

**Madhya Pradesh Intercity Transport Authority (MPITA)**

18, Rose Villa, Green Meadows, Housing Board Colony

Arera Hills, Bhopal - 462011

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NIT No. 2/MPITA/2015, 2<sup>nd</sup> Call

Bhopal, Dated: 03<sup>rd</sup> February 2016

**REQUEST FOR PROPOSAL**

**FOR TRANSACTION ADVISORY SERVICES TO DEVELOP AND UPGRADE BUS  
TERMINALS TO INTERNATIONAL STANDARDS ON PUBLIC PRIVATE PARTNERSHIP  
(PPP) BASIS**

Madhya Pradesh Intercity Transport Authority (MPITA), Bhopal invites sealed **Financial Proposals** for providing Transaction Advisory Services to develop and upgrade bus terminals to international standards on Public Private Partnership (PPP) Basis from eligible Transaction Advisors empaneled and notified by the Government of M.P. Finance Department as Transaction Advisors for PPP vide Circular No. 24, issued by *M.P. Finance Department, Bhopal No. F-1/42/04-PPP/2013 Bhopal, Dated 25.04.2013.*

Sr. No.	Description	Date/Detail
1	Issue of RFP document	Downloadable from <a href="http://www.mptransport.org">http://www.mptransport.org</a> website
2	Last date for receipt of queries	--
3	Proposal Due Date	24 February, 2016 up to 15:00 hrs
4	Opening of Proposal	24 February, 2016 at 15.30 hrs
5	Cost of RFP	<b>Rs.10,000</b> payable in the form of Demand Draft or Banker's Cheque in favour of Chief Executive officer, Madhya Pradesh Intercity Transport Authority payable at Bhopal along with proposal.

Note:-. Interested TA may download the Request for Proposal (RFP) Document online only from the website <http://www.mptransport.org>

Any Addendum/Corrigendum in future will be uploaded on the above website only. If holiday is declared by Govt. of M.P. on any date mentioned in the schedule fixed for any activity concerning this RFP that date will automatically be shifted to subsequent working day.

**MPITA reserves the right to accept/reject any/all tenders without assigning any reason thereof.**

**Chief Executive Officer, MPITA**

**MADHYA PRADESH INTERCITY TRANSPORT AUTHORITY (MPITA)**

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF TRANSACTION  
ADVISOR SERVICES TO DEVELOP AND UPGRADE BUS  
TERMINALS TO INTERNATIONAL STANDARDS ON PUBLIC  
PRIVATE PARTNERSHIP (PPP) BASIS**

**February, 2016**

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## **1. LETTER OF INVITATION**

**Letter No. -----**

**Bhopal, Dated, 03<sup>rd</sup> February 2016**

**Dear Sir/Madam:**

Chief Executive Officer, Madhya Pradesh Intercity Transport Authority (MPITA), Bhopal (the “**Authority**”) invites proposals to provide the following consulting services: “Selection of Transaction Advisor to develop and upgrade bus terminals to international standards on Public Private Partnership (PPP) Basis. Further details of the services requested are provided in the enclosed Scope of Services.

Please note that while all the information and data regarding this RFP is to the best of Authority’s knowledge accurate within the considerations of scoping the proposed project, the Authority holds no responsibility for the accuracy of this information and it is the responsibility of the Transaction Adviser to check the validity of data included in the document.

The RFP is issued to the Transaction Advisors meeting the qualification and experience criteria mentioned in the RFP. RFP is also notified on our website: <http://www.mptransport.org>

Yours sincerely,

(S. N. Mishra)

Chief Executive Officer,

Madhya Pradesh Intercity Transport Authority (MPITA)

