



**Infrastructure Corporation of Andhra Pradesh Limited (INCAP)**

**NOTICE INVITING**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF RETAINER CONSULTANTS FOR PROVIDING SERVICES FOR  
DEVELOPMENT OF VARIOUS IDENTIFIED INFRASTRUCTURE PROJECTS IN  
PPP MODEL IN THE A.P. STATE**

**(QUALITY CUM COST BASED SELECTION)**

**(JUNE 2018)**

**(PROPOSAL DUE DATE: 10<sup>th</sup> JULY 2018)**

**(This document is meant for exclusive purposes of submitting the Proposal against this RFP document and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued)**

**Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Limited (INCAP)  
# 10-2-1, III Floor, FDC Complex, AC Guards,  
Hyderabad – 500 028, India  
Email: [incap@incap.co.in](mailto:incap@incap.co.in), [md@incap.co.in](mailto:md@incap.co.in).  
Web: [www.incap.co.in](http://www.incap.co.in)**

**INFRASTRUCTURE CORPORATION OF ANDHRA PRADESH (INCAP)**  
**10-2-1, 3<sup>rd</sup> FLOOR, FDC COMPLEX, AC GUARDS, HYDERABAD – 500028, India,**  
**Email: [incap@incap.co.in](mailto:incap@incap.co.in).**

**SELECTION OF RETAINER CONSULTANTS FOR PROVIDING SERVICES FOR  
DEVELOPMENT OF VARIOUS IDENTIFIED INFRASTRUCTURE PROJECTS IN PPP  
MODEL IN THE A.P. STATE**

**Notice No. INCAP/ Retainer Consultants/92/2015, dated 01/06/2018**

**REQUEST FOR PROPOSAL DOCUMENT**

Proposals in the prescribed format are invited from suitable Applicant(s) from interested consultancy firms for providing consultancy services for implementation of various infrastructure projects in PPP model in the state of Andhra Pradesh.

1	Name of Authority	Infrastructure Corporation of Andhra Pradesh Ltd.
2	Name of the Consultancy assignment	Retainer Consultancy Services for development of various identified infrastructure projects in PPP model in the A.P. state
3	Last date of receipt of queries (by e-mail only)	1700 hrs. IST on 20-06-2018
4	Response from the Authority to the Queries	On or before 1700 hrs. IST on 25-06-2018
5	Last date & time for submission of Proposal (Proposal Due Date (PDD))	15.00 Hours IST on 10-07-2018
6	Date & time for opening Proposal	16.00 Hours IST on 10-07-2018 in the office of Infrastructure Corporation Of Andhra Pradesh Ltd., #10-2-1, 3rd Floor, FDC Complex, AC Guards, Hyderabad – 500028, India
7	Date & time for opening Financial Proposal	To be intimated later, only to the technically qualified Applicants
8	Bid Processing Fee (Non-Refundable)	25,000/- (Rupees Twenty five thousand only) In the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Chairman and Managing Director, INCAP Ltd., payable at Vijayawada, Andhra Pradesh valid till 80 days from Proposal Due Date

## Request for Proposal

9	Mode of selection	Quality cum Cost Based Selection (QCBS) Technical – 80% and Financial 20%
10	Method of Selection	<p>The selection shall be on the following basis:</p> <ol style="list-style-type: none"><li>1) The Applicants should meet the minimum eligibility criteria</li><li>2) Technical proposals of Applicants who meet the minimum eligibility criteria shall be evaluated</li><li>3) The financial bids of only the Technically Qualified Applicants will be opened</li><li>4) (a) If Authority decides to appoint two Consultants for provision of said consultancy services, the Applicants with top two combined scores will be selected as Retainer Consultants and in that case the selected Consultant with higher financial bid will be asked to match that of the lower financial bid of the other selected Consultant. (b) If Authority decides to appoint only one Consultant for provision of said consultancy services, the Technically Qualified Applicant with lowest financial quote will be selected as retainer Consultant from amongst the Technically Qualified Applicants.</li></ol>
11	Validity of the Proposal	The proposal shall remain valid for a period of minimum 150 (one hundred and fifty) days from the last date of submission of the RFP with a provision for extension on mutual consent basis.

**Acknowledgement**

This document shall be returned duly signing each page by the authorized person accepting the terms and conditions.

It is expressly understood that the party has subscribed to this document with an express understanding that they will use this document only for the sole purpose of participating in the Qualification process for **SELECTION OF RETAINER CONSULTANTS FOR PROVIDING SERVICES FOR DEVELOPMENT OF VARIOUS IDENTIFIED INFRASTRUCTURE PROJECTS IN PPP MODEL IN THE A.P. STATE** and must not be used for any other purpose. This document must not be passed to a third party except professional advisers assisting with this Proposal submission. The document may not be reproduced or communicated, in whole or in part, and its contents may not be distributed in written or oral form without written permission from the issuing authority.

**Signature of the issuing Authority**

Chairman & Managing Director  
Infrastructure Corporation of Andhra Pradesh Ltd.  
(INCAP)  
10-2-1, 3rd Floor, FDC Complex,  
AC Guards, Hyderabad – 500028, India.  
Email: [incap@incap.co.in](mailto:incap@incap.co.in), [md@incap.co.in](mailto:md@incap.co.in).  
Web: [www.incap.co.in](http://www.incap.co.in)

### **Disclaimer**

The information contained in this Request for Proposal document (“**RFP**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants 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 and is neither an offer nor invitation by the Authority to the prospective Applicants 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 arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, 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 Applicant 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 Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, 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 any way in this Selection Process.

