

EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF
CONSULTANTS/AGENCIES FOR
KNOWLEDGE PARTNER FOR INSTITUTIONAL
STRENGTHENING OF MDDA



MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY
Transport Nagar, Saharanpur Road, Dehradun
Phone - 0135-6603150, 6603107, Fax-0135-6603103

DISCLAIMER

The information contained in this Expression of Interest (“EOI”) Document or subsequently provided to Bidder, whether verbally or in documentary form by or on behalf of the Mussoorie Dehradun Development Authority (“MDDA”) or any of their employees or advisors, is provided to the Bidder on the terms and conditions set out in this EOI Document and any other terms and conditions subject to which such information is provided.

This EOI Document is not an agreement and is not an offer or invitation by the MDDA to any party/Bidders. The purpose of this EOI Document is to provide the Bidder with information to assist the formulation of their proposals. This EOI Document does not purport to contain all the information each Bidder may require. This EOI Document may not be appropriate for all persons, and it is not possible for the MDDA, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI Document and where necessary obtain independent advice from appropriate sources. The MDDA, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI Document.

The MDDA may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI Document

Schedule for EOI

1.	Last Date & Time for submission of EOI (PDD)	03:00 P.M. on 05/03/2019 in the office of Vice Chairman, Mussoorie Dehradun Development Authority (MDDA), Transport Nagar, Saharanpur Road, Dehradun – 248001
2.	Date and time of Opening of EOI	04:00 P.M. on 05/03/2019
3.	Non-refundable Document Fees	Rs. 5000/- (including GST) (Rupees Five thousand Only), through Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun.
4.	Validity of proposal	180 days
5.	E-tendering website	www.uktenders.gov.in
6.	Official website of MDDA	www.mddaonline.in
7.	Registration Fee	For Category-I: Rs. 10,000/- For Category-II: Rs. 20,000/- Through Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun to be submitted along with the proposal.

1. Introduction:

MDDA was established in 1984 with objective of planning and development of the city.

Dehradun manifests its position as an important city in the most fertile region of Doon Valley between rivers Yamuna and Ganga. It is in fact, the most developed city in the Sivalik foothills and the gateway to the far-flung hill areas of Uttarakhand. To check the haphazard development and degradation of natural environment, to sustain the glory of the city and to build further upon it was colossal task handed over to the MDDA in the year 1984 under the provisions of U.P Urban Planning and Development Act 1973. MDDA is a local decision-making agency and it is totally self-sufficient, capable of undertaking all sorts of activities for well-planned urban development. The challenges before MDDA are massive and diversified, as Dehradun Mussoorie's requires an integrated development process, which must be inexpensive, functionally utilitarian, environmentally healthy, re-creational adequate and aesthetically appealing. MDDA is committed to keep pace with the needs of fast-growing population and relevant infrastructure required for such phenomenal growth. The Development of Dehradun / Mussoorie in a planned manner, creating quality infrastructure, provision of sites and services and the housing needs of under privileged are the focus areas of MDDA. MDDA was established in 1984 with objective of planning and development of the city.

To make the city meet modern urban standards, it undertakes the following:

- Implementation of the Master Plan.
- Acquisition of land to implement the various schemes.
- Enforcement of plans and development schemes.
- Adaptation of measures for protection of natural environment in the development area.

Mussoorie Dehradun Development Area:

- Mussoorie Dehradun Development area includes Dehradun Urban Agglomeration, Mussoorie Municipal area and its surrounding 185 Revenue Villages of Dehradun District.

Currently MDDA is involved in developing Affordable Housing Scheme near ISBT Dehradun, has taken initiative to develop the two major river fronts of the city, Rispana & Bindal river.

2. Objective:

The key objective of the empanelment is to select a consultant to achieve the following:-

1. Strategy and Preparation for enhancing Credit Rating of MDDA and Project finance assistance
2. Enhancing MDDA's Data Ecosystem Maturity
3. Creating a Roadmap for Strengthening MDDA's Digital Governance
4. Business process re- Engineering
5. Knowledge Management and Solution Support
6. Policy making, Policy studies and technical studies. e-governance initiatives of MDDA, etc.

The broad scope of activities to achieve the above outcome is listed below.

