

REQUEST FOR PROPOSAL

**Consultancy Services for Feasibility Study,
Detailed Planning & Preparation of Detailed
Project Report (DPR) for Multi-level Car Parking
Building with Office Space**

in

Rishikesh, Uttarakhand



Mussoorie Dehradun Development Authority (MDDA)

Transport Nagar, Saharanpur Road, Dehradun – 248001

Tel: 0135 – 6603100, Fax: 0135 – 6603103, Email: pmumdda1@gmail.com

CONTENTS

	Title		Page No.
Section1.	Letter of Invitation		05
Section2.	Terms of Reference		08
Section3.	Information to Bidders		43
Section4.	Technical Proposal - Forms		59
Section5.	Financial Proposal- Forms		74

DISCLAIMER

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

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

Information provided in this RFP to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The employer, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

The employer also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP.

The employer may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

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

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the employer or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Employer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Reference No.: 01/RFP(R)/2023

Name of the Employer: MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY (MDDA)

Project Name: Consultancy services for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space, in Rishikesh, Uttarakhand

SECTION 1: LETTER OF INVITATION

1. In Rishikesh, there has been an increase in the population, tourists and traffic for which parking space and organized infrastructure is required in the area more particularly at area Nearby Tilak Road, which is the prime location and heart of City of Rishikesh .
2. After due deliberation Mussoorie Dehradun Development Authority (hereinafter called “MDDA”/ “Employer”) and Nagar Nigam Rishikesh has consented to develop Multi-level Car Parking Building and Office Space on the land of Nagar Nigam measuring approx. 10441.27 Sq.mt. with the construction thereon situated at Rishikesh, Uttarakhand, to meet out the requirements
3. Now the MDDA /Employer invites proposal to provide the following consulting services:
Consultancy services for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in Rishikesh,, Uttarakhand.
4. A Consultancy firm will be selected as per procedures described in this RFP.
 - a) More details on the Services are provided in the Terms of Reference.
 - b) It is not permissible to transfer this invitation to any other firm.
 - c) A successful bidder will be selected under **Least Cost Selection (LCS)** method and procedure as described in this RFP.
 - d) The selection of consultant shall be on the basis of an evaluation by the MDDA, through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given by the authority and that the Authority’s decisions are without any right of appeal whatsoever.

- e) Bidders are requested to submit following documents along with their proposal:
- i. Bid Document Fee
 - ii. Earnest Money Deposit (EMD)
 - iii. Power of attorney for authorised representative
 - iv. Technical bid and forms as desired in the RFP
 - v. Financial bid and forms as desired in the RFP

The Bid will be rejected in case the bidder has submitted the conditional bid and/or the specifications of the terms to be supplied, are not complied with RFP.

5. The Technical Proposal shall be submitted in Hard Copy to the employer Address & in Soft Copy Online through www.uktenders.gov.in Portal and Financial Proposal shall be submitted Online only through www.uktenders.gov.in Portal. In case of any discrepancy between the Hard Copy and Soft Copy, the Soft Copy shall prevail. The Consultants will submit the proposal by the date & time indicated in schedule of selection process
6. The detail tender notice and RFP documents can be downloaded from www.uktenders.gov.in.
7. The RFP includes the following:
Section 1- Invitation
Section 2- Terms of Reference
Section 3- Instructions to bidders
Section 4- Technical Proposal - Forms
Section 5- Financial Proposal – Forms

MDDA reserves the right to accept or reject any or all proposals any time without being liable to anyone in anyway and without incurring any obligation to inform the affected applicant/s of the grounds.

Executive Engineer
Mussoorie Dehradun Development Authority
(MDDA)

SCHEDULE OF SELECTION PROCESS

Schedule of selection process The MDDA would endeavour to adhere to the following schedule:

1.	Proposal Due Date or PDD (Online submission of Technical Proposal and Financial Proposal on www.uktenders.gov.in)	03:00 P.M. on 30/10/2023 office of Vice Chairman, Mussoorie Dehradun Development Authority (MDDA), Transport Nagar, Saharanpur Road, Dehradun – 248001
2.	Submission of Hard Copy of Technical Proposal along with Bid Document Fee, EMD and Power of Attorney	4:00 P.M. on 30/10/2023
3.	Pre-Proposal Meeting	21/10/2023 at 03:00 P.M. in the office of MDDA
4.	Date and time of Opening of Technical Proposal	04:00 P.M. on 30/10/2023
5.	Date and Time of Opening of Financial Proposal	To be intimated to the Technical Qualified Bidder
6.	Non-refundable Bid Document Fees	Rs. 5,900/- (including GST) (Rupees Five Thousand Nine Hundred Only), through Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun – 248001
7.	Earnest Money Deposit	Rs. 1,50,000/- (Rupees One Lakh fifty Thousand Only), through Demand Draft/FDR in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun.
8.	Validity of proposal	120 days
9.	E-tendering website	www.uktenders.gov.in
10.	Official website of MDDA	www.mddaonline.in