## **Data Sheet**

<b>1</b>	<b>Name of the Authority:</b> Chief Executive Officer, Madhya Pradesh Intercity Transport Authority (MPITA), Bhopal
<b>2</b>	<b>Method of Selection:</b> <b><u>Least Cost Basis</u></b>
<b>3</b>	Financial proposal to be submitted along with the Technical Proposal: Yes
<b>4</b>	Authority Representative/ Point of contact for any queries related to the RFP:  Chief Executive Officer, Madhya Pradesh Intercity Transport Authority (MPITA) Bhopal – 462011 Tele : 0755-2442055 Fax : 0755-2574524 <b>Website :</b> <a href="http://www.mptransport.org">http://www.mptransport.org</a> <b>E-mail :</b> <a href="mailto:ceo.mpicta@gmail.com">ceo.mpicta@gmail.com</a>
<b>5</b>	Proposal should remain valid for 120 days from the proposal due date
<b>6</b>	The Transaction Advisor is required to include with its Proposal written confirmation of authorization to sign on behalf of the Transaction Advisor: Yes
<b>7</b>	Consortia: Consortium not Allowed
<b>8</b>	The Transaction Advisor must submit the original and one copy of the technical proposal and one original copy of the Financial Proposal
<b>9</b>	The Transaction Advisors are required to submit sealed Technical Proposal and separately sealed Financial proposal. Email submissions are not allowed.  Two separately sealed envelopes containing ‘Technical Proposal’ and ‘Financial Proposal’ shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, " <b>Proposal for (Title of Consulting Service) - Do not open except in presence of the Evaluation Committee</b> ". The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelope.  Each proposal (Technical and Financial separately) shall be hard bound and serially numbered. <b><u>Financial figures shall be laminated/covered with transparent adhesive tape.</u></b>
<b>10</b>	A Bid Security must be submitted : YES
<b>11</b>	The Amount for Bid Security: Rs. 25,000 only ( <b>Rs. Twenty Five Thousand Only</b> )
<b>12</b>	Format for Bid Security : Bank Draft drawn in favour of  <b>“Chief Executive Officer, Madhya Pradesh Intercity Transport Authority” payable</b>

**RFP for selection of Transaction Advisory services to develop and upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis**

	<b>at Bhopal</b>
<b>13</b>	Bid Security will be returned not later than 120 days from Proposal Due Date, except in case of the 2 highest-ranked Applicants. Bid Security of the 2 <sup>nd</sup> ranked Applicant shall be returned on signing of the agreement with the selected Applicant. The selected Applicant's bid security shall be returned upon the Applicant signing the agreement. Bids not accompanied by the Bid Security shall be rejected.
<b>14</b>	Proposals must be submitted no later than the following date and time: 24 <sup>th</sup> February 2016 at 15:00 hours. Bid received after this time will not be entertained nor considered.
<b>15</b>	<b>Address for submission of the Proposal:</b> Office of the Chief Executive Officer, Madhya Pradesh Intercity Transport Authority, 18, Rose Villa, Green Meadows, Housing Board Colony, Arera Hills, Bhopal - 462011
<b>16</b>	Expected date for public opening of Technical Proposal: 24 <sup>th</sup> February 2016 at 15:30 hours
<b>17</b>	Expected date for opening of Financial Proposal of eligible Applicants: (to be notified).
<b>18</b>	Expected date for contract negotiations: (to be notified)
<b>19</b>	Expected date for commencement of consulting services: (to be notified)

## **2. INTRODUCTION AND BACKGROUND**

### **2.1. INTRODUCTION**

Chief Executive Officer, Madhya Pradesh Intercity Transport (MPITA) (the “**Authority**”), is engaged to work for the betterment of bus stands/ terminals with the help and assistance of various agencies including Government and Non-Government agencies in the State of Madhya Pradesh. As part of this endeavor, the Authority has decided to develop and upgrade its **6 (six) bus terminals** and their appurtenant infrastructures to international standards. As a part of this process the department intends to appoint transaction advisor (TA) who will assist the department in preparation of feasibility and in project development. The subsequent paragraphs state the terms of reference of the transaction advisor in gist. The TA will play a proactive role in the development of the project(s) by way of contributing requisite technical, financial, legal, and technical and risk management framework and a detailed programme for project implementation. (the “**Project**”).

### **2.2. PROJECT OBJECTIVES**

The main objectives of the proposed project are:

- To provide safe and International standards facility to the users.
- To use the latest technology for user comfort and security.
- To improve the movement of public transport.
- For optimal utilization of the existing land

### **2.3. PROJECT OVERVIEW**

The Authority intends to undertake the project for the following cities:

1. Bhopal
2. Indore
3. Jabalpur
4. Gwalior
5. Sagar
6. Rewa

**RFP for selection of Transaction Advisory services to develop and upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis**

- 2.4. The Project should be strictly conforming to relevant applicable norms, rules and regulation.
- 2.5. In its pursuit to further the objectives and faster, efficient and cost effective implementation, the Authority intends to undertake the project(s) on PPP basis
- 2.6. To accomplish the task, the Authority proposes to procure the services of Transaction Advisor (TA) for proper packaging, structuring and implementation of the Public Private Partnership/(s) for the project
- 2.7. The services of the TA will be required till the signing of the concession agreement/s. The TA will assist the Authority in all matters of the project including the warranties and undertakings required to be obtained from various project players at various stages and carrying out the 'due diligence' on behalf of the Authority.

