

Government of Punjab

**PUNJAB INFRASTRUCTURE DEVELOPMENT BOARD**

&

**PUNJAB FOREST AND WILD LIFE CONSERVATION  
DEPARTMENT**

**Consultancy Services**

for

**Preparation of Feasibility Study for the Development  
of Chhatbir Zoo in Punjab**

**REQUEST FOR PROPOSAL (RFP)**

**(December 2010)**

*Managing Director*

*Punjab Infrastructure Development Board (PIDB)*

*SCO - 33,34,35, Sector 34-A, Chandigarh*

*Website: [www.pidb.org](http://www.pidb.org)*

## **Disclaimer**

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

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

The issue of this RFP does not imply that the Authority is bound to select an Applicant

or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant 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 the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## Glossary

<b>Agreement</b>	As defined in Schedule-2
<b>Agreement Value</b>	As defined in Clause 6.1.2 of Schedule-2
<b>Applicable Laws</b>	As defined in Schedule-2
<b>Applicant</b>	As defined in Clause 2.1.1
<b>Associate</b>	As defined in Clause 2.3.3
<b>Authorized Representative</b>	As defined in Clause 2.13.3
<b>Authority</b>	As defined in Clause 1.1.1
<b>Bid Security</b>	As defined in Clause 2.20.1
<b>Conditions of Eligibility</b>	As defined in Clause 2.2.1
<b>Conflict of Interest</b>	As defined in Clause 2.3.1
<b>Consultancy</b>	As defined in Clause 1.2
<b>Consultancy Team</b>	As defined in Clause 8 of Schedule-1
<b>Consultant</b>	As defined in Clause 1.2
<b>CV</b>	Curriculum Vitae
<b>Deliverables</b>	As defined in Clause 4 of Schedule-1
<b>Documents</b>	As defined in Clause 2.12
<b>Effective Date</b>	As defined in Clause 2.1 of Schedule-2
<b>Eligible Assignments</b>	As defined in Clause 3.1.4
<b>Expatriate Personnel</b>	As defined in Clause 1.1.1(i) of Schedule-2
<b>Financial Proposal</b>	As defined in Clause 2.15.1
<b>Form of Agreement</b>	Form of Agreement as in Schedule-2
<b>INR, Re, Rs.</b>	Indian Rupee(s)
<b>Inception Report</b>	As specified in Clause 4(A) of Schedule-1
<b>Key Date or KD</b>	As defined in Clause 6.2 of Schedule-1
<b>Key Personnel</b>	As defined in Clause 2.1.4
<b>Lead Member</b>	As defined in Clause 2.1.1
<b>LOA</b>	Letter of Award
<b>Lump Sum Payment</b>	As defined in Clause 11.2 of Schedule-1
<b>Member</b>	As defined in Clause 2.3.3(i)
<b>Official Website</b>	As defined in Clause 1.11.2
<b>Personnel</b>	As defined in Clause 1.1.1(m) of Schedule-2
<b>Professional Personnel</b>	As defined in Clause 2.14.6
<b>Prohibited Practices</b>	As defined in Clause 4.1
<b>Project</b>	As defined in Clause 1.1.1

<b>Project Manager</b>	As defined in Clause 4.6 of Schedule-2
<b>Proposal</b>	As defined in Clause 1.2
<b>Proposal Due Date or PDD</b>	As defined in Clauses 1.5 and 1.8
<b>RFP</b>	As defined in Disclaimer
<b>Selected Applicant</b>	As defined in Clause 1.6
<b>Selection Process</b>	As defined in Clause 1.6
<b>Services</b>	As defined in Clause 1.1.1(q) of Schedule-2
<b>Sole Entity</b>	As defined in Clause 2.1.1
<b>Statutory Auditor</b>	An Auditor appointed under Applicable Laws
<b>Sub-Consultant</b>	As defined in Clause 1.1.1(r) of Schedule-2
<b>Support Personnel</b>	As defined in Clause 2.14.6
<b>Team Leader</b>	As defined in Clause 2.1.4
<b>Technical Proposal</b>	As defined in Clause 2.14.1
<b>TOR</b>	As defined in Clause 1.1.3
<b>US\$</b>	United States Dollar

The words and expressions beginning with capital letters and defined in this RFP document shall, unless repugnant to the context, have the meaning ascribed thereto herein

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## **1. INTRODUCTION**

### **1.1 Background**

The Punjab Infrastructure Development Board alongwith the Forest and Wild life Conservation Department hereinafter referred to as the **“Authority”**, has a vision to develop the Chhatbir Zoo as one of the major tourist destination in the State of Punjab. The Chhatbir Zoo also known as the **Mahendra Chaudhary Zoological Park, Chhatbir zoo**, the distinguished zoological garden is located at a distance of 17 km from Chandigarh and 55 km from Patiala. The zoo sprawls across an expanse of 202 acres against a stunning green backdrop.

With this background, the Authority proposes to engage a reputed Consultant with relevant experience for the Chhatbir Zoo Project.

### **1.2 Request for Proposal**

The Authority invites Proposal/s (**the “Proposal/s”**) for selection of consultant (**the “Consultant”**) for providing its services as per the **Terms of Reference**

The **“Authority”** intends to select the Consultant through an open International Competitive Bidding in accordance with the procedure set out herein.

### **1.3 Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the Project and the local conditions before submitting the Proposal by paying a visit to the Authority, sending written queries to the Authority and attending a Pre-Proposal Conference on the date and time specified in Clause 1.10.

### **1.4 Sale of RFP Document**

The RFP document can be obtained between 1000 hrs and 1700 hrs on all working days from the office of Feedback Ventures Pvt. Ltd on payment of a fee of Rs. 10,000 (Rupees Ten Thousand Only) in the form of a demand draft or banker’s cheque drawn on any Scheduled Bank in India in favour of **“Punjab Infrastructure Development Board, Chandigarh”** and payable at Chandigarh. The RFP document can also be downloaded from the Official Website of the Authority ([www.pidb.org](http://www.pidb.org)). In case of a downloaded RFP document, the Applicant shall pay the fee of Rs. 10,000/- (Rupees Ten Thousand Only) with its Bid/ Proposal, in the form of a demand draft or banker’s cheque drawn on any Scheduled Bank in India in favour of **Punjab Infrastructure Development Board, Chandigarh** and payable at Chandigarh.

### **1.5 Validity of the Proposal**

The Proposal shall be valid for a period of not less than 120 days from the Proposal Due Date (the **“PDD”**).

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## 1.6 Brief description of the Selection Process

The Authority has adopted a two step selection process (collectively the “**Selection Process**”) in evaluating the Proposals comprising “Documents for Technical Proposal” and “Financial Proposal” to be submitted in two separate sealed envelopes. In the first stage, the Technical Proposal/s shall be evaluated as specified in Clause 3.1. Based on this technical evaluation, a list of qualified Applicants shall be prepared, as specified in Clause 3.2. In the next stage, the evaluation of Financial Proposals shall be carried out as specified in Clause 3.3. Proposals shall finally be ranked according to their financial quote as specified in Clause 3.4. The first ranked Applicant shall be selected for negotiation (the “**Selected Applicant**”) while the second ranked Applicant shall be kept in reserve.

## 1.7 Currency conversion rate and payment

1.7.1 For the purposes of technical evaluation of Applicants, Rs. 45 (forty five) per US\$ shall be considered as the applicable currency conversion rate. In case of any other currency, the same shall first be converted to US\$ as on the date 60 (sixty) days prior to the Proposal Due Date, and the amount so derived in US\$ shall be converted into INR at the aforesaid rate. The conversion rate of such currencies shall be the daily representative exchange rates published by the International Monetary Fund for the relevant date.

1.7.2 All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP. The Consultant may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consultant.

## 1.8 Schedule of Selection Process

The Authority would endeavor to adhere to the following schedule:

	<b>Event Description</b>	<b>Estimated Date</b>
1.	Pre-Proposal Conference	29 <sup>th</sup> December 2010 at 1230 hrs
2.	Proposal Due Date or PDD	18 <sup>th</sup> January 2011 till 1500 hrs
3.	Opening of Technical Proposals	18 <sup>th</sup> January 2011 till 1530 hrs
4.	Opening of Financial Proposals	To be intimated later
5.	Issuance of Letter of Award (LOA)	Within 30 days of opening of Financial Proposals
6.	Submission of Performance Security	Within 10 days of issuance of LOA
7.	Signing of Agreement	Within 10 days of submission of Performance Security
8.	Validity of Applications	120 days from the Proposal Due Date

## 1.9 Pre-Proposal Visit

Prospective Applicants may visit the office of Authority and review the available data at any time prior to PDD. For this purpose, they will provide at least two days’ notice to the Authority.

## 1.10 Pre-Proposal Conference

The date, time and venue of Pre-Proposal Conference shall be:  
Date: 29<sup>th</sup> December 2010

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Time: 1230 hours

Venue: **Committee Room of PIDB**  
**SCO 33-35, Sector 34 - A, Chandigarh.**

### **1.11 Communications & Submission of Bids/ Proposals**

1.11.1 All communications including the submission of Proposal should be addressed to:

**Managing Director**  
**Punjab Infrastructure Development Board**  
**SCO 33-35, Sector 34 - A, Chandigarh**

1.11.2 The **Official Website** of the Authority is:  
[www.pidb.org](http://www.pidb.org)

1.11.3 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**“Consultancy Services Preparation of Feasibility Study for the Development of Chhatbir Zoo in Punjab”**



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## INSTRUCTIONS TO APPLICANTS

### A. GENERAL

#### 2.1 Scope of Proposal

- 2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an Applicant entity possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process. The term Applicant (the “**Applicant**”) means a legal entity / registered partnership firm / company or a Joint Venture (JV), as the case may be. However, no Applicant applying individually or as member of Joint Venture, as the case may be, shall be a member of another Applicant. There shall not be more than 3 (three) members in a Joint Venture. Failure to do so shall entail automatic disqualification of the Applicant and/or the entire Joint Venture. It is further clarified that members of joint venture shall be jointly and severally liable during the bidding process and pursuant to the execution of the Agreement in accordance with terms and conditions of the Agreement.

The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

It is further clarified that in case the Applicant is 100% (wholly owned) Subsidiary of a Company (“the Parent/Holding Company”), then the Applicant- Subsidiary shall be permitted to make use of credentials of its Parent/Holding Company subject to the condition that the Parent/Holding Company compulsorily furnish an “Undertaking” towards its wholly owned Subsidiary Applicant (as per Form 11 of Appendix-II), which shall be executed by a Senior authorized representative of the Parent / Holding Company of the Applicant.

- 2.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process shall be given and that the Authority’s decisions are without any right of appeal whatsoever.
- 2.1.3 The Applicant shall submit its Proposal in the form and manner specified in this Part-2 of the RFP. The “Documents for Technical Proposal” and the “Financial Proposal” shall be submitted in the form at Appendix-I, Appendix-II and Appendix-III respectively. Upon selection, the Applicant shall be required to enter into an Agreement with the Authority in the form specified at Schedule-2.

#### 2.1.4 Key Personnel

The list of required Key personnel and their required qualification & experience is as follows:

Sr. No.	Team Member	Educational Qualification & Minimum Experience
1.	Team Leader	<ul style="list-style-type: none"><li>• B.Tech. / B.E. with PG in Business Management</li><li>• 15 Years</li></ul>
2.	Domain Expert (IT/ Knowledge Industry)	<ul style="list-style-type: none"><li>• B.Tech with PG in Business Management</li><li>• 10 yrs</li></ul>

Sr. No.	Team Member	Educational Qualification & Minimum Experience
3.	Financial Analyst	<ul style="list-style-type: none"> <li>PG in Business Management (Finance) / Chartered Accountant</li> <li>10 Years</li> </ul>
4.	Legal Specialist	<ul style="list-style-type: none"> <li>LLB</li> <li>10 Years</li> </ul>
5.	Business Analyst	<ul style="list-style-type: none"> <li>PG in Economics/ Business Management</li> <li>10 yrs</li> </ul>
6.	Urban Planner	<ul style="list-style-type: none"> <li>PG in Urban/ Town and Country Planning</li> <li>10 yrs</li> </ul>
7.	Regional & Settlement Planner	<ul style="list-style-type: none"> <li>PG in Regional and settlement Planning.</li> <li>10 years</li> </ul>
8.	Transport Planner	<ul style="list-style-type: none"> <li>PG in Transport Planning</li> <li>10 yrs</li> </ul>
9.	Urban Infrastructure Specialist	<ul style="list-style-type: none"> <li>PG in Infrastructure Planning</li> <li>4 yrs</li> <li>or</li> <li>B.E. (Civil)</li> <li>10 years</li> </ul>
10.	Environmental Planner	<ul style="list-style-type: none"> <li>Master Degree in Environmental Engineering / Environmental Planning</li> <li>10 yrs</li> </ul>
11.	Urban Designer / Architect	<ul style="list-style-type: none"> <li>Master Degree in Architecture/Urban Design</li> <li>10 yrs</li> </ul>

It is expected that Consultancy team shall be assisted by other specialists too e.g. Surveyors, Landscaping Expert, Sub-professionals, Sub-Consultants, etc. but they shall not be considered in the evaluation of Technical Bid/ Proposal. The Consultant shall deploy adequate numbers of suitably qualified and experienced junior professional and technical support staff to assist the key professionals to render these services in a time bound manner.

## 2.2 Technical Proposal of Applicants

2.2.1 Applicants must read carefully the Technical Proposal details provided herein. Proposals of only those Applicants who satisfy Technical Criteria shall be considered for further evaluation.

### 2.2.2 (i) Technical Proposal

(A) **Technical Capacity:** The Applicant shall have undertaken a minimum of 2(two) Eligible Assignment in two different countries as specified in Clause 3.1.4

(B) **Financial Capacity:** The Applicant shall have received a minimum average annual income of Rs. 10 (ten) crore per annum from professional fees during the last 3 (three)

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financial years preceding the Proposal Due Date. For the purpose of evaluation, Applicants having comparatively larger revenues from professional fees shall be given added weightage. For the avoidance of doubt, professional fees hereunder refers to fees received by the Applicant for providing advisory or consultancy services to its clients.

**(C) Availability of Key Personnel:** The Applicant shall offer and make available all Key Personnel meeting the requirements specified in clause 2.1.4 above.

**(D) Proposed Methodology and Work Plan :** The Applicant shall submit its proposed Methodology Work Plan and understanding of TOR as specified in Form 2.

- 2.2.3 The Applicant shall enclose with its Proposal proof of registration of company, firm etc.
- 2.2.4 The Applicant shall enclose with its Proposal details of Eligible Assignments as undertaken supported with certificates from authorities for whom these were undertaken.
- 2.2.5 The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total turnover from professional fees during each of the past three financial years. In the event that the Applicant does not have a Statutory Auditor, it shall provide the requisite certificate(s) from the entity of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.
- 2.2.6 The Applicant should submit a Power of Attorney as per the format at Form-4 of Appendix-I; provided, however, that such Power of Attorney would not be required if the Application is signed by a partner of the Applicant, in case the Applicant is a partnership firm or limited liability partnership.
- 2.2.7 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal i.e Proposal Due Date, would not be eligible to submit a Proposal either by itself or through its Associate.
- 2.2.8 An Applicant or its Associate should have, during the last three years, neither 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 the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.
- 2.2.9 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

## **2.3 Conflict of Interest**

- 2.3.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the “**Conflict of Interest**”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, the time, cost and effort of the Authority

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including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

2.3.2 The Authority requires that the Consultant provides professional, objective and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.

2.3.3 Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note at Schedule-3. Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- (a) the Applicant, its JV member (the "**Member**") or Associate (or any constituent thereof) and any other Applicant, its Joint Venture (JV) member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the other Applicant, its Joint Venture (JV) member or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act,1956. For the purposes of this Clause 2.3.3(a), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "**Subject Person**") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
- (b) a constituent of such Applicant is also a constituent of another Applicant; or
- (c) such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or
- (d) such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- (e) such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each others' information about, or to influence the Application of either or each of the other Applicant; or
- (f) there is a conflict among this and other consulting assignments of the Applicant (including its personnel and Sub-consultant) and any subsidiaries or entities

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controlled by such Applicant or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the Authority for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or

- (g) a entity which has been engaged by the Authority to provide goods or works or services for a project, and its Associates, will be disqualified from providing consulting services for the same project save and except as provided in Clause 2.3.4; conversely, a entity hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or
- (h) the Applicant, its Member or Associate (or any constituent thereof), and the Applicant, if any, for the Project, its contractor(s) or sub-contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the Applicant, if any, or its contractor(s) or sub-contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such Applicant or its contractor(s) or sub-contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in section 4A of the Companies Act, 1956. For the purposes of this sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant (the “**Associate**”). As used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

- 2.3.4 An Applicant eventually appointed to provide Consultancy for this Project, and its Associates, shall be disqualified from subsequently providing goods or works or services related to the construction and operation of the same Project and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 5 (five) years from the completion of this assignment or to consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services performed for the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant’s entity or a person who holds more than 5% (five per cent) of the subscribed and paid up share capital of the Consultant, as the case may be, and any Associate thereof.

## 2.4 Number of Proposals

No Applicant or its Associate shall submit more than one Proposal for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another

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Proposal either individually or as a member of any Joint Venture (JV), as the case may be.

## **2.5 Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiations, visits to the Authority, Project sites/ area etc. The Authority shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

## **2.6 Project Area visit and verification of information**

Applicants are encouraged to submit their respective Proposals after visiting the Project areas and ascertaining for themselves the conditions, traffic, location, surroundings, climate, access to the sites, availability of drawings and other data with the Authority, Applicable Laws and regulations or any other matter considered relevant by them.

## **2.7 Acknowledgement by Applicant**

2.7.1 It shall be deemed that by submitting the Proposal, the Applicant has

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from the Authority;
- (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in Clause 2.6 above;
- (d) satisfied itself about all matters, things and information, including matters referred to in Clause 2.6 herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

2.7.2 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

## **2.8 Right to reject any or all Proposals**

2.8.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.8.2 Without prejudice to the generality of Clause 2.8.1, the Authority reserves the right to reject any Proposal if:

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- (a) at any time, a material misrepresentation is made or discovered, or
  - (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Joint Venture, then the entire Joint Venture may be disqualified / rejected. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

## **B. DOCUMENTS**

### **2.9 Contents of the RFP**

- 2.9.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.11:

#### **Request for Proposal**

- 1 Introduction
- 2 Instructions to Applicants
- 3 Criteria for Evaluation
- 4 Fraud and corrupt practices
- 5 Pre-Proposal Conference
- 6 Miscellaneous

#### **Schedules**

- 1 **Terms of Reference**
- 2 **Form of Agreement**
  - Annex-1 : Terms of Reference
  - Annex-2 : Deployment of Personnel
  - Annex-3 : Approved Sub-Consultant(s)
  - Annex-4 : Payment Schedule
  - Annex-5 : Bank Guarantee for Performance Security
- 3 **Guidance Note on Conflict of Interest**

#### **Appendices**

##### **Appendix-I:**

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- Form 1 : Letter of Proposal
  - Form 2 : Particulars of the Applicant
  - Form 3 : Statement of Legal Capacity
  - Form 4 : Power of Attorney
  - Form 5 : Financial Capacity of Applicant
  - Form 6 : Technical Capacity of Applicant

### **Appendix-II: Technical Proposal**

- Form 1 : Particulars of Key Personnel
- Form 2 : Proposed Methodology and Work Plan
- Form 3 : Abstract of Eligible Assignments of Applicant
- Form 4 : Abstract of Eligible Assignments of Key Personnel
- Form 5 : Eligible Assignments of Applicant
- Form 6 : Deleted
- Form 7 : CV of Key Personnel
- Form 8 : Deployment of Personnel
- Form 9 : Survey and Field Investigations
- Form 10 : Proposal for Sub-Consultant(s)
- Form 11 : Undertaking for wholly owned Subsidiary

### **Appendix-III: Financial Proposal**

**Note:** Each and every page of Foreign Document(s), i.e. Document(s) created or originating from outside the Republic of India, such as work experience certificate(s), financial detail(s), Power Of Attorney(s), Undertaking(s), documentary evidence(s), qualifying document(s), etc. shall be compulsorily authenticated/embossed/ legalized from the Indian Embassy/Indian High Commission situated in the country from where such Foreign Document(s) are created or are originating, before any such Foreign Document(s) are sent to India for the purpose of applying towards this Project. Such authentication/ embossment/ legalization from the Indian Embassy/Indian High Commission shall also apply to all such document(s) that are in a language other than English, which shall be compulsorily be required to be translated (as the true translated copies of the original) by a duly certified/ authorized /qualified Translator, supported by the affidavit of the said Translator, certifying the correctness of the English translation.

However, in the case of Foreign Document(s) created or originating from Countries that have signed, ratified and have made operational the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, 5 October, 1961 "Hague Legalization for Convention, 1961", the Applicants may affix an 'Appostille' sticker on each and every page of their Foreign Document(s) [including all commercial document(s) duly notarized]. Thereafter, the Applicant shall be compulsorily required to get all such "Appostilled" Foreign Document(s) approved, certified and attested from the Indian Embassy /Indian High Commission in that country where the 'Foreign Document(s)' were created or are originated from or the Ministry of External Affairs, Government of India, New Delhi and the Applicant shall follow any other norms/guidelines laid by the Ministry of External Affairs, Government of India, New Delhi.

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## **2.10 Clarifications**

2.10.1 Applicants requiring any clarification on the RFP may send their queries to the Authority in writing before the date mentioned in the Schedule of Selection Process at Clause 1.8. The envelopes shall clearly bear the following identification:

**“Queries/Request for Additional Information concerning to RFP for Consultancy Services Preparation of Feasibility Study for the Development of Chhatbir Zoo in Punjab.”**

The Authority shall endeavor to respond to the queries within the period specified therein. The responses will be sent by fax or e-mail. The Authority will post the reply to all such queries on the Official Website and copies thereof will also be circulated to all Applicants who have purchased the RFP document without identifying the source of queries.

2.10.2 The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause 2.10 shall be construed as obliging the Authority to respond to any question or to provide any clarification.

## **2.11 Amendment of RFP**

2.11.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants (who have purchased the RFP document) by fax or e-mail.

2.11.2 All such amendments will be notified in writing through fax or e-mail to all Applicants who have purchased the RFP document. The amendments will also be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.

2.11.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

## **C. PREPARATION AND SUBMISSION OF PROPOSAL**

### **2.12 Language**

The Proposal with all accompanying documents (the “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. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is 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 Proposal, the translation in English shall prevail. For overseas Consultant, documents shall be got legalized from Indian Embassy/ Indian High Commission.

### **2.13 Format and signing of Proposal**

2.13.1 The Applicant shall provide all the information sought under this RFP. The Authority would

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evaluate only those Proposals that are received in the specified forms and complete in all respects.

2.13.2 The Applicant shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL".

2.13.3 The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the "**Authorized Representative**") as detailed below:

- (a) by the proprietor, in case of a proprietary entity; or
- (b) by a partner, in case of a partnership entity and/or a limited liability partnership; or
- (c) by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation; or
- (d) by the authorized representative of the joint venture, in case of Joint Venture.

A copy of the Power of Attorney certified under the hands of a partner or director of the Applicant and notarized by a notary public in the form specified in Appendix-I (Form-4) shall accompany the Proposal. For a Power of Attorney executed and issued overseas. Each and every page of Foreign Document(s), i.e. Document(s) created or originating from outside the Republic of India, such as work experience certificate(s), financial detail(s), Power Of Attorney(s), Undertaking(s), documentary evidence(s), qualifying document(s), etc. shall be compulsorily authenticated/ embossed/ legalized from the Indian Embassy/Indian High Commission situated in the country from where such Foreign Document(s) are created or are originating, before any such Foreign Document(s) are sent to India for the purpose of applying towards this Project. Such authentication/ embossment/ legalization from the Indian Embassy/Indian High Commission shall also apply to all such document(s) that are in a language other than English, which shall be compulsorily be required to be translated (as the true translated copies of the original) by a duly certified/ authorized /qualified Translator, supported by the affidavit of the said Translator, certifying the correctness of the English translation.

However, in the case of Foreign Document(s) created or originating from Countries that have signed, ratified and have made operational the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, 5 October, 1961 "Hague Legalization for Convention, 1961", the Applicants may affix an 'Apostille' sticker on each and every page of their Foreign Document(s) [including all commercial document(s) duly notarized]. Thereafter, the Applicant shall be compulsorily required to get all such "Apostilled" Foreign Document(s) approved, certified and attested from the Indian Embassy /Indian High Commission in that country where the 'Foreign Document(s)' were created or are originated from or the Ministry of External Affairs, Government of India, New Delhi and the Applicant shall follow any other norms/guidelines laid by the Ministry of External Affairs, Government of India, New Delhi.

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2.13.4 Applicants should note the Proposal Due Date, as specified in Clause 1.8, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of documents received by the closing time of Proposal Due Date as specified in Clause 2.17.1. The Authority reserves the right to seek clarifications under and in accordance with the provisions of Clause 2.23.

## **2.14 Documents for Technical Proposal**

2.14.1 Applicants shall submit the documents fulfilling Technical Proposal in the formats at Appendix-I and Appendix-II respectively.

2.14.2 While submitting the above, the Applicant shall, in particular, ensure that:

- (a) The Bid Security is provided along with the documents fulfilling Technical proposal;
- (b) All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (c) Power of Attorney, if applicable, is executed as per Applicable Laws;
- (d) CVs of all Professional Personnel have been included;
- (e) Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down at Clause 2.2.2 (C) of the RFP;
- (f) No alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
- (g) The CVs have been recently signed and dated in blue ink by the respective Personnel and countersigned by the Applicant. Photocopy or unsigned / countersigned CVs shall be rejected;
- (h) The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- (i) Professional Personnel proposed have good working knowledge of English language;
- (j) Key Personnel would be available throughout the Project;
- (k) No Key Personnel should have attained the age of 75 (seventy five) years at the time of submitting the proposal;
- (l) The Proposal is responsive in terms of Clause 2.21.3; and
- (m) Each and every page of Foreign Document(s), i.e. Document(s) created or originating from outside the Republic of India, such as work experience certificate(s), financial detail(s), Power Of Attorney(s), Undertaking(s), documentary evidence(s), qualifying document(s), etc. shall be compulsorily authenticated/ embossed/ legalized from the Indian Embassy/Indian High Commission situated in the country from where such Foreign Document(s) are created or are originating, before any such Foreign Document(s) are sent to India for the purpose of applying towards this Project. Such authentication/ embossment/ legalization from the Indian Embassy/Indian High Commission shall also apply to all such document(s) that are in a language other than English, which shall be compulsorily be required to be translated (as the true translated copies of the original) by a duly certified/ authorized /qualified Translator, supported by the affidavit of the said Translator, certifying the correctness of the English translation.

However, in the case of Foreign Document(s) created or originating from Countries that have signed, ratified and have made operational the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, 5 October, 1961 "Hague Legalization for Convention, 1961", the Applicants may affix an 'Appostille' sticker on each and every page of their Foreign Document(s) [including all commercial document(s) duly notarized]. Thereafter, the Applicant

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shall be compulsorily required to get all such “Appostilled” Foreign Document(s) approved, certified and attested from the Indian Embassy /Indian High Commission in that country where the ‘Foreign Document(s)’ were created or are originated from or the Ministry of External Affairs, Government of India, New Delhi and the Applicant shall follow any other norms/guidelines laid by the Ministry of External Affairs, Government of India, New Delhi.

**2.14.3 Failure to comply with the requirements spelt out in this Clause 2.14 shall make the Proposal liable to be rejected.**

2.14.4 If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.

2.14.5 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.14.6 The proposed team shall be composed of experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise and managerial/support staff (the “**Support Personnel**”) such that the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Clause 2.1.4 shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of this Consultancy. The CV of each such Professional Personnel, if any, should also be submitted in the format at Form-5 of Appendix-II.

2.14.7 An Applicant may, if it considers necessary, propose suitable Sub-Consultants in specific areas of expertise. Credentials of such entities should be submitted in Form-10 of Appendix-II. A Sub-Consultant, however, shall not be a substitute for any Key Personnel.

2.14.8 The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

2.14.9 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Applicant or Consultant, as the case may be.

In such an event, the Authority shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

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## 2.15 Financial Proposal

2.15.1 Applicants shall submit the financial proposal in the format at Appendix-III (the “**Financial Proposal**”) clearly indicating the total cost of the Consultancy (the “**Consultancy Fee**”) in both figures and words, in Indian Rupees, and signed by the Applicant’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

### 2.15.2 While submitting the Financial Proposal, the Applicant shall ensure the following:

- (i) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, surveys, geo-technical investigations etc. 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.
- (ii) 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 Financial Proposal (in INR). Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

2.15.3 Deleted

## 2.16 Submission of Proposal

2.16.1 The Applicants shall submit the Proposal in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of the RFP. In case the proposal is submitted on the document down loaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

2.16.2 The Proposal will be sealed in an outer envelope which will bear the address of the Authority, Consultancy name as indicated at Clauses 1.11.1 and 1.11.3 and the name and address of the Applicant. It shall bear on top, the following:  
**“Do not open, except in presence of the Authorized Person of the Authority”.**

If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

2.16.3 The aforesaid outer envelope will contain two separate sealed envelopes, clearly marked ‘**Documents for Technical Proposal**’ and ‘**Financial Proposal**’.

The envelope marked “Technical Proposal” shall contain:

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(i) Form 1 to 11 of Appendix-I & Appendix-II

The envelope marked "Financial Proposal" shall contain the financial proposal in the prescribed format (Appendix-III).

2.16.4 The Document for Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the Proposal must be numbered and initialed by the person or persons signing the Proposal.

2.16.5 The completed Proposal must be delivered on or before the specified time on Proposal Due Date. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

2.16.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided.

2.16.7 Deleted

## **2.17 Proposal Due Date**

2.17.1 Proposal should be submitted at or before 1500 hrs on 18<sup>th</sup> January 2011, the Proposal Due Date specified at Clause 1.8 at the address provided in Clause 1.11 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the authorized representative of the Authority.

2.17.2 The Authority may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.11 uniformly for all Applicants.

## **2.18 Late Proposals**

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

## **2.19 Modification/ substitution/ withdrawal of Proposals**

2.19.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.

2.19.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.16, with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

2.19.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

## **2.20 Bid Security**

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- 2.20.1 The Applicant shall furnish as part of its Proposal, a Bid Security of Rs. 2,00,000/- (Rupees Two Lakhs) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Managing Director, Punjab Infrastructure Development Board payable at Chandigarh (**the “Bid Security”**), returnable not later than 30 (thirty) days from PDD except in case of the two highest ranked Applicants as required in Clause 2.24.1. In the event that the first ranked Applicant commences the assignment as required in Clause 2.29, the second ranked Applicant, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case not later than 120 (one hundred and twenty) days from PDD. The Selected Applicant’s Bid Security shall be returned, upon the Applicant signing the Agreement and completing the Deliverables assigned to it for the first 3 (three) months of the Consultancy in accordance with the provisions thereof.
- 2.20.2 Any Bid/ Proposal not accompanied by the Bid Security shall be rejected by the Authority as non- responsive.
- 2.20.3 The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 2.20.4 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority’s any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, *inter alia*, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
- (a) If an Applicant submits a non-responsive Proposal;
  - (b) If an Applicant engages in any of the Prohibited Practices specified in Section 4 of this RFP;
  - (c) If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
  - (d) In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 2.24.1;
  - (e) In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 2.28 and 2.29 respectively; or
  - (f) If the Applicant is found to have a Conflict of Interest as specified in Clause 2.3.

## **D. EVALUATION PROCESS**

### **2.21 Evaluation of Proposals**

- 2.21.1 The Authority shall open the Proposals at 1630 hours on the Proposal Due Date, at the place specified in Clause 1.11.1 and in the presence of the Applicants who choose to attend. The envelopes marked “Documents for Technical Proposal” shall be opened first. The envelopes marked “Financial Proposal” shall be kept sealed for opening at a later date.
- 2.21.2 Proposals for which a notice of withdrawal has been submitted in accordance with Clause 2.19 shall not be opened.

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- 2.21.3 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
- (a) the Document for Technical Proposal are received in the form specified at Appendix-I and Appendix-II respectively;
  - (b) it is received by the Proposal Due Date including any extension thereof pursuant to Clause 2.17;
  - (c) it is accompanied by the Bid Security as specified in Clause 2.20.1.
  - (d) it is signed, sealed, bound together in hard cover and marked as stipulated in Clauses 2.13 and 2.16;
  - (e) it is accompanied by the Power of Attorney as specified in Clause 2.2.6;
  - (f) it contains all the information (complete in all respects) as requested in the RFP;
  - (g) it does not contain any condition or qualification;
  - (h) it is not non-responsive in terms hereof.
- 2.21.4 The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 2.21.5 The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Section 3 of this RFP.
- 2.21.6 After the technical evaluation, the Authority shall prepare a list of pre-qualified and shortlisted Applicants in terms of Clause 3.2 for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. The opening of Financial Proposals shall be done in presence of representative of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 3.3 and 3.4.
- 2.21.7 Applicants are advised that Selection will be entirely at the discretion of the Authority. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given.
- 2.21.8 Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

## **2.22 Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority will treat all

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information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority.

## **2.23 Clarifications**

- 2.23.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.23.2 If an Applicant does not provide clarifications sought under Clause 2.23.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

## **E. APPOINTMENT OF CONSULTANT**

### **2.24 Negotiations**

- 2.24.1 The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. A Key Personnel who is not found suitable by the Authority shall be replaced by the Applicant with a better candidate to the satisfaction of the Authority. In case the Selected Applicant fails to reconfirm its commitment, the Authority reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.
- 2.24.2 The Authority will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.
- 2.24.3 The Authority will examine the credentials of all Sub-Consultants proposed for this Consultancy and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.

### **2.25 Substitution of Key Personnel**

- 2.25.1 The Authority will not normally consider any request of the Selected Applicant for substitution of Key Personnel as the ranking of the Applicant is based on the evaluation of Key Personnel and any change therein may upset the ranking. Substitution will, however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.
- 2.25.2 The Authority expects all the Key Personnel to be available during implementation of the Agreement. The Authority will not consider substitution of Key Personnel except for

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reasons of any incapacity or due to health. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. As a condition to such substitution, a sum equal to 1% (one percent) of Agreement Value shall be deducted from payments due to the Consultant. In the case of a second substitution hereunder, such deduction shall be 2.5% (two point five percent) of Agreement Value. Any further substitution may lead to disqualification of the Applicant or termination of the Agreement.

2.25.3 Substitution of the Team Leader will not normally be considered and may lead to disqualification of the Applicant or termination of the Agreement.

## **2.26 Engagement of Sub Consultants**

If during pendency of the Agreement that any of the Sub Consultant working on the project is different from among approved Sub Consultant or if the work of the Sub Consultant is not found to be to the satisfaction of the Authority, a sum equal to 25% (twenty-five percent) of Agreement Value shall be deducted from payments due to the Consultant.

## **2.27 Indemnity**

The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority for an amount not exceeding 3 (three) times the value of the Agreement for any direct loss or damage that is caused due to any deficiency in services.

## **2.28 Award of Consultancy**

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Selected Applicant to acknowledge the LOA, and the next highest ranking Applicant may be considered.

## **2.29 Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period prescribed in Clause 1.8. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

## **2.30 Commencement of assignment/ Project**

The Consultant shall commence the Services at the Project site within 7 (seven) days of the date of the Agreement, or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement as specified in Clause 2.28 or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the Bid Security of the first ranked Applicant shall be forfeited and appropriated in accordance with the provisions of Clause 2.20.4.

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### 2.31 Proprietary data

Subject to the provisions of Clause 2.22, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

## 3. CRITERIA FOR EVALUATION

### 3.1 Evaluation of Technical Proposals

3.1.1 Technical proposal of Applicants shall be evaluated on the basis of Applicant's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Applicants clearing the Technical Proposals shall qualify for further consideration.

3.1.2 Deleted

3.1.3 The criteria to be used for evaluation shall be as follows:

Item Code	Parameters	Criteria
1.	Relevant Experience of the Applicant	Number of Eligible Assignments. Turnover
2.	Proposed Methodology and Work Plan	Evaluation will be based on the quality of submission.
3.	Relevant Experience of Key Personnel	Evaluation on the basis of years of experience & Qualification

#### 3.1.4 Eligible Assignments

For the purposes of determining conditions of Eligibility and for evaluating the Proposals

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under this RFP, advisory/ consultancy assignment in respect of preparation of feasibility and master planning or detailed project report for the following project shall be deemed as eligible assignment (the “**Eligible Assignments**”):

**Zoo having minimum land area not less than 100 acres each**

### **3.2 Short-listing of Applicants**

Of the Applicants clearing the Technical evaluation shall be pre-qualified and short-listed for financial evaluation in the second stage.

### **3.3 Evaluation of Financial Proposal**

3.3.1 In the second stage, the financial evaluation will be carried out as per this Clause 3.3.

3.3.2 For financial evaluation, the cost indicated in the Financial Proposal (Appendix-III) will be considered.

3.3.3 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The lowest Financial Proposal shall be the successful Applicant.

### **3.4 Deleted**

## **4. FRAUD AND CORRUPT PRACTICES**

4.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.

4.2 Without prejudice to the rights of the Authority under Clause 4.1 hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

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4.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;
- (b) “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) “**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;
- (d) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the Authority 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
- (e) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## 5. PRE-PROPOSAL CONFERENCE

5.1 Pre-Proposal Conference of the Applicants shall be convened at the designated date, time and place. Only those Applicants, who have purchased the RFP document or downloaded the same from the Official Website for the Authority, shall be allowed to participate in the Pre-Proposal Conference. A maximum of two representatives of each Applicant shall be allowed to participate on production of an authority letter from the Applicant.

5.2 During the course of Pre-Proposal Conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority 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.

## 6. MISCELLANEOUS

6.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chandigarh only shall have exclusive jurisdiction over all disputes

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arising under, pursuant to and/or in connection with the Selection Process.

- 6.2 The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- (a) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - (b) consult with any Applicant in order to receive clarification or further information;
  - (c) retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Applicant; and/or
  - (d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 6.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 6.4 All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 6.5 The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.
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**Schedule - S -I (See Clause 1.1.3)**

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**TERMS OF REFERENCE (TOR)**

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## **TERMS OF REFERENCE**

### **1. OBJECTIVE**

The objective of carrying out the study is to develop an exhaustive feasibility study and development plan in harmony with the Master Plan already prepared and approved, and suggest measures for bringing in Private Sector Participation in the said development.

The studies, proposals and reports shall be in conformity with the Indian Forests Act, Forest Conservation Act, The Indian Wildlife (Protection) Act, and all other acts/rules/guidelines/notifications (up to date) of Ministry of Environment and Forests, Government of India.

The Consultant must ensure that the Zoo components, features, specifications as planned and envisaged by the Consultant must be of international standards and the subsequent development must result in the Zoo becoming a renowned tourist destination.

### **2. SCOPE OF SERVICES**

#### **2.1 Animal Collection and Management Plan**

##### **a) Animal Collection Plan in Chhatbir Zoo**

The consultant shall, in consultation with the Forest Department prepare an exhaustive animal collection plan. The said plan must include the details of exotic animal species, the sourcing mode i.e. buy/exchange, the clear guidelines for zoo custodians for taking care of the animal species etc.

The animal collection plan must consider the suitability of the imported animal species with the local climatic conditions, regenerated climatic conditions, location characteristics and in general the zoo environment.

##### **b) Infrastructure Requirement Plan for Exhibits**

The inventory for different species of animals and the existing animal exhibits has already been prepared in the Master Plan and shall be provided to the Consultant. The consultant shall be required to prepare a detailed list of optimal enclosures which may have to be removed, modified, relocate or created based on the Animal Collection Plan.

The consultant must prepare a matrix stating each enclosure in the zoo along with the conformity with the guidelines of the Central Zoo Authority (CZA) and the corrective actions required for the respective enclosures. For each of the enclosures which require removal and subsequent redevelopment, or enclosures which require modification, the Consultant shall be required to specify the detailed CZA guidelines, the specifications for the redevelopment/upgradation, the vegetation needed inside and around enclosures etc.

#### **2.2 Detailed Design of Animal Exhibit Region and Internal Infrastructure**

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Though the detailed design of exhibits and Internal infrastructure and the special focus job of a Zoo Architect. The consultant is expected to provide conceptual plans for the following areas.

**a) Concept Exhibit Theme Plan**

The Consultant shall prepare a concept exhibit theme plan within the land area including preparation of layout plan as per detailed survey at site. The consultant must take into account the approved Master Plan of the Zoo for the above.

The Concept Design must stress on the below items:

- i. Animal Enclosures Area  
The above areas must take into account the present animal species, the proposed animal collection plan, and future requirements.
- ii. Safaris Area  
The zoo currently operates Lion and Deer Safaris. The consultant may suggest further addition or otherwise to this list. In addition, the Consultant shall be required to suggest measures for the enhancement of visitor experience to the existing safaris.
- iii. Support Services Area including Administrative Complex and the Veterinary Care Center and Interpretation Centre.  
The above region may includes areas such as Veterinary Section, Stores and Feed Supply Section and Sanitary Section and separate Interpretation Centre. The Consultant shall be required to check the conformity of the same with the guidelines of the CZA and suggest modernization measures.
- iv. Development of Lakes  
At present, two lakes are present inside the zoo area which are home to migratory birds. The Consultant shall be required to propose lake development mechanism, activities proposed on the lakes, creation of additional water bodies, Lake Side Development, Interconnection of Lakes etc.
- v. Public Utilities  
Considering the enormous size of the Zoo, public amenities like toilets and urinals shall be provided at appropriate intervals. The Consultant shall be required to work out their number and indicative location.
- vi. Internal Beautification  
The Master Plan mentions the need of beautifying the entire zoo area through landscaping, vegetation, directional boards, interpretive signages etc. The Consultant must suggest contemporary and best in class signages, directional boards, ticket counters, and queuing system. Outside each of the enclosures, the mode of providing information about the species must be contemporary.  
With regard to landscaping, the Consultant is required to provide a suggestive landscaping plan, the preferred location of landscaping etc.

**b) Preliminary Planning**

The Consultant shall be required to undertake preliminary planning on the basis of the approved Concept Design and give details of Internal Infrastructure i.e. Peripheral Road, Inner Roads, Walking trails, Cycle Paths; Visitor Parking Areas, Lighting Arrangements, Signages, Rain Water Harvesting, Electric Substation, Pumping Stations, Storage Tank, and other services required accompanying with the development plans.

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**c) Detailed Preliminary Drawings**

The Consultant shall be required to prepare and submit detailed preliminary drawings, designs, and specifications of each and every item, materials, fixtures, component and rough cost estimate.

**d) Final Working Drawings**

The Consultant shall be required to prepare detailed Architectural and Services drawings including drawings showing details of all utilities and internal & external services, specifications after incorporating all revision in the Preliminary drawing stage.

**2.3 Development Plan of the Amenities Zone and the Visitor Zone**

These areas may have to be planned at a reasonable distance from the Animal Enclosures Area and the Safaris Area so that the visitor activities do not disrupt the calmness of Animal Enclosures Area.

**a) Amenities Zone Plan**

To increase the tourist inflow and enhance the visitor experience, the Zoo is under an urgent need to have comprehensive amenities revamp. The possible amenities zone may consist of restaurants, play zones for kids, Zoo Interpretation Center, Grand Entrance to the Zoo, Library, etc.

Considering the prominent role played by ancillary activities in enhancing the visitor experience, the Consultant shall be required to come up with innovative ideas with regard to these developments.

**b) Recreational and Visitor Zone Plan in Zoo and its Surrounds**

The Consultant must suggest measures to project the zoo as a weekend/corporate retreat destination. The consultant must explore the possibility of having the jungle lodges and resorts inside/outskirts of the zoo area. In doing so, the Consultant must also elaborate on the architectural aspects. A comparative analysis of luxury tents vis-à-vis concrete buildings must be carried out in terms of CZA guidelines, location suitability and preference of the visitors.

In addition to the accommodation arrangements, the Consultant shall specify the other plausible developments like auditorium.

**c) Leveraging the Ghaggar Advantage**

The zoo is situated at a strategic location with Ghaggar river flowing at the north. The Ghaggar flows for most part of the year.

The Consultant shall be required to suggest measures to enable create a eco-tourism product which attracts visitors like river side camps, water based activities.

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**d) Proposal for Key Attraction**

The Consultant shall study best tourist attractions inside/around the domestic/international zoological gardens. This may include fourth generation aquariums/ night safari etc.

Considering the regulatory and location constraints, the Consultant shall be required to prepare the proposal for key attraction detailing the physical components of such a development, the capital cost requirements, and the financial viability of the proposal considering that the proposal shall be financed through private sector participation.

**e) Integration with Chhat Village Site**

Chhat Village, in the vicinity of the zoo has sites of archeological remains. The proposal for zoo development shall also suggest integration measures with the above sites so that the tourist potential for both the sites can be exploited.

## **2.4 Legal Framework and Approval Mechanism**

**a) Legal Framework**

PIDB intends the development of Chhatbir Zoo be carried through Private sector Participation. The Consultant is required to study and analyze the best practices internationally of private participation in the area of Zoo and Wildlife development.

Considering the restrictions placed by Indian Forest Act, Forest Conservation Act, and other Acts, Rules, Circulars, Notices, Guidelines from the Competent Authorities with regard to Protected Forests, the Consultant shall be required to suggest mechanism for private sector participation.

Also, since assignment of lease or other rights is highly regulated, the Consultant shall be required to come up with an alternative arrangement whereby the private sector participant may develop and operate/maintain assets within the Protected Forest area of the Zoo.

At operating level also, the Consultant shall be required to clearly demarcate activities which can be assigned to the private sector participant while others in the strict control of the government.

**b) Assistance in Approval Mechanism**

The zoo development plans, at many stages shall require approvals/response to clarifications from the various agencies of the Central Government. The Consultant shall be required to make available its services during the preparation of such proposals/responses. It is being clarified here that the role of the Consultant during these services shall be advisory only.

At any stage, if the aforementioned agencies require presentations or discussions, the Consultant shall be required to make available his services during that.

## **3. DELIVERABLES**

The consultant shall deliver the following deliverables during the course of this consultancy. The deliverables shall be sent to the "Punjab Infrastructure Development

Board” (the “Client”) with a copy to the office of Chief Wildlife Warden, Government of Punjab.

The study shall be completed within a time span of 90 (ninety) days from the date of work order excluding time taken by the Client at the various stages of approval. The time allocation for main milestones identified is as follows

<b>Sl. No.</b>	<b>Activity/Deliverables</b>	<b>Time Duration (starting from the date of signing of the work order)</b>
1.	<p><b>Interim Report-I</b></p> <p>Shall Cover the Animal Collection Plan and the Wildlife Management Plan</p> <p>Would also include the Concept plan including layout plan for Animal Exhibit Region and Internal Infrastructure</p> <p>The consultant shall also prepare a draft Master Plan for the Amenities Zone and the Eco-Tourism Zone.</p>	40
2.	<p><b>Interim Report – II</b></p> <p>Based on the suggestions received from the Client on Interim Report – I , the Client shall submit Interim Report-II which would include</p> <p>a) Preliminary Planning for the Animal Exhibit Region and the Internal Infrastructure; and</p> <p>b) The Revised Master Plan for the Amenities Zone and the Eco-Tourism Zone.</p>	75
3.	<p><b>Final Report</b></p> <p>The final report would include</p> <p>a) The detailed design including the final working drawings of the Animal Exhibit Region and the Internal Infrastructure.</p> <p>b) Final Master Plan for the Amenities Zone and the Eco-Tourism Zone including the Proposal for Key Attraction</p> <p>c) Legal Framework for proceeding on the</p>	90

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#### 4. Payment Schedule

The agreed lump sum amount (Contract Price) shall be released as under subject to acceptance of reports/proposals by the Client

<b>Sr. No.</b>	<b>Activity / assignment as submitted</b>	<b>Percentage of agreed amount (%)</b>
i	On Submission of Interim Report-I	30
ii	On Submission of Interim Report-II	30
iii	On Approval of Final Report	40
	<b>TOTAL</b>	<b>100</b>

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**SCHEDULE S-2**

*(See Clause 2.1.3)*

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**AGREEMENT**

FOR

**CONSULTANCY SERVICES**

For

**Preparation of Feasibility Study for the Development of  
Chhatbir Zoo in Punjab**

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**5. Obligations of the Authority**

- 5.1 Assistance in clearances, etc.
- 5.2 Access to land and property
- 5.3 Change in Applicable Law
- 5.4 Payment

**6. Payment to the Consultant**

- 6.1 Agreement Value
- 6.2 Currency of payment
- 6.3 Mode of billing and payment

**7. Liquidated damages and penalties**

- 7.1 Performance Security
- 7.2 Liquidated Damages
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**8. Fairness and Good Faith**

- 8.1 Good Faith
- 8.2 Operation of the Agreement

**9. Settlement of Disputes**

- 9.1 Amicable settlement
- 9.2 Dispute resolution
- 9.3 Conciliation
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**ANNEXES**

- Annex 1: Terms of Reference
- Annex 2: Deployment of Personnel
- Annex 3: Approved Sub Consultants
- Annex 4: Payment Schedule
- Annex 5: Bank Guarantee for Performance Security

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# AGREEMENT

This AGREEMENT (hereinafter called the “**Agreement**”) is made on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2010 between, on the one hand, \_\_\_\_\_ (hereinafter called the “**Authority**”, which expression shall include their respective successors and permitted assigns, unless the context otherwise requires) and, on the other hand, \_\_\_\_\_ (hereinafter called the “**Consultant**”, which expression shall include their respective successors and permitted assigns).

## WHEREAS

- (A) The Authority vide its Request for Proposal, invited Proposals from the prospective Applicants, for the Consultancy Services for Preparation of Feasibility Study for the Development of Chhatbir Zoo in Punjab (hereinafter called the “**Project**”);
- (B) the Consultant submitted its Proposals for the aforesaid work, whereby the Consultant represented to the Authority that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to the Authority on the terms and conditions as set forth in the RFP and this Agreement; and
- (C) the Authority, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated \_\_\_\_\_ (the “**LOA**”); and
- (D) in pursuance of the LOA, the parties have agreed to enter into this Agreement. NOW, THEREFORE, the parties hereto hereby agree as follows:

## 1. GENERAL

### 1.1 Definitions and Interpretation

1.1.1 The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

- (a) “**Agreement**” means this Agreement, together with all the Annexes;
- (b) “**Agreement Value**” shall have the meaning set forth in Clause 6.1.2;
- (c) “**Applicable Laws**” means the laws and any other instruments having the force of law in India and State of Punjab as they may be issued and in force from time to time;
- (d) “**Confidential Information**” shall have the meaning set forth in Clause 3.3;
- (e) “**Conflict of Interest**” shall have the meaning set forth in Clause 3.2 read with the provisions of RFP;
- (f) “**Dispute**” shall have the meaning set forth in Clause 9.2.1;
- (g) “**Effective Date**” means the date on which this Agreement comes into force and effect pursuant to Clause 2.1;
- (h) “**Expatriate Personnel**” means such persons who at the time of being so hired had their domicile outside India;
- (i) “**Government**” means the Government of Punjab (GoP);
- (j) “**INR, Re. or Rs.**” means Indian Rupees;
- (k) “**Member**”, in case the Consultant consists of a joint venture of more than one entity, means any of these entities, and “**Members**” means all of these entities;

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- (l) **“Party”** means the Authority or the Consultant, as the case may be, and Parties means both of them;
  - (m) **“Personnel”** means persons hired by the Consultant or by any Sub-Consultant as employees and assigned to the performance of the Services or any part thereof;
  - (n) **“Project”** means and includes as defined in RFP;
  - (o) **“Project Site”** means and includes site as defined in RFP;
  - (p) **“Resident Personnel”** means such persons who at the time of being so hired had their domicile inside India;
  - (q) **“RFP”** means the Request for Proposal document in response to which the Consultant’s proposal for providing Services was accepted;
  - (r) **“Services”** means the work to be performed by the Consultant pursuant to this Agreement, as described in the Terms of Reference hereto;
  - (s) **“Sub-Consultant”** means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clause 4.7; and
  - (t) **“Third Party”** means any person or entity other than the Government, the Authority, the Consultant or a Sub-Consultant.

All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the RFP.

1.1.2 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- (a) Agreement;
- (b) Annexe of Agreement;
- (c) RFP; and
- (d) Letter of Award.

## **1.2 Relation between the Parties**

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between the Authority and the Consultant. The Consultant shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

## **1.3 Rights and obligations**

The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Agreement, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Agreement; and
- (b) the Authority shall make payments to the Consultant in accordance with the provisions of the Agreement.

## **1.4 Governing law and jurisdiction**

This Agreement shall be construed and interpreted in accordance with and governed by the

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laws of India, and the courts at Chandigarh shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

### **1.5 Language**

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings, which are in any way relevant to this Agreement shall be in writing and in English language.

### **1.6 Table of contents and headings**

The table of contents, headings or sub-headings in this Agreement are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

### **1.7 Notices**

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing and shall:

- (a) in the case of the Consultant, be given by facsimile or e-mail and by letter delivered by hand to the address given and marked for attention of the Consultant's Representative set out below in Clause 1.10 or to such other person as the Consultant may from time to time designate by notice to the Authority; provided that notices or other communications to be given to an address outside Chandigarh may, if they are subsequently consented to by sending a copy thereof by registered acknowledgement due, air mail or by courier, be sent by facsimile or e-mail to the number as the Consultant may from time to time designate by notice to the Authority;
- (b) in the case of the Authority, be given by facsimile or e-mail and by letter delivered by hand and be addressed to the Authority with a copy delivered to the Authority Representative set out below in Clause 1.10 or to such other person as the Authority may from time to time designate by notice to the Consultant; provided that if the Consultant does not have an office in Chandigarh, it may send such notice by facsimile or e-mail and by registered acknowledgement due, air mail or by courier; and
- (c) any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post, it ought to have been delivered and in all other cases, it shall be deemed to have been delivered on the actual date and time of delivery; provided that in the case of facsimile or e-mail, it shall be deemed to have been delivered on the working days following the date of its delivery.

### **1.8 Location**

The Services shall be performed at the Project site in accordance with the provisions of RFP and at such locations as are incidental thereto, including the offices of the Consultant.

### **1.9 Authority of Member-in-charge**

In case the Consultant consists of a Joint Venture (JV) of more than one entity, the Parties agree that the Lead Member shall act on behalf of the Members in exercising all the

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Consultant's rights and obligations towards the Authority under this Agreement, including without limitation the receiving of instructions and payments from the Authority.

### **1.10 Authorized Representatives**

1.10.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by the Authority or the Consultant, as the case may be, may be taken or executed by the officials specified in this Clause 1.10.

1.10.2 The Authority may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, the Authority Representative shall be:

\_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

1.10.3 The Consultant may designate one of its employees as Consultant's Representative. Unless otherwise notified, the Consultant's Representative shall be:

\_\_\_\_\_  
\_\_\_\_\_  
  
Tel: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### **1.11 Taxes and duties**

Unless otherwise specified in the Agreement, the Consultant shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws and the Authority shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it.

## **2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT**

### **2.1 Effectiveness of Agreement**

This Agreement shall come into force and effect on the date of this Agreement (the "Effective Date").

### **2.2 Commencement of Services**

The Consultant shall commence the Services within a period of 7 (seven) days from the Effective Date, unless otherwise agreed by the Parties.

### **2.3 Termination of Agreement for failure to commence Services**

If the Consultant does not commence the Services within the period specified in Clause 2.2 above, the Authority may, by not less than 2 (two) weeks' notice to the Consultant, declare this Agreement to be null and void, and in the event of such a declaration, the Bid Security of the Consultant shall stand forfeited.

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## 2.4 Expiration of Agreement

Unless terminated earlier pursuant to Clauses 2.3 or 2.9 hereof, this Agreement shall, unless extended by the Parties by mutual consent, expire upon the earlier of a period of 90 (ninety) days after the delivery of the final deliverable to the Authority and upon successful completion of the Project, the Authority shall return the Performance Security to the Consultant.

## 2.5 Entire Agreement

2.5.1 This Agreement and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.

2.5.2 Without prejudice to the generality of the provisions of Clause 2.5.1, on matters not covered by this Agreement, the provisions of RFP shall apply.

## 2.6 Modification of Agreement

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties. Pursuant to Clauses 4.2.3 and 6.1.3 hereof, however, each Party shall give due consideration to any proposals for modification made by the other Party.

## 2.7 Force Majeure

### 2.7.1 Definition

- (a) For the purposes of this Agreement, “**Force Majeure**” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- (b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub-Consultant or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.
- (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

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### **2.7.2 No breach of Agreement**

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

### **2.7.3 Measures to be taken**

- (a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- (b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

### **2.7.4 Extension of time**

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.7.5 Payments**

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period.

### **2.7.6 Consultation**

Not later than 30 (thirty) days after the Consultant has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

## **2.8 Suspension of Agreement**

The Authority may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 30 (thirty) days after receipt by the Consultant of such notice of suspension.

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## **2.9 Termination of Agreement**

### **2.9.1 By the Authority**

The Authority may, by not less than 30 (thirty) days' written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

- (a) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 2.8 hereinabove, within 30 (thirty) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;
- (b) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (c) the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 9 hereof;
- (d) the Consultant submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Consultant knows to be false;
- (e) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
- (f) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (g) the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

### **2.9.2 By the Consultant**

The Consultant may, by not less than 30 (thirty) days' written notice to the Authority, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

- (a) the Authority fails to pay any money due to the Consultant pursuant to this Agreement and not subject to dispute pursuant to Clause 9 hereof within 45 (forty five) days after receiving written notice from the Consultant that such payment is overdue;
- (b) the Authority is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 (forty five) days (or such longer period as the Consultant may have subsequently granted in writing) following the receipt by the Authority of the Consultant's notice specifying such breach;

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- (c) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
  - (d) the Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause 9 hereof.

### **2.9.3 Cessation of rights and obligations**

Upon termination of this Agreement pursuant to Clauses 2.3 or 2.9 hereof, or upon expiration of this Agreement pursuant to Clause 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, or which expressly survive such Termination; (ii) the obligation of confidentiality set forth in Clause 3.3 hereof; (iii) the Consultant's obligation to permit inspection, copying and auditing of such of its accounts and records set forth in Clause 3.6, as relate to the Consultant's Services provided under this Agreement; and (iv) any right or remedy which a Party may have under this Agreement or the Applicable Law.

### **2.9.4 Cessation of Services**

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Authority, the Consultant shall proceed as provided respectively by Clauses 3.9 or 3.10 hereof.

### **2.9.5 Payment upon Termination**

Upon termination of this Agreement pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Authority shall make the following payments to the Consultant (after offsetting against these payments any amount that may be due from the Consultant to the Authority):

- (i) remuneration pursuant to Clause 6 hereof for Services satisfactorily performed prior to the date of termination;
- (ii) reimbursable expenditures pursuant to Clause 6 hereof for expenditures actually incurred prior to the date of termination; and
- (iii) except in the case of termination pursuant to sub-clauses (a) through (e) of Clause 2.9.1 hereof, reimbursement of any reasonable cost incidental to the prompt and orderly termination of the Agreement including the cost of the return travel of the Consultant's personnel.

### **2.9.6 Disputes about Events of Termination**

If either Party disputes whether an event specified in Clause 2.9.1 or in Clause 2.9.2 hereof has occurred, such Party may, within 30 (thirty) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 9 hereof, and this Agreement shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

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### **3. OBLIGATIONS OF THE CONSULTANT**

#### **3.1 General**

##### **3.1.1 Standards of Performance**

The Consultant shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Authority, and shall at all times support and safeguard the Authority's legitimate interests in any dealings with Sub-Consultants or Third Parties.

##### **3.1.2 Terms of Reference**

The scope of services to be performed by the Consultant is specified in the Terms of Reference (the "TOR") at Annex-1 of this Agreement. The Consultant shall provide the Deliverables specified therein in conformity with the time schedule stated therein.

##### **3.1.3 Applicable Laws**

The Consultant shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that any Sub-Consultant, as well as the Personnel and agents of the Consultant and any Sub-Consultant, comply with the Applicable Laws.

#### **3.2 Conflict of Interest**

3.2.1 The Consultant shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.

##### **3.2.2 Consultant and Affiliates not to be otherwise interested in the Project**

The Consultant agrees that, during the term of this Agreement and after its termination, the Consultant or any Associate thereof and any entity affiliated with the Consultant, as well as any Sub-Consultant and any entity affiliated with such Sub-Consultant, shall be disqualified from providing goods, works, services, loans or equity for any project resulting from or closely related to the Services and any breach of this obligation shall amount to a Conflict of Interest; provided that the restriction herein shall not apply after a period of five years from the completion of this assignment or to consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services provided to the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services provided to the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant's entity or a person who holds more than 5% (five per cent) of the subscribed and paid up share capital of the Consultant, as the case may be, and any Associate thereof.

##### **3.2.3 Prohibition of conflicting activities**

Neither the Consultant nor its Sub-Consultant nor the Personnel of either of them shall

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engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement;
- (b) after the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) at any time, such other activities as have been specified in the RFP as Conflict of Interest.

#### **3.2.4 Consultant not to benefit from commissions, discounts, etc.**

The remuneration of the Consultant pursuant to Clause 6 hereof shall constitute the Consultant's sole remuneration in connection with this Agreement or the Services and the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-Consultant, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.5 The Consultant and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "**Prohibited Practices**"). Notwithstanding anything to the contrary contained in this Agreement, the Authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the Performance Security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority towards, inter alia, the time, cost and effort of the Authority, without prejudice to the Authority's any other rights or remedy hereunder or in law.

3.2.6 Without prejudice to the rights of the Authority under Clause 3.2.5 above and the other rights and remedies which the Authority may have under this Agreement, if the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

3.2.7 For the purposes of Clauses 3.2.5 and 3.2.6, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) "**corrupt practice**" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with Selection Process or LOA or dealing with matters concerning the Agreement before or after the

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execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser the Authority in relation to any matter concerning the Project;

- (b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Authority under this Agreement;
- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority 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
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

### 3.3 Confidentiality

The Consultant, its Sub-Consultants and the Personnel of either of them shall not, either during the term or within two years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Authority to the Consultant, its Sub-Consultants and the Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or finances or any information relating to the Authority’s employees, officers or other professionals or suppliers, customers, or contractors of the Authority; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement (**“Confidential Information”**), without the prior written consent of the Authority.

Notwithstanding the aforesaid, the Consultant, its Sub-Consultants and the Personnel of either of them may disclose Confidential Information to the extent that such Confidential Information:

- (i) was in the public domain prior to its delivery to the Consultant, its Sub-Consultants and the Personnel of either of them or becomes a part of the public knowledge from a source other than the Consultant, its Sub-Consultants and the Personnel of either of them;
- (ii) was obtained from a Third Party with no known duty to maintain its confidentiality;

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- (iii) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant, its Sub-Consultants and the Personnel of either of them shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
  - (iv) is provided to the professional advisers, agents, auditors or representatives of the Consultant or its Sub-Consultants or Personnel of either of them, as is reasonable under the circumstances; provided, however, that the Consultant or its Sub-Consultants or Personnel of either of them, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

### **3.4 Liability of the Consultant**

3.4.1 The Consultant's liability under this Agreement shall be determined by the Applicable Laws and the provisions hereof.

#### **3.4.2 Consultant's liability towards the Authority**

The Consultant shall, subject to the limitation specified in Clause 3.4.3, be liable to the Authority for any direct loss or damage accrued or likely to accrue due to deficiency in Services rendered by it.

3.4.3 The Parties hereto agree that in case of negligence or willful misconduct on the part of the Consultant or on the part of any person or entity acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused to the Authority's property, shall not be liable to the Authority:

- (i) for any indirect or consequential loss or damage; and
- (ii) for any direct loss or damage that exceeds (a) the Agreement Value set forth in Clause 6.1.2 of this Agreement, or (b) the proceeds the Consultant may be entitled to receive from any insurance maintained by the Consultant to cover such a liability in accordance with Clause 3.5.2, whichever of (a) or (b) is higher.

3.4.4 This limitation of liability specified in Clause 3.4.3 shall not affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or entity acting on behalf of the Consultant in carrying out the Services subject, however, to a limit equal to 3 (three) times the Agreement Value.

### **3.5 Insurance to be taken out by the Consultant**

3.5.1 (a) The Consultant shall, for the duration of this Agreement, take out and maintain, and shall cause any Sub-Consultant to take out and maintain, at its (or the Sub-Consultant's, as the case may be) own cost, but on terms and conditions approved by the Authority, insurance against the risks, and for the coverage's, as specified in the Agreement and in accordance with good industry practice.

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- (b) Within 15 (fifteen) days of receiving any insurance policy certificate in respect of insurances required to be obtained and maintained under this clause, the Consultant shall furnish to the Authority, copies of such policy certificates, copies of the insurance policies and evidence that the insurance premia have been paid in respect of such insurance. No insurance shall be cancelled, modified or allowed to expire or lapse during the term of this Agreement.
  - (c) If the Consultant fails to effect and keep in force the aforesaid insurances for which it is responsible pursuant hereto, the Authority shall, apart from having other recourse available under this Agreement, have the option, without prejudice to the obligations of the Consultant, to take out the aforesaid insurance, to keep in force any such insurances, and pay such premia and recover the costs thereof from the Consultant, and the Consultant shall be liable to pay such amounts on demand by the Authority.
  - (d) Except in case of Third Party liabilities, the insurance policies so procured shall mention the Authority as the beneficiary of the Consultant and the Consultant shall procure an undertaking from the insurance company to this effect; provided that in the event the Consultant has a general insurance policy that covers the risks specified in this Agreement and the amount of insurance cover is equivalent to 3 (three) times the cover required hereunder, such insurance policy may not mention the Authority as the sole beneficiary of the Consultant or require an undertaking to that effect.

3.5.2 The Parties agree that the risks and coverages shall include but not be limited to the following:

- (a) Third Party liability insurance as required under Applicable Laws, with a minimum coverage of Rs. 25 (twenty five) Lakhs;
- (b) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultant, in accordance with Applicable Laws; and
- (c) professional liability insurance for an amount no less than the Agreement Value.

The indemnity limit in terms of "Any One Accident" (AOA) and "Aggregate limit on the policy period" (AOP) should not be less than the amount stated in Clause 6.1.2 of the Agreement. In case of Joint Venture (JV), the policy should be in the name of Lead Member and not in the name of individual Members of the Joint Venture (JV).

### **3.6 Blank**

### **3.7 Consultant's actions requiring the Authority's prior approval**

The Consultant shall obtain the Authority's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Professional Personnel as are not listed in Annex-2.

- 
- (b) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the Sub-Consultant and the terms and conditions of the subcontract shall have been approved in writing by the Authority prior to the execution of the subcontract, and (ii) that the Consultant shall remain fully liable for the performance of the Services by the Sub-Consultant and its Personnel pursuant to this Agreement; or
  - (c) any other action that is specified in this Agreement.

### **3.8 Reporting obligations**

The Consultant shall submit to the Authority the reports and documents specified in the Agreement, in the form, in the numbers and within the time periods set forth therein.

### **3.9 Documents prepared by the Consultant to be property of the Authority**

- 3.9.1 All plans, drawings, specifications, designs, reports and other documents (collectively referred to as “**Consultancy Documents**”) prepared by the Consultant (or by the Sub-Consultants or any Third Party) in performing the Services shall become and remain the property of the Authority, and all intellectual property rights in such Consultancy Documents shall vest with the Authority. Any Consultancy Document, of which the ownership or the intellectual property rights do not vest with the Authority under law, shall automatically stand assigned to the Authority as and when such Consultancy Document is created and the Consultant agrees to execute all papers and to perform such other acts as the Authority may deem necessary to secure its rights herein assigned by the Consultant.
- 3.9.2 The Consultant shall, not later than termination or expiration of this Agreement, deliver all Consultancy Documents to the Authority, together with a detailed inventory thereof. The Consultant may retain a copy of such Consultancy Documents. The Consultant, its Sub-Consultants or a Third Party shall not use these Consultancy Documents for purposes unrelated to this Agreement without the prior written approval of the Authority.
- 3.9.3 The Consultant shall hold the Authority harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as ‘claims’) which may arise from or due to any unauthorised use of such Consultancy Documents, or due to any breach or failure on part of the Consultant or its Sub-Consultants or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of the Authority.

### **3.10 Equipment and materials furnished by the Authority**

Equipment and materials made available to the Consultant by the Authority shall be the property of the Authority and shall be marked accordingly. Upon termination or expiration of this Agreement, the Consultant shall furnish forthwith to the Authority, an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the instructions of the Authority. While in possession of such equipment and materials, the Consultant shall, unless otherwise instructed by the Authority in writing, insure them in an amount equal to their full replacement value.

### **3.11 Providing access to Project /Local Office and Personnel**

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The Consultant shall ensure that the Authority and officials of the Authority having authority from the Authority, are provided unrestricted access to the Project /Local Office and to all Personnel during office hours. The Authority's official, who has been authorized by the Authority in this behalf, shall have the right to inspect the Services in progress, interact with Personnel of the Consultant and verify the records relating to the Services for his satisfaction.

### **3.12. Accuracy of Documents**

The Consultant shall be responsible for accuracy of the data collected by it directly or procured from other agencies/authorities, the designs, drawings, estimates and all other details prepared by it as part of these services. Subject to the provisions of Clause 3.4, it shall indemnify the Authority against any inaccuracy in its work which might surface during implementation of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Consultant or arises out of its failure to conform to good industry practice. The Consultant shall also be responsible for promptly correcting, at its own cost and risk, the drawings including any re-survey / investigations.

## **4. CONSULTANT'S PERSONNEL AND SUB-CONSULTANTS**

### **4.1 General**

The Consultant shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services.

### **4.2 Deployment of Personnel**

4.2.1 The designations, names of Key Personnel whose services shall be available throughout the Agreement period are described in Annex-2 of this Agreement. The designations, names and the estimated periods of engagement in carrying out the Services by each of the other Supportive Personnel are described in Annex-2 of this Agreement.

#### **4.2.2 Left blank.**

4.2.3 If additional work is required beyond the scope of the Services specified in the Terms of Reference, the engagement of Personnel may be increased by agreement in writing between the Authority and the Consultant, provided that the increase in the Agreement Value set forth in Clause 6.1.2 shall be derived on proportional basis.

### **4.3 Approval of Personnel**

4.3.1 The Professional Personnel listed in Annex-2 of the Agreement are hereby approved by the Authority. No other Professional Personnel shall be engaged without prior approval of the Authority.

4.3.2 If the Consultant hereafter proposes to engage any person as Professional Personnel, it shall submit to the Authority its proposal along with a CV of such person in the form provided at Appendix-I (Form-12) of the RFP. The Authority may approve or reject such proposal within 14 (fourteen) days of receipt thereof. In case the proposal is rejected, the Consultant may propose an alternative person for the Authority's consideration. In the event the Authority does not reject a proposal within 14 (fourteen) days of the date of receipt thereof under this Clause 4.3, it shall be deemed to have been approved by the Authority.

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#### **4.4 Substitution of Key Personnel**

The Authority expects all the Key Personnel specified in the Proposal to be available during implementation of the Agreement. The Authority will not consider any substitution of Key Personnel except under compelling circumstances beyond the control of the Consultant and the concerned Key Personnel. Such substitution shall be limited to not more than two Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. Without prejudice to the foregoing, substitution of one Key Personnel shall be permitted subject to reduction equal to 1% (one per cent) of the Agreement Value defined in Clause 6.1.2. In case of a second substitution, such reduction shall be equal to 2.5% (two point five per cent) of the Agreement Value defined in Clause 6.1.2.

#### **4.5 Blank**

#### **4.6 Resident Team Leader and Project Manager**

The person designated as the Team Leader of the Consultant's Personnel shall be responsible for the coordinated, timely and efficient functioning of the Personnel. In addition, the Consultant shall designate a suitable person as Project Manager (the "**Project Manager**") who shall be responsible for day to day performance of the Services.

#### **4.7 Sub-Consultants**

4.7.1 The Sub-Consultants listed in Annex-3 of this Agreement are hereby approved by the Authority. The Consultant may, with prior written approval of the Authority, engage additional Sub-Consultants or substitute an existing Sub-Consultant. The hiring of Personnel by the Sub-Consultants shall be subject to the same conditions as applicable to Personnel of the Consultant under this Clause 4.

4.7.2 If at any time during pendency of the Agreement it is observed that Sub-Consultant working on the assignment is different from that one approved under sub-clause, or if the work of the Sub-Consultant is not found to be satisfaction of the Authority, a reduction up to 20% (twenty percent) of Agreement Value shall be effected from payment due to the Consultant.

### **5. OBLIGATIONS OF THE AUTHORITY**

#### **5.1 Assistance in clearances, etc.**

Unless otherwise specified in the Agreement, the Authority shall make best efforts to ensure that the Government shall:

- (a) provide the Consultant, its Sub-Consultants and Personnel with work permits and such other documents as may be necessary to enable the Consultant, its Sub-Consultants or Personnel to perform the Services;
- (b) facilitate prompt clearance through customs of any property required for the Services; and
- (c) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

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## 5.2 Access to land and property

The Authority warrants that the Consultant shall have, free of charge, unimpeded access to the site of the Project in respect of which access is required for the performance of Services; provided that if such access shall not be made available to the Consultant as and when so required, the Parties shall agree on (i) the time extension, as may be appropriate, for the performance of Services, and (ii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause 6.1.3.

## 5.3 Change in Applicable Law

If, after the date of this Agreement, there is any change in the Applicable Laws with respect to taxes and duties, which increases or decreases the cost or reimbursable expenses incurred by the Consultant in performing the Services, by an amount exceeding 2% (two per cent) of the Agreement Value specified in Clause 6.1.2, then the amount payable to the Consultant under this Agreement shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the aforesaid Agreement Value.

## 5.4 Payment

In consideration of the Services performed by the Consultant under this Agreement, the Authority shall make to the Consultant such payments and in such manner as is provided in Clause 6 of this Agreement.

## 6. PAYMENT TO THE CONSULTANT

### 6.1 Agreement Value

#### 6.1.1 Blank

6.1.2 Except as may be otherwise agreed under Clause 2.6 and subject to Clause 6.1.3, 6.1.4 and 6.1.5, the payments under this Agreement shall not exceed the agreement value specified herein (the "**Agreement Value**"). The Parties agree that the Agreement Value is Rs. .... (Rupees .....).

6.1.3 Notwithstanding anything to the contrary contained in Clause 6.1.2, if pursuant to the provisions of Clauses 2.6 and 2.7, the Parties agree that additional payments shall be made to the Consultant in order to cover any additional expenditures not envisaged in the Agreement Value above, the Agreement Value set forth in Clause 6.1.2 above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

6.1.4 Deleted

6.1.5 In case the consultancy on any Project site is limited up to Draft Project Report & Schedules the payment for said Project Report shall be limited up to that stage as per payment Schedule at Annex-4 of this Agreement.

### 6.2 Currency of payment

All payments shall be made in Indian Rupees. The Consultant shall be free to convert Rupees into any foreign currency as per Applicable Laws.

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### 6.3 Mode of billing and payment

Billing and payments in respect of the Services shall be made as follows:-

- (a) A Mobilisation Advance for an amount upto 5% (five per cent) of the Agreement Value shall be paid to the Consultant on request and against a Bank Guarantee from a Scheduled Bank in India in an amount equal to such advance, such Bank Guarantee to remain effective until the advance payment has been fully set off as provided herein. The advance outstanding shall attract simple interest @ 12% (twelve per cent) per annum and shall be adjusted in four equal installments from the first four stage payments due and payable to the Consultant, and the accrued interest shall be recovered from the fifth installment due and payable thereafter.
- (b) The Consultant shall be paid for its Services as per the Payment Schedule at Annex-4 of this Agreement, subject to the Consultant fulfilling the following conditions:
  - (i) No payment shall be due for the next stage till the Consultant completes, to the satisfaction of the Authority, the work pertaining to the preceding stage.
  - (ii) The Authority shall pay to the Consultant, only the undisputed amount.
- (c) The Authority shall cause the payment due to the Consultant to be made within 15 (fifteen) days after the receipt by the Authority of duly completed bills with necessary particulars (the “Due Date”). In case of any likely delay, an amount equal to 65% (sixty five percent) of bills shall be made within the above specified period.
- (d) The final payment under this Clause shall be made only after the final report has been submitted by the Consultant and approved as satisfactory by the Authority and conciliation of accounts thereof to the satisfaction of the Authority. The Services shall be deemed completed and finally accepted by the Authority and the final deliverable shall be deemed approved by the Authority as satisfactory upon expiry of 90 (ninety) days after receipt of the final deliverable and conciliation of accounts thereof by the Authority unless the Authority, within such 90 (ninety) day period, gives written notice to the Consultant specifying in detail, the deficiencies in the Services. The Consultant shall thereupon promptly make any necessary corrections, actions and/or additions, and upon completion of such corrections, actions or additions, the foregoing process shall be repeated. The Authority shall make the final payment upon acceptance or deemed acceptance of the final deliverable and accounts thereof by the Authority.
- (e) Any amount which the Authority has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Agreement shall be reimbursed by the Consultant to the Authority within 30 (thirty) days after receipt by the Consultant of notice thereof. Any such claim by the Authority for reimbursement must be made within 1 (one) year after receipt by the Authority of a final report and a final statement accounts in accordance with Clause 6.3 (d). Any delay by the Consultant in reimbursement by the due date shall attract simple interest @ 10% (ten per cent) per annum.

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(f) Deleted

(g) All payments under this Agreement shall be made to the account of the Consultant as may be notified to the Authority by the Consultant.

## **7. LIQUIDATED DAMAGES AND PENALTIES**

### **7.1 Performance Security**

7.1.1 The Consultant shall submit by way of performance security (the “**Performance Security**”), 5% (five per cent) of the Agreement Value, to be appropriated against breach of this Agreement or for recovery of liquidated damages as specified in Clause 7.2 herein. The balance remaining out of the Performance Security shall be returned to the Consultant at the end of 3 (three) months after the expiration of this Agreement pursuant to Clause 2.4 hereof.

7.1.2 The Consultant shall furnish the Performance Security in the form of a Bank Guarantee, within a period of 10 (ten) days from the date of receipt of Letter of Acceptance (LOA), substantially in the format specified at Annex-5 of this Agreement.

### **7.2 Liquidated Damages**

#### **7.2.1 Liquidated Damages for error/variation**

In case any error or variation is detected in the reports submitted by the Consultant and such error or variation is the result of negligence or lack of due diligence on the part of the Consultant, the consequential damages thereof shall be quantified by the Authority in a reasonable manner and recovered from the Consultant by way of deemed liquidated damages, subject to a maximum of 50% (fifty per cent) of the Agreement Value.

#### **7.2.2 Liquidated Damages for delay**

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 0.25% (zero point two five per cent) of the Agreement Value per day, subject to a maximum of 10% (ten per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

#### **7.2.3 Encashment and appropriation of Performance Security**

The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Consultant in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause 7.2.

### **7.3 Penalty for deficiency in Services**

In addition to the liquidated damages not amounting to penalty, as specified in Clause 7.2, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarring for a specified period may also be initiated as per policy of the Authority.

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## **8. FAIRNESS AND GOOD FAITH**

### **8.1 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realisation of the objectives of this Agreement.

### **8.2 Operation of the Agreement**

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to this Clause shall not give rise to a dispute subject to arbitration in accordance with Clause 9 hereof.

## **9. SETTLEMENT OF DISPUTES**

### **9.1 Amicable settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

### **9.2 Dispute resolution**

9.2.1 Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the "**Dispute**") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause 9.3.

9.2.2 The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

### **9.3 Conciliation**

In the event of any Dispute between the Parties, either Party may call upon Secretary to Government Punjab, Department of Public Works, B&R Branch and the Chairman of the Board of Directors of the Consultant or a substitute thereof for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing referred to in Clause 9.2.1 or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of Clause 9.4.

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## 9.4 Arbitration

- 9.4.1 Any Dispute which is not resolved amicably by conciliation, as provided in Clause 9.3, shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 9.4.2. Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre for Alternative Dispute Resolution, New Delhi (the “**Rules**”), or such other rules as may be mutually agreed by the Parties, and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Chandigarh and the language of arbitration proceedings shall be English.
- 9.4.2 There shall be Sole Arbitrator to be appointed by Managing Director, Punjab Infrastructure Development Board.
- 9.4.3 The arbitrator shall make a reasoned award (the “**Award**”). Any Award made in any arbitration held pursuant to this Clause 9 shall be final and binding on the Parties as from the date it is made, and the Consultant and the Authority agree and undertake to carry out such Award without delay.
- 9.4.4 The Consultant and the Authority agree that an Award may be enforced against the Consultant and/or the Authority, as the case may be, and their respective assets wherever situated.
- 9.4.5 This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

**IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.**

SIGNED, SEALED AND DELIVERED  
on behalf of  
Consultant:

(Signature)  
(Name)  
(Designation)  
(Address)

SIGNED, SEALED AND DELIVERED For and  
For and on behalf of  
[Authority]

(Signature)  
(Name)  
(Designation)  
(Address)

In the presence of:

1.

2.

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**Annex - I**

**TERMS OF REFERENCE**

(refer Clause 3.1.2)

(Reproduce Schedule 1 of RFP)

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**Annex - 2**

**Deployment of Personnel**

(Refer Clause 4.2)

S.No.	Designation	Name	Day Numbers		Week Numbers	
			At Project site	Away from Project site	At Project site	Away from Project site
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

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**Annex - 3**

**Proposal for Sub-Consultant(s)**

1. Details of the Entity 2.				
Entity's Name, Address and Telephone				
Name and Telephone No. of the Contact Person				
Fields of Expertise				
No. of Years in business in the above Fields				
2. Services that are proposed to be sub contracted:				
3. Person who will lead the Sub-Consultant  Name: Designation: Telephone No: Email:				
4. Details of Entity's previous experience				
Name of Work	Name, address and telephone no. of Client	Total Value of Services Performed	Duration of Services	Date of Completion of Services
1.				
2.				
3.				

(Signature and name of the authorised signatory)

**Note:**

1. Use separate form for each Sub-Consultant

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**Annex - 4**

**Payment Schedule**

(Refer Clause 6.3.2)

**Annex - 5**

**Bank Guarantee for Performance Security**

(Refer Clause 7.1.2)

FORMAT FOR BANK GUARANTEE FOR PERFORMANCE SECURITY  
UNCONDITIONAL AND IRREVOCABLE BANK GUARANTEE

Bank Guarantee No. \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name of the Bank)

(hereinafter referred to as the "Bank")

**Beneficiary of Bank Guarantee**

Managing Director

Punjab Infrastructure Development Board (PIDB)

SCO - 33,34,35, Sector 34-A, Chandigarh

Website: www.pidb.org

**Context of Bank Guarantee**

Performance Security in pursuance of Clause 7.1.2 of the Contract Agreement dated \_\_\_\_\_ (hereinafter referred to as the "Agreement"), executed between the Punjab **Infrastructure Development Board (PIDB)**, Chandigarh acting through its Managing Director (hereinafter referred to as the "Authority") and \_\_\_\_\_ (hereinafter referred to as "Consultant") for Consultancy Services for Preparation of Feasibility Study for the Development of Chhatbir Zoo in Punjab" (hereinafter referred to as the "Work and Services"), however, such context of the Bank Guarantee or reference to the Agreement in this Bank Guarantee shall in no manner to be relied upon at any stage of adversely affect or dilute the unconditional and irrevocable nature of this Bank Guarantee.

**Operative part of the Bank Guarantee**

At the request of the Consultant, we \_\_\_\_\_, \_\_\_\_\_ (name and address of the bank), (hereinafter referred to as the "Bank"), do hereby unconditionally and irrevocably affirm and undertake that we are the Guarantor and are responsible to the Authority i.e. the beneficiary on behalf of the Consultant, upto a total sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), such sum being payable by us to the Authority immediately upon receipt of first written demand from the Authority.

We unconditionally and irrevocably undertake to pay to the Authority on an immediate basis, upon receipt of first written demand from the Authority and without any cavil or argument or delaying tactics or reference by us to Consultant and without any need for the Authority to convey to us any reasons for invocation of the Guarantee or to prove the failure to perform the Services as per requirements on the part of the Consultant or to show ground or reasons for the demand or the sum specified therein, the entire sum or sums within the limits of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

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We hereby waive the necessity of the Authority to demand the said amount from the Consultant first prior to serving a Demand Notice upon us for the encashment of this Bank Guarantee amount. We further agree and affirm that no change or addition to or other modification to the terms of the Agreement, shall in any way release us from any liability under this unconditional and irrevocable Guarantee and we hereby waive notice of any such change, addition or modification. We further agree with the Authority that the Authority shall, be the sole and the exclusive judge to determine that whether or not any sum or sums are due and payable to him by Consultant, which are recoverable by the Authority by invocation of this Guarantee.

This Guarantee will not be discharged due to the change in constitution of the Bank or the Consultant. We undertake not to withdraw or revoke this Guarantee during its currency/validity period, except with the previous written consent of the Authority.

We unconditionally and irrevocably undertake to pay to the Authority any amount so demanded not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) notwithstanding any disputes raised by Consultant or anyone else in any suit or proceedings before any arbitrator, court, tribunal or other authority, our liability under this Guarantee being absolute, unconditional and unequivocal. The payment so made by us under this Guarantee to the Authority, shall be valid discharge of our liability for payment under this Guarantee and the Consultant shall have no claim against us for making such payment.

This unconditional and irrevocable Guarantee shall remain in full force and effect and shall remain valid until \_\_\_\_\_.

Notwithstanding any clause contained herein:

Our liability under this Bank Guarantee shall not exceed Indian Rs. \_\_\_\_\_ Lakhs (Rupees \_\_\_\_\_ Lakhs only).

**This unconditional and irrevocable Bank Guarantee shall be effectively valid from \_\_\_\_\_ to \_\_\_\_\_.**

We are liable to pay the guaranteed amount or any part thereof under this unconditional and irrevocable Bank Guarantee only and only if the Authority services upon us a written claim or demand on or before \_\_\_\_\_.

Authorized Signatory  
For Bank

The Bank Guarantee shall be valid till 8 (eight) months from the date of signing of Agreement and till the completion of project to the satisfaction of Managing Director, Punjab Punjab Infrastructure Development Board,

- Notes: 1. *The Bank Guarantee should contain the name, designation and Code number of the Officer(s) signing the Guarantee.*
2. *The address, telephone no. and other details of the Head office of the Bank as well as the issuing Branch should be mentioned on the covering letter of the issuing Branch.*

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### **SCHEDULE - 3**

*(See Clause 2.3.3)*

#### **Guidance Note on Conflict of Interest**

1. This Note further explains and illustrates the provisions of Clause 2.3 of the RFP and shall be read together therewith in dealing with specific cases.
2. Consultants should be deemed to be in a conflict of interest situation if it can be reasonably concluded that their position in a business or their personal interest could improperly influence their judgment in the exercise of their duties. The process for selection of consultants should avoid both actual and perceived conflict of interest.
3. Conflict of interest may arise between the Authority and a consultant or between consultants and present or future concessionaries/ contractors. Some of the situations that would involve conflict of interest are identified below:
  - (a) Authority and consultants:
    - (i) Potential consultant should not be privy to information from the Authority which is not available to others; or
    - (ii) potential consultant should not have defined the project when earlier working for the Authority; or
    - (iii) potential consultant should not have recently worked for the Authority overseeing the project.
  - (b) Consultants and concessionaires/contractors:
    - (i) No consultant should have an ownership interest or a continuing business interest or an on-going relationship with a potential concessionaire/ contractor save and except relationships restricted to project-specific and short-term assignments; or
    - (ii) no consultant should be involved in owning or operating entities resulting from the project; or
    - (iii) no consultant should bid for works arising from the project.

The participation of companies that may be involved as investors or consumers and officials of the Authority who have current or recent connections to the companies involved, therefore, needs to be avoided.
4. The normal way to identify conflicts of interest is through self-declaration by consultants. Where a conflict exists, which has not been declared, competing companies are likely to bring this to the notice of the Authority. All conflicts must be declared as and when the consultants become aware of them.
5. Another approach towards avoiding a conflict of interest is through the use of “Chinese

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walls” to avoid the flow of commercially sensitive information from one part of the consultant’s company to another. This could help overcome the problem of availability of limited numbers of experts for the project. However, in reality effective operation of “Chinese walls” may be a difficult proposition. As a general rule, larger companies will be more capable of adopting Chinese walls approach than smaller companies. Although, “Chinese walls” have been relatively common for many years, they are an increasingly discredited means of avoiding conflicts of interest and should be considered with caution. As a rule, “Chinese walls” should be considered as unacceptable and may be accepted only in exceptional cases upon full disclosure by a consultant coupled with provision of safeguards to the satisfaction of the Authority.

6. Another way to avoid conflicts of interest is through the appropriate grouping of tasks. For example, conflicts may arise if consultants drawing up the terms of reference or the proposed documentation are also eligible for the consequent assignment or project.
7. Another form of conflict of interest called “scope-creep” arises when consultants advocate either an unnecessary broadening of the terms of reference or make recommendations which are not in the best interests of the Authority but which will generate further work for the consultants. Some forms of contractual arrangements are more likely to lead to scope-creep. For example, lump-sum contracts provide fewer incentives for this, while time and material contracts provide built in incentives for consultants to extend the length of their assignment.
8. Every project contains potential conflicts of interest. Consultants should not only avoid any conflict of interest, they should report any present/ potential conflict of interest to the Authority at the earliest. Officials of the Authority involved in development of a project shall be responsible for identifying and resolving any conflicts of interest. It should be ensured that safeguards are in place to preserve fair and open competition and measures should be taken to eliminate any conflict of interest arising at any stage in the process.

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**APPENDIX-I**  
*(See Clause 2.1.3 of RFP Document)*  
**DOCUMENTS FOR TECHNICAL PROPOSAL**  
Form-1

**Letter of Proposal**

(On Applicant's letter head)

(Date and Reference)

To

Managing Director  
Punjab Infrastructure Development Board (PIDB)  
SCO – 33,34,35, Sector 34-A, Chandigarh  
Website: www.pidb.org

**Subject:           Consultancy Services for Preparation of Feasibility Study for the  
Development of Chhatbir Zoo in Punjab.**

**Dear Sir,**

1. With reference to your RFP Document dated ....., I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Consultant for \_\_\_\_\_ (name of the Project). The proposal is unconditional and unqualified.
2. 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.
3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/We declare that:

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- (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
    - (b) I/We do not have any conflict of interest in accordance with Clause 2.3 of the RFP Document;
    - (c) I/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 Clause 4.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
    - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
  8. I/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 select the Consultant, without incurring any liability to the Applicants in accordance with Clause 2.8 of the RFP document.
  9. I/We declare that we/any member of the Joint Venture (JV), are/is not a Member of a/any other Joint Venture (JV) applying for Selection as a Consultant.
  10. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
  11. I/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.
  12. I/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.
  13. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority and/ or the Government of Punjab in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.
  14. The Bid Security of Rs. 5,00,000/- (Rupees Five Lakhs only) in the form of a Demand Draft is attached, in accordance with the RFP document.
  15. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

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16. I/We agree to keep this offer valid for 120 (one hundred and twenty) days from the Proposal Due Date specified in the RFP.
  17. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 4.
  18. In the event of my/our entity/ Joint Venture (JV) being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the form at Schedule-2 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
  19. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
  20. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
  21. I/We enclose document in proof of having experience in Consultancy Services for Preparation of Feasibility Study for the Development of Zoo.
  22. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)  
(Name and seal of the Applicant / Lead Member)

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**APPENDIX-I**

**Form - 2**

**Particulars of the Applicant**

1.1	Title of Consultancy:
1.2	Title of Project: Development of Chhatbir Zoo in Punjab
1.3	State whether applying as Sole Entity or Lead Member of a Joint Venture (JV): Sole Entity or Lead Member of a Joint Venture (JV)
1.4	State the following:  Name of Company or Entity:  Legal status: <i>(e.g. incorporated private company)</i>  <b>Incorporation documents (to be enclosed at the end):</b> <b>(e.g. Certificate of Incorporation (of both Indian/Foreign Company, Memorandum/Articles of Association, CS/CA certificates, etc.)</b>  Country of incorporation & Registered address:  Year of Incorporation:  Year of commencement of business: Principal place of business:  <b>Detailed Company profile, description of the Company including details of its main lines of business:</b>  Name, designation, address and phone numbers of authorised signatory of the Applicant:  Name: Designation: Company: Address: Phone No.: Fax No.: E-mail address:

1.5	<p>If the Applicant is Lead Member of a Joint Venture (JV), state the following for each of the other Member Entitys:</p> <p>(i) Name of Entity:</p> <p>(ii) Legal Status and country of incorporation</p> <p>iii) Registered address and principal place of business.</p>
1.6	<p>For the Applicant, (in case of a Joint Venture (JV), for each Member), state the following information:</p> <p>(i) In case of non Indian Entity, does the Entity have business presence in India?  <p style="text-align: right;">Yes/No</p> <p>If so, provide the office address(es) in India.</p> </p> <p>(ii) Has the Applicant or any of the Members in case of a Joint Venture (JV) been penalized by any organization for poor quality of work or breach of contract in the last five years? <span style="float: right;">Yes/No</span></p> <p>(iii) Has the Applicant/Member ever failed to complete any work awarded to it by any public authority/entity in last five years? <span style="float: right;">Yes/No</span></p> <p>(iv) Has the Applicant or any member of the Joint Venture (JV) been blacklisted by any  Government department/Public Sector Undertaking in the last five years?  <p style="text-align: right;">Yes/No</p> </p> <p>(v) Has the Applicant or any of the Members, in case of a Joint Venture (JV), suffered bankruptcy/insolvency in the last five years? <span style="float: right;">Yes/No</span></p> <p><b>Note: If answer to any of the questions at (ii) to (v) is yes, the Applicant is not eligible for this consultancy assignment.</b></p> <p>(vi) Date from on which Joint Venture (JV) was incorporated. _____.</p> <p>(vii) Number of application submitted in last one year  in response to RFP for similar works other State  Government/Authority_____</p>

1.7	<p>Does the Applicant's entity/company (or any member of the Joint Venture (JV)) combine functions as a consultant or adviser along with the functions as a contractor and/or a manufacturer? Yes/No</p> <p>If yes, does the Applicant (and other Member of the Applicant's Joint Venture (JV)) agree to limit the Applicant's role only to that of a consultant/ adviser to the Authority and to disqualify themselves, their Associates/ affiliates, subsidiaries and/or parent organization subsequently from work on this Project in any other capacity? Yes/No</p>
1.8	<p>Does the Applicant intend to borrow or hire temporarily, personnel from contractors, manufacturers or suppliers for performance of the Consulting Services? Yes/No</p> <p>If yes, does the Applicant agree that it will only be acceptable as Consultant, if those contractors, manufacturers and suppliers disqualify themselves from subsequent execution of work on this Project (including tendering relating to any goods or services for any other part of the Project) other than that of the Consultant? Yes/No</p> <p>If yes, have any undertakings been obtained (and annexed) from such contractors, manufacturers, etc. that they agree to disqualify themselves from subsequent execution of work on this Project and they agree to limit their role to that of consultant/ adviser for the Authority only? Yes/No</p> <p>(Signature, name and designation of the authorised signatory) For and on behalf of .....</p>

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**APPENDIX - 1**

**Form - 3**

**Statement of Legal Capacity**

(To be forwarded on the letter head of the Applicant)

Ref. Date

To

Managing Director  
Punjab Infrastructure Development Board (PIDB)  
SCO - 33,34,35, Sector 34-A, Chandigarh  
Website: www.pidb.org

**Subject: Consultancy Services for Preparation of Feasibility Study for the Development of Chhatbir Zoo in Punjab.**

I/We hereby conentity that we, the Applicant (along with other members in case of Joint Venture (JV), constitution of which has been described in the Proposal\*), satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (insert Applicant's name) will act as the Lead Member of our Joint Venture (JV).

I/We have agreed that ..... (insert individual's name) will act as our Authorised Representative/ will act as the Authorised Representative of the Joint Venture (JV) on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)  
For and on behalf of .....

*\*Please strike out whichever is not applicable*

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**APPENDIX -1**

**Form - 4**

**Power of Attorney**

Know all men by these presents, we, ..... (name of Entity/Company and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife and presently residing at ....., who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Authorised Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Consultant for Consultancy Services for Preparation of Feasibility Study for the Development of Chhatbir Zoo in Punjab proposed to be developed by the Managing Director, Punjab Infrastructure Development Board (the "Authority") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and conentity all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20\*\*

For ..... (Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised Accepted

(Signature, name, designation and address of the Attorney)

*Notes:*

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. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 50 (fifty) and duly notarised by a notary public.*

*Wherever required, the Applicant should submit for verification the extract of the charter documents and other 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*

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*behalf of the Applicant.*

- 2 *.Each and every page of Foreign Document(s), i.e. Document(s) created or originating from outside the Republic of India, such as work experience certificate(s), financial detail(s), Power Of Attorney(s), Undertaking(s), documentary evidence(s), qualifying document(s), etc. shall be compulsorily authenticated/ embossed/ legalized from the Indian Embassy/Indian High Commission situated in the country from where such Foreign Document(s) are created or are originating, before any such Foreign Document(s) are sent to India for the purpose of applying towards this Project. Such authentication/ embossment/ legalization from the Indian Embassy/Indian High Commission shall also apply to all such document(s) that are in a language other than English, which shall be compulsorily be required to be translated (as the true translated copies of the original) by a duly certified/ authorized /qualified Translator, supported by the affidavit of the said Translator, certifying the correctness of the English translation.*

*However, in the case of Foreign Document(s) created or originating from Countries that have signed, ratified and have made operational the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, 5 October, 1961 "Hague Legalization for Convention, 1961", the Applicants may affix an 'Appostille" sticker on each and every page of their Foreign Document(s) [including all commercial document(s) duly notarized]. Thereafter, the Applicant shall be compulsorily required to get all such "Appostilled" Foreign Document(s) approved, certified and attested from the Indian Embassy /Indian High Commission in that country where the 'Foreign Document(s)' were created or are originated from or the Ministry of External Affairs, Government of India, New Delhi and the Applicant shall follow any other norms/guidelines laid by the Ministry of External Affairs, Government of India, New Delhi.*

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**APPENDIX - I**

**Form-5**

**Financial Capacity of Applicant**

(Refer Clause 2.2.2 (i) (B) of RFP Document)

S. No.	Financial Year	Annual Revenue (Rs./US \$ in million)
1.	2006-2007	
2.	2007-2008	
3.	2008-2009	

**Certificate from the Statutory Auditor<sup>§</sup>**

This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

Name of the audit entity: Seal of the audit entity Date:

(Signature, name and designation of the authorised signatory)

<sup>§</sup> In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**In case the applicant is depicting turnover from \*foreign country, the turnover certification needs to be from the Chartered Accountant / Statutory Auditor located in the same country.**

*\*This may be the case when an Applicant is based out of India, or the Applicant is using financial credentials of its parent company based outside India.*

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**APPENDIX - I**

**Form- 6**

**Technical Capacity of Applicant**

(Refer Clause 2.2.2 (i) (A) of RFP Document)

<b>S.No</b>	<b>Name of Project</b>	<b>Name of Client</b>	<b>Payment## of professional fees received by the Applicant (in Rs. crore)</b>
(1)	(2)	(3)	(4)
1			
2			
3			
4			

# The Applicant should provide details of only those projects that have been undertaken by it under its own name.

## Exchange rate should be taken as Rs. [45] per US \$ for conversion to Rupees.

**Certificate from the Statutory Auditor<sup>\$</sup>**

This is to certify that the information contained in Column 4 above is correct as per the accounts of the Applicant and/ or the clients.

Name of the audit entity: Seal of the audit entity Date:

(Signature, name and designation of the authorised signatory)

<sup>\$</sup> In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**Note:** The Applicant must attach the certified true copies of client certificates for the above projects.

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**APPENDIX - II**

*(See Clause 2.1.3 of RFP Document)*

**Form- 1**

**Particulars of Key Personnel**

S.No.	Designation of Key Personnel	Name	Educational Qualification	Years of Professional Experience	Present Employment		No. of Eligible Assignments
					Name of Entity	Employed since	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

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## APPENDIX - II

### Form-2

#### Proposed Methodology and Work Plan

The proposed methodology and work plan shall be described as follows:

1. Understanding of TOR (not more than two pages)

The Applicant shall clearly state its understanding of the TOR and also highlight its important aspects. The Applicant may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR.

2. Methodology and Work Plan (not more than five A4 pages)

The Applicant will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the TOR. The Applicant will submit a brief write up on its proposed team and organisation of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. In case the Applicant is a Joint Venture (JV), it should specify how the expertise of each entity is proposed to be utilised for this assignment. The Applicant should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Consultancy Services.

**Note:** Marks will be deducted for writing lengthy and out of context responses.

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**APPENDIX - II**

**Form-3**

**Abstract of Eligible Assignments of the Applicant#**

*(Refer Clause 3.1)*

<b>S.No</b>	<b>Name of Project</b>	<b>Name of Client</b>	<b>Payment## of professional fees received by the Applicant (in Rs. crore)</b>
(1)	(2)	(3)	(4)
1			
2			
3			
4			

# The Applicant should provide details of only those projects that have been undertaken by it under its own name.

## Exchange rate should be taken as Rs. [45] per US \$ for conversion to Rupees.

\* The names and chronology of Eligible Assignments included here should conform to the project-wise details submitted in Form-10 of Appendix-I.

**Certificate from the Statutory Auditor<sup>\$</sup>**

This is to certify that the information contained in Column 4 above is correct as per the accounts of the Applicant and/ or the clients.

Name of the audit entity: Seal of the audit entity Date:

(Signature, name and designation of the authorised signatory)

<sup>\$</sup> In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**In case the applicant is depicting cost / professional fee / turnover from \*foreign country, the certification needs to be from the Chartered Accountant / Statutory Auditor located in the same country.**

*\*This may be the case when an Applicant is based out of India, or the Applicant is using financial credentials of its parent company based outside India.*

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**APPENDIX -II**

**Form - 4**

**Abstract of Eligible Assignments of Key Personnel\*\***

(Refer Clause 3.1)

Name of Key Personnel:

Designation:

S N o.	Name of Project*	Name of Client	Name of Entity for which Key Personnel worked	Designation of the Key Personnel on the Assignment	Date of start and completion of assignment
1	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
5					
6					
7					
8					
9					

\*\* Use separate Form for each Key Personnel

\*The names and chronology of projects included here should conform to the project-wise details submitted in Form 6 of Appendix -1I.

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**APPENDIX-II**

**Form-5**

**Eligible Assignments of Applicant**

(Refer Clause 3.1.4)

Name of Applicant:	
Name of the Project:	
Description of services performed by the Applicant entity:	
Name of client and Address:(Indicate whether public or private entity)	
Name, telephone no. and fax no. of client's representative:	
Payment received by the Applicant (in Rs. crore):	
Start date and finish date of the services (month/ year):	
Brief description of the Project :	

**Notes:**

1. Use separate sheet for each Eligible Project.
2. Exchange rate should be taken as Rs. [45] per US \$ for conversion to Rupees.

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**APPENDIX-II**

**Form-6**

**Deleted**

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**APPENDIX - II**

**Form-7**

**Curriculum Vitae (CV) of Key Personnel**

1. Proposed Position:

2. Name of Personnel:

3. Date of Birth:

4. Nationality:

5. Educational Qualifications:

6. Employment Record:

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

7. List of projects on which the Personnel has worked

Name of project

Description of responsibilities

8. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

1 I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience.

Place.....

(Signature and name of the Key Personnel)

**Notes:**

(Signature and name of the authorised signatory of the Applicant)

1. Use separate form for each Key Personnel

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2. The names and chronology of assignments included here should conform to the project-wise details submitted in Form-6 of Appendix-II.
  3. Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorised Representative of the Applicant entity along with the seal of the entity. Photocopies will not be considered for evaluation.

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**APPENDIX - II**

**Form - 8**

**Deployment of Personnel**

S.No.	Designation	Name	Day Numbers		Week Numbers	
			At Project site	Away from Project site	At Project site	Away from Project site
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						



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**APPENDIX - II**

**Form-10**

**Proposal for Sub-Consultant(s)**

1. Details of the Entity				
Entity's Name, Address and Telephone				
Name and Telephone No. of the Contact Person				
Fields of Expertise				
No. of Years in business in the above Fields				
2. Services that are proposed to be sub contracted:				
3. Person who will lead the Sub-Consultant  Name: Designation: Telephone No: Email:				
4. Details of Entity's previous experience				
Name of Work	Name, address and telephone no. of Client	Total Value of Services Performed	Duration of Services	Date of Completion of Services
1.				
2.				
3.				

(Signature and name of the authorised signatory)

**Note:**

1. The Proposal for Sub-Consultant(s) shall be accompanied by the details specified in Forms 7 and 8 of Appendix-II.
2. Use separate form for each Sub-Consultant,

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**APPENDIX - II**

**FORM - 11**

**UNDERTAKING**

*(To be duly Notorised and then authenticated/ embossed/ legalized/ Appostilled)*

\_\_\_\_\_ (Place), \_\_\_\_\_ (Date)

To,

Managing Director  
Punjab Infrastructure Development Board (PIDB)  
SCO - 33,34,35, Sector 34-A, Chandigarh  
Website: www.pidb.org

**Subject: Consultancy Services for Preparation of Feasibility Study for the Development of Chhatbir Zoo in Punjab.**

In the capacity of \_\_\_\_\_ (designation in the Parent/Holding Company) and the authorized representative for \_\_\_\_\_ (Parent/Holding Company), I hereby declare and certify that \_\_\_\_\_ (name of the subsidiary of Parent/Holding Company), which was incorporated / established on \_\_\_\_\_ (date/month/year), is a 100% (wholly owned) subsidiary of \_\_\_\_\_ (Parent/Holding Company), and it holds all the assets and liabilities of \_\_\_\_\_ (name of the subsidiary of Parent/Holding Company).

\_\_\_\_\_ (name of the subsidiary of Parent/Holding Company) shall have a perpetual and unconditional access to all the technical expertise, man-power personnel, finances and all other facilities of \_\_\_\_\_ (Parent/Holding Company).

\_\_\_\_\_ (Parent/Holding Company) has complete representation in the management of \_\_\_\_\_ (name of the subsidiary of Parent/Holding Company), since \_\_\_\_\_ (Parent/Holding Company) has nominated \_\_\_\_\_ (number of Directors) of its regular-full time Directors, as the Directors of \_\_\_\_\_ (name of the subsidiary of Parent/Holding Company).

\_\_\_\_\_ (Parent/Holding Company) shall share the risks and profits of the \_\_\_\_\_ (name of the Subsidiary of Parent/Holding Company) for this Project/Assignment, if awarded based on this Technical Bid / Proposal.

If awarded, \_\_\_\_\_ (Parent/Holding Company) assures and hereby pledges and guarantees its unconditional financial, technical and legal resource backup/support in the execution of the activities undertaken by \_\_\_\_\_ (name of the Subsidiary of Parent/Holding Company) towards this Project/Assignment.

Yours truly,

(Name)  
(Designation)  
(Parent/Holding Company)

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(Complete Address)

(Correspondence Numbers)

**Note:-**

*In case this 'Undertaking' is a Foreign Document, i.e. Document created or originating from outside the Republic of India, then each and every page of this Foreign Document shall be compulsorily required to be authenticated/ embossed/ legalized from the Indian Embassy/Indian High Commission situated in the country from where such Foreign Document is created or is originating from, before this Foreign Document is sent to India for the purpose of applying towards this Project. However, in case this Foreign Document is created or is originating from Countries that have signed, ratified and have made operational the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, 5 October, 1961 "Hague Legalization for Convention, 1961", the Applicants may affix an 'Appostille" sticker on each and every page of this Foreign Document [duly notarized]. Thereafter, the Applicant shall be compulsorily required to get this "Appostilled" Foreign Document approved, certified and attested from the Indian Embassy /Indian High Commission in that country where the this 'Foreign Document' is created or is originated from or from the Ministry of External Affairs, Government of India, New Delhi and the Applicant shall follow any other norms/guidelines laid by the Ministry of External Affairs, Government of India, New Delhi.*

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**APPENDIX – III**

**FINANCIAL PROPOSAL  
(On Applicant's letter head)**

Date and Reference:

**To**

Managing Director  
Punjab Infrastructure Development Board (PIDB)  
SCO – 33,34,35, Sector 34-A, Chandigarh  
Website: www.pidb.org

**Subject: Consultancy Services for Preparation of Feasibility Study for the  
Development of Chhatbir Zoo in Punjab.**

**Dear Sir,**

I/We the undersigned, offer to provide the consulting services for the work cited under subject in accordance with your Request of Proposal dated\_\_\_\_\_ (Date), and our Proposal (Technical and Financial Proposal). Our attached financial proposal is for the sum of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_) (Amount in figures and words) inclusive of all applicable taxes (including Service Tax).

I/We agree that this offer shall remain valid for a period of 120 (one hundred and twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

(Signature, name and designation of authorized signatory)