

*Letter of invitation of bids for appointment of
Transaction Advisor for the selection of HSRP Vendor
in the State of Madhya Pradesh*

Table of Contents

1. Letter of invitation	3-4
2. Data Sheet	5-6
3. Introduction and Background	7
3.1 Project Description	8
3.2 Project Objective	9
4. Scope of Work.....	10-13
5. Duration of Services	14
6. Deliverables.....	15
7. Payment Schedule	16
8. Project process for each Project.....	17
9. Requirement of Transaction Advisor.....	18-19
10. Terms and Conditions	20
11. Submission of Proposal.....	21
12. Evaluation and Selection Process.....	22
Technical Proposal – Standard Forms.....	23
FORM TEACH 1: Letter of proposal submission.....	24
FORM TEACH 2: Transaction Adviser’s organization and experience.....	25-26
FORM TEACH 3: Comments and suggestions on the terms of reference and on counterpart staff and facilities to be provided by the employer	27
FORM TEACH 4: Description of approach, methodology and work plan for performing the assignment job	28
FORM TEACH 5: Team composition and task assignment / Jobs.....	29
FORM TEACH 6 : Curriculum vitae (cv) for proposed professional staff.....	30-31
FORM TEACH 7: Information regarding any conflicting activities and declaration there of	32
Financial Proposal – Standard Forms	33
FORM FIN 1 : Financial proposal submission form	34
FORM FIN 2 : Format for financial proposal	35

Letter of Invitation of Bids

Enclosed

Office of The TRANSPORT COMMISSIONER, Madhya Pradesh

No. / 6687 /Enf-Mod/ TC/ 2016

Gwalior, dated 05.12.16

To

- 1- Deloitte Touche Tohmatsu India (LLP) Gurgaon Deloitte Touche Tohmatsu India (LLP), 7th Floor, Building 10, Tower B, DLF Cyber City Complex, DLF City Phase - II, Gurgaon - 122002, Haryana
- 2- KPMG Advisory Services Pvt. Limited, Mumbai KPMG Commerce House, 9th Floor, 902 & 903, Near Vodafone House Corporate Road, Prahalad Nagar, Ahmedabad, 380051
- 3- Feedback Infra Pvt. Limited Gurgaon 15th Floor, DLF Cyber City, Phase - III, Gurgaon, 12002, Haryana
- 4- Ernst & Young LLP 3th & 6th Floor, worldmark - 1 IGI Airport Hospitality, District: Aerocity, New Delhi - 110037, India.
- 5- Credible Management & Consultants Pvt. Limite, New Delhi 177, Block - R, Greater kailash - 1, New Delhi - 48
- 6- Infrastructure Development Corporation (karnataka) Limited 9/7, KCN Bhawan, Yamunabai Road, Madhavnagar Extension Off, Race Course Road, Banglore - 560001
- 7- Almondz Global Securities Limited 2th Floor, Scindia House, Janpath - New Delhi - 110001
- 8- Pricewaterhousecoopers Private Limited (PWC) E-7/644, Arera Colony, Near Central Bank of India, Bhopal.


Sub - Invitation of financial proposal from shortlisted institutions for implementation of HSRP Scheme in Madhya Pradesh on PPP mode.

The Government of Madhya Pradesh, Transport Department invites Technical and Financial proposals, from shortlisted institutions, for working as Transaction Advisor to the department for implementation of HSRP Scheme in Madhya Pradesh on PPP mode.

The Transaction Advisor shall be responsible for development of the project, preparation of RFP, redressal of RFP Related queries on RFP, assistance and opinion in bids evaluation and bid closure.


You are requested to submit your Technical and financial proposals along with requisite details and Performance Guarantee money as per details uploaded on the departmental website www.mptransport.org.

Information, if any, desired on the subject may be obtained from the office during working hours.


