



**Tamilnadu Industrial Development Corporation Limited
(TIDCO)**

Selection of Consultant

for

**Providing Project Management Unit (PMU) services
to support TIDCO in various strategic initiatives**

REQUEST FOR PROPOSAL

Sep 2024

Managing Director

**Tamil Nadu Industrial Development Corporation Limited
19-A, Rukmini Lakshmi pathi Salai
Egmore, Chennai –600 008**

Disclaimer

Information contained in this Request for Proposal (“RFP”) document and/or subsequently provided to Bidders, whether verbally and/or in documentary form by or on behalf of Tamil Nadu Industrial Development Corporation Ltd. (TIDCO) or any of its employees or advisors (collectively referred to as “TIDCO Representatives”), is provided to the Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by TIDCO to any other party. The purpose of this RFP document is to provide interested parties with information to enable formulation of their proposal.

This RFP document does not purport to contain all the information each Bidder may require. The Bidders should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. TIDCO Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP document, award of the assignment, the information and any other information supplied by or on behalf of TIDCO or otherwise arising in any way from selection process. The prospective Bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act relevant for the working of the Bidder’s staff. Under no circumstances TIDCO will be responsible for any non-compliance with statutory requirements of the bidder’s staff.

TIDCO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document from time-to-time, after intimating the same to the Bidders. TIDCO reserves the right to accept or reject any or all proposals without giving any reasons. Bidding process shall be governed by Laws of India and Courts at the State of Tamil Nadu will have jurisdiction over matter concerning and arising out of this RFP document.

Letter of Consent

e- Tendering

1. I/we agree to abide by all the detailed specifications, terms and conditions stipulated by the Tamilnadu Industrial Development Corporation Limited (TIDCO), which I/we have read and understood.
2. I/we certify that I/we have fully read and understood the instructions to bidders for online bid submission given by TIDCO and any lapse to properly submit the bids result in rejection of the bid submitted.
3. I/we certify that the tender is offered without any alteration / addition / omission.
4. I/we certify that all the conditions of the tender are accepted.
5. I/we agree that TIDCO is not responsible for any data corruption that might arise during the transmission / uploading of data in the website or due to disruption in communication error in my / our tender.
6. I/we agree that TIDCO has the right to change the schedule of opening or any technical corrective action to resolve any error that might arise during the opening of the e-tender.
7. I/we certify that I/we are responsible for the uploading of correct copies of scanned documents as per the e-tender procedure of TIDCO & I/we understand that any error in doing so my / our tender may be summarily rejected by TIDCO.
8. In the event of failure on my / our part to comply with all the requirements mentioned in this tender document, I / we unconditionally agree that the department is at its liberty to reject my / our tender.

Signature of Tenderer

e-TENDERING – Instructions to Bidder for Online Submission

1. The above tender notice is available on the website <https://tidco.com>, and <https://tntenders.gov.in>.
2. The intending bidder may visit <https://tntenders.gov.in> website & upload the tender documents on or before the due date and time as mentioned in the Data Sheet.
 - a. The Bidders should download the documents which is digitally signed only from this website <https://tntenders.gov.in>.
 - b. The downloaded documents should be converted to word document and edited at suitable places for filling the required information like
 - i. Letter of consent.
 - ii. Letter of application.
 - iii. Financial proposal.
 - c. The necessary download option for free software converting **.pdf to Ms word** format is available on the website itself.
3. The bidders are requested to digitally sign the Bid Document and convert them to .pdf format.
4. Bidders are requested to use the Digital Signature (e-token) for Registration for e-submission through the website <https://tntenders.gov.in>.
5. The Scanned copies of the following list of documents are also to be uploaded by the bidder at the time of submission of bids through the website by converting the documents to .pdf form.
 - a. Earnest Money Deposit: -
 - i. The online payment Gateway has been enabled for TIDCO in TN Tenders Portal (<https://tntenders.gov.in>). All the payments for the tenders like EMD etc., will be carried out by the Bidders only through online payment mode.
 - ii. The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway. If excess or short, the tender status will be shown as invalid.
 - b. The other needed documents like Registration details, Experience / Completion Certificates, Annual turnover / Balance sheet, Income tax, Sales Tax Verification certificate, GST Registration (as mentioned).
 - c. All the necessary documents mentioned above may be joined together and converted to **zip** files and uploaded as single file in the website.
6. The Digital Signature Certificate / e-token may be obtained by the bidders individually at the risk and cost of the bidder.

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SECTION 1
LETTER OF INVITATION

..... 2023

Sir / Ma'am,

Sub: Selection of Consultant for Providing Project Management Unit (PMU) services to support TIDCO in various strategic initiatives.

TIDCO intends to select a consultant for Providing Project Management Unit (PMU) services to support TIDCO in various strategic initiatives.

Interested Consultants can download the RFP from the website www.tidco.com and <https://tntenders.gov.in>. The Terms of Reference, Qualification criteria, terms and conditions including evaluation criteria and other conditions are provided in the RFP.

The Request for Proposal (RFP) includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants
- Section 3 - Data Sheet
- Section 4 – Background to the RFP
- Section 5 – Eligibility criteria and evaluation methodology
- Section 6 - Terms of Reference
- Section 7 - Technical Proposal - Standard Forms
- Section 8 - Financial Proposal - Standard Forms

We hereby request you to kindly submit the bids duly completed as per this RFP on or before **3.00 PM on 09.10.2024**

Thanking You,

Yours faithfully,
Managing Director,
Tamilnadu Industrial Development Corporation Limited,
19A, Rukmini Lakshmi pathi Salai,
Egmore, Chennai-600 008.