Section- 2

Terms of Reference

1. Background

Mussoorie Dehradun Development Authority (MDDA) is committed towards ensuring planned development of Mussoorie, Rishikesh, Dehradun, and the area under its jurisdiction. In Rishikesh, there has been an increase in the population, tourists and traffic for which parking space and organized infrastructure is required in the area more particularly at area nearby Tilak Road, which is the prime location and heart of the city.

After due deliberation Mussoorie Dehradun Development Authority (hereinafter called “MDDA”/ “Employer”) and Nagar Nigam Rishikesh has consented to develop Multi-level Car Parking Building and Office Space on the land of Nagar Nigam measuring approx 10441.27 sq.mt. with the construction thereon situated at Rishikesh, Uttarakhand, to meet out the requirements

Now MDDA /Employer invites proposal to provide the following consulting services: *Consultancy services for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in Rishikesh, Uttarakhand.*

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2. Objective of the Assignment

Objective of the Assignment on the identified parcels is as follow:

- To improve the scenario of traffic mobility.
- To create built up area for MLCP and offices.
- To create the requisite parking spaces.
- To develop a self-sustainable project.

3. Scope of Services

For undertaking the redevelopment initiative, the key tasks are as follows:

- a. Inception Report
- b. Situation Analysis Report
- c. Preparation of conceptual architectural plans and lay-outs of the proposed structures, built up spaces and circulation plan, as discussed with MDDA and in conscience of Nagar Nigam Rishikesh.
- d. Detailed Area programme of the proposed Structure including the utilities.

- e. Market assessment/Demand assessment of the alternative project proposals.
- f. Financial Viability assessment of the alternative project proposal.
- g. The Financial viability assessment shall include assessment of the viability of alternatives in terms of different models of the project structure viz. EPC, JV, PPP or any other suitable model as discussed with MDDA.
- h. **Feasibility Report:** The financial viability assessment shall include detailed assessment of IRR, DSCR, Break-even point, Effective Returns to MDDA and assessment of any such financial variable that may be important for the feasibility of the identified alternative.
- i. The consultant shall be expected to make a comparative assessment of the identified alternative.
- j. In the event that the project may require relocation/rehabilitation/resettlement from the site, the consultant shall be expected to recommend tentative relocation/resettlement package.
- k. Preparation of Detailed Project Report (DPR) of the approved projects.
- l. The DPR shall include:
 - i. Detailed architectural plans/Designs/Elevations
 - ii. Detailed cost estimates based on the schedules of rates as approved by DSR/SOR or as deem fit by MDDA in line with the best practice.
 - iii. Circulation plan
 - iv. Parking plans
 - v. Working drawings (Structural drawing, Electrical drawing, etc.) vetted drawings by Government Organisations like IIT, CBRI, etc. should submitted
 - vi. 3D views
- m. Co-ordination and follow up support with the various departments.
- n. The Consultant shall prepare and make presentation to various committees like MDDA, District Administration , etc. and at State Government level too , as and when required
- o. 04 copies of each report and soft copies of the drawings, AutoCAD files shall be submitted to MDDA. In case of non submission of drawings in auto-cad format MDDA may at its sole discretion withhold the payment of deliverable untill submission

p. Bid Process Management (preparation of Bid documents and award of contract):

i. Based on discussions with all stakeholders and approval from to MDDA, the consultant shall Prepare consolidated bid documents, technical specifications, contract drawings, final bills of quantities, EMP and any other necessary information required for successful tendering and implementation of contracts. The Bid document should be in accordance with State Government guidelines/State Procurement Rules. Under this task the Consultant is required to do the following:

a) Assist MDDA in all aspects of procurement including issuing bid invitation, addendum/corrigendum, and clarifications to the bidders queries, assist in bid evaluation, selection of contractors/ implementing agencies;

b) Prepare contract documentation to include Letter of invitation, conditions of contract, specifications, design parameters; bills of quantities, etc.

c) The draft contract to be included in the bid documents shall, among other things, clearly define the obligations of the implementing agency with respect to financing (if applicable), design, construction, O&M, and tariffs; equitably allocate risks between the parties; and specify rules and procedures to address non-performance of contractual obligations.

ii. Assist in preparation of replies of the pre-bid queries, contract negotiations and award of contract(s).