Transport commissioner
Madhya Pradesh
Gwalior, dated

No. / /Enf-Mod/ TC/ 2016
Copy to:-

The Principal secretary, Govt. of M.P. Transport Deptt., Vallabh Bhawan, Bhopal (M.P.) for information and necessary action.


Transport commissioner
Madhya Pradesh

2. DATA SHEET

1	Name of the Authority : Office of the Transport Commissioner, Moti Mahal Campus, Madhya Pradesh, Gwalior- 474007
2	Method of Selection : Least Cost Basis
3	Financial Proposal to be submitted along with the Technical Proposal : Yes
4	Authority Representative/ Point of contact for any queries related to the RFP Shri Vijay Suryavanshi, Addl. Transport Commissioner (Enf.) Office of the Transport Commissioner, Moti Mahal Gwalior – 474007 MP Tel. 0751 – 2452286 Fax 0751- 2434661 E-mail : dtce_gwl@yahoo.com
5	Proposal would remain valid for 120 days from the proposal due date
6	The Transaction Advisor is required to include with its Proposal written confirmation of authorization to sign on behalf of the Transaction Adviser.
7	Consortia : Transaction Advisors are allowed to strengthen their team by; including consortium partners but not from within the list empanelled by the Directorate of Institutional Finance, Govt. of M.P. The contract will however be signed with the Lead Transaction Adviser and the Lead Transaction Adviser will be liable for all activities and conditions under the Contract.
8.	The Transaction Advisor must submit the original and two copies of the Technical Proposal with One copy marked as Original.
9.	The Transaction Advisor must submit the Technical Proposal in original alongwith a separate envelope containing Performance Guarantee Demand Draft of Rs. 5.00 Lakh (Rs. Five Lakh) favoring “Transport Commissioner, Madhya Pradesh”, payable at Gwalior (M.P.). Technical Proposals should be clearly marked Financial Proposal for (Title of Consulting Service) – Do not open except in presence of the Evaluation Committee. The name of the Consulting Firm submitting the proposal must also be clearly indicated on the envelopes.

9	<p>The Transaction Advisers are required to submit separate sealed Technical and Financial proposals. Email submissions are not allowed.</p> <p>Financial Proposals should be clearly marked Financial Proposal for (Title of Consulting Service) – Do not open except in presence of the Evaluation Committee. The name of the Consulting Firm submitting the proposal must also be clearly indicated on the envelopes.</p> <p>The envelopes containing Financial Proposal shall be kept in a separate envelope. This envelope will be sealed and should be marked properly indicating the contents, “Proposal for (Title of Consulting Service) – Do not open except in presence of the Evaluation committee. The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelope.</p>
---	---

	Financial figures in the proposal shall be laminated/covered with transparent adhesive tape.
10	Proposals must be submitted no later than the following date and time: 27-12-2016 15-30 hours Bid received after this time will not be entertained nor considered.
11	Address for submission of the Proposal Office of the Transport Commissioner, Moti Mahal Gwalior- 474007 Madhya Pradesh,
12	Expected date for public opening of Technical Proposal : 27-12-2016 16-00 hours
13	Expected date for public opening of Financial Proposal : 05-01-2017 11-30 hours
14	Expected date for contract negotiations : (to be notified)
15	Expected date for commencement of consulting services : 16-01-2017

3. INTRODUCTION AND BACKGROUND

3.1 PROJECT DESCRIPTION

The Office of the Transport Commissioner, Government of Madhya Pradesh, Gwalior wishes to undertake the development of the “Implementation of High Security Registration Plate (HSRP) in the Vehicles Registered in Madhya Pradesh in PPP mode”.

The Details of the project is as under:

Ministry of Road Transport & Highways vide Notification dated 22nd August, 2001 has notified that “it is necessary and expedient in the public interest to notify certain standards in respect of the new system of high security registration plates for motor vehicles and the process used by a manufacturer or vendor for manufacturing or supplying such plates with reference to the amendments made in the Central Motor Vehicles Rules, 1989 by the central Motor Vehicles (1st Amendment) Rules, 2001, it is therefore, in exercise of the powers conferred by the sub-section (3)of section 109 of the Motor Vehicles Act, 1988 (59 of 1988) makes the following order to specify such standards. Copy of the Notification and Order is attached for your ready reference.

