



**EAST DELHI MUNICIPAL CORPORATION
CENTRAL ESTABLISHMENT DEPARTMENT
UDYOG SADAN, 419, F.I.E.
INDUSTRIAL AREA, PATPARGANJ, DELHI-92**

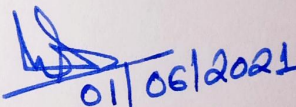
No: ADC/CED/EDMC/2021/579

Date: 01.06.2021

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Online Applications through CPP Portal (etenders.gov.in) are invited for "Selection of consulting firm for advisory support in investment facilitation, PPP projects and enabling ease of doing business in East Delhi Municipal Corporation in conformity with the Terms & Conditions of the detailed RFP notice in a two-bid system i.e. Technical and Financial proposal from intending applicants fulfilling the terms of eligibility laid down in the RFP document. Please refer to Website www.etenders.gov.in or www.mcdonline.nic.in for complete details and downloading the document. The document shall be available on the website from 01.06.2021. The Last date & time of submission of proposal is 22.06.2021 till 3:30 PM.

For any queries, please contact 011-66667324.


01/06/2021
Additional Deputy Commissioner
Central Establishment Department

REQUEST FOR PROPOSAL

**SELECTION OF CONSULTING FIRM FOR ADVISORY SUPPORT IN
INVESTMENT FACILITATION, PPP PROJECTS AND ENABLING EASE OF
DOING BUSINESS IN EAST DELHI MUNICIPAL CORPORATION**



EAST DELHI MUNICIPAL CORPORATION

Plot No. 419, Udyog Sadan, Patparganj Industrial Area,
Delhi-110092

A. BIDDING SCHEDULE

Advertisement No. & Date Availability of Request for Proposal document.	No. ADC/CED/EDMC/2021/ Dated 01.06.2021 (Downloadable from EDMC Website: www.mcdonline.nic.in www.etenders.gov.in
Date, Time and venue for Pre- Bid Meeting	Dt... 09.06.2021 at 2:00 P.M. in the Central Establishment Department of East Delhi Municipal Corporation
Last Date of Submission of Pre-bid Query	10.06.2021 till 5:00 PM
Last date for receipt of Technical and Financial proposals on CPP Portal (www.etenders.gov.in)	Dt. 22.06.2021 till 3:30 P.M.
Date and Time of opening of Technical proposals	Dt. 23.06.2021 at 3:30 P.M.
Date and Time for Technical presentation of technically eligible applicant	To be intimated Later
Date and Time of opening of Financial proposals	To be intimated Later

B. INSTRUCTION TO BIDDERS

1. Location of the Work

East Delhi Municipal Corporation, 419, Udyog Sadan, Patparganj Industrial Area, Delhi-110092.

2. Eligibility Criteria

The bidder (company incorporated under the Companies Act or a limited liability partnership registered in India), which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit a Proposal and must upload related documents: -

- a) Average Annual turnover of minimum INR 1 Crore in last three preceding financial years (2017-18, 2018-19 & 2019-20).
- b) The Applicant should have experience of successfully managing the projects in the areas of investment facilitation/Public Private Partnership/Ease of doing business, in the last 5 years from the proposal due date, in central/ state governments/ PSU/government body/ ULB in India for a period of at least 3 years.

3. Format and Signing of proposal.

The proposal shall be submitted in two parts:

Part A: Technical Proposal-While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (**Section 4 – Proposal – Standard forms**).

- i Cover Letter for Technical Proposal (Form A)
- ii Bidders Profile (Form B)
- iii Project Experience (Form C)
- iv Team Composition and Task Assignment (Form D)
- v Format for CV (Form E).

The Technical Proposal shall not include any Financial Information

Part B: Financial Proposal:

In preparing the Financial Proposal, the bidders are expected to take into account the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Forms (Form F)

- i The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.
- ii Any interlineations, erasures or overwriting shall be valid only if they are

initialed by the person signing the Proposal prior to submission of the Proposal.

- iii The bidders shall express the price of their Services in Indian Rupees.
- iv Final quote should be inclusive of all out of pocket/reimbursable expenses.

4. Submission of Proposals:

- a) The Technical Proposal (Part A) and Financial Proposal (Part B) must be uploaded in response to this RFP along with all related documents and payments in respect of EMD and Tender document fees is also to be deposited through online mode, failing which the offer of the bidder will be rejected.