1. Finalize arrangement for contracting including exploring options for PPP/ Service Level Agreements;

2. Preparation of Bid Documents: The Consultants shall prepare the bid documents for selection of implementing agency for each proposed component in discussion with MDDA. The bid documents shall include but not limited to project objectives, scope of work and deliverables, timelines, contractual terms and conditions, payment terms and service levels. The tender documents shall include but not limited to expression of interest, request for qualification, request for proposal, notice inviting tender, corrigendum, addendum, contract, service level agreement (SLA) etc.

3. Selection of Implementing Agencies: The Consultant shall support the Employer in managing the entire bid processes. This would include but not limited to advertising notices and tender documents, technical support for pre-bid meetings, drafting responses to pre-bid queries, appropriate modifications in tender

documents, feasibility studies and detailed project reports, bid evaluation, preparation of bid evaluation reports, issuance of letter of award, negotiations and contract execution etc.

- 4. Tender Documents for Selection of Implementing Agency:** The tender documents would include project information memorandum (PIM) / project concept note (PCN), notice inviting tender (NIT), request for expression of interest (REOI), request for qualification (RFQ), request for proposal (RFP), Concession Agreement, Service Level Agreements, and Contracts etc.

Project implementation support till receiving completion certificate : Consultant architect shall have to visit the site during construction period and The consultant shall be responsible for all architectural & drawings related issues, If any plan designs provided by the consultant requires any rectification during execution regarding actual field conditions the consultant shall prepare the revised design and drawings estimate accordingly as per the requirement of MDDA

4. Time Schedule, Deliverables and Payment Schedule

S. No.	Deliverables	Timelines (in weeks) (M= Date of Letter Of Award (LOA))
1.	Inception Report and Situation Analysis Report	M+2
2.	Conceptual Architectural Plans with 3D views	
3.	Final Architectural Plans, architectural drawings and lay-outs	
4.	Draft Feasibility Study and Draft DPR with all detailed architectural drawings and lay-outs with plinth area-based cost estimates	M+4
5.	Final Feasibility Study and Final DPR with detailed working drawings, detailed architectural drawings, detailed cost estimates (incorporating the feedback and comments from all the concerned department)	M+6
6.	Submission of tender documents and agreements	M+7
7.	Project implementation support till the Receiving of Completion Certificate From MDDA	