### **3. OBJECTIVES OF TRANSACTION ADVISORY SERVICES**

The overall objective of TA services for the proposed project is to carryout Project Feasibility Study, structuring and implementation of the project under PPP mode that will allow the project to be completed in a timely and cost effective manner, maximizing Value For Money (VFM). The TA will assist the Authority in determining the transaction structure, institutional setup/arrangement, execution arrangement and carrying out Bid Process Management including Bidding Documents.

The other objectives are:

- To successfully develop a comprehensive PPP structure and its legal, commercial and financial guidance documents, to assist the Authority in selection of Private Partner by adopting the PPP structure for the proposed projects and to continue to assist till the signing of the agreement
- To build support implementation plan that enables the Authority to deliver improved transportation facility to the public/society
- To build capacity for escorting and facilitating identification of various required permissions/clearances, etc. required for the project.

**The TA team will undertake all activities to achieve the following key objectives for the project:**

- (i) **Technical Viability Assessment** – The TA team shall be required to prepare the project Concept Reports including technical Parameters/details required for bidding the project on PPP basis. Undertake Market Assessment to ascertain the demand for various activities proposed to be included for the project. Preparation of Project Configuration based on results of Market assessment for development of the site involving commercial development, circulating area, etc. Identifying issues that could have technical, environmental, commercial and financial implications/impact.



- (ii) **Preparation of Financial Model** - Based on the market assessment finalization of Project cost, the consultant will develop the financial model with various PPP scenarios to assess the project viability on PPP.
- (iii) **Finalization of project structuring issues** - including payment mechanisms, development of performance parameters for the PPP operator, institutional and legal structuring issues, finalization of a risk matrix, legal contracting issues. The TAs team will be expected to present the final project structure and a risk analysis of the Project to the Authority / GoMP.
- (iv) **Launch of Request for Qualification (RFQ)** – Post approval of the feasibility report as appropriate, the TA team will finalize the, a) a pre-qualification set of criteria, b) list of likely interested parties, c) RFP document for each facility/service location-wise;
- (v) **Pre-bid / stakeholders conference** – coordinating the conduct of an appropriate level of interaction with stakeholders to elicit queries on the Project(s) and develop appropriate responses for such queries;
- (vi) **Evaluation & Short listing** – of Applicants for the RFQ stage of the process and discussion with the Project Authority/GoMP;
- (vii) **Development and Preparation of Concession Agreement and RFP documents** including appropriate legal and operational covenants, which incorporate both domestic and international best practices;
- (viii) **Launch of RFP bid process** including coordinating appropriate pre-bid conferences, dealing with bidder queries, development of a bidder shortlist, assistance with negotiations leading up to final bid award.
- (ix) **Signing of Concession Agreement/s** with successful/ selected bidder/s.

#### 4. **SCOPE OF WORK**

TA is expected to prepare the undertake Technical Viability Assessment, develop the financial model, finalize the detailed Scope of work, Total Project cost, Technical specifications and parameters, Facilities required e.g., infrastructure, manpower, estimated revenue stream, PPP structure, execution structure plan/ model, qualification and bidding criteria etc., required for bidding of the project.. All the required work for bidding the project and up to selection of private entrepreneur will be the responsibility of the TA. The detailed activities are:

##### (a) **Conceptualizing the Approach and Project Development Plan for Bus**

###### (i) **Verification and Generation of Baseline Data**

As a first step towards implementation, TA should obtain and / or verify all baseline data for the project to ensure accuracy. This is also essential to ensure comfort to the potential developer/operator.

- a) Analysis of existing infrastructure and identification of Areas of Improvement

- b) Analysis of availability of support infrastructure facilities like Power Supply, Water Supply and Sewerage System, Transportation Linkages.

**(ii) Demand Assessment**

The financial viability of the Project depends on usage of the parking by the Parking of Private vehicles/buses and other terminal infrastructure. It is therefore necessary to undertake a study in order to be able to forecast demand reliably during the tenor of the concession.

**(iii) Assessment of Project Risk**









The analysis of various risks affecting to the project location, demand, construction, revenue will help in reducing the risk in implementation, operation and maintenance of the Project.

**(iv) Market Analysis**

This analysis will help to determine the present and proposed lease rate for commercial properties.

