legal name of the Corporation / Company by the President / Managing Director or other person or persons authorized to bid on behalf of such Corporation / Company in the matter. Significant evidence of authority of the person signing on behalf of the Bidder/ applicant in the form of Power of Attorney shall be furnished with the Bid.

### **14 Award of Contract**

The contract for the consultancy services would be awarded to the best qualified and responsive Bidder offering the bid in conformity with the requirements of these specifications and documents and Bathinda Development Authority shall be the sole judge in this regard depending upon the marks obtained by each bidder in accordance with clause 8 and clause 9 of Section 1.

Notification on Award of Contract for the Consultant will be made in writing to the successful Bidder by Bathinda Development Authority. The bids received and accepted will be evaluated by Bathinda Development Authority to ascertain the best offer with due weight age to technical and financial bids, for the complete works / services under these specification and documents.

The selection of bidder/applicant will be at the sole discretion of Bathinda Development Authority and Bathinda Development Authority reserves the right to accept or reject any or all the bids without assigning any reason. Bathinda Development Authority reserves the right to call for additional information from the bidder/applicants.

### **15 Notification of Award**

The following will be the sequence of activities after issue of Letter of Award.

- Payment of Performance Security by the successful bidder within fifteen (15) days from the date of issue of letter of Award.
- Signing of Contract agreement on non-judicial stamp paper of Rs.100 in the specified format of Bathinda Development Authority with variation if any, within thirty (30) days from the date of issuance of letter of award.
- Issue of work order and commencement of work

**16 Schedule of Tendering Program**

Issue of Bid documents	19/07/2017 to 03/08/2017 (up to 1500 hr)
Last date of submission	04/08/2017 up to 1500 hrs.
Date of Opening of Technical Bid	04/08/2017 at 1600 hrs.
Opening of Financial Bid	Date shall be informed to the qualified bidders
<b>Note:</b> No offer will be accepted after the last date & time of submission.	



**SECTION – 2 TERMS OF REFERENCE**

**Terms of Reference**

**Consultancy Services for development of affordable housing project on PPP basis at Dhobiana Basti, U/E-3 Part-I at Bathinda, Punjab**

**1. Background**

Bathinda Development Authority, Bathinda is an ISO 9001-2008 certified authority that was established on 16 th July 2007 by The Governor of Punjab with a solemn purpose of carrying out and sustaining planned development of the area falling in and around Bathinda City.

BDA has a prime goal of achieving a balanced development of the area by preparation of perspective plans, promotion of Growth Centers and Strengthening of infrastructure facilities.

For speedy planning, Development and Regulation of Urban Estates of Bathinda City, Punjab Government constituted this Authority Vide below Notification No. 13/31/07-1HG2/5398. Whereas the Governor of Punjab is of the opinion that the object of proper development of the area falling in and around Bathinda City will be best served while entrusting the work of development and redevelopment thereof to a special Authority.

Therefore, in exercise of the powers conferred by Section 29 (1) of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 Of 1995), The Governor of Punjab is pleased to constitute and establish Bathinda Development Authority for areas falling in city of Bathinda and its surrounding villages falling within the revenue district of Bathinda as defined in the annexed drawing No. DTP(B)1507/2007, dated June 26,2007.

The jurisdiction of BDA authority has been redefined from time to time. as per latest amendment issued vide notification no. 572 dated 17.7.2014, Five Districts-Bathinda, Mansa, Faridkot, Fazilka and Sri Muktsar Sahib fall within the jurisdiction of Bathinda Development Authority, Bathinda.

Introduction: For the optimal use of urban land and transform existing slum areas within Bathinda city into integrated housing development projects by providing adequate shelter and infrastructure facilities to slum dwellers, it is proposed to take up slum redevelopment projects under Pradhan Mantri Awas Yojna (PMAY) in Bathinda. Under this background, it has been proposed to redevelop the Dhobiana Basti slum as Dhobi Nagar.

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The total land under Dhobiana Basti slum is around 31 acres and the project site (31 acres) will be divided into two parts: 1) Slum Rehabilitation Project (SRP) Area of around 14 acres 2) Private Developer Project (PDP) Area of around 17 acres. The redevelopment of the project site is proposed to be done under Public Private Partnership (PPP) format.