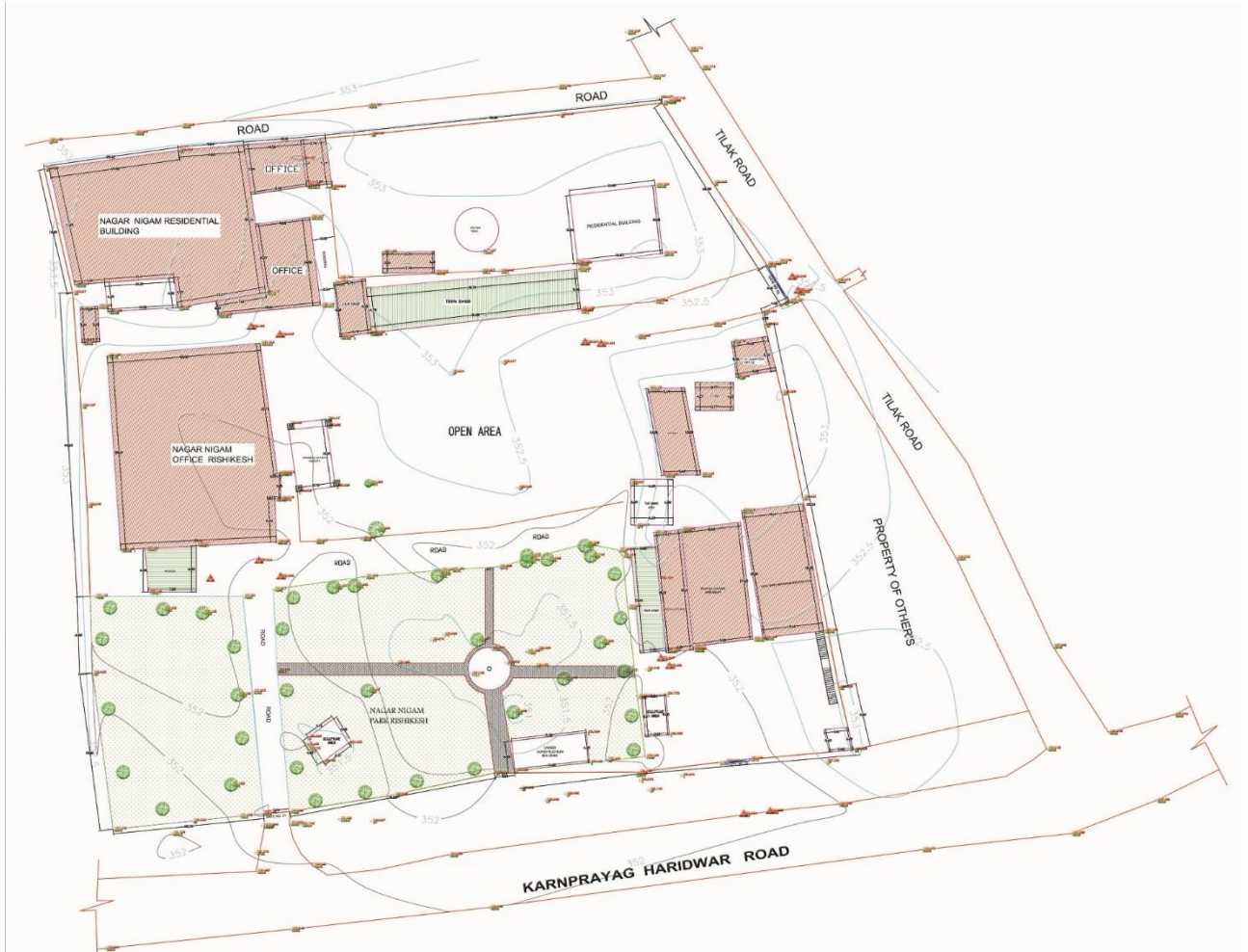
Payment Schedule

S. No.	Deliverables	Payment to be made (% to the total professional fee)
1.	Approval of Inception Report and Situation Analysis Report	05 %
2.	Approval of Conceptual Architectural Plans with 3D views	
3.	Approval of Final Architectural Plans , Architectural drawings and lay-outs	15 %
4.	Approval of Draft Feasibility Study and Draft DPR with all architectural drawings and lay-outs with plinth area-based cost estimates	10 %
5.	Approval of Final Feasibility Study and Final DPR with detailed working drawings, detailed architectural drawings, detailed cost estimates (incorporating the feedback and comments from all the concerned department)	40 %
6.	Approval of tender documents and agreements	10 %
7.	On Receiving Completion Certificate From MDDA	20 %
	Grand Total	100 %

- 4.1. The Consultancy firm/agency shall submit the invoice for payment when the payment is due as per the agreed terms. The payment shall be released as per the work-related milestones achieved and as per the specified percentage. Tax shall be deducted as per the applicable law
- 4.2. Once a milestone is completed, the Consultancy firm/agency shall submit the requisite deliverables. The Authority shall release the requisite payment upon acceptance of the deliverables and satisfactory completion.

ANNEXURE- I

Existing site area : 10441.27 SqM



Google Location and Co-ordinate



Co-ordinate – 30.10326468646075, 78.2947758890421

Section- 3
Instructions to Bidders

1. Introduction

Mussoorie Dehradun Development Authority henceforth referred as MDDA/Employer, invites Request for Proposal for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in Rishikesh, Uttarakhand (hereinafter referred as Project) as per guidelines and in coordination with MDDA.

All the Guideline & specifications of CPWD, other Indian standards and all statutory guidelines for Multi-level Car Parking shall be followed.

- 1.1 Interested bidders may submit their proposals by the date as mentioned in schedule of selection process.
- 1.2 Technical and financial bids shall be submitted online separately as per the RFP
- 1.3 Proposals should be submitted in English.

2. Brief Description of Bidding Process

- a) In order to identify and select an entity for award of the Project, the MDDA intends to adopt a single stage, open, transparent, competitive bidding process (**the "Bidding Process"**). The single stage of the Bidding Process is the Proposal stage during which Proposal(s) are being invited from the Bidders.
- b) The evaluation of the Proposals would be carried out on **Least Cost Based Selection**.
- c) The first step would be the Qualification Step which would involve a test for responsiveness based on technical and financial qualification criteria set forth herein.
- d) In the qualification step, the qualification submission comprising information of the Bidders on their Technical capacity and Financial capacity for undertaking the Project would be evaluated based on this step, only those Proposals that meet the technical capacity and financial capacity as set out in this RFP Document, would be qualified and their financial proposals would be opened for identification and selection of the Bidder to whom the Project, subject to the terms of RFP, be awarded (**the "Selected Bidder"**).
- e) The bidder quoting the lowest (**L1**) bid will be called for further discussions to sign a Agreement. Selected Bidder shall be responsible to complete the "**Project**" during the term in conformity with the TOR.