SECTION 2

INFORMATION TO CONSULTANTS

1. GENERAL

- 1.1 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet for the consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and for signing of a contract with the selected Consultants / Firm.
- 1.2 TIDCO will select a consultant/firm among those whose proposals are accepted, in accordance with the evaluation methodology indicated in the RFP.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several phases, the performance of the consultant under each phase must be to the satisfaction of TIDCO before beginning the work for the next phase.
- 1.4 The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, consultants may visit TIDCO before submitting a Proposal. The Consultants may contact the official named in the Data Sheet to obtain any relevant / additional information on the Assignment.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the sites & or TIDCO are not reimbursable as a direct cost of the Assignment; and (ii) TIDCO is not bound to accept any of the Proposals submitted.
- 1.6 TIDCO reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for TIDCO's action.
- 1.7 TIDCO also reserves the right to terminate the contract on the grounds of negligence of obligations as per the accepted bid conditions and/or any other reasons not attributable to TIDCO and/or on account of any Force Majeure events that may be decided solely at the discretion of TIDCO. In such cases the compensation shall be restricted to the amount paid by TIDCO and no claim whatsoever for any compensation shall be entertained by TIDCO.
- 1.8 A Bid Security for an amount of Rs. 1,50,000 /- (Rupees One Lac Fifty Thousand only) will be carried out by the Bidders only through online payment mode (<https://tntenders.gov.in>). The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway.

- i. Bid Security shall be paid via (tntenders.gov.in) only.
- ii. Bank Guarantee/DD will not be accepted towards Earnest Money Deposit
- iii. Any Bid not accompanied by the Bid Security but accompanied by an Exemption (MSME or other applicable exemptions along with proofs) shall be verified before declaring as a responsive bidder.
- iv. The bank transaction details shall be submitted along with the proposal i.e., Technical Bid (Pre-qualification tender application) not accompanied with the scanned copy of bank transaction details of Bid Security will be rejected as Non-Responsive Tender.
- v. Bid Security of the unsuccessful bidders shall be refunded through e-procurement portal.
- vi. The Bid Security of the successful tenderer will be refunded after the tenderer has furnished the required security deposit and signed the agreement.
- vii. If the tenderer withdraws his bid after issue of work order or after acceptance of work order or failure to execute the contract agreement or fails to pay the required Security Deposit amount within the time specified in the work order, the Bid Security submitted with the Technical Bid will be forfeited.
- viii. The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free. ix. TIDCO is entitled to cause forfeiture of the Bid Security if the Bidder revokes / withdraws the Bid during the period of its validity and / or fails to comply with the conditions of the Letter of Award

2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1 Consultants may request clarification on any item of the RFP document up to the date indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by electronic mail (e-mail) to TIDCO's address indicated in the Data Sheet. TIDCO's responses to the pre-bid queries would be uploaded on <https://tntenders.gov.in> & <https://tidco.com>
- 2.2 At any time before the submission of Proposals, the TIDCO may, for any reason, whether at its own initiative or in response to a clarification requested by any firm, modify the RFP documents by issuing an Addendum/Corrigendum. Addenda/Corrigenda shall be uploaded on <https://tntenders.gov.in> & <https://tidco.com>. TIDCO may at its discretion extend the deadline for the submission of Proposals by issuing an Addenda/Corrigenda.

3. PREPARATION OF PROPOSAL

- 3.1 Consultants are requested to submit a Proposal written in the English language.
- 3.2 The original proposal (technical and financial) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals. An authorized representative of the firm initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- 3.3 TIDCO reserves the right to accept or reject any proposal without assigning any reason and no request for alteration, modification, substitution or withdrawal will be entertained by TIDCO in respect of such Proposals. However, TIDCO reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. TIDCO will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out in the RFP.

TECHNICAL PROPOSAL

- 3.4 In preparing the Technical Proposal, consultants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.5 While preparing the Technical Proposal, consultants must give particular attention to the following:
 - i Proposed Project Core Team members must have the minimum years of experience indicated in Section-5 of the RFP.
 - ii A brief description of the firm's organization and an outline of recent experience on assignments (Section 7C) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.

- iii CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 7G).
- iv Alternative key professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- v Consultant is to ensure that the time allocated for the proposed key staff does not conflict with the time allocated or proposed for any other assignment. TIDCO reserves the right to request a workload projection (including time spent on other projects/TIDCO's) for the key staff.
- vi The composition of the proposed Team and Task Assignment to individual personnel shall be clearly stated.
- vii No such key personnel shall be proposed for any position if the CV of the personnel does not meet the requirements of the ToR.
- viii The key personnel shall remain available for the period as indicated in the RFP.
- ix Each CV needs to have been signed by the key personnel and/or countersigned by the Authorised Signatory of the Bidder. At the time of submission of bid proposal, scanned copies of the signature of key personnel will be allowed but at the time of signing of contract, the original signature will be required. However, in both cases, original counter signature of Authorised Signatory shall be required in original.
- x Client's certifications or contract copy for the projects listed under the experience section must contain the project attributes (size, fee, duration etc.) and the scope of work on the projects.

3.6 Bidders should note the Proposal Submission Date, as specified in Data Sheet, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by TIDCO, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Submission Date as specified in Data Sheet. Bidders 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, TIDCO reserves the right to seek clarifications on any aspects.

3.7 The Technical Proposal should provide the following information using the attached Standard Forms:

- i A brief description of the consultant's organization
- ii Recent assignments of similar nature, the outline indicating inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
- iii Detailed Approach and Methodology and Activity Schedule for undertaking the current Assignment.
- iv List of the proposed staff team by specialty, the tasks that would be assigned to each staff team member.
- v CVs signed by the proposed key professional staff and the Authorised Signatory of the Bidder submitting the proposal.

3.8 The Technical Proposal shall not include any financial information.

4. FINANCIAL PROPOSAL

- 4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow the Standard Forms provided in this RFP.
- 4.2 The Financial Proposal should be a lump sum proposal inclusive of all the costs except applicable taxes associated with the assignment. Consultant shall express the price of their services in Indian Rupees. Exchange rate risk, if any, shall be borne by the Consultant.
- 4.3 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. TIDCO will make its best effort to complete negotiations within this period. If TIDCO wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

5. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 5.1 The bid should be submitted through <https://tntenders.gov.in> portal only.
- 5.2 Tenders should be submitted in two parts: Technical bid and Financial bid.
- 5.3 Tenderers should ensure submission of all documents along Technical and Financial bid as per the RFP.
- 5.4 The Technical Bid (i.e.) Pre-Qualification Tender together with the bank transaction details for payment of Bid Security shall be submitted. The Financial bid should be prepared as per the Financial bid Format.
- 5.5 Proposals must be submitted on or before 09.10.2024 at 3.00 P.M through <https://tntenders.gov.in>
- 5.6 The Price should be quoted in the Financial bid only, in case found in Technical bid the tender will be rejected.
- 5.7 Evaluators of Technical bids shall have no access to the Financial bid until the technical evaluation, including its approval by Competent Authority is obtained.
- 5.8 From the time the Proposals are opened to the time the Contract is awarded, if any consultant wishes to contact TIDCO on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence TIDCO in TIDCO's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.9 Prior to evaluation of Proposals, TIDCO will determine whether each Proposal is responsive to the requirements of the RFP at each evaluation stage. TIDCO may, at its

sole discretion, reject any Proposal that is not responsive hereunder.