**(v) Determining the project scope**

The design and scale of the project will be based on the expected demand. The scope of the Project would be defined in terms of the following:

-  Bus bays
-  Bus parking capacity
-  Other parking capacity
-  Requirement of utilities
-  Connectivity and access
-  User facilities
-  Recommended project phasing
-  Safety, Road Furniture and Landscaping

**(vi) Facility Layout and Conceptual Design**

The Layout and design of the proposed facility will be a function of the expected traffic and the geo-technical characteristics of the site. The facility design will address the following to detail:

**1. Parking Lot Conceptual Design for:**

- Buses using the parking space in the Bus terminals
- Other vehicles using the parking space in the Bus terminals

**2. Parking Fee Collection Booths**

**3. Amenities**

This will include:

- Common Office Complex
- Commercial Space for Shops and Office's
- Petrol Pump with Convenience Stores
- Repair and Service Station

**4. Civil Structures and Utilities**

- Area Drainage System
- Area Lighting
- Signage's
- Water Supply
- Sewerage System
- Power and Communication Systems

The overall facility lay out and conceptual design should be finalized in consultation with Intercity Transport Authority (MPITA).

**(vii) Determining Project Cost**

**1. Determining Construction Cost and Schedule**

It is essential to accurately determine all costs relating to the implementation of the Project. Costs will broadly be based on the following:

- Civil Structures which includes quantity estimation, material availability of Material, Bill of Quantities, Estimation of Construction Period.
- Utilities which include requirement of Power, Sewerage & Water Supply, Area Lightning, communication facilities etc.

**2. Determining Landed Project Cost**

The landed Project Cost will be based on costs as ascertained above and the expected implementation schedule and will comprise:

- Construction Cost
- Preliminary and Pre-operative Cost
- Environment and Social Impact Mitigation Cost as per the requirement
- Interest during Construction

**3. Estate Management Expenses includes Manpower Cost, Utility Cost, Rent, Taxes and Overhead Cost etc.**

**(viii) Determining Project Revenues**

TA should conduct the market survey for Real Estate and other Commercial utilities being provided to the Project, which will help in developing an acceptable Revenue Schedule for all commercial spaces. The demand derived from the demand estimation studies and the Revenue Schedule will help establish the revenues to the Project. The revenue streams shall be in form of lease rental, parking fees, advertisement revenues etc.

**(ix) Developing Baseline Financial Projections**

TA should undertake a detailed financial assessment of the Project and generate detailed financial projections through the life of the concession. TA should construct a "Detailed Financials" to determine the expected cash flows of the Project – and subsequently to assess their sensitivity to various scenarios. The financials shall help to determine the most appropriate format for implementation. This exercise will generate the baseline projections for use by the prospective Operators.

**(x) Developing a Business Plan**

The detailed "Business Plan" will include details on revenue and service pricing, operating cost structure and capital expenditure. Further, it will recommend the optimal financial structure for the Project. The plan will also outline the steps necessary to mobilize funds from capital markets, domestic financial institutions, banks etc.

**(xi) Project Scoping**

Based on the financial viability of the Project, TA should assess the need for expanding the project scope to increase revenues. If found necessary, TA should explore additional avenues such as franchising the land, advertising and other value added services. These may then be considered by Transport Department for inclusion in the "Project Scope".

**(xii) Review of the Regulatory Framework**

The review of Regulatory Framework is an essential pre-requisite to the successful implementation of the Project. TA should outline the existing regulation and indicate the need for changes, if any.

**(xiii) Risk Assessment, Allocation and Mitigation Plan**

Commercialization of public infrastructure requires mapping of risks relating to Project Implementation, Financing and Operations. Based on this risk assessment TA should establish a "Risk Allocation and Mitigation Plan". This plan will provide a transparent and an equitable basis for assigning and mitigation of risks associated with the implementation of the Project.

**(xiv) Developing a Contractual Framework**

A robust contractual framework defines relationships amongst the various stakeholders e.g. Operator, Intercity Transport Authority (MPITA), Lenders etc. and ensures the correct

**RFP for selection of Transaction Advisory services to develop and upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis**

assignments of risks, duties and rewards. TA should develop a "Recommended Contractual Framework" that will include a term-sheet of the Concession Agreement.

**(xv) Structuring the Concession Agreement**

In the absence of specific enabling legislation, the Concession Agreement provides the regulatory framework required for the implementation of the proposed scheme. Further, the Concession Agreement ensures the Operator's rights, outlines its duties and seeks to place reasonable limits on its returns. The Concession Agreement will be largely derived from the Risk Allocation and Mitigation Plan and the Contractual Framework. Concession Agreement shall also include the performance standards for operations.