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

## Request for Proposal

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The Authority 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 Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant 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 Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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## Request for Proposal



### Infrastructure Corporation of Andhra Pradesh Ltd.

(Under the control of Energy, Infrastructure & Investment Dept., GoAP)

# 10-2-1, III Floor, FDC Complex,  
AC Guards, Hyderabad – 500 028, India



**Request for proposal for selection of retainer consultants for providing services for development of various identified infrastructure projects in PPP model in the state of Andhra Pradesh  
(Quality cum Cost Based Selection)**

Notice No. INCAP/P/ Retainer Consultant /92/2015, Dt. 01.06.2018  
Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP) invites Proposals from reputed Consultancy firms for the captioned assignment. Interested consultancy firms may download the Request for Proposal (RFP) document from the website of INCAP @ [www.incap.co.in](http://www.incap.co.in). The last date for submission of the proposals is on or before 15:00 hours IST on 10.07.2018

All other details including any date extensions, clarifications, amendments, corrigenda etc., will be uploaded only to the website of INCAP and will not be published in newspapers. Hence, Applicants may regularly visit the website of INCAP to keep themselves updated.

Sd/- **Chairman and Managing Director**

For any clarifications please send e-mail to: [incap@incap.co.in](mailto:incap@incap.co.in).



## 1. INTRODUCTION

### 1.1. **Background**

1.1.1. Government of Andhra Pradesh is engaged in the development of various infrastructure projects across sectors including but not limited to:

- a) Core Infrastructure Projects include Ports, Airports, Industrial Corridors, Power, Roads / Bridges, Logistics & Allied sector etc.
- b) Social & Urban Infrastructure Projects include Convention Centres, Sports Complex, educational institutions (viz. Universities, International Schools), hotels & hospitality sector etc.

1.1.2. Infrastructure Corporation of Andhra Pradesh (INCAP) (the “**Authority**”) is providing project development and transaction services to the Government of Andhra Pradesh for implementation of the aforesaid projects in PPP model.

1.1.3. With the view to select retainer consultants for providing services for development of various infrastructure projects in the state of Andhra Pradesh, the Authority invites proposals from interested reputed consultancy firms.

### 1.2. **Release of RFP Document**

1.2.1. The RFP document will be made available in the website of INCAP from the date of publication of RFP notification in the newspapers.

1.2.2. The Applicant needs to furnish, as part of its Proposal, a fee of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Chairman and Managing Director, INCAP Ltd., payable at Vijayawada, Andhra Pradesh towards non-refundable Bid Processing Fee (the “**Bid Processing Fee**”). The Bid Processing Fee shall have its validity up to 80 (eighty) days from the Proposal Due Date (the “**Proposal Due Date**”).

### 1.3. **Validity of the Proposal**

1.3.1. The proposal shall remain valid for a period of minimum 150 (one hundred and fifty) days from the last date of submission of the RFP with a provision for extension on mutual consent basis.

1.3.2. The selection of the Consultant may get terminated even before validity period of 150 (one hundred and fifty) days for any reason whatsoever.

1.3.3. Selection is also liable for cancellation if at any stage it is found that the information/ documents submitted in the Proposal are fraudulent.

1.3.4. The Authority shall have the right to terminate the selection by giving a written notice to the Consultant without any compensation if the selected Consultant becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company, provided that such termination will not prejudice or effect any right of action or remedy, which has accrued thereafter to the Authority.

**1.4 Period of Contract:** The period of Contract is for six (06) months initially. The initial period of Contract (6 months) may be extended in two spells of six (06) months each at the discretion of the Authority and in mutual consultation between INCAP and the Consultant, subject to a maximum consultancy period of 18 months (3x6 months=18 months) on the same terms and conditions. The Consultant shall commence the Consultancy within seven days of their acceptance of Letter of Intent (L.O.I), or such other date as may be mutually agreed.

**1.5. Brief description of the Selection Process**

1.5.1. The Authority intends to select the Retainer Consultant(s) through a competitive bidding process in accordance with the procedure set out herein.

1.5.2. This RFP document will be used by the Authority to select 2 (two) Consultants or One Consultant (depending upon the requirement) to provide retainer consultancy (as per the scope defined in Clause 2.1). The selection will be according to the combined score based on the Evaluation Criteria (detailed in Clause 3.1). Each selected Consultant is expected to deploy One Engagement Manager and One Junior Resource to provide retainer consultancy services to authority in case two Consultants are selected. In case only one Consultant is selected, the selected Consultant is expected to deploy One Engagement Manager and One Junior Resource to provide retainer consultancy services to authority.

1.5.3. Between the Applicants with top two combined scores, the Applicant with higher financial bid will be asked to match with the lower financial bid if Authority decides to select two Consultants for provision of said consultancy services. In case the Applicant with higher financial bid does not agree to match with the lower financial bid, the Authority can reject the Applicant and proceed with the Applicant with next highest combined Score. If Authority decides to appoint only one Consultant for provision of said consultancy services, the Technically Qualified Applicant with lowest financial quote will be selected as retainer Consultant from amongst the Technically Qualified Applicants.

1.5.4. The selected Consultant would be responsible for assisting INCAP in undertaking works relevant to ongoing and new projects, by conducting project concept preparation, pre-feasibility studies, assistance in bid process management for ongoing and new projects, drafting of policies, program monitoring, investment facilitation and knowledge sharing.

1.5.5. The Consultant shall perform the services and carry out its obligations using skill and care with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices.

1.5.6. The failure of a Party to the agreement to fulfil any of its obligations as set out in the agreement shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

- 1.5.7. The Consultant shall commence the Consultancy within seven days of their acceptance of Letter of Intent (L.O.I), or such other date as may be mutually agreed. If the Consultant fails to commence the assignment, the LOI may be cancelled /terminated.

The Engagement Manager and one Junior resource to be deployed by the selected consultant shall work in INCAP office during all INCAP office working days in a month which is mandatory. Currently INCAP offices are located in Hyderabad and Vijayawada. Such deployed Engagement Manager and Junior Resource (deployed by selected Consultant) shall relocate to Vijayawada whenever INCAP office is permanently shifted to Vijayawada on administrative grounds.

