

**Request for Proposal for  
Selection of “Consultant for preparation of  
feasibility report and conceptual layout plan for  
development of 200 acre land parcel”  
at  
Gorakhpur Industrial Development Authority**

**18.06.2020**



Gorakhpur Industrial Development Authority,  
Gorakhpur

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This RFP document is not an agreement and is neither an offer nor invitation by GIDA to the prospective Bidders or any other person. The purpose of this RFP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals to this RFP document. This RFP document does not purport to contain all the information that each Bidder may require. RFP document may not be appropriate for all persons, and it is not possible for GIDA, its employees, consultants or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. The statements and information contained in this RFP document may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the statements and information contained in this RFP document and obtain independent advice from appropriate sources. For the avoidance of doubt, in case a Bidder places reliance on any aforesaid assumptions, assessments, statements, data and information furnished by GIDA and/or its consultants, in this RFP or under any project report etc. then the same shall not in any manner bind/make liable the GIDA and/or its consultants, employees or representatives, to indemnify the Bidder in respect of any loss/damage/costs whatsoever arising out of or in connection with such reliance placed by the Bidder on the aforesaid assumptions, assessments, statements, data and information.

The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. GIDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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GIDA may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information or assessment contained in this RFP document.

The issue of this RFP document does not imply that GIDA is bound to short-list Bidders for next stage of the Selection Process for the Project and GIDA reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by GIDA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and GIDA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the Proposal. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any officer/employee/ advisor/ representative of GIDA or to any other person in a position to influence the decision of GIDA for showing any favour in relation to this RFP or any other contract, shall render the Bidder to such liability/penalty as the GIDA may deem proper, including but not limited to rejection of the Proposal of the Bidder and forfeiture of its Proposal Security.

Laws of the Republic of India are applicable to this RFP.

## Notice inviting Tender

1. Gorakhpur Industrial Development Authority (GIDA) invites sealed responses from firms/ agencies meeting the eligibility criteria, for "**Preparation of feasibility report and conceptual layout plan for development of 200 acre land parcel at Kalesar**", GIDA.
2. The RfP document can be downloaded from the GIDA website i.e. <http://gidagkp.org/> .
3. Details such as technical eligibility, financial eligibility, date and time for pre-bid meeting, scope of work is provided in the RfP document.
4. Only firms/ agencies meeting the eligibility criteria are requested to submit the proposal
5. Sealed complete proposals should reach the undersigned through registered post / speed post or courier service and mailed to [ar.vml19@gmail.com](mailto:ar.vml19@gmail.com) up to 5 PM on 15.07.2020 and the proposals shall be opened on 16.07.2020 at 11:00 AM. Bidders are requested to ensure the presence of their representatives at the time of opening of bid, who must submit an authorization letter from the bidder.
6. The proposals should accompany the Earnest Money Deposit of INR 50,000 and Proposal Fee of INR 10,000 in the shape of Demand Draft drawn on any of the nationalized/scheduled bank and payable at Gorakhpur, failing which the bid would be deemed invalid.
7. Please note that no liability will be accepted for difficulties in and or incomplete download of RfP document.
8. The client reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.

**Ms. Vimlesh Singh,  
Manager Planning.  
Gorakhpur Industrial Development Authority (GIDA)  
Sec.-7, Gida Gorakhpur-273212**

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# 1 Project introduction

## 1.1 Background

Gorakhpur city spread across 144 sq km, is situated on the banks of River Rapti in north-eastern part of Uttar Pradesh. It is the administrative headquarters of Gorakhpur District and Gorakhpur Division and is divided into 70 wards for which elections are held every 5 years. The population of Gorakhpur city is 6.73 lakh comprising of 353,907 males and 319,539 females as per Census 2011.

The Gorakhpur Industrial Development Authority (GIDA) has been formulated under the Uttar Pradesh Industrial Area Development Act, 1976 with an objective to support the planned development of the industrial area falling under the jurisdiction of GIDA in Gorakhpur. It provides services with regard to land allotment for various uses such as residential, commercial, transport, housing and industrial, provision of basic amenities and infrastructure for sites, regulate the construction of buildings and industries and so on.

The GIDA intends to appoint Consultants for providing Consultancy services for conducting feasibility analysis, preparing conceptual layout plan and methodology for development proposal in phase-wise for development of commercial at GIDA. The project site spanning over 200 Acres is located at Kalesar Village, GIDA, Gorakhpur, (U.P.) and the consultant is expected to develop development plan in phases along with detailing out the plan for commercial development over 70 acres in in Phase-1. Layout of the proposed is presented in the image below:

PROPOSED SECTOR 11 FOR DEVELOPMENT GIDA

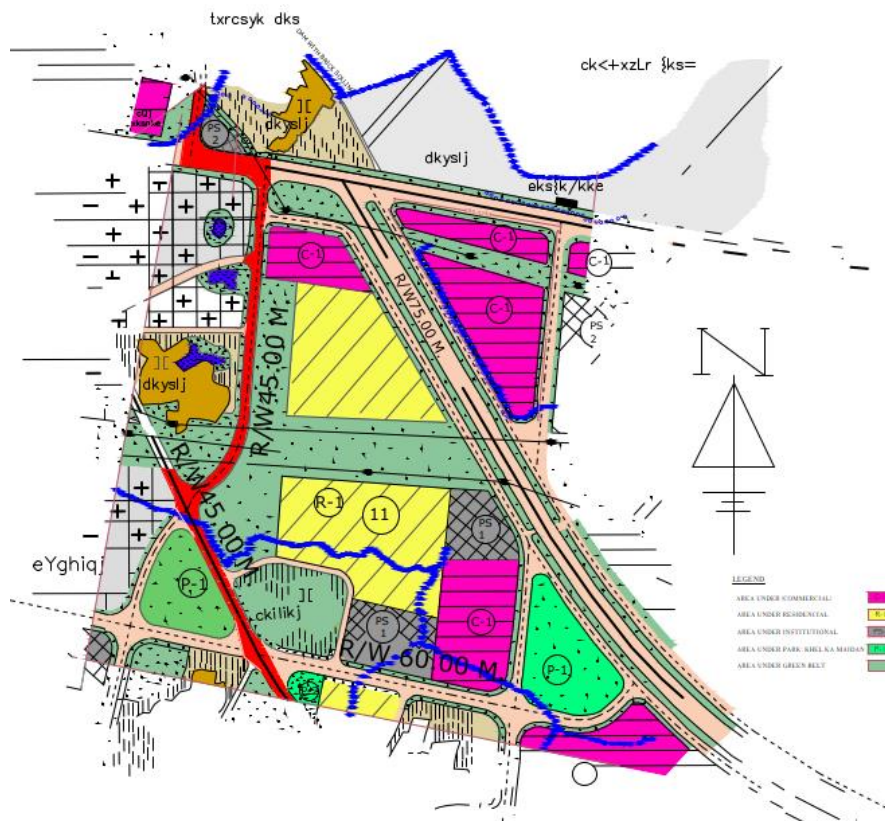


Figure: Sector layout plan for proposed development

GIDA invites proposals (the "Proposals") from the firms for conducting the feasibility analysis and conceptual layout plan development of commercial area. GIDA intends to select the consultant through an open competitive bidding process in accordance with the procedure set out in this RfP.

## 1.2 Data Sheet:

Sl.No	Item	Details
1.	<b>Project name</b>	Selection of "Consultant for preparation of feasibility report and conceptual layout plan for development of Commercial Area 200 acres land parcel " at Gorakhpur Industrial Development Authority.
2.	<b>Nodal Officer (for any clarification)</b>	<b>Ms. Vimlesh Singh, Manager Planning. Gorakhpur Industrial Development Authority (GIDA) Sec.-7, Gida Gorakhpur-273212 Office No: 0551-2580010,2580090, <a href="mailto:ar.vml19@gmail.com">ar.vml19@gmail.com</a>.</b>
3.	<b>Publication of RFP</b>	<b>18-06-2020</b>
4.	<b>Documents download (start time)</b>	<b>11:00 hrs</b>
5.	<b>Last date for submission of queries</b>	<b>23-06-2020</b> Note: 1. All queries need to be submitted to the above-mentioned address clearly super scribing the following on the envelope: "Queries for the project titled: "Consultant for preparation of feasibility report and concept plan for development of Commercial Area " at Gorakhpur Industrial Development Authority. 2. All queries need to be submitted in writing or print (hard copy) along with soft copy. The email address for submission of queries is: <a href="mailto:ar.vml19@gmail.com">ar.vml19@gmail.com</a> . No queries submitted after 23.06.2020, 04:00 PM would be discussed/ answered/ entertained. 3. For any required information, bidders can contact: • Ms Vimlesh Singh, Manager, Planning, Ph:- 9205691127
6.	<b>Pre-bid meeting</b>	<b>25-06-2020 at 15:00 hrs</b>
7.	<b>Virtual Pre-Bid Meeting</b>	<a href="#">click here</a> for joining the virtual pre bid meeting
8.	<b>Date of submission of soft copy of Technical &amp; Financial Bid, Earnest Money Deposit(EMD) and Proposal fee</b>	<b>13-07-2020, 17:00 hrs</b> <b>Soft copy of the proposal to be submitted to</b> <a href="mailto:ar.vml19@gmail.com">ar.vml19@gmail.com</a> .
9.	<b>Date of submission of hard copy of Technical &amp; Financial Bid, Earnest Money Deposit(EMD) and Proposal fee</b>	<b>15-07-2020, 17:00 hrs</b>
10.	<b>Bid submission address</b>	Gorakhpur Industrial Development Authority (GIDA) Sec.-7, GIDA Gorakhpur-273212
11.	<b>Earnest Money Deposit (EMD) – refundable</b>	INR 50,000 /- (Rupees Fifty Thousands only) by Demand Draft from a nationalized/scheduled bank and payable in Gorakhpur along with minimum validity of 90 days from date of submission of the bids. Payable in the name of Gorakhpur Industrial Development Authority, Gorakhpur.
12.	<b>Proposal Fee (non-refundable)</b>	INR 10,000/- (Rupees Ten Thousand only) by Demand Draft from a nationalized /Scheduled bank and payable in Gorakhpur. Payable in the name of Gorakhpur Industrial Development

Sl.No	Item	Details
		Authority, Gorakhpur.
13.	<b>Opening of bids</b>	16.07.2020 by 11:00 hrs at Gorakhpur Industrial Development Authority (GIDA), Sec.-7, Gida Gorakhpur-273212
14.	<b>Bidding Model</b>	Single Bidder/ Joint Venture/ Consortium is allowed to participate
15.	<b>Validity of the Proposal</b>	Proposals must remain valid for 180 calendar days after the proposal submission deadline

### 1.3 Pre-qualification Criteria

Before opening and evaluation of the technical proposals, bidder's eligibility would be evaluated to assess their compliance to the following pre-qualification criteria. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected at the preliminary level.

Sl.No	Category	Criteria	Documents required
1.	Organization Information	The Bidder should be an organization incorporated in India and operating for at least last Five (5) complete Financial Years as on published date of RFP	Certificate of Incorporation
2.	Earnest Money Deposit (EMD)	INR 50,000/- (Rupees Fifty Thousand only) by Demand Draft from a nationalized/scheduled bank and payable in Gorakhpur along with minimum validity of 90 days from date of submission of the bids. Payable in the name of Gorakhpur Industrial Development Authority, Gorakhpur.	The original DD must be Furnished Scanned copy of the DD should be submitted as a part soft copy submission
3.	Proposal Fee	INR 10,000/- (Rupees Ten Thousand only) by Demand Draft from a nationalized /Scheduled bank and payable in Gorakhpur. Payable in the name of Gorakhpur Industrial Development Authority, Gorakhpur.	The original DD must be Furnished
4.	Technical capability	The bidder should have conducted at least 3 feasibility assessments and developed conceptual Plans for development of Commercial Area to any Industrial Development Authorities/ Corporations/ any other Government agencies in the past three Financial Years (2017-18, 2018-19 and 2019-20) where order value of each project shall be INR 25 Lakh or above.  The bidder should have conducted at least one Feasibility Report and conceptual layout plan for development of Commercial Area with any corporation/ Authority/any industrial development authorities of Government of Uttar Pradesh during the last 2 years and order value should be more than 25 Lakhs	Citation of the project and Copy of Agreement/ Work Order/Completion Certificate issued by the client showcasing the nature of work performed and value
5.	Annual turnover	The bidder shall have minimum INR 50 lakh average Annual Turnover during the last 3 Financial Years	Copies of Balance Sheets and Profit & Loss Statements endorsed by the Statutory Auditor of the bidder for the 3



