

**REQUEST FOR PROPOSAL FOR
CONSULTANCY SERVICES**

FOR

**DEVELOPMENT AND MANAGEMENT OF BHUBANESHWAR-
CUTTACK REGIONAL LANDFILL PROJECT**

**(Including Development of Transfer Stations, Long Haul Transportation
and Integrated Treatment and Landfill Facility)**

March 2010

ISSUED BY:

Orissa Industrial Infrastructure Development Corporation (IDCO)

GOVERNMENT OF ORISSA

REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR DEVELOPMENT AND MANAGEMENT OF BHUBANESHWAR-CUTTACK REGIONAL LANDFILL PROJECT

1. GENERAL

Orissa Industrial Infrastructure Development Corporation (hereinafter referred to as **IDCO**) has been appointed to provide transaction advisory services to the Department of Housing and Urban Development (**H&UDD**), Government of Orissa for the selection of a Developer to undertake the implementation of the Bhubaneswar-Cuttack Regional Landfill project under a BOT structure, comprising of

- development of Transfer Stations for each city
- bulk transportation of municipal solid waste from Transfer Stations till the integrated treatment facility
- development, construction and operation of an integrated treatment facility for solid waste; and
- development, operation & maintenance of a regional landfill at the same site

to be used by the cities of Bhubaneswar, Cuttack and nearby urban local bodies and village panchayats for disposal of municipal solid waste generated in their jurisdictions ("**the Project**") on a Public-Private Partnership (PPP) basis. IDCO proposes to procure the services of a consultant (**Consultant**) for providing the transaction advisory services including project development & structuring, bidding, including bid process management and evaluation and implementation of the Public- Private Partnership for the Project.

The services of the Consultant is not restricted till signing of the Concession Agreement, if necessary, subsequent to the signing of Concession Agreement, the Advisor shall assist the H&UD department, Govt. of Orissa for any legal frame work such as formation of SPV/JVC and legal document required for the purpose. It is expected that the task would be for a period of about 4 months from the date of issuance of letter of intent to the selected Consultant for the Project. The Consultant engaged by IDCO will assist in all matters of the Project including the warranties and undertakings required to be obtained from various Bidders at various stages.

1.2 Qualified Consultants (firms or consortium of firms, with appropriate agreement of association in place) having work experience in having work experience in transaction advisory in PPP/BOT structures and at least having direct experience with one PPP Project in the Municipal Solid Waste (MSW) management sector (preferably as related to treatment and disposal of Municipal Solid Waste for a city having population not less than 10.00 lakhs) in India will be required to structure the Project and assist in the bringing of a qualified investor/operator (Hereinafter referred to as "the Consultancy Assignment").

1.3 The Services shall be carried out in accordance with the Scope of Services outlined below. The continuation of Services shall be subject to satisfactory performance of the Consultant, as determined by IDCO ("Client") on behalf of the steering committee comprising of all stakeholders

1.4 Reference to 'Consultant' includes the entire Consultant team, or relevant members, under management of a single Consultant (team leader) who shall contract with IDCO

1.5 Please note that (i) the costs of preparing the proposal/offer as well as of negotiating the contract, including any visits, are not reimbursable; and (ii) IDCO is not bound to accept any of the proposals or offers submitted.

2. BACKGROUND

2.1 There is a severe lack of appropriate solid waste management facilities in urban areas in Orissa. Bhubaneswar and Cuttack, the largest cities in the State, account for nearly 25% of the urban population, and 30 % of the Municipal Solid Waste (MSW) generated in the State. In order to address the issue, it is proposed to undertake the following:

(a): improve systems for collection and transportation of solid wastes in Bhubaneswar Municipal Corporation (“BMC”) and Cuttack Municipal Corporation (“CMC”). It is proposed to undertake this through existing municipal staff. Areas or wards in excess of those that can be handled by corporation staff are to be contracted to private operators. Private operators may be different for the two cities, and will be selected through a bid process.