In this connection, the selected Consultant/s shall bear all costs associated with the relocation of deployed resource personnel.

The financial proposal (man-day rates) to be submitted by the Applicant Consultant shall take in to consideration this aspect.

- 1.5.8. **Termination:** Either Consultant or INCAP can terminate the contract by assigning appropriate reason at any time on one (1) month written notice to each other.
- 1.5.9. The Parties undertake to act in good faith with respect to each other's rights under the Agreement and to adopt all reasonable measures to ensure the realization of the objectives of the Agreement.

#### 1.6. Schedule of Selection Process

The Authority would endeavor to adhere to the following schedule:

	<b>Event Description</b>	<b>Date</b>
1.	Issue of RFP	05-06-2018
2.	Last date for receipt of queries (by email only)	20-06-2018
3.	Response from the Authority to the queries	25-06-2018
4.	Proposal Due Date	1500 hours IST 10-07-2018
5.	Opening of Technical Proposals	1600 hours IST 10-07-2018
6.	Opening of Financial Proposals	To be intimated later to technically qualified Applicants

#### 1.7. Communications

- 1.7.1. Submission of Proposal in hard copies in response to this RFP should be delivered to the following address:

The Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Ltd.,  
# 10-2-1, III Floor, FDC Complex, AC Guards,  
Hyderabad - 500 028, India.

Email: [incap@incap.co.in](mailto:incap@incap.co.in)

The Applicants are advised in their own interest to ensure that completed Proposals reach the office of client at the address mentioned above well before the date stipulated in the document. Proposals submitted through Telex / Telegraphic / Fax / email shall be summarily rejected.

Proposals received after the date and time stipulated in this RFP shall not be considered and shall be summarily rejected. **Any proposal received after the closing time for submission of proposals shall be returned unopened.** The Authority shall not be responsible for delayed receipt of Proposals.

All details including this RFP document, any Proposal Due Date extensions, clarifications, amendments, addenda, corrigenda, etc., in respect of this RFP will be uploaded in the website of the Authority and will not be published in newspapers.

- 1.7.2. All communications, including the envelopes, should contain the following information, to be marked as :

**Notice No. INCAP/ Retainer Consultants/92/2015 dated 01.06.2018**

**SELECTION OF RETAINER CONSULTANTS FOR PROVIDING SERVICES FOR  
DEVELOPMENT OF VARIOUS IDENTIFIED INFRASTRUCTURE PROJECTS IN PPP  
MODEL IN THE A.P. STATE**

## 2. INSTRUCTIONS TO APPLICANTS

### 2.1. Scope of Proposal

2.1.1. **Role of Consultant:** The selected Consultant/s will provide consultancy services for various infrastructure sectors as mentioned in clause 1.1.1 in the course of the retainer period and also for continuation of the ongoing projects undertaken by INCAP. The Consultant would be responsible for assisting the Authority in project concept preparation, pre-feasibility studies, assistance in bid process management for ongoing and new projects, drafting of policies, program monitoring, investment facilitation and knowledge sharing with the Authority.

The selected Consultant would have to wholly or partially undertake the scope described below for various identified projects

#### 1. Concept preparation and Pre-feasibility Studies

- a) Carrying out high-level market analysis for the identified project(s)
- b) Undertake cost-benefit analysis for the identified project(s)
- c) Prepare roadmap for end-to-end project award
- d) Support INCAP in prioritizing / phasing of the identified project(s)

#### 2. Assistance in Bid Process and Transaction Management

- a) Assistance in selection of appropriate bid structure
- b) Assistance in preparation of RFQ/RFP and Concession/ Service Agreements for PPP projects
- c) Assistance in running the bid process
- d) Assistance in post-bid activities

#### 3. Capacity Building and assistance in empanelling technical consultants

- a) Empanelment of sector specific legal and technical consultants

#### 4. Drafting of Policies

- a) Contribute towards drafting policies and enable effective policy making by sharing insights and expertise

#### 5. Program Monitoring

- a) Support in developing dashboard for monitoring of the portfolio of projects to be taken up by INCAP
- b) Ongoing assistance for review/status updates of project(s)

#### 6. Investment Facilitation

- a) Assist in preparation of presentations for Investment Promotion Seminars /Events
- b) Assist in organizing international investment delegations
- c) Assist in preparation of customized promotion collaterals for various delegations

#### 7. Knowledge Sharing

- a) Provide insights and global industry trends in the ports, airports, recreation & tourism sectors etc.

*The scope indicated above is tentative and actual scope of work may vary based on requirements of the Authority.*

## 2.1.2. Key Personnel

The Applicant shall propose key personnel for the following mandatory positions:

Sl. No.	Position	Minimum Qualification	Total Experience
1.	Engagement Manager	<p>MBA / PGDM / Post Graduate degree from IIM/other reputed institutions with experience in Management Consultancy.</p> <p>Should have been involved in at least 3 PPP project transactions in the infrastructure sector (as defined in Clause 1.1.1) with a Government Agency (State/Central).</p> <p>Should have been involved in at least 2 Retainer Assignment with the Government Agency (State/Central) in the infrastructure sector as described in Clause 1.1.1.</p>	10 years
2.	Junior Resources	<p>MBA / PGDM / Post Graduate degree from IIM/other reputed institutions with experience in Management Consultancy</p> <p>Should have been involved in at least 2 PPP project transaction in the infrastructure sector (as defined in Clause 1.1.1) with the Government Agency (State/Central).</p> <p>Should have been involved in at least 1 Retainer Assignment with the Government Agency (State/Central) in the infrastructure sector as described in Clause 1.1.1.</p>	4 years