- 5.10 The consultant would be selected based on the Quality and Cost Based Selection (QCBS) method with 80% weightage to Technical Proposal and 20% weightage to Financial Proposal.
- 5.11 As part of the evaluation, the technical proposal submission shall be checked to evaluate whether the Bidder meets the prescribed Minimum Qualification Criteria listed in the RFP. Subsequently the Technical Proposal of the Bidders, who meet the Minimum Qualification Criteria, shall be checked for responsiveness in accordance with the requirements of the RFP and only those Technical Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document.
- 5.12 TIDCO reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal will be entertained by TIDCO in respect of such Proposals. However, TIDCO reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. TIDCO will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out in the RFP.

6. TECHNICAL PROPOSAL EVALUATION

- 6.1 The evaluation committee appointed by TIDCO as a whole, and each of its members individually shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub- criteria and point system specified in the RFP. Each responsive proposal will be given a mark (T). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.
- 6.2 In this stage, Technical Proposal will be evaluated on the basis of consultant's experience, proposed approach and methodology and Work Plan, and the experience of Key Persons. Only those consultants whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration. The bidder who secures highest marks (TH) shall be given a technical score of 100. The technical scores of other bidders shall be computed as follows:

$$\text{Technical score of the bidder } ST = 100 \times (T / T_H)$$

T= Marks secured by the respective Bidder

T_H= Highest Marks secured.

SHORT LISTING OF CONSULTANTS

- 6.3 Consultants scoring **70 or more marks** in technical evaluation shall be qualified and short-listed for financial evaluation in the next stage.
- 6.4 After the evaluation of quality is completed, TIDCO shall notify those consultants whose

proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference and those bids that were summarily rejected and the same may be published in the portal <https://tntenders.gov.in>.

- 6.5 TIDCO shall simultaneously notify the consultants that have secured the minimum qualifying mark or more, indicating the date and time set for opening the Financial Proposals.

OPENING OF BIDS

- 6.6 All Technical Bids received online by the due date and time will be opened online at TIDCO Office in the presence of TIDCO Tender Committee members, Bidder's designated representatives and anyone who chooses to attend. This can also be viewed by the Bidders online.
- 6.7 The Financial Bids shall remain unopened in the e-Procurement System, until the subsequent public opening, following the evaluation of the Technical Bids.
- 6.8 In all cases, the technical bid without the bank transaction details for bid security payment will be declared non responsive and summarily rejected.
- 6.9 The Bidders' names, the presence of Bid security, and such other details as the Committee members may consider appropriate, will be recorded as Technical Part Bid opening summary.
- 6.10 The Technical Bid opening summary will be uploaded on the eProcurement Portal. Only Technical Bids that are opened at Bid opening shall be considered for further evaluation.
- 6.11 In the event of the specified date of bid opening being declared a holiday, the bids will be opened at the appointed time and location on the next working day.

EVALUATION OF TECHNICAL AND FINANCIAL PROPOSALS RANKING

- 6.12 The evaluation committee appointed by TIDCO as a whole, and each of its members individually shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub- criteria and other relevant eligibility if any specified in the RFP.
- 6.13 Evaluation of Technical Bid with respect to Pre- qualification criteria shall be taken up.
- 6.14 TIDCO tender committee will determine whether each Bid (a) has been properly signed; (b) meets the qualification criteria defined and (c) is substantially responsive to the requirements of the bidding documents.
- 6.15 After completion of Evaluation of Technical Bid and a list will be drawn up of the qualified bidders whose Financial bids will be eligible for opening. The result of evaluation of the Technical Bids shall be made public on e-Procurement Portal.

- 6.16 Following the results of evaluation of the Technical Bid being made public, TIDCO shall notify Bidders whose Technical Bids have been evaluated as substantially responsive as under: (a) their Bid has been evaluated as substantially responsive to the bidding document and met the Qualification Criteria; (b) notify them of the date and time of the online/public opening of the Financial bids; and (c) their Financial bid will be opened online.
- 6.17 The e-Procurement System automatically calculates and inserts the total Bid Price in the BOQ Schedule on the basis of quantities provided in the BOQ Schedule. The System also automatically populates the amount in words from the amount in figures. Therefore, there is no scope of discrepancy and need for arithmetic correction.
- 6.18 During the detailed evaluation of Financial Bid, the substantial responsiveness of the Bids will be further determined with respect to the those bid conditions that were not examined in evaluation of technical Bids, i.e., Financial Part, and Priced Bill of Quantities.
- 6.19 If a Bid is not substantially responsive, it will be rejected by TIDCO, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- 6.20 In the next stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score (F). The evaluation committee 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. The Financial Proposal with lowest cost (F_L) will be given a financial score (S_F) of 100. The Financial Scores of other proposal will be computed as follows:
- Financial score of the bidder $S_F = 100 \times (F_L / F)$**
(F = Amount of Financial Proposal)
- 6.21 TIDCO shall compare the evaluated costs of all substantially responsive Bids established in accordance with tender conditions to determine the Bid that has the highest score.

VALUATION METHODOLOGY AND RANKING

- 6.22 Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:
Combined score $S = ST \times TW + SF \times FW$
Where S is the combined score, and TW and FW are weights assigned to Technical and Financial Proposals that shall be 0.80 and 0.20 respectively.
- 6.23 The bidder having the highest Combined Score (S) shall be declared as first ranked Bidder.

7. NEGOTIATIONS

- 7.1 Negotiations will be held at the address indicated on the Data Sheet. The aim is to reach agreement on all points and sign a contract. Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. TIDCO and firm will then work out final Terms of Reference, staffing, and charts indicating activities, staff, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract.
- 7.2 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, TIDCO expects to negotiate a contract on the basis of the availability of experts named in the Proposal. Before contract negotiations, TIDCO will require assurances that the experts will be actually available. TIDCO will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 7.3 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations, TIDCO and the firm will sign the agreed contract. Negotiation will be carried with the lowest bidder based on the decision of the authority.

8. AWARD OF CONTRACT

- 8.1 A Letter of Award (LOA) will be issued after negotiations and the same will be notified in the e-procurement portal.
- 8.2 A Letter of Award (the “LoA”) will be issued, in duplicate, by TIDCO to the Successful Bidder and the Successful Bidder shall, within 5 (Five) 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 Successful Bidder is not received by the stipulated date, TIDCO may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder.
- 8.3 **Performance Security:** Performance Security equivalent to 3 (Three) percent of the total cost of Financial Proposal shall be furnished from a Nationalized/ Scheduled Bank, within 7 working days from the date of issue of LoA before signing of the contract, in the form of a Bank Guarantee in the format specified. The Performance Security will be retained by TIDCO until the completion of the Assignment by the Consultant and will be released 180 (One Hundred Eighty) days after the successful completion of the Assignment.
- 8.4 **Execution of Contract:** After acknowledgement of the LoA, as aforesaid by the Successful Bidder, it shall execute the Contract within 10 (Ten) days from the date of acknowledgement of receipt of LoA. The Successful Bidder shall not be entitled to seek any deviation in the Contract. Reports shall be furnished periodically as required

in the Milestone Payments specified in the RFP.

- 8.5 **Commencement of Assignment:** The Consultant shall commence the Services from 7 (seven) days from the Date of signing of Agreement. If the Successful Bidder fails to either sign the Contract or commence the assignment as specified herein, TIDCO may invite the second ranked Bidder for Contract signing. In such an event, the Bid Security and/ or the Performance Security, as the case may be, of the first ranked Bidder shall be liable to be forfeited by TIDCO.

9. CONFIDENTIALITY

- 9.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

10. FRAUD AND CORRUPT PRACTICES

- 10.1 The Bidders 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, TIDCO will reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, TIDCO will, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security.
- 10.2 Without prejudice to the rights of TIDCO under the Clause herein-above, the rights and remedies which TIDCO may have under the LOA or the Agreement, if a Bidder or Consultant, as the case may be, is found by TIDCO 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 Bidder or Consultant shall not be eligible to participate in any tender or RFP issued by TIDCO during a period of 2 (two) years from the date such Bidder or Consultant, as the case may be, is found by TIDCO 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.
- 10.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- i. “corrupt practice” means (i) 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 TIDCO 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 TIDCO, 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 TIDCO in relation to any matter concerning the Project;

- ii. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
- iii. “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.
- iv. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by TIDCO 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
- v. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

11. PRE-BID MEETING

Pre-bid Meeting of the Bidders will be convened at the date, time and place indicated in the data sheet. A maximum of two representatives of each firm interested in bidding will be allowed to participate on production of an authorisation letter from the respective Firms. During pre-bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of TIDCO. TIDCO will endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process.

12. DISPUTE RESOLUTION

- 12.1 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. For any dispute arising out of this Agreement / Contract, only the Courts in Chennai shall have jurisdiction to settle such disputes.

13. FORCE MAJEURE

- 13.1 If, at any time, during the pendency of the contract, the performance in whole or in part, by either party is prevented or delayed by war, strike, riot, crime or due to any act of God such as hurricane, flooding, earthquake, volcanic eruption beyond the control of both the parties such as war, strike, insurrection, riot, earthquake, storm, flood, fire which are

beyond the control of either party (hereinafter referred to as 'eventualities'), then provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and work under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of TIDCO as to when the work has to be resumed shall be final and conclusive. The time of completion shall then be extended by a period equal to the period during which the eventuality was prevailing. In case of persisting delay of more than 60 days both the parties may consult each other and arrive at an appropriate decision regarding continuation or otherwise of the Contract.

14. MISCELLANEOUS

- 14.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chennai shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 14.2 TIDCO, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- i 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.
 - ii Consult with any Bidder to receive clarification or further information.
 - iii Retain any information and/or evidence submitted to TIDCO by, on behalf of and/or in relation to any Bidder; and/or
 - iv Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 14.3 All documents and other information provided by TIDCO or submitted by a Bidder to TIDCO shall remain or become the property of TIDCO. Bidders are to treat all information as strictly confidential. TIDCO will not return any Proposal, or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to TIDCO in relation to the consultancy shall be the property of TIDCO.
- 14.4 TIDCO reserves the right to make inquiries with any of the Clients mentioned by the Bidders in their previous experience record.
- 14.5 Bidders should make necessary presentations for TIDCO and Govt. of Tamil Nadu as and when required by TIDCO.

15. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Chennai only.

SECTION 3

DATA SHEET

3.1.1 A Technical and a Financial Proposals are requested.

The name, objectives and description of the Assignment are:

1. Name of the Assignment:

Selection of Consultant for Providing Project Management Unit (PMU) services to support TIDCO in various strategic initiatives (*the "Assignment"*).

3.1.2 The name, address, and telephone numbers of TIDCO's official is **Tmt.R. Bhuvanewari, General Manager (HR & Admin) and (Projects), Tamilnadu Industrial Development Corporation Limited, 19- A, Rukmini Lakshmipathi Salai, Egmore, Chennai –600 008; Phone: 044- 2855 1192; E mail: bhuvanewari@tidco.com**

3.1.3 Clarifications requested will be given during the Pre-Bid meeting and / or will be communicated to all those who have procured the RFP, by mail or electronic mail. The time table for the Bidding process is given below:

Milestone	Date
Issue of Advertisement	10.09.2024.
Last date for receipt of request for clarifications to be given at the pre bid meeting.	19.09.2024. The queries should be sent by email to the following email address: cmd@tidco.com , bhuvanewari@tidco.com and the queries should be sent in Microsoft word format or MS Excel only.
Pre-Bid meeting	3:00 PM on 20.09.2024. at the office of TIDCO, Chennai, 600008/Virtual Bidders who wish to attend the pre bid meeting online are requested to send an email for the meeting link
Last date for submission of bids	09.10.2024 at 3.00 PM
Opening of Technical Bid	09.10.2024 at 4.00 PM
Opening of Financial Bid	To be intimated

3.1.4 Proposals should be submitted in English language.

3.1.5 Proposals must remain valid for **180 days** after the submission date.

3.1.6 Proposal must be uploaded through **<https://tntenders.gov.in>** on or before **09.10.2024, 3:00 PM**

SECTION 4

BACKGROUND TO THE RFP

4.1 BACKGROUND

Tamil Nadu Industrial Development Corporation Limited (TIDCO), established in 1965, is a Government of Tamil Nadu Enterprise involving in establishing and facilitating the large and medium Industries to stimulate industrial development in the State. TIDCO has promoted several joint venture companies for manufacturing various products and also set up I.T Parks, Bio-Tech Parks, Special Economic Zones, Road Development Projects, Agri Export Zones and Special Investment Regions. TIDCO is also the Nodal Agency for the development of Industrial Corridor projects in the State.

TIDCO is now desirous to strengthen its capabilities to deliver better and efficiently, by expanding its institutional capacities. To this extent, TIDCO intends to build a Strategic planning and investments team in-house to expeditiously support in its endeavors. In this context, **TIDCO proposes to appoint a consultancy firm for providing a dedicated Project Management Unit (PMU) with capable resources to support its senior management in Strategic Planning and Investments, especially related to industry, transport and logistics sectors. The period of consultancy shall be for a period of 1 year with a provision to extend every year for a further period of 2 years on satisfactory performance with an annual escalation of 5%. (Year 1: 100%, Year 2: 105% and Year 3: 110%) on the original amount quoted by the tenderer.**

4.2 SCOPE OF WORK

The main objectives for the consultancy shall be:

- (a) Assist in implementation of various initiatives of TIDCO to further its principal objects
- (b) Extend requisite administrative and managerial support for effective appraisal, monitoring and evaluation being undertaken by TIDCO enhancing various projects in state.
- (c) Preparation of a Strategic Action Plan for immediate and medium terms for TIDCO, duly identifying necessary interventions and ecosystem alignments (Govt. and Pvt.)

The above objectives have been detailed into further activities, but not limited to, as below:

- 1. Policy and Strategy support:** Identify various policy interventions and prepare Strategic Action Plan for TIDCO management through

- Market research and insights – Identify new and innovative projects and initiatives to undertake through sector-specific and cross-sectoral analysis to identify trends and insights and make suitable recommendations for appropriate decision making by TIDCO.
- Policy and ecosystem alignment – Review and propose various policy interventions to be undertaken by TIDCO to align its goals with the Government’s vision. Analyze and recommend strategic opportunities and options for aligning TIDCO’s development initiatives with Private sector outlook for participation.
- Business case proposals – prepare business case proposals for the identified strategic initiatives and undertake scenario assessments including risks, costs and benefits for TIDCO.

2. Strategy and Business Evaluation Support:

- Project and development planning – conceptualize and prepare pipeline of projects to be undertaken by TIDCO in alignment with the identified sectoral priorities and business opportunities.
- Coordination and liaison – identify all key stakeholders for proposed strategic initiatives and projects, plan and assist TIDCO in undertaking coordination meetings with key stakeholders, support TIDCO in attaining necessary stakeholder consensus and approvals for finalizing the projects, initiatives
- Evaluation of proposals conceived in-house and received from startup companies and other prospective investors.
- Valuation of the JV proposals / Equity Investment proposals / Investment proposals received from startup companies and other prospective investors.
- Preparation of Project Estimates, Budgeting etc and monitoring of Financial Progress and other Financial Indicators of all projects.
- Preparation of Project Reports for projects and Proposals for Joint Ventures (JV) and funding.

3. Project Management

- Monitor various ongoing project activities in TIDCO and ensure timelines and coordination among various teams and stakeholders.
- Ensuring the ongoing projects align with TIDCO's strategic objectives and contribute to the overall organizational mission.
- Regularly updating the progress of projects to senior management and monitor deliverables to ensure projects progress according to schedule.
- Working closely with senior management to make informed decisions based on project status.
- Providing administrative support for attaining necessary stakeholder consensus and approvals for finalizing the projects, initiatives.
- Conducting review of deliverables and inputs provided by various consultants appointed by TIDCO.
- Project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables.

- Monitoring & evaluation that is evidence based and result oriented, using the latest IT tools available.
- Resolving the challenges and implementation issues in the scheme

4. Marketing

- Support the department to participate / conduct domestic and International Workshops / Seminar, Expo, Road show and etc.
- Support for marketing initiatives of TIDCO and TNDIC Associated companies.
- Support in conduct of stakeholder interactions with vendors, Foreign OEMs, and other companies in order to attract them to Tamil Nadu.
- Support and co-ordination in arranging marketing meetings with key industries.
- Support in outreach activities and follow up on grounding of Investments.
- Content/Information sharing for Website updation and Social Media Content Management with respect to TIDCO and associated companies activities.

4.3 PROPOSED TEAM AND DEPLOYMENT

The Consultant shall make available team of professional resources in Chennai which will function as the PMU. This team will be responsible for planning, coordination and execution of all activities as detailed in the scope of work. The PMU team shall be full-time staff based to be located at TIDCO office in Chennai. The PMU shall work closely with TIDCO on achieving the desired outcomes from this assignment.

The proposed team of resources along with their qualification criteria is as follows:

S.No	Position	Qualification and Relevant Experience/ assignment	No. of resources	Years of Experience
1.	Financial expert (Team Leader)	MBA (Finance) / CA / CFA or equivalent with experience in conducting financial due diligence studies in infrastructure sector, undertaking financial advisory assessment for projects covering investment analysis, Performance analysis, portfolio management, project evaluation, Valuation of projects, etc.	1	Minimum 10 years
2.	Project Management Expert	Graduate in Civil Engineering / Infrastructure planning with experience in preparation of EOI/RFQ/RFP, conducting tendering process for	1	Minimum 7 years

		<p>preparation of DPR, Infra works , PPP Projects,</p> <p>Should have experience working in Government advisory, project management projects in infrastructure, transport and industrial sector.</p>		
3.	Logistics Expert	<p>Post-graduation in Engineering / Technology/ MBA / Equivalent.</p> <ul style="list-style-type: none"> • Should have working experience in logistics infrastructure projects covering Ports/Dry Ports/MMLPs/ Rail terminals/Air cargo • Having relevant knowledge of Logistics related programmes, schemes, guidelines of Central and State Government • Should have working experience in government advisory covering liaison with State, Central and other Government entities for the implementation of Logistics related projects / activities. • Should have experience in <ul style="list-style-type: none"> ○ Identification of Government proposals / Schemes / Grants / Funding in Logistics sector projects. ○ Preparation of documents, Presentations, correspondence related to the above activities. 	1	Minimum 10 years
4.	Aerospace, Defence & Space Sector Expert	<p>Post-graduation in Engineering / Technology/ MBA / Equivalent.</p> <ul style="list-style-type: none"> • Should have working experience in advisory support, planning & 	1	Minimum 10 years

		<p>execution of defence, aerospace, aviation and space industrial projects</p> <ul style="list-style-type: none"> • Should have experience working in assessing infrastructure for Aerospace, Defence, Space Sector which include techno-commercial studies, Pre-feasibility, programme management projects • Having relevant understanding and experience on sector related schemes, programmes guidelines of central and state government • Should have working experience in government advisory covering liaison with State, Central and other Government entities for implementation of Defence, Aerospace, and Aviation projects • Should have experience in <ul style="list-style-type: none"> ○ Identification of Government proposals / Schemes / Grants / Funding in Aerospace, defence aviation sector projects. ○ Preparation of documents, Presentations, correspondence related to the above activities. 		
5.	Marketing Expert	<p>Post-graduation in Engineering / Technology / MBA / Equivalent.</p> <ul style="list-style-type: none"> • With Experience in marketing, strategic consulting, Infrastructure consulting and Government advisory. • Experience in conducting 	1	Minimum 5 years

		investment / marketing drive, client profiling and stakeholder management. <ul style="list-style-type: none"> • Experience in market assessment and preparation of strategy and marketing plan. • Experience in providing advisory support in effective program management activities including planning of events, seminars, exhibitions, talk shows, etc. • Working for Govt. sector clients will be preferable. 		
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Note:

- TIDCO reserves the rights to increase or decrease the number of key personnel in the team as and when required.

TIDCO may allow the Consultant to replace the personnel deployed with prior notice of at least 30 days in advance. The Consultant shall propose options for replacement duly furnishing the educational qualifications and years of experience specified for the respective position in the RFP Document. The replacement shall have equivalent or better qualification than the personnel they are replacing. TIDCO reserves the right to approve the replacement after due interaction, if necessary. The cost of replacement of the personnel shall be borne by the Consultant.

4.4 Deliverables and payment

- (a) The reports shall be submitted in English in both hard and soft copies. As and when required, the Consultant may be asked to present their report as a presentation to TIDCO. The deliverables shall be periodically by TIDCO.
- (b) The above lists cover only part of the deliverables identified in the scope of services. The Consultant shall prepare and submit other deliverables over the course of the assignment that arise from their activities in accordance with the scope of services. Review and approval of such deliverables shall be done by TIDCO.
- (c) Payment to the Consultant shall be made on a periodic basis at the end of every quarter after approval of the Quarterly Progress Report. Invoices will be due at the end of every quarter along with submission of Quarterly Progress Report. Payments shall be made by Client within 30 days of receipt of invoice. All other terms and conditions with regards to Payments shall be as per the Contract.

SECTION 5

ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

The selection will be based on Quality-cum-cost based system with 80:20 weightage and shall be based on the following criteria.

5.1 PRE-QUALIFICATION CRITERIA

Clause	Pre-Qualification Criteria	Supporting Document
(a)	<p>Legal Entity: The Bidder should be a company incorporated in India under The Indian Companies Act, 1956 and subsequent amendments thereto or a Partnership Firm under „The Indian Partnership Act 1932“ or „Limited Liability Partnership Act 2008“.</p> <p>Joint Venture, consortium or sub-contracting is not allowed.</p>	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation or Copy of Registration Certificates • Self-attested copy of PAN card • Self-attested copy of GST Registration
(b)	<p>Years of Experience: The Bidder should have at least 15 (Fifteen) years of experience of providing consulting services to government sector clients.</p>	<ul style="list-style-type: none"> • Signed Undertaking for Experience along with details of credentials of the consultancy firm of Consultancy Services for Government Sector Clients
(c)	<p>Average Annual Turnover: The Bidder should have had an average annual turnover of at least INR 100 Crore (Rupees One Hundred Crore only) for the last 3 (three) completed financial years (i.e. FY 2021-22, 2022-23, 2023-24)</p> <p>The Financial Capacity of only the bidding entity will be considered for this criteria. The Financial Capacity of the parent/ subsidiary /associate entities of the Bidder would not be considered for assessment of eligibility for this criteria.</p>	<ul style="list-style-type: none"> • Certificate from a Statutory Auditor/ Independent Auditor showing the turnover of the company for the last three Financial Years (i.e. FY 2021-22, 2022-23, 2023-24)
(d)	<p>Not Blacklisted/ Barred/ Show-Caused Against: The Bidder should not have been blacklisted/ barred/ show-caused against by any Central or State Government or PSU and should not be involved in any major litigation that may affect or compromise the delivery of service required.</p>	<ul style="list-style-type: none"> • The declaration for as per Annexure IV.

Clause	Pre-Qualification Criteria	Supporting Document
(e)	<p>Experience in providing Project Management Service: The Bidder should have experience of at least two Consultancy assignments for providing project management services in Industrial/Infrastructure sector for Central Government or State Government or PSUs in India. Such consultancy assignment for PMU services should have been for duration of at least two years.</p> <p>The assignments must have been undertaken within past 5 years as on 31.03.2024.</p> <p>The contract value of such assignments should not be less than 2 Cr each.</p>	<ul style="list-style-type: none"> o Copy of work order / contract issued by the client; or o Copy of Completion Certificate issued by the client, signed by authorized representative for the client. o For on-going services, certificate/ undertaking from Authorized Signatory of the applicant's organization certifying completion of 75% of the awarded work should be submitted
(f)	<p>Experience in providing advisory services for Projects: The Bidder should have experience of at least five consultancy assignments for undertaking financial feasibility assessment and bid advisory/transaction advisory for development of infrastructure projects for central government or state government or PSU in India. The assignment must have been undertaken and completed (i.e. the private sector player / concessionaire is selected) or tender document was submitted to the client or completion certification issued by the client within last 7 years as on 31.03.2024.</p> <p>The minimum project Cost of such assignments should be Rs. 500 crores or above.</p>	<ul style="list-style-type: none"> o Copy of work order / contract issued by the client; and o Copy of Completion Certificate issued by the client, signed by authorized representative for the client experience Or Undertaking from Authorized Signatory of the Applicant that tender documents were issued

All the above eligibility conditions are mandatory. The Bidder not fulfilling any of the above condition shall not be considered and shall be summarily rejected.

5.2 Technical Evaluation Criteria

The Bidder shall be evaluated according to the below-mentioned parameters. The number of points to be given under each of the evaluation criteria is detailed in the table below:

Clause	Evaluation Criteria	Marks
(a)	Relevant experience of the bidder	30
(b)	Qualification and experience of team	40
(c)	Approach and methodology	30
TOTAL		100

The details of the Evaluation Criteria are given below.

5.2.1 Relevant experience of the bidder

S.No	Evaluation Criteria	Max. marks	Marking	Supporting document
1.	<p>Experience in providing Project Management Services: The Bidder should have experience of Consultancy assignments for providing project management services in Industrial/Infrastructure sector in Government sector for Central Government or State Government or PSUs in India.</p> <p>Such consultancy assignment for PMU services should have been for duration of at least two years. The assignments must have been undertaken within past 5 years as on 31.03.2024.</p> <p>The contract value of such assignments should not be less than 2 Cr each.</p>	15	<p>5 marks for fulfilling minimum qualification criteria (2 projects).</p> <p>Additional Project - 5 marks for each project (max up to 10 marks)</p>	<ul style="list-style-type: none"> ○ Copy of work order / contract issued by the client; ○ Copy of Completion Certificate issued by the client, signed by authorized representative for the client ○ For on-going services, certificate/undertaking from Authorized Signatory of the applicant's organization certifying completion of 75% of the awarded work should be submitted

2.	<p>Experience in providing advisory services for Projects: The Bidder should have experience of at least five consultancy assignments for development of infrastructure projects for undertaking financial feasibility assessment and bid advisory/transaction advisory for central government or state government or PSU in India.</p> <p>The assignment must have been undertaken and completed (i.e. the private sector player / concessionaire is selected) or tender documents were issued within past 7 years as on 31.03.2024 .</p> <p>Project Cost should be Rs. 500 crores or above.</p>	15	<p>10 marks for fulfilling minimum qualification criteria (5 projects).</p> <p>Additional Project - 1 marks for each project (max up to 5 marks)</p>	<ul style="list-style-type: none"> ○ Copy of work order / contract issued by the client; and ○ Copy of Completion Certificate issued by the client, signed by authorized representative for the client <p>OR</p> <p>Undertaking from Authorized Signatory of the Applicant that tender documents were issued</p>
TOTAL			30	

Notes: The Bidder may submit the same assignment for assessment under multiple Evaluation Criteria. The Bidder may submit multiple assignments under a single work order / contract for an Evaluation Criteria. This must be clearly conveyed in the bid submission. For Projects where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of the firm in the project. TIDCO reserves the right to request any further supporting documents from the selected Agency prior to the signing of the contract. TIDCO shall be free to make enquiries from previous clients of the Bidder about the work, conduct, performance, quality of service and such other related general enquiries about the Bidders.

5.2.2 Qualification and experience of the key staff present in the team

S.No	Position	Min. qualification	Max. marks
1.	Financial expert	<ol style="list-style-type: none"> 1. Satisfying minimum eligibility criteria for fulfilling the qualifications , experience – 5 marks 2. For every additional 1 year of experience – 1 marks will be given limited to a maximum of 3 marks 3. Should have been involved in at least 2 projects in undertaking financial studies as elaborated in the qualification criteria. (maximum of 2 marks) 	10
2.	Technical Expert	<ol style="list-style-type: none"> 1. Satisfying minimum eligibility criteria for fulfilling the qualifications, experience – 4 Marks 2. For every additional 1 years of experience – 1 mark will be given limited to a maximum of 2 marks 3. Should have been involved in at least 2 projects in undertaking technical studies as per elaborated in the qualification criteria (maximum of 2 marks) 	8
3.	Logistics Expert	<ol style="list-style-type: none"> 1. Satisfying minimum eligibility criteria for fulfilling the qualifications, experience – 4 Marks 2. For every additional 1 years of experience – 1 mark will be given limited to a maximum of 2 marks 3. Should have been involved in at least 2 projects in logistics sector as per eligibility elaborated in the qualification criteria (maximum upto 2 marks) 	8
4.	Aerospace, Defence, Space Sector Expert	<ol style="list-style-type: none"> 1. Satisfying minimum eligibility criteria for fulfilling the qualifications, experience – 4 Marks 2. For every additional 1 years of experience – 1 marks will be given limited to a maximum of 2 marks 3. Should have been involved in at least 2 projects in Aerospace, Aviation & Defence sector as per the eligibility elaborated in the qualification criteria (maximum upto 2 marks) 	8
5.	Marketing Expert	<ol style="list-style-type: none"> 1. Satisfying minimum eligibility criteria for fulfilling the qualifications, experience – 3 Marks 2. For every additional 1 year of experience – 1 mark will be given limited to a maximum of 3 marks 	6
TOTAL			40

5.2.3 Approach and Methodology

S.No	Evaluation Criteria	Marks
1	Approach and Methodology <ol style="list-style-type: none"> 1. Understanding of the objective & scope 2. Methodology and approach for key tasks envisaged as per the scope of work 3. Structure and Composition of PMU team with expected contribution & Role of the experts 	30
TOTAL		30

SECTION 6

TECHNICAL PROPOSAL - STANDARD FORMS

- 6A. Technical Proposal submission form.
- 7B. Format for Power of Attorney for authorized signatory.
- 7C. Format for submission of information about the consultant.
- 7D. Format for providing a summary of experience of the Bidder.
- 7E. Format for providing experience of the consultant for technical evaluation.
- 7F. Team composition and task assignments.
- 7G. Format of Curriculum Vitae of proposed professional staff.
- 7H. Format for Financial Proposal Submission Form.