In MP, about 101.80 lakhs vehicles (including 13.43 lakhs commercial and 88.37 lakhs non commercial) are registered up to February , 2015.

Transport Department, goMP desires to implement the above order on PPP mode for the vehicles registered in MP.

The above project is to be bid out either as a whole or division wise or district wise as per the feasibility and viability study carried out by the Transaction Advisor and decided by the Authority.

The appointment of Transaction Advisor shall be made on least cost basis.

3.2 PROJECT OBJECTIVE

The Project is to be undertaken in two Stages:

1. Stage I objective is to prepare a Project report which provides a recommended PPP structure for implementation of the Project with related analysis whether financial, technical and other as well as a draft RFP document. Both will be subject to approval.

From the Authority and expected to lead to RFP launch in the market signifying the start of Stage II. This will also include building the “Value for Money” and Project Rationale.

2. Stage II objective is to finalize the financial and PPP models and project report as well as development of bid documents and management of bid process up to bid closure. The activities will be subject to approval from the Authority.

4. SCOPE OF WORK

Stage I : The detailed activities are:

- I. **Technical Parameters** : The Transaction Adviser will review and finalise the technical specifications for the proposed Project leading to, a) finalized technical specifications for the building parameters and core provisions as per the prevailing law, b) timelines for implementation of construction and use of funds, c) finalized base costs for each vehicle type of number plate and the d) finalized base costs for the Project overall.
- II. **Value For Money (VFM) Analysis** : The Transaction Adviser will conduct appropriate economic cost- benefit analysis to develop a VFM analysis and Project Rationale.
- III. **Development of Financial Model**: Review the technical model for the Project and finalize the base case Project costs including timelines for implementation and funds flow requirements. Based on the base case costs, the Transaction Adviser will develop a financial model including all assumptions for capital expenditure (CAPEX), operation and maintenance (O&M) costs, possible revenue (and alternative revenue generation) projections for each cluster/unit and the Project. Sensitivities and outputs (projected project financial statements – balance sheet, cash flow, income statement, key ratio analysis, financial internal Rate of Return (FIRR), Debt Service Coverage Ratio (DSCR, other ratios) should be developed. The financing plan must include identified sources of finance available for either direct part funding of capital expenditures or for annuity type support.
- IV. **PPP options Development** : Based on the Project costs and financial model, develop PPP structures including assessing funding sources from the government, private sector, etc. a recommended PPP project structure should be capable of achieving sustainable operational and financial viability. Clear details of the proposed PPP structure/s should be identified such as concession / management contract / etc along with a risk assessment matrix and likely impacts on the Authority such as required annuity or other payments. Institutional requirements for the PPP structures such as the need for a special purpose vehicle, joint ventures, etc should be identified.
- V. **Stakeholder (private sector, financiers, PPP cell, GoMP and other government agencies, etc) consultations** should be held to incorporate feedback on potential acceptability of the PPP structures.

