



# **INFRASTRUCTURE CORPORATION OF ANDHRA PRADESH**

**(A Government of Andhra Pradesh Undertaking)**

**RFP Notice No. INCAP/P/Bhogapuram IE/23/2021, Dt: 18.08.2022**

**REQUEST FOR PROPOSAL FOR SELECTION OF INDEPENDENT ENGINEER**

**For**

**DEVELOPMENT, CONSTRUCTION and OPERATION OF  
GREENFIELD AIRPORT AT BHOGAPURAM, VIZIANAGARAM  
DISTRICT,  
ANDHRA PRADESH**

**Vice Chairman & Managing Director,  
Infrastructure Corporation of Andhra Pradesh Limited  
#RC.No.254/2, 4th floor, AVSR Bhavan, Near My Mart,  
Chalasani Nagar, Penamaluru Mandal, Kanuru**

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### **Disclaimer**

The information contained in this Request for Proposals 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.

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.

## Glossary

Additional Costs	As in Item H of Form-2 of Appendix-II
Agreement	As defined in Schedule-2
Agreement Value	As defined in Clause 6.1.2 of Schedule-2
Applicable Laws	As defined in Schedule-2
Applicant	As defined in Clause 2.1.1
Associate	As defined in Clause 2.3.3 Authorised Representative
Bid Security	As defined in Clause 2.20.1
Concession Agreement	As defined in Clause 1.1.2
Concessionaire	As defined in Clause 1.1.2 Conditions of Eligibility
Consultancy	As defined in Clause 1.2
Consultancy Team	As defined in [Paragraph 8] of Schedule-1
Consultant	As defined in Clause 1.2
CV	Curriculum Vitae
DBFOT	Design, Build, Finance, Operate and Transfer
Deliverables	As defined in Paragraph 4 of Schedule-1
Documents	As defined in Clause 2.12
Effective Date	As defined in Clause 2.1 of Schedule-2
Eligible Assignments	As defined in Clause 3.1.4
Expatriate Personnel	As defined in Clause 1.1.1(i) of Schedule-2 Feasibility Report or FR
Form of Agreement	Form of Agreement as in Schedule-2
INR, Re, Rs.	Indian Rupee(s)
Inception Report	As specified in [Paragraph 4(A)] of Schedule-1
Key Date or KD	As defined in [Paragraph 6.2] of Schedule-1
Key Personnel	As defined in Clause 2.1.4
Lead Member	As defined in Clause 2.1.1
LOA	Letter of Award
Lump Sum Payment	As defined in Paragraph 11.2 of Schedule-1
Manual	As defined in Paragraph 1.2 of Schedule-1
MCA	As defined in Clause 1.1.3
Member	As defined in Clause 2.3.3 (a)
Official Website	As defined in Clause 1.11.2
Personnel	As defined in Clause 1.1.1(n) of Schedule-2
PPP	Public Private Partnership

Professional Personnel	As defined in Clause 2.14.6
Prohibited Practices	As defined in Clause 4.1
Project	As defined in Clause 1.1.1
Project Manager	As defined in Clause 4.6 of Schedule-2
Proposal	As defined in Clause 1.2
Proposal Due Date or PDD	As defined in Clauses 1.5 and 1.8
Resident Personnel	As defined in Clause 1.1.1(o) of Schedule-2
RFP	As defined in Disclaimer
Selected Applicant	As defined in Clause 1.6
Selection Process	As defined in Clause 1.6
Services	As defined in Clause 1.1.1(q) of Schedule-2
Sole Firm	As defined in Clause 2.1.1
Statement of Expenses	As defined in Note 13, Form-2 of Appendix-II
Statutory Auditor	An Auditor appointed under Applicable Laws
Sub-Consultant	As defined in Clause 1.1.1(r) of Schedule-2
Support Personnel	As defined in Clause 2.14.6
Team Leader	As defined in Clause 2.1.4
Technical Proposal	As defined in Clause 2.14.1
TOR	As defined in Clause 1.1.3
US\$	United States Dollar
WG	As defined in Paragraph 9.1 of Schedule-1

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

# **INVITATION FOR PROPOSALS**

## 1. INTRODUCTION

### 1.1. Background

- 1.1.1. The Government of Andhra Pradesh acting through the Andhra Pradesh Airports Development Corporation Limited (APADCL) (the “Authority”) is engaged in the Development and Construction of Greenfield International Airport at Bhogapuram in Vizianagaram District, Andhra Pradesh (the “Project”) through Public Private Partnership (the “PPP”) on Design, Build, Finance, Operate and Transfer (the “DBFOT”) basis.
- 1.1.2. For this purpose, the Authority has selected M/s. GMR Airports Limited (the Selected Bidder) as PPP partner through competitive bidding process. The Authority issued Letter of Award (“LOA”) No. APADCL/BIA-RFP/2020/18, Dt:14.04.2020 to the Preferred Bidder, requiring the Preferred Bidder, inter alia, to execute the Concession Agreement within the time period prescribed in the RFP, through a special purpose vehicle. Thereafter, the selected Bidder has formed an SPV in the name of M/s. GMR Visakhapatnam International Airport Limited (GVIAL) (the “Concessionaire”) on 09.05.2020. Accordingly, the Authority has signed Concession Agreement with the Concessionaire on the 12.06.2020 (the “Concession Agreement”).
- 1.1.3. Brief Details

S.No	Description	Details
1	Name of the work	Selection of Independent Engineer (IE) for Development, Construction and Operation of Green Field International Airport at Bhogapuram, Vizianagaram District, Andhra Pradesh.
2	Consultancy Duration	36 (Thirty Six) Months
3	Transaction Fee (Cost for downloading the Tender Document)	<b>Rs.11,800/-</b> [(@0.04% of ECV (estimate contract value) (Ceiling amount of Transaction fee: for works costing with ECV up to Rs 50.00 Crores is Rs 10,000.00 and for works costing with ECV above 50.00 Crores the ceiling amount of transaction fee is Rs 25,000/-). To M/s. Vupadhi Techno Services Pvt Ltd., Kunchanapalli, Tadepalli Mandal, Guntur District., by using Credit cards (Any MASTER / VISA Card) issued by any bank or through net banking accounts with ICICI or HDFC Banks as per G.O.Ms.No.13 IT&C Dept. Dt.07.05.06 with effect from 02.02.2007.
4	Bid Processing Fee	<b>Rs. 20,000/+18% GST-(i.e., 23,600/-)</b> in the form of Demand Draft/NEFT/RTGS/ ONLINE from Nationalized or any scheduled bank (but not from co-operative or



		Gramin bank) in favour of “VC & MD, INCAP, State bank of India , Kamayyathopu, Vijayawada , Account Number 52188924158 , IFSC Code SBIN0021134
5	Bid Security	<b>Rs. 2,00,000/- (Rupees Two Lakhs Only)</b> in the form of Demand Draft/NEFT/RTGS/ ONLINE from Nationalized or any scheduled bank (but not from co-operative or Gramin bank) in favour of “ <b>Managing Director, APADCL</b> , 2nd & 3rd Floor, Kanuru, Vijayawada. Bank account to A/C No:8411854021, of Kotak Mahindra Bank, IFS Code: KKBK0007627, Branch: Governorpet Branch, Vijayawada- 520002.
6	Phase-I Terminal Capacity (in Million passengers per annum)	6.00
7	Indicative Project Cost (in Rs. Cr)	2,302.51

As per Article 23 of the Concession Agreement, the Authority shall appoint a consulting engineering firm (the “Independent Engineer”) for examining the designs and drawings for their conformity with the Concession Agreement, review, inspection and monitoring of construction works and conducting tests & issuing Completion Certificates during the construction period. The Government of Andhra Pradesh has also appointed Infrastructure Corporation of Andhra Pradesh Limited (INCAP) as the nodal agency to provide transaction advisory services for appointment of Independent Engineer. INCAP on behalf of the Authority invites Proposals for appointment of Independent Engineer and INCAP shall be responsible for selection of the Independent Engineer. **The Independent Engineer will start his work when the Concessionaire starts the work.**

1.1.4. In pursuance of the above, the Authority and INCAP have decided to jointly carry out the process for selection of an Independent Engineer for the Project in accordance with the Terms of Reference (the “TOR”) and specific clause wise functions as detailed in the Concession Agreement as given in Schedule-1.

## **1.2. Request for Proposals**

1.2.1. INCAP on behalf of Authority hereby invite proposals (the “Proposals”) for selection of an Independent Engineer (the “Independent Engineer”) for the Project who shall perform the duty of an Independent Engineer in accordance with the TOR and specific clause wise functions as detailed in the Concession Agreement appended herewith. INCAP intends to select the Independent Engineer through an Online competitive

bidding process in accordance with the procedure set out herein development of the Project.

### **1.3. Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Authority and the Project site, sending written queries to the Authority.

### **1.4. Period and Scope of Consultancy**

- 1.4.1. The appointment of the Independent Engineer shall be for a period of 3 (three) years i.e. 36 months from the date of its Commencement (Development period - 06 months, Construction period - 18 months, and O&M period – 12 months).
- 1.4.2. In case the IE is appointed during/ after Development period and Construction period remains 18 months then O&M period will be increased such that total time period of assignment remains as 36 months. In case the Construction period exceeds 18 months then O&M period will be reduced such that total time period of assignment remains as 36 months from the date of its Commencement. Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP.
- 1.4.3. The detailed scope of services at the identified location to be carried out by the selected Independent Engineer is given under Schedule 1 of this RFP Document i.e. “Terms of Reference”.

### **1.5. Instructions for online Bidding**

- 1.5.1. The bidders are required to submit soft copies of their bids electronically on the E-Procurement Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the E-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the E-Procurement Portal. More information useful for submitting online bids on the E-Procurement Portal may be obtained at: <https://tender.ape-procurement.gov.in>
- 1.5.2. Registration: The bidder shall submit his response through Bid submission to the tender on e - Procurement platform at [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in) by following the procedure given below. The bidder would be required to register on the e-procurement market place [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in) or <https://tender.ape-procurement.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders

published in e-procurement platform. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in ape-procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

- 1.5.3. Registration with ape-procurement platform: For registration and online bid submission bidders may contact HELP DESK. [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in) or <https://tender.ape-procurement.gov.in>.
- 1.5.4. Digital Certificate authentication: The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform. For obtaining Digital Signature Certificate, you may please Contact: Andhra Pradesh Technology Services Limited (OR) You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link "<https://tender.ape-procurement.gov.in/DigitalCertificate/signature.html>".
- 1.5.5. Hard Copies:
  - Vide ref. G.O.Ms.No.174, I&CAD dept dated:1-9-2008, submission of original hard copies of the uploaded scanned copies of DD/BG towards EMD by participating bidders to the tender inviting authority before the opening of the price bid is dispensed forthwith.
  - All the bidders shall invariably upload the scanned copies of DD/BG in e-procurement system and this will be the primary requirement to consider the bid responsive. iii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD/BG towards EMD in the e-procurement system and open the price bids of the responsive bidders.
  - The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD/BG towards EMD prior to entering into agreement.
  - The successful bidder shall invariably furnish the original DD/BG towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original

DD/BG towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the DD/BG towards EMD and all other certificates/documents uploaded by the bidder in e-procurement system in support of the qualification criteria before concluding the agreement.

- 1.5.6. The GO. Ms. No. 174 -I&CAD dated: 1-9-2008 Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, the successful bidder will be suspended from participating in the tenders on e-procurement platform for a period of 3 years. The e-procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the Government. The information to this extent may be displayed in the e-procurement platform website.
- 1.5.7. **Payment of Transaction Fee:** It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A service tax of 18% + Bank charges on the transaction amount payable to APTS shall be applicable.
- 1.5.8. **Corpus Fund:** As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV up to Rs.50 Crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 Crores, from successful bidders on e-procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favor of Managing Director, APTS. There shall not be any charge towards e-procurement fund in case of works, goods and services with ECV less than and up to Rs. 10 lakhs.
- 1.5.9. **Tender Document:** The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority on [www.incap.co.in](http://www.incap.co.in) before the due date. Any offline bid submission clause in the tender document could be neglected. The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority

on time-to- time basis in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

1.5.10. **Bid Submission Acknowledgement:** The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of AP is not responsible for incomplete bid submission by users.

1.5.11. **Tender Fee:** Prior to submission of the Bid, the Bidder shall pay to the Authority a sum of **Rs. 23,600 (Rupees Twenty Three Thousand and Six Hundred Only)** including GST as the cost of the RFP as tender processing fee. The cost is to be paid in the form of Demand Draft/NEFT/RTGS/ ONLINE from Nationalized or any scheduled bank (but not from Co-operative or Grameena Bank) in favor “VC & MD, INCAP, State bank of India , Kamayyathopu, Vijayawada, Account Number 52188924158 , IFSC Code SBIN0021134. The Demand Draft shall remain valid for at least 90 days after the Bid Due Date.

## 1.6. **Validity of the Proposal**

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the “PDD”).

## 1.7. **Brief description of the Selection Process**

INCAP has adopted a two-stage selection process (collectively the “**Selection Process**”) for evaluating the Proposals comprising technical and financial bids to be submitted online through e-Procurement Portal or <https://tender.apc-procurement.gov.in>. In the first stage, a technical evaluation will be carried out as specified in Clause 3.1. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in Clause 3.2. In the second stage, a financial evaluation will be carried out as specified in Clause 3.3. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 3.4. The first ranked Applicant shall be selected for negotiation (the “**Selected Applicant**”) while the second ranked Applicant will be kept in reserve.

## 1.8. **Currency conversion rate and payment**

1.8.1. For the purposes of technical evaluation of Applicants [Rs. 72 (Rupees Seventy two)]

per US\$ shall be considered as the applicable currency conversion rate. In case of any other currency, the same shall first be converted to US\$ as on the date 60 (sixty) days prior to the PDD, and the amount so derived in US\$ shall be converted into INR at the aforesaid rate. The conversion rate of such currencies shall be the daily representative exchange rates published by the International Monetary Fund for the relevant date.

- 1.8.2. All payments to the Independent Engineer shall be made in INR in accordance with the provisions of this RFP. The Consultant may convert INR into any foreign Currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consultant.

## 1.9. Schedule of Selection Process

INCAP would Endeavour to adhere to the following schedule:

S. No.	Event Description	Date
1.	Publishing of RFP document in INCAP website	18-08-2022 at 11.00 AM
2.	Start date for submission of pre bid Queries by bidders to the email: <a href="mailto:incapap@incap.co.in">incapap@incap.co.in</a> , <a href="mailto:md@incap.co.in">md@incap.co.in</a> and <a href="mailto:cgmt@incap.co.in">cgmt@incap.co.in</a>	18-08-2022
3.	End date for submission of pre bid queries to the email: <a href="mailto:incapap@incap.co.in">incapap@incap.co.in</a> , <a href="mailto:md@incap.co.in">md@incap.co.in</a> and <a href="mailto:cgmt@incap.co.in">cgmt@incap.co.in</a>	23-08-2022 at 02:00 PM
4.	Submission of clarifications by AUTHORITY to the bidders queries through INCAP website	29-08-2022 at 03:30 PM
5.	Start date of Online Submission of Bids envelopes I & II on ap e-procurement portal	31-08.2022 at 11.00 AM
6.	End date of Online submission of Bids envelopes I & II on ape-procurement portal	14-09.2022 at 03.30 PM
7.	Last date to submit original Demand draft/ BG of Tender Fees/EMD and letter of unconditional acceptance of AUTHORITY's terms and conditions	15-09.2022 at 05.00 PM
8.	Opening of envelope- I (Pre-Qualification cum Technical bids)on The ape-procurement portal	16-09.2022 at 04.00 PM
9.	Opening of Envelope-II (Financial Bid) on ape-procurement portal	23-09.2022 at 04.00 PM

**1.10.** Pre-Proposal visit to the Site and inspection of data

Prospective Applicants may visit the Site and review the available data at any time prior to PDD. For this purpose, they will provide at least two days' notice to the nodal officer specified below: CGMT APADCL, # RC. No 254/2, 3<sup>rd</sup> Floor, AVSR Bhavan, Near My Mart, Kanuru, Vijayawada.

**Phone:** 0866 - 248 4992

**Mobile:** 9963672085

**Email:** [cgmtechapadcl@gmail.com](mailto:cgmtechapadcl@gmail.com)

**1.11.** Bid Clarifications

There is no Pre-Proposal conference. Any queries by the prospective bidders are to be communicated through email addressed to [incapap@incap.co.in](mailto:incapap@incap.co.in), [md@incap.co.in](mailto:md@incap.co.in) and [cgmt@incap.co.in](mailto:cgmt@incap.co.in). The Responses will be published on the official website of INCAP [www.incap.co.in](http://www.incap.co.in).

**1.12.** Communications

**1.12.1.** All communications should be addressed to:

The Vice Chairman and Managing Director,

Infrastructure Corporation of Andhra Pradesh Ltd.,

# RC. No 254/2, 4<sup>th</sup> Floor, AVSR Bhavan, Near My Mart, Chalasani Nagar,

Penamaluru Mandal, Kanuru, Vijayawada - 520007 A.P. India

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

The **Official Website** of the INCAP is: [www.incap.co.in](http://www.incap.co.in).