(b): establish a Regional MSW Treatment and Disposal Facility for addressing the requirements of the two Corporations. Waste from the ULBs will be delivered at the respective transfer stations, from which it will be transported in long haul vehicles to the shared treatment and disposal facility. The surrounding Urban Local Bodies (ULBs) of Jatni, Khurda and Chaudwar would also have the option to use the regional facility so created.

2.2 The Project will be implemented on a PPP basis, with the private developer being selected through a competitive bidding process. The private developer shall have the obligation to undertake the design, development, construction, financing, management, operation and maintenance of the transfer stations, long haul transportation and regional MSW Facility, which includes the integrated treatment facility as well as the regional landfill (“Project Facility”) for the concession period and at the end of this period, transfer the assets to the Concessioneing Authority, i.e., Govt. of Orissa.

2.3 The intended project site of Bhuasuni is presently owned by the Government of Orissa.

IDCO hereby invites Consultant to assist in providing requisite technical inputs, financial advice, financial modeling, bid process management, including preparation of the bid documents and structuring for implementation of the Project on PPP basis, assisting IDCO in evaluation of the bids and in drafting and negotiations of the concession agreement.

The appointment of the Consultant shall be made on the basis of the financial proposal submitted by the Bidder and the Successful Bidder shall be chosen on **least cost basis**.

3. PROJECT OBJECTIVE

The objective of this RFP is to successfully develop a comprehensive Public-Private Partnership (PPP) structure and its legal, commercial and financial guidance documents, to assist IDCO in selection of private sector partner by adopting the PPP structure appropriate for the Project and to continue to assist till signing of the Concession Agreement.

4. WORKING CONDUCT

The Consultant will work in close association with the (i) IDCO (ii) H&UDD which is the implementing agency for the Project and (ii) any inter-departmental committees that may be established by Government of Orissa (“GoO”) to implement and monitor the Project.

5. REQUIREMENT OF CONSULTANT

- Consultant shall provide required qualified personnel including experts in the relevant sector, public-private partnerships, investment promotion, project preparation and appraisal, bid process management, policy and legal issues. The Consultant will be required to establish a local presence if none is in place currently.
- All the prospective Consultants/Bidders shall have sufficient qualified personnel, sub-consultants (if required), and resources to accomplish all the services described herein within the prescribed time. The Consultant should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of the consultancy Assignment described below in the Scope of Work. The Authority is seeking a Consultant, which can bring together a team of professionals and sub-professionals capable of completing all aspects of the consultancy assignment. This will require a high degree of management and technical expertise, and experience directly related to structuring of Public-Private Partnership for similar projects.

5.1 The Consultant must have direct experience with at least one PPP Project in the MSW management sector in India.

5.2 The team leader of the team assigned by the Consultant should have experience as a Project Manager Cum Team Leader who should comply with the following:

(i) be familiar with the requirements for PPP projects from the perspective of both the Government / Concessioning Authority and the private investors / concessionaires;

(ii) be familiar with the Indian investment environment and regulations;

(iii) shall have a minimum of five years post qualification experience in the field of infrastructure projects i.e. roads, highways, expressways, bridges, airfields, tunnel for roads, railways, power, telecom, ports, railways, industrial parks and other such parks, water supply and sewerage, sanitation, township, real estate etc; and

(iv) have direct experience with at least one MSW PPP concession contract in India preferably relating to treatment and disposal of MSW .

The CV of the team leader should clearly highlight the above experience.

5.3 Furthermore, the Consultant should provide services of Financial Analyst, Legal Expert, Technical Expert and other support staff required from time to time for the project.

5.4 Please note that no individual is allowed to apply under this RFP except Firms that have already been empanelled by the Planning Commission , Govt. of INDIA.

6. DURATION OF SERVICES

The Consultant will work for IDCO till the completion of the assignment, which is expected to take a time period of 4 months for Project. The Consultant shall include his lump sum quotation in the fee for sufficient manpower inputs to comply with the Scope of Services.

