

**Selection of Transaction Advisor from the  
DEA empanelled Transaction Advisors for  
ESTABLISHMENT OF INFRASTRUCTURE DEVELOPMENT**

**At**

**Indian Institute of Information Technology Design &  
Manufacturing Kurnool  
(IIITDM KURNOOL)**

**As per Viability Gap Funding Scheme (VGF)**

**REQUEST FOR PROPOSAL (RFP)**

December – 2023

**Tender No. IIITDMKNL/2023-24/S&P/EMU/RFP/Transaction  
Advisor/07,  
Dt. 22.12.2023**

**Indian Institute of Information Technology  
Design & Manufacturing Kurnool (IIITDM KURNOOL)  
Jagannathagattu, Kurnool – 518008, Andhra Pradesh, INDIA**

## **DISCLAIMER**

This Request for Proposal (RFP) document is neither an agreement nor an offer by the Indian Institute of Information Technology Design & Manufacturing Kurnool (IIITDM KURNOOL) to the prospective bidders or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their bid pursuant to this RFP.

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither IIITDM KURNOOL nor any of their officers or employees, nor any of their advisers nor consultants, accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

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IIITDM KURNOOL will not have any liability to any prospective Company / Firm or any other person under any law (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of IIITDM Kurnool or their employees, any Contractors or otherwise arising in any way from the selection process for the Assignment. IIITDM KURNOOL will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this RFP.

IIITDM KURNOOL will not be responsible for any delay in receiving the Bids. The issue of this RFP does not imply that IIITDM KURNOOL is bound to select a Bidder or to appoint the successful Bidder, as the case may be, for Works and IIITDM KURNOOL reserves the right to accept / reject any or all of Bids submitted in response to this RFP document at any stage without assigning any reasons whatsoever. IIITDM KURNOOL also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Bids.

IIITDM KURNOOL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. Such revisions to the RFP / amended RFP shall be made available on the website of IIITDM KURNOOL.

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## **NOTICE INVITING TENDER**

### **1. Introduction**

The Director, IIITDM KURNOOL, on behalf of Indian Institute of Information Technology Design & Manufacturing Kurnool (IIITDM Kurnool Authority) invites Tenders / Bids / Proposals from reputed & eligible DEA Empanelled Transaction Advisor firms in two stage systems (Stage – I: Technical Bid and Stage – II: Financial Bid) for “Selection of Transaction Advisor from the DEA empanelled Transaction Advisors for ESTABLISHMENT OF INFRASTRUCTURE DEVELOPMENT at Indian Institute of Information Technology Design & Manufacturing Kurnool (IIITDM KURNOOL) based on appropriate PPP MODEL under VGF Scheme”

#### **(a) Critical Data Sheet:**

Interested parties may download the Tender document available at the site of IIITDM KURNOOL <https://iiitk.ac.in/> and CPP Portal (<https://eprocure.gov.in/epublish/app>)

**(b)** Some important dates for this tender process are as follows:

| S.No | Event Description  | Date  |
|------|--|---|
| 1    | Name of work   | Selection of Transaction Advisor from the DEA empanelled Transaction Advisors for ESTABLISHMENT OF INFRASTRUCTURE DEVELOPMENT at Indian Institute of Information Technology Design & Manufacturing Kurnool (IIITDM KURNOOL) based on PPP MODEL (VGF SCHEME) |
| 2    | Date of Publishing on website  | 22/12/2023 at 10.00 A.M.  |
|      | Date of Downloading start of RFP from website  | 22/12/2023 at 10.00 A.M.  |
| 3    | Last date for receiving queries/clarifications   | 28/12/2023 by 04.00 P.M.  |
| 4    | Pre-proposal meeting (Hybrid)  | 04/01/2024 at 3.00 P.M.   |
| 5    | Authority response to queries  | 11/01/2024  |
| 6    | Last date for Submission of Technical Bid + Financial Quote (Hard copy only), in the office of Administrative Building, IIITDM Kurnool | 01/02/2024 by 5.00 P.M.   |
| 7    | Opening of Technical Bids  | 06/02/2024 at 12.00 P.M.  |
| 8    | Invitation for Presentation  | 06/02/2024 from 02:00 P.M. onwards  |
| 9    | Declaration of Technical Bid Result  | Will be intimated by Email & displayed on Institute Website   |
| 10   | Opening of Financial Bids  | To be informed after Technical Evaluation   |
| 11   | Letter of Award (LOA)  | Within One month after acceptance of Competent Authority  |

**2. Brief Scope of the Work**

In brief, the scope of work for the appointed DEA Empanelled firm shall be providing Transaction Advisory Services for ESTABLISHMENT OF INFRASTRUCTURE DEVELOPMENT at IIITDM KURNOOL as per appropriate PPP mode under VGF Scheme. The detailed Terms of Reference (ToR) shall be as described in Section - V of this Tender Document.

**3. Method of Selection**

The successful Bidder will be selected as per Quality and Cost Based Selection (QCBS) method and procedures described in this Tender Document.

**4. Clarifications**

Clarification / Query, if any, on the Tender Document can be obtained from the following address:

The Registrar,  
Administration Building  
IIITDM KURNOOL  
Jagannathagattu, Kurnool – 518008  
Andhra Pradesh, INDIA  
Email: [registrar@iiitk.ac.in](mailto:registrar@iiitk.ac.in)

- 5.** IIITDM KURNOOL reserves the right to accept or reject any or all Tenders / proposal without assigning any reason and no correspondence shall be entertained in this regard.

Registrar  
IIITDM KURNOOL

## SECTION – I: INSTRUCTION TO BIDDERS

### 1. Background

- i) IIITDM Kurnool was established in April 2015 by GoI under AP Reorganisation Act, and is governed by the IIIT Act, 2014. The Institute aims to become a leading centre of higher learning in IT-enabled design & manufacturing to create technologies and technologists befitting the industries globally. It started functioning from its mentor institute – IIITDM Kancheepuram Campus in 2015-16. Land measuring 151.51 acres was allotted by AP Government on a hillock adjoining Kurnool town in October 2015 for construction of the institute's permanent campus. Subsequently, in 2017 it was declared as an Institution of National Importance under IIIT Act 2014.
- ii) From July 2018 onwards, the Institute started functioning from its permanent campus located at Kurnool. Detailed Project Report (March 2018) was approved through EDCIL for construction of multi-storeyed buildings to cover Administrative Building, Academic Buildings, Residential Buildings, Students Hostel, Amenities etc.. It was also proposed to achieve three (3) star GRIHA (Green Rating for Integrated Habitat Assessment – a green building rating system) for the campus as per the norms of GoI to achieve energy efficient and environmentally sustainable campus. The capital cost of the campus was estimated at ₹ 256 crore for a total built-up area of 50458 sqm including cost of equipment/compound wall/site development/consultancy/contingencies.
- iii) At present 1 Administration Building, 1 Seminar Hall Building, 2 Lecture Hall Blocks, 3 Laboratory Blocks, 4 Hostel Blocks, 2 Dining Hall Blocks, 1 Director's Residence, 1 Faculty Quarters Block (20 No's of Quarters).
- iv) In view of demand of higher technically qualified students in global market, the institution looking for expansion & the following is the projections:

|                                     | <b>Total Existing Plinth Area(s)</b>               | <b>*Additional Projected Plinth Area for 2033-34 (Excluding the existing area &amp; student strength)</b> |
|-------------------------------------|--|---|
| Academic/Academic Administration    | 22504 SQM<br>(1260 Students)                       | 36300 SQM<br>(1210 Students more)   |
| Student Amenities-                  | 3185 SQM<br>(1092 Students)                        | 12100 SQM<br>(1210 Students more)   |
| Hostel, Play Facilities, Auditorium | 21415 SQM<br>(1092 Students)                       | 25000 SQM<br>(1210 Students more)   |
| Faculty Residences, Guest House     | 2843 SQM<br>(20 Employees and 1 Director Bungalow) | 17350 SQM<br>(150 175 Employees)  |

(\*As per O.M.F.No.33-1/2012.TS-III, Department of Higher Education, MHRD dated 03-06- 2019) – (35 Sq. M per student – Hostels & Quarters) Project Timelines for construction: 2033-34

Project Timelines for construction: 2033-34 (The above are the projections of student strength for next 10 years. However, the infrastructure shall have to be developed as per the requirement in the meantime.)