RFP Notice No. INCAP/P/Bhogapuram IE/23/2021, Dt: 18.08.2022  
**SELECTION OF INDEPENDENT ENGINEER**



## 2. INSTRUCTION TO APPLICANTS

### A. General

#### 2.1. Scope of Proposal

- 2.1.1. Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (the “Sole Firm”) or as lead member of a consortium of firms (the “Lead Member”) in response to this invitation. The term applicant (the “Applicant”) means the Sole Firm or the Lead Member, as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 2.1.2. Applicants are advised that the selection of consultant shall be on the basis of an evaluation by INCAP 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 and that the INCAP’s decisions are without any right of appeal whatsoever.
- 2.1.3. The Applicant shall submit its Proposal in the form and manner specified in this Part-2 of the RFP. The Technical proposal shall be submitted in the form at Appendix - I and the Financial Proposal shall be submitted in the form at Appendix - II. Upon selection, the Applicant shall be required to enter into an agreement with the Authority in the form specified at Schedule-2.

#### 2.1.4. Key Personnel

The Consultancy Team shall consist of the following key personnel (the “Key Personnel”) who shall discharge their respective responsibilities as specified.

Key personnel	Responsibilities
Team Leader	The Team Leader/Project Manager shall be responsible for reviewing the entire project preparation and implementation activities of the Concessionaire. He shall follow up for approval of Design Drawings and ensure execution of the works on site as per the specifications and standards and Continuously interact with the Authority and the Concessionaire. He shall undertake project site visit and

	<p>guide, supervise, coordinate and monitor work of the other experts in his team as well as of the Concessionaire. The Team Leader/Project Manager and other key personnel shall remain present in monthly review meetings or other meetings as may be decided by the Authority.</p> <p>He shall be the authorized signatory to make all the correspondences/communications/approvals on behalf of IE with the Authority as well as with the Concessionaire. He shall not delegate his responsibilities except with the prior written approval of the Authority.</p>
Structural Engineer	He shall be responsible for reviewing/vetting/arrange to vet all the Designs pertaining to Structural Engineering being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section-7
Geotechnical Expert	He shall be responsible for reviewing/vetting/arrange to vet all the Designs pertaining to Geo technical components being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section-7
Airport IT Specialist (*)	He shall be responsible for reviewing/vetting/arrange to vet all the Designs pertaining to Airport IT systems being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section - 7
Airport Systems Expert (*)	He shall be responsible for reviewing/vetting/arrange to vet all the Designs pertaining to Airport systems being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure

	all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section-7
EHS Expert	He shall be responsible for reviewing/vetting/arrange to vet all the Designs pertaining to Safety and Environment being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section-7
Mechanical Expert	He shall be responsible for reviewing/vetting/arrange to vet all the Designs pertaining to Mechanical Engineering being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section-7
Quality Assurance/Control	He shall be responsible for assuring the quality of components being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section-7
Electrical Expert	He shall be responsible for reviewing/vetting/arrange to vet all the Designs pertaining to Electrical Engineering being prepared and submitted by the Concessionaire, ensure execution of works on site as per approved design, specifications and standards, and continuously monitor the execution of works. He shall undertake Project site visits and shall guide, supervise, coordinate and monitor the work of other experts in his team as well as those of the Concessionaire. He shall review & ensure all tests to be conducted from time to time and also assist in all other terms of reference (TOR) in Section-7

2.1.5. The following is the list of minimum requirement of key professionals for the assignment as per the perception of the Client. However, the Consultant may propose additional key professionals as they deem best fit for delivering the assignment, but the same has to be consistent with the financial proposal.

S. No	Key Personnel	No.	Anticipated No. of Man months
1	Team Leader	1	36
2	Structural Engineer	1	24
3	Geotechnical Expert	1	18
4	Airport IT Specialist	1	15
5	Airport Systems Expert	1	15
6	EHS Expert	1	36
7	Mechanical Expert	1	18
8	Quality Assurance/ Control	1	36
9	Electrical Expert	1	18

The Consultant shall engage required sub staff in addition to the above key personnel.

## **2.2. Conditions of Eligibility of Applicants**

- 2.2.1. Applicants must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.
- 2.2.2. The Applicant for pre-qualification may be a single entity or a group of entities (the “**Consortium**”), coming together to implement the Project. However, no applicant applying individually or as a member of a Consortium, as the case may be, can be member of another Applicant. The term Applicant used herein would apply to both a single entity and a Consortium.
- 2.2.3. An Applicant may be a natural person, private entity, government-owned entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium. A Consortium shall be eligible for consideration subject to the conditions set out in this Clause 2.2.
- 2.2.4. To be eligible for evaluation of its Proposal, the Applicant shall fulfil the following:
- A **Technical Capacity:** The Applicant shall have, over the past 10 (Ten) years preceding the PDD, undertaken a minimum of 2 (two) Eligible Assignments as specified in Clause 3.2.
  - B **Financial Capacity:** The Applicant shall have received a minimum Income of [Rs.23.03 (Twenty-Three crore Three Lakhs) per annum from professional fees during each of the 3 (three) financial years in the previous 5 years preceding the Proposal Due Date. For the purpose of evaluation, Applicants having comparatively larger revenues from professional fees shall be given added weightage. For the avoidance of doubt, professional fees hereunder refers to fees received by the Applicant for providing advisory or consultancy services to its clients.
  - C **Availability of Key Personnel:** The Applicant shall offer and make available all Key Personnel meeting the requirements specified in Sub-clause (D) below.
  - D **Conditions of Eligibility for Key Personnel:** Each of the Key Personnel must fulfil the Conditions of Eligibility<sup>1</sup> specified below:
-

<b>Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>Experience</b>	<b>Experience on Eligible Assignments</b>
Team Leader	Graduate in Civil Engineering with postgraduate degree in Engineering or Management	Min. 15 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have led the project monitoring teams for not less than one Eligible Assignments.
Structural Engineer	Postgraduate in Structural Engineering or equivalent	Min. 10 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as a Structural Engineer for not less than one Eligible Assignments.
Geotechnical Expert	Postgraduate in Soil/Geotechnical Engineering or equivalent	Min. 10 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as a Geo Technical Expert for not less than one Eligible Assignments.
Airport IT Specialist	Postgraduate with IT	Min. 7 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as an Airport ITSpecialist for not less than one Eligible Assignments.
Airport Systems Expert	Graduate with management	Min. 7 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as an Airport Systems Expert for not less than one Eligible Assignments.
EHS Expert	B. Tech (Civil) or Environmental or equivalent	Min. 7 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as an EHS Expertfor not less than one Eligible Assignments.
Mechanical Expert	B. Tech in Mechanical or equivalent	Min. 7 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as a Mechanical Expert for not less than one Eligible Assignments.
Quality Assurance/Control	B. Tech (Civil) or equivalent	Min. 7 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as a Quality Assurance / Control Expert for not less than one Eligible Assignments.
Electrical Expert	Graduate in Electrical Engineering or equivalent	Min. 7 years experience in Airports or other eligible projects as defined in Clause 3.2	They should have been worked as an Electrical Expert for not less than one Eligible Assignments.

- 2.2.5. The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total revenues from professional fees during each of the 3 (three) financial years preceding the PDD and the fee received in respect of each of the Eligible Assignments specified in the Proposal. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.
- 2.2.6. The Applicant should submit a Power of Attorney as per the format at Form-4 of Appendix-I; provided, however, that such Power of Attorney would not be required if the Application is signed by a partner of the Applicant, in case the Applicant is a partnership firm or limited liability partnership.
- 2.2.7. Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- 2.2.8. An Applicant or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.
- 2.2.9. While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

### **2.3. Conflict of Interest**

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

- 2.3.2. INCAP requires that the Independent Engineer provides professional, objective, and impartial advice and at all times hold the Authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Independent Engineer 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.
- 2.3.3. Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note at Schedule-3. Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

A the Applicant, its consortium member (the "Member") or Associate (or any constituent thereof) and any other Applicant, its consortium member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the other Applicant, its consortium member or Associate is less than 5 per cent of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause 2.3.3(a), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided,



however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or

- B a constituent of such Applicant is also a constituent of another Applicant; or
- C such Applicant or its Associate receives or has received any direct or indirect subsidy or grant or concession loan or subordinated debt from any other Applicant or its Associate; or
- D such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- E such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant; or
- F There is a conflict among this and other consulting assignments of the Applicant (including its personnel and Sub-consultant) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the Authority for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- G a firm which has been engaged by the Authority to provide goods or works or services for a project, and its Associates, will be disqualified from providing consulting services for the same project save and except as provided in Clause 2.3.4; conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or
- H the Applicant, its Member or Associate (or any constituent thereof), and the bidder or Concessionaire, if any, for the Project, its contractor(s) or sub-contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership

interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be,) in the bidder or Concessionaire, if any, or its contractor(s) or sub-contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such Concessionaire or its contractor(s) or sub-contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant (the “**Associate**”). As used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

- 2.3.4. An Applicant eventually appointed to provide Consultancy for this Project, and its Associates, shall be disqualified from subsequently providing goods or works or services related to the construction and operation of the same Project and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 5 (five) years from the completion of this assignment or to consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services performed for the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant’s firm or a person who holds more than 5% (five per cent) of the subscribed and paid up share capital of the Consultant, as the case may be, and any Associate thereof.

## **2.4. Disqualification Criteria**

Applicant or its Associate shall not

- 2.4.1. directly or indirectly had violated and had been found violating any contract by the Government/ Quasi-Judicial Body/ Authority/ Judiciary in such period stipulated by the Authority
- 2.4.2. be expelled/disqualified from any project or contract by any public entity or have had any contract terminated by any public entity for breach;
- 2.4.3. has any pending litigation in relation to bankruptcy, insolvency, liquidation, dissolution or winding-up, or is declared a sick company;
- 2.4.4. shall be a scheduled air carrier or any entity in which a scheduled air carrier or its promoter(s) directly or indirectly holds any interest or is otherwise an affiliate of a scheduled air carrier.

## **2.5. Number of Proposals**

No Applicant or its Associate shall submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be.

## **2.6. Cost of Proposal**

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, Project site etc. Neither the Authority/ INCAP will be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

## **2.7. Site visit and verification of information**

Applicants 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 drawings and other data with the Authority, Applicable Laws and regulations or any other matter considered

relevant by them. Visits shall be organized for the benefit of prospective Applicants on dates, time and venue as specified in Clause 1.9.

## **2.8. Acknowledgement by Applicant**

2.8.1. 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 or relating to any of the matters referred to in Clause 2.6 above;
- D satisfied itself about all matters, things and information, including matters referred to in Clause 2.6 herein above, necessary and required for submitting an informed Application 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.

2.8.2. The Authority nor INCAP shall 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.

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

2.9.1. Notwithstanding anything contained in this RFP, INCAP 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. In the event that INCAP rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

2.9.2. Without prejudice to the generality of Clause 2.9.1, INCAP 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.

2.9.3. If the Applicant/Bidder is a Consortium, then the entire Consortium may be disqualified/ rejected. If such disqualification/ rejection occurs after the Bids have been opened and the Highest Bidder gets disqualified/ rejected, then INCAP reserves the right to:

A invite the remaining Bidders to match the Highest Bidder/ submit their Bids in accordance with the RFP; or

B take any such measure as may be deemed fit in the sole discretion of the Authority/ INCAP, including annulment of the Bidding Process.

#### **Disqualification or Termination:**

In case it is found during the evaluation or at any time before signing of the Concession Agreement or after its execution and during the period of subsistence thereof, including the concession thereby granted by the Authority, that one or more of the qualification conditions have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Concessionaire either by issue of the LOA or entering into of the Concession Agreement, and if the Applicant/SPV has already been issued the LOA or has entered into the Concession Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority to the Applicant, without the Authority/ INCAP being liable in any manner whatsoever to the Applicant and without prejudice to any other right or remedy which the Authority/INCAP may have under this RFP, the Bidding Documents, the Concession Agreement or under applicable laws.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification / rejection occurs after the Proposals have been opened and the

highest-ranking Applicant gets disqualified / rejected, then INCAP reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of INCAP, including annulment of the Selection Process.

## **B. Documents**

### **2.10. Contents of the RFP**

This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.11:

#### **Request for Proposal**

- 1 Introduction
- 2 Instructions to Applicants
- 3 Criteria for Evaluation
- 4 Fraud and corrupt practices
- 5 Pre-Proposal Conference
- 6 Miscellaneous

#### **Schedules**

Terms of Reference

Form of Agreement

Annex-1: Terms of Reference

Annex-2: Deployment of Personnel

Annex-3: Estimate of Personnel Costs

Annex-4: Approved Sub-Consultant(s)

Annex-5: Cost of Services

Annex-6: Payment Schedule

Annex-7: Bank Guarantee for Performance Security

Guidance Note on Conflict – of - Interest

Appendices

Appendix-I: Technical Proposal

Form-1: Letter of Proposal

Form-2: Particulars of the Applicant

Form-3: Statement of Legal Capacity

Form-4: Power of Attorney

Form-5: Financial Capacity of Applicant

Form-6: Particulars of Key Personnel

Form-7: Proposed Methodology and Work Plan

Form-8: Abstract of Eligible Assignments of Applicant

Form-9: Abstract of Eligible Assignments of Key Personnel

Form-10: Eligible Assignments of Applicant

Form-11: Eligible Assignments of Key Personnel

Form-12: Curriculum Vitae (CV) of Key Personnel

Form-13: Deployment of Personnel

Form-14: Survey and Field Investigations

Form-15: Proposal for Sub-Consultant(s)

## Appendix–II: Financial Proposal

Form-1: Covering Letter

Form-2: Financial Proposal

Form-3: Estimate of Personnel Costs

### **2.11. Clarifications**

- 2.11.1. Applicants requiring any clarification on the RFP may send their queries to INCAP by sending email: [incapap@incap.co.in](mailto:incapap@incap.co.in), [md@incap.co.in](mailto:md@incap.co.in) & [cgmt@incap.co.in](mailto:cgmt@incap.co.in) so as to reach before the date mentioned in the Schedule of Selection Process at Clause 1.9.

The Authority/ INCAP will post the reply to all such queries on the Official Website [www.incap.co.in](http://www.incap.co.in).

- 2.11.2. INCAP reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause 2.10 shall be construed as obliging INCAP to respond to any question or to provide any clarification.

### **2.12. Amendment of RFP**

- 2.12.1. At any time prior to the deadline for submission of Proposal, INCAP 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 and posting it on the Official Website [www.incap.co.in](http://www.incap.co.in).
- 2.12.2. The amendments will also be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.
- 2.12.3. In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, INCAP may, in its sole discretion, extend the Proposal Due Date.



## **C. Preparation and Submission of Proposal**

### **2.13. 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.

### **2.14. Format and signing of Proposal**

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

2.14.2. **DELETED.**

2.14.3. The Proposals must be properly signed by the authorised representative (the “Authorized Representative”) as detailed below:

A by the proprietor, in case of a proprietary firm;  
or

B by a partner, in case of a partnership firm and/or a limited liability partnership;  
or

C by a duly authorised person holding the Power of Attorney, in case of a Limited Company or a corporation;  
or

D by the Authorised Representative of the Lead Member, in case of consortium.

A copy of the Power of Attorney certified under the hands of a partner or director of the Applicant and notarised by a notary public in the form specified in Appendix-I (Form-4) shall accompany the Proposal.

2.14.4. Applicants should note the Proposal Due Date, as specified in Clause 1.9, for submission of Proposals. Except as specifically provided in this RFP, no

supplementary material will be entertained by INCAP, and that evaluation will be carried out only on the basis of Documents uploaded by the closing time of Proposal Due Date as specified in Clause 2.17.1. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, INCAP reserves the right to seek clarifications under and in accordance with the provisions of Clause 2.24.

## **2.15. Technical Proposal**

- 2.15.1. Applicants shall submit the technical proposal in the formats at Appendix-I (the **“Technical Proposal”**).
- 2.15.2. While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:
  - A The Bid Security is provided;
  - B all forms are submitted in the prescribed formats and signed by the prescribed signatories;
  - C Power of Attorney, if applicable, is executed as per Applicable Laws;
  - D CVs of all Professional Personnel have been included;
  - E Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down at Clause 2.2.2 (D) of the RFP;
  - F no alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
  - G the CVs have been recently signed and dated in blue ink by the respective Personnel and countersigned by the Applicant. Photocopy or unsigned / countersigned CVs shall be rejected;
  - H the CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
  - I Professional Personnel proposed have good working knowledge of English language;
  - J Key Personnel would be available for the period indicated in the TOR;
  - K no Key Personnel should have attained the age of 75 (seventy five) years at the time of submitting the proposal; and
  - L The proposal is responsive in terms of Clause 2.23.3.