**(xvi) Operator Selection Methodology**

TA, in consultation with Transport Department should develop a rigorous and a transparent Operator Selection Methodology and bid documentation based on the best industry practices

**(xvii) Development of Qualification Criteria and Process**

Stringent qualification criteria for the short-listing of interested parties will be drawn. A prudent scoring methodology that is easy to implement and understand will also be developed.

**(xviii) Request for Qualification (RFQ)**

An RFQ document outlining the information required for qualification to bid will be developed and issued to the bidders. A Pre-bid meeting will be held with the interested parties to clarify doubts and answer their queries. Such clarifications and responses to queries will be communicated in writing to all the agencies.

**(xix) Qualification and Short-listing**

A team of specialists will examine the qualification proposals received in line with the agreed criteria. The short-listing process will be clearly documented and be available for examination at a later date, if required.

**(xx) Request for Proposal (RFP)**

An RFP document outlining the information required for bidding will be developed and issued to the short listed bidders. These agencies will submit their proposals in two parts in conformity with the RFP document:

- Technical Proposal
- Financial Proposal

The format of the proposal and the criteria for acceptable technical proposals should be enumerated and clearly communicated.

A Pre-bid meeting should be held with the short-listed agencies to clarify doubts and answer their queries. Such clarifications and responses to queries should be communicated in writing to all the agencies.

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**(xxi) Selection**

The first round of selection will involve the examining of the technical proposal in order to ensure the work methodology adopted by the agency is acceptable.

In the second round, the agency with an acceptable technical proposal and the lowest Concession (Bid Criteria) or agreed parameters for award of work will be selected.

**5. DURATION OF SERVICES**

The TA will work for the Authority till the execution of the concession agreements for the above Project. The total duration of the entire project shall be **10 months (300 days)**. The TA must have sufficient manpower inputs to comply with the Scope of Services.

**6. DELIVERABLES**

<b>Sr. No.</b>	<b>Deliverables</b>	<b>Timeline from the date of commencement</b>	<b>Key Dates*</b>
<b>1</b>	Inception Report	30	KD 1
<b>2</b>	Submission and Acceptance* of Draft Market report and Prefeasibility Report	60	KD 1+30
<b>3</b>	Submission and Acceptance* of Final Market Study Report, Business plan & feasibility Report	90	KD 2+30
<b>4</b>	Issue of RFQ	105	KD 3 +15
<b>5</b>	Pre bid Conference (RFQ)	120	KD 4+ 15
<b>6</b>	Opening of RFQ	145	KD 5 +25
<b>7</b>	Submission & Acceptance* of RFQ Evaluation Report and issue of RFP with DCA	190	KD 6 +45
<b>8</b>	Pre bid conference (RFP & DCA)	230	KD 7 +40
<b>9</b>	Opening of RFP document and evaluation of bids.	270	KD 8 +40
<b>10</b>	Selection of Bidder and Issuance of LOI	285	KD 9+ 15
<b>11</b>	Signing of concession agreement with successful bidder	300	KD 10 +15

**\* MPITA will finalize/accept the reports. Deliverable for all locations must adhere to above mentioned table.**

## **7. PAYMENT SCHEDULE**

**7.1** The Fee for the proposed assignment (project as a whole) shall be quoted as a Lump sum fixed amount in Indian Rupees. Conditional proposals shall be summarily rejected.

**7.2** The following table details out the payment structure (Fee Payment Terms).

<b>Sr. No.</b>	<b>Deliverables</b>	<b>Payment % of Consultancy Fees</b>
<b>1</b>	Inception Report	<b>10%</b>
<b>2</b>	Submission and Acceptance* of Draft Market report and Prefeasibility Report	<b>15%</b>
<b>3</b>	Submission and Acceptance* of Final Market Study Report, Business plan & feasibility Report	<b>15%</b>
<b>4</b>	Issue of RFQ	<b>-</b>
<b>5</b>	Pre bid Conference (RFQ)	<b>-</b>
<b>6</b>	Opening of RFQ	<b>10%</b>
<b>7</b>	Submission & Acceptance* of RFQ Evaluation Report and issue of RFP with DCA	<b>10%</b>
<b>8</b>	Pre bid conference (RFP & DCA)	<b>-</b>
<b>9</b>	Opening of RFP document and evaluation of bids.	<b>15%</b>
<b>10</b>	Selection of Bidder and Issuance of LOI	<b>10%</b>
<b>11</b>	Signing of concession agreement with successful bidder.	<b>15%</b>

**7.3** The quoted fee shall include all expenses, whatsoever, such as legal fees and all out of pocket expenses etc. to be incurred by the Transaction Advisor to complete the assignment.