- v) In view of limited resources available with IIITDM Kurnool and keeping in view the nature and size of the project IIITDM Kurnool now seeks services of a single Consultant firm (empanelled as Transaction Advisor with Department of Economic Affairs, Ministry of Finance, Government of India) in conceptualizing the project, carrying out pre-feasibility services, preparation of Project Feasibility Report, provide financial advisory services, Stakeholder Consultation, Market Sounding for the Project, Bid Process Management

for selection of suitable developer who would develop the project as per VGF Scheme on DBFOT basis or appropriate PPP model.

- vi) The project would be developed on the basis of conceptual and business plan suggested by the selected Consultant for development of the site.
- vii) IIITDM Kurnool will carry out a transparent competitive bid process for identification and selection of a consultant to act as “Transaction Advisor Consultant”.

## 2. Studies undertaken

2.1. The approx. area available for development of project is as below

| Sl. No | Project  | Area in Acres   |
|--------|--|---|
| 1      | Area Available for Staff residence project, Multipurpose Hall and International & Ph. D. Students AC hostel (Boys & Girls) at IIITDM Kurnool | 8.0 Acres (approx.)<br>(Staff Residence – 3.5 Acres;<br>Auditorium – 1.5 Acres;<br>International & Ph.D Student AC Hostel – 1.0 Acres;<br>Double Room Hostels for 300 Students – 2.0 Acres) |

## 3. Objective of the Assignment

Objective of the assignment is to select a Transaction Advisor (Consultant) who will then carry out the pre-feasibility studies, prepare financial model for the project, prepare project feasibility report, carry out stakeholder consultation, structure the project on appropriate Public Private Partnership mode as per VGF Scheme, prepare bid documents, engage in market sounding of the project, carry out bid process for IIITDM Kurnool, get the Concessionaire (selected developer) on board.

## 4. Detailed Scope of Work for the services

4.1. IIITDM Kurnool has identified a land area measuring approx. 8.0 acres for the proposed project.

4.2. The scope of work for the Consultant is defined as **Technical and Financial Consultancy (Transaction Advisory)**

**4.3 The brief scope of work TA services is as follow:**

### 4.3.1 Phase 1: preparation of feasibility Report

- (I) Site Assessment including land available with IIITDM Kurnool for development of Project infrastructure;
- (II) Forecasting of demands and identifying demand supply gap;
- (III) Preparation of concept plans, sketch plans for planned development of project infrastructure;
- (IV) Technical Due Diligence of project infrastructure considering development option,  
Development norms, local and others regulations, applicable laws;
- (V) Estimating Capital cost for the Project Infrastructure and potential plan for project Development;

- (VI) Estimation of potential revenue streams from the usage of project infrastructure;
- (VII) Structuring of project on PPP model – including advantages and disadvantages of potential PPP options, Risk identification and mitigation;
- (VIII) Development of financial Model for determination of viability of the project infrastructure;
- (IX) Preparation of feasibility report covering the technical, financial, and commercial aspects of the project infrastructure;
- (X) Identifying the legal and regulatory implications;

#### **4.3.2 Phase 2: Bid process Management**

- (I) Preparation of project information Memorandum, Bid Document (RFQ cum RFP, concession Agreement for selection of Developer;
- (II) Assistance in conducting stakeholder conferences, pre bid meetings, and drafting replies to queries of potential Applicants;
- (III) Evaluation of Technical proposals received against RFP and submitting evaluation report.
- (IV) Evaluation of Financial proposals of shortlisted bidders and submitting evaluation report.
- (V) Preparation of proposal to DEA for utilization of viability Gap Funding (VGF) scheme for infrastructure projects, if necessary
- (VI) Assistance in issuance of Letter of Award to selected Developer.
- (VII) Assistance in finalization and signing of Contract Agreement between IIITDM Kurnool and Developer.

### **5. Execution of Concession Agreement:**

The Transaction Advisor (Consultant) shall assist IIITDM Kurnool in finalization and entering into Concession Agreement with the selected Concessionaire, as per the Government directives.

### **6. Risk involved and Mitigation Measures**

The Consultants approach to risk assessment, analysis and management shall be as follows:

- a. Routine assessment of risks, and plan appropriate action to tackle them.
- b. Timely and close interaction, coordination and cooperation between the project team members, the client as well as all stakeholders to make them aware of the consequences, and plan and implement appropriate solutions for mitigating the risks.
- c. Suggest alternative designs and appropriate strategies for mitigation of uncertainties

### **7. Reporting**

- a. The Consultant will work closely with the IIITDM Kurnool. A designated officer of the IIITDM Kurnool 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.
- b. The Consultant may prepare Issue Papers highlighting issues that could become critical for the timely completion of the assignment and that require attention from the IIITDM Kurnool.



c. The Consultant will make a presentation on the Inception Report for discussion with the IIITDM Kurnool. This will be a working document. 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.

d. Regular communication with the IIITDM Kurnool and the designated officer is required in addition to all key communications. This may take the form of telephone/teleconferencing, emails and occasional meetings.

e. The Deliverables & payment schedule shall be as per Section V (4) provided in this RFP

## 8. Eligibility Criteria for Project

8.1. For consideration of proposal's evaluation, the Bidder must necessarily satisfy the following Eligibility conditions.

8.2. To be eligible for evaluation of its proposal, the Bidder shall fulfil the following Technical Criteria (Domestic (in India))

| S. No | Minimum Qualification Criteria  | Documentary Evidence to be provided  |
|-------|---|--|
| A     | The Bidder should be an empanelled Transaction Advisor with Department of Economic Affairs, Ministry of Finance, Government of India, as on the bid due date.   | Empanelment certificate/ letter / list from DEA.                                 |
| B     | Average Annual financial turnover from Consultancy Services during the each of last three years, ending 31st March of the previous financial year, should be at least INR 20.00 Crore (Twenty Crore Rupees) | Certificate signed by Statutory Auditor (as per Form 3C)                         |
| C     | Bidder should have undertaken & successfully completed transaction advisory for at least Two (2) projects on PPP in the past 7 years, ending 31st March of the previous financial year.                     | Completion Certificate/ Certificate signed by Statutory Auditor (as per Form 3D) |

8.3. Bidder(s) will submit the responses with respect to clause 8.2 in the formats provided in the RFP.

8.4. Any entity which has been barred by the Central Government, any State Government, a statutory authority, or public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would

not be eligible to submit a Proposal. An undertaking in this regard to be provided.

