



REQUEST FOR PROPOSAL (RFP)

FOR

Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd, for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement

DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Uttar Pradesh State Industrial development Organization (UPSIDC), Uttar Pradesh 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 UPSIDC 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 UPSIDC 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. UPSIDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

UPSIDC, 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.

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

UPSIDC 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 UPSIDC is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and UPSIDC 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 UPSIDC 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.

INDEX

SECTION 1: INTRODUCTION 4

SECTION 2: INSTRUCTION TO BIDDERS 8

SECTION 3: TERMS OF REFERENCE..... 29

SECTION 4: CRITERIA AND PROCEDURE OF EVALUATION 34

APPENDICES 40

1. Introduction

Background

Uttar Pradesh State Industrial Development Corporation (UPSIDC) is the premier industrial promotion and infrastructure development undertaking of the Government of Uttar Pradesh. The driving force behind scores of industrial ventures in Uttar Pradesh since 1961, UPSIDC is involved in the development of industrial areas and equipping them with all necessary infrastructure, identification and promotion of infrastructure-related and industry specific projects, execution of civil construction works for government and public sector organisations on deposit basis, acquisition of land on demand for large projects & development of integrated infrastructure industrial townships.

Objectives of the assignment

UPSIDC intends to engage a consultancy agency of international repute (Consultant) for providing necessary support to UPSIDC, in accordance with the provisions of the RFP, for a period of 3 Years and serving the primary objective of assisting UPSIDC in developing state of the art industrial estates and promoting investments in the areas/ estates of UPSIDC and implementation of Ease of Doing Business/Business Reforms along with ICT enablement.

1.1 Request for Proposal

UPSIDC invites Request for Proposal (RfP) (the “Proposals”) for selection of Consultants (the “Bidder”) to undertake the assignment as defined in the Terms and Conditions mentioned in this RFP document through an open competitive bidding process in accordance with the procedure set out herein.

1.2 Procurement of RfP Document

RFP document can be downloaded from the official website of the UPSIDC at www.upsidc.com

1.3 Validity of the Proposal

The proposal must be valid for 6 months from the last day of submission during which the Bidder must ensure the availability of the professional staff proposed for the assignment. UPSIDC will make its best effort to complete negotiations within this period.

1.4 Schedule of selection process

The schedule of the bidding process shall be as under:

S N	Particulars	Date	Time
1	Date of Publishing	25th October 2016	
2	Last date for sending queries	7 November 2016	Till 1400 Hrs
3	Pre-bid Meeting	9 November 2016	1400 Hrs
4	Bid Submission Start Date	12 November 2016	From 1400 Hrs
5	Bid Submission End Date	18 November 2016	Till 14 00 Hrs
6	Opening of Technical Bids	18 November 2016	1600 hrs
7	Opening of Financial Bids	To be declared later	

1.5 Communications

All communications including the submission of Proposal should be addressed to:

U.P. State Industrial Development Corporation Ltd.

Regional Office, Lucknow

III Floor, PICUP Bhavan Gomti Nagar

Lucknow - 226024

Phone: 0522-2371154

Website: www.upsidc.com

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

" Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd, for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement"

1.6 An applicant may participate in the Selection Process individually (the "Sole Firm") only.

Consortium or Joint venture is allowed. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

1.7 Contents of the RFP

The RFP includes the following documents:



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

1. Introduction
2. Instructions to Bidders
3. Terms of Reference (TOR)
4. Criteria and Procedure of Evaluation

Appendices

Appendix-I: Technical Proposal

Form 1: Letter of Proposal

Form 2: Particulars of the Bidder

Form 3: Financial Capacity of the Bidder

Form 4: Description of experience of bidder

Form 5: Description of approach, methodology and work plan for performing the assignment

Form 6: Curriculum Vitae (CV) for proposed professional staff

Form 7: Team composition and Task assignments

Appendix – II: Financial Proposal

Form 1: Financial Proposal

Appendix-III

1. Form of Agreement (will be provided later)
2. Form of Bank Guarantee for Performance Security (will be provided later)
3. Form of Power of Attorney

2. Instruction to Bidders

A. General

2.1 Scope of Proposal

- 2.1.1 Detailed description of the objectives, scope of services and other requirements relating to services are specified in this RFP. The manner in which the Proposal is required to be



submitted, evaluated and accepted is explained in this RFP.

2.1.2 Bidders are advised that the selection of Consultant will be on the basis of an evaluation by UPSIDC, through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the UPSIDC's decisions are without any right of appeal whatsoever.

2.1.3 The Bidder shall submit its Proposal in the form and manner specified in this RFP. The Technical proposal shall be submitted in the form as per Appendix-I and the Financial Proposal shall be submitted in the form as per Appendix-II. Upon selection, the Bidder shall be required to enter into an agreement with UPSIDC.

2.2 Conditions of Eligibility of Bidders

2.2.1 Bidders must read carefully the conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

2.2.2 As part of the evaluation, the applicant should fulfil the Minimum Qualification Criteria as per Clause 4.1.1(c). In case, an Applicant does not fulfil the Minimum Qualification Criteria, the Proposal of such Applicant shall summarily be rejected.

2.2.3 The Applicant should submit a Power of Attorney, as per the format Appendix III-3. However, in case the Proposal is signed by an authorized signatory on behalf of the bidder, a copy of appropriate resolution certified by Company Secretary conveying such authority may be enclosed in lieu of the power of Attorney.

2.2.4 Any entity which has been barred by the Central/ State Government in India or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal.

2.3 Conflict of Interest

The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Bidder and its affiliates shall not engage in consulting activities that conflict with the interest of the UPSIDC under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision



of any other service related to the assignment other than a continuation of the Services under the ongoing contract. It should be the requirement of the contract that the Bidder should provide professional, objective and impartial advice and at all times hold UPSIDC's interest paramount, without any consideration for future work and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Bidder shall not be hired for any assignment that would be in conflict with their prior or current obligations to UPSIDC, or that may place them in a position of being unable to carry out the assignment in the best interest of UPSIDC. Without limitation on the generality of the foregoing, Bidder shall not be hired, under the circumstances set forth below:

- a. **Conflict between assigned works and services:** A Bidder that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing services related to those goods, works or services. Conversely, a Bidder concern hired to provide services for the said event and each of its affiliates shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.
- b. **Conflict among assignments:** Neither Bidder (including their personnel and) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Service Providers.
- c. **Relationship with Employer's staff:** Bidder (including their personnel and sub-consultants) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of; (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of consultants work.

2.4 Number of Proposals

A Bidder is eligible to submit only one proposal for the selection of consultants.



2.5 Cost of Proposal

2.5.1 The Bidders shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process. UPSIDC will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.5.2 Cost of RFP Document

The RFP Document can be purchased from UPSIDC Regional Office, Lucknow at the cost of Rs. 5000/- in the form of Demand Draft of any nationalized/scheduled bank in favour of "**Uttar Pradesh State Industrial Development Corporation**" payable at Lucknow. The RFP document can also be downloaded from the website "www.upsidc.com" however while submitting the proposal it should be accompanied with a demand draft of Rs. 5000/-. The proposal without the cost of the document will not be considered for evaluation.

2.6 Acknowledgement by Applicant

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

- a. made a complete and careful examination of the RFP;
- b. acknowledged that it does not have a Conflict of Interest; and
- c. Agreed to be bound by the undertaking provided by it under and in terms hereof.

2.7 Right to reject any or all Proposals

2.7.1 Notwithstanding anything contained in this RFP, UPSIDC reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

2.7.2 UPSIDC reserves the right to reject any Proposal if:

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

2.7.3 Such misrepresentation/ improper response may lead to the disqualification of the Bidder. If such disqualification/ rejection occur after the Proposals have been opened



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



B. Preparation, Submission, Receipt and Opening of Proposals

2.8 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.

2.9 Format and signing of Proposal

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

2.9.2 The Bidder shall prepare one original set of the Documents comprising separate sealed envelopes containing the technical (with originals/ copies of documents required to be submitted along therewith pursuant to this RFP) and financial proposal, clearly marked as Technical Proposal and Financial Proposals. Both these envelopes will be placed in a single envelope clearly marked “ORIGINAL”. In addition, the applicant shall submit 1 (one) copy of only the Technical Proposal marked “COPY” and not the copy of Financial Proposal in any case. The proposal will be submitted in accordance with the Clause 2.14. In the event of any discrepancy between the originals and the copies, the original shall prevail.

2.9.3 The Proposal shall be typed and signed by the authorized signatory of the Bidder who shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by a duly authorized person holding the Power of Attorney (the “Authorized Representative”).

2.9.4 A copy of the Power of Attorney certified under the hands of a director of the Bidder or a notary public on the specified form shall accompany the Proposal.

2.10 Clarification

- 2.10.1 Bidders requiring any clarification on the RfP may send their queries to the UPSIDC in writing (by post or e-mail) before the date mentioned in the Schedule of Selection Process at Clause 1.4.
- 2.10.2 UPSIDC will respond to such requests and issue a consolidated clarification (including an explanation of the query, but without identifying the source of inquiry). The consultants are advised to go through such clarifications, if any, prior to submitting the proposals.
- 2.10.3 UPSIDC reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring UPSIDC to respond to any question or to provide any clarification.

2.11 Amendment/ Modification to RFP documents

- 2.11.1 At any time prior to the deadline for submission of Proposal, UPSIDC may, for any reason, whether at its own initiative or in response to clarifications requested by the Bidder, modify the RFP document by the issuance of Modified RFP / Addendum/ Amendment through posting it only on its Website.
- 2.11.2 All such amendments/ modified RFP will be posted only on the Website and shall not be published in any newspaper and will be binding on all Bidders.
- 2.11.3 In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, UPSIDC may, in its sole discretion, extend the Proposal Due Date.

2.12 Technical Proposal

- 2.12.1 Bidders shall submit the technical proposal in the formats as per Appendix-I (the "Technical Proposal").
- 2.12.2 While submitting the Technical Proposal, the Bidder shall, in particular, ensure that CVs of 6 team members, duly signed by the authorized signatory have been submitted.
- 2.12.3 Failure to comply with the requirements shall make the Proposal liable to be rejected.
- 2.12.4 The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 2.12.5 UPSIDC reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Failure of the UPSIDC to undertake such

verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the UPSIDC there under.

2.12.6 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 Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder 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 Bidder 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 UPSIDC without UPSIDC being liable in any manner whatsoever to the Applicant or Consultant, as the case may be. In such an event, UPSIDC shall forfeit and appropriate the EMD.

2.13 Financial Proposal

2.13.1 Bidders shall submit the financial proposal in the format as per Appendix-II (the “Financial Proposal”) clearly indicating the total lump-sum cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant’s authorized signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.

2.13.2 While submitting the Financial Proposal, the Bidder shall ensure the following:

- a. All the costs associated with the assignment shall be included in the Financial Proposal. The total amount indicated in the Financial Proposal shall be without any condition 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. Applicable taxes will be paid extra
- c. Costs shall be expressed in INR.

2.14 Submission of Proposal

2.14.1 The Bidder shall submit the Proposal in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be

signed by indelible ink by the Authorized Representative of the Bidder. The Bidder shall be responsible for its accuracy and correctness as per the version uploaded in the website by UPSIDC and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the UPSIDC the later shall prevail.

- 2.14.2 The Proposal will be sealed in an outer envelope which will bear the address of UPSIDC and mentioning the name and address of the Bidder. It shall also bear on top, the following:

“Do not open, except in presence of the authorized representative(s) of the UPSIDC”

If the envelope is not sealed and marked as instructed above, the UPSIDC assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted. This outer envelope should bear the name & address of the Firm, submission address and clearly marked,

“Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd, for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement”

- 2.14.3 The aforesaid outer envelope will contain two separate sealed envelopes; one clearly marked “Technical Proposal” and the other clearly marked “Financial Proposal”. The envelope marked “Technical Proposal” shall contain:
- a. Application in the prescribed format (Form 1 of Appendix-I) along with Forms 2 to 7 of Appendix-I and supporting documents;
 - b. C.A Certificate of average turnover for the preceding three years as mentioned in this document according to the Clause No 4.1.1 (c); and
 - c. EMD as specified in Clause No. 2.18 in a separate sealed envelope
 - d. Demand draft for the Cost of RFP Document if downloaded from web site or copy of the receipt if purchased from UPSIDC as specified in Clause No 2.5.2 in a separate sealed envelope.
 - e. Copies of the experience/ completion certificate in support of the qualifying parameters for similar work executed during the last five financial years.
 - f. Self-attested copy of PAN CARD.
 - g. Self-attested copy of Service tax registration.
- 2.14.4 The envelope marked “Financial Proposal” shall contain the financial proposal in the prescribed format (Form 1 of Appendix-II).
- 2.14.5 The Technical Proposal and Financial Proposal shall be typed and signed by the authorised signatory of the Bidder. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialled by in indelible ink by the person or persons signing the Proposal.
- 2.14.6 The completed Proposal must be delivered on the specified time on Proposal Due Date. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained. The completed proposal must be delivered at the submission address through Speed Post/ Courier/ Registered Post/ Hand Delivery only.
- 2.14.7 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is

directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

2.14.8 The Financial proposal shall be firm throughout the period of performance of the assignment up to and discharge of all obligations of the Consultant under the Agreement

2.15 Proposal Due Date

2.15.1 Proposal should be submitted within 15:00 hrs on or before the Proposal Due Date Specified in Clause No. 1.4 at the address provided in Clause 1.5 in the manner and form as detailed in this RFP.

2.15.2 In the event of UPSIDC's office remaining closed on the scheduled dates for any unforeseen reason, the offer shall be received up to 15.00 hrs on the next working day of UPSIDC.

2.15.3 UPSIDC may, in its sole discretion, extend the Proposal Due Date by issuing a Corrigendum in accordance with Clause 2.11.

2.16 Late Proposals

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

2.17 Modification/ substitution/ withdrawal of Proposals

No Proposal shall be modified, substituted, or withdrawn by the Bidder after its submission.

2.18 Earnest Money Deposit (EMD)

2.18.1 The Bidder shall furnish as part of its Proposal, an EMD of Rs. 5,00,000/- (Rs. Five lakhs only) in the form of Demand Draft of any scheduled bank in favour Uttar Pradesh State Industrial Development Corporation, payable at Kanpur. EMD shall be returned to the unsuccessful Bidders within a period of one month from the date of signing of Consultancy Agreement between UPSIDC and the Successful Bidder. EMD submitted by the Successful Bidder shall be released upon execution of the Consultancy Agreement and furnishing of Performance Security.

2.18.2 Any Proposal not accompanied by the EMD shall be rejected by UPSIDC as non-responsive.



2.18.3 UPSIDC shall not be liable to pay any interest on the EMD and the same shall be interest free.

2.18.4 The Bidder, by submitting its proposal pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the UPSIDC any other right or remedy hereunder or in law or otherwise, the EMD shall be forfeited and appropriated by UPSIDC under the following conditions:

- a. If a Bidder engages in any of the Prohibited Practices; or
- b. If a Bidder withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Bidder from time to time; or
- c. If the Selected Bidder fails to clarify or reconfirm its commitments as required vide Clause 2.21.1
- d. In the case of a Selected Bidder, if the Bidder fails to sign the Agreement as specified in Clause 2.28; or
- e. If the Bidder is found to have a Conflict of Interest as specified in Clause 2.3

C. Evaluation Process

2.19 Evaluation of Proposals

2.19.1 UPSIDC shall open the Proposals at 15:30 hours or thereafter on the Proposal Due Date, and in the presence of the Bidders who choose to attend. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.

2.19.2 Proposals for which a notice of withdrawal has been submitted in accordance with Clause 2.17 shall not be opened.

2.19.3 Prior to evaluation of Proposals, UPSIDC will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:



Sl. No.	Item	Required Response
1.	It is received in the form specified at Appendix-I (Technical Proposal);	Yes
2.	It is received by the Proposal Due Date including any extension thereof pursuant to Clause 2.15;	Yes
3.	It is accompanied by the EMD as specified in Clause 2.18.1.	Yes
4.	It is accompanied by demand draft for the Cost of RFP document if it is downloaded from web site or copy of the receipt if it is purchased from UPSIDC	Yes
5.	It is signed, sealed, hard bound and marked as stipulated in Clause 2.14;	Yes
6.	It is accompanied by the Power of Attorney as specified in Clause 2.2.3;	Yes
7.	It contains all the information (complete in all respects) as requested in the RFP;	Yes
8.	Is the Consultant involved in any fraud and corrupt practices?	No
9.	It does not contain any condition or qualification;	Yes
10.	Bidder meets the minimum condition of eligibility as per Clause No 4.1.1(c)	Yes

- 2.19.4 UPSIDC 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 UPSIDC in respect of such Proposals.
- 2.19.5 UPSIDC would subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.4 and the criteria set out in Section 4 of this RFP.
- 2.19.6 After the technical evaluation, UPSIDC would prepare a list of shortlisted Bidders for opening of their Financial Proposal, who would be communicated by E-mail/Fax/Phone/SMS. The opening of Financial Proposals shall be done in presence of representatives of Bidders who choose to be present. UPSIDC will not entertain any query or clarification from Bidders who fail to qualify at any stage of Selection Process. The financial evaluation and final ranking of the Proposals would be carried out in terms of Clause 4.2 and 4.3.
- 2.19.7 Bidders are advised that Selection will be entirely at the discretion of UPSIDC. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given.
- 2.19.8 Any information contained in the Proposal shall not in any way be construed as binding on UPSIDC, its agents, successors or assigns, but shall be binding against the Bidder if the work is subsequently awarded to it.

2.20 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising UPSIDC in relation to or matters arising out of, or concerning the Selection Process. UPSIDC will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. UPSIDC 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 UPSIDC.

The Consultant and its Personnel shall not, either during the term of contract or within two years after the expiration or termination of the 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 UPSIDC to the Consultants and its Personnel any information provided by or relating to UPSIDC, its technology, technical processes, business affairs or finances or any information relating to UPSIDC 's employees, officers or other professionals or suppliers, customers, or contractors of UPSIDC; and any other information which the Consultant is under an obligation to keep confidential in relation to the assignment, the Services or the Agreement ("Confidential Information"), without the prior written consent of UPSIDC.

Notwithstanding the aforesaid, the Consultant, and its Personnel may disclose Confidential Information to the extent that such confidential information:

- i. was in the public domain prior to its delivery to the Consultant and its Personnel or becomes a part of the public knowledge from a source other than the Consultant and it's Personnel;
- ii. is required to be disclosed by Law or judicial or administrative or arbitral process or by any Governmental Instrumentalities, provided that before any such disclosure, the Consultant, shall give UPSIDC, written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment;

2.21 Clarifications

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

2.21.2 If a Bidder does not provide clarifications sought under Sub-Clause 2.21.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, UPSIDC may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred

2.22 Single Bidder

In case of only one bidder applying for bid or getting qualified for bid, decision of UPSIDC will be final on whether to continue with bidding process or not

D. Appointment of Consultant



2.23 Selected Bidder

The first ranked Bidder (the “Selected Bidder”) may, if necessary, be invited for clarifications and reconfirmation of commitments and its obligations under this RFP, deployment of Key Personnel, methodology and quality of the work plan.

2.24 Substitution of Team Members

UPS IDC will not normally consider any request of the Selected Bidder for substitution of Team Member. Substitution, will, however be permitted if the Team Member 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 UPS IDC.

2.25 Indemnity

The Selected Bidder shall, subject to the provisions of the Agreement, indemnify UPS IDC for any direct loss or damage that is caused due to any deficiency in services.

2.26 Award of Work

After selection, a Letter of Award (the “LOA”) shall be issued by UPS IDC to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA accept the same. In the event of non- receipt of acceptance of the LOA by the Selected Bidder by the stipulated date, UPS IDC may, unless it consents to extension of time for submission thereof, forfeit the EMD of such Applicant, and the next eligible Bidder may be considered.

2.27 Performance Security

Upon receipt of Letter of Award (LOA) from UPS IDC, the successful Bidder shall furnish the Performance Security of an amount equal to 5% of the fee by way of Bank Guarantee for the due performance of the Contract in the format of Performance Security Form (being uploaded at www.upsidc.com). The Performance Security shall be furnished by the selected Bidder within the time specified in LOA along with Agreement. The validity period of Bank Guarantee of Performance Security shall be 37 months from the date of LOA .

2.28 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement within a fortnight from the date of issuance of LOA. The Selected Bidder shall not be entitled to seek any deviation in the Agreement. If the Selected Bidder fails to submit the Performance Security as per Clause 2.27 and fails to sign the Agreement, their EMD shall be

forfeited and Appropriated by UPSIDC. In such an event, UPSIDC may invite the Second Ranked Bidder for negotiations and may issue LOA to him.

2.29 Limitation of Liability

Aggregate Liability towards the consultant shall not exceed 10% of the contract value. The Consultant shall also not be liable for any indirect, consequential or special damages.

E. Force Majeure

2.30 Definition

- a. For the purposes of this assignment, "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 agents employees thereof, 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 the 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.
- d. UPSIDC will decide the eventuality of Force Majeure which will be binding on both the parties.

2.31 No breach of Agreement

The failure of a Party to fulfil any of its obligations shall not be considered to be a breach of, or default under, the 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 the Agreement.

2.32 Measures to be taken

- a. 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. A 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 fourteen (14) 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 minimize the consequences of any event of Force Majeure.

2.33 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. Such expenses will be approved by UPSIDC. The Consultant will have to provide proper justification and certificate from their auditors for such expenses on the format as may be decided by UPSIDC.

2.34 Consultation

Not later than thirty (30) 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.

2.35 Suspension of Agreement

UPSIDC may, by written notice of suspension to the Consultant, without any obligation (financial or otherwise) suspend all the 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 thirty (30) days after receipt by the Consultant of such notice of suspension.

2.36 Termination of Agreement

UPSIDC may terminate the Contract in whole or part without assigning any reason if:-

- a. The qualified Bidder fails to perform any of the obligation(s) under the Contract.
- b. If the Bidder is in material breach of the representations and warranties contained in their bid

The termination of contract shall be made by prior written notice of default sent to the Bidder. The bidder is not authorized to terminate the agreement before its maturity.

2.37 Expiration of agreement

Unless terminated earlier pursuant to Clause 2.36 hereof, the agreement shall expire when the Services have been completed and a period of 30(thirty) days has elapsed after all payments due under the Agreement have been made.

2.38 Extension of Agreement

UPSIDC has the option to extend the Agreement on expiry, to avail the services of the Consultant for specific work or continuation of the work carried out during the Operative Period of Agreement without the need to go for a separate bid process. The decision on the extension will be taken exclusively by UPSIDC keeping in consideration a) satisfactory performance of the Consultant b) time constraints or other serious impediments in selection of Replacement Consultancy c) Where circumstances inescapably require taking recourse to this option.

All the general terms and conditions of this Agreement will be in force during the extended period of the Agreement.

F. Disputes Resolution

2.39 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. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the

other party, parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 15 days from the date of receipt of written notice, the matter will be referred for Arbitration.

2.40 Arbitration

In case the dispute is not resolved as indicated in Clause 2.39, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by UPSIDC and other appointed by Consultant and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Lucknow and following are agreed:

The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.

The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel)

When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Agreement.

G. Personnel

The Consultant shall employ following qualified and experienced Personnel to carry out the services as given in TOR

The Consultant shall not change any person whose Curriculum Vitae (CV) has been submitted, without prior permission of UPSIDC. Without written permission of UPSIDC any such action shall be deemed as breach of contract.

There should be a minimum number of 6 dedicated professionals in the team to be stationed at Lucknow. UPSIDC will not normally consider any request of the Consultant for substitution of

Team Member. Substitution, will, however be permitted if the Team Member is not available for reasons of any incapacity or due to bad health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the UPSIDC.

H. MISCELLANEOUS

2.41 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

2.42 UPSIDC, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a. suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
- b. consult with any Bidder in order to receive clarification or further information;
- c. retain any information and/or evidence submitted to UPSIDC by, on behalf of and/or in relation to any Bidder; and/or
- d. 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.

2.43 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases UPSIDC, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

I. Payment to Selected Bidder

- a. The payment of fee shall be made as under:-

Payment Schedule	% Payable of Total Fee
Quarter 1 to 4	10% in each quarter totaling to 40%
Quarter 5 to 12	7.5% in each quarter totaling to 60 %

- b. The consultant shall raise invoices every quarter and shall be paid within 15 days of the submission of the invoices.
- c. The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by UPSIDC) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule

3. Terms of Reference

3.1 Background

Uttar Pradesh State Industrial Development Corporation, the premier industrial promotion and infrastructure development undertaking of the State Government of Uttar Pradesh has been the driving force behind scores of industrial ventures since 1961. Its major promotional and development activities are:

- i. Development of Industrial Areas equipped with all necessary industrial infrastructure.
- ii. Identification and promotion of infrastructure-related and industry specific projects.
- iii. Execution of civil construction works for govt. and public sector organisations on deposit basis.
- iv. Acquisition of land on demand for large projects.
- v. Development of integrated Infrastructure Industrial Townships.

3.2 Objective

UPSIDC intends to engage a consultancy agency of international repute (Consultant) for providing necessary support to UPSIDC, in accordance with the provisions of the RFP, for a period of 36 (thirty six) months and serving the primary objective of assisting UPSIDC in developing state of the art industrial estates and promoting investments facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement” in the areas/ estates of UPSIDC

3.3 Scope of work

The Scope of work has been designed in various components as listed below:

Sr. No	Activities	Timeline	Remarks
I.	<p>Ease of Doing Business - Conduct as is study</p> <p>The Consultant will have to work extensively with the department to understand the current processes, acts, organizational structure, roles and responsibilities etc. which defines the operational procedures. This broadly includes:</p> <ul style="list-style-type: none"> ▪ Examining the current policy, practices and processes for 	Within 1 month of day zero	

	<p>attracting investors and businesses throughout the lifecycle of department related approvals</p> <ul style="list-style-type: none"> ▪ Identifying key bottlenecks impacting the ease of doing business and the work of the department officials ▪ Reviewing existing regulations to minimize the interface of the citizen /entrepreneur with the department ▪ Process of approval of projects in sync with the requisite norms ▪ Meeting with Industry and concerned stakeholders for taking inputs regarding their problems 		
II.	<p>Ease of Doing Business - Business Process re-engineering</p> <p>This will involve the recommendations for reforms which broadly include the redesigning of forms, policies and the collective manual process involved in the approvals/NOCs. These may include the following:</p> <ul style="list-style-type: none"> ▪ Making recommendations on changes in process for approvals, application form, types of document required, timelines etc. ▪ Formulating an action plan for improving the department related approval process in Uttar Pradesh as a whole in consultation with key stakeholders such as other relevant state departments and industry bodies ▪ Development of investor related process guidelines ▪ Recommendations for implementing Ease of Doing business reforms (providing automated services with ease of approvals & NOCs) through ICT enablement in a phased manner. A detailed phase-wise roadmap would be developed 	Within 2 month of day zero	

<p>III.</p>	<p>Implementation of recommendations</p> <p>This will involve assisting UPSIDC with defining the technical, functional and quality requirements of software and services for process simplification in consultation with UPSIDC. Consultancy Agency would be responsible for undertaking following activities:</p> <ol style="list-style-type: none"> 1. Modification of existing application software (if needed) to make it compatible with proposed latest technology (Hardware, OS, RDBMS etc.) 2. Development of new web based modules for the following activities: <ul style="list-style-type: none"> - Online allotment of Plots - Payment through payment gateway - Online approval of building plan / map - After allotment activity like transfer / cancellation / subletting / restoration / reconstitution / project changes etc. 3. Development of a Single Window Portal for the Investors 4. Ongoing application support till the end of this contract <ol style="list-style-type: none"> 1. Data feeding of all plots /allottees. (approx. 48,700 files) 2. Setup of UPSIDC-Net. 3. Assistance in Procurement of new hardware /software, upgradation or replacement of existing hardware /software as per requirement of proposed system through Bid Process Management. 4. Implementation plan /AMC for 5 years 5. Management of allottee account on mobile /desktop 6. Facility of SMS alert. 7. Development of letter/file monitoring system. 8. Development of HRD system. 9. Development of Online Single Window Portal in a phased manner <p>Present Status of Computerization at UPSIDC Hardware</p>	<p>Within 6 month of day zero Go-Live, support till end of contract</p>	
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	<p>1. At H.O Kanpur Server: - Xeon P3 based Server Desktop: - I5/I3/P4 Local Area Networking</p> <p>2. At Branch Offices Desktop: - I5/I3/P4 Local Area Networking</p> <p>System Software</p> <p>1. At H.O Kanpur On Server: - Win-NT. RDBMS oracle 8i Desktop: - Windows XP/ Windows 7.0/ Windows 8.0</p> <p>2. At Branch Offices(Approx. 34 no. , spread all over UP) Desktop: - Windows XP/ Windows 7.0/ Windows 8.0 DBMS: - MS- Access</p> <p>Application Software</p> <p>1. At H.O Kanpur</p> <ol style="list-style-type: none"> Financial Accounting Payroll Land acquisition <p>2. At Branch Offices(Approx. 34 no. , spread all over UP)</p> <ol style="list-style-type: none"> Industrial Area Modules Allotment, after allotment activities like Transfer, Restoration, Reconstitution, Maintain allottees account, Subletting, Plot change etc. Financial Accounting up to Trail Balance Payroll Engineering (Estimate to Billing) <p>The role of the consultant shall be limited to assisting UPSIDC in procurement of services (hiring of technical consultants) so as to achieve the above mentioned objectives.</p>		
IV.	<p>Promotion and marketing</p> <p>1. Identification of key industrial infrastructures (existing/upcoming) of the state, identify their development needs and prepare an appropriate strategy/ roadmap to address those</p>	<p>Till 36 months</p>	<p>This is an ongoing activity and the inputs required on these</p>

	<p>needs by mapping them to funds from various central & multilateral schemes.</p> <ol style="list-style-type: none"> 2. Scanning and identification of relevant schemes of Central Government which can be utilised in the identified industrial infrastructure time to time. 3. Assisting UPSIDC for hiring third party agencies through competitive bidding for preparing master plans, financial feasibility reports and DPRs for the projects. 4. Liaisoning with the Government of India for complying with various requirements in getting approvals for fund/ grant disbursement. 5. Sensitization of Industry/potential beneficiaries on the scheme and its benefits through workshops/roadshows/campaigns. The cost of such activities will be borne by UPSIDC. 6. Identify at least 5(five) promising industrial estates/ areas of UPSIDC on best effort basis for investment promotion. 7. Draft an appropriate strategy and prepare a road map for promotion of selected Industrial Estates/ Clusters of UPSIDC. 8. Assistance in updation/ developing of any policy/ regulation to enhance the attractiveness of the estates/ areas of UPSIDC in consultation with UPSIDC 9. Create & Update marketing collaterals for each estate showcasing salient features of the estate with information like plot layout, major allottees, size of plots, available inventory. 10. Information dissemination about services provided by UPSIDC as well as advantages of setting up industries in the state through marketing collaterals like presentations, brochures, etc amongst all relevant stakeholders like media, industry associations, etc. 11. Providing knowledge content for revamping of UPSIDC's website 12. Assistance in organising National and International roadshows as and when envisaged by UPSIDC and participation in signature events for promotion of selected Industrial estates 		<p>are continuous in nature. The timeline for individual activities shall be mutually decided.</p>
<p>V.</p>	<p>GIS Development Scope:</p> <p><i>To meet the need of various administrative operations such as estate infrastructure planning and management, allotment and regulation of the industrial plots, establishing new estates at various locations, and as well to ease the Investors to get glimpse of the near real-time plot availability and status. Industrial Corporations are adopting the Geo Spatial Technology as their key solution. It covers spatial dimension which facilitates to visualize outlook of industrial estates at dynamic geographical scale. The integration of domain Knowledge with Geo-</i></p>	<p>Within 6</p>	<p>It may be noted that the consultant needs to provide a separate cost for this</p>

<p><i>spatial datasets and technology leads to successful implementation of the system. System has capability to process and render enterprise level decisions and provide aid to plan, regulate and control land use. The scope of GIS is as follows</i></p> <p>Survey, Digitization and Geo referencing of Maps</p> <ul style="list-style-type: none"> • <i>Survey of Industrial Locations</i> • <i>Collection of DGPS Coordinates</i> • <i>Digitization of Drawings</i> • <i>Raster image</i> • <i>Data Cleaning of Maps</i> • <i>Geo reference of drawings ,</i> • <i>Generation of shape files of Industrial Locations</i> • <i>Creation of Geo reference maps</i> <p>Implementation of GIS</p> <ul style="list-style-type: none"> • <i>Digitization of State Boundary</i> • <i>Digitization of Districts Boundary</i> • <i>Mapping of Industrial Estates Layer</i> • <i>Mapping of Plot Layer</i> • <i>Prepare of GIS Data</i> • <i>Preparation of Land Use Details</i> <p>Infrastructure Layer Mapping: All infrastructure details can be mapped in different layers</p> <ul style="list-style-type: none"> • <i>Road Network</i> • <i>Water Connection</i> • <i>Electricity Line</i> • <i>Electricity Pole</i> • <i>Railway Track</i> • <i>Sewerage Connection</i> • <i>Gas Connection</i> • <i>Utility</i> • <i>Bridge</i> • <i>Vegetation</i> • <i>Footpath</i> • <i>Water Body</i> • <i>Lamp Post</i> • <i>Boundary</i> • <i>Sector</i> • <i>Common Area</i> • <i>Public Purpose Area</i> • <i>Others</i> • <i>Water HEAD Tanks</i> • <i>Parking</i> • <i>Water Body</i> • <i>Nala</i> 	<p>month of day zero</p>	<p>section.</p>
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	<ul style="list-style-type: none"> • <i>Police Station, Fire Stations</i> • <i>Telecom Towers</i> <p>Searching Facility Options</p> <ul style="list-style-type: none"> • <i>Searching based on District</i> • <i>Searching based on Industrial Estate</i> • <i>Searching based on Allotted Plots</i> • <i>Searching based on Vacant Plots</i> • <i>Searching based on Company Name</i> • <i>Searching based on Plot Availability</i> • <i>Searching of Industrial Estate based on Red, Green and Yellow Industries.</i> <p>GIS Details picked from Allottee System</p> <ul style="list-style-type: none"> • <i>Real Time Industrial Estate Information</i> • <i>Real Time Plot Information</i> • <i>Display of allotment status of plots</i> • <i>Display of Company Status like under construction, In production, cancelled etc.</i> • <i>Online redirection for application & payment facility process for vacant plots</i> • <i>Query builder for MIS reports on the basis of plot type, plot area, plot status</i> • <i>On click of features information retrieving facility</i> • <i>Graphical reports on the basis of criteria given</i> • <i>Location wise Land Bank details are displayed on GIS</i> • <i>GIS Interface with client portal (Users from Industry) so as to enable them to have know-how of actual plot outlook.</i> • <i>Custom report templates can be generated by system in Graphical as well as tabular formats</i> • <i>Real Time Status on GIS In case of Transfer of plots, Reconstitution of Plot, Change of Product etc.</i> • <i>Color coding schemes can be used for differentiating the attributes.</i> <p>Other GIS Features</p> <ul style="list-style-type: none"> • <i>Attractive themes for all layers in accordance with categories</i> • <i>Tool tip information for layers and attributes information</i> • <i>Zoom, Pan, Rotate functionality</i> • <i>Spatial analysis tool like Buffer area feature extraction</i> • <i>Distance Calculation functionality</i> • <i>Run time theme as per query reports</i> • <i>Open street Or Bing map as base layer for all layouts maps</i> • <i>Location wise Pollution level are also mapped in GIS Software</i> • <i>Plot Layer on/Off Features</i> 		
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	<ul style="list-style-type: none"> • <i>Change of Base Map Features</i> 		
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3.4 Manpower, Deliverable and timelines

3.4.1 Key Personnel for the Assignment (Tentative)

S.No.	Position	Minimum Qualification	Minimum Experience
1.	Team Leader	a. Master degree in Business Management/ Administration or equivalent b. Must have led long term projects in the areas of investment promotion (at least 4 sectors) in the last five years	12 Years
2.	Investment Promotion Expert	a. Master Degree in Business Management/ Administration or equivalent b. Experience of investment promotion projects for at least 3 years	5 Years
3.	Government related services and policy expert	a. Master Degree in Policy related studies or equivalent b. Experience of at least 3 years in public system, policy and regulatory related tasks	5 years
4.	Financial cum Procurement Expert	a. Master Degree in Business Management with specialization in Finance b. Experience of preparing financial feasibility of at least 3 projects	5 Years
5.	ICT Expert	a. Bachelor's degree in Information Technology and related Master's degree b. Must have led projects which involve ICT enablement and IT automation (at least 2 projects) in the last 3 years	10 Years
6.	Software Development Team – 4 Nos	a. Bachelor's degree in Information Technology b. Experience of working on projects which involve ICT enablement and IT automation (at least 2 projects) in the last 3 years	5 years

7.	Investment Promotion Support Consultant – 2 Nos	<ul style="list-style-type: none"> a. Master Degree in Business Management/ Administration or equivalent b. Have experience of working with Government in areas like long term investment promotion projects/ industrial infrastructure development projects 	2 Years
8.	IT PMU Support Consultant – 2 Nos	<ul style="list-style-type: none"> c. Bachelor's degree in Information Technology d. Experience of working on IT PMU projects which involve ICT enablement and IT automation (at least 2 projects) in the last 3 years 	4 Years

3.4.2 Deployment of Manpower

The Consultant will, within 15 days, deploy agreed manpower resources at UPSIDC Lucknow office. Out of the total twelve (12) nos. of manpower to be deployed, the financial expert can be deployed on need basis whereas the other 11 members should be deployed as per the table below at UPSIDC, Lucknow.

S.No.	Position	Deployment
1.	Team Leader	50% of the time from Commencement of the assignment till the end of the assignment
2.	Investment Promotion Expert	100% of the time from Commencement of the assignment till the end of the assignment
3.	Government related services and policy expert	100% of the time from Commencement of the assignment till the end of the assignment
4.	Financial Expert	As and when required
5.	ICT Expert/Solution Architect	100% of the time from Commencement of the assignment till the end of the 12 th month
6.	Software Development Team – 4 No's	100% of the time from Commencement of the assignment till the end of the 12 th month
7.	Investment Promotion Support Consultant – 2 No's	100% of the time from Commencement of the assignment till the end of the assignment
8.	IT PMU Support Consultant – 2 No's	100% of the time from Commencement of the assignment till the end of the 12 th month

Day Zero shall be a week after the award of contract. The time line and definition of Deliverables can vary as per the action plan.

3.5 Support from UPSIDC

UPSIDC will support the PMU in its efforts for project development and implementation under respective schemes.

Specific support shall be as follows:

- i. Office space for all the personnel deployed for PMU by the consultant shall be provided by UPSIDC.
- ii. Cost of roadshows/events/activities for marketing shall be borne by UPSIDC. Consultant shall be liable only for the content of such promotional activities.
- iii. Website/ Software Development: For website development/ any required software development and MIS development separate professional agencies shall be hired by



UPSIDC. However, the overall responsibility of managing the assignment shall be with the main consultant.

- iv. The cost of maps or any other consumable to be used such as software, hardware, satellite imagery shall be borne by UPSIDC on actual basis.
- v. Travel related to project domestic/international shall be borne by UPSIDC



4. Criteria and Procedure of evaluation

4.1 Evaluation criteria for Technical Proposal

Evaluation of the qualified bidders shall be done by UPSIDC based on the following Evaluation Criteria:-

4.1.1 **Step-1: Technical Pre-qualification** - Evaluation of documentation on past experience & technical strength on 'Pass/ Fail' Basis.

- a. The Bidders failing to meet the criteria for eligibility will be declared non responsive and ineligible for further process for the purpose of next step for pre-qualification.
- b. The evaluation of Technical Capability would be on PASS-FAIL basis and only those bidders who are technically capable would be considered for further evaluation.
- c. The evaluation criteria for Technical Pre-qualification is tabulated in the following Table and the response of the bidders should be 'Yes' to all parameters, failing which, they will be disqualified at this stage itself.