**Note:**

- 1) *No Key Personnel should have attained the age of 75 (seventy five) years at the time of submitting the Proposal*
- 2) *The aforementioned key personnel shall not be substituted during the selected period. However, substitution shall be permitted if the Key Personnel is not available for reasons of any incapacity or due to ill health, death, resignation of key personnel from the firm or promotion of key personnel to higher position or extended leave of the key personnel from the firm. However, upon evaluation of the CV of the Key Personnel proposed as a substitute, the Firm shall meet the above requirements of 80% of the Technical Score as per the Clause 3.1/qualification as may be determined by the Authority to suit the requirement.*
- 3) *The selected consultant/s is expected to deploy one Engagement Manager and one junior resource to provide retainer consultancy services to Authority. The Selected consultant shall deploy additional resources if required by the authority. Such additional resources will be evaluated against the above qualification criteria or*

*qualification as may be determined by the Authority to suit the requirement. Authority may at its discretion reduce the number of resources, depending on the requirements of the Authority.*

## 2.2. Minimum Eligibility Criteria for Selection

- 2.2.1. The Applicant shall be a company / a corporate body incorporated under the Companies Act, 1956 or the Companies Act, 2013 or a limited liability partnership (LLP) incorporated under the Limited Liability Partnership Act, 2008. Certificate of Incorporation/ Registration shall be furnished for the same.
- 2.2.2. The Applicant shall be a single entity applying for RFP process.
- 2.2.3. The Applicant should not have a conflict of interest that affects the RFP process. Any Applicant found to have a Conflict of Interest shall be disqualified.
- 2.2.4. Any entity which has been barred by the Central/ State Government, or any entity controlled by it, from participating in any project, and the bar subsists as on the date of RFP, would not be eligible to submit a RFP.
- 2.2.5. An Applicant, in the last 3 years, 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, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Applicant.
- 2.2.6. The Applicant should have worked on at least two retainer consultancy assignments with a Government Agency (Central/State) in the Infrastructure sector (Clause 1.1.1) in the last 4 (four) years before PDD. The Applicant must have completed a total of at least 70 (Seventy) man-months of retainer consultancy with a Government Agency (Central/State) in the infrastructure sectors mentioned in the Clause 1.1.1 in the last 4 (four) years before PDD. Applicants without the minimum eligibility shall not be considered for further evaluation.
- 2.2.7. Documentary proof of Completion regarding meeting above eligibility criteria must be furnished. Projects without completion certificates will not be considered.
- 2.2.8. **Financial Capacity:** The Applicant should have an annual Gross Turnover of not less than Rs. 200 crores (Rupees Two Hundred Crores only) from professional fees in each of the last three financial years. The Applicant will be required to submit an authenticated copy of the audited annual accounts of each of the three years giving details of Turnover and other financial parameters along with the Proposal. Proposals without audited annual accounts are liable to be rejected.
- 2.2.9. **Technical Capacity:** The Applicant should have worked on at least two eligible retainer consultancy Assignments with a Government Agency (Central/State) in the Infrastructure sector in the last 4 (four) years before PDD.
- 2.2.10. The consultancy firm must have a minimum of 10 (ten) years of experience in providing consultancy services in infrastructure sectors as defined in Clause 1.1.1.
- 2.2.11. The Applicant firms may note that mere meeting of the minimum eligibility criteria

does not entitle them for selection. The applicants meeting the minimum eligibility criteria will be further short-listed for Evaluation. Technical Proposals of only those firms will be evaluated who meet the minimum eligibility criteria.

### **2.3. Cost of Proposal**

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

### **2.4. Acknowledgement by Applicant**

2.4.1. It shall be deemed that by submitting the Proposal, the Applicant 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;
- d) acknowledged that it does not have a Conflict of Interest in providing retainer consultancy services to the Authority.

2.4.2. The Authority shall not be liable for any omission, mistake or error on the part of the Applicant 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.

### **2.5. Right to reject any or all Proposals**

2.5.1. Notwithstanding anything contained in this RFP, the Authority 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.

2.5.2. Without prejudice to the generality of Clause 2.5.1, the Authority reserves the right to reject any Proposal if:

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

2.5.3. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

2.5.4. Receipt of Proposal beyond the Proposal Due Date shall result in disqualification.

2.5.5. Additionally the Proposals may lead to disqualification under, inter-alia, any of the following circumstances:

- a) Prior suspension by Government of Andhra Pradesh, whether in a capacity as a consulting firm or individual consultant.
- b) A record of unsatisfactory past performance, particularly non-compliance with



contract terms, plans and specifications or abandonment of work and similar deficiencies.

## 2.6. Amendment of RFP

- 2.6.1. At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment.
- 2.6.2. The amendments will be uploaded only on the website of the Authority and will not be published in the newspapers.
- 2.6.3. In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

## 2.7. Preparation and Submission of Proposal

### 2.7.1. 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.

### 2.7.2. Submission of Proposal

- 2.7.2.1. The Applicants shall submit the Proposal in two separate envelopes – one for the technical proposal and the other for the financial proposal. The technical proposal should be hard bound/spiraled and have all the pages numbered serially, by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of the RFP.
- 2.7.2.2. The Technical Proposal from the Consultants must contain the following documents:
  - a) Letter of Proposal (Appendix I – Form 1)
  - b) Index (giving list of contents and corresponding page numbers in the Proposal)
  - c) Certificate of Incorporation/ Registration
  - d) Original and 1 (one) Copy of the Proposal
  - e) Particulars of the Applicant (Appendix I – Form 2)
  - f) Financial Capacity of the Applicant (Appendix I – Form 3)
  - g) Experience of the Firm (Appendix I – Form 4(a))
  - h) Summary list of infrastructure projects awarded (Appendix I – Form 4(b))
  - i) Summary of Key Personnel (Appendix I – Form 5)
  - j) Summary list of Eligible Retainer Assignments (Appendix I – Form 6)
  - k) CVs of Key Personnel (Appendix I – Form 7)
  - l) Power of Attorney for signing Proposal or any documentary evidence for authorized signatory (Appendix I – Form 8)

m) Other documents, if any

2.7.2.3. The Technical Proposal from the Consultants must contain the documents as provided in the Clause 2.7.2.2. and shall be sealed in an envelope with the following inscription:

**“TECHNICAL PROPOSAL”**

**SELECTION OF RETAINER CONSULTANTS FOR PROVIDING SERVICES  
FOR DEVELOPMENT OF VARIOUS IDENTIFIED INFRASTRUCTURE  
PROJECTS IN PPP MODEL IN THE STATE OF ANDHRA PRADESH**

2.7.2.4. The Financial Proposal from the Consultants must contain the Appendix II in the Consultant’s letter head and shall be sealed in an envelope with the following inscription:

**“FINANCIAL PROPOSAL”**

**SELECTION OF RETAINER CONSULTANTS FOR PROVIDING SERVICES  
FOR DEVELOPMENT OF VARIOUS IDENTIFIED INFRASTRUCTURE  
PROJECTS IN PPP MODEL IN THE STATE OF ANDHRA PRADESH**

2.7.2.5. The Technical and Financial Proposals will be sealed in envelopes which will bear the address of the Authority, RFP Notice number, Consultancy name (as detailed in Clause 2.7.2.9) and the name and address of the Applicant. It shall bear on top, the following:

**“Do not open, except in presence of the Authorized Person of the Authority”**

If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

2.7.2.6. The Proposals shall be typed or written in indelible ink and signed by the Authorised Representative of the Applicant. All pages of the original Proposal must be numbered and initialed by the person or persons signing the Proposal. Proof for authorization for the person signing the proposal shall be submitted.

2.7.2.7. The completed Proposal must be hand delivered or couriered or delivered through speed post on or before the specified time on Proposal Due Date. Proposals submitted by fax, telex, telegram, e-mail would not be accepted.

2.7.2.8. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, copy of contracts etc. will be entertained.

2.7.2.9. The above sealed envelopes of the Technical and Financial Proposals shall be put in another envelope which shall have the following inscription:

**“FULL PROPOSAL”**

**SELECTION OF RETAINER CONSULTANTS FOR PROVIDING SERVICES  
FOR DEVELOPMENT OF VARIOUS IDENTIFIED INFRASTRUCTURE  
PROJECTS IN PPP MODEL IN THE STATE OF ANDHRA PRADESH**

**2.7.3. Proposal Due Date**

2.7.3.1. The completed Proposals should reach the under mentioned address before 1500 hours IST on 10/07/2018

Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Limited (INCAP)  
# 10-2-1, III Floor, FDC Complex, AC Guards,  
Hyderabad – 500 028, India  
Email: [incap@incap.co.in](mailto:incap@incap.co.in), [md@incap.co.in](mailto:md@incap.co.in).

2.7.3.2. In case, the Proposal Due Date is an unscheduled holiday, the Proposal has to be submitted latest by the next working day. The time and venue of submission will remain unchanged. A receipt thereof should be obtained from the person specified therein.

2.7.3.3. The Authority may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.6 and will be uploaded only on the website of the Authority and will not be published in newspapers.

**2.7.4. Late Proposals**

Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected. The Authority will not be responsible for any delay in receipt of Proposals.

**2.7.5. Modification/ substitution/ withdrawal of Proposals**

2.7.5.1. The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after 1500 hours IST of Proposal Due Date.

2.7.5.2. The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

2.7.5.3. Any alteration / modification in the Proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

**2.7.6. Opening of Proposals**

The Proposals will be opened at 1600 hours IST on 10/07/2018 at the following address. The applicant may depute their representatives to be present at the time of opening of the proposals received by the Authority.

Infrastructure Corporation of Andhra Pradesh Limited (INCAP)  
# 10-2-1, III Floor, FDC Complex, AC Guards,  
Hyderabad – 500 028, India

## 2.8. Conflict of Interest

The Authority requires that Consultants provide professional, objective, and impartial advice and at all times hold the Authority's interests paramount, strictly avoid conflicts with other Projects or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates in India, shall be considered to have a conflict of interest and shall not be recruited.

## 2.9. Confidentiality

The selected Consultant and its personnel shall not, either during the term or after expiration of this consultancy assignment/proposal, disclose any proprietary or confidential information relating to the services, contract or business or operations of the Authority, without the prior written consent of the Authority. All documents submitted by the Consultant will be treated as confidential, and will not be returned to Consultant.

## 2.10. Liability of the Consultant

2.10.1 The Consultant's liability under this Agreement shall be determined by the Applicable Laws and the provisions hereof.

2.10.2 The Consultant shall, subject to the limitation specified in Clause 2.10.3, be liable to the Authority for any direct loss or damage accrued or likely to accrue due to deficiency in Services rendered by it.

2.10.3 The Parties hereto agree that in case of negligence or willful misconduct on the part of the Consultant or on the part of any person or firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused to the Authority's property, shall not be liable to the Authority:

- i. for any indirect or consequential loss or damage; and
- ii. for any direct loss or damage that exceeds the Agreement/Contract Value

## 3. **CRITERIA FOR EVALUATION FOR TECHNICAL PROPOSAL**

### 3.1. Technical Evaluation

The quality of consultancy services is of significant importance to the Authority. So the technical capabilities and past experience of the agency is more important for this assignment. Therefore, the agency will be selected based on combined Quality-cum-Cost-Based-Selection (QCBS) in the ratio of 80% (Technical) and 20% (Financial). The proposals of only those Applicants which meet the minimum eligibility criteria will be considered for Technical Evaluation. The Applicants who meet the minimum eligibility criteria would be invited to make a presentation to Authority on understanding of scope of retainer consultancy work to be provided, on approach and on methodology to be adopted for the assignment. .