**7.4** Service Tax as applicable shall be indicated by the Transaction Advisor on total fee separately.

**7.5** The Bids shall be evaluated on **“LEAST COST BASIS”**.

**7.6** In case Authority decides to abandon the project for any reason, the payment of the TA shall be restricted up to the stage the services have actually been provided by the Transaction Advisor.

**7.7** Each location carries equal weighted for the purpose of calculation of consultancy fee. However in case any location is not taken for next stage or dropped at later stage for any reason the consultant

fee shall be paid on Pro-rata basis.

**8. PROJECT PROCESS**

**8.1 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 MP context, as well as dialogue and consensus between representatives of business, government as well as civil society.

**8.2 Working Conduct**

The TA will work in close association with the Authority which is the implementing agency to take this work forward and GoMP which is supporting the project development.

**9. REQUIREMENT OF TRANSACTION ADVISOR**

**9.1** TA 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 TA will be required to be available at a short notice as and when required by Authority at their office in Bhopal.

**9.2** All the prospective TAs shall have sufficient qualified personnel, and resources to accomplish all the services described herein within the prescribed time. The TA should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of Consultancy assignment described in the Scope of Work. Authority is seeking Transaction Advisor, which can bring together a team of 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. TA shall not be allowed to sub contract any work pertaining to this assignment unless it is approved by the Authority.

**9.3** The TA's firm should have successfully completed (where Concession Agreement/ Developer Agreement has been executed with the Private Entity)

**a.** At least 5 PPP projects in Infrastructure sector.

**OR**

**b.** 1 (one) Bus Terminal/ ISBT/ Logistics Hub / Transport nagar project with minimum area of 10,000 Sq. Meter.

**9.4 Key Personnel:** The Consultancy Team shall consist of at least the following key personnel (the "Key Personnel")



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<b>Sr. No.</b>	<b>Designation</b>	<b>Key Qualification &amp; Experience</b>
<b>1</b>	Team Leader cum PPP Expert <b>(One)</b>	MBA (Finance) /Postgraduate qualification in Planning /Architecture/ Transportation. S/he should have a minimum 10 years of experience including 08 years of experience in Transport Infrastructure/ Real Estate projects. S/he should be familiar with PPP projects including familiarity with project agreements, tendering arrangements, project structuring and risk management. He should have handled as Team Leader or in similar capacity 5 (five) PPP Projects of at least Rs. 20.00 crores each.
<b>2</b>	Transportation Expert <b>(One)</b>	Graduate in Planning/ Civil Engineering from a recognized University with post graduate qualification in Transportation. S/he should have a minimum of 8 years' experience including 6 years of experience in transport planning & demand estimation. He should have handled as Transport Expert or in similar capacity 3 (three) PPP Projects of at least Rs. 20.00 crores, wherein transport planning & demand estimation must be part of the project.
<b>3</b>	Architect <b>(One)</b>	Graduate in Architecture from a recognized University with minimum 8 years of experience in Architecture and Building design related works. S/he should have handled at least 2 (two) projects of building and infrastructure projects each costing 20.00 crores excluding land cost. The project handling here means full time engagement in preparation of Architectural design (dimensioned plans, elevations, internal layout, sections, etc. for individual buildings/ structures),BOQ, and the projects should have been completed in all respect. and preferably one project of Bus Terminal/ ISBT/ Logistics Hub / Transport nagar nature.
<b>4</b>	Financial Expert <b>(One)</b>	CA /MBA (Finance)/PGDM/CFA from a recognized Institute. He should have experience of minimum 8 years in Financial feasibility & Modelling of at least 2 (two) projects on PPP each costing at least Rs. 20.00 Crores.
<b>5</b>	Contract / Legal Expert <b>(One)</b>	Law Graduate from a recognized University/ Institute. He should have experience of minimum 8 years in Preparation of Contracts documents, Contract negotiation and successful project closure of at least 2 (two) PPP projects.

### **9.5 Availability of Key Personnel**

The Applicant shall ensure that the above Key Personnel along with other sub-professionals, such as, Structural Engineering expert, Social safeguards, Environmental and/or other related expert, etc. required for the assignment are available. The Authority will not normally consider any request of the selected Applicant

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for substitution of Key Personnel during negotiations. Substitution, will, however be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified

and experienced personnel being provided to the satisfaction of the Authority. As a condition to such substitution, a **sum equal to 5% (five per cent) of the total fee** shall be deducted. In the case of a second

substitution hereunder, **such deduction shall be 10% (ten per cent)**. Any further substitution may lead to disqualification of the Applicant or termination of the Agreement. However, Authority reserves the right to waive such charges.