- 8.5. A Bidder 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, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant. An undertaking in this regard to be provided.
- 8.6 The bidder must comply with all the applicable Govt. Rules including the Make in India Policy & signing of Integrity Pact if need be.

**9. Pre-Proposal Meeting and Communication**

- 9.1. Pre-Proposal meeting is scheduled to be held on date and time as mentioned in Proposal Data Sheet (as per Section II) and the last date for the submission of Pre-Proposal queries is as mentioned in Proposal Data Sheet.
- 9.2. Bidders to send their requests to [registrar@iiitk.ac.in](mailto:registrar@iiitk.ac.in) for receipt of the web-link for participation in the Pre-Proposal Conference. The queries regarding the RFP shall also be sent to the email id provided above.
- 9.3. The official website of the IIITDM Kurnool is <https://iiitk.ac.in>. Bidders are advised to visit the Authority's website mentioned above to keep themselves updated for any changes/modifications related to this RFP. All communications pertaining to the RFP should contain the following information, to be marked at the top in bold letters:

**RFP No: IIITDMKNL/2023-24/S&P/EMU/RFP/Transaction Advisor/07, dated 22-12-2023**

**10. Clarification and Addendums**

- 10.1. Bidder may request a clarification on any clause of the document up to the date indicated in Proposal Data Sheet in Section-II. Any request for clarification must be sent by e-mail to [registrar@iiitk.ac.in](mailto:registrar@iiitk.ac.in)
- 10.2. The Authority will upload the responses (including an explanation of the query but without identifying the source of query) through e-mail. Should the Authority deem it necessary to amend the RFP document as a result of a clarification, it shall do so following the procedure mentioned hereunder:
- (i) At any time before the submission of Bids, the Authority may amend the RFP document by issuing an addendum/corrigendum (amendment) and the information of issue of such amendment will be uploaded on the Authority's website and will be binding on the Bidders. At regular intervals, the Bidders shall visit Institute website for corrigendum/addendum. To give reasonable time to the bidders to take an amendment into account, the Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals. The amendment / clarification, if any, to the document will be available on Institute website and <https://eprocure.gov.in/epublish/app>. All such addendum/corrigendum shall become part of RFP and the agreement.

**11. Preparation of Proposals**

In preparing their Proposals, Bidders are expected to examine in detail the documents comprising the RFP document. Bidders are encouraged to get informed of themselves fully

about the assignment and the local conditions before submitting the Proposal by paying a visit to IIITDM Kurnool Campus and the Project site.

Bidders shall adhere to the requirements mentioned below:-

11.1. EMD:

11.1.1. Bidders shall furnish EMD as mentioned in Section II Proposal Data Sheet. EMD for the mentioned amount shall be paid to IIITDM Kurnool, in shape of Demand Draft/Bankers Cheque in favour of “**Director, IIITDM Kurnool**”, issued from a scheduled bank and payable in **Kurnool**.

11.1.2. Proposals not accompanied by EMD shall be rejected as non-responsive.

11.1.3. No interest shall be payable by the Authority for the sum deposited as Earnest Money Deposit.

11.1.4. The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.

11.1.5. The EMD shall be forfeited by the Authority in the following events:

- (i) If Proposal is withdrawn during the validity period or any extension agreed by the Bidder there of.
- (ii) If the Proposal is varied or modified in a manner not acceptable to the Authority after opening of Proposal during the validity period or any extension thereof.
- (iii) If the Bidder tries to influence the evaluation process.
- (iv) If the First ranked Bidder withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Proposal by the Consultant)
- (v) In case the Bidder, submits false certificate in terms of any documents supported to such RFP.
- (vi) If the Bidder fails to sign the contract in accordance with conditions of contract on receipt of award of work.
- (vii) If the Bidder fails to furnish the Performance security deposit in accordance with conditions of contract.
- (viii) In case of a Bidder revoking or withdrawing his Proposal or varying any terms in regard thereof without the consent of the Authority in writing, his earnest money paid along with the RFP shall be forfeited.

11.2. Taxes:

The Bidders shall fully familiarize themselves with the applicability of all types of taxes (such as inter alia Income Taxes, custom duties, fees, levies, GST and any other taxes). All such taxes, as prevailing on date of submission of the proposals, must be included by the Applicant in the Financial Proposal along with the conditions mentioned therein, except for GST which will be quoted separately by the Bidder as per Form – 4B. It may be noted that the bidder shall have to be registered with GST and shall submit the proof of the same. The reimbursement shall be made as per the applicable taxation rules and regulations.

11.3. Currency :

Bidders shall express the price of the consultancy work in Indian Rupees.

11.4. Language :

The Proposal as well as all related correspondence exchanged between the Bidders and the Authority shall be in English language and shall be strictly as per the formats attached in this RFP Document. The Authority will evaluate only those proposals that are received in the specified formats and are complete in all respects. Any supporting documents submitted by the Bidder with its Proposal or subsequently, in response to any query/ clarification from the Authority shall be in English 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, and in such case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

11.5. Proposal (Bid) Validity :

The Section – II: Proposal Data Sheet indicates for how long the Proposals submitted by the Bidders must remain valid after the submission date. During this period, Bidders shall maintain the availability of Key Personnel staff nominated in the Proposal and also the amount quoted for the services in the Financial Proposal shall remain unchanged. Should the need arise, the Authority may request Bidders to extend the validity period of their Proposals. Bidders who agree to such extension shall confirm that they will maintain the availability of the Key Personnel staff proposed in the Proposal and that their financial Proposal will remain unchanged. Also, in their confirmation of extension of validity of the Proposals, Bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. The Bidders have the right to refuse to extend the validity of the Proposals and Proposals of such Bidders, who do not extend the validity of their Proposals, shall not be considered for further evaluation.

11.6. Number of Proposals :

A Bidder can submit one bid as a single entity. In case a Bidder submits or participates in more than one Proposal, the application of the Bidder shall be rejected summarily.

11.7. Consortium/JV is not allowed for submission of proposal under this RFP. However, sub-consultancy for any two among Architect/Infrastructure/Legal Expert is allowed.

**12. Conflict of Interest :**

12.1. Authority requires that selected bidder (Consultant) provides professional, objective, and impartial advice and always holds the Authority's interests paramount, strictly avoids conflicts with other assignment(s) / job(s) or his own corporate interests and act without any consideration for future work.

12.2. Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below: -

(i) **Conflicting Activities:** A firm or any of its affiliates who have been engaged by the Authority to provide goods, works or assignment/job other than consulting

assignment / job for a project shall be disqualified from providing consulting assignment / job related to those goods, works or assignments / jobs. Conversely, a firm or any of its affiliates who have been hired to provide consulting assignment / job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment / job other than consulting assignment / job resulting from or directly related to the firms consulting assignment / job for such preparation or implementation. For the purpose of this paragraph, assignment / job other than consulting assignment / job are defined as those leading to a measurable physical output; for example surveys, exploratory drilling, aerial photography, satellite imagery etc.

(ii) **Conflicting assignment/ job:** A Consultant {including its Personnel and Sub Consultant(s)} or any of its affiliates shall not be hired for any assignment/ job that by its nature may be in conflict with another assignment/ job of the Consultant to be executed for the same or for another Authority, for example a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project and a Consultant assisting an Authority in the privatization of public assets shall not purchase nor advise purchasers of such assets.