Sl.No	Category	Criteria	Documents required
			Financial Years as mentioned
6.	Non-blacklisting	The bidding company should not have been blacklisted by any Government Department, Ministry or Agency for breach of ethical conduct or fraudulent practices in any of the last 5 years.	A self-declaration by the authorized person of the bidding company in their letter head with seal and sign
7.	Mandatory documents related to the entity	Valid Copies of PAN Card, GST registration certificate.	Copy of the certificates as mentioned

#### 1.4 Pre-bid meeting

- Pre-bid Meeting of the Bidders shall be convened virtually on the designated date and time, as indicated in the Data Sheet. GIDA shall intimate the details of virtual pre-bid meeting to the requested bidders over mail.
- During the course of Pre-Proposal Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of GIDA. GIDA shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.
- Non-attendance at the pre-proposal meeting will not be a cause for disqualification of a Bidder.
- Bidders are requested to use the below link for joining the virtual pre bid meeting .click here

#### 1.5 Instruction to Bidders

- GIDA issues this RFP to select a bidder for such period as may be specified in the Data Sheet. The name and identification number of this Competitive Bidding procurement are as specified in the Data Sheet.
- These instructions should be read in conjunction with information specific to the consulting services contained in the Notice inviting tender, Data Sheet and accompanying documents.
- The bidder shall be a single entity or a consortium of entities. A Bidder may be a private entity, legal entity, a company, a partnership firm, or a body corporate, incorporated in India or as per applicable laws of the country of its origin.
- The Bidder is to submit Technical and Financial Proposal and selection shall be based on methodology specified in the Data Sheet.
- The Bidder shall submit only one Proposal in its own name.
- The Bidder shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the contract without thereby incurring any liability to the bidder
- Consultancy firms (sole firm or lead firm in case of a consortium of Bidders and any of the JV partners) that have been debarred by Government of Uttar Pradesh and/or any Government agency in India; and the debarment is in force as on date of application; shall not apply as their Proposal will not be entertained.
- GIDA will not be responsible for any delay, loss or non-receipt of RFP document sent by post/courier. Further, GIDA shall not be responsible for any delay in receiving the Proposal and reserves the right to accept/reject any or all Proposals without assigning any reason thereof.
- The three parts of the Proposal (Key Submissions, Technical Proposal and Financial Proposal) must be submitted with all pages numbered serially, along with an index of submission. Document in loose form, etc., shall not be accepted. All figures quoted in the

Financial Proposal should be covered with a transparent adhesive tape. In the event, any of the instructions mentioned herein have not been adhered to, GIDA may reject the Proposal.

- Proposals (hard copy) must be received not later than 17:00 hours on 15.07.2020 in the manner specified in the RFP document at the address given below.
- Duly completed Proposal shall be submitted in the office of GIDA as indicated in Datasheet with the EMD in the form DD along with Bid document fees in the form of DD in favour of "Gorakhpur Industrial Development Authority", and payable at Gorakhpur.

## **1.6 Brief description of the selection process**

Selection process will be conducted in one stage (collectively referred to as the "Selection Process") for selection of the "Consultant for preparation of feasibility report and conceptual layout plan for development of 200 acre Commercial Area" at Gorakhpur Industrial Development Authority. The Proposal should be submitted in three parts in three separate envelopes.

All three envelopes are to be duly marked and put together in one single outer envelope. The three parts of the Proposal are:

- Part 1: Eligibility document,
- Part 2: Technical Proposal and
- Part 3: Financial Proposal

Evaluation process shall consider the evaluation of the Key Submissions and Technical Proposal (i.e., Part 1 and 2) submitted using formats in Annexure-3. The bidders who scores above 70% aggregate marks following the selection criteria will be shortlisted as explained at Clause 5 – Evaluation process. Those shortlisted bidders shall only be considered for further evaluation provided none of them is in conflict of interest with the Concessionaire.

Financial Proposals (i.e. Part 3) of the Shortlisted bidders will be evaluated on the basis of lowest quote. (Bids to be submitted using formats in Annexure-5). Thus, the final selection of the firm shall be on the basis of least cost (L1) approach.

## **2 Scope of work:**

The successful consultant is expected to undertake the detailed scope of work as detailed out below:

### **Task 1: Feasibility Report**

#### **Sub Task 1.1: Existing Situation Analysis**

- a) A detailed Strength, Weakness, Opportunities and Threats (SWOT) analysis of the proposed site in terms of infrastructure and other relevant factors.
- b) Topographic survey of the proposed site and study of the surrounding areas to prepare accurate site plans for the proposed site.
- c) A report shall be prepared on topographic survey indicating base line survey report which shall include GPS benchmark, GTS benchmark, triangulation network points temporary benchmark), and close traverse survey details along with the photographs of important locations.
- d) Prepare an existing base map, including but not limited to alignment of roads, details of existing structures on the proposed site, land use details, utilities and infrastructure (telephone lines, signal lines/equipment, HT/LT lines, water supply, drainage/gas lines and OFC cables, etc.).