**Notwithstanding the above, Team leader proposed for assignment shall not be allowed to change in any case.**

**10. TERMS AND CONDITIONS**

- 10.1** The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- 10.2** All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).
- 10.3** 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.
- 10.4** 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.
- 10.5** TA's have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the TA or termination of its Contract at any stage.
- 10.6** A recommendation for award of Contract will be rejected if it is determined that the recommended TA 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 TA and/or members of the consortium ineligible, either indefinitely or for a stated period of time and Transaction Advisers will be blacklisted.
- 10.7** Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the TA the appropriate tax deduction certificate evidencing payment of such taxes.
- 10.8** The TA shall submit to Authority two (2) copies of the final output envisaged in the Scope of Services including the RFQ, RFP and the Concession Agreement for the project. All the reports and agreements shall be submitted on CDs (2 set) containing all basic as well as processed data.
- 10.9** In case of difference in Original and copy of submission, the Original shall prevail.

**RFP for selection of Transaction Advisory services to develop and upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis**

- 10.10** Once submitted, the proposal, including the composition of the consulting team, cannot be altered without the prior written consent of the Authority.
- 10.11** The applicant has to submit a Bid Security of **Rs. 25,000/- (Rupees Twenty Five Thousand only)** in the form of Bank Draft drawn in favour of “**Chief Executive Officer, Madhya Pradesh Intercity Transport Authority**” payable at Bhopal.

**11. EVALUATION AND SELECTION PROCESS**

**11.1 Evaluation of Technical Proposal**

The evaluation of Technical Proposal will be made on the basis of qualification and experience of the TA firm as well as the project team proposed by the TA for this assignment.

The TA, who does not possess the required qualifications and experience, will not be considered for opening of Financial Proposal. Authority reserves the right to judge, appraise, and reject any or all proposals.

**11.2 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 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). In the event of any difference between figures and words, the amount indicated in words shall be taken into account.

The Applicant quoting the **Lowest Fee** would be selected as the TA.

The Authority will notify the selected TA 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.

**12. CONTENTS OF PROPOSAL**

- 12.1** The proposal should be submitted in two sets one original and one copy in the prescribed formats as under:

**Technical Proposal**

**FORM TECH-1: LETTER OF PROPOSAL SUBMISSION WITH POWER OF ATTORNEY**

**FORM TECH-2: TRANSACTION ADVISOR'S ORGANIZATION AND EXPERIENCE**

**FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TOR**

**FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN**

**FORM TECH-5: TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS**

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

**FORM TECH-7: INFORMATION REGARDING ANY CONFLICTING ACTIVITIES**

## Financial Proposal

**FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION LETTER**

**FORM FIN-2: FORMAT FOR FINANCIAL PROPOSAL**

Standard Format for submission of the Proposal is enclosed with this RFP.

**Brief description of the submission of the proposal is given as under:**

### **12.2 Transmittal Letter and Title Page**

Include a transmittal letter containing a brief statement of the respondent's understanding of the work to be done and an indication of positive interest in performing this work for Authority.

### **12.3 Table of Contents**

Include a Table of Contents listing the various sections included in the proposal.

### **12.4 Proposal Contents**

Each TA must include in the proposal an Executive Summary that summarizes important features of the proposal, brief description of the TA's approach to the scope of work, a description of the project team, and a description of how the proposed team meets the requirement set forth in this RFP. The Executive Summary should not be more than 2 to 3 pages.

### **12.5 Team Identification and Organizational Chart**

Identify your firm and each key professional by name, primary representative and title, address of offices, telephone and fax numbers and email address. Indicate the business structure of your firm (i.e., whether your firm is a corporation, joint venture, partnership, or sole proprietor). Indicate the name(s) of the owner(s) of your firm.

### **12.6 Services and Work Plan**

The proposal should include a work plan describing the services, approach and methodology proposed for accomplishing the scope of work. The proposed phasing of the project should be discussed. The proposal should be sufficient in detail to allow an objective analysis of the firm's

**RFP for selection of Transaction Advisory services to develop and upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis**

capabilities and envisioned work plan in comparison with competing firms. Discuss the roles and responsibilities of the project team.

**12.7 Qualifications and Experience**

The proposal must supply information concerning the qualifications and experience of the proposed project team for this assignment.