- f) The Proposals would be evaluated on the basis of the qualification criteria set out in this RFP Document in order to identify the Selected Bidder.

3. Procurement of Documents

The RFP Document can be downloaded from e-tendering website www.uktenders.gov.in or MDDA website www.mddaonline.in A demand draft for Rs. 5,900/- (Rupees Five Thousand Nine Hundred Only), including GST in favour of “Secretary, Mussoorie Dehradun Development Authority” payable at Dehradun, the above-mentioned payment shall be made along with the submission of Proposal and the copy of demand draft shall be Annexed with online technical proposal.

4. Site visit and verification of information

Bidders are encouraged to submit their respective Proposals after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, climate, access to the site, availability of data, Applicable Laws and Regulations or any other matter considered relevant by them.

Bidders are invited to examine the Project in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Proposals.

5. Communications

All communications should be addressed to:

Vice Chairman

Mussoorie Dehradun Development Authority (MDDA)

Transport Nagar, Saharanpur Road,

Dehradun – 248001

Tel: 0135 – 6603100, 0135-6603115,

Fax: 0135 – 6603103

Email: pmumdda1@gmail.com

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

***“Request for Proposal for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in Rishikesh, Uttarakhand.*”**

6. Proposal Evaluation

General

- a. From the time the bids are opened to the time the contract is awarded, if any applicant wishes to contact MDDA on any matter related to its proposal, it should do so in writing at the address indicated. Any effort by the applicant to influence in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- b. Bidders are advised that the selection of consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever.
- c. The Bidder shall submit its Proposal in the form and manner specified in the RFP. The Technical Proposal shall be submitted in the form at Form-1 and the Financial Proposal shall be submitted in the form at Form Fin-1. Upon selection, the lowest Bidder shall be required to enter into an agreement with the Authority.
- d. Detailed description of the Objectives, Scope of Services, Deliverables and other requirements relating to this Project are specified in this RFP.
- e. **The Technical Proposal shall not include any financial information.**
- f. The Financial Proposal should be complete, i.e., it should list all costs associated with the Assignment/Project such as cost of resources, office space, stationery, travel expense, etc.
- g. The financial proposal should be prepared in **Indian Rupees**.
- h. **QUALIFICATION CRITERIA:**

The Proprietors/Partnership Firms/Companies who fulfill the following requirements shall be eligible to apply.

The following requirements to be furnished by the bidders for **Qualification** as per the document:-

1. The Bidder/s shall be a Proprietorship firm /Partnership firm /Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or Partnership /Limited Liability Partnership (LLP) firm incorporated under the Partnership act,1932 / Limited Liability Partnership Act, 2008. The Bidder/s shall be required to submit a true copy of its Incorporation Certificate, along with Proposal.
2. Bidder must have a Valid Goods & Service Tax (GST) Registration and Pan card (copy must be enclosed).

3. The Bidder must have at least one office in India which has been operational (providing consultancy services in Urban Infrastructure Sector) from the last Five years or more. Evidence of consultancy services should be submitted.
4. The Bidder 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 Rs 100 Stamp Paper
5. The Bidder should have minimum average annual turnover of Rs. 30 lakhs, (Rupees Thirty Lakhs only) during the last three (3) financial years (2020-21, 2021-22, 2022-23).

6. The Consultant should have Experience in at least **01 (One)** Completed assignments for Project Planning and Design/Preparation of Detailed Project Reports/ PMC for urban infrastructure assignments/multilevel car parking project having project cost minimum **Rs. 68 Cr.** in the last 07 (Seven) years preferably at government levels (Central/ State/ Municipal/ PSU/ Government owned Autonomous Institutions).

OR

The Consultant should have Experience in at least **02 (Two)** Completed assignments for Project Planning and Design/ Preparation of Detailed Project Reports/ PMC for urban infrastructure assignments/multilevel car parking project having project cost minimum **Rs. 42.50 Cr.** each in the last 07 (Seven) years preferably at government levels (Central/ State/ Municipal/ PSU/ Government owned Autonomous Institutions).

OR

The Consultant should have Experience in at least **03 (Three)** Completed assignments for Project Planning and Design/ Preparation of Detailed Project Reports for urban infrastructure assignments/multilevel car parking project having project cost minimum **Rs.34 Cr.** each in the last 07 (Seven) years preferably at government levels (Central/ State/ Municipal/ PSU/ Government owned Autonomous Institutions).