#### **Sub Task 1.2: Conduct feasibility analysis**

Consultant shall carryout following:

- a) Undertake consultation with various stakeholders including GIDA Authority to assess and capture the expectations, trend in real estate market in terms of land rates (market rates and collector guideline rates), product mix, map major real estate and infrastructure projects in vicinity and their profile.
- b) Assess growth drivers and constraints that are likely to impact proposed development.
- c) Analyse provisions like land use and development control regulations to plan for development and infrastructure availability.
- d) Analyse market conditions like product mix, absorption rate, occupancy levels, market trend, ongoing and future market conditions, rental and capital market trend, competition from other market players and investment scenario in real estate market.
- e) Based on best use analysis, suggest appropriate sizing of project, its phasing and activities mix.
- f) Suggest to the authority various mode/methodology on which project can be taken up including estimation of required physical and financial resources.
- g) Methodology should include identification of key investors, demand assessment of space, infrastructure services required for the units and other related activities. Infrastructure development and services required would include development of land, road, drainage, water supply, power supply system and other utilities like communication, fire and safety, etc, to support the development in integrated manner as per requirement of GIDA.
- h) Analysis of the common areas vis-a-vis saleable areas and cost analysis of the same to derive cost of plots.
- i) Develop a financial model to determine viability of proposed project based on applicable regulations, block costs of development and market trend.
- j) Financial appraisal of the project i.e. Project financing pattern, cost profitability, recovery mechanism including sensitivity and risk analysis.

## **Task 2: Preparation of Conceptual Layout Plan**

The consultant shall carryout the following

- a) Development and preparation of a conceptual development plan for the commercial development in an appropriate scale as may be prescribed by GIDA for the purpose of statutory approvals. The plan shall adhere to all statutory/legal requirements. The site concept plan should have set of thematic layers/maps, design concepts for constructing the infrastructure & services, and texts with descriptions and explanations.
- b) Conduct a stakeholder meeting.
  - i. Discuss the draft site development plan
  - ii. Identify changes/modifications and additional provisions to be made in the site development plan.
- c) Undertake detailed assessment of the site allocated for the commercial development.
  - i. Socio-Economic Assessment: Socio-economic assessment should include assessment of the demographic profile, detailing population type, literacy, occupation type, customs and practices. The social assessment shall be based on published information with Census Survey of India or any authorised source. Inputs based on direct social consultations shall be included wherever such published data is not available in the public domain.
  - ii. Land Suitability Assessment: Land Suitability assessment of the commercial site shall be undertaken to delineate all areas of interest based on the various sensitivities to provide a suitability map of the site. The land suitability assessment shall be based on the analysis of land use, slopes and other physical features such as, land type, forest cover, water bodies, topography, existing settlements, drainage, hills etc. shall be considered for the

- assessment. The output of land suitability assessment shall be a thematic layer in GIS based map detailing all areas with low, medium and high suitability. The land suitability assessment will form an input to the conceptual plan exercise.
- iii. Infrastructure Assessments: Consultant shall carry out assessment of the gap in availability of physical infrastructure which shall include but not limited to:
    - Water availability
    - Treatment plants, if any (both fresh water and recycled)
    - Electricity
    - Solid waste disposal
    - Telecommunication/ ICT
    - Connectivity and Transportation
  - iv. Market and Technical Assessment for economic drivers: Consultant shall assess the economic drivers for the commercial area development by analysing available resources and potential development scenarios at various levels; local, national, regional. Study will also do an assessment of activities which can attract investments to increase the revenue base for and also generate employment for the local population.
  - v. Infrastructure Gap assessment: Infrastructure gap assessment vis-à-vis the expected demand for various activities taking into account the present and already existing/ proposed development status of various activities and infrastructure on the commercial site e.g. transportation, water supply and sanitation/ waste disposal, power, gas, etc. shall be carried out by consultant.
- d) The important thematic layers to be prepared to assess the existing situation and undertake gap analysis.
- i. Zoning plan showing demarcation of zones for different commercial uses wherein units producing similar products and needing similar infrastructure are co-located in a zone and optimal block/zone size and sub-zone sizes and orientation at the site as per the site development objectives, topography and climate.
- e) Detail out design concepts that can be used during implementation of the site master plan. 2D/3D visualisations to be provided. This also includes landscaping concept.
- f) Conduct a stakeholder meeting.
- i. Discuss the final site conceptual development plan, design aspects, investment requirement, and proposed implementation plan.
- g) Development of phase-wise conceptual plan detailing out the commercial development plan over 70 acres as Phase-1.
- h) Submission of the final site conceptual development plan.

**Deliverable:**

The consultant has to submit "Conceptual Development Plan" including all the alternatives.

**Task 3: Development of investment strategy and business model**

The Consultant shall carry out the following:

**Sub Task 3.1: Financial Analysis**

The Consultant shall prepare a detailed financial analysis and shall include following:

- a) Prepare broad cost estimates covering the different work

components/facilities related with development of commercial area along with the project construction phase

- b) The revenue generation from all the possible activities taking place in the commercial area and the value-added service, etc. shall be assessed and recommended.
- c) Estimate the revenue and maintenance cost for commercial/real estate development at the proposed site on the present trend in the region and projections.
- d) Similarly, the operation and maintenance cost of providing the services and maintenance of infrastructure. For deciding tariffs for various services, the consultant must carry out trend-based analysis at various locations for last 5 years. It will provide a sense of basic numbers and basis of annual escalations.
- e) Develop a detailed financing model to work out cash flow statement and the financial viability of the project including Financial Internal Rate of Return (FIRR) along with sensitivity analysis based on the revenue stream and cost (CAPEX and OPEX).
- f) Financial Indicators need to be worked out shall include IRR, NPV, Sensitivities and scenarios.
- g) Sensitivity analysis with parameters like capital cost, operation and maintenance costs etc. may be made to present the viability scenario for taking appropriate decision by the client.
- h) Based on the inputs from the above analysis, alternate financial structures for the project need to be developed and a financially viable model is to be suggested for the project so as to attract private sector participation and to minimizing the financial burden.

### **Sub Task 3.2: Business Plan**

Based upon the results of the financial analysis, the consultant has to recommend best suited business model to execute the project; i.e. Public Private Partnership or through Public funding.

### **Sub Task 3.3: Preparation of Block Cost Estimation**

Prepare a block cost estimate for the Project including but not limited to infrastructure, service facilities for commercial development. Cost estimates shall be based on broad BOQ or typical relationship of quantities or a combination thereof, as appropriate, so as to give a reasonable assessment of cost for taking administrative and financial decisions. Cost estimates shall include all the cost including cost of construction, cost of real estate, cost of augmenting infrastructure, cost of creation of infrastructure, etc. The cost of acquired land and R&R cost shall also be included in the total cost.