7A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

From: (Name of Firm)

To: (Name and Address of TIDCO)

Sir/Ma'am:

Subject: Selection of Consultant for Providing Project Management Unit (PMU) services to support TIDCO in various strategic Initiatives- submission of technical proposal.

Being duly authorized to represent and act on behalf of(hereinafter referred to as the "Bidder") and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Bidder) for the captioned Assignment in one (1) original and one (1) copy, with the details as per the requirements of the RFP, for your evaluation.

We confirm that our Proposal is valid for a period of **180 days** from _____(insert Proposal Submission Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized

Signature:

Name and Title of Signatory:

Name of Firm:

7B. FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms. (name), son/daughter/wife of and presently residing at, who is presently employed with us / the Lead Member of our Consortium and holding the position of , as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal in response to the RFP and submission of our bid for the Assignment proposed by the (the “TIDCO”) including but not limited to signing and submission of all applications, proposals, bids and other documents and writings, participate in pre-bid meeting and other conferences and providing information/ responses to TIDCO, representing us in all matters before TIDCO, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with TIDCO in all matters in connection with or relating to or arising out of our bid for the said Assignment and/ or upon award thereof to us and/or till entering into the Agreement with TIDCO.

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

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 2023

For

(Signature, name, designation and address)

Witnesses:

1.

(Notarised)

2.

Accepted

.....

(Signature)

¹To be submitted in original.

(Name, Title and Address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney 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, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

7C. FORMAT FOR SUBMISSION OF INFORMATION ABOUT THE CONSULTANT

Sl. No	ITEMS	DETAILS										
i)	Name of the Company											
ii)	Legal Status	{sole proprietorship firm/ partnership firm/ limited liability partnership/ private limited/ public limited company}										
iii)	Bidding Status	{Sole Firm/ Lead Member/ Member of Consortium}										
iv)	(a)Postal address of the (b)Telephone no.(s) (c)Fax No.(s) (d) Website, (e)Email	(a) (b) (c) (d) (e)										
v)	(a) Name of the authorized representative (b) Designation and postal	(a) (b) (c)										
vi)	Year of incorporation of the company under the Companies											
vii)	Banker's Name and Address											
viii)	Registration Number											
ix)	Permanent Account Number (PAN) for Income Tax											
x)	GST details											
xi)	Annual turn over the last three completed financial years	<table border="1"> <thead> <tr> <th>Financial Year</th> <th>Annual Turnover (Rs. Crore)</th> </tr> </thead> <tbody> <tr> <td>FY2023-24</td> <td></td> </tr> <tr> <td>FY2022-23</td> <td></td> </tr> <tr> <td>FY2021-22</td> <td></td> </tr> <tr> <td>Average Annual Turnover (Rs. Crore)</td> <td></td> </tr> </tbody> </table>	Financial Year	Annual Turnover (Rs. Crore)	FY2023-24		FY2022-23		FY2021-22		Average Annual Turnover (Rs. Crore)	
Financial Year	Annual Turnover (Rs. Crore)											
FY2023-24												
FY2022-23												
FY2021-22												
Average Annual Turnover (Rs. Crore)												

Signature, Name & Designation of the Authorized Signatory

The following documents shall be provided to demonstrate eligibility.

- Copy of registration certificate issued by registrar of companies/firms.
- Copy of GST Certificate

- Copy of audited annual financial statements including Balance Sheet and Profit & Loss Account statement of the firm for the last three (3) financial years (Year 2021-22, Year 2022-23 & Year 2023-24)
- Auditor's certificate to verify the annual average turnover for the last three financial years in the following format.

Certificate from the Auditor

This is to certify that **(NAME OF THE CONSULTANTS)** has received the payments shown above against the respective years on account of fees from professional advisory services excluding audit and tax services.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the Authorized Signatory)

7D. FORMAT TO DEMONSTRATE TECHNICAL ELIGIBILITY

(To be filled, signed and attached)

Similar work experience in the Last Five (5) Years

Sl. no.	Period (From-To)	Name of the Assignment	Name of the Client	Location, Country	A brief description of the job	Date of Completion of Transaction	
1							
2							
3							
4							

Signature of Authorized Representative of the bidder Note:

Documents verifying the claim as per technical eligibility including the letter of successful completion from the client shall be provided for all projects listed above. The certificates enclosed as proof should show the project completion year/date clearly.

**7E. FORMAT FOR PROVIDING EXPERIENCE OF THE CONSULTANT FOR
TECHNICAL EVALUATION**

Similar Projects carried out in the Last Five (5) Financial Years

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

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (Profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months. Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (In Rs.):
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved, and functions performed:		
Narrative Description of Project including project cost and land area:		
Description of Actual Services Provided by Your Staff:		

Note: Work order / contract agreement along with Completion Certificates / auditors certificate showing 100% fee received from client shall be submitted along with the reference.

7F. TEAM COMPOSITION AND TASK ASSIGNMENT

1. Technical/ Managerial Staff

S. No	Name	Position	Task
1.			
2.			
3.			
4.			
5.			

1. Support Staff

S. No	Name	Position	Task
1.			
2.			
3.			
4.			
5.			

7G. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Photo of the Expert	1. Name			
	2. Position			
	3. Date of Birth			
	4. Education			
5. Employment Record	From	To	Company	Position Held
6. Total Years of Experience				
7. Years of Experience Relevant to the proposed role				
8. Brief Profile				
9. Languages				
10. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				
	Name of assignment of project: Year: From: To: Location: Client: Main project features: Positions held: Activities performed:			

7H. FINANCIAL PROPOSAL SUBMISSION FORM

Note: The e-Procurement System automatically calculates and inserts the total Bid Price in the BOQ Schedule on the basis of (i) the rates entered by the Bidder in the BOQ Schedule online and (ii) quantities provided in the BOQ Schedule. The System also automatically populates the amount in words from the amount in figures. Therefore, there is no scope of discrepancy and need for arithmetic correction.