- VI. Legal and institutional analysis : The Transaction Adviser will develop policy and institutional analysis, impacting the selected PPP modality for the Project, and assist with bid process, project documentation, and evaluation procedures. For the analysis, (a) conduct a policy and institutional assessment to ascertain the validity and viability of the proposed PPP structure for the Project and Authority capacities to manage the Project once operational and recommend required changes and capacity improvement measures as appropriate; (b) recommend institutional measures to improve the governance of the Project entity after implementation; (c) develop “bankability” measures for the proposed PPP project structure, such as fee payment mechanisms, preconditions for a private operator to fulfill in meeting service obligations, default and risk clauses, and step-in rights of government; and (d) assist in bid process management through documentation preparation, including request for qualification, request for proposal. Contractual agreements between Authority and winning bidder, as well as in developing bidder instructions, bid qualification parameters and bid evaluation criteria, bidding process schedules, and stakeholder consultations.
- VII. Environment and Social Safeguards : The Transaction Adviser will make sure that all the aspects related to Environmental and Social Safeguards are adhered to.
- VIII. RFP development Private sector analysis : The Transaction Adviser will develop likely qualification criteria for potential private parties and draft a Request for Qualification document. This document should be discussed with authority and PPP cell, GoMP and post approvals launched into the market.
- IX. Assistance for IIPDF/PPPAC approvals : The Transaction Adviser will assist the Authority in all meetings with D I F to finalise formal IIPDF and PPPAC (RfP) approvals.

Deliverables for Stage I

The Transaction Adviser will

- a) Finalise a consolidated “project Report Stage I” including technical reviews, financial model, PPP options.
- b) Lead discussions with the Authority and PPP cell, GoMP for formal approvals of above report .
- c) Lead Stakeholder consultations;
 - High Security Registration Plate (HSRP) in Vehicles Registered in MP on PPP
- d) Assist in all matters relating to IIPDF/SLC meetings.

Stage II : the detailed activities are :

- I. Review and Finalize the Financial Model : The Transaction Adviser will assist in finalizing the financial model, in the light of the results of the market surveys, revised designs and private sector inputs.

- II. Finalization of Project Structure : The Transaction Adviser, in the light of the revised financial model and the qualitative and quantitative input received from the market surveys, present a final Project structure which will be capable of achieving sustainable operationa land financial viability, thereby balancing Value for Money for the Sponsoring Authority and viability for the private sector. Various commercial and legal options, (together with the project’s legal specialist as required), for Project structuring will be examined to recommend a suitable PPP modality and suitable implementation structure such as concession / management contract / etc, whether as an special Purpose Vehicle, joint venture, etc; the analysis should include feedback as to the poteritial acceptability of the PPP structure from developers and lenders.
- III. Financing plan : The Transaction Adviser will identify and assess all possible financing options for the assignment in relation to the final Project structure. Recommendations may be provided on debt equity ratios, loan tenures and rates, etc to improve Project viability and attractiveness. The financing plan must include identified sources of finance available for either direct part funding of capital expenditures or for annuity type support.
- IV. Bid Process Design and Bid Documents : Post finalization of the Project Structure , the Transaction Adviser shall develop the contract documents (Request for Proposal (RfP) etc), bid process and appropriate governance for the Project. Bid process design and the choice between a single stage process vs. a two stage process will be evaluated and a suitable design adopted. The RfP and the Concession Agreement that are thus required shall be developed and presented to the concerned authorities for approval.
- V. Conduction the Bid Process : The Transaction Adviser will assist with the bid process management, including finalization of PPP structure and financial model, preparation of bid documents and criteria, a Request for Proposal (RfP) launch, formulation of responses to bidder queries, bid evaluation and recommendations per criteria in the RfP document, recommending a private developer, contract negotiations and bid closure which are required to be undertaken for bringing the Project to a Technical Close.
- VI. All other activities as agreed with Authority.

Deliverables for Stage II

The Transaction Adviser will

- a) Develop a report in containing financial model results, final building designs and final Project structure;
- b) Finalise bid documents including Draft Concession Agreements: and
- c) Assist the Authority with Bid Process Management and award of the two sub-Projects including advise on legal aspects of queries / objections raised by the bidders.

5. DURATION OF SERVICES

The Transaction advisor will work for the Authority till the execution of the concession agreements for the above Project. The total duration of the entire project is expected to be 3 months.

The Transaction Adviser must include his lump sum quotation in the fee for sufficient manpower and technical inputs to comply with the Scope of Services.