- 2.15.3. Failure to comply with the requirements spelt out in this Clause 2.14 shall make the Proposal liable to be rejected.
- 2.15.4. If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event by authority.
- 2.15.5. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 2.15.6. The proposed team shall be composed of experts and specialists (the “Professional Personnel”) in their respective areas of expertise and managerial/support staff (the “Support Personnel”) such that the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Clause 2.1.4 shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of this Independent Engineer Consultancy Service. The CV of each such Professional Personnel, if any, should also be submitted in the format at Form-12 of Appendix-I.
- 2.15.7. An Applicant may, if it considers necessary, propose suitable Sub-Consultants in specific areas of expertise. Credentials of such Sub-Consultants should be submitted in Form-15 of Appendix-I. A Sub-Consultant, however, shall not be a substitute for any Key Personnel.
- 2.15.8. INCAP reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by INCAP to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of INCAP thereunder.
- 2.15.9. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the

Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority/ INCAP being liable in any manner whatsoever to the Applicant or Consultant, as the case may be.

In such an event, INCAP shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to INCAP for, inter alia, time, cost and effort of INCAP, without prejudice to any other right or remedy that may be available to INCAP.

## **2.16. Financial Proposal**

2.16.1. Applicants shall submit the financial proposal in the formats at Appendix-II (the “Financial Proposal”) clearly indicating the total cost of the Consultancy (Item [G] Of Form-2 of Appendix-II) in both figures and words, in Indian Rupees, and signed by the Applicant’s Authorised Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

2.16.2. While submitting the Financial Proposal, the Applicant shall ensure the following:

A All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, surveys, geo - technical investigations etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non- responsive and liable to be rejected.

B The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Costs (including break down of costs) shall be expressed in INR.

C The rates quoted shall be firm throughout the period of performance of the

assignment upto and including acceptance of the Feasibility Report by the Authority and discharge of all obligations of the Consultant under the Agreement.

**2.17. DELETED**

**2.18. Proposal Due Date**

Proposal should be submitted on or before 03.30 PM on the Proposal Due Date specified in Clause 1.9 as detailed in the RFP.

INCAP, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.11 uniformly for all Applicants.

**2.19. 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.

**2.20. DELETED**

**2.21. Bid Security**

- 2.21.1. The Applicant shall furnish as part of its Proposal, a bid security of Rs. 2,00,000/- (Rupees Two Lakhs Only) in the form of Demand Draft/NEFT/RTGS/ ONLINE from Nationalized or any scheduled bank (but not from co-operative or Gramin bank) in favour of the **Managing Director, APADCL**, 2nd & 3rd Floor, Kanuru, Vijayawada. Bank account to A/C No: 8411854021, of Kotak Mahindra Bank, IFS Code: KKBK0007627, Branch: Governorpet Branch, Vijayawada- 520002. Returnable not later than 30 (thirty) days from PDD except in case of the two highest ranked Applicants as required in Clause 2.25.1. In the event that the first ranked Applicant commences the assignment as required in Clause 2.30, the second ranked Applicant, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case not later than 120 (one hundred and twenty) days from PDD. The Selected Applicant's Bid Security shall be returned, upon the Applicant signing the Agreement and completing the Deliverables assigned to it for the first 2 (two) months of the Independent Engineer Consultancy services in accordance with the provisions thereof.
- 2.21.2. Any Bid not accompanied by the Bid Security shall be rejected by the INCAP as non-responsive.

- 2.21.3. INCAP shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 2.21.4. The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to INCAP'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 an Applicant submits a non - responsive Proposal;
  - B If an Applicant engages in any of the Prohibited Practices specified in Section 4 of this RFP;
  - C If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
  - D In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 2.25.1;
  - E In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 2.29 and 2.30 respectively; or
  - F If the Applicant is found to have a Conflict of Interest as specified in Clause 2.3.

## **2.22. Performance Security**

- 2.22.1. The Applicant, by submitting its Application 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, its Performance Security shall be forfeited and appropriated by the Authority as the mutually agreed pre- estimated compensation and damages 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 an Applicant engages in any of the Prohibited Practices specified in Clause 4.1 of this RFP;
  - B if the Applicant is found to have a Conflict of Interest as specified in Clause 2.3; and

C if the Selected Applicant commits a breach of the Agreement.

- 2.22.2. The amount of the Performance Security shall be 5 % of the Contract value in the form of Bank Guarantee as per Annexure 7 from Nationalized or any scheduled bank (but not from co-operative or Gramin bank) in favour of the **Managing Director, APADCL**, 2nd & 3rd Floor, Kanuru, Vijayawada.. The balance amount of 5 % of the Contract value shall be recovered from the running bills to make up the Performance Security as 10 % of the Contract Value.

## **D. Evaluation Process**

### **2.23. Evaluation of Proposals**

- 2.23.1. The Authority shall open the Proposals at 03.30 PM on the Proposal Due Date, at the place specified in Clause 1.9.
- 2.23.2. DELETED.
- 2.23.3. Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
- A the Technical Proposal is received in the form specified at Appendix-I;
  - B it is received by the Proposal Due Date including any extension there of pursuant to Clause 2.17;
  - C it is accompanied by the Bid Security as specified in Clause 2.20.1.
  - D it is signed, as stipulated in Clauses 2.13 and 2.16;
  - E it is accompanied by the Power of Attorney as specified in Clause 2.2.4;
  - F it contains all the information (complete in all respects) as requested in the RFP;
  - G it does not contain any condition or qualification; and
  - H it is not non-responsive in terms hereof.
- 2.23.4. The Authority reserves the right to reject any Proposal which is non - responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 2.23.5. The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Section 3 of

this RFP.

- 2.23.6. After the technical evaluation, the Authority shall prepare a list of pre-qualified and shortlisted Applicants in terms of Clause 3.2 for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified and shortlisted Applicants along with their Technical Score will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 3.3 and 3.4.
- 2.23.7. Applicants are advised that Selection shall be entirely at the discretion of the Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- 2.23.8. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

## **2.24. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants 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 shall treat all information, submitted as part of the Proposal, in confidence and shall 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 or as may be required by law or in connection with any legal process.

## **2.25. Clarifications**

- 2.25.1. To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek



clarifications from any Applicant 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.

- 2.25.2. If an Applicant does not provide clarifications sought under Clause 2.24.1 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 Applicant shall be barred from subsequently questioning such interpretation of the Authority.

## **E. Appointment of Consultant**

### **2.26. Negotiations**

- 2.26.1. The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. A Key Personnel who did not score 60% (sixty per cent) marks as required under Clause 3.1.2 shall be replaced by the Applicant with a better candidate to the satisfaction of the Authority. In case the Selected Applicant fails to reconfirm its commitment, the Authority reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.
- 2.26.2. INCAP will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of INCAP.
- 2.26.3. INCAP will examine the credentials of all Sub-Consultants proposed for this Consultancy and those not found suitable shall be replaced by the Applicant to the satisfaction of INCAP.

### **2.27. Substitution of Key Personnel**

- 2.27.1. The Authority and INCAP will not normally consider any request of the Selected Applicant for substitution of Key Personnel as the ranking of the Applicant is based on the evaluation of Key Personnel and any change therein may upset the ranking. Substitution will, however, be permitted if the Key Personnel is not available for

reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority and INCAP.

- 2.27.2. The Authority expects all the Key Personnel to be available during implementation of the Agreement. The Authority will not consider substitution of Key Personnel except for reasons of any incapacity or due to health. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. As a condition to such substitution, a sum equal to 20% (twenty per cent) of the remuneration specified for the original Key Personnel shall be deducted from the payments due to the Consultant. In the case of a second substitution hereunder, such deduction shall be 50% (fifty per cent) of the remuneration specified for the original Key Personnel. Any further substitution may lead to disqualification of the Applicant or termination of the Agreement.
- 2.27.3. Substitution of the Team Leader will not normally be considered and may lead to disqualification of the Applicant or termination of the Agreement.

## **2.28. Indemnity**

The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority for an amount not exceeding 3 (three) times the value of the Agreement for any direct loss or damage that is caused due to any deficiency in services.

## **2.29. Award of Consultancy**

- 2.29.1. After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7(seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate 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 Applicant to acknowledge the LOA, and the next highest - ranking Applicant may be considered.

### **2.30. Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period as prescribed in LoA. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

### **2.31. Commencement of assignment**

The Consultant shall commence the Services at the Project site whenever the Concessioner starts the work, or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement as specified in Clause 2.29 or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the Bid Security of the first ranked Applicant shall be forfeited and appropriated in accordance with the provisions of Clause 2.20.4.

### **2.32. Proprietary data**

Subject to the provisions of Clause 2.23, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

### 3. CRITERIA FOR EVALUATION

#### 3.1. Evaluation of Technical Proposals

- 3.1.1. In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of TOR, proposed methodology and WorkPlan, and the experience of Key Personnel. Only those Applicants whose Technical Proposals get a score of 60 (sixty) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score ( $S_T$ ).
- 3.1.2. Each Key Personnel must score a minimum of 60% (sixty per cent) marks except as provided herein. A Proposal shall be rejected if the Team Leader scores less than 60% (sixty per cent) marks or any two of the remaining Key Personnel score less than 60% (sixty per cent) marks. In case the Selected Applicant has one Key Personnel, other than the Team Leader, who scores less than 60% marks, he would have to be replaced during negotiations, with a better candidate who, in the opinion of the Authority, would score 60% (sixty per cent) or above.
- 3.1.3. The scoring criteria to be used for evaluation shall be as follows.

Item Code	Parameter	Criteria	Maximum Marks
Firm Evaluation			
1	Company & Key Projects Credentials:	Maximum 3 eligible projects shall be considered	30
1.1	Core Sector Projects	10 marks for each airport sector project	30
1.2	Non-Core Sector Projects	8 marks for each non-core sector project	
Key Personnel Evaluation Note: Relevant experience given by the Key personnel should be a minimum of 2 years in order to consider for the below evaluation.			
2	Key Personnel in various disciplines	Maximum 3 projects shall be considered for each personnel	70
2.1	Team Leader	5 Marks for each airport sector project 3 Marks for each non-core sector project	10
2.2	Structural Engineer	3 Marks for each airport sector project 2 Marks for each non-core sector project	7.5
2.3	Airport IT Specialist	3 Marks for each airport sector project 2 Marks for each non-core sector	7.5

		<i>project</i>	
2.4	Airport Systems Expert	<i>3 Marks for each airport sector project 2 Marks for each noncore sector project</i>	7.5
2.5	Geotechnical Expert	<i>3 Marks for each airport sector project 2 Marks for each non-core sector project</i>	7.5
2.6	EHS Expert	<i>3 Marks for each airport sector project 2 Marks for each non-core sector project</i>	7.5
2.7	Mechanical Expert	<i>3 Marks for each airport sector project 2 Marks for each non-core sector project</i>	7.5
2.8	Quality Assurance/Control	<i>3 Marks for each airport sector project 2 Marks for each non-core sector project</i>	7.5
2.9	Electrical Expert	<i>3 Marks for each airport sector project 2 Marks for each non-core sector project</i>	7.5
<b>Total</b>			<b>100</b>

While awarding marks for the number of Eligible Projects, the Applicant or Key Personnel, as the case may be, that has undertaken the highest number of Eligible Assignments shall be entitled to the maximum score for the respective category and all other competing Applicants or respective Key Personnel, as the case may be, shall be entitled to a proportionate score. No score will be awarded to an Applicant/ Key Personnel for fulfilling the eligibility criteria of a minimum number of Eligible Assignments and only projects exceeding the eligibility criteria shall qualify for scoring. For the avoidance of doubt and by way of illustration, if the minimum number of Eligible Projects for meeting the eligibility criteria is say, 3 (three), then an equivalent number will be ignored for each Applicant/Key Personnel and only the balance remaining will be considered for awarding scores relating to the number of Eligible Assignments on a proportionate basis. However, for assigning scores in respect of the size and quality of Eligible Assignments, all Eligible Assignments of the Applicant/Key Personnel shall be considered.

### **3.2. Eligible Assignments**

For the purposes of determining Conditions of Eligibility and for evaluating the Bids

under this RFP, assignments as an Independent Engineer or Project Management Consultancy (PMC) assignments in respect of development of project from conceptual stage to commissioning including day to day site supervision of the project with all the associated activities monitoring, supervision and certification of works during the development of complete project including detailed engineering design etc. for the following projects awarded by Central Government / State Government / Public Sector Undertaking (PSU) for development shall be deemed as eligible assignments (the “Eligible Assignments”). The Eligible Assignments are bifurcated in two sectors as below:

#### **A Core Sector Project**

Standalone Airport Project with minimum cost of Rs. 920.00 crores, completed in the last 10 years prior to Bid Due Date

Provided that such assignment shall have been at least 90% completed.

#### **B Non-Core Sector work**

Any other infrastructure projects comprising Commercial/ institutional buildings/retail/offices/hotels/ Logistic Park/ Hospital/Residential township undertaken by the Applicant shall be considered:

Provided that the estimated capital cost of the project exceeds Rs.2300.00 crores (Rupees Two thousand three hundred crores only) completed in last 10 years prior to Bid Due Date. For conversion purpose the foreign exchange rates as on Bid Due Date shall be applicable.

Provided that the construction of the Eligible Assignment has been at least 90% completed.

In support of the information, copies of experience certificates issued by clients shall be enclosed indicating the details of the project viz nature of project, date of project start & completion and completion cost. The certificate shall also indicate nature of work/assignment carried out by the agency, date of start and completion of Consultancy and consultancy fee received for the consultancy

assignment. The work orders/agreement copies may also be submitted for validating.

In respect of executed works/assignments, if completion certificates from client is not available, the bidder should enclose a certificate, for the work/assignment, duly certified by a statutory auditor, indicating the details as specified above.

Provided further that if the Applicant firm is taking credit for an Eligible Assignment which was undertaken for a private sector entity, such assignment shall have been completed prior to PDD and the Applicant shall have received professional fees of at least Rs. 4.60 (Four Crore Sixty Lakhs) crore.

### **3.3. Short-listing of Applicants**

Of the Applicants ranked as aforesaid, not more than 5 (five) shall be pre-qualified and short-listed for financial evaluation in the second stage. However, if the number of such pre-qualified Applicants is less than two, INCAP may, in its sole discretion, pre-qualify the Applicant(s) whose technical score is less than 60 (sixty) points even if such Applicant(s) do(es) not qualify in terms of Clause 3.1.2; provided that in such an event, the total number of pre-qualified and short-listed Applicants shall not exceed two.

### **3.4. Evaluation of Financial Proposal**

- 3.4.1. In the second stage, the financial evaluation will be carried out as per this Clause 3.3. Each Financial Proposal will be assigned a financial score (SF).
- 3.4.2. For financial evaluation, the total cost indicated in the Financial Proposal, excluding Additional Costs, will be considered. Additional Costs shall include items specified as such in Form-2 of Appendix-II.
- 3.4.3. INCAP will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal ( $F_M$ ) will be given a financial score ( $S_F$ ) of 100 points. The

financial scores of other Proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

*F = amount of Financial Proposal*

### **3.4. Combined and final evaluation**

- 3.4.1. Proposals will finally be ranked according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores as follows:

$$S = S_T \times T_W + S_F \times F_W$$

Where  $S$  is the combined score, and  $T_w$  and  $F_w$  are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.70 and 0.30 respectively<sup>2</sup>.

- 3.4.2. The Selected Applicant shall be the first ranked Applicant (having the highest combined score). The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in Clauses 2.25, 2.29 and 2.30, as the case may be.



#### 4. FRAUD AND CORRUPT PRACTICES

- 4.1. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.
- 4.2. Without prejudice to the rights of the Authority under Clause 4.1 herein above and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 4.3. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- 4.3.1. “**Corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the

Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;

- 4.3.2. **“Fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- 4.3.3. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- 4.3.4. **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- 4.3.5. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **5. BID CLARIFICATIONS**

There is no Pre-Proposal conference. Any queries by the prospective bidders are to be communicated through email addressed to [incapap@incap.co.in](mailto:incapap@incap.co.in), [md@incap.co.in](mailto:md@incap.co.in) & [cgmt@incap.co.in](mailto:cgmt@incap.co.in). The Responses will be published on the official website of INCAP [www.incap.co.in](http://www.incap.co.in).

## **6. MISCELLANEOUS**

- 6.1.** The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts in the State in which the Authority has its headquarters shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 6.2.** The Authority and INCAP, in their sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - 6.2.1. 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;
  - 6.2.2. consult with any Applicant in order to receive clarification or further information;
  - 6.2.3. retain any information and/or evidence submitted to the Authority/ INCAP by, on behalf of and/or in relation to any Applicant; and/or
  - 6.2.4. independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 6.3.** It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Authority and INCAP, their 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.
  - 6.3.1. All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority and INCAP. The INCAP will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
  - 6.3.2. The INCAP reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

## **SCHEDULES**

## **Schedule–1: Terms of Reference for Independent Engineer**

## **1. Scope**

- 1.1.** These Terms of Reference for the Independent Engineer (“**TOR**”) are being specified pursuant to the Concession Agreement dated 12-06-2020 (“**Agreement**”), which has been entered into between the APADCL (Authority) and GVIAL (“**Concessionaire**”) for the Greenfield Airport at Bhogapuram in Vizianagaram District, Andhra Pradesh (the “**Project**”) through Public Private Partnership (the “**PPP**”) on Design, Build, Finance, Operate and Transfer (the “**DBFOT**”) basis.
- 1.2.** This TOR shall apply to development, construction, operation and maintenance of the Project.