(iii) **Conflicting Relationships:** A Consultant (including its Personnel and Sub Consultants) that has a business or family relationship with a member of the Authority's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment/job (ii) the selection process for such assignment/job or (iii) supervision of the Contract, may not be awarded a Contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.

- 12.3. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Authority, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the standard forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Authority comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or termination of its Contract during execution of assignment.
- 12.4. No agency or current employees of the Authority shall work as consultants under their own ministries, departments or agencies.

### **13. Acknowledgement by the Bidder :**

It shall be deemed that by submitting the proposal, the Bidder has

- 13.1. Made a complete and careful examination of the RFP document for Consultancy;
- 13.2. Received all relevant information requested from the Authority;
- 13.3. Satisfied itself about all matters and necessary information required for submitting a competitive bid;

- 13.4. Acknowledged that it does not have a Conflict of Interest; and
- 13.5. Agreed to be bound by the undertaking provided by it under the terms and conditions laid in this RFP document.

**14. Submission of Proposal :**

The Proposal shall be submitted only in form of hard copy at the address mentioned in Proposal Data Sheet. The proposal shall be accompanied with EMD in a separate envelope. The Proposal shall be submitted in the following form:

**Envelope 1:** Earnest Money Deposit (EMD) in the form of BG / DD in favour of “Director, IIITDM Kurnool”, payable at Kurnool.

**Envelope 2: Technical Proposal (Submitted in Form of Hard Copy)**

- (a) Original tender document with all addendums and corrigendum issued till date duly stamped and signed by the authorized signatory of the bidder.
- (b) Form-3A: Technical Proposal Submission Form duly stamped and signed by the Authorized Signatory of the Bidder along with Bidder information sheet in form 3B.
- (c) Power of Attorney duly stamped and signed
- (d) Copy of GST Registration Certificate
- (e) Copy of PAN card of the Bidder
- (f) Form-3C Average Annual Turnover as per Clause 8.2 B.
- (g) Form-3D: Project Specific Experience as per clause 8.2 C duly stamped and signed by the Authorized Signatory of the Bidder.
- (h) Copies of completion certificates on client letter head for the projects submitted in above Forms
- (i) Form-3E: Description of Approach, Methodology and Work Plan for performing the Assignment
- (j) Form-3F: Particulars of Key Personnel duly stamped and signed
- (k) Form- 3G: Curriculum Vitae (CV) of Key Personnel
  - Each CV shall bear original signatures of Key Personnel and the Authorized signatory of the Bidder.
  - A CV shall be summarily rejected if the educational qualification of the Key Personnel proposed does not match with the requirement stipulated in the RFP document.
- (l) Form-3H: Power of Attorney for Authorised Representative

**It may be noted that the Technical Proposal shall not contain any reference to the Consultancy fee.**

**Envelope 3 - Financial Proposal (Submitted in Hard Copy) Financial Proposal shall be as per Section IV of this RFP.**

(i) This will contain consultancy fee to be charged for completing the work

(ii) While working out consultancy fees, following points should be noted:

(a) The Bidders will have to make their own arrangements for the transport/accommodation/TA/DA/office space of their personnel assigned to this project.

(b) All duties, taxes, royalties, and other levies payable by the bidder under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder. The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to any adjustment. The prices shall be quoted by the Bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees (INR). The total duration of consultancy services shall be specified in Section-V: Terms of Reference.

All the above-mentioned Envelope 1, Envelope 2 and Envelope 3 shall further be put into another envelope which shall clearly mention the Name of the Project, Tender Number and name and address of the Bidder.

**15. Extension of Bid submission date :**

If necessary, The Authority may extend the date of submission of bids by issuing an addendum and uploading the same on Authority's website.

**16. Late Proposal :**

Proposals received by the Authority after the specified bid submission date & time including any extension thereof, pursuant to clause 13, shall not be considered for evaluation and shall be summarily rejected.

**17. Modification/Substitution/Withdrawal of Proposals :**

17.1 The bidders may modify, substitute, or withdraw their Proposal before the submission deadline as mentioned in NIT in this RFP document.

17.2 No Proposals shall be modified after the deadline for submission of Proposals.

**18. Proposal Opening and Evaluation :**

18.1. From the time the proposals are opened to the time the Contract is awarded, the Bidders should not contact the Authority on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the Authority in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.

18.2. The Authority will constitute a tender evaluation committee (TEC) or existing committee constituted by the Institute as per the current procurement procedures which will carry out the evaluation process.

18.3. Proposal opening shall be carried out in two stages. Firstly, 'Technical Proposal' shall

be opened on the date and time mentioned in Section – II: Proposal Data Sheet (Proposal Due Date). ‘Financial Proposal’ of those Bidders whose Technical Proposal has been determined to be responsive and obtained a Minimum Technical score of 65 marks as stipulated in the RFP Document, shall be opened on a subsequent date, which will be notified to such Bidders. In the event of the specified date for the submission of bids being declared a holiday for the Authority, the Proposals will be opened at the appointed time and location on the next working day. Proposals for which a notice of withdrawal has been submitted in accordance with Clause 17 shall not be opened.

18.4. The TEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified Clause 20. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient or found not meeting the minimum eligibility criteria as mentioned in clause 8.2 of this Instructions to Bidders (ITB). Only responsive Proposals shall be further taken up for evaluation. A Proposal shall be considered responsive only if:

- (i) It is received by the Bid submission date and time including any extension thereof, pursuant to Clause 14.
- (ii) It is accompanied by the Earnest Money Deposit’ as specified in Clause 11.1;
- (iii) It does not contain any condition or qualification or suggestion or submission.

18.5. The Authority shall inform the Bidders, whose Technical Proposals are found responsive and thereafter the Technical and Financial Proposal will be evaluated on the marking system mentioned in Clause 20.

18.6. Authority shall inform the Bidder whose Technical Proposal fulfils the criteria stipulated in the RFP document, of the Date, Time and Place of opening of the Financial Proposals. The Bidders so informed, or their representative, may attend the meeting of opening of Financial Proposals.

18.7. At the time of the opening of the ‘Financial Proposals’, the names of the Bidders, whose Proposals were found responsive along with the prices, the total amount of each Proposal, and such other details as the Authority may consider appropriate will be announced by the Authority at the time of Proposal opening.

18.8. Upon the opening of financial Proposal, the financial score and combined score of Technical and financial proposal will be worked out as per clause 20.

**19. Key Personnel for the Project :**

The table below presents the list of key experts necessary to be deployed as and when required for the project along with a summary of the educational qualifications and minimum relevant work experience required from such experts. CVs proposed for any Key Personnel role shall be summarily rejected if conditions of minimum educational qualification and essential criteria/criterion under professional experience are not met.



### 19.1. Key Personnel

| Key Personnel                     | Educational Qualification             | Professional Experience | Experience on Eligible Assignments  |
|-----------------------------------|---------------------------------------|-------------------------|---|
| Team Leader                       | MBA/CA/CFA/MCA/BE/BArch or equivalent | 12 Years                | He/She should have led the Team for Transaction Advisory of at least 5 (five) Eligible Assignments                                      |
| Finance Expert                    | MBA/CA/CFA or equivalent              | 08 Years                | He/She should have worked as a Finance Expert in at least 5 (five) Eligible Assignments. Should have Experience of Financial Modelling. |
| Technical Expert (Civil Engineer) | B.E / B.Tech in Civil Engineering     | 08 Years                | He/She should have worked on BOQ by Cost Estimates for at least 5 (five) Infrastructure Projects.                                       |
| Architect                         | B. Arch                               | 08 Years                | He/She should have worked on Architectural Drawings for at least 5 (five) Infrastructure Projects.                                      |
| Infrastructure Expert             | BE/B. Tech in Civil Engineering       | 08 Years                | He/She should have worked on execution at site for at least 5 (five) Infrastructure Projects.   |
| Legal Expert                      | Bachelor's Degree in Law              | 08 Years                | He/She should have worked as a Legal Expert (Contracts) at least 5 (five) eligible Assignments.   |

Percentage of Maximum Marks as mentioned in table above:

| Key Personal                             | Professional Experience  | Maximum Marks |
|--|--|---------------|
| <b>Team Leader</b>                       | 12 Years – 6 Marks;<br>13 – 14 Years – 7 Marks;<br>15 or above – 8 Marks | 08            |
| <b>Finance Expert</b>                    | 8 Years – 5 Marks;<br>9 – 10 Years – 6 Marks;<br>11 or above – 7 Marks   | 07            |
| <b>Technical Expert (Civil Engineer)</b> | 8 Years – 5 Marks;<br>9 – 10 Years – 6 Marks;<br>11 or above – 7 Marks   | 07            |
| <b>Architect</b>                         | 8 Years – 4 Marks;<br>9 – 10 Years – 5 Marks;<br>11 or above – 6 Marks   | 06            |
| <b>Infrastructure Expert</b>             | 8 Years – 4 Marks;<br>9 – 10 Years – 5 Marks;<br>11 or above – 6 Marks   | 06            |
| <b>Legal Expert</b>                      | 8 Years – 4 Marks;<br>9 – 10 Years – 5 Marks;<br>11 or above – 6 Marks   | 06            |
| <b>Total Marks</b>                       |  | <b>40</b>     |

### 19.2 Support Role :

The Consultant shall bring in other support staff as and when required at no extra cost to IIITDM Kurnool.

## 20. Evaluation of Technical Proposal & Financial Proposal :

20.1. For the Bidders that qualify the Minimum Qualification criteria as per clause 8.2 shall be further evaluated. The Technical Score (St) consists of marks allocated to following three parts

- a) Technical Presentation – Consisting of credentials, Approach and Methodology & Work Plan
- b) Key Personnel
- c) Turn over, PMU Experience & Sector Experience

20.2. Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:

| S.No.            | Criteria   | Maximum Marks |
|------------------|--|---------------|
| 1                | The bidder should have minimum Average Annual turnover from the consultancy services of Rs. 20 Crore in the past three financial years (Ref 8.2 b above) <b>Avg. Rs. 20 Crore in past 3 financial years.</b><br><b>Minimum 20 Crores to less than 30 Crores – 8 Marks</b><br><b>Minimum 30 Crores to less than 40 Crores – 9 Marks</b><br><b>Minimum 40 Crores or above – 10 Marks</b> | 10            |
| 2                | a. The bidder should have experience of operating a Project Management Unit in central government organisation where professional fees is more than Rs. 1 crore.<br>i. 2 PMUs – 10 Marks<br>ii. 3 – 4 PMUs – 12 Marks<br>iii. 5 or above PMUs – 15 Marks   | 15            |
| 3                | The bidder should have experience of PPP advisory in multiple sectors for Government Clients<br><br>a. 1 Sector – 3 marks<br>b. 2 -3 sectors – 4 marks<br>c. 4 or above sectors – 5 marks  | 5             |
| <b>Sub-Total</b> |  | <b>30</b>     |
| 4                | <b>Technical Presentation (Tech PPT)</b>   |               |
| 4a               | Technical approach and methodology Approach and Methodology: 10 marks<br>Work Plan, and Organization and Staffing: 5 marks   | 15            |
| 4b               | Presentation on understanding of Project context, Appreciation of Project, Sector PPP Experience.  | 15            |
| <b>Sub-Total</b> |  | <b>30</b>     |

|                    |  |            |
|--------------------|--|------------|
| <b>5</b>           | <b>Key Personnel - qualifications and competences for the assignment (Key<sup>P</sup>)</b> |            |
| 5a                 | Team Leader  | 08         |
| 5b                 | Finance Expert   | 07         |
| 5c                 | Technical Expert (Civil Engineer)  | 07         |
| 5d                 | Architect  | 06         |
| 5e                 | Infrastructure Expert  | 06         |
| 5f                 | Legal Expert   | 06         |
| <b>Sub-Total</b>   |  | <b>40</b>  |
| <b>Grand Total</b> |  | <b>100</b> |

20.3. The Bidder will submit the Approach and Methodology, Work Plan and also make the presentation as per clause 20.1 a.&b. The submission and presentation will be evaluated by a committee appointed by IIITDM KURNOOL and provide a technical score (Tech PPT).

20.4. Key personnel qualification and competencies will be evaluated as per clause 19.1 and provide a technical score (Key<sup>P</sup>)

20.5. Short listing of Bidders:

The bidders ranked on the basis of technical score (St), shall be pre-qualified and shortlisted for price evaluation in the second stage. The Minimum technical Score to qualify for finance bid is 65 marks. However, if the number of such prequalified bidder is less than two, IIITDM KURNOOL at its sole discretion, pre-qualify the Bidder(s) whose technical score is less than 65 marks provided that in such event, the total number of pre-qualified and shortlisted bidder shall not exceed two. However in case of tie, it may exceed.

20.6. Combined technical score (S<sub>t</sub>) will be calculated in a following manner

| <b>Particulars</b>                                  | <b>Score</b> |
|---|--------------|
| Marks for Technical Presentation (Tech PPT)         | 30           |
| Marks to Key Personnel (Key <sup>P</sup> )          | 40           |
| Turn over, PMU Experience & Sector Experience (Exp) | 30           |
| <b>Total</b>  | <b>100</b>   |

## 20.7 Score of Financial Proposal :

The Financial score shall be the financial proposal submitted by the empanelled TA (Sf) will be calculated in a following manner

(a) The lowest evaluated Financial Proposal (Fmin) is given the maximum financial score (Sf) of 100.

(b) The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fmin / F$ , in which “Sf” is the financial score, “Fmin” is the lowest price, and “F” the price of the proposal under consideration.

## 20.8. Final Evaluation:

A combined score of Technical and Financial will be evaluated. The successful Bidder shall be selected as per the following procedure: -

- (i) The weights, Technical (Tw) and Financial (Fw) would be given for Technical and Financial proposals, where Tw=0.70 and Fw=0.30
- (ii) (Tw=the weight given to technical proposal; Fw=weight given to the financial proposal; Tw+Fw=1)
- (iii) Final Score (S) would be arrived at using the following formula:  $S = St \times Tw + Sf \times Fw$
- (iv) The Bidder achieving the Highest Combined Score will be **successful Bidder/Selected Bidder**.
- (v) Note: In case of tie, i.e., two or more bidders obtaining exactly the same marks, final selection will be made as per following criteria:

*“Bidder who has quoted lower rate in the financial bid shall be declared as winner”.*

## 21. Award of Contract :

- 21.1. The Authority shall issue a Letter of Award (LoA) to the selected Bidder after taking approval from Competent Authority. It may also notify all other Bidders about the decision taken (if requested by other Bidders).

Agreement: The publication of Transaction Advisor PPP Projects: Manual for use of Panel issued by DEA, MoF, GoI & other directives from Govt. in the regard will be taken as reference for Agreement & further provisioning.

- 21.2. The Consultant will sign the contract after fulfilling all the formalities/pre conditions mentioned in the Agreement and shall submit the Performance Guarantee @ 3%, within 15 days of issuance of the Letter of Award.

- 21.3. The Consultant is expected to commence the Assignment/job on the date and at the location specified in Agreement for provision of Transaction Advisor.

**22. Insurance :**

The Consultant shall maintain at his own cost personal and accident insurance for all his Personnel and property as considered satisfactory by the Client to cover any risks arising from work and services to be rendered by the Consultant under this Consultancy Agreement. The Consultant shall ensure the same for his sub-Consultants also. IIITDM, Kurnool (Client) shall not be responsible for any such events or effects thereof. A statement to this effect may be submitted with the offer.

**23. Indemnity :**

It shall be deemed that by submitting the Bid, the Bidder agrees and releases the Employer, 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.

**24. Fraud and Corrupt Practices**

24.1. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. As per extent procedure, Integrity Pact need to be signed. Notwithstanding anything to the contrary contained in this RFP for Consultancy, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder. If it determines that the Bidder 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 the EMD or Performance Security, towards damages payable to the Authority for, inter alias, time, cost and effort of the Authority, in regard to the RFP for Consultancy, including consideration and evaluation of such Bidder's Proposal.

24.2. Without prejudice to the rights of the Authority under Clause 22 (Insurance) hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if a Bidder or 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 after the issue of the LOA or the execution of the Agreement, such Bidder or Consultant shall not be eligible to participate in any RFP or RFP for Consultancy issued by the Authority during a period of two years from the date such Bidder or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any prohibited practices, as the case may be.

**25. Ownership of Document and Copyright**

All the deliverables and study outputs including primary data shall be compiled, classified

and submitted by the Consultant to the Authority in hard copies and editable soft copies in addition to the requirements for the reports and deliverables indicated in the Terms of Reference. The study outputs shall remain the property of the Authority and shall not be used for any purpose other than that intended under these Terms of Reference without the prior written permission of the Authority. In the case of any deliverables by Consultant consisting of any Intellectual Property Rights ("IPR") rights of the Consultant, the Consultant shall provide the Authority with necessary irrevocable royalty-free license to use such IPR. Further, for the avoidance of any doubt, it is clarified that any intellectual property developed during the course of, or as a result of, the services rendered in relation to the consultancy, shall be and remain property of the Authority.

## **26. Other Terms**

26.1 The Transaction Advisors will work closely with the Asset Owner and its other Advisors. A designated representative of the Asset owner and the PSA will be responsible for the overall coordination. The representative will play a coordinating role in arranging required information, dissemination of the Transaction Advisor's outputs, facilitating discussions, and ensuring required reactions and responses to the Transaction Advisor.

26.2 Available data as may be required by the TA will be provided by the PSA/Asset Owner on request. The designated representative shall facilitate handing over of such information to the Transaction Advisor.

26.3 The transaction advisor will make presentations of its deliverables to the PSA and Asset Owner for discussions as and when required.

## **27. Completion of Services**

All the deliverables shall be compiled, classified, and submitted by the consultant to the IIITDM Kurnool in soft form and hard copies. The documents comprising the deliverables shall remain the property of the IIITDM Kurnool and shall not be used by the Consultant for any purpose other than that intended under these Terms of Reference without the permission of IIITDM Kurnool. The Assignment shall stand completed on acceptance by the IIITDM Kurnool of all the deliverables, as mandated under the Agreement/ work-order for the Assignment. Unless completed earlier, the Assignment shall be deemed completed and finally accepted by the IIITDM Kurnool and final deliverable shall be deemed approved by the IIITDM Kurnool as satisfactory upon expiry of 45 (Forty Five) days after receipt of the final deliverable unless the IIITDM Kurnool, within such 45 days 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.

## SECTION – II: PROPOSAL DATA SHEET

### A. Proposal Data Sheet :

| Clause No. of Data Sheet | Reference of ITB | Particulars                          | Description   |
|--------------------------|------------------|--------------------------------------|---|
| 1.                       | 1                | Authority                            | Director, Indian Institute of Information Technology Design & Manufacturing, Kurnool  |
| 2.                       | 1 (b) (1)        | Name of Assignment                   | Selection of Transaction Advisor from the panel of DEA empanelled Transaction Advisors for ESTABLISHMENT OF INFRASTRUCTURE DEVELOPMENT at Indian Institute of Information Technology Design & Manufacturing Kurnool (IIITDM KURNOOL) As per Viability Gap Funding Scheme (VGF) REQUEST FOR PROPOSAL (RFP) |
| 3.                       | 3                | Method of Selection                  | Quality and Cost Based Selection (QCBS)   |
| 4.                       | 4                | Email for correspondence with client | <a href="mailto:registrar@iiitk.ac.in">registrar@iiitk.ac.in</a>  |
| 5.                       | 11.1             | EMD                                  | Schedule A- Rs.1,00,000/- (Rupees One lakh only)  |
| 6.                       | -                | Cost of Tender Processing Fee        | N.A.  |
| 7.                       | 8.7              | Bid Validity                         | 120 days from the bid submission Date   |
| 8.                       | 19.1             | Key Personnel required               | 6   |
| 9.                       |                  | <b>Period of assignment</b>          | <b>As per agreement</b>   |
| 10.                      | 14.              | The formats of Technical Proposal    | (i) Form 3A: Technical Proposal submission form<br>(ii) Form-3B: Bidder information<br>(iii) Form-3C: Avg Annual Turnover of the firm<br>(iv)Form-3D: Project Specific Experience<br>(v) Copy of Completion certificate or Statutory Auditor Certificate to be provided to substantiate the claim         |
| 11.                      | 20.1             |                                      | (i) Form-3E: Description of Approach and Methodology and Work Plan<br>(ii) Form-3F: Particulars of Key Personnel<br>(iii) Form-3G: CV of key Personnel<br>(iv) Form 3H: Power of Attorney for authorized representative.  |

**B. Duration of on boarding Transaction Advisor**

The Authority would endeavour to adhere to the following schedule:

| S.No | Event Description  | Date  |
|------|--|---|
| 1    | Name of work   | Selection of Transaction Advisor from the DEA empanelled Transaction Advisors for ESTABLISHMENT OF INFRASTRUCTURE DEVELOPMENT at Indian Institute of Information Technology Design & Manufacturing Kurnool (IIITDM KURNOOL) based on PPP MODEL (VGF SCHEME) |
| 2    | Date of Publishing on website  | 22/12/2023 at 10.00 A.M.  |
|      | Date of Downloading start of RFP from website  | 22/12/2023 at 10.00 A.M.  |
| 3    | Last date for receiving queries/clarifications   | 28/12/2023 by 04.00 P.M.  |
| 4    | Pre-proposal meeting (Hybrid)  | 04/01/2024 at 3.00 P.M.   |
| 5    | Authority response to queries  | 11/01/2024  |
| 6    | Last date for Submission of Technical Bid + Financial Quote (Hard copy only), in the office of Administrative Building, IIITDM Kurnool | 01/02/2024 by 5.00 P.M.   |
| 7    | Opening of Technical Bids  | 06/02/2024 at 12.00 P.M.  |
| 8    | Invitation for Presentation  | 06/02/2024 from 02:00 P.M. onwards  |
| 9    | Declaration of Technical Bid Result  | Will be intimated by Email & displayed on Institute Website   |
| 10   | Opening of Financial Bids  | To be informed after Technical Evaluation   |
| 11   | Letter of Award (LOA)  | Within One month after acceptance of Competent Authority  |

**C. The Consultant will make presentations on its Deliverables (Section V(4)) to the IIITDM Kurnool for discussions as and when required.**



### SECTION – III: TECHNICAL PROPOSAL FORMS

#### Form – 3A: Technical Proposal submission form

(On Applicant's letter head)

To,

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

**Sub: RFP dated [insert date and month], 2023 for Selection of DEA Empanelled Transaction Advisor for providing Advisory Services for Establishment of Staff residence project, Multipurpose Hall and A/C Hostel for Students & Ph. D. Students (Boys & Girls) at IIITDM Kurnool at IIITDM Kurnool on Public Private Partnership Mode.**

Dear Sir,

1. With reference to your RFP Document dated ....., I/We, having examined all relevant documents and understood contents, hereby submit our Proposal for selection as Transaction Advisor for Transaction Advisory Services (the "Transaction Advisor") for the development of infrastructure Project of Hostels and shopping complex at IIITDM Kurnool Una. The proposal is unconditional.
2. I acknowledge that the IIITDM Kumool will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Transaction Advisor, and we certify that all information provided in the Proposal and in the Appendices are true and correct, nothing has been omitted/concealed 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 Transaction Advisor for the aforesaid Project.
4. I shall make available to the IIITDM Kumool any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the IIITDM Kumool 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 certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial office or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any

project or contract by any public office nor had any contract terminated by any public office for breach on our part.

7. I 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 Transaction Advisor, without incurring any liability to the Applicants.
8. I 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.
9. I further certify that no investigation by a regulatory office is pending either against us or against our CEO or any of our Directors/Managers/employees.
10. I 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.
11. I agree to keep this offer valid for 120 (One Hundred and Twenty) days from the Bid Submission end date specified in the RFP.
12. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith.
13. I have studied RFP and all other documents carefully. we shall have no claim, right or title arising out of any documents or information provided to us by the IIITDM Kurnool or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Transaction Advisory Services.
14. I 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)

**Form – 3B: Bidder Information Sheet**

|  |
|--|
| <b>Bidder Name</b><br>[Insert full name]   |
| <b>Bidder's Party country of registration</b><br>[indicate country of registration]  |
| <b>Bidder's year of constitution</b><br>[indicate year of constitution]  |
| <b>Bidder's legal address in country of constitution</b><br>[insert street/number/town or city/ country]   |
| <b>Bidder Authorized representative information</b><br>Name: [Insert full name]<br>Address: [insert street/number/town or city/ country]<br>Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>  |
| Attached are copies of original documents of <ul style="list-style-type: none"><li>▪ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above</li><li>▪ In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status</li></ul> 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership |

Note: This Form shall be supplied with Identity proof of the authorized representative

**Form – 3C: Minimum Turnover of the firm**

(Refer Clause 8.2 B)

| S. No. | Financial Year                                | Annual Turnover (in Rs cr) |
|--------|---|----------------------------|
| 1      | 2022-23                                       |                            |
| 2      | 2021-22                                       |                            |
| 3      | 2020-21                                       |                            |
|        | <b>Avg. Annual Turnover for past 3 F.Y.s:</b> |                            |

Certificate from the Statutory Auditor\*

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

(Signature, name and designation of the Authorized Signatory)

Date:

Name and Seal of the 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

Note: Please do not attach any printed Annual Financial Statement

### Form – 3D: Project Specific Experience

(Refer 8.2 C)

<To be submitted on letterhead of responding firm>

(Date and Reference)

To,

.....

.....

<Name of Assignment>

|     |   |  |
|-----|---|--|
| 1.  | Name of Applicant:  |  |
| 2.  | Category for which Eligible Assignment submitted                        | Experience of undertaking PPP projects in <named sector> |
| 3.  | Name of the project:  |  |
| 4.  | Type of project   |  |
| 5.  | Project Specifications  |  |
| 6.  | Description of services performed by the Applicant firm:                |  |
| 7.  | Name of client and Address:   |  |
| 8.  | Name, telephone no. of client's representative:                         |  |
| 9.  | Estimated capital cost of project (in Rs crore or US\$ million):        |  |
| 10. | Payment received by the Applicant as professional fees (in Rs. crore)*: |  |
| 11. | State date of the services (month/year):                                |  |
| 12. | Finish date of the services (month/ year):                              |  |
| 13. | Brief description of the project:                                       |  |

Notes:

1. Use separate sheet for each Eligible Assignment.

\* In the event that the Applicant does not wish to disclose the payment received by it as professional fees for any particular assignment, it may state that it has received more than the amount specified in this statement.

**Form – 3E: Description of Approach, Methodology and Work Plan for  
Performing the Assignment**

(Refer Clause -20.1.a,b)

Technical approach, methodology and work plan are key components of the Technical Proposal. The Applicant will present its Technical Proposal (items a, b and c below) in no more than 40 single sided or 20 double sided printed sheets (A- 4 size, minimum 11 font size). The Page count does not include the Forms.

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

**Technical Approach and Methodology:** In this section the Applicant should explain the understanding of the assignment, approach to the services and methodology for carrying out the activities to accomplish the objectives mentioned. The consultant should highlight any challenges anticipated in delivering a programme of this nature and discuss proposed approaches to overcome the challenges and meet the requirement of the assignment.

**Work Plan:** In this section the Applicant should describe the overall work plan for the activities of the assignment. The work plan must show (i) mobilization details for the Key Personnel (ii) Key tasks and deliverables which form the basis of invoice payment.

**Organization and Staffing:** In this section the Applicant should briefly discuss the structure, composition, roles and responsibility of the integrated team and how the integrated team will drive the assignment. Sub-consultants envisaged to deliver the scope of work must be listed with their role and responsibility noted in the organization chart

**Form – 3F: Details of Key Personnel**

(Refer Clause -19.1)

**Form- 1: Particulars of Key Personnel**

|     | S. No.<br>Designa<br>tion of<br>Key<br>Personn<br>el | Name | Educational<br>Qualification | Length<br>of<br>Profess<br>ional<br>Experi<br>ence | Present Employment |                   | No. of<br>eligible<br>Assignments |
|-----|--|------|------------------------------|--|--------------------|-------------------|-----------------------------------|
|     |  |      |                              |  | Name<br>of Firm    | Employed<br>Since |                                   |
| (1) | (2)  | (3)  | (4)                          | (5)  | (6)                | (7)               | (8)                               |
| 1.  | Team<br>Leader                                       |      |                              |  |                    |                   |                                   |
| 2.  | Finance<br>Expert                                    |      |                              |  |                    |                   |                                   |
| 3.  | Technical<br>Expert<br>(Civil<br>Engineer)           |      |                              |  |                    |                   |                                   |
| 4.  | Architect  |      |                              |  |                    |                   |                                   |
| 5.  | Infrastruc<br>ture<br>Expert                         |      |                              |  |                    |                   |                                   |
| 6.  | Legal<br>Expert                                      |      |                              |  |                    |                   |                                   |

### **Form – 3G: Curriculum Vitae (CV) of Key Personnel**

*(Refer Clause -19.1)*

**1. Proposed Position / Designation :**

**2. Name of Firm:**

[Insert name of firm proposing the staff]

**3. Name of Staff: [Insert full name] :**

**4. Date of Birth:**

**5. Nationality:**

**6. Education:**

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment. In case of foreign degrees, Indian equivalent to be indicated]:

**7. Membership of Professional Associations:**

**8. Other Training:**

**9. Countries of Work Experience:**

[List countries where staff has worked in the last ten years] :

**10. Language Known:**

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

**11. Employment Record:**

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

**From [Year]: ..... To [Year]: .....**

**Employer: .....**

**Positions held: .....**

**12. Detailed Tasks Assigned**

[List all tasks to be performed under this Assignment/Job] :

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:**



[Among the Assignment/ jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks required.]