---

Applicants that have scored more than 80% in the technical evaluation will be

Technically Qualified for opening their financial bids. The unopened financial bids of disqualified Applicants will be returned within 60 days from Proposal Due Date. The technical bid will be evaluated on a scale of 100 and the weightage for each criterion would be as follows:

Evaluation Criteria	Maximum Marks = 100	Supporting Documents				
<p><b>I. Specific Experience of the Firm</b>                      Profile of the Applicant firm in terms of number of infrastructure projects (as per clause 1.1.1.) involving transaction advisory of PPP projects in the last 5 years before PDD:                      Maximum 5 projects (25 marks, 5 marks x 5 projects)</p> <p>Note: Documentary proof to be submitted: Letter of Award along with Completion Certificate. Projects without completion certificates will not be considered for evaluation.</p>	25 Marks	Appendix I – Form 4 (a)				
<p><b>II. Number of infrastructure projects (as per clause 1.1.1.) awarded involving transaction advisory of PPP projects in the last 5 years before PDD</b></p> <p style="margin-left: 40px;">a) One PPP project awarded: 5 marks                      b) Two PPP Projects awarded: 10 marks                      c) Three PPP Projects awarded: 15 marks                      d) Four and above PPP Projects awarded: 20 marks</p> <p>Note: Documentary proof obtained from the client organization to be submitted in respect of PPP projects awarded</p>	20 Marks	Appendix I – Form 4 (b)				
<p><b>III. Experience of Key Personnel</b>                      The key personnel shall be marked on the basis qualification and experience in infrastructure sector as below –</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Key Personnel</th> <th style="width: 20%;">Marks</th> </tr> </thead> <tbody> <tr> <td> <p><b>Engagement Manager-1 No.</b></p> <p>Educational qualification – <b>1 mark</b></p> <p>Overall experience – <b>2 marks</b> (10 years)</p> <p>Number of PPP projects in the infrastructure sector – <b>8 marks</b> (4 projects x 2 marks)</p> <p>Number of Retainer Assignments with the Government Agency</p> </td> <td style="text-align: center; vertical-align: middle;"><b>16 marks</b></td> </tr> </tbody> </table>	Key Personnel	Marks	<p><b>Engagement Manager-1 No.</b></p> <p>Educational qualification – <b>1 mark</b></p> <p>Overall experience – <b>2 marks</b> (10 years)</p> <p>Number of PPP projects in the infrastructure sector – <b>8 marks</b> (4 projects x 2 marks)</p> <p>Number of Retainer Assignments with the Government Agency</p>	<b>16 marks</b>	24 Marks	Appendix I – Form 5 & Form 7
Key Personnel	Marks					
<p><b>Engagement Manager-1 No.</b></p> <p>Educational qualification – <b>1 mark</b></p> <p>Overall experience – <b>2 marks</b> (10 years)</p> <p>Number of PPP projects in the infrastructure sector – <b>8 marks</b> (4 projects x 2 marks)</p> <p>Number of Retainer Assignments with the Government Agency</p>	<b>16 marks</b>					

<p>(State/Central) in the infrastructure sector (Minimum 2 projects) – <b>4 marks</b></p> <p>Experience in AP state in the last 5 years before PDD – <b>1 mark</b></p>											
<p><b>Junior Resources – 1 No.</b></p> <p>Educational qualification – <b>1 mark</b></p> <p>Overall experience – <b>1 mark</b> (4 years)</p> <p>Number of PPP projects in the infrastructure sector – <b>4 marks</b> (At least 2 projects)</p> <p>Number of Retainer Assignments with the Government Agency (State/Central) in the infrastructure sector (Minimum 1 project) – <b>2 marks</b></p>	<p><b>8 marks</b></p>										
<p>CV should be provided with details as per Form 7. The Junior Resource and Engagement Manager shall work in the INCAP office during the Retainer Consultancy period</p>											
<p><b>IV. Retainer consultancy experience of the firm with a Government agency (Central/State)</b></p>		<p>15 marks</p>	<p>Appendix I – Form 6</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Eligible retainer consultancy projects with a Government agency (Central/State) in last 5 years before PDD.</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td>One retainer assignment</td> <td style="text-align: center;">5</td> </tr> <tr> <td>two retainer assignment</td> <td style="text-align: center;">10</td> </tr> <tr> <td>three retainer assignment</td> <td style="text-align: center;">15</td> </tr> </tbody> </table>		Eligible retainer consultancy projects with a Government agency (Central/State) in last 5 years before PDD.	Marks	One retainer assignment	5	two retainer assignment	10	three retainer assignment	15		
Eligible retainer consultancy projects with a Government agency (Central/State) in last 5 years before PDD.	Marks										
One retainer assignment	5										
two retainer assignment	10										
three retainer assignment	15										
<p>Documentary proof to be submitted: Letter of Award along with Completion Certificate from any Government Agency Government agency (Central/State). Projects without completion certificates will not be considered for evaluation.</p>											
<p><b>V. Presentation to the Authority on understanding of scope of retainer consultancy work to be provided, on approach and on methodology to be adopted for the Assignment.</b></p>		<p>16 marks</p>									
<p><b>Understanding of Scope of Work</b></p>	<p><b>8 marks</b></p>										

<b>Approach and methodology to be adopted</b>	<b>8 marks</b>		
Total Technical Score			100 Marks

### 3.2. Eligible Retainer Assignments

For the purposes of determining Conditions of Eligibility and for evaluating the Applications under this RFP, advisory/ consultancy assignments in respect of retainer assignments with a duration of at least 6 months with Government agency (Central/State) thereof shall be deemed as eligible assignments (the “**Eligible Retainer Assignments**”).