## **2. Definitions and Interpretation**

- 2.1.** The words and expressions beginning with or in capital letters used in this TOR and not defined herein but defined in the Agreement shall have, unless repugnant to the context, the meaning respectively assigned to them in the Agreement.
- 2.2.** References to Articles, Clauses and Schedules in this TOR shall, except where the context otherwise requires, be deemed to be references to the Articles, Clauses and Schedules of the Agreement, and references to Paragraphs shall be deemed to be references to Paragraphs of this TOR.
- 2.3.** The rules of interpretation stated in Clauses 1.2, 1.3 and 1.4 of the Agreement shall apply, mutatis mutandis, to this TOR.

## **3. Role and functions of the Independent Engineer**

- 3.1.** The role and functions of the Independent Engineer shall include the following:
- (a) review of the Master Plan, designs, Drawings, and Documents as set forth in Paragraph 4;
  - (b) review, inspection and monitoring of Construction Works as set forth in Paragraph 5;
  - (c) reviewing and witnessing the Tests on completion of construction and issuing Completion/ Provisional Completion as set forth in Paragraph 5;
  - (d) review, inspection and monitoring of O&M as set forth in Paragraph 6;
  - (e) review, inspection and monitoring of Divestment Requirements as set forth in Paragraph 7;
  - (f) determining, as required under the Agreement, the costs of any works or services and/or their reasonableness;

- (g) determining, as required under the Agreement, the period or any extension thereof, for performing any duty or obligation;
  - (h) assisting the Parties in resolution of Disputes as set forth in Paragraph 9; and
  - (i) undertaking all other duties and functions in accordance with the Agreement.
- 3.2.** The Independent Engineer shall discharge its duties in a fair, impartial and efficient manner, consistent with the highest standards of professional integrity and Good Industry Practice.

#### **4. Development Period**

- 4.1.** During the Development Period, the Independent Engineer shall undertake a detailed review of the Master Plan, designs and Drawings to be furnished by the Concessionaire along with the supporting data, including the geo-technical and hydrological investigations, characteristics of materials from borrow areas and quarry sites, topographical surveys and traffic surveys. The Independent Engineer shall complete such review and send its comments/observations to the Authority and the Concessionaire within 15 (fifteen) days of receipt of such Master Plan, Development Plan and Drawings. In particular, such comments shall specify the conformity or otherwise of Master Plan, Development Plan and such Drawings with the Scope of the Project and Specifications and Standards.
- 4.2.** The brief scope of Independent Engineer at this stage includes, but not limited to, the following:
- 4.2.1. Review of all design, Drawings, specifications and procurement documents:
- (a) design basis;
  - (b) design shall comply to the approved Master Plan;
  - (c) comments on the design, drawings, quantities and cost shall be submitted to Authority;
  - (d) all design and specifications shall be reviewed as per the development standards and requirements;
  - (e) to verify the list of items and quantities of all items in the bill of quantities of various procurement documents submitted by the Concessionaire and propose modification to the same, if necessary, along with financial implication including any deviations from the Master Plan.
- 4.2.2. Review of award of works and commercial contracts by the Concessionaire:



- (a) contract document shall be reviewed for technical (design, construction, completion and commissioning) and commercial conditions;
  - (b) review and comment on capability of contractors;
  - (c) review the procedure of tendering and award of contract adopted by the Concessionaire.
- 4.3.** The Independent Engineer shall review any modified Drawings or supporting documents sent to it by the Authority and furnish its comments within 7 (seven) days of receiving such Drawings or documents to the Authority.
- 4.4.** The Independent Engineer shall review the Drawings in accordance with Schedule J and furnish its comments thereon to the Authority and the Concessionaire within 7 (seven) days of receiving such Drawings. The Independent Engineer shall also review the Safety Report and furnish its comments thereon to the Authority within 15 days of receiving such report.
- 4.5.** The Independent Engineer shall review the detailed design, construction methodology, quality assurance procedures and the procurement, engineering and construction time schedule sent to it by the Authority, which is prepared by the Concessionaire and furnish its comments within 15 (fifteen) days of receipt thereof.
- 4.6.** Upon reference by the Authority, the Independent Engineer shall review and comment on the EPC Contract or any other contract for construction of the relevant Phase of Airport and furnish its comments within 7 (seven) days from receipt of such reference from the Authority.

## **5. Construction Period**

- 5.1.** In respect of the Master Plan, Development Plan, Drawings and Documents received by the Independent Engineer for its review and comments during the Construction Period, the provisions of Paragraph 4 shall apply, *mutatis mutandis*.
- 5.2.** The Independent Engineer shall review the progress reports furnished by the Concessionaire with respect to the following and send its comments thereon to the Authority within 7 (seven) days of receipt of such report:
- (a) compliance with approved Master Plan, Development Plan, drawings, Standards and Specifications;
  - (b) ensure that the reports prepared by the Concessionaire has been in line with all the requirements of Master Plan, Development Plan and Agreement;
  - (c) review and assessment of quantities of works and timelines for completion of

the same;

- (d) review and verify all the development works mentioned in the report physically on the ground with respect to the requirements as per the Standards and Specifications;
- (e) review and provide its comments on quality of the works and identify any work or part of work requires to be rectified before completion of the work; and
- (f) review and adopt a project controls perspective, adequacy of resources that integrates cost and schedule, projecting potential trends (both negative and positive) and claims which may affect the approved construction cost.

**5.3.** The Independent Engineer shall inspect the Construction Works once every month, preferably after receipt of the monthly progress report from the Concessionaire, but before the 20th (twentieth) day of each month in any case, and make out a report of such inspection (“Inspection Report”) setting forth an overview of the status, progress, quality and safety of construction, including the work methodology adopted, the materials used and their sources, and conformity of Construction Works with the Scope of the Project and the Specifications and Standards. In a separate section of the Inspection Report, the Independent Engineer shall describe in reasonable detail the lapses, defects or deficiencies observed by it in the construction of the Airport. The Independent Engineer shall send a copy of its Inspection Report to the Authority and the Concessionaire within 7 (seven) days of the inspection.

**5.4.** The Independent Engineer may inspect the Airport more than once in a month if any lapses, defects or deficiencies require such inspections.

**5.5.** For determining that the Construction Works conform to Specifications and Standards, the Independent Engineer shall require the Concessionaire to carry out, or cause to be carried out, tests on a sample basis, to be specified by the Independent Engineer in accordance with Good Industry Practice for quality assurance. For purposes of this Paragraph 5.5, the tests specified in the relevant manuals specified by the Authority in relation to structures, buildings and equipment (“**Quality Control Manuals**”) or any modification/ substitution thereof shall be deemed to be tests conforming to Good Industry Practice for quality assurance. The Independent Engineer shall issue necessary directions to the Concessionaire for ensuring that the tests are conducted in a fair and efficient manner, and shall monitor and review the results thereof.

- 5.6.** The sample size of the tests, to be specified by the Independent Engineer under Paragraph 5.5, shall comprise 10% (ten percent) of the quantity or number of tests prescribed for each category or type of tests in the Quality Control Manuals, provided that the Independent Engineer may, for reasons to be recorded in writing, increase the aforesaid sample size by up to 10% (ten percent) for certain categories or types of tests.
- 5.7.** The timing of tests referred to in Paragraph 5.5, and the criteria for acceptance/rejection of their results shall be determined by the Independent Engineer in accordance with the Quality Control Manuals. The tests shall be undertaken on a random sample basis and shall be in addition to, and independent of, the tests that may be carried out by the Concessionaire for its own quality assurance in accordance with Good Industry Practice.
- 5.8.** In the event, the Concessionaire carries out any remedial works for removal or rectification of any defects or deficiencies, the Independent Engineer shall require the Concessionaire to carry out, or cause to be carried out, tests to determine that such remedial works have brought the Construction Works into conformity with the Specifications and Standards, and the provisions of this Paragraph 5 shall apply to such tests.
- 5.9.** In the event that the Concessionaire fails to achieve any of the Phase Milestones, the Independent Engineer shall undertake a review of the progress of construction and identify potential delays, if any. If the Independent Engineer shall determine that completion of the Airport is not feasible within the time specified in the Agreement, it shall, through the Authority, require the Concessionaire to indicate within 15 (fifteen) days the steps proposed to be taken to expedite the progress, and the period within which COD shall be achieved. Upon receipt of such a report from the Authority, the Independent Engineer shall review the same and send its comments to the Authority forthwith.
- 5.10.** If at any time during the Construction Period, the Independent Engineer determines that the Concessionaire has not made adequate arrangements for the safety of workers and Users in the zone of construction, or that any work is being carried out in a manner that threatens the safety of the workers and the Users, it shall make a recommendation to the Authority forthwith, identifying the whole or part of the Construction Works that should be suspended for ensuring safety in respect thereof.

- 5.11.** In the event that the Concessionaire carries out any remedial measures to secure the safety of suspended works [and Users], the Authority may, by notice in writing, require the Independent Engineer to inspect such works, and within 3 (three) days of receiving such notice, the Independent Engineer shall inspect the suspended works and make a report to the Authority forthwith, recommending whether or not such suspension may be revoked by the Authority.
- 5.12.** If suspension of Construction Works is for reasons not attributable to the Concessionaire, the Independent Engineer shall recommend the extension of dates set forth in the Phase Completion Schedule for Phase I, to which the Concessionaire is reasonably entitled, and shall notify the Authority of the same.
- 5.13.** The Independent Engineer shall witness all the Tests being undertaken by the Concessionaire and based on the outcome of the Tests specified in Schedule H submit a report on Completion or Provisional Completion, as the case may be. For carrying out its functions under this Paragraph 5.13 and all matters incidental thereto, the Independent Engineer shall act under and in accordance with the provisions of ARTICLE 14 and Schedule H.
- 5.14.** Upon reference from the Authority, the Independent Engineer shall make a fair and reasonable assessment of the costs of providing information, works and services as set forth in ARTICLE 16 and certify the reasonableness of such costs for payment by the Authority to the Concessionaire.
- 5.15.** The Independent Engineer shall aid and advise the Concessionaire in preparing the Maintenance Manual.

## **6. Operation Period**

- 6.1.** In respect of the Drawings, Documents and reports received by the Independent Engineer for its review and comments during the Operation Period, the provisions of Paragraph 4 shall apply, *mutatis mutandis*.
- 6.2.** The Independent Engineer shall review the annual maintenance programme furnished by the Concessionaire and send its comments thereon to the Authority and the Concessionaire within 15 (fifteen) days of receipt of the maintenance programme.
- 6.3.** The Independent Engineer shall review the monthly and quarterly status report furnished by the Concessionaire and send its comments thereon to the Authority and the Concessionaire within 7 (seven) days of receipt of such report.

- 6.4.** The Independent Engineer shall inspect the Airport, once every month, preferably after receipt of the monthly and quarterly status report from the Concessionaire, but before the 20th (twentieth) day of each month in any case and make out an O&M inspection report setting forth an overview of the status, quality and safety of O&M including its conformity with the Key Performance Indicators, Maintenance Requirements and Safety Requirements. In a separate section of the O&M Inspection Report, the Independent Engineer shall describe in reasonable detail the lapses, defects or deficiencies observed by it in O&M of the Airport. The Independent Engineer shall send a copy of its O&M Inspection Report to the Authority and the Concessionaire within 7 (seven) days of the inspection.
- 6.5.** The Independent Engineer may inspect the Airport more than once in a month, if any lapses, defects or deficiencies require such inspections.
- 6.6.** The Independent Engineer shall in its O&M Inspection Report specify the tests, if any, that the Concessionaire shall carry out, or cause to be carried out, for the purpose of determining that the Airport is in conformity with the Maintenance Requirements. It shall monitor and review the results of such tests and the remedial measures, if any, taken by the Concessionaire in this behalf.
- 6.7.** In respect of any defect or deficiency referred to in Paragraph 3 of Schedule I, the Independent Engineer shall, in conformity with Good Industry Practice, specify the permissible limit of deviation or deterioration with reference to the Specifications and Standards and shall also specify the time limit for repair or rectification of any deviation or deterioration beyond the permissible limit.
- 6.8.** The Independent Engineer shall determine if any delay has occurred in completion of repair or remedial works in accordance with the Agreement, and shall also determine the Damages, if any, payable for such delay.
- 6.9.** The Independent Engineer shall examine the request of the Concessionaire for closure of the Airport for undertaking maintenance/repair thereof, keeping in view the need to minimise disruption in traffic and the time required for completing such maintenance/ repair in accordance with Good Industry Practice. .
- 6.10.** In the event that the Concessionaire notifies the Authority and the Independent Engineer of any modifications that it proposes to make to the Airport, the Independent Engineer shall review the same and send its comments to the Authority and the Concessionaire within 15 (fifteen) days of receiving the proposal.

- 6.11.** The Independent Engineer shall, at least once every month, conduct an audit of the systems installed by the Concessionaire, to check its accuracy.
- 6.12.** The Independent Engineer shall at the end of the Concession Period (including, extension , if any) provide assistance on transfer of the Project Assets from the Concessionaire to the Authority and assist the Authority in undertaking all necessary activities required for issuance of Vesting Certificate to the Concessionaire in accordance with the terms of the Agreement.

## **7. Termination**

- 7.1.** At any time, not earlier than 90 (ninety) days prior to Termination, but not later than 15 (fifteen) days prior to such Termination, the Independent Engineer shall, in the presence of a representative of the Concessionaire, inspect the Airport for determining compliance by the Concessionaire with the Divestment Requirements set forth in Clause 35 and, if required, cause tests to be carried out at the Concessionaire's cost for determining such compliance. If the Independent Engineer determines that the status of the Airport is such that its repair and rectification would require a larger amount than the sum set forth in Clause 37.2, it shall recommend retention of the required amount in the Escrow Account and the period of retention thereof.
- 7.2.** The Independent Engineer shall inspect the Airport once in every 15 (fifteen) days during a period of 90 (ninety) days after Termination for determining the liability of the Concessionaire under Article 38, in respect of the defects or deficiencies specified therein. If any such defect or deficiency is found by the Independent Engineer, it shall make a report in reasonable detail and send it forthwith to the Authority and the Concessionaire.

## **8. Determination of costs and time**

- 8.1.** The Independent Engineer shall determine the costs, and/or their reasonableness, that are required to be determined by it under the Agreement.
- 8.2.** The Independent Engineer shall determine the period, or any extension thereof, that is required to be determined by it under the Agreement.

## **9. Assistance in Dispute resolution**

- 9.1.** When called upon by either Party in the event of any Dispute, the Independent Engineer shall mediate and assist the Parties in arriving at an amicable settlement.
- 9.2.** In the event of any disagreement between the Parties regarding the meaning, scope and nature of Good Industry Practice, as set forth in any provision of the Agreement,

the Independent Engineer shall specify such meaning, scope and nature by issuing a reasoned written statement relying on Good Industry Practice and authentic literature.

#### **10. Other duties and functions**

The Independent Engineer shall perform all other duties and functions specified in the Agreement.

#### **11. Miscellaneous**

- 11.1.** The Independent Engineer shall notify its programme of inspection to the Authority and to the Concessionaire, who may, in their discretion, depute their respective representatives to be present during the inspection.
- 11.2.** The Independent Engineer shall retain at least 1 (one) copy each of Master Plan, all Drawings and Documents received by it, including „as-built“ Drawings, and keep them in its safe custody.
- 11.3.** Upon completion of its assignment hereunder, the Independent Engineer shall duly classify and list the Master Plan, all Drawings, Documents, results of tests and other relevant records, and hand them over to the Authority or such other person as the Authority may specify, and obtain written receipt thereof. 2 (Two) copies of the said documents shall also be furnished in their editable digital format or in such other medium or manner as may be acceptable to the Authority.
- 11.4.** Wherever no period has been specified for delivery of services by the Independent Engineer, the Independent Engineer shall act with the efficiency and urgency necessary for discharging its functions in accordance with Good Industry Practice.

## **SCHEDULE–2: INDEPENDENT ENGINEER AGREEMENT**



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## AGREEMENT

### INDEPENDENT ENGINEER AGREEMENT

This AGREEMENT (hereinafter called the “Agreement”) is made on the ..... day of the month of 20..., between, on the one hand, the [President of India acting through .....] (hereinafter called the “Authority” which expression shall include their respective successors and permitted assigns, unless the context otherwise requires) and, on the other hand, ..... (hereinafter called the “Independent Engineer” which expression shall include their respective successors and permitted assigns).