6. DELIVERABLES

The deliverables of the project are as follows:

s. no.	Deliverables	Timeline from the date of commencement
1	Inception Report	10 days
2	Issue of RFP documents	21 days
7	Replies to pre bid queries	10 days
8	Evaluation Reports	15 days
9	Issue of LOIs	7 days
10	Signing of Concession Agreements	21 days

7. PAYMENT SCHEDULE

1) The following table details out the payment structure against structure against the deliverables for each sub- project.

S.NO.	Deliverables	Percentage of Payment
1	Inception Report	10%
6	Issue of RFP document	20%
7	Evaluation Report	20%
8	Issue of LOI	25%
9	Signing of Concession Agreement	25%

2) The time limit specified for each activity in Para 6 above shall be strictly adhered to by the transaction advisor. A penalty of Rs. 5000/- per day of delay at every stage shall be levied for the period of delay.

8. PROJECT PROCESS FOR EACH PROJECT

Methodology

This will vary for each output. However, recommendations should be based on (i) Analysis of the situation; (ii) Best Practice elsewhere; (iii) Feasibility based on the Govt. of India context, as well as dialogue and consensus between representatives of business, government as well as civil society.

Working Conduct

The Transaction Advisers will work in close association with the Authority which is the implementing agency to take this work forward, PPP cell, GoMP and DEA, Gol which are supporting the project development.

9. REQUIREMENT OF TRANSACTION ADVISOR

Transaction Advisers will be required to provide required qualified personnel including experts in the relevant sector, public-private partnerships, investment promotion, project preparation and appraisal, policy and legal issues. The Transaction Adviser will be required to be available at a short notice as and when required by Authority at their office in Gwalior.

All the prospective Transaction Advisers shall have sufficient qualified personnel, sub-Transaction Advisers and resources to accomplish all the services described herein within the prescribed time. The Transaction Adviser should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of Consultancy assignment described below in the Scope of Work Authority is seeking Transaction Advisor, which can bring together a team of professionals and sub-professionals capable of completing all aspects of the Consultancy assignment. This will require a high degree of management and technical expertise and experience directly related to structuring of Public-Private Partnership for similar projects.

Key Personnel : The Consultancy Team shall consist of at least the following key personnel:-

Key Personnel	Educational Qualification	Length of Professional Experience	Experience on Eligible Assignments
Team Leader (PPP Expert)	MBA	10 years	Project development on PPP basis including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful implementation of at least 2 urban projects on PPP
Finance Expert	CA/ MBA (Fin)	5 years	Financial structuring of infrastructure projects, Model preparation, Risk analysis of at least 2 Urban projects on PPP.
Contract / Legal Expert	Law Graduate	10 years	Preparation of Contracts documents, contract negotiation and successful implementation of at least 2 PPP projects.
Transport Specialist	Management Graduate having exposure in Transport sector	10 years	Experience of at least 2 urban projects of undertaking detailed technical.
Planning Specialist	Planning	10 Years	Design specifications development/ review and dedicated cost estimates of similar projects.

Availability of Key Personnel : The bidder shall ensure that the above key personnel along with other sub-professional, required for the assignment are available and meeting the minimum qualification and Experience as specified above. The Authority will not normally consider any request of the selected bidder for substitution of Key Personnel during project period. Substitution, will, however be permitted if the key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided the satisfaction of the Authority.

Team leader proposed for assignment shall not be allowed to change. As a condition to such substitution, a sum equal to 10% (ten per cent) of the total fee shall be deducted, in the case of a second substitution hereunder, such deduction shall be 20% (twenty per cent). Any further substitution may lead to disqualification of the Applicant or termination of the Agreement and forfeiture of the entire Performance Guarantee Deposit amount.

10. TERMS AND CONDITIONS

The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.

All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).

Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.

Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by Authority may lead to rejection of the Applicant's Proposal in its entirety.

Transaction Advisers have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Transaction Adviser or termination of its Contract at any stage.

