

ANNEXURES

Bid for selection of an Adviser cum Project Management

Consultant

for developing an integrated Exhibition cum Convention Complex

at Pragati Maidan, New Delhi

ANNEXURE-I

CALENDAR OF EVENTS

01 DECEMBER 2011 08 DECEMBER 2011 (3.00 pm)	PUBLICATION OF ADVERTISEMENT FOR THIS RFP PRE BID MEETING
3 January 2011 (3.00 pm)	LAST DATE FOR RECEIPT OF BIDS
3 January 2011 (4.00 pm)	OPENING OF ELIGIBILITY BIDS (ENVELOP I)
27 JANUARY 2012	LIST OF ELIGIBLE BIDDERS TO BE ANNOUNCED
13 FEBRUARY 2012 (11.00 am)	OPENING OF TECHNICAL BIDS OF ELIGIBLE BIDDERS (ENVELOP II)
13-15 FEBRUARY 2012	PRESENTATIONS BEFORE EVALUATION COMMITTEE OF ELIGIBLE BIDDERS
15 FEBRUARY 2012	LIST OF TECHNICALLY QUALIFIED BIDDERS TO BE ANNOUNCED AT THE END OF PRESENTATIONS
20 FEBRUARY 2012 (4.00 pm)	OPENING OF FINANCIAL BIDS OF TECHNICALLY QUALIFIED BIDDERS (ENVELOP III)
29 FEBRUARY 2012	SELECTION OF ADVISER-CUM-PROJECT MANAGEMENT CONSULTANT

ANNEXURE-II

ENVELOPE-I

**Covering letter containing General Information & Details for Eligibility
(as per Para 1.5.2 of RFP)**

To,

The Executive Director,
India Trade Promotion organisation,
Pragati Bhavan, Pragati Maidan,
N Delhi

Subject: Bid for selection of an Adviser cum Project Management Consultant for developing an integrated Exhibition cum Convention Complex at Pragati Maidan, New Delhi

Dear Sirs,

I/We have read the RFP for selection of an Adviser cum Project Management Consultant for developing an integrated Exhibition cum Convention Complex at Pragati Maidan, New Delhi and hereby submit our bid as per the details given below:

- 1 Details of Bidder
 - 1.1 Name of the Bidder
(Name of Lead partner in case of a consortium)
 - 1.2 Registered Address of the Bidder
(with contact telephone and website)
 - 1.3 Correspondence Address of the Bidder
(with contact telephone)
 - 1.4 Nodal Contact Person of the Bidder (for correspondence purpose)
(with contact telephone and email)
- 2 Status of Bidder
 - 2.1 Status of the Bidder
(Whether a Indian company/foreign company or a consortium)
 - 2.2 Legal Status of the Lead Partner in case of a consortium
(Whether a Indian company or a foreign company)
 - 2.3 Date of Incorporation
(In case of a consortium, date of incorporation of lead partner)
 - 2.3.1 In case of Consortium, date of MOU
 - 2.3.2 In case of a Consortium, details of consortium members
- 3.1 Equity Details

Name of Bidder/Consortium member

Equity/Share Capital (Rs) of

Bidder/Consortium member

(as per audited financial statements of FY 10-

11)

Total

3.2 Equity Share (in percentage) of Lead partner in Consortium:

4 Details of Commercial Presence in India of the Bidder i.e

(as per Para 1.3.5 of RFP)

- i) Investment in India**
- ii) Nature of Business Presence**
- iii) RBI Approval**
- iv) Registration/ Approval for operation under any Act of Central Govt or State Govt in India**
- v) Any other information**

5.1 Availability of multidisciplinary team of qualified professionals - details to be submitted as per Para 1.3.6 of RFP

Name of Team Member	Employed with (Organisation Name)	Qualifications	Experience (in Yrs)	Discipline
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5.2 CORE TEAM PARTICULARS:

Name of Team Member	Employed with (Organisation Name)	Qualifications	Experience (in Yrs)	Discipline
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6.1 Details of experience in designing a large integrated exhibition cum convention centre of more than Rs 250 crores (excluding cost of land) in the last ten years (as per Para 1.3.3 (a) of RFP)

6.2 Details of experience in designing a large integrated exhibition cum convention centre of 50,000 sq meters of exhibition space with 1000 pax capacity convention centre in the last ten years (as per Para 1.3.3 (a) of RFP)

6.3 Details of providing project management consultancy for a single infrastructure project of more than Rs 250 crores (excluding cost of land) in the last seven years (as per Para 1.3.3 (b) of RFP)

**7.1 Application Fee details (as per Para 1.5.3 of RFP)
(Demand Draft No, Date of issue, Amount, Bank)**

7.2 Earnest Money details (as per Para 1.5.4 of RFP)

**Technical Bid has been submitted separately in sealed cover in Envelop II.
Financial Bid has been submitted separately in sealed cover in Envelop III.**

(Name and designation of the authorised signatory)

On behalf of the Bidder _____

Place _____

Date _____

Contact Telephone _____

Contact Email Address _____

Communication Address _____

Note: Documents to be enclosed with Envelope-I

- a. Demand draft of Rs 50,000/- as application fee.
- b. Draft/Bank Guarantee of Rs 10,00,000/- as earnest money.
- c. Documentary proof regarding Serial numbers (in Application form) 2.1, 2.2, 2.3
- d. Documentary proof regarding Serial numbers (in Application form) 3.1, 3.2
- e. Documentary proof regarding commercial presence in India including commercial activities undertaken in India
- f. A declaration as per RFP Para 1.3.6 regarding availability of the multidisciplinary team, deployment of the core team and the core team being drawn from the substantive members of the incorporated entity shall be submitted.
- g. Copy of MOU detailing the arrangement entered into between parties in case bid is submitted by a consortium
- h. Power of Attorney in format given at Annexure VI as per RFP para 1.3.2.3 (b)
- i. Documentary proof regarding Serial numbers (in Application form) 6.1, 6.2 and 6.3.

In addition, for Serial numbers (in Application form) 6.1 and 6.2 proof as per RFP Para 1.3.3

(a) (i) and RFP Para 1.3.3 (a) (ii) and 1.3.3 (b) has also to be submitted.

- j. Document showing the authorised signatory being the authorised constituted attorney of the bidder/ consortium.
- k. Declaration regarding RFP Para 1.3.9
- l. Documentation as per RFP Para 1.3.2.2 and 1.3.2.3
- m. Any other document by the bidder in support of their claim

ANNEXURE-III

ENVELOPE-II

TECHNICAL BID (as per Para 1.5.2 of RFP)

To,
The Executive Director,
India Trade Promotion organisation,
Pragati Bhavan, Pragati Maidan,
N Delhi

Subject: Technical Bid for selection of a Adviser cum Project Management Consultant for developing an integrated Exhibition cum Convention Complex at Pragati Maidan, New Delhi

Dear Sirs,
I/We hereby submit the **Technical Bid** for selection of a Adviser cum Project Management Consultant for developing an integrated Exhibition cum Convention Complex at Pragati Maidan, New Delhi as per the details given below:

- 1 **Name of the Bidder**
(Lead partner in case of a consortium)
- 2 **Detailed profile along with supporting documentation for each of the following:**

(Individual sheets may be submitted for each of the 4 categories suitably highlighting the nature, quality and relevance of the claims of the bidder for this project)

- 2A Experience in designing a exhibition cum convention centre during last 10 years
- 2B Experience in providing Project Management Consultancy in large infrastructure projects of more than Rs. 250 crores during last 7 years
- 2C Nature of Commercial presence in India
including bidder's experience of working as per urban planning regulations, national building codes, architectural & structural standards, engineering practices etc. applicable in India and especially in Delhi
- 2D Qualification and experience of multidisciplinary team of professionals assigned to this project

Note: Please enclose documentary evidence in proof of the above.

(Name and designation of the authorised signatory)

On behalf of the Bidder _____

Place _____

Date _____

Contact Telephone _____

Contact Email Address _____

Communication Address _____

ANNEXURE-IV

ENVELOPE-III

FINANCIAL BID (as per Para 1.5.2 of RFP)

To,
The Executive Director,
India Trade Promotion Organisation,
Pragati Bhavan, Pragati Maidan,
New Delhi

Subject: Financial Bid for selection of a Adviser cum Project Management Consultant for developing an integrated Exhibition cum Convention Complex at Pragati Maidan, New Delhi

Dear Sirs,

I/We hereby submit the Financial Bid for selection of a Adviser cum Project Management Consultant for developing an integrated Exhibition cum Convention Complex at Pragati Maidan, New Delhi as per the details given below:

- 1 Name of the Bidder
(Lead partner in case of a consortium)

- 2 Fixed Price (in Indian Rs) for all services to be provided by the Adviser cum Project Management Consultant related to this project as per Para 1.6.4 of RFP.....

(Name and designation of the authorised signatory)

On behalf of the Bidder _____

Place _____

Date _____

Contact Telephone _____

Contact Email Address _____

Communication Address _____

ANNEXURE-V

EARNEST MONEY

BANK GUARANTEE FORMAT (as per Para 1.5.4 of RFP)

Whereas..... (hereinafter called the "bidder")

has submitted their offer dated.....(hereinafter called the "bid")

for selection of a Adviser cum Project Management Consultant for developing an integrated Exhibition cum

Convention Complex at Pragati Maidan, New Delhi

against the purchaser's enquiry No.....

KNOW ALL MEN by these presents that WE.....

of.....having our registered office at

.....are bound unto.....

(hereinafter called the "Purchaser)

in the sum of

for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and

assigns by these presents. Sealed with the Common Seal of the said Bank this.....day

of.....20.

THE CONDITIONS OF THIS OBLIGATION ARE:

(1) If the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this bid.

(2) If the bidder having been notified of the acceptance of his bid by the Purchaser during the period of its validity:-

a) If the bidder fails to furnish the Performance Security for the due performance of the contract.

b) Fails or refuses to accept/ execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first

written demand, without the Purchaser having to substantiate its demand, provided that in its demand the

Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

When communication is received from or on behalf of CMD, ITPO to invoke this Bank

Guarantee, the amount will be remitted to in favour of "India Trade Promotion Organisation, New Delhi

.....
(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank

ANNEXURE VI

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that -

1. M/s _____, a Company registered under the Companies Act, 1956/a foreign Company incorporated in a country outside India/partnership firm/proprietorship firm (strike out whatever not applicable) having its registered office at _____, through Mr./Ms. _____, duly authorized vide Board Resolution dated _____ (FIRST PARTY);
2. M/s _____, a Company registered under the Companies Act, 1956/a foreign Company incorporated in a country outside India/partnership firm/proprietorship firm (strike out whatever not applicable) having its registered office at _____, through Mr./Ms. _____, duly authorized vide Board Resolution dated _____ (SECOND PARTY);
3. M/s _____, a Company registered under the Companies Act, 1956/a foreign Company incorporated in a country outside India/partnership firm/proprietorship firm (strike out whatever not applicable) having its registered office at _____, through Mr./Ms. _____, duly authorized vide Board Resolution dated _____ (THIRD PARTY);

(.....In case the Executants are more than three companies, include the particulars of respective companies in continuation of the above serial numbers which will be collectively referred to as the Executants)

(hereinafter collectively referred to as "the Executants") which shall mean and include unless repugnant to the context, their assigns representatives, successors and administrators etc.

IN FAVOUR OF M/s _____, a Company registered under the Companies Act, 1956/a foreign Company incorporated in a country outside India (strike out whatever not applicable) having its registered office at _____, through Mr./Ms. _____, duly authorized vide Board Resolution dated _____ (hereinafter referred to as "the Attorney") which shall mean and include unless repugnant to the context, their assigns representatives, successors and administrators etc.

WHEREAS, M/s India Trade Promotion Organisation (ITPO), a Nodal Agency of the Govt. of India for promoting trade, have invited bids to submit applications for selection of an Advisor-cum-Project Management Consultant for developing an Integrated Exhibition-cum-Convention Complex in the manner as specified in the RFP issued by ITPO and as per the details scope of work mentioned therein.

AND WHEREAS as per eligibility criteria for the bidders, in case of consortium, the bid has to be submitted through a member nominated as the lead member and supported by a Power of Attorney to be executed by other members of Consortium in favour of the Lead Member.

AND WHEREAS the Executants and the Attorney constitute a consortium and in order to submit the bid as a consortium, the executants by way of the present Power of Attorney constitute and nominate the Attorney Company as the Lead Member and authorize the Attorney inter-alia as under:

1. To submit the bid in the name of the consortium as per the terms and conditions contained in the request for proposal to be submitted to Executive Director, ITPO, Pragati Maidan, New Delhi.
2. To submit the necessary documents, undertakings inter-alia to the effect that all members of the Consortium shall be jointly and severally liable for all obligations in relation to the contract, if awarded and executed in favour of the Consortium.
3. To submit the necessary undertaking and commitment of minimum equity stake to be held by each member in the incorporated entity under the Companies Act including the Lead Member which shall be at-least 26% of the paid up and subscribed equity of the incorporated entity and that each member of the consortium shall subscribe individually at least 10% of the paid up and subscribed equity of the incorporated entity and the commitment that the Lead Member and other members of Consortium undertake to collectively hold at least 76% of the subscribed and paid up equity of the incorporated entity under the Indian Companies Act, 1956, at all times till the completion of the project.
4. To do all other acts and deeds in the name of the Executants as the Attorney may deem appropriate, necessary and/or expedient as the Lead Member of the Consortium and to execute for and on behalf of all members in their name the necessary Agreements/documents with ITPO.
5. The Executants further hereby agree to ratify and confirm whatever acts, deeds and things lawfully and bonafidely done, taken or affected by the Attorney as the Lead Member and as our Attorney in exercise of the powers, authorities and liberties conferred upon them to achieve the objects as set out hereinabove.

WE, HEREBY DECLARE AND CONFIRM that this authority given to you by us shall be irrevocable and unconditional and we are aware that on the strength of this Attorney, you have agreed to act as the Lead Member of our Consortium.

IN WITNESS WHEREOF we, have executed this General Power of Attorney on ____ day of _____ 2011 in the presence of following witnesses:

EXECUTANTS

WITNESSES:

1.

2.