Note: To claim the experience, competition certificate and In case of private project Statutory Auditor/ CA certificate along with competition certificate shall be submitted

7. Consortium/JV is not allowed
8. For claiming the desired experience, Bidder shall have to submit a valid proof accepted to MDDA.
9. Non-refundable Bid Document Fee of Rs. 5,900/- (including GST) (Rupees Five Thousand Nine Hundred Only), through Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun.
10. Earnest Money Deposit (EMD) of Rs. 1,50,000/- (Rupees One Lakh Eighty Thousand Only), through Demand Draft/Bank Guarantee/FDR in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun.

7. Public Opening and Evaluation of Financial Proposals

- a) The Evaluation will be carried out by Evaluation Committee constituted by the MDDA. The Evaluation Committee shall evaluate the Technical & Financial Proposals on the basis of their Eligibility Criteria as specified in this RFP. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in this RFP for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation.
- b) After the evaluation of Technical Proposal is completed, MDDA shall notify only those bidders whose proposals have been short-listed of the same and the date and time for opening of financial proposals.
- c) The Financial Proposals shall be opened publicly in the presence of the Bidder's representatives who choose to attend. The name of the bidder, and the proposed amount shall be read aloud and recorded when the Financial Proposals are opened..
- d) The Evaluation Committee will determine whether the Financial Proposals are complete, correct any computational errors, etc.
- e) The Consultant who has bid the lowest amount (**L1**) will be invited for discussions/clarifications for the purpose of signing a Agreement.

8. Conflict of Interest

A Bidder shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, MDDA shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to MDDA for, inter alia, the time, cost and effort of MDDA including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to MDDA hereunder or otherwise.

MDDA requires that the Consultant provides professional, objective, and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.

9. Number of Proposals

No Bidder shall submit more than one Proposal for the Project. A Bidder applying individually or as an Associate shall not be entitled to submit another proposal either individually or as a member of any consortium, as the case may be.

10. Cost of Proposal

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

11. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the Bidder has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from the Authority;
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred in this RFP;
- d) Satisfied itself about all matters, things and information, including matters referred herein above, necessary and required for submitting an informed Proposal and performance of all of its obligations thereunder;
- e) acknowledged that it does not have a Conflict of Interest; and
- f) agreed to be bound by the undertaking provided by it under and in terms hereof.
- g) The Authority shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

12. Right to reject any or all Proposals

Notwithstanding anything contained in this RFP, MDDA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Without prejudice to the generality of Clause's, the Authority reserves the right to reject any Proposal if:

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

Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the L1 Bidder gets disqualified / rejected, then the Authority reserves the right to consider the next

best Bidder or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

13. Clarifications

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

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

14. Pre-Bid Conference

A Pre-Bid conference will be held in Mussoorie Dehradun Development Authority MDDA at, Transport Nagar, Saharanpur Road, Near ISBT, Dehradun, Uttarakhand- 248001. Applicants may send their queries in writing either by email to pmumdda1@gmail.com or send them by post/courier to the address below, on or till the date of Pre-Bid Conference.

**Vice chairman,
MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY
Transport Nagar, Saharanpur Road,
DehradunPhone - 0135-6603100, 6603150**

Intending Applicants shall also furnish names and designation of their persons attending the pre-bid meet.

15. Amendment of RFP

At any time before the submission of Proposals, MDDA may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the e- tendering website www.uktenders.gov.in and will be binding on all of them. Bidder shall update themselves by visiting the website regularly, for not being updated by the bidders themselves, MDDA bears no responsibility. Bidders shall acknowledge receipt of all amendments. 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.

16. Language

The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

17. Proposal Due Date

Proposal should be submitted on or before date and time as mentioned in schedule of selection process at e-tendering website i.e. www.uktenders.gov.in and in the manner and form as detailed in this RFP document.

The Authority may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with RFP uniformly for all Bidders.

18. Late Proposals

Proposals received after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

19. Earnest Money Deposit (EMD)

The Bidder shall furnish as part of its Proposal, a Bid Security of Rs. 1,50,000/- (Rupees one lakh Eighty thousand Only) in the form of a Demand Draft issued by one of the Nationalised/Scheduled Banks in India in favor of the Secretary, Mussoorie Dehradun Development Authority payable at Dehradun (**the "Bid Security"**), The Selected Bidder's Bid Security shall be returned, upon the Bidder submitting the Performance Security prior to signing the Agreement which shall be 5% of the Contract Value.