**12.8 Power of Attorney**

An authorized person of the firm shall sign the proposal, on behalf of the firm. The Power of Attorney of the authorized person should be on stamp paper duly notarized or Board resolution should be submitted along with the proposal. All necessary forms and statements for the various miscellaneous provisions explained in this document must be completed, properly signed, and submitted with the proposal.

**12.9 Undertaking regarding conflict of Interest**

TA must submit an undertaking clearly indicating that they or their associates will not participate directly or indirectly in submitting bid on behalf of the Private Entrepreneur so that there will not be any conflict of interest.

**12.10 Proposal Validity Period**

Proposal Validity Period is 120 days from the Proposal Due Date.

**13. SUBMISSION OF PROPOSALS**

The TA's are required to submit sealed Technical Proposal and separately sealed Financial Proposal. Two separately sealed envelopes containing '**Technical Proposal**' and '**Financial Proposal**' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "**Proposal for Transaction Advisor**". Each proposal (Technical and Financial separately) shall be hard bound and serially numbered. **Financial figures shall be laminated/covered with transparent adhesive tape.**

Written responses to the RFP must be prepared as specified to form, content, and sequence as stated in earlier sections of this Request for Proposals. No additions or changes to a proposal shall be allowed after the submittal date.

**14. LAST DATE FOR SUBMISSION OF PROPOSAL**

Last Date for Submission of Proposal is 24<sup>th</sup> February 2016 up to 15:00 hrs. Authority will not consider any proposals received late.

**TECHNICAL PROPOSAL- STANDARD FORMS**

**FORM TECH 1: LETTER OF PROPOSAL SUBMISSION**

**(On Applicant's Letter Head)**

[Location, Date]

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**Subject:** Selection of Transaction Advisory services to develop and upgrade bus terminals to International Standards on Public Private Partnership (PPP) Basis.

**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 statements 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.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**FORM TECH 2:**  
**TRANSACTION ADVISER’S ORGANIZATION AND EXPERIENCE**

**A - Transaction Adviser’s Organization**

- i. PPP experience of the Lead Transaction Advisory Firm : Summary credentials specifying infrastructure PPP projects (project titles and /or project overview) successfully awarded (India and overseas);

[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]



**FORM TECH 2: ANNEXURE- I**

**Firm Name:**

<b>1</b>	Assignment/job name:
<b>1.1</b>	Description of Project
<b>1.2</b>	Approx. value of the contract (in Rupees):
<b>1.3</b>	Country:
<b>1.4</b>	Location within country:
<b>1.5</b>	Duration of Assignment/job (months) :
<b>1.6</b>	Name of Employer:
<b>1.7</b>	Address:
<b>1.8</b>	Total No of staff-months of the Assignment/job:
<b>1.9</b>	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
<b>1.10</b>	Start date (month/year):
<b>1.11</b>	Completion date (month/year):
<b>1.12</b>	Name of associated Consultant, if any:
<b>1.13</b>	No. of professional staff-months provided by associated Consultants:
<b>1.14</b>	Name of senior professional staff of your firm involved and functions performed.
<b>1.15</b>	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. <b><u>The work order must be in the name of the Applicant Firm only.</u></b>

**FORM TECH 3:**  
**COMMENTS AND SUGGESTIONS ON 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 modifications 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]

**FORM TECH 4:**  
**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN**

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

You are suggested to present your 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** (max 5 pages): In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight 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 to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan** (max 3 pages): 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.]

**FORM TECH 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 years of relevant project experience	CV signature by (expert/ other)

**FORM TECH 6:**  
**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**  
**(Max 3 pages per CV)**

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the 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

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

13. Work Undertaken that Best Illustrates 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. Certification:

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 members 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. The determination of what construes conflicting activities, if any, shall be the prerogative of the Employer.

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]

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Bhopal – 462 0--

**Subject:** Selection of Transaction Advisory services to Develop and Upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis.

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.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**RFP for selection of Transaction Advisory services to develop and upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis**

**FORM FIN 2:  
FORMAT FOR FINANCIAL PROPOSAL**

<b>Sr. No.</b>	<b>Project / Name</b>	<b>Total fee</b>
<b>1.</b>	Transaction Advisory services to Develop and Upgrade Bus Terminals to International Standards on Public Private Partnership (PPP) Basis.	[Indicate total fee]
<b>2.</b>	Taxes Incl. Service Taxes, if any	[_____]
<b>3.</b>	<b>Total</b>	[_____]
<b>[ ] to be filled in by the Applicant</b>		

Authorized Signature:.....

Name: .....

Designation .....

Name of firm:.....

Address:.....