### **2. Objective of the Assignment**

- a. Evolve a model so that the project could be developed on PPP basis.
- b. Preparation of the RFP documents
- c. Assisting BDA in preparation of the required Concession/Contract Agreement based on the project structuring
- d. Undertake Bid Process Management for selection of a developer for implementation of the projects

### **3. Scope of Services**

The scope of consultancy services shall include inter-alia the various activities as given under; however, the consultants are requested to include other necessary tasks, as may be required for preparing comprehensive feasibility report, covering all the aspects involved in the development of the project and make suggestions in the scope of services. The scope of consultancy services shall inter-alia covers various activities but not limited to the following:

#### **4.1.1 Bid Process Management and Selection of private Developer**

- a) The Consultants in consultation with the Authority would be responsible for Evaluation of Expression of Interest (EOI)/Request of Qualification (RFQ) documents and Development of Request for Proposal (RFP), Bid criteria and Concession / Contract Agreement (CA) for selecting the private developer for implementation of the project. The selection criteria for the developers will be finalized in successive consultation with the Authority.
- b) The Consultants shall also assist the Authority in responding to the queries that may be raised during the pre-bid meetings and prepare minutes along with addendum /corrigendum to the bid documents as required.
- c) The Consultants shall evaluate the EOI/RFQ/RFP as the case may be and assist the Authority in short listing and selection of private developer based on qualification criteria for implementation of the project.
- d) The Consultants shall assist the Authority in the bid process in issuance of LOA to the successful private developer.
- e) The Consultants shall assist the Authority to fulfill its obligations till the achievement of financial closure by the selected bidder.

#### 4. Project Core Team

The bidders/applicants shall provide the list of specialists in various fields supported by middle/junior level professionals. It is expected that the consultant shall provide following key personnel having requisite background and professional experience in the respective areas of specialization, except otherwise indicated as below

Details of the proposed team along with CVs to be provided strictly in the Format prescribed in Appendix 2. The proposed team should comprise the following experts besides other technical and support staff. All the CVs submitted should be clearly referenced.

#### Key Personnel

Sr. No	Expert	No. of positions	Experience
1.	Team Leader	01	The Team Leader should have minimum 10 years of experience. He should be MBA/CA with experience in PPP assignments.
2.	Finance Expert	01	A Post Graduate in Finance or CA with minimum 10 years of experience in financial analysis and evaluation of infrastructure projects
3	Market Research Expert	01	MBA in Marketing with experience of minimum 10 years in market research , demand estimation of infrastructure Projects
4	Legal Expert	01	LLB / LLM having experience of minimum 10 years in Consulting

The bidders/applicants are free to propose professional support staff as per the requirements of the assignment.

#### 5. Deliverables, Time schedule and Payment Terms

##### Phase A: Detailed Project Report

Sr. No.	Deliverables	Submission ( Days from issue of Letter of Award)	Payment ( As % of the Total fee quoted)
(i)	EOI/RFQ Evaluation Report	20 days from date of LOA	20%
(ii)	Draft RFP document along with Concession / Contract Agreement	45	30%
(iii)	Final RFP document along with Concession / Contract Agreement	60	25%
(iv)	Submission of Tender Evaluation report	15 days after opening of bid document.	25%

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### **6. Period of Services**

The appointment of consultant shall be for the period of 06(six) months from the date of Consultancy services agreement signed between the Bathinda Development Authority and the Consultant including contract administration. In the event of delay no escalation shall be permissible to the consultant.

### **7. Performance Security**

- Successful bidder will have to execute an agreement on a Non-Judicial Stamp of appropriate value within a period of 30 days of receipt of order and deposit Performance Security which shall be 5% of the contract value, prior to signing of agreement.
- The Performance Security shall be in the form of DD/Pay order/BG in the name of Bathinda Development Authority.
- The Performance Security shall be for the entire project duration and shall be refunded after expiry of 6 Months of contract period/extended period provided there is no breach of contract on the part of consultant.
- Failure of the Successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security.
- Performance Security amount in full or part may be forfeited in the following cases:
  - When the terms and conditions of contract is breached.
  - When the bidder fails to make complete supply services satisfactorily.
  - Notice of reasonable time will be given in case of forfeiture of security deposit.
- Failure of the successful bidder to comply with the requirement of the contract shall constitute sufficient grounds, to award the contract to the next lowest evaluated bidder or call for new bids.

**APPENDIX – 1 FORMATS OF TECHNICAL BID**

**Format-I**

**Technical Proposal Submission Form**

(On Company's letterhead)

FROM:

TO:

Sir:

Subject: :Appointment of Consultant for Consultancy Services for development of affordable housing project on PPP basis DHOBIANA BASTI URBAN ESTATE PHASE 3 PART 1 at in Bathinda, Punjab

I/We \_\_\_\_\_ Consultant herewith enclose Technical Proposal for selection of our organization as Consultant for the subject assignment.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(M)

E-mail:

Fax No.:

**Checklist for Submission**

**I. Technical Bid (in two copy)**

1. Letter for submission of proposal (As per Annexure I)

**CHECKLIST**

2. Earnest Money Deposit of Rs. 25000/- (Rupees Twenty Five Thousand) (refundable in case of unsuccessful bidder) in the form of D.D from Nationalized/Scheduled Bank in favour of Bathinda Development Authority payable at Bathinda
3. Power of Attorney executed in favour of Authorized Representative of the Company to sign on behalf of the company/firm.(as per Format-II)
4. A brief description of the firm/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 5 years. Project experience will not be considered unless it is accompanied by work order from the client / Agreement with the client. ( As per Format III)
5. Experience in conducting demand estimation, financial feasibility of Commercial projects/ real estate projects ***of minimum of at least 50Cr*** (As per Format IV)
6. Experience of successfully completing Bid Process Management assignments for any Central or State Government Entity in the last 5 years ***of minimum of at least 50Cr.*** ( As per Format V)
7. List of empanelment's with State/Central level agencies as Transaction Advisors. (As per format VII)
8. Approach & Methodology , Work Plan for the Project (VIII)
9. Curriculum Vitae (Resume) of the individual key staff members to be assigned to the work. ( As per Format IX)
10. BID documents, minutes of Pre-bid meeting, corrigendum, addendum and all other documents incidental thereto, including minutes of the pre-bid meeting, corrigendum, etc. duly signed and stamped on each page.
11. The bidders should ensure that they provide the following documents in support of their claims failing which the information submitted would not be evaluated.
12. Copy of Certificate of Incorporation in case of Companies. Certificate of Commencement of business in case of proprietors and partnership deed in case of partnership firms
13. Certificate from a Chartered Accountant certifying the Average Annual Turnover for the years under consideration should also be certified by the CA or Audited Annual



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reports.

14. CVs of the Key Personnel forming the Core Team as per Performa IX
15. Work Orders/Completion Certificates from the client for the Experience claimed. The completion certificates should be duly referenced to the experience claimed.

**Format II**

**(Format for Power Of Attorney for Signing Of the Proposal)**  
**(on Rs. 100/- stamp paper duly attested by notary public)**

Know all men by these presents, We \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms. \_\_\_\_\_ (name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for Selection of Consultant for ----- (name of the Project) in ----- (name of state where project is to be carried out), including signing and submission of all documents and providing information/responses to ----- (name of the authority floating tender) in all matters in connection with our Proposal. We hereby declare that all acts, deeds and things done by our said attorney pursuant to this Power of Attorney shall always be deemed to have been ratified by us and done by us.

Dated this the Day of 2017

For (Name, Designation and Address)

Accepted \_\_\_\_\_ Signature)

(Name, Title and Address of the Attorney)

Date: \_\_\_\_\_

Note:

1. 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.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. A certified copy of the appropriate resolution/ document conveying authority to the person signing this Power of Attorney shall be enclosed in lieu of the Power of Attorney.

**In case of partnership firm:** name and address of principal office of the partnership firm to be provided

Note:

1. Any change in the Authorized Representative & Signatory should be informed to the-----  
----- (name of the authority/agency floating tender is to be inserted).

**Format III**  
**CONSULTANT'S ORGANIZATION**

1	Name of the Applicant Firm		
2	Ownership		
3	Contact Address:		
4	Name of the Contact Person		
5	Contact Number		
6	Email Address		
7	Date and Year of Incorporation		
8	Number of years of experience in consultancy services		
9	Number of permanent employees		
10	Annual Turnover of the Firm	Year	Amount (Rs.Lakhs)
		2016-17	
		2015-16	
		2014-15	
11	Any other important information about the organization		

Note:

1. In support of the information provided the bidder shall enclose the following:
  - (a) Certificate of Incorporation
  - (b) In case of Limited Company, a copy of the Memorandum of Association and Articles of Association
  - (c) Work Experience Certificate.
2. Audited Annual accounts during last 3 years
3. The Turnover claimed by the bidders/applicants shall be duly certified by a Chartered Accountant or alternately it should be supported by an Income Tax Return / Certificate from the Chartered Accountant certifying the Annual Turnover during the years under consideration/Audited Annual accounts.

**FORMAT IV**

**Experience in conducting demand estimation, financial feasibility of Commercial projects/ Real estate projects of minimum project cost of at least 50Cr**

<b>Project Name:</b>	<b>Country:</b>
<b>Location within Country:</b>	<b>Key professional staff Provided by Your Firm/entity (profiles):</b>
<b>Name of Client:</b>	<b>No. of Staff:</b>
<b>Address:</b>	<b>No. of Staff-Months; duration of assignment:</b>
<b>Name of Associated Applicants, if any:</b>	<b>No. of Months of Key professional staff, provided by Associated Applicants:</b>
<b>Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:</b>	
<b>Narrative Description of Project:</b>	
<b>Description of Actual Services Provided by Your Staff:</b>	

**Note:**

1. In support of the information, copies of work order/completion certificates issued by clients must be enclosed and properly referenced with Page no. indicated in the format. The work orders shall also be submitted and properly referenced.
2. The specific details of the nature of works (consultancy provided for) must be given.
3. The information must be submitted in the given formats. Any information not furnished strictly in accordance with the formats and requirements shall not be considered for evaluation.
4. All the documents must be clearly numbered and the reference page no. should be provided in the format. Documents not numbered and/or not referenced properly shall not be considered for evaluation.

**FORMAT V**

**Experience of successfully completing Bid Process Management assignments for any Central or State Government Entity in the last 5 years of minimum project cost of at least 50Cr.**

<b>Project Name:</b>	<b>Country:</b>
<b>Location within Country:</b>	<b>Key professional staff Provided by Your Firm/entity (profiles):</b>
<b>Name of Client:</b>	<b>No. of Staff:</b>
<b>Address:</b>	<b>No. of Staff-Months; duration of assignment:</b>
<b>Name of Associated Applicants, if any:</b>	<b>No. of Months of Key professional staff, provided by Associated Applicants:</b>
<b>Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:</b>	
<b>Narrative Description of Project:</b>	
<b>Description of Actual Services Provided by Your Staff:</b>	

**Note:**

1. In support of the information, copies of work order/completion certificates issued by clients must be enclosed and properly referenced with Page no. indicated in the format. The work orders shall also be submitted and properly referenced. The specific details of the nature of works (consultancy provided for) must be given.
2. The information must be submitted in the given formats. Any information not furnished strictly in accordance with the formats and requirements shall not be considered for evaluation. All the documents must be clearly numbered and the reference page no. should be provided in the format. Documents not numbered and/or not referenced properly shall not be considered for evaluation.

**FORMAT VI**

**Experience of providing necessary professional services for achieving financial closure/ arranging finances for State level undertakings/ State financial institutions either as arranger/ financial advisor in last 5 financial years ending on 31st March, 2017.**

<b>Project Name:</b>	<b>Country:</b>
<b>Location within Country:</b>	<b>Key professional staff Provided by Your Firm/entity (profiles):</b>
<b>Name of Client:</b>	<b>No. of Staff:</b>
<b>Address:</b>	<b>No. of Staff-Months; duration of assignment:</b>
<b>Name of Associated Applicants, if any:</b>	<b>No. of Months of Key professional staff, provided by Associated Applicants:</b>
<b>Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:</b>	
<b>Narrative Description of Project:</b>	
<b>Description of Actual Services Provided by Your Staff:</b>	

**Note:**

1. In support of the information, copies of work order/completion certificates issued by clients must be enclosed and properly referenced with Page no. indicated in the format. The work orders shall also be submitted and properly referenced.
2. The specific details of the nature of works (consultancy provided for) must be given.
3. The information must be submitted in the given formats. Any information not furnished strictly in accordance with the formats and requirements shall not be considered for evaluation.
4. All the documents must be clearly numbered and the reference page no. should be provided in the format. Documents not numbered and/or not referenced properly shall not be considered for evaluation.

**Format VII**

**EMPANELMENT WITH STATE/CENTRAL LEVEL AGENCIES AS  
TRANSACTION ADVISOR**

List of empanelment with various agencies to be mentioned

**Note:**

1. In support of the information, copies of empanellment certificates issued by clients must be enclosed and properly referenced with Page no. indicated in the format.

**Format VIII**

**Approach & Methodology & Work Plan**

**Detailed Approach & Methodology**

To illustrate the detailed approach and methodology of how the entire work will be undertaken.

**Activity (Work) Schedule**

Sr. No.	Item of Activity (Work)	Month wise Program (in form of Bar Chart) <i>[1st, 2nd, etc. are months from the start of assignment]</i>			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
	_____				
	_____				
	_____				
	_____				



**Format IX**

**Format of Curriculum Vitae (CV) For  
Proposed Key professional staff**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

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

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

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**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience details, kindly provide types of activities performed and client references, where appropriate. Use about two pages.]*

---

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

---

**Certification:**

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

\_\_\_\_\_ **Date:** \_\_\_\_\_

***[Signature of staff member and authorized representative of the Firm]Day/Month/Year***

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_

**NOTE:**

1. The CVs should be self signed by the person.
2. Employment record and commitment should clearly spell out in detail the role and responsibilities for each of the assignments.
3. The Key person used for the project shall be in employment with the consultant at the time of submission of the proposal and the necessary documentary proof for the same shall be submitted at the time of submission of the proposal.

**APPENDIX - 2 FORMATS OF FINANCIAL PROPOSAL**

**Format X**  
**Financial Proposal Submission Form**  
(On Company's Letterhead)

FROM:

TO:

Sir:

**Subject: Appointment of Consultant for Consultancy Services for development of affordable housing project on PPP basis at DHOBIANA BASTI URBAN ESTATE PHASE 3 PART 1 in Bathinda, Punjab**

I/We \_\_\_\_\_ Consultant are pleased to submit our Financial Proposal for the subject assignment.

Consultancy Services for development of affordable housing project on PPP basis at DHOBIANA BASTI URBAN ESTATE PHASE 3 PART 1 in Bathinda, Punjab	<b>In Figure Rs.....</b> <b>In Words .....</b>
---	---

The fees mentioned above is inclusive of all taxes, but excluding service tax.

Apart from fixed fee as mentioned above the Selected Consultant will be eligible for payment of success fee equal to 0.5 % of the approved DPR Cost from the Selected Developer of this Project during the signing of the concession / contract agreement with the selected developer.. It is clarified here that the Success Fee shall be paid by the developer to the bidder before signing of the Concession / Contract Agreement between Bathinda Development Authority and the Developer.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., ninety (90) days from the last date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. , Email & Fax

**APPENDIX - 3 FORMAT OF BANK GUARANTEE**

**FORMAT XII**  
**FORM OF PERFORMANCE SECURITY**  
**(PERFORMANCE BANK GUARANTEE)**

To,  
The Chief Administrator,  
Bathinda Development Authority  
Bathinda

WHEREAS

\_\_\_\_\_

[Name and address of Consultants] (hereinafter called “the consultants”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to provides the services on terms and conditions set forth in this Contract \_\_\_\_\_ [Name of contract and brief description of works) (hereinafter called the “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Consultants shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Consultants such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultants up to a total of) \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultants before presenting us with the demand.

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We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Consultants shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the consultants or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

This guarantee shall remain in force and effect for a period of one year or until it is released earlier by The Corporation pursuant to the provisions of the Agreement.

Signature and Seal of the Guarantor \_\_\_\_\_ In presence of

Name and Designation \_\_\_\_\_ 1.

\_\_\_\_\_

(Name, Signature & Occupation)

Name of the Bank \_\_\_\_\_

Address \_\_\_\_\_ 2.

\_\_\_\_\_

(Name & Occupation)

Date \_\_\_\_\_

**Appendix 4 –Site Details**



## **Sites**