#### WHEREAS

- (A) The Government of Andhra Pradesh acting through the Andhra Pradesh Airports development corporation (APADCL) (“**The Authority**”) for development of Greenfield Airport at Bhogapuram through PPP mode on DBFOT basis.
- (B) The Government of Andhra Pradesh had appointed Infrastructure Corporation of Andhra Pradesh Ltd (INCAP) (the “**Tender Inviting Authority**”) as the as the nodal agency to provide transaction advisory services for appointment of Independent Engineer.
- (C) The Tender Inviting Authority vide its Request for Proposal for SELECTION OF INDEPENDENT ENGINEER (hereinafter called the “**Independent Engineer**”) for the Project (hereinafter called the “Project”);
- (D) the Consultant submitted its proposals for the aforesaid work, whereby the Consultant represented to the Authority that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to the Authority on the terms and conditions as set forth in the RFP and this Agreement; and
- (E) the Authority, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated ..... (the “LOA”); and
- (F) in pursuance of the LOA, the parties have agreed to enter into this Agreement. NOW, THEREFORE, the parties hereto hereby agree as follows:

## **1. GENERAL**

### **1.1. Definitions and Interpretation**

1.1.1. The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

- (a) **“Additional Costs”** shall have the meaning set forth in Clause 6.1.2;
- (b) **“Agreement”** means this Agreement, together with all the Annexes;
- (c) **“Agreement Value”** shall have the meaning set forth in Clause 6.1.2;
- (d) **“Applicable Laws”** means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time;
- (e) **“Confidential Information”** shall have the meaning set forth in Clause 3.3;
- (f) **“Conflict of Interest”** shall have the meaning set forth in Clause 3.2 read with the provisions of RFP;
- (g) **“Dispute”** shall have the meaning set forth in Clause 9.2.1;
- (h) **“Effective Date”** means the date on which this Agreement comes into force and effect pursuant to Clause 2.1;
- (i) **“Expatriate Personnel”** means such persons who at the time of being so hired had their domicile outside India;
- (j) **“Government”** means the Government of ;
- (k) **“INR, Re. or Rs.”** means Indian Rupees;
- (l) **“Member”**, in case the Consultant consists of a joint venture or consortium of more than one entity, means any of these entities, and **“Members”** means all of these entities;
- (m) **“Party”** means the Authority or the Consultant, as the case may be, and Parties means both of them;
- (n) **“Personnel”** means persons hired by the Consultant or by any Sub- Consultant as employees and assigned to the performance of the Services or any part thereof;
- (o) **“Resident Personnel”** means such persons who at the time of being so hired had their domicile inside India;
- (p) **“RFP”** means the Request for Proposal document in response to which the Consultant’s proposal for providing Services was accepted;

- (q) **“Services”** means the work to be performed by the Consultant pursuant to this Agreement, as described in the Terms of Reference hereto;
- (r) **“Sub-Consultant”** means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clause 4.7; and
- (s) **“Third Party”** means any person or entity other than the Government, the Authority, the Consultant or a Sub-Consultant.

1.1.2. The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- (a) Agreement;
- (b) Annexes of Agreement;
- (c) RFP; and
- (d) Letter of Award.

## **1.2. Relation between the Parties**

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between the Authority and the Consultant. The Consultant shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

## **1.3. Rights and obligations**

The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Agreement, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Agreement; and
- (b) the Authority shall make payments to the Consultant in accordance with the provisions of the Agreement.

## **1.4. Governing law and jurisdiction**

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts in the State in which the Authority has its headquarters shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

#### **1.5. Language**

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English language.

#### **1.6. Table of contents and headings**

The table of contents, headings or sub-headings in this Agreement are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

#### **1.7. Notices**

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing and shall:

- (a) in the case of the Consultant, Communicated by e-mail and by letter delivered by hand to the address given and marked for attention of the Consultant's Representative set out below in Clause 1.10 or to such other person as the Consultant may from time to time designate by notice to the Authority; provided that notices or other communications to be given to an address outside the city specified in Sub-clause (b) below may, if they are subsequently confirmed by sending a copy thereof by registered acknowledgement due, air mail or by courier, be sent by e-mail to the number as the Consultant may from time to time specify by notice to the Authority;
- (b) in the case of the Authority, be given by e-mail and by letter delivered by hand and be addressed to the Authority with a copy delivered to the Authority

Representative set out below in Clause 1.10 or to such other person as the Authority may from time to time designate by notice to the Consultant; provided that if the Consultant does not have an office in the same city as the Authority's office, it may send such notice by e- mail and by registered acknowledgement due,air mail or by courier; and

- (c) any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post it ought to have been delivered and in all other cases, it shall be deemed to have been delivered on the actual date and time of delivery; provided that in the case of e-mail, it shall be deemed to have been delivered on the working days following the date of its delivery.

## **1.8. Location**

The Services shall be performed at the site of the Project in accordance with the provisions of RFP and at such locations as are incidental thereto, including the offices of the Consultant.

## **1.9. Authority of Member-in-charge**

In case the Consultant consists of a consortium of more than one entity, the Parties agree that the Lead Member shall act on behalf of the Members in exercising all the Consultant's rights and obligations towards the Authority under this Agreement, including without limitation the receiving of instructions and payments from the Authority.

## **1.10. Authorised Representatives**

- 1.10.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by the Authority or the Consultant, as the case may be, may be taken or executed by the officials specified in this Clause 1.10.
- 1.10.2. The Authority may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, the Authority Representative shall be:

.....



.....

Tel: .....

Mobile: .....

Email: .....

- 1.10.3. The Consultant may designate one of its employees as Consultant's Representative. Unless otherwise notified, the Consultant's Representative shall be:

.....

.....

Tel: .....

Mobile: .....

Email: .....

#### **1.11. Taxes and duties**

Unless otherwise specified in the Agreement, the Consultant shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws and the Authority shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it.

## **2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT**

### **2.1. Effectiveness of Agreement**

This Agreement shall come into force and effect on the date when the Concessionaire starts the work. (the "Effective Date").

### **2.2. Commencement of Services**

The Consultant shall commence the Services on the date when the Concessionaire starts the work i. e Effective Date, unless otherwise agreed by the Parties.

**2.3. Termination of Agreement for failure to commence Services**

If the Consultant does not commence the Services within the period specified in Clause 2.2 above, the Authority may, by not less than 2 (two) weeks notice to the Consultant, declare this Agreement to be null and void, and in the event of such a declaration, the Bid Security of the Consultant shall stand forfeited.

**2.4. Expiry of Agreement**

Unless terminated earlier pursuant to Clauses 2.3 or 2.9 hereof, this Agreement shall, unless extended by the Parties by mutual consent, expire upon the earlier of (i) expiry of a period of 90 (ninety) days after the delivery of the final deliverable to the Authority; and (ii) the expiry of 3 (Three) years from the Effective Date. Upon Termination, the Authority shall make payments of all amounts due to the IE hereunder.

**2.5. Entire Agreement**

- 2.5.1. This Agreement and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.
- 2.5.2. Without prejudice to the generality of the provisions of Clause 2.5.1, on matters not covered by this Agreement, the provisions of RFP shall apply.

**2.6. Modification of Agreement**

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the

Parties. Pursuant to Clauses 4.2.3 and 6.1.3 hereof, however, each Party shall give due consideration to any proposals for modification made by the other Party.

## **2.7. Force Majeure**

### **2.7.1. Definition**

- (a) For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- (b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub- Consultant or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.
- (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### **2.7.2. No breach of Agreement**

The failure of a Party to fulfil any of its obligations hereunder 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.

### **2.7.3. Measures to be taken**

- (a) Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
- (b) Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (c) The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.

#### 2.7.4. Extension of time

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### 2.7.5. Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to be reimbursed for Additional Costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period.

#### 2.7.6. Consultation

Not later than 30 (thirty) days after the Consultant has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

### 2.8. Suspension of Agreement

The Authority may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this

Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 30 (thirty) days after receipt by the Consultant of such notice of suspension.

## **2.9. Termination of Agreement**

### **2.9.1. By the Authority**

The Authority shall have the right, by not less than 30 (thirty) days written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

- (a) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 2.8 herein above, within 30 (thirty) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- (b) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (c) the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 9 hereof;
- (d) the Consultants shall not terminate their engagement or change the key personnel of the Consultant without the consent of the Authority;
- (e) the Consultant submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Consultant knows to be false;
- (f) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
- (g) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or

- (h) the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

2.9.2. By the Consultant

The Consultant may, by not less than 30 (thirty) days written notice to the Authority, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

- (a) the Authority fails to pay any money due to the Consultant pursuant to this Agreement and not subject to dispute pursuant to Clause 9 hereof within 60 (sixty) days after receiving written notice from the Consultant that such payment is overdue;
- (b) the Authority is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 60 (sixty) days (or such longer period as the Consultant may have subsequently granted in writing) following the receipt by the Authority of the Consultant's notice specifying such breach;
- (c) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (d) the Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause 9 hereof.

2.9.3. Cessation of rights and obligations

Upon termination of this Agreement pursuant to Clauses 2.3 or 2.9 hereof, or upon expiration of this Agreement pursuant to Clause 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, or which expressly survive such Termination; (ii) the obligation of confidentiality set forth in Clause 3.3 hereof; (iii) the Consultant's obligation to permit inspection, copying and auditing of such of its accounts and records set forth in Clause 3.6, as relate to the Consultant's Services provided under this Agreement; and (iv) any right or remedy which a Party may have under this Agreement or the Applicable Law.

2.9.4. Cessation of Services

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Authority, the Consultant shall proceed as provided respectively by Clauses 3.9 or 3.10 hereof.

#### 2.9.5. Payment upon Termination

Upon termination of this Agreement pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Authority shall make the following payments to the Consultant (after offsetting against these payments any amount that may be due from the Consultant to the Authority):

- (a) remuneration pursuant to Clause 6 hereof for Services satisfactorily performed prior to the date of termination;
- (b) reimbursable expenditures pursuant to Clause 6 hereof for expenditures actually incurred prior to the date of termination; and
- (c) except in the case of termination pursuant to sub-clauses (a) through
- (d) (e) of Clause 2.9.1 hereof, reimbursement of any reasonable cost incidental to the prompt and orderly termination of the Agreement including the cost of the return travel of the Consultant's personnel.

#### 2.9.6. Disputes about Events of Termination

If either Party disputes whether an event specified in Clause 2.9.1 or in Clause 2.9.2 hereof has occurred, such Party may, within 30 (thirty) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 9 hereof, and this Agreement shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

### **3. OBLIGATIONS OF THE CONSULTANT**

#### **3.1. General**

##### **3.1.1. Standards of Performance**

The Consultant shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Authority, and shall at all times support and safeguard the Authority's legitimate interests in any dealings with Sub-Consultants or Third Parties.

**3.1.2. Terms of Reference**

The scope of services to be performed by the Consultant is specified in the Terms of Reference (the “**TOR**”) at Annex-1 of this Agreement. The Consultant shall provide the Deliverables specified therein in conformity with the time schedule stated therein.

**3.1.3. Applicable Laws**

The Consultant shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that any Sub-Consultant, as well as the Personnel and agents of the Consultant and any Sub-Consultant, comply with the Applicable Laws.

**3.2. Conflict of Interest**

- 3.2.1. The Consultant shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.
- 3.2.2. Consultant and Affiliates not to be otherwise interested in the Project

The Consultant agrees that, during the term of this Agreement and after its termination, the Consultant or any Associate thereof and any entity affiliated with the Consultant, as well as any Sub-Consultant and any entity affiliated with such Sub-Consultant, shall be disqualified from providing goods, works, services, loans or equity for any project resulting from or closely related to the Services and any breach of this obligation shall amount to a Conflict of Interest; provided that the restriction herein shall not apply after a period of five years from the completion of this assignment or to consulting



assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services provided to the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services provided to the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant's firm or a person who holds more than 5% (five per cent) of the subscribed and paid-up share capital of the Consultant, as the case may be, and any Associate thereof.

3.2.3. Prohibition of conflicting activities

Neither the Consultant nor its Sub-Consultant nor the Personnel of either of them shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement;
- (b) after the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) at any time, such other activities as have been specified in the RFP as Conflict of Interest.

3.2.4. Consultant not to benefit from commissions, discounts, etc.

The remuneration of the Consultant pursuant to Clause 6 hereof shall constitute the Consultant's sole remuneration in connection with this Agreement or the Services and the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-Consultant, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.5. The Consultant and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the

**“Prohibited Practices”**). Notwithstanding anything to the contrary contained in this Agreement, the Authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the performance security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority towards, inter alia, the time, cost and effort of the Authority, without prejudice to the Authority’s any other rights or remedy hereunder or in law.

3.2.6. Without prejudice to the rights of the Authority under Clause 3.2.5 above and the other rights and remedies which the Authority may have under this Agreement, if the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

3.2.7. For the purposes of Clauses 3.2.5 and 3.2.6, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) **“corrupt practice”** means (i) the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with Selection Process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in

respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser the Authority in relation to any matter concerning the Project;

- (b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Authority under this Agreement;
- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

### 3.3. Confidentiality

The Consultant, its Sub-Consultants and the Personnel of either of them shall not, either during the term or within two years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Authority to the Consultant, its Sub-Consultants and the Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or finances or any information relating to the Authority’s employees, officers or other professionals or suppliers, customers, or contractors of the Authority; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("Confidential Information"), without the prior written consent of the Authority.

Notwithstanding the aforesaid, the Consultant, its Sub-Consultants and the Personnel of either of them may disclose Confidential Information to the extent that such Confidential Information:

- (a) was in the public domain prior to its delivery to the Consultant, its Sub-Consultants and the Personnel of either of them or becomes a part of the public knowledge from a source other than the Consultant, its Sub-
- (b) Consultants and the Personnel of either of them;
- (c) was obtained from a third party with no known duty to maintain its confidentiality;
- (d) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant, its Sub-Consultants and the Personnel of either of them shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- (e) is provided to the professional advisers, agents, auditors or representatives of the Consultant or its Sub-Consultants or Personnel of either of them, as is reasonable under the circumstances; provided, however, that the Consultant or its Sub-Consultants or Personnel of either of them, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

**3.4. Liability of the Consultant**

- 3.4.1. The Consultant's liability under this Agreement shall be determined by the Applicable Laws and the provisions hereof.
- 3.4.2. The Consultant shall, subject to the limitation specified in Clause 3.4.3, be liable to the Authority for any direct loss or damage accrued or likely to accrue due to deficiency in Services rendered by it.
- 3.4.3. 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:
  - (a) for any indirect or consequential loss or damage; and

- (b) for any direct loss or damage that exceeds (a) the Agreement Value set forth in Clause 6.1.2 of this Agreement, or (b) the proceeds the Consultant may be entitled to receive from any insurance maintained by the Consultant to cover such liability in accordance with Clause 3.5.2, whichever of (a) or (b) is higher.
- 3.4.4. This limitation of liability specified in Clause 3.4.3 shall not affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services subject, however, to a limit equal to 3 (three) times the Agreement Value.
- 3.5. Insurance to be taken out by the Consultant**
  - (a) The Consultant shall, for the duration of this Agreement, take out and maintain, and shall cause any Sub-Consultant to take out and maintain, at its (or the Sub-Consultant's, as the case may be) own cost, but on terms and conditions approved by the Authority, insurance against the risks, and for the coverages, as specified in the Agreement and in accordance with good industry practice.
  - (b) Within 15 (fifteen) days of receiving any insurance policy certificate in respect of insurances required to be obtained and maintained under this clause, the Consultant shall furnish to the Authority, copies of such policy certificates, copies of the insurance policies and evidence that the insurance premium have been paid in respect of such insurance. No insurance shall be cancelled, modified or allowed to expire or lapse during the term of this Agreement.
  - (c) If the Consultant fails to effect and keep in force the aforesaid insurances for which it is responsible pursuant hereto, the Authority shall, apart from having other recourse available under this Agreement, have the option, without prejudice to the obligations of the Consultant, to take out the aforesaid insurance, to keep in force any such insurances, and pay such premium and recover the costs thereof from the Consultant, and the Consultant shall be liable to pay such amounts on demand by the Authority.
  - (d) Except in case of Third Party liabilities, the insurance policies so procured shall mention the Authority as the beneficiary of the Consultant and the Consultant shall procure an undertaking from the insurance company to this effect; provided that in the event the Consultant has a general insurance policy that covers the risks specified in this Agreement and the amount of insurance cover is equivalent to 3

(three) times the cover required hereunder, such insurance policy may not mention the Authority as the sole beneficiary of the Consultant or require an undertaking to that effect.

3.5.2. The Parties agree that the risks and coverages shall include but not be limited to the following:

- (a) Third Party liability insurance as required under Applicable Laws, with a minimum coverage of [Rs. 1 (one) crore]<sup>3</sup>;
- (b) Employer's liability and workers compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultant, in accordance with Applicable Laws; and
- (c) professional liability insurance for an amount no less than the Agreement Value.

The indemnity limit in terms of "Any One Accident" (AOA) and "Aggregate limit on the policy period" (AOP) should not be less than the amount stated in Clause 6.1.2 of the Agreement. In case of consortium, the policy should be in the name of Lead Member and not in the name of individual Members of the consortium.

### **3.6. Accounting, inspection and auditing**

The Consultant shall:

- (a) keep accurate and systematic accounts and records in respect of the Services provided under this Agreement, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and cost, and the basis thereof (including the basis of the Consultant's costs and charges); and
- (b) permit the Authority or its designated representative periodically, and up to one year from the expiration or termination of this Agreement, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Authority.

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<sup>3</sup> This amount may be fixed at 1% (one per cent) of the indicative capital cost of the Project, but subject to a maximum of Rs. 20 (twenty) crore.

**3.7. Consultant's actions requiring the Authority's prior approval**

The Consultant shall obtain the Authority's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Professional Personnel as are not listed in Annex–2.
- (b) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the Sub- Consultant and the terms and conditions of the subcontract shall have been approved in writing by the Authority prior to the execution of the subcontract, and (ii) that the Consultant shall remain fully liable for the performance of the Services by the Sub-Consultant and its Personnel pursuant to this Agreement; or
- (c) any other action that is specified in this Agreement.