- a) Broad Bill of Quantities
- b) Cost Estimate for core infrastructure facilities
- c) Cost of real estate development /commercial development
- d) Cost of creation of Infrastructure (outside the Project site area) or linking infrastructure
- e) Total Project Cost

The consultant shall prepare a summary of the proposed works, phasing plan of the developmental activities, project implementation plan of various activities and the consultant 's recommendations with regards to timely completion of the same.

### **Sub Task 3.5: Assistance in obtaining Approvals**

- a) The Consultant shall make presentations regarding proposals as and when required for obtaining approvals, clearances etc.
- b) The responsibility for defending the plans/proposals and designs including modifications thereto, if any, before the various authorities shall remain with the Consultant.

**Deliverable:**

The consultant has to submit “Business model and Investment Strategy Detailed Project Report” which includes detailed design drawings and bill of quantities (BOQ), prepared on the basis of detailed financial analysis and the business plan proposed.

#### **Task 4: Preparation of standard template and documents**

Consultant shall prepare bid document for selection of agency for development of Commercial Area and shall undertake following:

##### **Sub Task 4.1: Preparation of Terms of References**

Consultant shall identify major elements of design of the project and prepare schedules for the development agreement, templates for the technical proposal, and evaluation criteria for normalization for inviting the proposals.

##### **Sub Task 4.2: Preparation of Bidding Document**

The Consultant shall draft the model tender document. For this purpose, the Consultant shall work closely with Client.

##### **Sub Task 4.3: Preparation of Contract Agreement**

The consultant shall prepare draft of contract agreement document.

##### **Deliverable:**

The consultant shall submit the “Request for Proposal” document towards selection of agency for development of Commercial Area.

### **3 Terms & Conditions**

#### **3.1 Accountability**

- It is GIDA's responsibility to ensure that the consultant has access to requisite documentation owned by GIDA from the immediate beginning of the work and for the duration of the work.
- It is the consultant's responsibility to ensure that all objectives proposed, and all deliverables proposed are achieved and disclosed prior to the agreed end-date of the project.
- It is the consultant's responsibility to ensure any information it possesses relating to GIDA that is not available in the public domain be treated with the utmost confidentiality and discretion.
- Where the consultant feels the need to disclose confidential information to a third party, it is their responsibility to ensure that it does so with the explicit permission of GIDA.

#### **3.2 Earnest Money Deposit**

- An earnest money deposit (EMD) as mentioned in the data sheet in the form of Demand Draft in favour of "Gorakhpur Industrial Development Authority", payable at Gorakhpur shall have to be submitted by the bidders' along with the bid. The EMD shall be furnished in Indian National Rupees (INR) and should be valid for a period of minimum 90 days from the submission date of the bid.
- Any bid not secured in accordance with above mentioned clause, shall be rejected by the Purchaser as being non-responsive, without any further correspondence. Unsuccessful bidders' EMD will be discharged / returned after end of the overall bid process.
- Earnest Money Deposit furnished by selected Bidder shall be refunded after signing of contract and submission of Contract Performance Guarantee. The EMD can be forfeited if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form or during the bid process, if a Bidder indulges in any such deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization, or if any information is found wrong / manipulated / hidden in the bid.
- The decision of the Purchaser regarding forfeiture of the EMD shall be final & shall not be called upon question under any circumstances. No interest will be paid on the EMD.
- Bidder should submit the scanned copy of Demand Draft of EMD as part of technical proposal in softcopy submission.

#### **3.3 Corrupt and prohibited practices**

It is GIDA's requirement that the bidders observe the highest standard of ethics during the Selection Process and execution of such contract. In pursuance of this policy, GIDA:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
  - 1 "Corrupt practice" means the offering, giving, receiving, or soliciting anything of value to influence the action of officials in the Selection Process or in contract execution; and
  - 2 "Fraudulent practice" means a misrepresentation of facts in order to influence the selection process or the execution of a contract in a way which is detrimental to GIDA, and includes collusive practices among bidders (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive GIDA of the benefits of free and open competition.

- 3 "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
  - 4 "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
  - 5 "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.
- b. will reject the Proposal for award if it determines that the bidder has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in competing for and in executing the contract.

### **3.4 Dispute Resolution and Arbitration**

- If any dispute or difference of any kind whatsoever arises between the parties in connection with or arising out of or relating to or under this RFP, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.
- In the event no amicable resolution or settlement is reached within a period of thirty (30) days from the date on which the above-mentioned dispute or difference arose, such dispute or difference shall be finally settled by arbitration.
- The arbitral tribunal shall consist of a sole arbitrator appointed by mutual agreement of the parties. In case of failure of the parties to mutually agree on the name of a sole arbitrator, the arbitral tribunal shall consist of three arbitrators.
- Each party shall appoint one arbitrator and the two arbitrators so appointed shall jointly appoint the third arbitrator.
- The seat of arbitration shall be Lucknow – India and the arbitration shall be conducted in the English language. The Arbitration and Conciliation Act, 1996 shall govern the arbitral proceedings. The award rendered by the arbitral tribunal shall be final and binding on the parties.

### **3.5 Termination**

- a. The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:
- i. the successful bidder has failed to perform any instructions or directives issued by the GIDA which it deems proper and necessary to execute the scope of work under the RFP, or
  - ii. the successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by GIDA, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by GIDA; or
  - iii. the successful bidder has failed to conform with any of the specifications as set out in the RFP or has failed to adhere to any amended direction, modification or clarification as issued by GIDA and which GIDA deems proper and necessary for the execution of the scope of work under this RFP;
  - iv. There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official against or in relation to the successful bidder;
  - v. The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws;
  - vi. The successful bidder has failed to comply with any terms and conditions of this RFP;



- b. In the event of any default by the successful bidder as stated above, GIDA will issue a Notice to the bidder in writing setting out specific defaults / deviances/ omissions. The successful bidder will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of GIDA. In case, the successful bidder fails to remedy the default to the satisfaction of GIDA, GIDA will be entitled to terminate the Agreement in full or in part.
- c. Upon termination of the Agreement, the GIDA also has the right to debar the Agency from participating in future works.
- d. On Termination, the EMD will be forfeited and encased by GIDA.