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

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

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

- a) If a Bidder submits a non-responsive Proposal;
- b) If a Bidder engages in any of the Prohibited Practices ;

- c) If a Bidder withdraws its Proposal during the period of its validity as specified in this RFP document and as extended by the Bidder from time to time;
- d) In the case of the Selected Bidder, if the Bidder fails to reconfirm its commitments as required
- e) In the case of a Selected Bidder, if the Bidder fails to sign the Agreement or commence the assignment respectively; or
- f) If the Bidder is found to have a Conflict of Interest as specified

20. Submission, Receipt, and Opening of Proposal

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

The Consultants shall submit their Technical Proposal Online and one copy of Technical Proposal Physically (Hard Copy) as per the RFP.

The original technical proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letter for Technical Proposal should respectively be in the format as mentioned in this RFP.

An authorized representative of the Consultants shall initial all pages of the original Technical Proposal. 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. The signed Technical Proposal shall be marked "ORIGINAL". The financial proposal shall be submitted online only and shall be signed digitally.

A copy of Technical Proposal shall be placed in a sealed envelope clearly marked "PROPOSAL FOR SELECTION OF CONSULTANT FOR CONSULTANCY SERVICES FOR FEASIBILITY STUDY, DETAILED PLANNING & PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR MULTI-LEVEL CAR PARKING BUILDING WITH OFFICE SPACE, IN RISHIKESH, UTTARAKHAND". The envelope containing the Technical Proposal in one envelope and EMD, Bid Document Fee, Power of Attorney shall be placed into another

Envelope, both to be placed in an outer envelope and sealed. This outer envelope shall bear the submission address shall be clearly marked "DO NOT OPEN, BEFORE 04:00 P.M. on 30/10/2023". The Employer 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. **The Financial Proposal shall be submitted online only and shall be sealed digitally. If the Financial Proposal is not submitted online digitally sealed, this will constitute grounds for declaring the Proposal non-responsive**

A copy of Technical Proposal must be sent to the address/addresses indicated in this RFP and received by MDDA no later than the time and the date indicated in the Schedule of Selection

Process, or any extension to this date Any proposal received by MDDA after the deadline for submission shall be returned unopened.

The Applicants shall submit the Technical Proposal online as well as in physical form as per date and time mentioned in this RFP. The Applicants shall submit the Technical 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 initialled by the Authorized Representative of the Applicant as per the terms of this RFP. In case the Proposals are submitted online and the Applicants are unable to submit the hard copy on or before the date and time mentioned in "Schedule of Selection Process" then the Bids may be liable for rejection. Only those physically submitted documents regarding Technical Proposals will be acceptable and considered, if, same are uploaded in the E tendering website.

Online Submission: Signed "Technical Proposal" shall be uploaded in the prescribed format and supporting documents along with scanned copy of power of attorney ,EMD and Bid Document Fee as mentioned in "Schedule of Selection Process".

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. Technical 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.

The rates quoted shall be firm throughout the period of performance of the assignment, no price escalation shall be applicable through the performance of the assignment and including discharge of all obligations of the Consultant under the Agreement.

21. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of or concerning the Selection Process. The Authority will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority.

22. Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, by the Authority to the Selected Bidder and the Selected Bidder shall, on receipt of the LOA, sign and send the Letter of Acceptance of the LOA in acknowledgement thereof. In the event the Letter of Acceptance of the LOA duly signed by the Selected Bidder is not received within a week, the Authority may, unless it consents to extension of time for submission thereof, forfeit the Bid Security of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by the Authority

on account of failure of the Selected Bidder to acknowledge the Letter of Award, and the next Bidder may be considered.

23. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement with MDDA.

24. Miscellaneous

- 24.1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.
- 24.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - (a) suspend and/ or cancel the Selection Process and/ or amend and/ or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - (b) consult with any Bidder in order to receive clarification or further information;
 - (c) retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Bidder; and/ or
- 24.3. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- 24.4. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 24.5. The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

Section- 4
Technical Proposal - Forms

FORM-I
Letter of Proposal
(On Bidder's letter head)

(Date and Reference)

To,

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

Sub: *Selection of Consultancy Firm for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in Rishikesh, Uttarakhand*

Dear Sir,

With reference to your RFP Document “.....” dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for ***Selection of Consultancy Firm for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in Rishikesh, Uttarakhand***

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 selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
3. I/We shall make available to the 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 in the last five years, 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 organisation
7. I/We declare that:
 - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Employer;
 - (b) I/We do not have any conflict of interest in accordance to the RFP Document;
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance to the RFP document.
9. I/We declare that we/any member of Consortium are is not a member of any other Consortium applying for Selection as a Consultant.
10. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or directors /managers/employees or against to be engaged team members.
13. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above-mentioned Project.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 120 (One Hundred Twenty Days) days from the PDD specified in the RFP.
16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in prescribed format.