**3.8. Reporting obligations**

The Consultant shall submit to the Authority the reports and documents specified in the Agreement, in the form, in the numbers and within the time periods set forth therein.

**3.9. Documents prepared by the Consultant to be property of the Authority**

- 3.9.1. All plans, drawings, specifications, designs, reports and other documents (collectively referred to as “**Consultancy Documents**”) prepared by the Consultant (or by the Sub-Consultants or any Third Party) in performing the Services shall become and remain the property of the Authority, and all intellectual property rights in such Consultancy Documents shall vest with the Authority. Any Consultancy Document, of which the ownership or the intellectual property rights do not vest with the Authority under law, shall automatically stand assigned to the Authority as and when such Consultancy Document is created and the Consultant agrees to execute all papers and to perform such other acts as the Authority may deem necessary to secure its rights herein assigned by the Consultant.
- 3.9.2. The Consultant shall, not later than termination or expiration of this Agreement, deliver all Consultancy Documents to the Authority, together with a detailed inventory thereof. The Consultant may retain a copy of such Consultancy Documents. The Consultant, its

Sub-Consultants or a Third Party shall not use these Consultancy Documents for purposes unrelated to this Agreement without the prior written approval of the Authority.

- 3.9.3. The Consultant shall hold the Authority harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as „Claims“) which may arise from or due to any unauthorised use of such Consultancy Documents, or due to any breach or failure on part of the Consultant or its Sub-Consultants or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of the Authority.

**3.10. Equipment and materials furnished by the Authority**

Equipment and materials made available to the Consultant by the Authority shall be the property of the Authority and shall be marked accordingly. Upon termination or expiration of this Agreement, the Consultant shall furnish forthwith to the Authority, an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the instructions of the Authority. While in possession of such equipment and materials, the Consultant shall, unless otherwise instructed by the Authority in writing, insure them in an amount equal to their full replacement value.

**3.11. Providing access to Project Office and Personnel**

The Consultant shall ensure that the Authority, and officials of the Authority having authority from the Authority, are provided unrestricted access to the Project Office and to all Personnel during office hours. The Authority's official, who has been authorised by the Authority in this behalf, shall have the right to inspect the Services in progress, interact with Personnel of the Consultant and verify the records relating to the Services for his satisfaction.

**3.12. Accuracy of Documents**

The Consultant shall be responsible for accuracy of the data collected by it directly or procured from other agencies/authorities, the designs, drawings, estimates and all other details prepared by it as part of these services. Subject to the provisions of Clause 3.4, it



shall indemnify the Authority against any inaccuracy in its work which might surface during implementation of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Consultant or arises out of its failure to conform to good industry practice. The Consultant shall also be responsible for promptly correcting, at its own cost and risk, the drawings including any re-survey / investigations.

#### **4. CONSULTANT'S PERSONNEL AND SUB-CONSULTANTS**

##### **4.1. General**

The Consultant shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services.

##### **4.2. Deployment of Personnel**

- 4.2.1. The designations, names and the estimated periods of engagement in carrying out the Services by each of the Consultants Personnel are described in Annex- 2 of this Agreement. The estimate of Personnel costs and man day rates are specified in Annex-3 of this Agreement.
- 4.2.2. Adjustments with respect to the estimated periods of engagement of Personnel set forth in the aforementioned Annex-3 may be made by the Consultant by written notice to the Authority, provided that: (i) such adjustments shall not alter the originally estimated period of engagement of any individual by more than 20% (twenty per cent) or one week, whichever is greater, and (ii) the aggregate of such adjustments shall not cause payments under the Agreement to exceed the Agreement Value set forth in Clause 6.1.2 of this Agreement. Any other adjustments shall only be made with the written approval of the Authority.
- 4.2.3. If additional work is required beyond the scope of the Services specified in the Terms of Reference, the estimated periods of engagement of Personnel, set forth in the Annexes of the Agreement may be increased by agreement in writing between the Authority and the Consultant, provided that any such increase shall not, except as otherwise agreed, cause payments under this Agreement to exceed the Agreement Value set forth in Clause 6.1.2.

##### **4.3. Approval of Personnel**

- 4.3.1. The Professional Personnel listed in Annex-2 of the Agreement are hereby approved by the Authority. No other Professional Personnel shall be engaged without prior approval of the Authority.
- 4.3.2. If the Consultant hereafter proposes to engage any person as Professional Personnel, it shall submit to the Authority its proposal along with a CV of such person in the form provided at Appendix-I (Form-12) of the RFP. The Authority may approve or reject such proposal within 14 (fourteen) days of receipt thereof. In case the proposal is rejected, the Consultant may propose an alternative person for the Authority's consideration. In the event the Authority does not reject a proposal within 14 (fourteen) days of the date of receipt thereof under this Clause 4.3, it shall be deemed to have been approved by the Authority.

#### **4.4. Substitution of Key Personnel**

The Authority expects all the Key Personnel specified in the Proposal to be available during implementation of the Agreement. The Authority will not consider any substitution of Key Personnel except under compelling circumstances beyond the control of the Consultant and the concerned Key Personnel. Such substitution shall be limited to not more than two Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. Without prejudice to the foregoing, substitution of one Key Personnel shall be permitted subject to reduction of remuneration equal to 20% (twenty per cent) of the total remuneration specified for the Key Personnel who is proposed to be substituted. In case of a second substitution, such reduction shall be equal to 50% (fifty per cent) of the total remuneration specified for the Key Personnel who is proposed to be substituted.

#### **4.5. Working hours, overtime, leave, etc.**

The Personnel shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in the Agreement, and the Consultant's remuneration shall be deemed to cover these items. All leave to be allowed to the Personnel is excluded from the man days of service set forth in Annex-2. Any taking of leave by any Personnel for a period exceeding 7 (seven) days shall be subject to the prior approval of

the Authority, and the Consultant shall ensure that any absence on leave will not delay the progress and quality of the Services.

#### **4.6. Resident Team Leader and Project Manager**

The person designated as the Team Leader of the Consultant's Personnel shall be responsible for the coordinated, timely and efficient functioning of the Personnel. In addition, the Consultant shall designate a suitable person as Project Manager (the "**Project Manager**") who shall be responsible for day to day performance of the Services.

#### **4.7. Sub-Consultants**

Sub-Consultants listed in Annex-4 of this Agreement are hereby approved by the Authority. The Consultant may, with prior written approval of the Authority, engage additional Sub-Consultants or substitute an existing Sub- Consultant. The hiring of Personnel by the Sub-Consultants shall be subject to the same conditions as applicable to Personnel of the Consultant under this Clause 4.

### **5. OBLIGATIONS OF THE AUTHORITY**

#### **5.1. Assistance in clearances etc.**

Unless otherwise specified in the Agreement, the Authority shall make best efforts to ensure that the Government shall:

- (a) provide the Consultant, its Sub-Consultants and Personnel with work permits and such other documents as may be necessary to enable the Consultant, its Sub-Consultants or Personnel to perform the Services;
- (b) facilitate prompt clearance through customs of any property required for the Services; and
- (c) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

#### **5.2. Access to land and property**

The Authority warrants that the Consultant shall have, free of charge, unimpeded access to the site of the project in respect of which access is required for the performance of Services; provided that if such access shall not be made available to the Consultant as and when so required, the Parties shall agree on (i) the time extension, as may be appropriate, for the performance of Services, and (ii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause 6.1.3.

### **5.3. Change in Applicable Law**

If, after the date of this Agreement, there is any change in the Applicable Laws with respect to taxes and duties which increases or decreases the cost or reimbursable expenses incurred by the Consultant in performing the Services, by an amount exceeding 2% (two per cent) of the Agreement Value specified in Clause 6.1.2, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Agreement shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the aforesaid Agreement Value.

### **5.4. Payment**

In consideration of the Services performed by the Consultant under this Agreement, the Authority shall make to the Consultant such payments and in such manner as is provided in Clause 6 of this Agreement.

## **6. PAYMENT TO THE CONSULTANT**

### **6.1. Cost estimates and Agreement Value**

- 6.1.1. An abstract of the cost of the Services payable to the Consultant is set forth in Annex-5 of the Agreement.
- 6.1.2. Except as may be otherwise agreed under Clause 2.6 and subject to Clause 6.1.3, the payments under this Agreement shall not exceed the agreement value specified herein (the “**Agreement Value**”). The Parties agree that the Agreement Value is Rs. ....  
(Rupees. ....), which does not include the **Additional Costs** specified in Annex-5 (the “**Additional Costs**”).

6.1.3. Notwithstanding anything to the contrary contained in Clause 6.1.2, if pursuant to the provisions of Clauses 2.6 and 2.7, the Parties agree that additional payments shall be made to the Consultant in order to cover any additional expenditures not envisaged in the cost estimates referred to in Clause 6.1.1 above, the Agreement Value set forth in Clause 6.1.2 above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

**6.2. Currency of payment**

All payments shall be made in Indian Rupees. The Consultant shall be free to convert Rupees into any foreign currency as per Applicable Laws.

**6.3. Mode of billing and payment**

Billing and payments in respect of the Services shall be made as follows:-

- (a) A Mobilisation Advance for an amount upto 10% (ten per cent) of the Agreement Value shall be paid to the Consultant on request and against a Bank Guarantee from a Scheduled Bank in India in an amount equal to such advance, such Bank Guarantee to remain effective until the advance payment has been fully set off as provided herein. The advance outstanding shall attract simple interest @ 10% (ten per cent) per annum and shall be adjusted in four equal instalments from the first four stage payments due and payable to the Consultant, and the accrued interest shall be recovered from the fifth instalment due and payable thereafter.
- (b) The Consultant shall be paid for its services as per the Payment Schedule at Annex-6 of this Agreement, subject to the Consultant fulfilling the following conditions:
  - (i) No payment shall be due for the next stage till the Consultant completes, to the satisfaction of the Authority, the work pertaining to the preceding stage.
  - (ii) The Authority shall pay to the Consultant, only the undisputed amount.
- (c) The Authority shall cause the payment due to the Consultant to be made within 30 (thirty) days after the receipt by the Authority of duly completed bills with necessary particulars (the “Due Date”).
- (d) The final payment under this Clause shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Authority. The Services shall be deemed completed

and finally accepted by the Authority and the final deliverable shall be deemed approved by the Authority as satisfactory upon expiry of 90 (ninety) days after receipt of the final deliverable by the Authority unless the Authority, within such 90 (ninety) day period, gives written notice to the Consultant specifying in detail, the deficiencies in the Services. The Consultant shall thereupon promptly make any necessary corrections and/or additions, and upon completion of such corrections or additions, the foregoing process shall be repeated. The Authority shall make the final payment upon acceptance or deemed acceptance of the final deliverable by the Authority.

- (e) Any amount which the Authority has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Agreement shall be reimbursed by the Consultant to the Authority within 30 (thirty) days after receipt by the Consultant of notice thereof. Any such claim by the Authority for reimbursement must be made within 1 (one) year after receipt by the Authority of a final report in accordance with Clause 6.3 (d).
- (f) 10% (ten per cent) of the Agreement Value has been earmarked as Final Payment to be made to the Consultant upon execution of the Concession Agreement. In the event the Concession Agreement does not get executed within 1 (one) year of the Effective Date the Final Payment shall not become due to the Consultant, save and except the costs incurred for meeting its reimbursable expenses during the period after expiry of 18 (eighteen) weeks from the Effective Date, including travel costs and personnel costs, at the agreed rates.
- (g) All payments under this Agreement shall be made to the account of the Consultant as may be notified to the Authority by the Consultant.

## **7. LIQUIDATED DAMAGES AND PENALTIES**

### **7.1. Performance Security**

- 7.1.1. The Authority shall retain by way of performance security (the “Performance Security”),

5% (five per cent) of all the amounts due and payable to the Consultant, to be appropriated against breach of this Agreement or for recovery of liquidated damages as specified in Clause 7.2. The balance remaining out of the Performance Security shall be returned to the Consultant at the end of 3 (three) months after the expiry of this Agreement pursuant to Clause 2.4 hereof. For the avoidance of doubt, the parties hereto expressly agree that in addition to appropriation of the amounts withheld hereunder, in the event of any default requiring the appropriation of further amounts comprising the Performance Security, the Authority may make deductions from any subsequent payments due and payable to the Consultant hereunder, as if it is appropriating the Performance Security in accordance with the provisions of this Agreement.

- 7.1.2. The Consultant may, in lieu of retention of the amounts as referred to in Clause 7.1.1 above, furnish a Bank Guarantee substantially in the form specified at Annex-7 of this Agreement.

**7.2. Liquidated Damages**

**7.2.1. Liquidated Damages for error/variation**

In case any error or variation is detected in the reports submitted by the Consultant and such error or variation is the result of negligence or lack of due diligence on the part of the Consultant, the consequential damages thereof shall be quantified by the Authority in a reasonable manner and recovered from the Consultant by way of deemed liquidated damages, subject to a maximum of 50% (fifty per cent) of the Agreement Value.

**7.2.2. Liquidated Damages for delay**

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 0.2% (zero point two per cent) of the Agreement Value per day, subject to a maximum of 10% (ten per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

### **7.2.3. Encashment and appropriation of Performance Security**

The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Consultant in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause 7.2.

### **7.3. Penalty for deficiency in Services**

In addition to the liquidated damages not amounting to penalty, as specified in Clause 7.2, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarring for a specified period may also be initiated as per policy of the Authority.

### **7.4. No Liability**

In no event will Authority be liable for any consequential, indirect, exemplary, special, or incidental damages to the Consultant arising from or relating to this Agreement. The Authority's total cumulative liability payable by the Authority to the Consultant in connection with this Agreement, whether in contract or tort or otherwise, will not exceed the amount of Rs. [•].

## **8. FAIRNESS AND GOOD FAITH**

### **8.1. Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realisation of the objectives of this Agreement.

### **8.2. Operation of the Agreement**

The Parties recognise that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause



or causes of such unfairness, but failure to agree on any action pursuant to this Clause shall not give rise to a dispute subject to arbitration in accordance with Clause 9 hereof.

## **9. SETTLEMENT OF DISPUTES**

### **9.1. Amicable settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

### **9.2. Dispute resolution**

9.2.1. Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the “**Dispute**”) shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause 9.3.

9.2.2. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

### **9.3. Conciliation**

In the event of any Dispute between the Parties, either Party may call upon Special Chief Secretary/Principal Secretary/Secretary to Government Infrastructure and Investment Department Government of Andhra Pradesh and the Chairman of the Board of Directors of the Consultant or a substitute thereof for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing referred to in Clause 9.2.1 or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of Clause 9.4.

### **9.4. Arbitration**

9.4.1. Any Dispute which is not resolved amicably by conciliation, as provided in Clause 9.3, shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in

accordance with Clause 9.4.2. Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre for Alternative Dispute Resolution, New Delhi (the “**Rules**”), or such other rules as may be mutually agreed by the Parties, and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996. The place of such arbitration shall be the capital of the State where the Authority has its headquarters and the language of arbitration proceedings shall be English.

- 9.4.2. There shall be [a sole arbitrator whose appointment] / [an Arbitral Tribunal of three arbitrators, of whom each Party shall select one, and the third arbitrator shall be appointed by the two arbitrators so selected, and in the event of disagreement between the two arbitrators, the appointment]<sup>4</sup> shall be made in accordance with the Rules.
- 9.4.3. The arbitrators shall make a reasoned award (the “**Award**”). Any Award made in any arbitration held pursuant to this Clause 9 shall be final and binding on the Parties as from the date it is made, and the Consultant and the Authority agree and undertake to carry out such Award without delay.
- 9.4.4. The Consultant and the Authority agree that an Award may be enforced against the Consultant and/or the Authority, as the case may be, and their respective assets wherever situated.
- 9.4.5. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

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<sup>4</sup> Where the Agreement Value specified in Clause 6.1.2 of this Agreement is expected to be less than Rs. 2 crore, the provision for a sole arbitrator shall be retained and where the Agreement Value is likely to be more than Rs. 2 crore, the provision for a Board shall be retained. Depending upon the Agreement Value, one of the two square parentheses shall be deleted from Clause 9.4.2 prior to issuance of the RFP.

**IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.**

**SIGNED, SEALED AND DELIVERED**

**SIGNED, SEALED AND**

**For and on behalf of**

**For and on behalf of**

**Consultant:**

**Authority**

**(Signature)**

**(Signature)**

**(Name)**

**(Name)**

**(Designation)**

**(Designation)**

**(Address)**

**(Address)**

**In the presence of:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Annex-1**  
**Terms of Reference**  
*(Refer Clause 3.1.2)*

(Reproduce Schedule-1 of RFP)

**Annex-2**  
**Deployment of Personnel**  
*(Refer Clause 4.2)*

(Reproduce as per Form-13 of Appendix-I)

**Annex-3**  
**Estimate of Personnel Costs**  
*(Refer Clause 4.2)*

(Reproduce as per Form-3 of Appendix-II)

**Annex-4**  
**Approved Sub-Consultant(s)**  
*(Refer Clause 4.7)*

(Reproduce as per Form-15 of Appendix-I)

**Annex-5**  
**Cost of Services**  
*(Refer Clause 6.1)*

(Reproduce as per Form-2 of Appendix-II)



**Annex-6**  
**Payment Schedule<sup>5</sup>**  
*(Refer Clause 6.3)*

**Proposed Payment Schedule**

1. 10% Mobilization advance against submission of equivalent BG and fully recoverable before expiry of the BG or achievement of Project Milestone –III in manner detailed under Agreement.
2. 40% to be split into 36 months & paid on a monthly basis
3. 50% payment on achievement of following milestones defined below:

Project Milestone	Physical Progress	Financial Progress	Phase Completion Schedule	% Payment to the IE Firm
I				10
II				10
III				15
IV				15

4. 90 days after commencement of Airport commercial operation: 10%

**Note:**

1. The above payments shall be made to the Independent Engineer provided that the payments to be made at any time shall not exceed the amount certified by the Independent Engineer in its Statement of Expenses.
2. All Reports shall first be submitted as draft reports for comments of the Authority. The Authority shall provide its comments no later than 3 (three) weeks from the date of

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<sup>5</sup> The Payment Schedule is indicative and may be suitably modified to meet project-specific requirements, which should be in conformity with the Schedule provided in the TOR at Schedule-1.

receiving a draft report and in case no comments are provided within such 3 (three) weeks, the Independent Engineer shall finalize its report.

3. The Phase completion Schedule /Milestones shall be in accordance with clause 12.5.2 and Schedule G of the Concession Agreement.

**Note:**

1. *The above payments shall be made to the Consultant provided that the payments to be made at any time shall not exceed the amount certified by the Consultant in its Statement of Expenses.*
2. *All Reports shall first be submitted as draft reports for comments of the Authority. The Authority shall provide its comments no later than 3 (three) weeks from the date of receiving a draft report and in case no comments are provided within such 3 (three) weeks, the Consultant shall finalise its report. Provided, however, that the Authority may take upto 4 (four) weeks in providing its comments on the Draft Feasibility Report.*
3. *Feasibility Report shall be completed in 18 (eighteen) weeks excluding the time taken by the Authority in providing its comments on the Draft Feasibility Report. The Consultant may take 1 (one) week for submitting its Final Feasibility Report after receipt of comments from the Authority.*
4. *Final payment of 10% (ten per cent) shall be released upon completion of Services in their entirety, including submission of the Environmental Impact Assessment Report.*
5. *Mobilisation Advance up to 10% (ten per cent) of the total Agreement Value shall be paid on request against Bank Guarantee of a Scheduled Bank.*

## **Annex- 7**

### **Bank Guarantee for Performance Security**

*(Refer Clause 7.1.2)*

To

[The President of India /Governor of]

acting through

.....

.....

.....

In consideration of ..... acting on behalf of the [President of India/Governor of .....] (herein after referred as the “Authority”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) awarding to..... , having its office at (hereinafter referred as the “Consultant” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority’s Agreement no. .... dated ..... valued at Rs (Rupees), (hereinafter referred to as the “Agreement”) the assignment for consultancy services in respect of the ..... Project, and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs (Rupees ..... ) to the Authority for performance of the said Agreement.

We,.....(hereinafter referred to as the “Bank”) at the request of the Consultant do hereby undertake to pay to the Authority an amount not exceeding Rs. .... (Rupees ) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We, ..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be

caused to or suffered by the Authority by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs (Rupees.....).

3. We, ..... (indicate the name of the Bank) do hereby undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

4. We, .....(indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

5. We, ..... (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. .... crore (Rupees ..... crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with Paragraph 2 hereof, on or before [. (indicate the date falling 365 days after the date of this Guarantee)].

For .....

Name of Bank:

Seal of the Bank:

Dated, the ..... day of ....., 20.....

(Signature, name and designation of the

authorised signatory) Notes:

- i. The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- ii. The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

**Annex - 8**  
**Form of Bid Security (Bank Guarantee)**

WHEREAS, \_\_\_\_\_ [name of Bidder] (hereinafter called “the Bidder”) has submitted his Bid dated \_\_\_\_\_ [date] for the work of \_\_\_\_\_ [name of Contract] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We \_\_\_\_\_ [name of bank] of \_\_\_\_\_ [name of country] having our registered office at \_\_\_\_\_ (herein after called “the Bank”) are bound unto \_\_\_\_\_ [name of Employer] (hereinafter called “the Employer”) in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Employer the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

- (1) If after bid opening the Bidder withdraws his bid during the period of Bid validity specified in the Form of Bid;
- Or
- (2) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of Bid validity:
- (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions of Bidders, if required ; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to bidders ; or
  - (c) does not accept the correction of the Bid Price pursuant to Clause 28.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 180 days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
[Signature, name and address]

## Schedule-3

*(See Clause 2.3.3)*

### Guidance Note on Conflict of Interest

1. This Note further explains and illustrates the provisions of Clause 2.3 of the RFP and shall be read together therewith in dealing with specific cases.
2. Consultants should be deemed to be in a conflict of interest situation if it can be reasonably concluded that their position in a business or their personal interest could improperly influence their judgment in the exercise of their duties. The process for selection of consultants should avoid both actual and perceived conflict of interest.
3. Conflict of interest may arise between the Authority and a consultant or between consultants and present or future concessionaries/ contractors. Some of the situations that would involve conflict of interest are identified below:
  - a. Authority and consultants:
    - i. Potential consultant should not be privy to information from the Authority which is not available to others;
    - ii. potential consultant should not have defined the project when earlier working for the Authority;
    - iii. potential consultant should not have recently worked for the Authority overseeing the project.
  - b. Consultants and concessionaires/contractors:
    - i. No consultant should have an ownership interest or a continuing business interest or an on-going relationship with a potential concessionaire/ contractor save and except relationships restricted to project-specific and short-term assignments; or
    - ii. no consultant should be involved in owning or operating entities resulting from the project; or
    - iii. no consultant should bid for works arising from the project.

The participation of companies that may be involved as investors or consumers and officials of the Authority who have current or recent connections to the companies involved, therefore, needs to be avoided.

4. The normal way to identify conflicts of interest is through self-declaration by consultants. Where a conflict exists, which has not been declared, competing companies are likely to bring this to the notice of the Authority.

All conflicts must be declared as and when the consultants become aware of them.

5. Another approach towards avoiding a conflict of interest is through the use of “Chinese walls” to avoid the flow of commercially sensitive information from one part of the consultant’s company to another. This could help overcome the problem of availability of limited numbers of experts for the project. However, in reality effective operation of “Chinese walls” may be a difficult proposition. As a general rule, larger companies will be more capable of adopting Chinese walls approach than smaller companies. Although, “Chinese walls” have been relatively common for many years, they are an increasingly discredited means of avoiding conflicts of interest and should be considered with caution. As a rule, “Chinese walls” should be considered as unacceptable and may be accepted only in exceptional cases upon full disclosure by a consultant coupled with provision of safeguards to the satisfaction of the Authority.
6. Another way to avoid conflicts of interest is through the appropriate grouping of tasks. For example, conflicts may arise if consultants drawing up the terms of reference or the proposed documentation are also eligible for the consequent assignment or project.
7. Another form of conflict of interest called “scope–creep” arises when consultants advocate either an unnecessary broadening of the terms of reference or make recommendations which are not in the best interests of the Authority but which will generate further work for the consultants. Some forms of contractual arrangements are more likely to lead to scope- creep. For example, lump-sum contracts provide fewer incentives for this, while time and material contracts provide built in incentives for consultants to extend the length of their assignment.
8. Every project contains potential conflicts of interest. Consultants should not only avoid any conflict of interest, they should report any present/ potential conflict of interest to the Authority at the earliest. Officials of the Authority involved in development of a project shall be responsible for identifying and resolving any conflicts of interest. It should be ensured that safeguards are in place to preserve fair and open competition and measures should be taken to eliminate any conflict of interest arising at any stage in the process.



APPENDIX-I

(See Clause 2.1.3)

**TECHNICAL PROPOSAL**

Form-1

**Letter of Proposal**

(On Applicant's letter head)

(Date and Reference) To,

.....

.....

.....

Sub: Selection of Independent Engineer for Development, Construction and Operation of Greenfield International Airport at Bhogapuram, Vizianagaram District, 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 as Consultant for the ..... Project. The proposal is unconditional and unqualified.

2. 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.
3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three 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.

7. I/We declare that:
- (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
  - (b) I/We do not have any Conflict of Interest in accordance with Clause
  - (c) 2.3 of the RFP Document;
  - (d) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - (e) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with Clause 2.8 of the RFP document.
9. I/We declare that we/any member of the consortium, are/is not a Member of a/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 against our CEO or any of our Directors/Managers/employees.
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. The Bid Security of Rs. .... (Rupees ..... ) in the form of a Demand Draft is attached, in accordance with the RFP document.
15. I/We agree and understand that the proposal is subject to the provisions of the RFPdocument. 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.
16. I/We agree to keep this offer valid for 180 (One Hundred and Eighty) days from the Proposal Due Date specified in the RFP.
17. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in Form-4.
18. In the event of my/our firm/ consortium being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the form at Schedule–2 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
19. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
20. The Financial Proposal is being uploaded separately. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
21. 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 Applicant / Lead Member)

## ANNEX-8

### Monthly Progress Report during Construction Period

#### 1. Executive Summary

##### 1.1. Construction progress in current month i.e. [MONTH], [YEAR]

Key reporting metrics Value/ Percentage/ Amount	Value/ Percentage/ Amount
Scheduled Physical Progress (%)	
Cumulative Physical Progress upto current month	
(%)	
Physical Progress during current month (%)	
Financial progress (%)	
Cumulative Expenditure till date (Rs Cr)	
Tests passed as % of total tests witnessed by IE	
Tests passed as % of total tests conducted by IE	
Number of pending Change of Scope (COS)	
Amount for pending COS (Rs Cr)	

##### 1.2. Critical issues, Recommendations of IE, Actions by IE, Actions by Concessionaire/ Authority and Final Status.

- 1) Nature of Issue: [a description to be given about the issue say slow progress]
  - a. *Recommendation of IE: [e.g. Concessionaire should take the XXX steps etc.]*
  - b. *Action by IE: [Request for revised work plan from Concessionaire including specific activities on structures]. The copies of documentary evidence of action taken by IE to be attached.*
  - c. *Action by Concessionaire/Authority (as applicable): The copies of documentary evidence of action taken by the Concessionaire to be attached.*
  - d. *Final status of the Issue: [i.e. whether resolved or yet to be resolved with actual / estimated date] copies of documentary evidence.*

## 2. Project Overview

### 2.1. Salient Features of Project

<b>Project Name</b>	
<b>Total Project Cost (in Cr)</b>	
<b>Concessionaire Name (SPV &amp; Parent Company)</b>	
<b>Date of Award (LOA Date)</b>	
<b>Appointed Date</b>	
<b>Contract Period</b>	
<b>Construction Period (in Days)</b>	
<b>O&amp;M Period (in Days)</b>	
<b>Scheduled Date of Completion</b>	
<b>Independent Engineer</b>	
<b>IE Agreement Date</b>	

### 2.2. Project Milestones

<b>Project Milestone</b>	Description (Days from Appointed date)	Planned		Actual		Delay (No. of Days)	Current Status
		<b>Physical Progress (%)</b>	<b>Scheduled Date</b>	<b>Physical Progress (%)</b>	<b>Physical Progress (%)</b>		
<b>Milestone I</b>							
<b>Milestone II</b>							
<b>Scheduled Completion</b>							

### 3. Status of Obligations as per Agreement

#### Expected Contents & Structure

*Please write a summary of non-compliances of contractual obligations highlighting reasons for delay, stating pending actions and their potential risk to the project's progress and recommended actions by the IE.*

*Critical obligations and constraints of Concessionaire as per contract*

*Critical obligations of authority as per contract*

*Critical pending obligations of IE as per contract*

**NOTE:** *Please include important issues requiring intervention of various parties, giving details and background wherever necessary*

### 4. Physical Progress

Component	% Weightage	Physical Progress (During Current Month)	Physical Progress (Cumulative, Upto Current Month)

### 5. Financial Progress

TPC (Cr)	Cumulative inflow to Escrow till previous month (Cr)	Cumulative outflow from Escrow till previous month(Cr)	Inflow to Escrow during the month (Cr)	Outflow from Escrow during the month(Cr)

**6. Summary of quality control tests (as per quality assurance manual).**

Tests carried out by the Concessionaire

Sl N o.	Description of test	Frequency of tests	Up to date Total no. of test	Total test up to Previous month	Total test in the current month Cumulative No. of tests	Remarks

*Note: Similar tables shall also be provided in respect of:*

- 1. Test witnessed by IE*
- 2. Tests carried out at outside laboratory*
- 3. Non-destructive test.*

**7. List of important Material/Equipment, their quantity & make used.**

***Note:- The format for Monthly Progress report is indicative and for illustration only. However, it shall be finalized in consultation with the Authority after Award of Work.***

## APPENDIX-I

### Form-2

#### Particulars of the Applicant

1.1	<p>Title of Consultancy:</p> <p style="text-align: center;">INDEPENDENT ENGINEER FOR DEVELOPMENT, CONSTRUCTION AND OPERATION OF GREENFIELD INTERNATIONAL AIRPORT AT BHOGAPURAM, VIZIANAGARAM DISTRICT, ANDHRA PRADESH</p>
1.2	<p>Title of Project:</p> <p>..... Project</p>
1.3	<p>State whether applying as Sole Firm or Lead Member of a consortium:</p> <p>Sole Firm or</p> <p>Lead Member of a consortium</p>
1.4	<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> <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: Designation: Company: Address: Phone No.:</p> <p>E-mail address:</p>
1.5	<p>If the Applicant is Lead Member of a consortium, state the following for each of the other Member Firms:</p> <p>Name of Firm:</p> <p>Legal Status and country of incorporation</p> <p>Registered address and principal place of business.</p>
1.6	<p>For the Applicant, (in case of a consortium, for each Member), 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 or any of the Members in case of a consortium 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/ Member ever failed to complete any work awarded to</p>

	<p>it by any public authority/ entity in last five years?</p> <p style="text-align: right;">Yes/No</p> <p>(IV) Has the Applicant or any member of the consortium been blacklisted by any Government department/Public Sector Undertaking in the last five years?</p> <p style="text-align: right;">Yes/No</p> <p>(V) Has the Applicant or any of the Members, in case of a consortium, suffered bankruptcy/insolvency in the last five years?</p> <p style="text-align: right;">Yes/No</p> <p><b>NOTE: IF ANSWER TO ANY OF THE QUESTIONS AT (II) TO (V) IS YES, THE APPLICANT IS NOT ELIGIBLE FOR THIS CONSULTANCY ASSIGNMENT.</b></p>
1.7	<p>Does the Applicant's firm/company (or any member of the consortium) combine functions as a consultant or adviser along with the functions as a contractor and/or a manufacturer?</p> <p style="text-align: right;">Yes/No</p> <p>If yes, does the Applicant (and other Member of the Applicant's consortium) agree to limit the Applicant's role only to that of a consultant/ adviser to the Authority and to disqualify themselves, their Associates/ affiliates, subsidiaries and/or parent organization subsequently from work on this Project in any other capacity?</p> <p style="text-align: right;">Yes/No</p>
1.8	<p>Does the Applicant intend to borrow or hire temporarily, personnel from contractors, manufacturers or suppliers for performance of the Consulting Services?</p>

	<p style="text-align: right;">Yes/No</p> <p>If yes, does the Applicant agree that it will only be acceptable as Consultant, if those contractors, manufacturers and suppliers disqualify themselves from subsequent execution of work on this Project (including tendering relating to any goods or services for any other part of the Project) other than that of the Consultant?</p>
	<p style="text-align: right;">Yes/No</p> <p>If yes, have any undertakings been obtained (and annexed) from such contractors, manufacturers, etc. that they agree to disqualify themselves from subsequent execution of work on this Project and they agree to limit their role to that of consultant/ adviser for the Authority only?</p>
	<p style="text-align: right;">Yes/No</p> <p style="text-align: center;">(Signature, name and designation of the authorised signatory)</p> <p style="text-align: right;">For and on behalf of .....</p>

APPENDIX-I  
Form-3  
**Statement of Legal Capacity**  
*(To be forwarded on the letter head of the Applicant)*

Ref. Date:

To,

.....

.....

.....

Dear Sir,

Sub: RFP for Consultant: ..... Project

I/We hereby confirm that we, the Applicant (along with other members in case of consortium, the constitution of which has been described in the Proposal<sup>6</sup>), satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (insert Applicant's name) will act as the Lead Member of our consortium.

I/We have agreed that..... (insert individual's name) will act as our Authorised Representative/ will act as the Authorised Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)  
 For and on behalf of .....