### **3.6 Force Majeure**

- Neither GIDA nor the bidder will be in breach of the agreement if any total or partial failure by it of its duties and obligations is occasioned by any act of God, fire, floods, terrorist attacks, riots, political strikes or disturbance, stoppage of work due to governmental order/alert. If such reasons continue to prevent performance of either party's duties or obligations for a period of more than fifteen (15) working days, the parties shall consult together for the purpose of agreeing what action should be taken.

### **3.7 Intellectual Property Rights**

- Intellectual Property Rights for any software developed for this consultancy shall lie with GIDA. If a third party claims that a product/services delivered by the selected consultant to GIDA infringes that party's patent or copyright, the selected consultant shall defend GIDA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement approved by contractor, provided that GIDA
  1. promptly notifies the selected consultant in writing of the claim and
  2. allows the selected consultant to control, and cooperates with him in the defence and any related settlement negotiations

### **3.8 Limitation of liability**

- Limitation of liability for this engagement will be capped at 100% of the fees paid to consultant.

## 4 Preparation and Submission of Proposal

### 4.1 Language of proposal

- The Proposal with all accompanying documents and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP document. No supporting document or printed literature shall be submitted with the Proposals unless specifically asked for and in case of any of these documents are in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposals, the translation in English shall prevail.

### 4.2 Format and signing of proposal

- The Bidders shall provide all the information sought under this RFP document. GIDA would evaluate only those Proposals that are received in the specified formats and complete in all respects.
- Bidders bidding for this RFP shall submit a Key submissions, Technical Bid and a Financial bid in three separate envelopes and these should then be put in one single envelope with the following clearly written across- "Selection of consultancy Agency for "Consultant for preparation of feasibility report and conceptual layout plan for development of 200 acre Commercial Area" at Gorakhpur Industrial Development Authority." The proposal should include:
  - a. Eligibility documents**
    - Cover letter in the prescribed format set out in Annexure-1
    - Documents as proof against Pre-qualification Criteria
    - Power of Attorney in the prescribed format set out in Annexure-2.
    - Undertaking for Financial Proposal in the prescribed format set out in Annexure-3
    - EMD of Rs 50,000 in the form of Demand Draft
    - Bid document fee of Rs 10,000 in the form of Demand Draft
  - b. Technical Proposal**
    - The Technical bid envelope should have the following written- "Technical Bid" which should be clearly labelled on the top of the sealed envelope. The Technical bid should contain among other, the following:
      - i. Covering Letter (Annexure-1) on bidder's letterhead.
      - ii. Technical Bid Form (Annexure-4) containing details of the bidder/ Consultant
      - iii. Documents as proof against Technical Evaluation Criteria
      - iv. Project proposal clearly indicating how the bidder would achieve the deliverables as mentioned in Scope of Work of this Tender
      - v. Earnest money deposit in the form of a Demand Draft
      - vi. The name and qualification of the resources that would be engaged in the project, clearly indicating his/her experience and domain knowledge.
  - c. Financial Proposal**

Financial proposal as per the format set out Annexure-5 of this RFP document

    - A separate envelope containing the Commercial Bid should be submitted with the following clearly written on the envelope- "Financial Bid". The Commercial quote should not be mentioned anywhere else in the bid document.
    - The Tender should be signed on all the pages by the Bidder's authorised signatory and should be affixed with the bidder's Seal.
    - The representative participating in the bid opening process should carry a letter of authorisation on the company letter head.

### 4.3 Technical Proposal

- The Bidders shall submit the technical Proposal in the formats specified in Annexure-4 (The "Technical Proposal").
- While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:
  - i. Experience details of the Key Personnel have been submitted in the formats specified in this RFP document;
  - ii. CVs of all Key Personnel have been submitted;
  - iii. Key Personnel have been proposed only if they meet the Eligibility Conditions laid down at Clause 5.2 of this RFP document;
  - iv. No alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
  - v. The CVs have been recently signed in blue/black ink by the respective Key Personnel and countersigned by the Authorized Representative of the Bidder. Photocopy or unsigned / countersigned CVs shall be rejected; and
- Failure to comply with the requirements spelt out in this RFP document shall make the Proposal liable to be rejected.
- If an individual Key Personnel makes an averment regarding his/her qualification, experience or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be debarred for any future assignment of GIDA for a period of 5 (five) years. The award of this Consultancy to the Bidder may also be liable to cancellation in such an event.
- The Technical Proposal shall not include any financial information relating to the financial Proposal.
- The proposed team shall be composed of personnel as specified in the Key Personnel in Clause 5.2 shall be included in the proposed team of Personnel. Other competent and experienced personnel in the relevant areas of expertise must be added as required for successful completion of this Consultancy. The CV of each Personnel should also be submitted in the format at Form 3 of Annexure-4.
- GIDA reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP document. Failure of GIDA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the GIDA thereunder.

### 4.4 Financial Proposal

- The Bidders shall quote the fixed amounts that shall be payable by GIDA in the format specified in Annexure-5, in both figures and words, in Indian Rupees, and signed by the Bidders authorized signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be taken into account.
- GIDA will determine whether the Financial Proposal is complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price.
- While submitting the Financial Proposal, the Bidder shall ensure the following:
  - a. All the costs associated with the Consultancy shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, air fare, equipment, printing of documents and all other expenses related to the performance of the Consultancy. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- b. The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- c. Costs shall be expressed in INR.