**Name of Assignment/Job or project:**

**Year:**

**Location:**

**Employer:**

**Main Project Features Position Held:**

**Activities Performed:**

**Period of deployment**

#### **14. Certification:**

I am willing to work on the project and I will be available for the entire duration of the project assignment as required.

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

I hereby declare that I have not given my consent to any other Consultant besides ..... (name of bidder) to use my CV for the purpose of bid submission for this project.

**Date:..... [Signature of staff member]**

**[Signature of authorized signatory  
of the firm]**

**Place:.....**

**[Full name of authorized  
representative]**

### FORM – 3H: Power of Attorney

(To be executed on Non-Judicial Stamp Paper of Rs. 100 and duly notarized)

Know all men by these presents, We, .....(name of organization and address of the registered office) do hereby constitute, nominate, appoint, and authorise Mr. / Ms.....son/ daughter/ wife and presently residing at ..... who is presently employed with/ retained by us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "**Authorised Representative**"), with power to sub-delegate to any person, 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 **"Selection of DEA Empanelled Transaction Advisor for providing Advisory Services for Development of Infrastructure facilities for students and faculty at IIITDM Kurnool on Public Private Partnership Mode as per VGF Scheme."** The selection of Consultant for IIITDM Kurnool (the "**Authority**") including but not limited to signing and submission of all applications, Bids and other documents and writings, participating in pre-bid and other conferences and providing information/responses to the Employer, representing us in all matters before the Employer, signing and execution of all contracts and undertakings consequent to acceptance of our Bid and generally dealing with the Employer in all matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award thereof to us till the entering into of the Contract with the Employer.

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

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

...

**(Signature, Name, Designation and Address) Witnesses:**

**1.....**

**2. ....**

**Accepted**

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

**Notes:**

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. 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.

## **SECTION – IV: FINANCIAL PROPOSAL FORMS**

### **Form – 4A: Financial Proposal Letter <Covering Letter (On Applicant's letter head)>**

(Date and Reference)

To,

Dear Sir,

Subject: **Selection of DEA Empanelled Transaction Advisor for providing Advisory Services for establishment of Infrastructure facilities for students and faculty at IIITDM Kurnool on Public Private Partnership Mode as per VGF Scheme.**

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

I/We agree that this offer shall remain valid for a period of 120 (One Hundred Twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name, and designation of the authorized signatory)

**Form – 4B (Schedule – A): Financial Proposal**

| <b>S.No.</b> | <b>Description</b>                                 | <b>Amount in Words</b> | <b>Amount in Figures</b> |
|--------------|--|------------------------|--------------------------|
| A            | End to End Transaction Advisory Cost excluding GST |                        |                          |

Note:

1. The financial evaluation shall be based on the Grand Total (as at table above)
2. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws, withholding taxes if any.
3. GST as applicable will be reimbursed.

Signature, name, and designation of the Authorized Signatory

Name of Firm:

Address:

## SECTION – V: TERMS OF REFERENCE

### Terms of Reference

for

**Selection of DEA Empanelled Transaction Advisor for providing Advisory Services for Establishment of Infrastructure Development at IIITDM Kurnool as per appropriate Public Private Partnership Mode under VGF scheme.**

1. IIITDM Kurnool endeavours to establish Staff residence project, Multipurpose Hall and AC Hostel for International students & Ph. D. Students (Boys & Girls) at the IIITDM Kurnool Campus at Kurnool. IIITDM Kurnool has envisaged the development to be taken up through appropriate Public Private Partnership (PPP) model under VGF Scheme.
2. **Project Location:** IIITDM Kurnool Campus, Jagannathagattu Hill, Dinnedevarapadu Village, Kurnool
3. Detailed Projection of Work requirement in IIITDM Kurnool is under at Clause No 4 under SECTION-I: INSTRUCTION TO BIDDERS

#### 4. Deliverables Timelines and Payment Terms

The Consultant will prepare and submit the following reports to the Client:

| S.No                                   | Deliverables/Stage                                       | Time Duration<br>(From the date for start of services as mentioned in LoA) | % of Consultancy Fees |
|--|--|--|-----------------------|
| <b>Phase 1: Feasibility Report/DPR</b> |  |  |                       |
| 1                                      | Submission of Inception Report                           | T*+2 Weeks   | 5%                    |
| 2                                      | Submission of Site Assessment, Preliminary Sketch Plans, | T*+4 Weeks   | 10%                   |
| 3                                      | Concept Plans for entire Project Infrastructure          | T*+8 Weeks   | 10%                   |
| 4                                      | Submission of Draft Feasibility Report                   | 2 Weeks from approval of Draft Feasibility Report                          | 5%                    |
| Total                                  |  |  | 30%                   |

\* T is the date for start of services as mentioned in the Letter of Award

| S.No                                   | Deliverables/Stage   | Time Duration<br>(Cumulative<br>from<br>acceptance of<br>Feasibility<br>Report) | % of<br>Consultancy<br>Fees |
|--|--|---|-----------------------------|
| <b>Phase 2: Bid Process Management</b> |  |   |                             |
| 1                                      | Submission of Draft Bid Documents<br>(RFQ cum RFP, Concession Agreement) | T#+3 Weeks  | 15%                         |
| 2                                      | Submission of Final Bid Documents<br>(RFQ cum RFP, Concession Agreement) | T#+4 Weeks  | 10%                         |
| 3                                      | Assistance in pre bid meetings, and drafting pre-bid replies             | T#+10 Weeks   | 5%                          |
| 4                                      | Submission of Technical Evaluation Report                                | T#+14 Weeks   | 10%                         |
| 5                                      | Assistance in Issuance of LoA, Finalization of Concession Agreement      | T#+16 Weeks   | 10%                         |
| 6                                      | Finalization of Services and Close out                                   | T#+20 Weeks   | 20%                         |
| Total                                  |  |   | 70%                         |
| Grand Total                            |  |   | 100%                        |

# T is the date for start of services as mentioned in the communication regarding acceptance of pre-feasibility report.

All the payments shall be made in Indian Rupees only and shall be subject to applicable Indian Laws for withholding taxes, if any.

#### **5. Duration of Contract**

As stated above and shall not exceed 12 months or as decided by the Competent Authority, IIITDM Kurnool.

---- THE END ---