\_\_\_\_\_

<sup>6</sup> Please strike out whichever is not applicable

## Appendix-I

Form-4**Power of Attorney**

Know all men by these presents, we,..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms.....son/daughter/wife and presently residing at....., who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “**Authorised Representative**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Consultant for Selection of Independent for Engineer ..... Project, proposed to be developed by the ..... (the “**Authority**”) 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 Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

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

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

For \_\_\_\_\_

(Signature, name, designation and address)

Witnesses:

Appendices

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. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarised by a notary public.*
- *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

## APPENDIX-I

Form-5**Financial Capacity of the Applicant***(Refer Clause 2.2.2 (B))*

S. No.	Financial Year	Annual Revenue (Rs./US \$ in million)
1.		
2.		
3.		

**Certificate from the Statutory Auditor<sup>7</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)

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

---

<sup>7</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.

# APPENDIX-I

## Form-6

### Particulars of Key Personnel

S. N o.	Designation	Name	Educati onal Qualific ation	Length	Present Employment		No. of Eligible Assign ments <sup>8</sup>
					Name of Firm	Empl oyed Since	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							
3.							
4.							
5.							
6.							

---

<sup>8</sup> Refer Form-9 of Appendix-I Experience of Key Personnel



## APPENDIX-I

### Form-7

#### **Proposed Methodology and Work Plan**

The proposed methodology and work plan shall be described as follows:

1. Understanding of TOR (not more than two pages)

The Applicant shall clearly state its understanding of the TOR and also highlight its important aspects. The Applicant may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR.

2. Methodology and Work Plan (not more than three pages)

The Applicant will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the TOR. The Applicant will submit a brief write up on its proposed team and organisation of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. In case the Applicant is a consortium, it should specify how the expertise of each firm is proposed to be utilised for this assignment. The Applicant should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Consultancy Services.

**Note:** Marks will be deducted for writing lengthy and out of context responses.

## APPENDIX-I

Form-8**Abstract of Eligible Assignments of the Applicant<sup>9</sup>**

(Refer Clause 3.1.4)

S.No	Name of Project	Name of Client	Estimated capital cost of Project (in Rs. crore/ US\$ million)	Payment <sup>10</sup> of professional fees received by the Applicant (in Rs. crore)
(1) <sup>11</sup>	(2)	(3)	(4)	(5)
1				
2				
3				
4				

**Certificate from the Statutory Auditor<sup>\$</sup>**

This is to certify that the information contained in Column 5 above is correct as per the accounts of the Applicant and/ or the clients.

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.

<sup>9</sup> The Applicant should provide details of only those projects that have been undertaken by it under its own name.

<sup>10</sup> Exchange rate for conversion of US \$ shall be as per Clause 1.7.1.

<sup>11</sup> The names and chronology of Eligible Projects included here should conform to the project-wise details submitted in Form-10 of Appendix-I.

**Note:** The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

## APPENDIX-I

### Form-9

#### Abstract of Eligible Assignments of Key Personnel<sup>12</sup>

(Refer Clause 3.1.3)

Name of Key Personnel: Designation

S.N o	Name of Project <sup>13</sup>	Name of Client	Estimated capital cost of project (in Rs. cr./ US \$ million)	Name of firm for which the Key Personnel Worked	Designation of the Key Personnel on the assignment	Date of completion of the assignment	Mandays Spent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Note:** The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Key Personnel.

<sup>12</sup> Use separate Form for each Key Personnel.

<sup>13</sup> The names and chronology of projects included here should conform to the project-wise details submitted in Form-11 of Appendix-I.

APPENDIX-I  
Form-10

**Eligible Assignments of Applicant**

*(Refer Clause 3.1.3)*

1.	Name of Applicant:	
2.	Name of the Project:	
3.	Length in km or other particulars	
4.	Description of services performed by the Applicant Firm:	
5.	Name of client and Address: (indicate whether public or private)	
6.	Name and telephone no. of client's representative:	
7.	Estimated capital cost of the Project (in Rs crore or US\$ million):	
8.	Payment received by the Applicant (in Rs. crore):	
9.	Start date of the services (month/ year):	
10.	Finish date of the services (month/ year):	
11.	Brief description of the Project:	
<p>It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.</p> <p style="text-align: right;">(Signature and name of Key Personnel)</p>		

Notes:

1. Use separate sheet for each Eligible Project.
2. The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.
3. Exchange rate for conversion of US \$ shall be as per Clause 1.7.1.

APPENDIX-I  
Form-11

**Eligible Assignments of Key personnel**

(Refer Clause 3.1.3)

12.	Name of Applicant:	
13.	Name of the Project:	
14.	Length in km or other particulars	
15.	Description of services performed by the Applicant Firm:	
16.	Name of client and Address: (indicate whether public or private)	
17.	Name and telephone no. of client's representative:	
18.	Estimated capital cost of the Project (in Rs crore or US\$ million):	
19.	Payment received by the Applicant (in Rs. crore):	
20.	Start date of the services (month/ year):	
21.	Finish date of the services (month/ year):	
22.	Brief description of the Project:	
<p>It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.</p> <p style="text-align: right;">(Signature and name of Key Personnel)</p>		

Notes:

1. Use separate sheet for each Eligible Project.
2. The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.
3. Exchange rate for conversion of US \$ shall be as per Clause 1.7.1.

APPENDIX-I  
Form-12  
**Curriculum Vitae (CV) of Key Personnel**

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. List of projects on which the Personnel has worked

Name of project	Description of responsibilities
-----------------	---------------------------------

8. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

- 1 I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.
- 2 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.....

(Signature and name of the authorised signatory of the Applicant)

Notes:

1. Use separate form for each Key Personnel
2. The names and chronology of assignments included here should conform to the project-wise details submitted in Form-8 of Appendix-I.
3. Each page of the CV shall be signed in ink and dated by both the Personnel concerned and by the Authorised Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.

# APPENDIX-I

## Form-13

### Deployment of Personnel

S. N o.	Designation	Name	Man Days (MD)		Week Numbers																					
			At Proj ect Site	Away from Project site(speci fy)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
1.																										
2.																										
3.																										
4.																										
5.																										
6.																										
7.																										
8.																										
9.																										
10.																										
11.																										
<b>Total Man days</b>																										

APPENDIX-I

Form-14

Survey and Field Investigations

Item of W or k/ A cti vi ty	To be carried out/ prepared by		W e e k																		
	N a m e	Designa tion																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19



# APPENDIX-I

## Form-15

### Proposal for Sub-Consultant(s)

1. Details of the Firm				
Firm's Name, Address and Telephone				
Name and Telephone No. of the Contact Person				
Fields of Expertise				
No. of Years in business in the above Fields				
2. Services that are proposed to be sub contracted:				
3. Person who will lead the Sub- Consultant Name:				
Designation:				
Telephone No:				
Email:				
4. Details of Firm's previous experience				
Name of Work	Name, address and telephone no. of Client	Total Value of Services Performed	Duration of Services	Date of Completion of Services
1.				
2.				
3.				

(Signature and name of the authorised signatory)

#### Note:

1. The Proposal for Sub-Consultant(s) shall be accompanied by the details specified in Forms 12 and 13 of Appendix –I.
2. Use separate form for each Sub-Consultant

APPENDIX-II  
**FINANCIAL PROPOSAL**

Form-1

Covering Letter

(On Applicant's letter head)

(Date and Reference)

To,

.....

.....

.....

Dear Sir,

Subject: Selection of Independent Engineer for development and construction of Bhogapuram Greenfield International Airport Project

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

I/We agree that this offer shall remain valid for a period of 180 (One Hundred and Eighty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.

APPENDIX-II  
(See Clause 2.1.3)

Form-2

**Financial Proposal for the Project Duration**

Item No.	Description	Amount (Rs.)
<b>A.</b>	<b>RESIDENT PERSONNEL AND LOCAL COSTS</b>	
I	Remuneration for Resident Professional Personnel (inclusive of all personal allowances)	
II	Remuneration for Resident Support Personnel (inclusive of all personal allowances)	
III	Office Rent	
IV	Office Consumables like stationery, communication etc.	
V	Office Furniture and Equipment (Rental)	
VI	Reports and Document Printing	
VII	Surveys & Investigations	
VIII	Miscellaneous Expenses	
	<b>Sub-total Resident Personnel and Local Costs (A):</b>	
<b>B.</b>	<b>EXPATRIATE PERSONNEL</b>	
I	Remuneration for Expatriate Personnel (inclusive of all personal allowances)	
	<b>Subtotal Expatriate Personnel (B):</b>	
	<b>Total of Personnel and Local Costs (A+B):</b>	
<b>C.</b>	<b>POST REPORT CONSULTATIONS</b>	
	2-man days each of:	
I	Team Leader	
II	Structural Engineer	
III	Geo Technical Expert	
IV	Airport IT Specialist (*)	
V	Airport Systems Expert (*)	
VI	EHS Expert	
VII	Mechanical Expert	
VIII	Quality Assurance/ Control Expert	

IX	Electrical Expert	
	<b>Subtotal Post Report Consultations (C):</b>	
<b>D</b>	<b>SUBTOTAL OF A+B+C</b>	
<b>E</b>	<b>OVERHEAD EXPENSES @ ..... % of (D)</b>	
<b>F</b>	<b>SERVICE TAX</b>	
<b>G</b>	<b>TOTAL (including taxes) (D+E+F) (in Rs.)</b>  In Indian Rupees ..... (in figures) ..... (in words)	
<b>H</b>	<b>ADDITIONAL COSTS (not included in evaluation)</b>	
I	Domestic travel from firm's office to the Project Office (restricted to three return economy class air fares for each Personnel)	
II	International travel from firm's office to the Project Office (restricted to two return full fare economy class air fares for each Expatriate Personnel)	
III	Return journeys from Project Office to Authority's office to attend meetings held by the Authority (provide indicative amount for three return fares)	
	<b>Total of Additional Costs (H)</b>	
<b>I</b>	<b>TOTAL COST OF THE CONSULTANCY (G+H)</b>  In Indian Rupees ..... (in figures) ..... (in words)	

**Note:**

1. The financial evaluation shall be based on the above Financial Proposal, excluding Additional Costs. The total in Item G shall, therefore, be the amount for purposes of evaluation. Additional Costs in Item H shall not be reckoned for purposes of financial evaluation.
2. Estimate of Costs for Item A I, A II and B I shall be as per Form-3.
3. Miscellaneous Expenses in Item A VIII shall not exceed 15% (fifteen per cent) of the total amount in Item D.
4. Domestic Air Fare in Item H I shall not be payable to the Consultant's Personnel who are normally stationed in .....
5. All costs shall be reimbursed on production of a Statement of Expenses, duly certified by the Authorised Representative. However, no details of expenditures

would be sought for overhead expenses, which will be reimbursed in proportion to the total expenses under Item D.

6. The reimbursement of expenses shall be limited to the amounts indicated above.
7. Savings of up to 20% (twenty per cent) under any head of expenditure specified in the summary of Financial Proposal may be re-appropriated by the Consultant and added to any other head of expenditure, subject to a ceiling of 10% (ten per cent) in respect of the recipient head of expenditure. Upon Notification of such re-appropriation to the Authority, the Financial Proposal shall be deemed to be amended, and payment shall be made accordingly.
8. No escalation on any account will be payable on the above amounts.
9. All other charges not shown here and all insurance premia are considered included in the man day rate/ overhead/ miscellaneous expenses.
10. The Authority may require the Key Personnel to visit the Project/ the Authority's offices for further consultations after their Report has been accepted. The cost (remuneration including personal allowances) of 2 (two) man days of each Key Personnel is included in the Financial Proposal. The Authority may require up to 12 (twelve) extra days of consultation with any or all Key Personnel on payment of additional charges. For any increase as compared to the aforesaid 2 (two) days, payment shall be computed solely on the basis of relevant man day rates specified in the Financial Proposal. In all cases, return full fare economy class airfare shall be reimbursed in addition, as per actuals.
11. The Authority may require Professional Personnel to visit the Project/the Authority's offices for further consultations or undertake desk work after the report has been accepted. The Additional Costs on this account shall be paid to the Consultant as per agreed man day rates and economy return airfare as per actuals shall also be reimbursed. However, the total number of additional man days requisitioned hereunder shall not exceed 120 (one hundred and twenty).
12. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
13. For the purposes hereof "**Statement of Expenses**" means a statement of the expenses incurred on each of the heads indicated in the Financial Proposal; provided that in relation to expenses on Personnel, the Statement of Expenses shall be accompanied by the particulars of Personnel and the man days spent on the Consultancy.

14. Lump Sum Payment shall be made only upon execution of the Concession Agreement with the Concessionaire selected through the Bid Process. No Lump Sum Payment shall be due or payable if the Concession Agreement is not executed within one year from the Effective Date; provided, however, that personnel and travel costs already incurred or due shall be payable.

# APPENDIX-II

## Form-3

### Estimate of Personnel Costs

ID No.	Position	Name	Man day Rate (Rs.)	Total Man Days	Amount (Rs.)
<b>A I. Remuneration for Resident Professional Personnel (including all personal allowances)</b>					
Total					
<b>A II. Remuneration for Resident Support Personnel (including all personal allowances)</b>					
Total					
<b>B I. Remuneration for Expatriate Personnel (including all personal allowances)</b>					
Total:					

APPENDIX - III  
**LIST OF BID-SPECIFIC PROVISIONS<sup>14</sup>**

**A. Clauses with currency-based footnotes**

1. Introduction.
2. Clause 2.2.3: Conditions of Eligibility of Applicants.
3. Clause 2.12: Amendment of RFP.

**Note:** The above footnotes marked “\$” shall be retained in the RFP for guidance of the Applicants while submitting their respective Proposals.

**B. Schedules with non-numeric footnotes**

All non-numeric footnotes marked “\$” in the Schedules shall be retained in the respective Schedules for guidance of the Applicants while submitting their respective Proposals.

**C. Appendices with non-numeric footnotes**

All non-numeric footnotes in the Appendices shall be retained in the respective Appendices for guidance of the Applicants. These shall be omitted by the Applicants while submitting their respective Proposals.

**D. Schedules and Appendices with blank spaces**

All blank spaces in the Schedules and Appendices shall be retained in the RFP. These shall be filled up when the format of the respective Schedule or Appendix is used.

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<sup>14</sup> This Appendix-III contains a list of Clauses, Schedules and Appendices that would need to be suitably modified for reflecting bid-specific provisions. This Appendix-III may, therefore, be included in the RFP document to be issued to prospective Applicants



APPENDIX - IV  
**LIST OF PROJECT-SPECIFIC PROVISIONS<sup>15</sup>**

**A. Clauses with serially numbered Footnotes (Fn)**

1. Clause 1.1: Background (Fn. 1).
2. Clause 2.1.4: Scope of Proposal (Fn. 2)\*.
3. Clause 2.2.2 (B) and (D): Conditions of Eligibility of Applicants (Fn. 3, 4 and 5)\*.
4. Clause 2.20.1: Bid Security (Fn. 6)\*.
5. Clause 3.1.3: Evaluation of Technical Proposals (Fn. 7).
6. Clause 3.1.4: Evaluation of Technical Proposals (Fn. 8, 9, 10, 11 and 12)\*.
7. Clause 3.4.1: Combined and final evaluation (Fn. 13).

**\*Note:** The Clauses to which these Footnotes relate also include square parenthesis or asterisks which may be addressed simultaneously. Such square parenthesis or asterisks have not been listed in (B) or (C) below.

**B. Clauses with square parenthesis**

1. Glossary: Definitions of Consultancy Team, Feasibility Report, Inception Report and Key Date.
2. Clause 1.1.1: Background.
3. Clause 1.2: Request for Proposal.
4. Clause 1.7.1: Currency conversion rate and payment.
5. Clause 1.8: Schedule of Selection Process.
6. Clause 2.2.2 (A): Conditions of Eligibility of Applicants.
7. Clause 2.15.1: Financial Proposal.
8. Clause 2.22.1: Evaluation of Proposals.

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<sup>15</sup> This Appendix-IV contains a list of Clauses, Schedules and Appendices that would need to be suitably modified, prior to issue of the RFP document, for reflecting project-specific provisions. This Appendix-IV should be omitted before issuing the RFP document to prospective Applicants.

**C. Clauses with asterisks**

1. Clauses 1.1.1 and 1.1.3: Background.
2. Clause 1.4: Sale of RFP Document.
3. Clause 1.9: Pre-Proposal visit to the Site and inspection of data.
4. Clause 1.10: Pre-Proposal Conference.
5. Clause 1.11: Communications.

**D. Schedules and Appendices with serially numbered Footnotes (Fn)**

1. Schedule-1: Terms of Reference (Fn. 14, 15, 16, 17, 18 and 19).
2. Schedule-2: Form of Agreement (Fn. 20 and 21).
3. Schedule-2 (Annex-6): Form of Agreement (Fn. 22).
4. Appendix-IV: List of Project-specific provisions (Fn. 23).

**E. Schedules and Appendices with square parenthesis**

1. Schedule-1: Terms of Reference: Paragraphs 1.1, 1.2, 3.3.2 (g), 3.5, 3.12, 4 (C) (iii), 8.1 and 11.1.
2. Schedule-2: Form of Agreement: First Paragraph, Clauses 2.4, 3.5.2, 9.3 and 9.4.2.
3. Schedule-2 (Annex-7): Form of Agreement: Address, Recital and Paragraph 8.
4. Appendix-I: Technical Proposal: Forms 1 and 6.

**F. Schedules with asterisks**

1. Schedule-1: Paragraph 1.1.