17. In the event of my/our firm being selected as the Consultant, I/we agree to enter into an Agreement.
18. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth, we shall have no claim, right or title arising out of any documents or information provided to us by the MDDA or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
19. The Financial Proposal is being submitted online along with the Technical Proposal separately digitally sealed. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

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

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Bidder/ Lead Member)

FORM-II

Firm's References

Using the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

(i) Relevant services carried out in the last seven years that best illustrate qualifications

Firm's Name:

Assignment Name:		Country:
Location within Country:		Key professional staff provided by your Firm/ (profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-months: Duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs.):
Name of Associated Consultants, if any:		No. of months of key professional staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

(ii) Particulars and Experience of firm(s)

Relevant services carried out in the five projects* similar to the assignment as described in Eligibility conditions , considered to best illustrate experience and capabilities of the consulting firm/ since the inception of the Consultant firm in the format given below:

S. No.	Field of specialisation	Name of consulting firm	Assignment Name	Name of Client	Whether participated as individual consulting firm/ member of consortium, if member of consortium mentions the consortium lead	Project Cost in Rs.	Stage of Project execution on ground (initiated/ in progress/ completed)	Any other relevant information
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								

*Note: mention the best five relevant projects carried out by firms.

(Signature of Authorized Signatory)

FORM-III

Team Composition & Task Assignments

Key Professionals

Sl. No.	Name	Proposed Position	Total experience (years)	Relevant experience in years
1.				
2.				
3.				
4.				
..				
..				

FORM-IV

Format of Curriculum Vitae (CV) for Proposed Key Professionals

Proposed Position: _____

Name of Firm: _____

Name of Expert: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications: _____

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

Education: _____

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

Employment Record: _____

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

Languages:

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

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. If awarded the Contract, I undertake to work with this Firm only on this assignment.

[Signature of Key Professional]

[Signature of authorized representative of Firm]

Date: Day/Month/Year

Full name of Key Professional: _____

Full name of Authorized Representative: _____

FORM-V

Activity* (Work) Schedule

Sl. No.	Item of Activity (Work)	Weeks from start of the assignment (in the form of a Bar Chart)												Number of Weeks
		1	2	3	4	5	6	7	8	9	10	...		
		1	2	3	4	5	6	7	8	9	10	...	Number of months	
1.														Subtotal (1)
2.														Subtotal (2)
3.														Subtotal (3)
4.														Subtotal (4)

FORM-VII

Format for Annual Turnover as per the Audited Accounts
Towards the qualifying experience

(Equivalent in Rs. Crores)

Consultant*	-----(<i>Name of Consultant</i>)				
FY	2020-21	2021-22	2022-23	Total	Average
Annual Turnover					

Certificate from the Statutory Auditor/ Chartered Accountant

Name of the audit firm/CA:

Seal of the audit firm/CA:

Date:

(Signature, name, registration no. and designation of the authorised signatory)

Section 5.
Financial Proposal – Forms

FORM FIN-I

[*Location, Date*]

To,

[vice chairman

Address]

Sub: Selection of Consultancy Firm for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in rishikesh, Uttarakhand

Sir,

We, the undersigned, offer to provide the services for the above assignment in accordance with your Request for Proposal vide advertisement dated [*Date*] for Selection of

2. We are hereby submitting our Financial Proposal for the sum of [*Amount in words and figures*]. This amount is exclusive of the applicable GST which we have estimated at the rate [.....]% calculated [*Amount(s) in words and figures*].

3. Our financial proposal shall be binding upon us subject to the modifications resulting from discussions, up to expiration of the validity period of the Proposal, i.e., [*Date*].

4. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly follow the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

5. We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of the Firm: _____

Address: _____

FORM FIN-II

Format for Financial Proposal / Price Bid

Name of the Bidder:	
----------------------------	--

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Number#	Text#	Number#	Text#	Number#	Text#
Sl. No.	Item Description	Quantity	Units	Total Amount without Taxes (LUMPSUM)	Total Amount in Words
1	2	3	4	6	7
1.	<i>“Selection of Consultancy Firm for Feasibility Study, Detailed Planning & Preparation of Detailed Project Report (DPR) for Multi-level Car Parking Building with Office Space in Rishikesh Uttarakhand.”</i>	1	Nos		
Total in Figures					
Quoted Rate in words					

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 authorize 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 “Authorized 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 and selection as (.....) 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 MDDA, 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 MDDA 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 MDDA.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized 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 Authorized 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 ABOVENAMEDPRINCIPAL 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.*