Sl.	Criteria	Minimum Qualification Criteria	Pass / Fail
(a)	General Criteria	The Bidder should be a Company/ Firm/ LLP registered in India with a track record of providing consulting/ advisory services for at least 12 years as on March 31, 2016.	Yes/ No
(a)	Technical Criteria	In the last 5 years, the Bidder should have : <ol style="list-style-type: none"> i. Undertaken at least 1 long –term project focused on Industrial development/ investment promotion (min 1 year duration) for any State Government with a minimum value of INR 2Cr. ii. Undertaken at least 1 project 	Yes / No

		<p>focused on IT enablement for an Industries Department (min 3 months duration) at State Government Level.</p> <p>Experience of at least one long term project (at least 12 months) where Consultant has assisted a State Government with Business Process Re-engineering studies. Bidders not meeting any of the above criteria shall be disqualified</p>	
(b)	Financial Criteria	<p>The Firm should have a Minimum Average Annual Turnover of INR 250 Crores during the last three preceding financial years (Supported by duly audited balance sheet) from consulting services.</p> <p>Note: Copies of the Certified / Approved Annual Financial Statements of the Bidding Entity for the preceding three (3) years are to be furnished.</p>	Yes / No
(c)	Debarment	The Firm should not have been debarred by any department of the State Government in the last 5 years	Yes/No

- d. The prequalified bidders will be subject to further technical evaluation by the **‘Evaluation Committee’**. The sealed cover of the technical proposal document of prequalified bidders (those who pass during technical pre-qualification stage), will be opened for further Technical Evaluation.
- e. The Technical and Financial Proposal covers of bidders who do NOT qualify the pre-qualification stage will be treated as ineligible for further process and their sealed covers will be returned unopened.

4.1.2 Step-2: Technical evaluation of proposal on past experience, technical strength and Approach & Methodology

- a. The “Evaluation Committee” constituted by the Client will carry out the technical evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score (**S_t**) as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

Criteria		Sub Marks	Maximum Marks
1	Bidder Credentials & Experience in the last 5 years only		40 marks
A	Experience of working with any State Government or its agencies on long term projects (at least 1 year) in areas such as industrial/ sector development and promotion in last 5 years	4 marks for each project (5 projects or more for full marks)	20
B	Experience of project focused on IT enablement for an Industries Department (min 3 months duration) at State Government Level.	4 marks for each project	8
C	Experience of at least one long term project (at least 12 months) where Consultant has assisted a State Government with Business Process Re-engineering studies.	4 marks for each project	12
(a) Projects with adequate supporting document proof will be considered (Completion certificate, copy of Agreement, Letter of Award etc to be provided with all project claimed) (b) the project activity completed in the last 5 years will be considered for evaluation (c) In case the projects cited were through consortium, the consultant should be the lead consultant.			
2	Key Personnel Credentials	Sub Marks	Maximum Marks (60)
A	Team Leader		10marks
	Master’s degree in Business Management/ Administration or equivalent and minimum 12 years of experience	2 mark for meeting eligibility criteria	10

	Experience of leading long term projects in the areas of investment (at least 4 sectors) promotion in the last 5 years	4 marks for each project	
B	Investment promotion specialist		6 marks
	a. Master Degree in Business Management/ Administration or equivalent	2 mark for meeting eligibility criteria	6
	b. Experience of investment promotion projects	2 marks for each project in separate states	
C	Financial cum procurement Expert		6 marks
	a. Master Degree in Business Management with specialisation in Finance	3 mark for meeting eligibility criteria	6
	b. Experience of preparing financial feasibility of at least 3 projects	1 mark each for experience of financial feasibility project	
D	Government related services and Policy expert		6 Marks
	a. Masters in Policy related studies or equivalent	3 mark for meeting eligibility criteria	6
	b. Experience of at least 3 years in Governance, policy and regulatory related tasks	1 mark each for experience of relevant projects	
E	ICT Expert		6 marks
	a. Bachelor's degree in Information Technology and related Master's degree	1 mark for meeting eligibility criteria	6
	b. Experience of ICT enablement and IT automation	2.5 marks for each project in separate states	

	Solution Architect -		6 marks
F	a. Bachelor's degree in Information Technology	1 mark for meeting eligibility criteria	6
	b. Experience of ICT enablement and IT automation	2.5 marks for each project in separate states	
3	Approach & methodology		20

- ii. A proposal will be considered unsuitable and shall be rejected at this stage if it does not respond to important aspects of RFP Document and the Terms of Reference or if it fails to achieve the minimum technical score. The Client shall notify consultants who fail to score the minimum technical score about the same and return their Financial Proposals unopened after completing the selection process.
- iii. Technical Proposals which meet the minimum eligibility criteria shall be evaluated and such bidders may also be invited for making a presentation on their proposal approach & methodology. Bidders shall be intimated at least 7 days before the date of any such presentation.
- iv. The Financial Proposals of those Bidders who score **at least 60 points** in the Technical proposal evaluation shall be opened. They shall be intimated about the date, time and venue of opening of the Financial Proposal. The bidders/their representatives may choose to attend the office of UPSIDC for opening of financial proposal.

4.2 Evaluation of Financial proposals

- 4.2.1 The Financial Proposal shall be submitted separately on lump sum basis for monthly fee payable by UPSIDC to Consultant for providing manpower resources to UPSIDC.
- 4.2.2 The lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be determined using the following formula:

$$S_f = 100 \times F_m / F;$$

Wherein, S_f is the financial score, F_m is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.

4.3 Evaluation & Scoring

- 4.3.1 Proposals will be finally ranked in accordance with their combined technical (S_t) and financial (S_f) scores:

$$S = (S_t \times T_w) + (S_f \times F_w)$$

Wherein, S is the combined score, and T_w and F_w are weights assigned to Technical Proposal and Financial Proposal that will be **0.80:0.20**.

The Applicant achieving the **highest combined technical and financial score** will be considered to be the successful applicant and will be invited for contract signing (the “Successful Applicant”).

- 4.3.2 The decision of UPS IDC as regards to acceptance/ rejection of eligibility for parties who apply will be final and binding.
- 4.3.3 Notwithstanding the above UPS IDC reserves the right to accept or reject any or all bids or to annul the bidding process.

4.4 Award of Contract

- 4.4.1 The contract will be awarded following the negotiations.
- 4.4.2 The firm is expected to commence the Assignment on the date specified in the Data Sheet.

Appendices

APPENDIX-I
(See Clause 2.1.3)

Form 1
TECHNICAL PROPOSAL

Letter of Proposal
(On Applicant's letter head)

Managing Director

[Location, Date]

U.P. State Industrial Development Corporation Ltd.
Regional Office, Lucknow

III Floor, PICUP Bhavan Gomti Nagar

Lucknow - 226024

Phone: 0522-2371154

Sub: Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd, for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement

Sir,

- 1) With reference to your RFP document dated _____, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The proposal is unconditional and unqualified.
- 2) All information provided in the proposal and in the Appendices is true and correct.
- 3) This statement is made for the purpose of qualifying as a bidder for undertaking the Project.
- 4) I/ We will make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
- 5) I/ We acknowledge the right of the Authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been

expelled from any project or contract nor have had any contract terminated for breach on our part.

- 7) We certify that we have not been barred by the UPSIDC or Government of Uttar Pradesh (GoUP), or any of the agencies of GoUP from participating in its projects.
- 8) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority.
- 9) I/ We do not have any conflict of interest in accordance the RFP document;
- 10) 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 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
- 11) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 12) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any proposal that you may receive nor to invite the bidders to Bid for the Project, without incurring any liability to the bidders, in accordance with the RFP document.
- 13) I/ We declare that we are not a Member of any other firm submitting a proposal for the Project.
- 14) I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 15) 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.
- 16) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.

