

DIRECTORATE OF HORTICULTURE AND FOOD PROCESSING

Government of Madhya Pradesh

SECOND-CALL

**REQUEST FOR PROPOSAL
FOR
APPOINTMENT OF TRANSACTION ADVISOR
TO
BUILD AND OPERATE ONION STORAGE UNITS
IN
Madhya Pradesh
ON
PUBLIC PRIVATE PARTNERSHIP (PPP) BASIS**

November, 2016

ISSUED BY :

Director,

Directorate of Horticulture and Food Processing

Government of Madhya Pradesh

4th Floor, Vindhyachal Bhawan, Bhopal 462004

E-mail: dirhort@mp.nic.in

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Website: <http://www.mphorticulture.gov.in>

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1. LETTER OF INVITATION

Department of Horticulture and Food Processing
4th Floor, Vindhyachal Bhawan, Bhopal-462004
Phone: 0755-2768159
Email: dirhort@mp.nic.in
www.mphorticulture.gov.in

No./Horti./PPP/Onion/2016-17 6516

Bhopal. Date: 23/11/2016

To,

Empanelled Transactions Advisors


Subject: Selection of Transaction Advisory services to Built and Operate Onion Storage Units in Departmental Nurseries on Public Private Partnership (PPP) basis. -

Reference: No.F-1/42/04-PPP/2016/ dated 19/08/2016.

With reference to the above, Director, Directorate of Horticulture and Food Processing, Government of Madhya Pradesh, Bhopal (the "Authority") invites proposals (Second-call) to provide the following consulting services: "Selection of Transaction Advisor to Build and Operate Onion Storage Units in Madhya Pradesh on PPP mode". 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 www.mphorticulture.gov.in


(Anil Kumar Kharhe)
Additional Director

Directorate of Horticulture and Food Processing,
4th floor, Vindhyachal Bhawan,
Arera Hills, Bhopal (M.P.)

2. DATA SHEET

1	Name of the Authority: Director, Directorate of Horticulture and Food Processing, Government of Madhya Pradesh, Bhopal
2	Method of Selection: Least Cost Basis
3	Financial proposal to be submitted along with the Technical Proposal: Yes
4	<p>A Pre-Bid Conference will be held: No</p> <p>Bidders requiring any clarification on the RFP may send their queries to the Authority in writing. All written queries should reach the Authority Representative by Email with an attachment in MS-Word four days prior to the Bid opening date. i.e 07/11/2016 .All queries should be directed to the Authority's Representative details provided below. The Authority shall endeavor to respond to the queries within the period specified therein but not later than five days prior to the Proposal Due Date. The Authority reserves the right not to respond to any questions or provide any clarifications</p>
5	<p>Authority Representative/ Point of contact for any queries related to the RFP:</p> <p>Dr.Anita Verma (Consultant) Directorate of Horticulture and Food Processing 4th floor Vindhyachal Bhawan ,Arera hills, Bhopal-462001 Tele : 0755-2578491 Website : www.mphorticulture.gov.in E-mail : anita-consultant@gov.in</p>
6	Proposal should remain valid for 120 days from the proposal due date
7	The Transaction Advisor is required to include with its Proposal written confirmation of authorization to sign on behalf of the Transaction Advisor: Yes
8	Consortia: No
9	The Transaction Advisor must submit the original and one copy of the technical proposal and one original copy of the Financial Proposal
10	<p>The Transaction Advisors are required to submit sealed Technical Proposal and separately sealed Financial proposal. Email submissions are not allowed.</p> <p>Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and</p>

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	<p>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> <p>Each proposal (Technical and Financial separately) shall be hard bound and serially numbered. Financial figures shall be laminated/covered with transparent adhesive tape.</p>
11	<p>A Bid Security must be submitted :</p> <p>The Amount for Bid Security : Rs. 25,000.00 only (Rupees Twenty Five Thousand Only)</p>
12	<p>Format for Bid Security : Bank Draft drawn in favour of "Director, Horticulture and Food Processing, Government of MP" payable at Bhopal</p>
13	<p>Bid Security will be returned not later than 120 days from Proposal .Due Date, except in case of the 2 highest-ranked bidders. Bid Security of the 2nd ranked bidder shall be returned on signing of the agreement with the selected bidder. The selected bidder's bid security shall be returned upon the bidder signing the agreement. Bids not accompanied by the Bid Security shall be rejected.</p>
14	<p>Proposals must be submitted no later than the following date and time: 11/11/2016 at 3:00 pm hours. Bid received after this time will not be entertained nor considered.</p>
15	<p>Address for submission of the Proposal:</p> <p>Director, Directorate of Horticulture and Food Processing 4th floor Vindhyachal Bhawan ,Arera hills, Bhopal-462001</p>
16	<p>Expected date for opening of Proposal of eligible bidders: (to be notified)</p>
17	<p>Expected date for contract negotiations: (to be notified)</p>
18	<p>Expected date for commencement of consulting services: (to be notified)</p>
19	<p>The Bidder will have to submit a Performance Bank Guarantee (PBG) as security deposit for a period of three years which will be 10% of the total cost quoted by the Bidder. The format of PBG will be provided to the selected Bidder.</p>

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3. INTRODUCTION AND BACKGROUND

3.1. INTRODUCTION

Most of the farmers bring onion directly to the market after harvest as proper storage facilities are not available with them, hence, Directorate of Horticulture and Food Processing, Government of Madhya Pradesh, Bhopal (the "Authority"), is interested to provide onion storage facility to the farmers in Departmental nurseries on Public Private Partnership (PPP) basis.

In Madhya Pradesh, the present storage capacities are quite inadequate and most of the available units are traditional and unscientific. Fearing losses, farmers usually unload their entire stock within a month of harvest. As a result, during this period prices rule very low due to glut situation. Thereafter, the rise in prices is quite rapid and sometimes wide fluctuations occur leading to dissatisfaction amongst the producers as well as consumers. To improve the situation, Directorate of Horticulture and Food Processing desired create the opportunity for the farmers.

Horticulture Department has selected five departmental nurseries in five districts of Madhya Pradesh (Sagar, Rajgarh, Ujjain, Shivpuri and Mandsaur) to built and operate Onion storage units in each selected district on Public Private Partnership (PPP) basis.. Area available for each unit is one hectare in each district, whereas two hectare area is available in Sagar. The total area for five districts is six hectare.

3.2. PROJECT OBJECTIVES

1. To facilitate and provide Scientific Onion storage facility in selected districts of Madhya Pradesh at affordable cost.
2. To identify the best suited Onion storage design and Technology for Madhya Pradesh.

a. PROJECT OVERVIEW

The Authority intends to establish scientific onion storage facility in the State as follows:

S. No.	Proposed Location/City	Area (Ha)
1	Sagar	2.0
2	Rajgarh	1.0
3	Ujjain	1.0
4	Shivpuri	1.0
5	Mandsaur	1.0

- b. All the Onion storage units shall strictly conform to best design and technology identified for Madhya Pradesh after approval from the Authority.
- c. The Authority will provide requisite land for establishment of onion storage units at each location
- d. Complete manpower, *i.e.*, professionally qualified staff, technical/ancillary and administrative staff will be arranged by the private partner.
- e. Complete operational and management responsibilities will be that of the private partner
- f. 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
- g. 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
- h. 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.

4 OBJECTIVES OF TRANSACTION ADVISORY SERVICES

The overall objective of TA services for the proposed project is to carryout Project Feasibility Study, advice on 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". 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 onion storage facility.
- To build capacity for escorting and facilitating identification of various required permissions/clearances, etc. required for the project.
- Key improvements in Onion storage facilities should be demonstrable.

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

Stage-I:

- (i) Preparation of feasibility report – The TA team will need to prepare detailed feasibility report for each of the project facilities separately location-wise, including need and market demand assessment, facility/equipment/service characteristics and mix, technical review of all the project attributes and National/International best practices, design criteria, detailed broad technical specifications and standards for each of the project facilities with reasons, justification and final recommendations, estimation for requirement of physical and financial resources, costs for the project, financial feasibility analysis, critical assessment of institutional capacity for various activities under the project, management and operational arrangements, study of various project execution models under PPP for the project and recommendations for most suitable PPP model including technical, financial and administrative structure, monitoring setup, comparison with other similar successful projects, key aspects especially payment/revenue structure to the PPP operator, value for money analysis and risks matrix etc., any institutional structures to be created for supporting government payments (e.g. through grants etc.), will need to be finalized;
- (ii) 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) RFQ document for each facility/service location-wise;
- (iii) 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;
- (iv) Evaluation & Short listing – of bidders for the RFQ stage of the process and discussion with the Project Authority/GoMP.

Stage-II:

- (v) 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;
- (vi) Development and Preparation of Concession Agreement and RFP documents including appropriate legal and operational covenants which incorporate both domestic and international best practices;
- (vii) 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.

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- (viii) Signing of Concession Agreement/s with successful/ selected bidder/s.

5. SCOPE OF WORK

TA is expected to prepare the "Feasibility Report", detailed Scope of work, Estimated 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. There is no separate technical and/or financial consultant appointed for the project nor any feasibility study is available. 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:

Stage-I:

- i. Feasibility Reports for each Onion storage unit
- ii. Market demand/need assessment for each Onion storage unit
- iii. Identification, assessment and provisioning of adequate required physical infrastructure facilities including minimum design requirements as per applicable laws/regulatory framework/policy guidelines.
- iv. **Critical analysis** and assessment of institutional/in-house capacity for various activities/services, linkages, capacity-building needs, operational arrangement and operations & maintenance services.
- v. Project design, design criteria, broad technical specifications and standards, execution plan with technical, financial and administrative structure
- vi. **Technical Review/Parameters:** The TA will finalize the technical requirements, specifications and equipments/tools etc. for each of the proposed facilities/services for the Project leading to, a) finalized technical specifications and parameters for the core provisions, b) timelines for implementation and the c) finalized base costs for each of the Project facility and overall d) finalize the Model design which may be used for similar type of work elsewhere e) inputs for operation & maintenance cost over the life of the facility also.
- vii. **Development of Financial Model:** Review the technical model for each Project (i.e., each unit) and facilities and finalize the total cost for each facility/service and overall project cost including timelines for implementation and funds flow requirements. Based on the costs, the Transaction Adviser will develop a financial model including all assumptions for capital expenditure (CAPEX), operation and maintenance (O&M) costs, possible revenue along with fee structure/user charges for various categories of users, i.e., Small farmers, Marginal farmers and Big farmers and others, with justification (and alternative revenue generation) projections for the Project/facility. 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 any other type of support/schemes.
- viii. **Value For Money (VFM) Analysis:** The TA will conduct appropriate economic cost-benefit analysis to develop a VFM analysis and Project Rationale.

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- ix. **PPP Options Development:** Based on the Project costs and financial models, develop PPP structures for each of the facilities, 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 funds or other payments. Institutional requirements for the PPP structures such as the need for a Special Purpose Vehicle, joint ventures, etc should be identified.
- x. Stakeholder (private sector, financiers, GoMP and other government agencies, etc) consultations should be held to incorporate feedback on potential acceptability of the PPP structure.
- xi. **Legal and institutional analysis:** The TA will develop policy and institutional analysis, impacting the selected PPP modality for the Project facilities, 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 during 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.
- xii. **Bid Process Design and RFQ Development:** Bid Process design and the choice between a single stage process v/s a two stage process will be evaluated and a suitable design adopted. Post finalization of the same, the TA shall develop Request for Qualification (RFQ) and present to the concerned authorities for approval.
- xiii. **Environment and Social Safeguards:** The Consultant as part of this assignment is required to specify broad parameters that need to be adhered to by the concessionaire during implementation period in the Bid Documents (DCA).
- xiv. **RFQ development Private sector analysis:** The TA will develop likely qualification criteria for potential private parties and draft a Request for Qualification document. This document should be discussed with Authority and GoMP and post approvals launched into the market.
- xv. **Assistance for IIPDF/PPPAC/SLEC approvals:** If so desired/required, the TA will assist the Authority in all meetings with GoMP to finalize formats for IIPDF/SLEC etc. for submission/approvals.

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Deliverables for Stage I

The TA will

- a) Prepare an 'Inception Report', laying out the broad parameters, timelines and approach
- b) Finalize a consolidated "Project Report " including technical reviews, financial model, PPP options, draft RFQ for each of the proposed facilities;
- c) Lead discussions with the Authority and GoMP for formal approvals of above report and for RFQ launch;
- d) Lead Stakeholder consultations;
- e) Assist in launch of RFQ in the market and short listing of qualified parties; and
- f) Assist in all matters relating to Authority /other meetings for approvals etc.

Stage-II: The detailed activities are:

- I. **Review and Finalize the Financial Model:** The TA will assist in finalizing the financial model developed in Stage-I, in the light of the results of the market assessment, revised designs/technical review and private sector inputs.
- II. **Finalization of Project Structure:** The TA, 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 operational and financial viability, thereby balancing Value for Money for the 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 potential acceptability of the PPP structure from developers and lenders.
- III. **Financing Plan:** The TA 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 any other type of support.
- IV. **Risk Analysis:** Risk Matrix on the PPP structure along with suitable mitigation strategies and risk-sharing arrangements.
- V. **Develop PPP Output Parameters:** Develop suggested term-sheet for mobilizing PPP project including all salient features of PPP structure. Term-sheet should also include suggested service-level parameters for achievement under the PPP project.

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- VI. **Bid Process Design and Bid Documents:** Post finalization of the Project Structure, the TA shall develop the contract documents (Request for Proposal (RFP), Concession Agreement etc), bid process and appropriate governance for the Project. The RFP and the Concession Agreement that are thus required shall be developed and presented to the concerned authorities for approval.
- VII. **Bid Process Timelines:** Finalization of timelines for Bid Process in association with the Authority.
- VIII. **Conducting the Bid Process:** The TA 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.
- IX. All other activities as required for the project and agreed with Authority

Deliverables for Stage II

The Transaction Adviser will:

- a) Develop a report containing financial model results, final bidding design and final Project structure;
- b) Finalize Bid Documents including RFP and Draft Concession Agreements;
- c) Finalize draft project facility memorandum (PIM) for each facility; and
- d) Launch RFP (Request for Proposal) document.
- e) Assist the Authority with Bid Process Management and award of the Project, including signing of Concession Agreement

6. 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 is expected to be maximum of **Six months**. The TA must have sufficient manpower inputs to comply with the Scope of Services.

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7. DELIVERABLES

S.No.	Deliverables	Timeline from the date of commencement
1	Initial concept Report	20 days
2	Feasibility Report	45 days
3	Issue of RFQ	55 days
4	Evaluation of RFQ documents	90 days
5	Issue of RFP documents	100 days
6	Replies to pre bid queries	120 days
7	Evaluation Reports	140 days
8	Issue of LOIs	160 days
9	Signing of Concession Agreements	180 days

The TA is required to ensure that total envisaged work is completed within 6 months.

8. PAYMENT SCHEDULE

8.1 The Fee for the proposed assignment (project as a whole, i.e., all the five locations) shall be quoted as a Lumpsum fixed amount in Indian Rupees. Conditional proposals shall be summarily rejected.

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

S.No.	Deliverables	Percentage of Payment
1	Feasibility Report	15%
2	RFP Evaluation Report	30%
3	Signing of Concession Agreement	55%

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- 8.3 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.
- 8.4 Service Tax/(S) as applicable, shall be indicated by the Transaction Advisor on total fee separately.
- 8.5 The Bids shall be evaluated on "LEAST COST BASIS".
- 8.6 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.
- 8.7 The total lumpsum quoted fee shall be divided between all the project facilities (i.e., five locations) equally. Consequently, payment percentage as mentioned at Para 8.2 above, will be made on a per location basis.
- 8.8 If any of the project locations is dropped by the Authority for any reason whatsoever, the payment to the TA will be made on pro-rata basis for the particular location, up to the stage the work has been successfully completed.

9. PROJECT PROCESS

9.1 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.

9.2 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.

10. REQUIREMENT OF TRANSACTION ADVISOR

10.1 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.

10.2 All the prospective TAs shall have sufficient qualified personnel, sub-Transaction Advisers, 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 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.

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10.3 The TA's firm must have direct experience with at least **5 PPP projects**. The projects quoted for experience should be of minimum value of **Rs. 10.00 crores** each. In addition, the TA firm should have direct experience in providing complete consultancy of developing/setting up of such facilities either in PPP Mode or otherwise.

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

Key Personnel	Essential Educational Qualification	Length of Post-Qualification Professional Experience	Minimum Experience on Eligible Assignments
Team Leader(PPP Expert)	CA or MBA	10 years	Project development on PPP basis including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 3 projects on PPP.
Finance Expert	CA or MBA(Fin)	8 years	Financial structuring of projects, Model preparation, Risk analysis of at least 2 projects on PPP.
Contract / Legal Expert	Law Graduate	8 years	Preparation of Contracts documents, Contract negotiation and successful project closure of at least 2 PPP projects.
Desirable Specialist (Post Harvest Management/Horticulture/Agriculture)	Post-Graduate Degree in Horticulture/Agriculture/Post Harvest Management)	05 years	Experience in post harvest management and establishment of such facilities

10.5 Availability of Key Personnel: The bidder shall ensure that the above Key Personnel along with other sub-professionals required for the assignment are available. The Authority will not normally consider any request of the selected bidder 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.

Team leader proposed for assignment shall not be allowed to change. 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.

11. TERMS AND CONDITIONS

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

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

11.3 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.

11.4 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.

11.5 TAs 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.

11.6 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.

11.7 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.

11.8 The TA shall submit to Authority two(2) copies of the final output envisaged in the Scope of Services including the RFP and the Concession Agreement for each location. All the reports and agreements shall be submitted on CDs (2 set) containing all basic as well as processed data.

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

11.10 Once submitted, the proposal, including the composition of the consulting team, cannot be altered without the prior written consent of the Authority.

11.11 The applicant has to submit a Bid Security of Rs. 25,000.00 (Rupees Twenty Five Thousand only) in the form of Bank Draft drawn in favour of "Director, Horticulture and Food Processing, Government of MP" payable at Bhopal.

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11.12 The Bidder will have to submit a Performance Bank Guarantee (PBG) as security deposit for a period of six months which will be 10% of the total cost quoted by the Bidder. The format of PBG will be provided to the selected bidder.

12. EVALUATION AND SELECTION PROCESS

12.1 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.

12.2 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).

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.

13. CONTENTS OF PROPOSAL

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

A handwritten signature in blue ink, followed by the date 23/11/16.

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 are enclosed with this RFP

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

13.2 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.

13.3 Table of Contents

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

13.4 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.

A handwritten signature in blue ink, followed by the date 03/14/16.

13.5 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.

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

13.7 Qualifications and Experience

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

13.8 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.

13.9 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.

13.10 Proposal Validity Period

Proposal Validity Period must be minimum 120 days from the Proposal Due Date.

14. SUBMISSION OF PROPOSALS

The TAs 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.

15. LAST DATE FOR SUBMISSION OF PROPOSAL

Last Date for Submission of Proposal is **17/10/ 2016** up to **3:00 pm** hrs. Authority will not consider any proposals received late.

Arta
23/11/16

Technical Proposal- Standard Forms

Quik
03/14/16

FORM TECH 1: LETTER OF PROPOSAL SUBMISSION

[Location, Date]

Subject: Selection of Transaction Advisor to build and operate onion storage units in Madhya Pradesh 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. We remain,

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:


23/11/16

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]

A handwritten signature in blue ink, followed by the date 03/11/16.

Firm 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 (months) :
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 Consulatatnt, 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.

Arish
08/11/16

**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]

Diya
08/11/16

**FORM 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 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.]

Dieta
03/14/16

**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]

Handwritten signature and date: 03/11/16

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]:


03/14/16

**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. 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:


03/11/16

Financial Proposal - Standard Forms

Handwritten signature
23/4/16

FORM FIN 1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

-----,
-----,

Bhopal – 462 0--

Subject: Selection of Transaction Advisor to build and operate onion storage units in Madhya Pradesh 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.

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
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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:



FORM FIN 2: FORMAT FOR FINANCIAL PROPOSAL

S No.	Project / Name	Total fee
1.	Transaction Advisor to build and operate onion storage units in Madhya Pradesh on public private partnership (PPP) basis	[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:.....