A recommendation for award of Contract will be rejected if it is determined that the recommended Transaction Adviser has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question, in such cases the Authority will declare the Transaction Adviser and/or members of the consortium ineligible, either indefinitely or for a stated period of time and Transaction Advisers will be blacklisted.

Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the Transaction Advisor the appropriate tax deduction certificate evidencing payment of such taxes.

The Transaction Advisor shall submit to Authority five (5) copies of the final output envisaged in the scope of Services including the RFP and the Concession Agreement. All the reports and agreements shall be submitted on CDs (1set) containing all basic as well as processed data.

In case of difference in Original and copy of submission the Original shall prevail.

11. SUBMISSION OF PROPOSAL

Once submitted, the proposal, including the composition of the consulting team, cannot be altered without prior written consent of Authority. Standard format for submission of the Proposal are enclosed with this RFP.

12. EVALUATION AND SELECTION PROCESS

Evaluation of Technical Proposal

The evaluation of Financial Proposal will be made on the basis of qualification and experience of the project team proposed by the Transaction Adviser for this assignment. The Transaction Adviser, who does not possess the required qualification and experience as required in the teaming, will not be considered for opening of Financial Proposal. Authority reserves the right to Judge, appraise, and reject any or all proposals.

Evaluation of Financial Proposal

For financial evaluation, total cost of financial proposal will be considered. This however does not include service tax, which is reimbursable. The payments however shall be made in accordance with applicable tax laws.

The Authority will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupee) The applicant quoting the lowest fee shall be considered. The Authority will notify the successful Transaction Adviser in writing by registered letter, cable, telex, e-mail or facsimile.

After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with Authority to provide the envisaged services described in the Scope of work

Technical Proposal- Standard Forms

FORM TECH 1: LETTER OF PROPOSAL SUBMISSION

[Location, Date]

Transport commissioner of M.P

Moti Mahal Gwalior- 474007 M.P

Subject: selection of Transaction Advisor for “implementation of High Security Registration plate (HSRP) in the Vehicles Registered in Madhya Pradesh In PPP mode”

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/ job for Transaction Advisor in accordance with your request for proposal dated [insert Date]. We are hereby submitting our Proposal, which includes this Technical proposal, and a Financial Proposal sealed under a separate envelope. We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive. We remain,

Yours sincerely,

Authorized Signatory [in Full and initials]:

Name and Title of signatory.

Name of firm:

Address:

FORM TEACH 2: TRANSACTION ADVISER’S ORGANIZATION AND EXPERIENCE

A. Transaction Adviser’s organization

[provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Transaction Adviser has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B. Transaction Adviser’s Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting assignment/job similar to the ones requested under this Assignment/ job (if possible, the employer shall specify exact assignment/ job for which experience details may be submitted, in case of consortium, association of Transaction Adviser, the Transaction Adviser, must furnish the following information for each of the consortium member separately]

Firm’s Name

1	Assignment/ job Name
1.1	Description of project
1.2	Approx. Value of the contract (in Rupees)
1.3	Country:
1.4	Location within country
1.5	Duration of Assignment/job (month’s)
1.6	Name of Employer:
1.7	Address:

1.8	Total No of staff-months of the Assignment/job:
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):
1.11	Completion date (month/year):
1.12	Name of associated Consultant, if any
1.13	No. of professional staff-months provided by associated consultants:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:
	Note: Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH 3: COMMENTS AND SUGGESTIONS OF THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE EMPLOYER

A- On the Terms of Reference

[Suggest and justify here any modification or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job. Such suggestions should be concise and to the point and incorporated in your Proposal. The Authority is not bound to accept the comments/ modifications suggested]

B- On inputs and Facilities to be provided by the employer

[Comment here on inputs and facilities to be provided by the Employer to Consultants]