3. Broad Scope of Work

The consultant will support the MDDA on the following areas during the period of engagement based on international best-practices:

I. Strategy and Preparation for enhancing Credit Rating of MDDA

- Determine funding needs for projects identified and prioritized.
- Assessment of the regulatory framework for raising funds from the market to inform MDDA's fund raising strategy.
- Recommend measures for improving internal processes including support required in terms of disclosure standards and reporting practices.
- Identification of areas of strengths and weakness of Authority and other designated authorities in management of finances for a road map for Credit Enhancement Plan.
- Assessment of the 'Borrowing Capacity' of Authority and other designated authorities in the "Base Case Scenario" as well as the "Financial Improvement Action Plan" is implemented.
- Build capacity of the staff on various aspects pertaining to credit rating. This should inter alia include guidelines issued by the Ministry of Housing and Urban Affairs for the credit ratings of ULBs under the AMRUT and Smart Cities Mission.
- Support on the required documentation for application of credit rating to identified rating agencies.
- Creation of RFP for system required and assistance in tender evaluation.
- Training and implementation support.
- Any other support related to the above.

II. Enhancing MDDA's Data Ecosystem Maturity

- Identification of a set of urban use cases in consultation with the MDDA and other city level stakeholders for evidence-based planning.
- Assessing the readiness of the data ecosystem in terms of data, organization and technology.
- Identify data gaps and formulate strategies for addressing data gaps and strengthening the overall data ecosystem in terms of data definitions, quality, reliability etc.
- For select data sets and use-cases, design and implement pilot projects for scale up.
- Design and implement a capacity building plan for creating a data culture and data sharing within MDDA.
- Creation of RFP for system required and assistance in tender evaluation.
- Training and implementation support.
- Any other support related to the above.

III. Creating a Roadmap for Strengthening MDDA's Digital Governance

- Review of existing e-governance status of MDDA in terms of infrastructure, service delivery and service quality.
- Advise MDDA on new e-governance and communication strategies focused on enhancing citizen engagement and suggest new e-governance initiatives based on global success stories contextualized to MDDA.
- Recommend short-term and long-term measures for scaling and expanding the coverage of existing and new e-governance interventions for improving service delivery.
- Capacity planning, hardware and network specifications for the communication network.
- Recommendation on the optimal strategy for implementation based on time line and budget.
- Creation of RFP for system required and assistance in tender evaluation.
- Training and implementation support.
- Any other support related to the above.

IV. Business Process Re-Engineering

- To review and study the existing organizational setup of MDDA and suggest the necessary modification in human resources management and systems to enhance and optimize the capability of the MDDA.
- Study as is situation vis-à-vis to be situation.
- Re-engineer business processes to emulate but practices.
- Evaluate the efficiency of current initiative against the goal.
- Establish an information plan based on an evaluation of business process , need and priorities.
- Capacity building program for select officials on conceptualizing, developing and tendering a project.
- Creation of RFP for system required and assistance in tender evaluation.
- Training and implementation support.
- Any other support related to the above.

V. Knowledge Management and Solution Support

- Design a framework for management of all information, knowledge and learning from various initiatives of the MDDA.
- Supporting development of knowledge products, solutions and innovative proposals for urban renewal, urban design, urban decongestion etc.

- Create Standard Operating Protocols for creation, access and sharing of all knowledge/information by different sections of MDDA.
- Creation of RFP for system required and assistance in tender evaluation.
- Training and implementation support.
- Any other support related to the above.

4. Empanelment Procedure

The consultants will be empaneled for “Knowledge Partner for Institutional Strengthening of MDDA”
The procedure for empanelment of consultants constitutes as under.

a) Invitation of EOI: MDDA invites the application from eligible consultants to submit their proposal to participate in the empanelment procedure. The consultant may opt any of the area of their interest from scope of work best suits to their expertise and experience and submit separate proposal to MDDA.

b) Submission, Receipt and Opening of Proposal:

- Bidders shall submit their Proposal Online and one copy of Proposal Physically (Hard Copy) The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder themselves. The person who signed the proposal must initial such corrections.
- An authorized representative of the Bidders shall initial all pages of the original Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- A copy of Proposal shall be placed in a sealed envelope clearly marked “EOI PROPOSAL” followed by the name of the Assignment/job. The envelope containing the Proposal in one envelope and Non-refundable Document Fee, Power of Attorney and Registration Fee shall be placed into other envelope, both to be placed in an outer envelope and sealed. This outer envelope shall bear the submission address, be clearly marked “DO NOT OPEN, BEFORE 16:00 Hrs. on 05/03/2019”. MDDA shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.
- A copy of Proposal must be sent to the address/addresses indicated in the Schedule and received by MDDA no later than the time and the date indicated in the Schedule, or any extension to this date. Any proposal received by the MDDA after the deadline for submission shall be returned unopened.
- The Bidders shall submit the Proposal online as well as in physical form as per date and time mentioned in the Schedule. The Bidders shall submit the Proposal in hard bound or spiral bound form with all pages numbered serially and by giving an index

of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Bidder as per the terms of this EOI. In case the Proposals are submitted online and the Bidders are unable to submit the hard copy on or before the date and time mentioned in Schedule then the Bids shall be liable for rejection. Only those physically submitted documents regarding Proposals will be acceptable and considered, if, same are uploaded in the website.

- Online Submission: Digitally Signed “Proposal” shall be uploaded in the prescribed format and supporting documents along with scanned copy of Non-refundable Document Fee as mentioned in Schedule.
 - The completed Proposal must be submitted online on or before the specified time. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained. Proposal shall be submitted in Physical form and the scanned copy in PDF shall be uploaded on the www.uktenders.gov.in duly digitally signed.
- c) Amendment of EOI Document:** At any time before the submission of Proposals, MDDA may amend the EOI by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the website www.uktenders.gov.in, www.mddaonline.in and will be binding on all of them. Bidder shall update themselves by visiting the website regularly, for not being updated by the Bidder themselves, MDDA bears no responsibility. Bidders shall acknowledge receipt of all amendments/Corrigendum. To give Bidders reasonable time in which to take an amendment into account in their Proposals MDDA may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- d) Scrutiny-** A Consultant Evaluation Committee (CEC) of MDDA will scrutinize all the submissions received based on eligibility criteria.
- e) Empanelment:** The eligible participants would be selected for the Empanelment based on their credentials, competence, eligibility criteria and previous work experience.

5. Eligibility Criteria:

- 5.1** The Bidder/s shall be a proprietor ship firm /Partnership firm/ Private Company/ firm /any legal entity incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad or Partnership Firm/Limited Liability Partnership (LLP) firm incorporated under the Limited Liability Partnership Act, 2008 or Partnership Act, 1932 or under equivalent law in any other country. The Bidder/s shall be required to submit a true copy of its Incorporation Certificate, along with Proposal.

5.2 Team Composition:

- **PPP Expert** with minimum 8 years of experience in analyzing, conducting feasibility assessment and implementing PPP model in Urban sector. Preferably Master's degree in finance/management or other related discipline
- **Finance Expert** with minimum 5 years of experience working in Urban finance. Preferably Chartered Accountant with accounting experience in public sector.
- **Data Analyst** with 2 years of relevant experience. Degree in Social Science/Engineering or a related discipline with specific training in data entry and any commonly used statistical package.
- **IT Expert with minimum 5 years of relevant experience. Degree in computer science or related discipline with experience of designing websites, applications and dashboards.**
- **Research Analyst** with 2 years of relevant experience. Degree in Social Science/Planning or a related discipline with experience working in Urban context.

5.3 Eligibility Criteria (Category- wise): The bidder is required to submit copy of audited balance sheets of the Firm for the requisite financial years and the evidential as required by MDDA.

Eligibility Criteria	Category-A For the Project Cost upto Rs. 10 Lakhs	Category-B For the Project Cost above Rs. 10 Lakhs
EC-1	The Bidder/s shall be a proprietor ship firm /Partnership firm/ Private Company/ firm /any legal entity incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad or Partnership Firm/Limited Liability Partnership (LLP) firm incorporated under the Limited Liability Partnership Act, 2008 or Partnership Act, 1932 or under equivalent law in any other country. The Bidder/s shall be required to submit a true copy of its Incorporation Certificate, along with Proposal.	The Bidder/s shall be a proprietor ship firm /Partnership firm/ Private Company/ firm /any legal entity incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad or Partnership Firm/Limited Liability Partnership (LLP) firm incorporated under the Limited Liability Partnership Act, 2008 or Partnership Act, 1932 or under equivalent law in any other country. The Bidder/s shall be required to submit a true copy of its Incorporation Certificate, along with Proposal
EC-2	The applicant should not have been blacklisted/debarred/termination of contract except for reasons of convenience of Client by any Government/Public Company/ PSUs/ funding agencies, etc. Declaration should be submitted on Stamp Paper.	The applicant should not have been blacklisted/debarred/termination of contract except for reasons of convenience of Client by any Government/Public Company/ PSUs/ funding agencies, etc. Declaration should be submitted on Stamp Paper.
EC-3	Project Experience: The Firm must have enough experience of not less than five years in the similar field.	Project Experience: The Firm must have enough experience of not less than five years in the similar field.

	<p>At least 3 similar types of successfully completed projects in India.</p> <p>Note:-</p> <ul style="list-style-type: none"> • Similar Field: mean projects of relevant fields and as outlined in Clause no.-3 scope of work of this EOI • For claiming Project experience Agreement with the client and Completion Certificate shall be annexed. 	<p>At least 5 similar types of successfully completed projects in India.</p> <p>Note:-</p> <ul style="list-style-type: none"> • Similar Field: mean projects of relevant fields and as outlined in Clause no.-3 scope of work of this EOI • For claiming Project experience Agreement with the client and Completion Certificate shall be annexed.
EC-4	<p>Team Composition:</p> <ol style="list-style-type: none"> 1. PPP Expert 2. Finance Expert 3. Data Analyst 4. IT Expert 5. Research Analyst <p>The above expert may be either be employee of the firm or the project consultant with the firm.</p>	<p>Team Composition:</p> <ol style="list-style-type: none"> 1. PPP Expert 2. Finance Expert 3. Data Analyst 4. IT Expert 5. Research Analyst <p>The above expert shall be employee of the firm.</p>
EC-5	Firm should have Positive Networth as on 31/03/2018.	Firm should have Positive Networth as on 31/03/2018.
EC-6	NIL	Turnover: Average Annual turnover of the Consultant Firm for the last three financial years should be a minimum of Rs. 2 Cr.
EC-7	The Consultant Firm should have PAN of income tax department and a valid Goods & Service Tax (GST) Registration (Attach ITR for last three Financial years (i.e. 2015-16, 2016-17 & 2017-18) & GST Registration Certificate).	The Consultant Firm should have PAN of income tax department and a valid Goods & Service Tax (GST) Registration (Attach ITR for last three Financial years (i.e. 2015-16, 2016-17 & 2017-18) & GST Registration Certificate).
EC-8	The Consultant Firm must not have been black listed or debarred or penalized in any Central/ State Govt./ PSU/ Autonomous bodies and the like. A self-attested declaration this regard shall be made by the Consultant Firm along with other documents.	The Consultant Firm must not have been black listed or debarred or penalized in any Central/ State Govt./ PSU/ Autonomous bodies and the like. A self-attested declaration this regard shall be made by the Consultant Firm along with other documents.
EC-9	The Consultant Firm must have enough technical staff/ manpower along with experienced executives as per the project requirement.	The Consultant Firm must have enough technical staff/ manpower along with experienced executives as per the project requirement.
EC-10	The consultant Firm can submit their proposal in JV.	The consultant Firm can submit their proposal in JV.

6. Period of Empanelment

The empanelment would be for a period of 3 years and can be extended by MDDA based on the requirement. Notwithstanding anything contained in this EOI document, MDDA would have sole irrevocable right to terminate the empanelment and/ or increase the number of members of such empanelment and/or issue fresh notice of invitation for similar empanelment without assigning any reason whatsoever.

7. Termination of Empanelment

If in the view of MDDA, the performance of an Empaneled Consultant is not satisfactory, or the Consultant has failed to safeguard the interest of MDDA, the MDDA may at its sole discretion, terminate the engagement of the consultant, for project as well as terminate the Firm's empanelment with the MDDA. In doing so, the MDDA shall intimate the consultant in writing. The decision of MDDA in this matter shall be final and binding.

8. Award of Work

Procedure for the award of work shall be as follows: -

- Award of work will be done for project specific areas and period;
- The MDDA shall identify different priority areas from time to time within its jurisdiction and at its discretion;
- Depending upon the requirement, MDDA will invite limited tender(s) from the empanelled Consultants.
- The work will be allotted to the successful Consultants, who emerges the lowest bidder in the tender. The tender may be invited in single bid (financial only) or in two bids (technical & financial) as the case may be. In case the tender is invited in two bids, the financial bids of only those Consultants shall be opened who qualifies in the technical bid. The details of the same will be stipulated in the limited tender proposed to be invited by MDDA.
- MDDA also reserves the right to allot the work to any of the empanelled Consultants after giving due consideration to the suitability and competence of the Consultants to handle jobs, with due regard to their proven track record, which shall be reviewed by MDDA as found necessary, from time to time.
- Selected firm shall be empanelled for a period of three years. MDDA, however, reserves the right to discontinue the empanelment at any time without assigning any reasons and shall not be liable to pay any compensation on this or on any other account.
- The empanelled firms will require to provide their service on "as and when required" basis for different ongoing/future project.
- The empanelled agencies would be required to work on projects assigned to them as and when any Projects is taken up by MDDA on terms and conditions and fee decided by MDDA and as per procurement rule of Government of Uttarakhand.

9. Final Decision-making Authority

The MDDA reserves the right to accept or reject any application and to annul the process and reject all applications at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for such action. The MDDA reserves the right **NOT** to award work to any or some or all the empaneled consultants.

10. Due diligence by Bidders

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

11. Submission Requirement

To be eligible for Empanelment, the applicants shall provide evidence satisfactory to MDDA regarding their eligibility and of their capability to carry out the required services. In addition, all applications submitted shall include the following information:

- a) EOI purchase fee Rs. 5000/- (including GST) (Rupees Five Thousand Only) in the form of Demand Draft payable in favor of **Secretary, MDDA** payable at Dehradun. Any EOI without the requisite fee shall not be accepted and shall berejected.
- b) **Registration Fee:** Applicant shall submit the Registration Fee for each Field/Service as per the Category in the form of Demand Draft in favour of Secretary, MDDA payable at Dehradun. Registration Fee of unsuccessful Bidder will be refunded.
 - i. **Category-I - Rs. 10,000/- (Rupees Ten Thousand only)**
 - ii. **Category-II - Rs. 20,000/- (Rupees Twenty Thousand only)**
- c) Covering Letter;
- d) Copies of original documents duly certified by the competent authority with seal and stamped on each page defining the legal status, structure of organization, place of business of the Firm/entity (ScheduleA);
- e) Details of the experience and past performance of the applicant duly certified by the competent authority with seal and stamped on each page on works of a similar nature along with supporting documents (ScheduleB);
- f) Details of Key Personnel's duly certified by the competent authority withsealand stamped on each page (ScheduleC);
- g) Copy of Service Tax Registration Certificate, GST and PAN Card, Audited Annual Accounts for last three Financial Years;
- h) A self-declaration that the Consultant Firm has not been black-listed or debarred or penalized in any Central/State Govt./PSU/Autonomous bodies in this regard shall be made by the Consultant Firm along with otherdocuments.

The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and superscripted: -

**Expression of Interest for Empanelment of Consultants for
"KNOWLEDGE PARTNER FOR INSTITUTIONAL STRENGTHENING OF MDDA IN
UTTARAKHAND"**

The application along with all forms in appropriate formats and documentary proofs must be in spiral bounded form and serially numbered.

The EOI shall be addressed to the MDDA, at the following address:

VICE CHAIRMAN
Mussoorie Dehradun Development Authority
Transport Nagar, Saharanpur road,
Near ISBT, Dehradun, Uttarakhand- 248001

If the envelope is not sealed and marked as mentioned above, MDDA will not be responsible for any misplacement or premature opening. (EOI received vide Telex, cable or facsimile will be rejected).

i) Language of Application:

The language of the Application as well as the supporting documents shall be in English.

j) EOI Submission Date:

The EOI must reach to MDDA **at the specified address on or before the stipulated date and time by hand or through Speed/Regd. Post or Courier.**

k) Last Submission:

EOI received after the deadline for submission prescribed by MDDA will be rejected.

l) Modifications and Withdrawal of Proposal:

No modifications to the EOI shall be allowed once it is received by MDDA.

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

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

o) Jurisdiction:

All disputes whatsoever shall be the jurisdiction of the appropriate court at Dehradun.

Covering Letter

(On Bidder's letter head)

(Date and Reference)

To,

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

Sub: "Expression of Interest (EOI) for Empanelment of Consultants/Agencies for Knowledge Partner for Institutional Strengthening of MDDA in Uttarakhand"

Dear Sir,

With reference to your EOI Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Empanelment for
[insert Category] in *[insert field/services]*.

The proposal is unconditional and unqualified.

1. I/We acknowledge that the MDDA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for Empanelment as Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of Empanelment as the Consultant in MDDA under respective Categories/Fields/Services.
3. I/We shall make available to MDDA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of MDDA to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last five years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We certify that, we or any of our Associates have not been blacklisted/ debarred/ termination of contract except for reasons of convenience of Client by any government/ government board/ corporation/ company/ PSU Company/ statutory body/ non-government and any funding agencies

7. I/We declare that:
 - (a) I/We have examined and have no reservations to the EOI Documents, including any Addendum issued by MDDA;
 - (b) I/We do not have any conflict of interest in accordance to the EOI Document;
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or Request for Empanelment issued by or any agreement entered into with the Client or any other public sector enterprise or any government, Central or State; and
 - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the EOI, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Firm without incurring any liability to the Applicants.
9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or directors /managers/employees or against to be engaged team members.
12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above-mentioned Project.
13. I/We agree and understand that the empanelment is for 3 years and is subject to the provisions of the EOI document. In no case, shall I/we have any claim or right of whatsoever nature, if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
14. I/We agree to keep this offer valid for 180 days (One Hundred Eighty Days) from the PDD specified in the EOI.
15. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in prescribed format.

16. I/We have studied EOI and all other documents carefully. We shall have no claim, right or title arising out of any documents or information provided to us by MDDA or its representative whether verbally or in writing in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

17. I/We agree and undertake to abide by all the terms and conditions of the EOI Document.

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

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Enclosures:

- 1.
- 2.
- 3.
- 4.

Schedule A

Information of Applicants

Name of the Applicant (infull):.....

Name of the Contact Person:

Address:

Telephones no/s:

E-mail address:

Year of incorporation: (Certificate of Registration to be furnished)

Details of PAN: (Copy of Service Tax Registration to be furnished)

Annual Turnover of last three years:
(Copy of Audited Annual Accounts to be furnished)

(Signature of Authorized Person)

Date:

Schedule B

Format for Applicant's Experience of Relevant Projects (to be filled separately for each project)

1. Project Title/Name of Scheme
2. Project Description
3. Location of Project (State/Region)(Plain/Hill)
4. Name of Client
5. Land Area (in hectares)
6. Nature of Service rendered by the Applicant
7. Period of Services rendered by the Applicant (Start date and Enddate)
8. Consultancy Fees of the Applicant (In Indian Rupees)
9. Present Status of the Project
10. Other Information relating of Project

* **Note:** Copy of Letter of Award and Completion Certificates Letters should be furnished for each of the above projects.

(Signature of Authorized Person)

Date:

Schedule-C

Format of Curriculum Vitae (CV)

Name of Firm:

Name of Staff:

Date of Birth:

Year Work Experience with Firm:

Nationality:

Membership of Professional Bodies:

Education:

(Summarize College/University and other specialized education of staff member)

Employment Record:

(Starting with present position, list in reverse order every employment held)

List of projects on which the Personnel has worked and in what capacity

Name of Project Description of responsibilities

Languages:

(Indicate proficiency in speaking, reading and writing of each language by “excellent”, “good”, “fair”, “poor”)

(Signature of Authorized Person)

Date:

Schedule-D

Power of Attorney

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

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

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

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....

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

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

- *For a Power of Attorney, Bidders may submit a General Power of Attorney notarized in India. However, at the time of negotiation it is mandatory to submit the Power of Attorney executed and issued overseas, legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*