### 3.3. Evaluation of Proposals

The overall selection of the Applicants will be a Quality-cum-Cost-Based Selection (QCBS) and the following formula will be used for the evaluation of the bids. The Applicants having equal to or more than 80% of the Technical Scores will be intimated regarding the date of financial bid opening. The unopened financial bids of unsuccessful Applicant agencies will be returned within 60 days from Proposal Due Date. The Evaluation of Applicants with technical scores equal to or more than 80% will be calculated as:  $S = (0.8)*T + (0.2)*(Fm/F * 100)$

Where

S = Combined score (Technical Score + Financial Score) of Applicant agency under consideration (calculated up to two decimal points)

T = Technical score for the Applicant agency under consideration

F = Financial Bid Value for the Applicant agency under consideration

Fm = Lowest Financial Bid Value among the financial proposals under consideration

If Authority decides to appoint two consultancy firms for provision of said consultancy services, the Applicants with top two combined scores will be selected as Retainer Consultants and in that case the Selected Consultant with higher financial bid will be asked to match that of the lower financial bid of the other Selected Consultant. If Authority decides to appoint only one Consultant for provision of said consultancy services, the Technically Qualified Applicant with lowest financial quote will be selected as retainer Consultant from amongst the Technically Qualified Applicants.

### 3.4. Award of Consultancy

After selection, a Letter of Intent (the “LOI”) shall be issued, in duplicate, as per the format provided by the Authority to the Selected Applicant(s) and the Selected Applicants shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Selected Applicant is not received by the stipulated date, the Authority, unless it consents to extension of time for submission thereof, may consider the next highest ranking agency for award of Consultancy.

**Form 1**  
**Letter of Proposal**

(On Applicant's letter head)

(Date and Reference)

To,

The Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Ltd.,  
# 10-2-1, III Floor, FDC Complex, AC Guards,  
Hyderabad - 500 028, Telangana, India.  
Email: incap@incap.co.in, md@incap.co.in.  
Web: www.incap.co.in

Sub: Selection of Retainer Consultants for providing services for development of various identified infrastructure projects in PPP Model in the state of Andhra Pradesh

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 Retainer Consultants for providing services for development of various identified infrastructure projects in PPP Model in the State of Andhra Pradesh. The Proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Appendices is true and correct 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 Selection
3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We to the best of our knowledge certify that in the last three years, we or any of our Associates in India 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 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
7. I/We to the best of our knowledge certify that in regard to matters other than security and integrity of the country, we or any of our Associates in India 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.
8. I/We to the best of our knowledge 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 in India.
9. 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.
10. 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 me or our Proposal is not opened or rejected.
11. I/We agree to keep this offer valid for 120 days from the Proposal Due Date specified in the RFP.
12. 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.
13. I/We agree and understand that the Authority may select one Consultant or two Consultants as per Clause 1.5 and Clause 3.3.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

**Form 2****Particulars of the Applicant (pursuant to Clause 2.2)**

1.	<p>Title of Consultancy:</p> <p>Selection of Retainer Consultants for providing services for development of various identified infrastructure projects in PPP Model in the state of Andhra Pradesh</p>		
2.	<p>State the following:</p> <p>Name of Company or Firm:</p> <p>Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):</p> <p>Country of incorporation:</p> <p>Registered address:</p> <table border="1" data-bbox="325 864 1369 943"> <tr> <td data-bbox="325 864 895 943"><b>i. PAN</b></td> <td data-bbox="895 864 1369 943"></td> </tr> </table> <p><b>ii. GST Registration Number</b></p> <p>Year of Incorporation:</p> <p>Year of commencement of business:</p> <p>Principal place of business:</p> <p>Brief description of the Company including details of its main lines of business</p> <p>Name, designation, address and phone numbers of authorised signatory of the Applicant:</p> <p>Name:</p> <p>Designation:</p> <p>Company:</p> <p>Address:</p> <p>Phone No.:</p>	<b>i. PAN</b>	
<b>i. PAN</b>			
3.	<p>For the Applicant, state the following information:</p> <p>(i) In case of non-Indian Firm, does the Firm have business presence in India?</p> <p style="text-align: right;">Yes/No</p> <p>If so, provide the office address(es) in India.</p> <p>(ii) Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years?</p> <p style="text-align: right;">Yes/No</p>		

	<p>(iii) Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in last five years? <span style="float: right;">Yes/No</span></p> <p>(iv) Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years? <span style="float: right;">Yes/No</span></p> <p>(v) Has the Applicant suffered bankruptcy/insolvency in the last five years? <span style="float: right;">Yes/No</span></p> <p>(vi) Does the Applicant have a conflict of interest that affects the RFP process? <span style="float: right;">Yes/No</span></p> <p>(vii) Has the Applicant been barred by the Central/ State Government, or any entity controlled by it, from participating in any project, and does the bar subsists as on the date of RFP? <span style="float: right;">Yes/No</span></p> <p><b>Note: If answer to any of the questions at (ii) to (vii) is yes, the Applicant is not eligible for this consultancy assignment.</b></p>
4.	<p>Does the Applicant's firm combine functions as a consultant or adviser along with the functions as a contractor and/or a manufacturer? <span style="float: right;">Yes/No</span></p> <p>If yes, does the Applicant agree to limit the Applicant's role only to that of a consultant/ adviser to the Authority and to disqualify themselves, their Associates in India/ affiliates in India, subsidiaries and/or parent organization subsequently from work on the projects in any other capacity? <span style="float: right;">Yes/No</span></p>
5.	<p>Does the Applicant's firm apply to be selected for</p> <p>a) Core Infrastructure Projects include Ports, Airports, Industrial Corridors, Power, Roads / Bridges, Logistics &amp; Allied sector etc. <span style="float: right;">Yes/No</span></p> <p>b) Social &amp; Urban Infrastructure Projects include Convention Centres, Sports Complex, educational institutions (viz. Universities, International Schools), hotels &amp; hospitality sector etc. <span style="float: right;">Yes/No</span></p>

## Form 3

## Financial Capacity of the Applicant (Pursuant to Clause 2.2.8)

S. No.	Financial Year	Annual Revenue (Rs. in crores)
1.	2016-17	
2.	2015-16	
3.	2014-15	

**Certificate from the Statutory Auditor<sup>§</sup>**

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

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorised signatory)

<sup>§</sup> In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**Note:** Please do not attach any printed Annual Financial Statement.

## Form 4(a)

## Experience of the firm (pursuant to clauses 2.2, 3.1 and 3.2)

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by your Firm / Entity
Name of Client:		Number of Staff
Address:		Number of Staff-Months Duration of Assignment:
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services (In Rs/ US\$):
Name of Associated Consultants, if any		Number of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff involved and functions performed:		
Narrative description of the Project		
Description of actual services provided by your staff		

**Notes:**

1. Use separate sheet for each Project.
2. The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.
3. Currency conversion to be taken as INR 65 per USD

**Form 4 (b)**

**Summary List of infrastructure projects awarded**

<b>Sl. No.</b>	<b>Title of the PPP Project</b>	<b>Client Organization</b>	<b>Name and address of the Developer</b>	<b>Date of signing of concession agreement between developer and client organization</b>	<b>Concession Period (Years)</b>	<b>Concession Amount (INR Crore)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

**Note:** Documentary proof obtained from the client organization to be submitted in respect of PPP projects awarded

**Form 5****Summary of Key Personnel (pursuant to clause 2.1.2 and 3.1)**

Sl. N.	Designation of Key Personnel	Name	Educational Qualification	Length of Professional Experience	Employment duration with present Firm	Number and names of PPP projects in the infrastructure sector as per clause 1.1.1	Number and names of retainer assignments with the government agency (State/Central) in which named as resource person*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Engagement Manager – 1 No.					1. 2. 3. n.	1. 2. 3. n.
2.	Junior Resource – 1 No.					1. 2. 3. n.	1. 2. 3. n.

**Note:**

1. Detailed CVs of the key personnel should be submitted as per format given in Form 7
2. Use separate rows in case of multiple CVs used for a particular designation
3. The names and chronology of projects included here should confirm to the project wise details submitted in Form -7
3. \* Documentary proof shall be provided

**Form 6**

**Summary list of Eligible Retainer Projects with Government agency (pursuant to clause 3.2)**

<b>Sl. No.</b>	<b>Title of the Assignment</b>	<b>Client Organization</b>	<b>Period of the Assignment</b>	<b>Total Man-months of the Retainer</b>	<b>Professional Fee Charged (In INR Crore)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>

**Note: Provide the Completion Certificates and Letter of Award for the Retainer Assignments mentioned above issued by the Agency / Client / Authority**



**Form 7**

**Curriculum Vitae (CV) of Key Personnel (Pursuant to Clauses 2.1.2 and 3.1)**

1. Proposed Position:

2. Name of Personnel:

3. Date of Birth:

4. Nationality:

5. Educational Qualifications:

6. Employment Record:

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

7. Experience of the Personnel in Infrastructure sector

<b>Name of project</b>	
<b>Activities performed</b>	
<b>Position held</b>	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Key Personnel)

Place.....

**Notes:**

1. Use separate form for each Key Personnel

2. The names and chronology of projects included here should confirm to the project wise details submitted in Form -5

**Form 8**

**Power of Attorney for signing of Proposal (Pursuant to Clauses 2.7)**

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/Ms (name), ..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) 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 application for pre-qualification and submission of our bid for the ..... Project proposed or being developed by the ..... (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bids and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney 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 Attorney 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 ..... 2.....

For .....  
(Signature, name, designation and address)

Witnesses:

1.  
(Notarised)
- 2.

**Financial Proposal**

(On Applicant's letter head)

(Date and Reference)

To,

The Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Ltd.,  
# 10-2-1, III Floor, FDC Complex, AC Guards,  
Hyderabad - 500 028, Telangana, India.  
Email: incap@incap.co.in, md@incap.co.in.  
Web: www.incap.co.in

Sub: Selection of Retainer Consultants for providing services for development of various identified infrastructure projects in PPP model in the state of Andhra Pradesh

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We offer to provide the above mentioned retainer consultancy services as provided below.

<b>Personnel</b>	<b>Total Man-days per month</b>	<b>Rate per man-day in Rs.</b>	<b>Total cost per man-month in Rs.</b>
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D) = (B) * (C)</b>
Engagement Manager-1 No.	20		
Junior Resource – 1 No.	20		
<b>Total cost per month (Excluding Goods &amp; Service Tax*)</b>			

\*Goods & Service Tax will be applicable as per prevailing law

**Note:**

1. The Engagement Manager and Junior Resource to be deployed by selected consultant shall work in INCAP office during all INCAP office working days in a month which is mandatory irrespective of above man- days charged.
2. The selected consultant shall deploy additional resources if required by the authority with the same terms and conditions of engagement. Authority may at its discretion reduce the number of resources, depending on the requirements of the Authority.
3. The aforesaid fee payable to the Consultant will cover the costs of all travel, transport, telephone/fax, etc. No additional charges in respect thereof will be due or payable.
3. All other charges are considered to have been included in the above fee.

4. 10% (ten) of the monthly remuneration will be retained by INCAP from the monthly invoices of the consultants towards satisfactory completion of the retainer consultancy services of the consultancy firms. This 10% (ten) retained money will be returned to the consultancy firms on submission of consolidated services completion report covering entire consultancy period (within four weeks of the expiry of consultancy engagement) and on making a detailed presentation to the Authority/Government on their efforts made in making the project's success to bring the projects to bidding stage/award stage.
5. The payments will be made to the consultant after completion of every month on submission of invoice (in duplicate) by the consultant.

I/We agree that this offer will be subject to the Terms & Conditions mentioned in the RFP.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)