#### 4.5 Submission of Proposal

- The bidder should submit their proposal in both soft copy and hard copy.
- Bidders should send soft copy of their proposal to [ar.vml19@gmail.com](mailto:ar.vml19@gmail.com) on or before due date and time as mentioned in the Data Sheet.
- The completed proposal (hard copy) must be submitted through either by Speed post/ courier or in person on or before the specified time on Proposal due date at the address mentioned below:

**Ms Vimlesh Singh, Manager, Planning,  
Gorakhpur Industrial Development Authority (GIDA)  
Sec.-7, GIDA Gorakhpur-273212**

- The Proposal will be sealed in an outer envelope which will bear the address of GIDA, name of the Assignment and the name and address of the Bidder; It shall bear on top, the following:  
**"Do not open, except in presence of the Authorized Person"**
- If the envelope is not sealed and marked as instructed above, GIDA assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted.
- The aforesaid outer envelope will contain 3 (three) separate sealed envelopes, clearly marked 'Key Submissions', 'Technical Proposal' and 'Financial Proposal'.
- The Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialled by the person or persons signing the Proposal.
- Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.
- The Proposal shall be made in the formats specified in this RFP document. Any attachment to such formats must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

#### 4.6 Late Proposals

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

## 5 Evaluation Process

GIDA shall open the Proposals at 11:00 Hours on the Proposal Due Date, at the place specified in Datasheet and in the presence of the Bidders who choose to attend. Only the bidders fulfilling the Pre-qualification Criteria are allowed to further participate in this tender. The envelopes marked “Key Submissions” and “Technical Proposal” shall be opened first. The envelopes marked “Financial Proposal” shall be kept sealed for opening at a later date.

### 5.1 Evaluation of technical bid:

- The Technical Proposal will be evaluated on the basis of Bidders experience, understanding of TOR, proposed methodology, work plan and the experience of Key Personnel. Any Bidder who’s Technical Proposal scores less than 70 marks out of 100 shall be liable to be rejected, and the other Technical Proposals shall be ranked from highest to the lowest on the basis of their technical score.
- Weighted Technical mark (MT) will be given on the basis of the evaluation of the Technical Bid and based on the presentation delivered by the eligible bidder as per the Evaluation Criteria mentioned in the RFP. The presentation will be held on as per date mentioned in Data Sheet.
- An actual technical mark below 70 shall disqualify the bid as technically non-responsive. Financial bid of only technically responsive bidders shall be opened.

$$\text{Weighted Technical Mark (MT)} = \frac{\text{Bidders Actual score}}{\text{Highest technical score}} \times 100$$

### 5.2 Technical evaluation criteria

The eligible bidders shall be evaluated based on the following criteria and technical marks shall be awarded to the bidders:

Sl.No	Evaluation Parameter	Evaluation criteria	Maximum marks
<b>Firms relevant experience</b>			<b>35</b>
1.	Relevant consultancy experience in preparing Feasibility Report for developing Commercial Area.	At least 3 feasibility assessments and conceptual layout plans for development of commercial area with any Industrial Development Authorities/ Corporations/ any other Government agencies in the past three Financial Years (2017-18, 2018-19 and 2019-20).	<b>15 Marks</b> <ul style="list-style-type: none"> <li>• 15 marks- for 5 assignments and more</li> <li>• 10 marks- for &lt; 4 assignments and &gt;= 3 assignments</li> <li>• 5 marks for &lt;3 assignments</li> </ul>
2.		The bidder should have conducted at least two feasibility assessment studies and conceptual layout plans for developing commercial layouts with any corporation/ Authority/any industrial development authorities of Government of Uttar Pradesh during the last 2 financial years	<b>10 marks</b> <ul style="list-style-type: none"> <li>• 10 Marks- two assignments</li> <li>• 5 marks- one assignment</li> </ul>
3.	Turnover of the firm	The bidder shall have minimum INR 50 (Fifty) Lakhs average Annual Turnover during the last 3 Financial Years.	<b>10 Marks</b> <ul style="list-style-type: none"> <li>• 10 Marks- for turnover &gt; 1 Crore</li> <li>• 5 Marks for turnover &gt; 50 Lakh Crores and &lt; 1 Crore</li> <li>• 2 marks for turnover &gt; 50 Lakhs</li> </ul>
<b>Approach and Methodology</b>			<b>25</b>
4.	Appreciation of the project		05
5.	Proposed Approach & Methodology		15

6.	Team Deployment	05
<b>Experience of key personnel proposed</b> (Elaborated in key resource profile in the next table)		<b>40</b>
<b>Total</b>		<b>100</b>

### Key resource Personnel

For the purposes of evaluation of CVs of Key Personnel, the maximum marks assigned to each Key Personnel are as set out in the table below

Sr. No.	Relevant Key Personnel	Minimum Educational Qualification	Experience	Marks
1.	Team Leader (Architect/Urban Planner/Engineer)	Master in Town Planning/ Urban Planning/ urban Designing or equivalent	Minimum 15 years of experience in planning, managing team resources, structuring of project transactions, management consultancy, design and development through conduct of feasibilities and detailed project reports of mega projects. The candidate should possess a sound commercial knowledge to be able to communicate to various stakeholders.	10
2.	Marketing Expert	MBA or Equivalent	MBA with experience in conducting market surveys, analysing the market potentials, products, growth potentials, major players, etc	10
3.	Financial Expert/PPP Expert	MBA (Finance) or equivalent	Should have minimum 10 (ten) years of experience in reviewing contractual agreements and other related documents / agreements, marketing of project, managing bidding process, and resolving issues in contract award and successful contract award.	10
4.	Architect/ Urban Planner	Master's in Urban Planning / Master's in Architecture or Equivalent	Should have 7 (seven) years of experience in Planning of urban infrastructure development in commercial area/ townships etc.	5
5.	Civil Engineer	B.E. (Civil)	Should have minimum 7 (seven) years of experience in preparation of BOQ	5

### 5.3 Evaluation of financial bids:

- For financial evaluation, the total cost indicated in the Financial Bid excluding all Taxes will be considered.
- The Lowest financial bid will be allotted a financial mark of 100 marks. The financial marks of other Bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$\text{Weighted Technical Mark (M}_F\text{)} = \frac{\text{Lowest Financial bid Amount}}{\text{Total Marks}} \times 100$$

Bidder's actual bid amount

#### 5.4 Combined and Final Evaluation:

- The composite mark is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 80:20 respectively. The Composite Mark will be derived using the following formula:

$$\text{Composite Mark} = (MT \times 0.8 + MF \times 0.2)$$

- Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula. The highest-ranking Bidder as per the composite mark will be selected in this tender.

#### 5.5 Deliverables, Project Timeline & Payment Schedules:

Deliverables and payment schedules shall be as follows:

Sl. No.	Activities/ Deliverables	Time Period (T0 date of signing of contract)	Amount (% of total project cost)
1.	Submission of Feasibility Report	T0 + 30 days	20 %
2.	Submission of Conceptual Layout Plan	T0 + 60 days	25 %
3.	Submission of Investment strategy and business model	T0 +75 days	30 %
4.	Submission of Model Tender Document	T0 +90 days	25 %

## 6 Annexures

### Annexure-1: Cover letter of proposal

#### Cover Letter of proposal

Dated:

To,  
The Chief Executive Officer,  
Gorakhpur Industrial Development Authority (GIDA)

**Sub: RFP for Selection of "Consultant for preparation of feasibility report and conceptual layout plan for development of 200 acre Commercial Area" at Gorakhpur Industrial Development Authority.**

Dear Sir,

With reference to your RFP document dated ---, 2020, we, having examined the RFP document and understood its contents, hereby submit our Proposal for the aforesaid Project.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Independent Engineer for the aforesaid Project.
3. We shall make available to GIDA any additional information it may find necessary or require supplementing or authenticate the Proposal.
4. We acknowledge the right of GIDA to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 5 (five) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
6. We declare that:
  - a. We have examined and have no reservations to the RFP document, including any Addendum issued by GIDA.
  - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Data sheet of the RFP document, in respect of any tender issued by or any agreement entered into with GIDA or any other public sector enterprise or any government, Central or State;
  - c. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - d. We hereby acknowledge that neither we, nor our Associates, have been engaged by the Concessionaire to provide goods or works or services for the Project.
7. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to submit their Proposals for the Project, without incurring any liability to the Bidders.
8. We certify that we satisfy the Conditions of Eligibility and are qualified to submit Proposal in accordance with the provisions of RFP document.
9. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory



authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

10. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees
12. We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate GIDA of the same immediately.
13. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by GIDA in connection with the short-listing of Bidders, or in connection with the Selection Process itself, in respect of the above-mentioned Assignment and the terms and implementation thereof.
14. We have studied the entire RFP document carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by GIDA or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Assignment.
15. We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, we shall have any claim or right of whatsoever nature if we are not short-listed or our Proposal is not opened.
16. We agree to keep this offer valid for 90 (ninety) days from the Proposal Due Date specified in the RFP document.
17. We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder

**Annexure-2: Power of Attorney**

*(On Stamp paper of relevant value)*

Know all men by these presents, We.....(name and address of the registered office) do hereby irrevocably nominate, constitute, appoint and authorise Mr /Ms.....(name and residential address) who is presently employed with us and holding the position of ..... as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required to in connection with or incidental to our Proposal for Selection of Consultant for preparation of Feasibility Report, Concept Plan and Business Development Model for development of Commercial Area at Gorakhpur Industrial Development Authority and providing information/responses to GIDA in all matters in connection with our Proposal.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2020 in witness whereof we, \_\_\_\_\_, the above named principal have executed this power of attorney on this \_\_\_\_\_ day of \_\_\_\_, 2020.

For

(Name and designation of the person(s) signing on behalf of the Bidder)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date : .....

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the Power of Attorney.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person

executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

**Annexure-3**

**Undertaking for Fixed Budget Financial Proposal**

To,  
The Chief Executive Officer,  
Gorakhpur Industrial Development Authority (GIDA)  
Gorakhpur

**Sub: RFP for Selection of "Consultant for preparation of feasibility report and conceptual layout plan for development of 200 acre Commercial Area" at Gorakhpur Industrial Development Authority.**

Dear Sir,

We undertake that the Financial Proposal submitted by us does not exceed the fixed budget of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

Yours faithfully,

Date:  
signatory)

(Signature of the Authorised

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder

#### **Annexure-4: Technical Bid Formats**

##### Format-1: General Information about bidder

<b>Sl.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the bidder	
2	Address of the bidder	
3	Constitution of the bidder	
4	Name & designation of the contact person	
5	Telephone No.	
6	Email of the contact person	
7	Fax No.	
8	Website	
9	Certificate of Incorporation	
10	No. of years in consulting business	
11	Technical Certifications obtained	
12	PAN Card No	
13	Goods & Service Tax Registration Number	

Format 2: Proposed team

Sl.No	Name	Proposed Position	Qualification	Experience

Format 3: CV of Proposed Resources

1.	Proposed Position			
2.	Name of Firm:			
3.	Name of Staff:			
4.	Date of Birth			
5.	Nationality			
6.	Education			
	Name of Institution	Degree(s) or Diploma(s) obtained:	Date	
7.	Membership in Professional Associations/ Trainings attended			
8.	Countries of Work Experience:			
9.	Languages			
	Language	Reading	Speaking	Writing
10.	Employment Record:			
	Total years of experience		8 years	
	FROM :		TO :	
	EMPLOYER			
	POSITION/S HELD:			
11.	Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned			
1.	Name of assignment or project:			
	Year:			
	Location:			
	Client:			
	Position/s held:			
	Activities performed:			
	▶			
2.	Name of assignment or project:			
	Year:			
	Location:			
	Client:			
	Position/s held:			
	Activities performed:			
	▶			
12	I understand that above mentioned information is true to my knowledge.			
				Signature

Format 4: Firm's project experience

Assignment name:		Country:
Location within country:		Professional staff provided:
Name of client:		No of staff members:
Address:		No of staff months: Duration of Assignment:
Start Date:	Completion Date:	Approx. value of services:
Name of associated consultants, if any:		No of months of professional staff provided by associated:
Name of senior staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative description of project:		

## **Annexure-5: Financial Proposal**

### **Cover Letter - Financial Proposal**

(On Bidders letter head)

(Date and Reference)

To,

The Chief Executive Officer,  
Gorakhpur Industrial Development Authority (GIDA)  
Gorakhpur

Dear Sir,

**Subject: RFP for Selection of "Consultant for preparation of feasibility report and conceptual layout plan for development of 200 acre Commercial Area" at Gorakhpur Industrial Development Authority.**

We, \_\_\_\_\_ (Bidder's name) herewith enclose the Financial Proposal for selection of our firm for the consultancy services cited in the subject above. The summary of the We agree that this offer shall remain valid for a period of 180 (One hundred and eighty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the Authorised Signatory)