**FROM TECH 4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK
PLAN FOR PERFORMING THE ASSIGNMENT/JOB**

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present you Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology.
 - b) Work plan, and
 - c) Organization and Staffing
- a) Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the Assignment/job methodology for carrying out the activities and obtaining the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose the adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) Work plan.** The Transaction Adviser should propose and justify the main activities of the Assignment/job, their content and duration phasing and interrelations, milestones(including interim approvals by the Employer), 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.
- c) Organization and Staffing.** The Transaction Adviser should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

FROM TEACH 5: TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Name	Area of Expertise	Position Assigned	Task Assigned	Employment Status (full time/ other)	Education Degree (year/ institution)	No. of year of relevant project experience	CV signature by (expert/ other)

**FORM TEACH 6: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL
STAFF**

1. Proposed position:

[for each position of key professional separate from Tech-6 will be prepared]

2. Name of Firm:

[Insert name of firm proposing staff] :

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years] :

10. Languages [for each language indicate proficiency: good, fair, or poor in speaking reading, and writing]:

11. Employment Record:

[starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held] :

From [Year]:

To [year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

Higher Security Registration Plate (HSRP) in Vehicles Registered in MP on
PPP

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrated Capability to Handle the Tasks Assigned

[Among the Assignment/Jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or Project :

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certifications:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

**FORM TECH 7: INFORMATION REGARDING ANY CONFLICTING ACTIVITIES
AND DECLARATION THEREOF**

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information. Our proposals/ Contract shall be rejected/ terminated by the Employer which shall be binding on us.

Authorized signature [in Full and initials:]

Name and Title of Signatory:

Name of Firm:

Address:

Financial Proposal- Standard Forms

FORM FIN 1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

Transport commissioner of M.P.

Moti Mahal Gwalior-474007 M.P

Subject: selection of Transactions advisor for “Implementation of High security Registration plate (HSRP) in the Vehicles Registered in Madhya Pradesh in PPP mode”

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for Transaction Advisor in accordance with your Request for proposal dated insert Date[and our Technical Proposal, Our Attached financial proposal is for the sum of [insert amount (s) in words and figures]. This amount is Exclusive of the Service Tax. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications Resulting from contract negotiations, up to expiration of the validity period of the proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this proposal and contract execution, if we are awarded the contract, are listed below.

Name and Address of Agents	Amount and purpose of commission	Gratuity

Note: The table does to limit the number of agents to seven, in case it is more than that please add the necessary rows.

We understand you are not bound to accept and proposal you receive.

We remain

Yours sincerely,

Authorized Signature [in full and initials]:

Name and title of signatory.

Name of firm.

Address:

FROM FIN 2: FORMAT FOR FINANCIAL PROPOSAL

S.No.	Project / Name	Total fee
1.	Transaction Advisory services for “ Implementations of High Security registration plate (HSRP) in the Vehicles Registered in Madhya Pradesh in PP Mode”.	[indicate total fee]
2.	Taxes incl. Service Taxes, if any	[_____]
3.	Total	[_____]
[] To be filled in by the applicant		

Authorized signature.....

Name.....

Designation.....

Name of firm.....

Address.....

Please Note:

1. Fee structure and payment terms shall remain strictly as indicated above. Free shall be quoted as a fixed amount in Indian Rupees. Conditional proposal shall be summarily rejected.
2. The above quoted fee shall include all expenses such as legal fees and out of pocket expenses , etc, to be incurred by the transaction advisor to complete the assignment.
3. Service Taxes as applicable shall be indicated by the Transaction advisor on total free separately.
4. The bids shall be evaluated on least ocst basis.
5. In case Authority decides to abandon the project for any reason, the payment of the Transaction Adviser shall be restricted up to the Stage the services have actually been provided by the Transaction Advisers.
6. The authority desires to avail facility of Indian infrastructure project Development fund (IIPDF) to cover a portion of the PPP Transaction costs.
7. Terms of Payment will be as indicated in the RFP document.