All the information in respect of this tender will be uploaded on CPP Portal i.e. etenders.gov.in

5. RFP Document Fee

Non-refundable Proposal Document fee for **Rs.1,000/-** (Rupees one thousand only) is to be furnished by the bidder through online mode as available on CPP Portal. Proposals without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.

6. Earnest Money Deposit (EMD)

EMD for **Rs. 2,00,000/- (Rupees Two lakh only)** is to be deposited by the bidder through online mode on CPP Portal. Proposals without the requisite EMD shall be treated as non-responsive and rejected.

The EMD submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

The EMD shall be forfeited:

- a) If a Bidder withdraws its Proposal during the period of validity of the proposal,

Or

- b) If the successful Bidder fails to execute the agreement or the work assigned.

7. Financial proposal:

- a) The financial proposal shall be the **Quoted Fee per month** and shall be submitted in the given format i.e., **Form-F**. The same is to be uploaded by the bidder in Financial bid section on CPP Portal. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. EDMC will only reimburse the GST as applicable.

- b) Final quote should be inclusive of out of pocket/reimbursable expenses.
- c) The Quoted Fee per month shall be paid by EDMC subject to the fulfilment of conditions in this RFP / Agreement by the selected bidder.
- d) The Financial proposal shall separately mention the GST amount.

8. Validity of Proposal

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

9. Documents accompanying the Proposal:

a) PART A (Technical Proposal)

The bidder must upload the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

- a) Non-refundable Proposal Document Fee of INR 1,000/- (Indian Rupees One thousand only).
- b) EMD amount of INR **2,00,000/- (Rupees Two lakh only)**.
- c) Copy of the PAN card & GST registration certificate.
- d) Cover Letter as per the format in Form-A.
- e) Bidder's profile as per the format in Form-B.
- f) Past experience of the Applicant in Form-C.

(Upload photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria, has to be submitted)

- g) Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-D and E.

b) PART B (Financial Proposal)

The Bidder must upload the Financial Proposal as per the format in **Form-F** with proper signature and seal of the Bidder.

10. Deadline for submission of Proposals

Proposals filled in all respect must be uploaded as per aforesaid schedule. Any proposal sent through manual mode will not be accepted.

11. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by EDMC will be rejected.

12. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by EDMC.

13. Pre-Bid Meeting

A pre-bid meeting as per the Bidding Schedule will be conducted at the EDMC Conference Hall.

14. Proposal Opening

EDMC will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location.

**Central Establishment Department
East Delhi Municipal Corporation
419, Udyog Sadan Patparganj Industrial Area,
Delhi-110092**

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for EDMC, Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying Bidders later.

15. Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection** mode with weightage of **70% and 30%** for technical and financial proposals, respectively.

- a) In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP.
- b) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table 1: Evaluation criteria

S. No.	Parameter	Total/ Maximum Marks
1	<u>FINANCIAL CAPACITY OF BIDDER</u>	
	Bidder's Average Annual Turnover for the last Three Financial Years (ending 31 March 2020) has to be at least INR 1 Crore <ul style="list-style-type: none"> • Bidders Between INR 1-5 crore –10marks • More than INR 5 crore – 15marks 	15
	<u>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</u>	<u>25</u>
2	Experience of advising central/ state governments/ PSU/ government body/ ULB in India in the areas of investment facilitation/ PPP/ enabling Ease of Doing Business undertaken in the last 5 years: 1 project – 5 marks 2-4 projects – 7 marks More than 4 projects- 10 marks	10
	Experience of executing PPP/Investment facilitation/EoDB projects in past five years 1 project – 7 marks 2-3 projects – 10 marks More than 3 projects- 15 marks	15
3	<u>SUITABILITY FOR THE SCOPE OF WORK:TEAM COMPOSITION</u>	<u>30</u>
	Project Manager	20
	EODB/PPP Project Expert	10
	<u>APPROACH AND METHODOLOGY</u>	<u>30</u>
4	Understanding of Corporation and its objectives of the assignment and terms of reference	10
	Work plan based on the terms of reference highlighting the job responsibility of each team member, including 1-2 case studies. The Bidders shall be invited for a Power Point presentation in front of the committee to be formed by /EDMC to evaluate the presentation.	20
	TOTAL	100

The number of points to be assigned to each of the experts shall be determined considering the following sub-criteria and relevant percentage weights:

- a) Minimum Qualification (Fulfilling Minimum education criteria mentioned in the ToR): 20%
- b) Experience (Fulfilling Minimum Years' of relevant experience criteria as mentioned in the ToR): 30%
- c) Relevant Sector Experience (Fulfilling experience criteria of relevant sector and assignment as mentioned in the ToR): 50%

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (St) that a Bidder requires to qualify for evaluation of the Financial Proposal is **70**.