- 17) I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
- 18) In the event of my/ our being declared as the successful bidder, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to us prior to the proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 19) I/We have studied all the Bidding Documents carefully and also understood the scope of the project. We understand that except to the extent as expressly set forth in the Service 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 Bidding Process including the award of assignment.
- 20) The Consultancy Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP and draft Agreement.
- 21) I/We offer and attach as specified Non-refundable processing fee of Rs.5,000/- (Rupees Five Thousand Only) in the form of demand draft.
- 22) I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the proposal Due Date specified in the RFP.
- 23) 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,

Yours faithfully,

(Signature, name and designation of the authorised signatory) (Name
and seal of the Applicant/ Lead Member)

Form 2

Particulars of Bidder

1.1	Title of Consultancy: Project Management Services
1.2	Title of Project: Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd, for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement
1.3	State whether applying as Sole Firm or Lead Member of a consortium: Sole Firm or Lead Member of a consortium

1.4	<p>State the following:</p> <p>Name of Firm:</p> <p>Legal status (e.g. sole proprietorship or partnership, Pvt Ltd, Ltd Company):</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>Name, designation, address and phone numbers of authorised signatory of the Applicant:</p> <p>Name:</p> <p>Designation:</p> <p>Company:</p> <p>Address:</p> <p>Phone No.:</p> <p>Fax No. :</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>(i) Name of Firm:</p> <p>(ii) Legal Status and country of incorporation</p> <p>(iii) Registered address and principal place of business.</p>
1.6	<p>(Signature, name and designation of the authorised signatory)</p> <p>For and on behalf of</p>

Form-3**Statement of Legal Capacity**

(To be forwarded on the letter head of the Applicant)

Ref. Date:

To,

FAX:

Phone:

Email:

Dear Sir,

Sub: Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd, for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement

I/We hereby confirm that we, the Applicant (along with other members in case of consortium, Constitution of which has been described in the Proposal*), 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

*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/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorised Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd(the "Authority"), for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement, 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:

- 1
2

Notarised

Accepted

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

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.





Wherever required, the 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, the Power of Attorney provided by Applicants 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 Appostille certificate.



Form-5

Financial Capacity of the Bidder

(Refer Clause 4.1.1(c))

Particulars	Rupees in Crores		
	2013-14	2014-15	2015-16
Turnover/income			
Average Turnover for 3 year			

Note: The Turn Over should be certified by the Chartered Accountant. Turn Over not certified by Statutory Auditor/ Chartered Accountant shall not be considered for evaluation.

Form 4

Description of experience of bidder

(Please provide information only for a project for which your firm was legally contracted by the client as a corporate entity)

(1)	Project Name:	
(2)	Project Location :	
(3)	Project Cost :	
(4)	Name of Client :	
(5)	Start Date (Month/Year):	
(6)	Completion Date: (Month/Year)	
(7)	Name of Associated Firm(s), if any:	
(8)	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
(9)	Detailed Narrative Description of Project:	
(10)	Detailed Description of Actual Services Provided by the firm:	
(11)	Approx. Value of Services (INR):	

Note: Experience quoted by Bidder should be supported by a certificate from the client without which the submission shall not be considered for evaluation

APPENDIX-I

Form 5

Description of approach, methodology and work plan for performing the assignment

Project Management and Technical approach with methodology and work plan are key components of the Technical Proposal. The consultant is suggested to present its Technical Proposal divided into the following chapters:

- a) Understanding of TOR, Technical Approach and Methodology
- b) Work Plan
- c) Staffing

Understanding of TOR, Technical Approach and Methodology:

The Consultant should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The consultant should highlight the problems to be addressed along with their importance and explain the technical approach the consultant would adopt to address them. The consultant should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan:

In this chapter the consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client) and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

Organization and Staffing:

In this chapter the consultant should propose the structure and composition of the proposed team. The consultant should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

APPENDIX-I

Form 6

Curriculum Vitae (CV) for proposed professional staff

1.	Proposed Position	
2.	Name of Firm	
3.	Name of Staff	[First] [Middle] [Surname]
4.	Date of Birth	DD/MM/YYYY
5.	Nationality	
6.	Education	[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and year of obtainment starting from the latest degree]
7.	Countries of Work Experience	[List countries where staff has worked in the last ten years]

		Name of Organization	Position held	Duration
8.	Employment record [Starting with present position, list in reverse order every employment held by staff member since graduation]			YYYY to present
9.	Details of tasks assigned			
10.	Relevant Projects undertaken	[Among the assignments in which the Staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks assigned] Name of assignment or project: Year: Location: Client:		

		Project Cost: Main project features: Positions Held: Activities Performed:
		Name of assignment or project: Year: Location: Client: Project Cost: Main project features: Positions held: Activities performed:
11.	Certification	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature	Signature
Date: [dd/mm/yyyy]	Date: [dd/mm/yyyy]
Name of staff member:	Name of Authorized Signatory:

Form 7
Team composition and Task assignments

1. Professional Staff for the Road Map				
Name of Staff	Firm	Area of Expertise	Position Assigned	Tasks Assigned

2. Professional Staff to be deployed at UPSIDC				
Name of Staff	Firm	Area of Expertise	Position Assigned	Tasks Assigned

Form 1
Financial Proposal
Managing Director

U.P. State Industrial Development Corporation Ltd.

Regional Office, Lucknow

III Floor, PICUP Bhavan Gomti Nagar

Lucknow - 226024

Phone: 0522-2371154

Subject: Appointment of Consultancy Firm for Providing Consultancy Services to Uttar Pradesh State Industrial Development Corporation Ltd, for investment facilitation of key industrial estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement

Sir,

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*]in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal for the assignment is as follows:

SI No	Details	Fees in INR (In figures and words)
1	<i>Lump sum fee (excluding service tax) for investment promotion/ facilitation of key industrial estates and areas of UPSIDC estates and implementation of Ease of Doing Business/Business Reforms along with ICT enablement (for SR No I to IV of the scope of work)</i>	
2	<i>Lump sum fee (excluding service tax) for GIS development (for Sr No V of the Scope of Work)</i>	

Notes:

1. The costs of telephone/fax, photocopying, printing, couriers and postage, collections and deliveries, traveling expense (outside the state), stationery and counsel fee, overheads, etc. shall be borne by the Authority.
2. Outstation travel(other than Lucknow) shall be undertaken as per request of the Authority. The Team shall be entitled to economy class air travel, and board and lodging in a hotel. Bills for reimbursement hereunder may be submitted with original supporting



materials, along with a Statement of Expenses, duly certified by the Authorised Representative.

3. All direct expenses such as advertisements for tendering, cost of roadshow/workshop, IEC materials, etc. shall be borne by the authority.
4. All payments shall be made in Indian Rupees.
5. The Authority shall pay the service taxes separately as applicable.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:





FINANCIAL PROPOSAL
APPENDIX-II
Form-2
Estimate of Personnel Costs

No.	Position	Name	Man day Rate (Rs.)	Total Man Days	Amount (Rs.)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total					