7. SCOPE OF SERVICES

Note: H&UDD, BMC and CMC with support from Water and Sanitation Program – South Asia (WSP-SA), has already undertaken a significant amount of work to assess the existing situation and configure the Project; develop project costs; financial models to derive indicative tipping fees; developed appropriate implementation structure; and draft contract documents, These will be made available to the Consultant, and further interactions with WSP will be facilitated in order to discuss the rationale for these. The Consultant, however, may like to verify information provided and documents that is used for the bid process and the concession finalization ,if there is such necessity.

The Consultant will be retained to develop an effective PPP Concession Agreement for the proposed Project. The objective of this consultancy Assignment service is

- to produce a structured and financially viable concession that would meet the objectives of integrated solid waste management in the ULBs; address the principal issues related to various project risks; and also ensure adequate returns to the concessionaire as well as
- to undertake the management of the competitive bid process for the selection of the concessionaire that would enter into the concession agreement and implement the Project.

The tasks to be undertaken by the Consultant will include, but not be limited to the following:

7.1 Physical Packaging

- Develop requisite technical specifications of the transfer stations; transportation vehicles and equipment; integrated treatment facility and the regional land-fill facility.
- Identifying associated issues that could have commercial and financial implications.
- Preparation of the project cost estimate, operations & maintenance cost estimate. (WSP assumptions and assessments available)
- Preparation of financial & cash flow model and recommend means to improve the financial / commercial viability of the project and maximize the return to the ULBs (WSP assumptions and models available)
- Preparation of the project implementation schedule.
- Develop the business plan under the selected project structure
- Examine the overall viability of the current way of structuring the various aspects of the project.

7.2 Strategic & Investment Packaging

- Conduct risk assessment by: (i) identifying the allocation of risks; (ii) proposing changes in the risk allocation that will make the concession more attractive to the private sector without significantly increasing the liabilities on the H&UDD
- Develop an independent monitoring & evaluation system for the project, and assist in preparing the Terms of Reference, bid parameters, evaluation of proposals, etc. for procuring the services of an Independent Engineer
- Update the Concession Agreement (Draft to be made available) for signing between Concessionaire and H&UDD wherein the obligations of concessionaire for the project and those H&UDD would be crystallized. Develop Key Performance Indicators (KPI), or outputs required in terms of service delivery related to managing and operating the SWM project; i.e. service level standards, solid waste

disposal measures, transportation and treatment measures, assurance mechanisms, etc. The KPI would enable the institution to measure and monitor the operator's as well as the systems performance.

- Estimate the financial impact of various provisions in the Concession Agreement.
- Optimize the project structure under various implementation options; and
- Finalise a framework for the bidding package, including whether it would be a single stage or a two stage bid process, in consideration of a variety of specific factors including, estimating the values of basic bidding criteria, for evaluation of the reasonableness of the financial proposals.

7.3 Process Packaging

- Finalisation of bid documents.
- Finalisation of the bidding process, the qualification parameters and the criteria for evaluation of proposals in consultation with IDCO and H&UDD.
- Prepare draft Request for Proposal (RFP) and finalize the same in consultation with IDCO and H&UDD
- Assistance in addressing bidders' queries.
- Assistance in evaluation of bidders' proposals.

The plan above is sketched out based on current knowledge. There may be need for flexibility during the Consultancy Assignment as more information about the project emerges and what is feasible and most effective. This can be discussed and mutually agreed during the course of the assignment

8. TIME FRAME AND DELIVERABLES

- Kick-off meeting: Within 1 week of the award of the Assignment, the Consultant will conduct a kick-off meeting with IDCO and its representatives. Objective of this meeting will be to discuss and finalize the detailed plan of activities proposed by the Transaction Advisor, including (a): review of proposed methodology and requirements for the assignment (b): review of time table of activities and milestones going forward; (c): review of team organization and detailed functions of team members (d): other issues requiring immediate attention.
 - Deliverables:
 - Methodology and time schedule for the assignment
- Review of relevant information: Within 3 weeks of the award of the Assignment In order for the Consultant to become familiar with all the previous work that has been done on the subject, through interactions with the WSP team, H&UDD, BMC and CMC
- Validation and collection of additional information required: Within 5 weeks of the award of the assignment, the consultant will be expected to have collected, reviewed and satisfactorily verified all relevant information relating to all aspects of the assignment (including as related to details of the sites proposed to be made available for the Project..etc.

- Deliverables:
 - Summary of findings from above activities
 - Assessment of current project approach and recommendation of optimum project structure
 - Preliminary technical specifications for various project components
 - Financial and cash flow models, representing the full costs of delivering the project
 - Analysis of historic financials of ULBs and Financial projections of ULB financials
 - Risks associated with the project according to the specified output via the preferred option

- Development of Project Documents, and marketing of Project: Within 2 weeks of approval and finalization of transaction structure, the Consultant will be responsible for marketing of the Project to a wide universe of appropriate investors, on the basis of comprehensive documents, intended to assist potential bidders in evaluating the investment opportunity and risks. The documents (Project Information Memorandum) will contain concise information on the Project and the envisaged timeline for the Project. It will highlight the salient features of the Project as well as the broad terms and conditions and draft transaction documents for the execution of the Project.
 - Deliverables:
 - Project Information Memorandum (PIM)
 - RFP, including Draft Concession Agreement,

- Procurement Process: Within 7 weeks of finalization of transaction structure. Based on the final Project structure, competitive tendering process will have to be initiated to select the appropriate private party, which could most effectively implement the SWM Project. The process to be adopted will be transparent with clearly defined evaluation criteria. Consultant will assist IDCO in management of the bidding process including, but not limited to, the conduct of bidding process, bid opening and evaluation, recommendations on award, presentation to IDCO and H&UDD for seeking approval of said recommendations, negotiations with successful bidder(s) and closing of the project.
 - Deliverables:
 - Pre-bid Conference after issuing of RFP
 - Bid evaluation and selection of preferred bidder
 - Consolidated report on bid process & evaluation

- Closure and Signing of Concession Agreement: Within 2 weeks of selection and approval of successful bidder, negotiations will be entered into. The Consultant will assist IDCO in its negotiation with preferred bidders; update/amend the PPP Agreement to reflect negotiated terms; and assist in ensuring that all conditions precedent to signing of the contract are fulfilled and complete. After the Concession Agreement has been signed, the advisor will provide support to IDCO in setting-up the monitoring mechanism to ensure timely completion of the Project.

9. FINANCIAL PROPOSAL

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

Format for financial proposal

	Project/Name	Fee (in INR)
1.	Consultancy services for the Project under Public Private Partnership	[Indicate the total fee]
2.	Taxes incl. Service Taxes, if any	
3.	Total	
[] to be filled in by the Applicant/Bidder		

Note:

1. Fee structure and payment terms shall remain strictly as indicated above. Fee shall be quoted as a fixed amount in Indian Rupees. Conditional proposal shall be summarily rejected.

2. Payment Terms shall be as under:

Stage I	Preparation of project and finalization of financial modeling	20%
Stage II	Finalising of bidding documents and invitation of bids	30%
Stage III	Evaluation of bids	10%
Stage IV	Signing of Concession Agreement and other legal frame work if any	40%

3. The above quoted fee shall include all expenses such as legal fees and out of pocket expenses, etc. to be incurred by the Transaction Advisor to complete the assignment.

The above fees shall not include costs for releasing advertisements to attract bidders for the project; all costs associated with conduct of pre-bid meetings; etc. These costs would be borne and paid for directly by the IDCO.

4. Service Taxes as applicable, shall be indicated by the Consultant on total fee separately.

5. The bids shall be evaluated on the basis of the financial proposal submitted and the Successful Bidder shall be chosen on least cost basis.

6. In case Authority decides to abandon the Project for any reason, the payment of the Consultant shall be restricted up to the Stage the services have actually been provided by the Transaction Advisor (Consultants)

10. TERMS AND CONDITIONS

- The Bidder/Applicant(s) shall bear all costs associated with the preparation and submission of its proposal in accordance with this RFP.
- All documents submitted by the Bidders/Applicant(s) will be treated as confidential, and will not be returned to Bidders/Applicant(s) and will be the property of IDCO.
- IDCO reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s)/Bidders or any obligation to inform the Applicant(s)/Bidders.

IDCO also reserves the right not to award or enter into any contract or agreement with any Applicant(s)/Bidders, and may terminate the procurement process at any time without thereby incurring any liability to any Applicant/Bidder.

- Failure by any Applicant(s)/Bidders to provide all of the information required in the proposal or any additional information requested by IDCO may lead to rejection of the Applicant's/Bidders proposal in its entirety.
- Wherever required by applicable laws, IDCO shall deduct taxes at source, from the amounts payable, and shall provide to the Consultant the appropriate tax deduction certificate evidencing payment of such taxes.
- The Consultant shall submit to IDCO two (2) copies in print of the final output envisaged in the Scope of Services including the RFP and the Concession Agreement. All the reports and agreements shall be submitted on CDs (2 sets) containing all basic as well as processed data.
- In case of difference in Original and copy of submission the Original shall prevail.

11. CONTENTS OF PROPOSAL

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

Technical Proposal

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

FORM TECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TOR

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

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

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

FORM TECH-7: INFORMATION REGARDING ANY CONFLICTING ACTIVITIES

Financial Proposal

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION LETTER

FORM FIN-2: FORMAT FOR FINANCIAL PROPOSAL

Standard Format for submission of the Proposal are enclosed with this RFP

Brief description of the submission of the proposal is given as under:

- **Transmittal Letter and Title Page**

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

- **Table of Contents**

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

- **Proposal Contents**

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

- **Team Identification and Organizational Chart**

Identify your Firm/company/entity and each key professional by name, primary representative and title, address of offices, telephone and fax numbers and email address. Indicate the business structure of your firm (i.e., whether your firm is a corporation, joint venture, partnership, or sole proprietor).

Indicate the name(s) of the owner(s) of your Firm/company/entity.

- **Services and Work Plan**

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

- **Qualifications and Experience**

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

- **Power of Attorney**

The Consultant shall authorize an authorized person who shall sign the proposal to be submitted in accordance with the RFP , on behalf of the Consultant . All necessary forms and statements for the various miscellaneous provisions explained in this document must be completed, properly signed, and submitted with the proposal.

- **Undertaking regarding conflict of Interest**

The Consultant must submit an undertaking clearly indicating that they or their associates do not have any interest directly or indirectly in any waste management company so that there will not be any conflict of interest.

- **Proposal Validity Period**

Proposal Validity Period must be minimum 120 days from the Proposal Due Date.

12. SUBMITTAL OF PROPOSALS

The Consultant is required to submit sealed Technical Proposal and separately sealed Price proposal. Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Proposal for Transaction Advisor for the Management of Bid Process for Selection of Concessionaire for Bhubaneswar- Cuttack Regional Landfill Project." Each proposal (Technical and Financial separately) shall be hard bound and serially numbered. Financial figures shall be laminated/covered with transparent adhesive tape.

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

13. EVALUATIONS AND SELECTION PROCESS

- **Evaluation of Technical Proposal**

The evaluation of Technical Proposal will be made on the basis of qualification and experience of the Consultant and the project team proposed by the Consultant for this consultancy assignment. The Consultant, who does not possess the required qualification and experience, will not be considered for opening of Financial Proposal. IDCO reserves the right to evaluate, appraise, and reject any or all proposals.

No marks shall be accorded to the information that has been submitted as a part of the Technical Proposal in accordance with this RFP.

- **Evaluation of Financial Proposal**

For financial evaluation, total cost of financial proposal will be considered.

IDCO will determine whether the financial proposal are complete, correct and free from any computational errors. The applicant quoting the lowest fee shall be considered. IDCO will notify the Successful Bidder about its appointment as the Consultant in writing by registered letter, cable, telex, e-mail or facsimile.

After finalization of detailed Scope of Work, terms & conditions, schedule, and professional fee for the services, the Successful Bidder selected will be required to enter into a contract agreement with the IDCO to provide the envisaged services described in the Scope of Work.

14. LAST DATE FOR SUBMISSION OF PROPOSAL / PRE-BID MEETING

- **Pre-bid Meeting is scheduled at 16.00 hrs. on 16.03.2010 in Board Room of IDCO, IDCO Towers, Janpath, Bhubaneswar – 751022, Orissa**
- **Last Date for Submission of Proposal is 17.00 hrs. on 23.03.2010**

Address for Submission

**Head S&I PMU,
IDCO, IDCO Towers, Janpath
BHUBANESWAR – 751022, Orissa, INDIA.**

IDCO will not consider any proposals received late.

Technical Proposal - Standard Forms

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

Shri Ananga Sundar Das,

Head – S & I, PMU,

IDCO,

IDCO Towers, Janpath, Bhubaneswar - 751022

Dear Sir,

We, the undersigned, offer to provide Consultancy Services in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Consultant (/Company/Firm):

Address:

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief description of the background and organization of your Firm/Company/entity and each associate for this cAssignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the Firm/company/entity etc. Also if the consultant has tied with any consultants or external resources (group company resources or affiliate organization resources are not considered as external resources) details of each of such consultant or external resources shall be provided.

B - Consultant's Experience

[Using the format below, provide information on each assignment for which the firm/company and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out any assignment similar to the ones requested under this consultancy Assignment/ (If possible, the employer shall specify exact assignment for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately]

1. Firm's name:

1.	assignment name:
1.1	Description of project for which the assignment was completed:
1.2	Approx. value of the contract (in Rupees):
1.3	Country:
1.4	Location within the country:
1.5	Duration of assignment/ (months):
1.6	Name of employer:
1.7	Address:
1.8	Total no. of staff-months of the assignment:
1.9	Approx. value of the assignment/ provided by your firm/company/entity under the contract (in

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

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE EMPLOYER

A - On the Terms of Reference

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

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

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

FORM TECH-4

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

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to this consultancy assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. The consultant should **propose and justify** the main activities of this consultancy assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

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

FORM TECH-5

TEAM COMPOSITION AND TASK ASSIGNMENT/

Professional Staff

Sr. No.	Name of staff	Name of firm/company/ entity	Area of expertise	Position/task assigned for this assignment

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

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

[Full name of authorized representative]:

FORM TECH-7

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

We hereby declare that our firm, our associate / group firm/company/ entity (any of the members of the consortium or joint venture) are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm/company/entity:

Address:

Financial Proposal - Standard Forms

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To,

Shri Ananga Sundar Das,

Head – S & I, PMU,

IDCO,

IDCO Towers, Janpath, Bhubaneswar - 751022

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment for Transaction Advisor(Consultant) in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal (in the format of FORM FIN-2 of the RFP) is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm/company/entity:

Address:

FORM FIN-2

FORMAT FOR FINANCIAL PROPOSAL

	Project/Name	Total fee
1.	Consultancy Services for the Project under Public Private Partnership project	<i>[Indicate total fee]</i>
2.	Taxes incl. Service Taxes, if any	<i>[_____]</i>
3.	Grand total	<i>[_____]</i>

Authorized Signature:.....

Name:

Designation

Name of firm:.....

Address:.....