- d) The total score obtained by the Bidder as per sub-point (2) above shall be the technical score (Ts) of the Bidder.

e) Opening of Financial Proposal

Financial Score: The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as quoted by the Bidder; FM1 = Lowest financial quote)

f) Combined and Final Evaluation

Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where **Tw** and **Fw** are weights assigned to Technical proposal and Financial Proposal as **0.70** and **0.30** respectively)

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

16. Evaluation Methodology:

- a) Evaluation of technical proposals based on Table1.
- b) Technical scores shall be calculated for Bidders after the presentation.
- c) After that, financial proposals of the top three ranked Bidders based on their technical score (Ts) after technical evaluation shall be opened.
- d) Combined Scores shall be calculated based on Technical and financial scores as per QCBS system.
- e) The highest ranked Bidder with the highest marks obtained shall be awarded with the project.

17. Performance Security and Agreement:

EDMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with EDMC and start the work on an immediate basis.

Termination of contract:

- a) EDMC, if required, may ask for replacement of any personnel in case of non-satisfactory performance. In such case, concerned personnel shall be replaced within 30 days by the firm and the replacement expert shall have equal or better qualifications and experience as those of the originally proposed expert.
- b) Either party can terminate the agreement by giving 30 days prior written notice.

18. Right to Accept or Reject

EDMC reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

19. Conflict of Interest

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by EDMC with the selected firm.

20. Disputes

All legal disputes are subject to the jurisdiction of Delhi courts only.

21. Liability

The Liability of the EDMC under this agreement in any case shall not be beyond the amount of fees payable to the selected consultant under this agreement.

22. Indemnity

The Consultant at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the consultant under this agreement.

23. Confidentiality

The Consultant shall treat the details of the output of the Assignment and the Services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables/milestones submitted to EDMC or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent Authority.

C. TERMS OF REFERENCE

1. Objective

East Delhi Municipal Corporation (EDMC) recognizes the importance of investment facilitation, the role of private sector in implementing and financing investments in infrastructure and wishes to promote public-private partnerships (PPP) in developing a sustainable business ecosystem.

The EDMC has been pursuing the initiatives for investment facilitation and policy for Public Private Partnership to collaborate with the Private sector in effective public service delivery including the areas of sanitation, slaughter house services, multilevel car parking, etc.

In continuation of the same, the RP/PPP Unit of EDMC is planning to commission a Consulting Firm for Investment Facilitation, its current and future PPP projects and enabling Ease of Doing Business. The Consulting firm is expected to guide the RP/PPP Cell in investment facilitation, successful implementation of the PPP Program for EDMC and ease of doing business through process re-engineering of B2B and B2C transactional services of the Corporation.

The objective of this consulting assignment is to provide PPP support to the East Delhi Municipal Corporation in following-

- a) Assist EDMC in attracting private investments in various infrastructure and other projects of the Corporation through policy support and facilitation.
- b) Developing a PPP Policy and operational Guidelines thereto.
- c) Provide an assessment of possible PPP projects in EDMC and identify a pipeline of potential, viable PPP projects,
- d) Assist in drafting RFPs, concession agreements, contracts and other documents for purpose of the PPP projects of the EDMC.
- e) Provide technical support to the EDMC in successful implementation of the PPP Projects.
- f) Provide specialist technical training to the staff focusing on PPP in EDMC.

2. Duration of the Contract

The estimated input of the consultant/consulting firm is one year. The assignment is expected to start within 15 days of finalization of the award of work. EDMC

reserves the right to extend the duration of the project based on performance on mutual agreed terms. Further, EDMC reserves the right to request the consulting firm for additional manpower deployment on quoted rates.

3. Scope of Work

The overall scope of this consulting assignment is to provide support to the EDMC in investment facilitation, implementation of the PPP program in EDMC and ease of doing business. Further, the scope of work for the Project Monitoring Unit shall broadly include advisory support and assistance in the following major areas which shall include, but not limited to:

- a) Prepare vision and implementation plan for EDMC
- b) Attract private investments in various infrastructure and other projects of the Corporation
- c) Advise on multi-purpose usage infrastructure or land
- d) Review various policies and schemes
- e) Prepare content for promotion of various activities of EDMC, including knowledge collateral and marketing material
- f) Draft PPP policy and Operating Guidelines for EDMC.
- g) Assist EDMC in formulation of guidelines to operationalize different components of the PPP project strategy; including third party roles, etc.
- h) Provide an assessment of possible PPP projects in EDMC and identify a pipeline of potential, viable PPP projects,
- i) Assist in drafting RFPs, concession agreements, contracts and other documents for purpose of the PPP projects of the EDMC.
- j) Provide technical support to the EDMC in successful implementation of the PPP Projects;
- k) Provide specialist technical training to the staff focusing on PPP in EDMC;
- l) Support EDMC in implementing PPP projects, specifying time frame, operational components, guidelines and in channeling financial resources from State, Central and externally aided sources/ and providing technical assistance required by EDMC
- m) Monitoring of existing as well as upcoming contracts
- n) To come up with effective enforcement modules for all policies adopted for PPP projects.
- o) Bid Process Management
- p) Capacity Building activities
- q) Liaisoning and coordination with stakeholder departments/ agencies

3.2 Team Composition:

S. No	Position	Minimum Qualifications and Experience	Years of relevant Experience
1	Project Manager	Graduate in Engineering/Environmental Science with MBA Minimum 3 projects as Project Manager in PPP Project.	10 years
2	Investment, PPP and EODB Expert	Graduate with MBA Minimum 3 projects as Project Manager and at least 2 in Investment Facilitation or PPP or Ease of doing business	5 Years

4. Office Space:

A dedicated Office space will be provided within the EDMC (HQ) Office Building to the PMU team along with office infrastructure.

D.PROPOSAL – STANDARD FORMS

(to be submitted on letter head of the bidder duly signed by authorized signatory)

FORM A – COVER LETTER

Date. ___

To,

**The Addl. Deputy Commissioner (CED),
East Delhi Municipal Corporation,
419, Udyog Sadan, Patparganj Industrial Area,
Delhi-110092.**

Subject: Selection of consulting firm for advisory support in investment facilitation, PPP projects and enabling ease of doing business in East Delhi Municipal Corporation

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by EDMC. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP, We undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

2. We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

3. We have deposited Document Fee **of INR 1,000/-**.

4. **We have deposited EMD of INR 2,00,000/-**.

5. As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that EDMC reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person and seal Name and Designation

Name of the Company

Form B – BIDDER'S PROFILE

1. **Name of the Firm:**
2. **Year of Establishment:**
3. **Registered address of Office:**
4. **PAN & GST No.:**
5. **Telephone No. & Fax No:**
6. **E. Mail Address:**
7. **Brief description of background of the firm for this assignment.**
8. **No. of years of proven experience of providing similar services.**
9. **Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)**

Financial Year	Annual Turnover (INR cr.)
2019 -20	
2018-19	
2017-18	

Signature of Authorized Person and seal Name and designation

Name of the Company

Dated:

FORM C – PROJECT EXPERIENCE

Assignment Name:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Name of Associated Consultant/ Firms, if any:		
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:		
Description of Project and services provided by your staff		

Signature of Authorized Person and seal

FORM D – TEAM COMPOSITION AND TASK ASSIGNMENT

Team proposed

Sl. No.	Name	Position	Task assigned
1.			
2.			

FORM E – FORMAT FOR CV

(Mentioning the position is mandatory)

Name of Firm:

Name of Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Education:

(Summarize College / University and other specialized education of staff Member)

Employment Record

(Starting with present position, list in reverse order every employment held)

List of Projects/Assignments on which the personnel has worked

Sl No.	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

Languages:

(Indicate proficiency in speaking, reading and writing of each language by **(Excellent, Good, Fair, Poor)**)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.

FORM F - FINANCIAL PROPOSAL

(to be submitted on letter head of the bidder duly signed by authorized signatory)

Date:

To,

**Addl. Deputy Commissioner (CED),
East Delhi Municipal Corporation,
419, Udyog Sadan, Patparganj Industrial Area, Delhi-110092.**

Sub: Financial Proposal for Selection of a Consulting Firm for advisory support in investment facilitation, PPP projects and enabling ease of doing business in East Delhi Municipal Corporation.

We, the undersigned, offer to provide the consulting services for the above scope of services in accordance with your RFP. Our total financial quote is as given below,

Name of the Position	Lump sum Financial Quote per month
Project Manager	_____ (both in words and figure)
Investment, PPP and EODB Expert	_____ (both in words and figure)
SUB-TOTAL	_____ (both in words and figure)
GST (as applicable) (both in words and figure)
Grant Total	_____ (both in words and figure) inclusive of applicable Goods & Service tax and other statutory taxes.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal Name & designation: