



**GOVERNMENT OF KERALA
FOREST & WILDLIFE DEPARTMENT**

**NEYYAR-PEPPARA FOREST DEVELOPMENT AGENCY
(SPV for KIIFB project-Establishing Elephant Rehabilitation
Centre at Kottoor)**

REQUEST FOR PROPOSAL

FOR Selection of Executing Agency from among Government Accredited Agencies for Execution of Public Works for establishing “State -of-the -art Elephant Rehabilitation Centre,” at Kottoor in Agasthyavanam Biological Park Range, under Thiruvananthapuram Wildlife Division.

Place : THIRUVANATHAPURAM

Date : 27th Arpil 2018

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LETTER OF INVITATION

Government of Kerala
Department of Forests & Wildlife
Neyyar- Peppara Forest Development Agency,
(SPV for KIIFB Project-Establishment of Elephant
Rehabilitation Centre at Kottoor)
Rajiv Gandhi Forest Complex, Vattiyoorkavu PO
Thiruvananthapuram.

A1. 1317/2017

Dated:27-04-2018

Request for Proposal (RFP)

(From Agencies Accredited by Kerala Government for the Execution of Public Works)

The Neyyar- Peppara Forest Development Agency, a Society under the Department of Forests & Wildlife, Government of Kerala and SPV for Establishing the Elephant Rehabilitation Centre Project at Kottoor is inviting Request for Proposals (RFP) from Agencies accredited by Kerala Government for executing public works as Executing Agency for establishing state-of-the-art Elephant Rehabilitation Centre, at Kottoor in Agasthyavanam Biological Park Range under Thiruvananthapuram Wildlife Division, over an area of 176 Hectares by upgrading and expanding facilities for elephants and visitors of the existing centre with financial assistance from Kerala Infrastructure Investment Fund Board (KIIFB).

Detailed RFP notice is available in the website of the Department www.forest.kerala.gov.in. Agencies accredited by Kerala Government for executing public works having sufficient technical competence, expertise and experience in this field and willing to undertake the above project shall submit detailed technical bid in the prescribed format attached with the RFP document on or before 23-05-2018 latest by 3 PM. Bid Processing fee is Rs. 10,00/- which is not refundable.

The other details regarding this RFP are as follows:

(i)	Date from which the RFP document will be available on the website	30-04-2018
(ii)	Pre-bid meeting	14-05-2018 at 11A.M in the conference hall at Forest Headquarters.
(iii)	Last date for receipt of Bid documents	23-05-2018 at 3.00PM

(iv)	Opening of technical bid	23-05-2018 at 4.00PM
(v)	Publication of Preliminary short list	28-05-2018
(vi)	Presentation by the short listed Agencies	30-05-2018
(vii)	Publication of final short list	31-05-2018

The details of finally selected firm will be published in the Website www.forest.kerala.gov.in. The scope of work to be executed is detailed in the RFP document uploaded in the website www.forest.kerala.gov.in.

Bids received without copies of relevant documents will not be considered and shall be summarily rejected. Any further clarifications regarding this RFP can be obtained from the office of the Wildlife Warden & Chief Executive Officer, Neyyar-Peppara Forest Development Agency, Rajiv Gandhi Forest Complex, Vattiryookavu.P.O., Thiruvananthapuram during the office hours (Ph: 0471-2360762).

Sd/-

Thiruvananthapuram

Chief Executive Officer,

**Neyyar-Peppara Forest Development Agency
(SPV for KIIFB Project-Establishment of Elephant
Rehabilitation Centre at Kottoor)**

PART I A
GENERAL INFORMATION

1. Background

1.1 Brief project overview

The Kerala Forest Department is duty bound to take every step for the conservation of elephants in the State including welfare of the captive elephants. Asian elephant is an endangered species and is listed in Appendix I of CITES and Schedule I of the Wildlife (Protection) Act, 1972. It holds the status of flag ship species as well as keystone species in forests, being a pivotal mammalian species having its overall influence over flora other fauna and over the ecosystem as well. Elephant is a mega herbivore which consumes 150-250 kg of fodder per day. They also need 80–200 litres of water a day and use even more for bathing. Mud bath is also essential, to rid their skin of parasitic insects and to cool down their body.

The Elephant has always fascinated man and has been associated with the culture of humankind. It is revered by the people of Kerala and has a strong bondage with the traditions and history of the land. It is not surprising that Kerala has the largest number of captive elephants in the country. But the recent past presents a dismal picture of declining sentiments towards elephants. In forest fringes this is manifested in the form of incidents of retaliatory attack on wild elephants. Many a time Forest Department captures wild elephants which are identified as habitual crop raiders, rogue elephants as well as sick or injured elephants from the forest fringes. Incidents of locating orphaned elephant calves within forests are also increasing.

In addition there are reported cases of torture and ill treatment of elephants in captivity under the ownership of individuals and Devaswoms. Commercial interests have come to the fore and many of the elephants are overworked. The physical conditions of the elephants deteriorate severely in captivity due to malnutrition and lack of proper and timely veterinary care. Ill treatment of elephants and negligence by untrained mahouts have often led to physical injury and even resulted in mortality of

captive elephants. Many of them have thus turned "rogues" or developed behavioural abnormalities. All such injured, rogue, ill treated, sick and orphaned elephants, both captive and wild, are rescued and taken in possession and nurtured by the Forest Department in elephant camps and rescue and rehabilitation centres. Releasing them further in the wild is only a distant possibility.

This necessitated developing adequate facilities for keeping and caring such elephants in a Rehabilitation Centre and such a centre was established at Kappukad in 2007. In the budget speech of 2017-18, it was announced that the Centre at Kappukad would be upgraded in to a State-of-the-art Elephant Rehabilitation Centre of international standards at a cost of Rs 105 crores funded by Kerala Infrastructure Investment Fund Board (KIIFB). It is envisaged that this Centre would provide required amenities to house, treat and nurture captive/ sick/ injured/ orphaned/ rescued elephants including calves and aged ones as well as rogue elephants in near natural environment with facility for free roaming and foraging. There will also be adequate facility for health care. The Centre will also act as a place for public awareness, training mahouts in captive elephant management, research and visitation.

The Neyyar- Peppara Forest Development Agency, a Society under Kerala Forest Department is the **Special Purpose Vehicle (SPV)** of the project.

In this background, The Neyyar- Peppara Forest Development Agency, (hereinafter referred to as "the Special Purpose vehicle (SPV)) proposes to establish a state- of-the-art Elephant Rehabilitation Centre with the following objectives:-

- To provide near natural environment for the elephants in captivity aided with other necessary living conditions
- Provide adequate free ranging space to enable elephants to move, bathe and forage in wilderness as well as socialize and mingle as herds/groups, under the care of mahouts / managers
- Provide state- of- the- art in-house veterinary care and treatment to facilitate recovery for ailing elephants.
- To provide waste management& recycling facility in the Centre to get rid of elephant dung, other biodegradable and non-biodegradable wastes making the centre Zero Waste.

- To facilitate research, both veterinary and behavioural, supporting elephant management and welfare
- To establish training, skill development & management centre for veterinarians, mahouts & elephant keepers
- To provide facilities for education, interpretation & awareness creation to instil and bring back the psychic bondage once the society had to elephants
- To provide volunteer opportunities for dedicated individuals, NGOs, researchers associated with elephant conservation,
- Involve local communities through their institutions to form partnership with the Centre in its day to day operations and management.

1.2. Facilities to be set up: As per the administrative sanction given to the project in G.O (Rt.) No. 196/2017/F&WLD dated 23-05-2017, the following are the major facilities planned to be set up in the Centre.

- (i). Enclosures for elephants (Closed enclosures, Kraals and near natural enclosures).
- (ii). Elephant bathing area
- (iii). Elephant Natural History Museum
- (iv). Speciality Veterinary Clinic
- (v). Research, Training and Skill Development Centre
- (vi). Elephant dung recycling and zero waste unit
- (vii). Visitor facilities/amenities and facilities for awareness creation
- (viii). Developing regular natural/artificial fodder availability area
- (ix). Developing infrastructure including building for administrative/office facilities
- (x). facilities for housing mahouts and staff
- (xi). Developing facility for ensuring year round water availability

(xii).Construction of protection structures (gate, watch towers etc at strategic locations, walk ways and erecting solar fence around the Elephant Rehabilitation centre)

1.3. DPR Consultant Appointed: The SPV has already engaged a DPR Consultant whose mandate is summarised below:

Milestone	Description of Deliverables	Week number
1	Submission of project concept with sketches and rough cost estimate, along with details of the Social Impact Assessment and preparation of entitlement matrix.	1
2	Submission of layout plan together with design of various facilities and design drawing for getting clearance of Central Zoo Authority.	3
3	Detailed engineering drawing of all facilities including water supply, waste water management and solid waste management together with detailed estimates and DPR write up in KIIFB template and detailed financial analysis.	8
4	Getting clearance from Central Zoo Authority .	12
5	Submission of application together with documents needed for Environmental Clearance through Accredited Agencies.	14
6	Submission of detailed tender documents on getting Environmental Clearance.	16

The Consultant, Joint Venture of M/s Habitat Technology Group and M/s RTF Infra Private Ltd has executed agreement with the SPV on 25-01-2018. The consultancy period is 4 months.

1.4.General Eligibility of Executing Agency: The Chief Executive Officer, Neyyar- Peppara Forest Development Agency, Rajiv Gandhi Forest Complex, Vattiyorkavu PO, Thiruvananthapuram-13, the SPV for the Elephant Rehabilitation Centre Project, invites Request for Proposal (RFP) from eligible Agencies accredited by Kerala Government for executing public works for engaging as

Executing Agency for establishing State -of-the -art Elephant Rehabilitation Centre, at Kottoor in Agasthyavanam Biological Park Range, under Thiruvananthapuram Wildlife Division with the financial assistance from KIIFB. **The details of procuring entity & venue of bid opening are given in Table-2 of Annexure-I.**

1.4.1. Accordingly, Agencies satisfying the following criteria are invited to submit their bids through RFP to the Chief Executive officer of the SPV.

1.4.1.1. Should have a minimum of five years' experience in the field of *executing* construction works related to *eligible or similar* projects of which at least one project should be above Rs 50 crores and at least two projects should be above Rs 25 crores. *Eligible* projects are works related to Conservation Park, Zoological Park, Animal Rescue Centre, Zoo, Museum, Biological Park etc including related infrastructure like water supply, waste water disposal, solid waste management etc. *Similar* projects include works related to infrastructure projects consisting of building complexes, integrated townships, tourism projects together with water supply, waste water disposal, solid waste management etc. Preference will be given to works executed for Central Government Department, State Government Department, Central and State PSUs and other government controlled institutions including Universities, Statutory Boards etc and cooperative institutions.

1.4.1.2. Should have an annual turnover of not less than **Rs.40 lakhs** from consultancy services for eligible or similar projects in each of the last *three* financial years viz 2014-15, 2015-16 and 2016-17 or at least Rs. 120 lakhs in total for the above three years.

Note:-1. Consultancy charges include centage charges, departmental charges, service charges and such other similar charges received or receivable in any year.

2. Project-wise consultancy charges extracted from the annual accounts/annual reports and certified by the Finance officer/Chartered Accountant of the Agency is to be enclosed as part of bid documents

2. Access to RFP documents

RFP documents can be downloaded from the official website of Kerala Forest Department www.forest.kerala.gov.in from 30-04-2018 onwards without fee.

3. Brief description of the selection process

The SPV will adopt the following selection process.

3.1. Based on a preliminary scrutiny of copies of documents submitted in the RFP, a preliminary shortlist of Agencies who have submitted reasonably viable proposals for being selected for award will be prepared. The above Agencies will be called for document verification and a power point presentation to assess the management competence covering approach and methodology. Based on the result of document verification and power point presentation, a final shortlist of Agencies will be prepared.

3.2. Discussion Format

The SPV reserves the right to conduct discussions, either oral or written, with the Agencies included in the preliminary shortlist. The SPV also reserves the right to issue clarifications to resolve minor issues in the RFP and to call for additional information, if required at any stage from the above Agencies, for evaluation purposes.

3.3. Technical bid will have total score of 600. A minimum of 50% (fifty percentage) of the total technical score of 600 is required for getting short listed in the technical bid. The highest technical bid will be assigned a score of 100 (One Hundred) points and the scores of other bids will be proportionately assigned, in the final evaluation.

3.4. From the shortlisted Agencies, a financial proposal will be invited as per separate time schedule.

3.5. Based on the financial proposal, a financial evaluation will be carried out. The lowest financial bid will be assigned a score of 100 (One Hundred) points and the scores of other bids will be proportionally assigned. Proposals will finally be ranked according to their combined technical and financial scores in the ratio of 70 % for technical score and 30 % for financial score. The Agency with the highest combined score will be the first ranked Agency (hereinafter referred to as the selected Agency) who shall be called for negotiation, if necessary, while the second ranked Agency will be kept in reserve.

4. Amendment of RFP

If it becomes necessary to revise any part of this RFP or if additional data are necessary for an exact interpretation of provisions of this RFP prior to the due date for

receipt of proposals, notification will not be published through newspapers and further changes will be updated only on the website of the Department. If such issuance is necessary, the SPV reserves the right to extend the due date for accepting bids to accommodate such interpretations or additional data requirements.

5. Cost incurred for participation in the bid process.

The Agency shall be responsible for all the costs associated with the preparation and submission of their proposals and their participation in the selection process including subsequent negotiations, visits to the SPV, project site, etc. The SPV will not be responsible or in any way be liable for such costs, regardless of the conduct or outcome of the selection process.

6. Memorandum of Understanding:

The selected Agency will enter in to a Memorandum of Understanding (MoU) with the SPV in the format prescribed by the SPV. Before signing the MoU, the same will be discussed with the selected Agency and mutually agreeable changes will be incorporated.

7. Length of Contract

The term of engagement of the Agency will be twenty four months from first July, 2018. The engagement can be terminated by either party with a notice period of **30 days** (Thirty days).

8. Payment Terms

8.1 The payment to the Agency will be based on a percentage of the executed works based on bills of contractors paid. This percentage will be finalised through financial bidding from finally technically qualified Agencies.

8.2 The SPV shall not be responsible for providing any financial support except the amount agreed above. Any other expenditure like travelling, staying, communication, boarding and lodging etc. for the Project Team stationed at the place of assignment shall be borne by the Agency itself.

PART I B

9. RESPONSIBILITY OF THE EXECUTING AGENCY

The Agency shall

9.1. Act for and on behalf of the SPV in a fiduciary capacity within the scope of the work undertaken by it and shall disclose all conflicts of interest as and when they arise;

9.2. Not divulge any confidential information which has come to its knowledge about the Department, Government or public or private agencies with which it has to interact pursuant to the MoU, without taking prior permission except where such disclosures are required to be made in compliance with any law for the time being in force. The data or information generated as part of this MoU shall be the sole property of the SPV and the Agency shall not share, divulge or use it for any other purpose without the prior approval of the SPV in writing;

9.3. Not enter, on its own accord, into transactions which are advantageous to itself or which are offensive to the interests of the SPV in consequence to its advice given to the SPV.

9.4. Follow Know Your Client procedure as may be specified by Government from time to time;

9.5. Abide by the code of conduct as may be specified;

9.6. Provide independent advice and work under the scope of the MoU, safeguarding the interests of the Government and the SPV to the best of its ability;

9.7. Disclose all material information about itself including its business, relevant disciplinary/regulatory history, the terms and conditions on which it offers advisory/consultancy services, affiliations with other intermediaries and such other information as is necessary to take an informed decision on whether or not to avail its services;

9.8. Disclose any consideration by way of remuneration or compensation or in any other form whatsoever, received or receivable by it or any of its associates or subsidiaries for any distribution or execution of services or products in respect of which the advice is provided to the SPV;

9.9. Before recommending the services of any intermediary, disclose any consideration by way of remuneration or compensation or in any other form whatsoever, received or receivable by the Agency from such intermediary for any purpose pursuant to the implementation under the MoU, if the SPV desires to avail the services of such intermediary;

9.10. Disclose to the SPV its holdings or position, if any, in any intermediary, for providing any similar services or products which are subject matter of its advice to the SPV;

9.11. Disclose to the SPV any actual or potential conflicts of interest arising from any connection to or association with any provider of similar services, including any material information or facts that might compromise its objectivity or independence in the carrying on of the advisory and consultancy services to the SPV; and

9.12. Project Team maintain a core team consisting of *Civil Engineers, Architects, and Structural Engineers together with adequate supporting technical staff. One among the team shall be the Team Leader who will be an expert in Civil Engineering during the entire period of contract.*

PART I C

SCOPE OF SERVICES & DELIVERABLES

10. Scope of Service as Executing Agency

The Agency is expected to provide total engineering solution in connection with execution of all construction works necessary **for establishing an Elephant Rehabilitation Centre, at Kottoor in Agasthyavanam Biological Park Range, under Thiruvananthapuram Wildlife Division** with state-of-the-art facilities intended to achieve the objectives mentioned in para 1.1 in this RFP, which would generally include checking of the architectural and engineering designs and accompanied drawings and detailed estimate prepared by the DPR Consultant, technical sanction of cost estimates, tender notification, evaluation of tender, signing of contract agreement, day-to-day supervision of works in the field, assurance of quality of materials and work, recording measurement and checking of measurement, preparation of bill and recommendation of bill with payment certificate for submission to KIIFB, for payment clarifying queries raised by the inspecting team of KIIFB, periodic reporting of progress of execution of works to the SPV and all activities ancillary to achieving the above.

The scope of work is detailed below.

10.1. The Agency will carry out their functions for and on behalf of the SPV

10.2. A point of contact shall be established in Thiruvananthapuram for liaison with the SPV.

10.3. The Agency will set up an office at the work site. For this purpose sufficient space will be provided by the SPV.

10.4. The Agency will nominate site engineers, supervisory level engineers and controlling level engineers, having sufficient experience in executing *eligible or similar* works as a Project Team for this project. The team should also include technical manpower for electrification works, water supply arrangement, landscaping works, interior design works and similar support services.

10.5. The project team should attend to all functions related to audit and inspection reports of Comptroller and Auditor General of India, Finance and Technical Inspection wings of Kerala Government, Technical Inspection team of KIIFB, statutory Auditors etc. They should also appear and conduct all matters connected with arbitration, court cases etc related to the contracts entered in to in this connection by the SPV

10.6. The Agency will attend all meetings arranged by the SPV in connection with periodic monitoring of works. They will facilitate the contractor and their engineers also to attend such meetings which will be held regularly on scheduled dates. Clarification on the designs, if any, will be obtained from the DPR Consultant who will also be attending such meetings.

10.7. The SPV will pay professional charges to the Agency as per the guidelines issued by Kerala Government for the execution of KIIFB Projects and based on the eligible centage charges paid by KIIFB to the SPV at rates approved in the financial bid.

PART-I D

COMPETENCY OF THE AGENCY

11. PROJECT KEY PERSONNEL

11.1. The Project Team should have qualified personnel at the following levels

11.1.1. Civil engineering:

- (i). Team Leader-at the level of Head of Department/Chief Engineer/Chief Project Engineer etc
- (ii). Controlling Level-at the level of Superintending Engineer/Regional Engineer etc
- (iii). Supervisory Level- at the level of Executive Engineer/Asst. Executive Engineer/Project Engineer etc
- (iv) Project Level-at the Level of Asst. Executive engineer/Asst. Engineer/Junior Engineer/Asst. Project Engineer etc
- (v). Project Supporting Staff: at the level of Draughtsman /Overseer/Site Supervisor etc

11.1.2. Structural Engineering:

- (i). A Structural Engineer at the level of Executive Engineer/Project Engineer etc

11.1.3. Architect/Landscape Architect

- (i). An Architect/Landscape Architect at the level of Executive Engineer/Project Engineer etc.

11.2 The specification of required minimum qualification & experience of the project personnel is provided in the following table.

Sl. No.	Position of Project Personnel	Minimum number of Personnel	Minimum Educational Qualification	Minimum Length of Professional Experience	Experience in executing Eligible/ Similar Assignment
	<i>Civil Engineering</i>				
(i)	<i>Team Leader</i>	1	Degree in Civil Engineering	20 years	Should have led multidisciplinary team as Team Leader or similar capacity

					in at least 3 eligible/similar assignments or both.
(ii)	Controlling Level	1	Degree in Civil Engineering	15 years	Should have worked in similar capacity in at least 2 eligible or similar assignments or both.
(iii)	Supervisory Level	2	Degree in Civil Engineering	10 years	Should have worked in establishing at least 2 eligible or similar projects or both
(iv)	Project Level	3	Degree/Diploma In Civil Engineering	5 years	Should have worked in similar capacity in at least 1 eligible or similar Project.
(v)	Project Support Staff	5	Degree/Diploma In Civil Engineering.	4 years	Should have worked in similar capacity in at least 1 eligible or similar project
2	Structural Engineering				
(i)	Structural Engineer	1	Degree in Civil Engineering and specialisation in Structural Engineering	7 years	Should have worked in similar capacity in at least 2 eligible/ similar projects or both
3	Architecture/Landscape Architecture				
(i)	Architect/landscape Architect	1	Graduation in Architecture/ Specialisation in Landscape Architecture	7 years	Should have worked in similar capacity in at least 2 eligible/similar projects or both

11.3 Proof of Qualification, Experience and Experience in Eligible/Similar Projects

11.3.1 In the case of Agencies owned by Central /State government, the qualification, total experience and eligible/similar experience is to be certified by the Head of organisation/Team Leader. In the case of NGOs/ Societies etc, copies of degree/diploma certificates are to be attached. Total experience of each personnel is to be certified by the Head of Organisation/Team Leader. As proof of eligible/similar project experience, certificate from the client organisation regarding execution of eligible/similar projects by the organisation concerned and certificate from the head of Organisation regarding engagement of the specific person in that project are to be attached.

11.4. Regarding the evaluation of the qualification and experience of each individual, it is the responsibility of the bidder to produce sufficient documentary evidence of qualification, experience, specialisation, etc. as may be required for proper evaluation thereof and assignment of relevant scores. In case of any missing documents, corresponding marks will be awarded based on the best judgement of the Evaluation Committee constituted for the purpose. Therefore, it is recommended that the bidders shall make themselves fully aware of the evaluation criteria and ensure to produce proper and sufficient supporting documents.

11.5. During the contract period the Agency shall maintain its original proposal without any change, including the availability of the key personnel.

12. Management Competence of the Agency.

12.1. Management Competence of the Agency will be evaluated based on

- (i). Agency's experience in executing eligible or similar projects
- (ii). Assessment of management practices of the Agency
- (iii). Power point presentation on the Agency's proposed approach and

methodology in executing the consultancy.

12.1.1. The Agency should have minimum five years' experience in executing eligible or similar projects. During the said period minimum one *eligible or similar* project costing more than Rs 50 crores and minimum two *eligible or similar* projects costing more than Rs 25 crores should have been executed. In the case of Agencies owned by Central/State Governments, a list of eligible/similar projects executed during the last five years together with project cost certified by the head of the Organisation or Team Leader is to be attached. In the case of NGOs/Societies etc. a list of eligible/similar

projects executed by the organisation in the last five years certified by the head of the organisation/Team Leader together with work orders/completion certificates etc obtained from the client organisations clearly indicating the project cost are to be enclosed as part of bid documents

12.1.2. Management Practices of the Agency.

Evaluation will be based on description in 5 sentences of each of the following elements.

- (i). Standard policies, procedures, and practices in the Agency to ensure the quality of interaction with clients and outputs.
- (ii). Internal control mechanism available in the Agency for dealing with quality assurance of civil engineering works.
- (iii). The mechanism to ensure the quality of Agency's performance over the life of this assignment?
- (iv). Standard policies, procedures and practices that the Agency has put in place to avoid changes/replacements of personnel during the assignment and to ensure the continuity of professional services once contracted.
- (v). Social protection practices that the Agency has in place to safeguard the well-being of the project team with special emphasis on medical, accident, and life insurance coverage during the assignment.

12.1.3. Approach and Methodology of the Agency in executing the proposed task. This will be evaluated based on a power point presentation of Agencies included in the preliminary shortlist.

13 Financial Competency:

13.1. The Agency should have minimum income from consultancy services of eligible or similar projects of Rs 40 lakhs in each of the years 2015-16, 2016-17 and 2017-18 or Rs 120 lakhs in the above three years put together. Income from consultancy service would include centage charges / departmental charges /service charges and such other similar charges received or receivable in the financial year. In the case of Agencies owned by Central and State governments, the list of projects together with consultancy charges for the above three financial years certified by the Financial Controller/Finance Officer etc has to be attached to the bidding documents. In the case

of NGOs, Societies etc, a list as above clearly indicating the consultancy charges certified by the Chartered Accountant is to be attached

PART I E

SUBMISSION OF PROPOSALS

15. EMD and Tender processing fee / Transaction fee

15.1 A *non-refundable bid processing fee of Rs.1,000/-* shall be payable by the Bidders at the time of submission of bid.

16. Technical Proposal

In order to be eligible for Technical qualification, the Proposals should include the following items with sufficient documentary support for the claims made therein:-

16.1. Personnel competence of the Project Team of the Agency including qualification, experience, experience in eligible or similar projects.

16.2. Management Competence of the Agency will be evaluated based on the Agency's experience in executing eligible or similar projects and projects of required cost size, the Agency's Management Practices and Approach and Methodology in executing the consultancy based on power point presentation.

16.3. Financial Competence of the Agency disclosed from the income from consultancy services of the financial years 2015-16,2016-17 and 2017-18.

17. Submission of Proposals:

17.1. Technical proposal in the format in *Part II* duly filled together with copies of all supporting documents and bid processing fee of Rs 1000/- should be sent to the

Wildlife Warden Thiruvananthapuram &

Chief Executive Officer,

Neyyar-Peppara Forest Development Agency

Rajiv Gandhi Forestry Complex,

Vattiyoorkkavu P.O., Thiruvananthapuram 695 013,

so as to reach him before the appointed time of 3.00pm on 23-05-2018.

17.2. The bid processing fee may be enclosed in the form DD in the name of the Chief Executive Officer, Neyyar-Peppara FDA, payable at Thiruvananthapuram.

17.3. The authorised person of the bidder should sign with seal on all the pages of the bid documents before submission. Bidders alone will be responsible for submission of defective bids and such bids are liable to be summarily rejected.

18. DECLARATION BY THE APPLICANT

18.1. A declaration by the applicants in form given as Annexure II, that they are not having any connection directly or indirectly with the department's /SPV's employees who are in charge of this work, should be signed and attested and enclosed along with the bid documents.

19. Evaluation of Bids:

19.1 The Technical Evaluation will be done on the basis of the Criteria given in *Part IF*.

19.2 The decision of the Evaluation Committee shall be final with respect to any subjective factor in the assessment of quality of the bid.

20. Other terms and conditions:

20.1 Conditional, partial and other procedurally defective bids are not acceptable.

20.2. Mere issue of RFP document does not qualify the bidder for appointment. The proposals from the bidders who do not comply with the eligibility criteria specified in the RFP document will be rejected.

20.3. The submission of tender implies that bidder has read the contents of RFP document. Submission of a tender shall imply that the bidder has accepted all the terms and conditions mentioned in this RFP document and the terms and conditions of the appointment.

20.4. Proposals of any bidder who does not accept the conditions contained in the RFP documents is liable to be rejected.

20.5. The SPV reserves the right to accept / reject any or all of the bids and cancel the selection process at any stage without assigning any reason.

20.6. The SPV at its sole discretion can reject any proposal.

20.7 If required and at its sole discretion, the SPV reserves the right to appoint more than one Agency.

20.8. Only the authorized signatory should submit the tender. Power of Attorney authorizing the person to sign all the documents pertaining to this bid shall be submitted along with the bid.

20.9. The bidders have to familiarize themselves with the location of the Project and should have a clear idea of the plan of action

PART I F
MEMORANDUM OF UNDERSTANDING

21. Signing of Memorandum of Understanding:

21.1. The finally selected Agency, immediately on receipt of the proceedings order from the SPV, should return a marked copy duly acknowledged as a token of acceptance and should execute an MoU in Kerala Stamp Paper worth ₹ 200/- in the prescribed format within 7(seven) days from date of receipt of the proceedings order selecting the Agency for the due fulfillment of the contract within the period to be specified in the letter to the successful bidder and shall have to pay all stamp duty, lawyer's charge and other expenses incidental to the execution of the MoU. If the Agency fails to execute the MoU in time, then the contract will be cancelled. In addition, it will also entail penalties as deemed fit by the SPV in addition to blacklisting the Agency.

21.2. No representations for enhancement of rate once accepted will be considered.

21.3. Any attempt on the part of the Agency to influence the SPV in their favour by personal canvassing will disqualify the Agency.

22. Liquidated Damages:

The SPV reserves the right to sue and recover from the Agency liquidated damages to the extent of losses and expenses, if any, incurred by the SPV, on account of any wrong / illegal / malafide act done or advice given by the Agency.

23. Dispute Settlement:

MoU on this assignment shall be governed by, construed and interpreted in accordance with the Laws of India. Any disputes, difference or claim arising out of or in connection with or in relation with this MoU which is not resolved amicably shall be decided finally by the Government of Kerala. The decision of the Government shall be final and binding on the parties. Civil Courts will have no jurisdiction over the subject matter of this agreement.

24. "Force Majeure"

24.1. For the purposes of this MoU, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, include, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial disputes and confiscation or any other action by Government agencies.

24.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s team members, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this MoU, and avoid or overcome in the carrying out of its obligations hereunder.

24.3 Force Majeure shall not include insufficiency of funds or failure to make any payment required.

PART I G

AWARDING OF SCORE IN TECHNICAL EVALUATION

TECHNICAL SCORE						
CRITERION 1: PERSONNEL COMPETENCE						
Sl. No	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
<i>Civil Engineering</i>						
<i>I Team Leader</i>						
1	Professional Experience	15 Marks for minimum 20 years' experience. 1 mark for every additional year subject to maximum of 5 years.	15	20		
2	Experience in Project Specific Assignments	10 marks for each eligible project and 8 marks for each similar project subject to maximum of three projects in each or both categories together.	24	30		
	SUB-TOTAL			50		
<i>II Controlling Level</i>						
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	12 Marks for minimum 15 years' experience. 1 mark for every additional year subject to maximum of 4 years.	12	16		
2	Experience in Project Specific Assignments	9 marks for each eligible project and 7 marks for each similar project subject to maximum of two projects in each or both categories together.	14	18		

	SUB-TOTAL			34		
III	<i>Supervisory Level-1</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	10 Marks for minimum 10 years' experience. 1 mark for every additional year subject to maximum of 3 years.	10	13		
2	Experience in Project Specific Assignments	8 marks for each eligible project and 6 marks for each similar project subject to maximum of two projects in each or both categories together.	12	16		
	SUB-TOTAL			29		
IV	<i>Supervisory Level -2</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	10 Marks for minimum 10 years' experience. 1 mark for every additional year subject to maximum of 3 years.	10	13		
2	Experience in Project Specific Assignments	8 marks for each eligible project and 6 marks for each similar project subject to maximum of two projects in each or both categories together.	12	16		
	SUB-TOTAL			29		
V	Project Level 1					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	8 Marks for minimum 5 years'	8	10		

		experience. 1 mark for every additional year subject to maximum of 2 years.				
2	Experience in Project Specific Assignments	5 marks for each eligible project and 4 marks for each similar project subject to maximum of one project in either category.	4	5		
	SUB-TOTAL			15		
VI	<i>Project Level-2</i>					
Sl. No	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	8 Marks for minimum 5 years' experience. 1 mark for every additional year subject to maximum of 2 years.	8	10		
2	Experience in Project Specific Assignments	5 marks for each eligible project and 4 marks for each similar project subject to maximum of one project in either category.	4	5		
	SUB-TOTAL			15		
VII	<i>Project level-3</i>					
Sl. No	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	8 Marks for minimum 5 years' experience. 1 mark for every additional year subject to maximum of 2 years.	8	10		
2	Experience in Project Specific Assignments	5 marks for each eligible project and 4 marks for each similar project	4	5		

		subject to maximum of one project in either category.				
	SUB-TOTAL			15		

VIII	<i>Project Support Staff-1</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	6 Marks for minimum 4 years' experience. 1 mark for every additional year subject to maximum of 1 year.	6	7		
2	Experience in Project Specific Assignments	4 marks for each eligible project and 3 marks for each similar project subject to maximum of one project in either category.	3	4		
	SUB-TOTAL			11		

IX	<i>Project Support Staff-2</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	6 Marks for minimum 4 years' experience. 1 mark for every additional year subject to maximum of 1 year.	6	7		
2	Experience in Project Specific Assignments	4 marks for each eligible project and 3 marks for each similar project subject to maximum of one project in either category.	3	4		
	SUB-TOTAL			11		

X	<i>Project Support Staff-3</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS

1	Professional Experience	6 Marks for minimum 4 years' experience. 1 mark for every additional year subject to maximum of 1 year.	6	7		
2	Experience in Project Specific Assignments	4 marks for each eligible project and 3 marks for each similar project subject to maximum of one project in either category.	3	4		
	SUB-TOTAL			11		

XI <i>Project Support Staff-4</i>						
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	6 Marks for minimum 4 years' experience. 1 mark for every additional year subject to maximum of 1 year.	6	7		
2	Experience in Project Specific Assignments	4 marks for each eligible project and 3 marks for each similar project subject to maximum of one project in either category.	3	4		
	SUB-TOTAL			11		

XII <i>Project Support Staff-5</i>						
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	6 Marks for minimum 4 years' experience. 1 mark for every additional year subject to maximum of 1 year.	6	7		
2	Experience in Project Specific Assignments	4 marks for each eligible project and 3 marks for each	3	4		

		similar project subject to maximum of one project in either category.				
	SUB-TOTAL			11		
XIII	<i>Structural Engineer</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	10 Marks for minimum 7 years' experience. 1 mark for every additional year subject to maximum of 3 years.	10	13		
2	Experience in Project Specific Assignments	8 marks for each eligible project and 6 marks for each similar project subject to maximum of two projects in either or both categories together.	12	16		
	SUB-TOTAL			29		
XIV	<i>Architect/Landscape Architect</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Professional Experience	10 Marks for minimum 7 years' experience. 1 mark for every additional year subject to maximum of 3 year.	10	13		
2	Experience in Project Specific Assignments	8 marks for each eligible project and 6 marks for each similar project subject to maximum of two projects in either or both categories together.	12	16		
	SUB-TOTAL			29		
	TOTAL	PERSONNEL COMPETENCE			300	

		TECHNICAL SCORE				
		CRITERIA 2: MANAGEMENT COMPETENCE				
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Agency's experience in executing eligible or similar projects above Rs 50 crores	40 marks for one eligible or similar project more than Rs 50 crores and 5 marks for additional eligible or similar project above Rs 50 crores up to two projects	40	50		
2	Agency's experience in executing eligible or similar projects above Rs 25 crores	40 marks for executing two eligible or similar projects more than Rs 25 crores and 5 marks for every additional project subject to a maximum of two projects	40	50		
3	Standard policies, procedures and practices in the Agency to ensure the quality of interaction with the clients and outputs	Average -6 marks Good -8 marks Very good-10 marks	6	10		

4	Internal control mechanism available in the Agency for dealing with quality assurance of civil engineering works	Average -6 marks Good -8 marks Very good-10 marks	6	10		
5	The mechanism to ensure quality of Agency's performance over the life of the assignment	Average -6 marks Good -8 marks Very good-10 marks	6	10		
6	Standard policies, procedures and practices that the agency has put in place to avoid changes /replacements of personnel during the assignment and to ensure the continuity of professional services once contracted	Average -6 marks Good -8 marks Very good-10 marks	6	10		
7	Social protection practices that the Agency has in place to safeguard the well-being of the project team with special emphasis on medical, accident and life insurance coverage during the assignment	Average -6 marks Good -8 marks Very good-10 marks	6	10		

5	A power point presentation on the Approach and Methodology of the Agency in executing the proposed task	Average -30 marks Good -40 marks Very good-50 marks	30	50		
TOTAL		MANAGEMENT COMPETENCE			200	

TECHNICAL SCORE						
CRITERIA 3: FINANCIAL COMPETENCE						
Sl. No.	COMPONENT	CRITERION	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
	Turnover of the Agency from consultancy services during the years 2015-16, 2016-17 and 2017-18	80 marks for average turnover of Rs 40 lakhs each year or Rs 120 lakhs together. 10 marks for every additional ten lakhs in the turnover of any year or cumulative subject to a maximum of 100 marks	80	100		
TOTAL		FINANCIAL COMPETENCE			100	

SUMMARY OF TECHNICAL SCORES		
CRITERIA	Total Marks	Marks Obtained
CRITERIA – 1: TECHNICAL COMPETENCE	300	
CRITERIA – 2: MANAGEMENT COMPETENCE	200	
CRITERIA – 3: FINANCIAL COMPETENCE	100	
GRAND TOTAL	600	

ANNEXURE-I

Table-1. Schedule of Selection Process

(i)	Date from which the RFP document will be available on the website	30-04-2018
(ii)	Pre-bid meeting	14-05-2018 at 11A.M in the conference hall at Forest Headquarters.
(iii)	Last date for receipt of Bid documents	23-05-2018 at 3.00PM
(iv)	Opening of technical bid	23-05-2018 at 4.00PM
(v)	Publication of Preliminary short list	28-05-2018*
(vi)	Presentation by the short listed Agencies	30-05-2018*
(vii)	Publication of final short list	31-05-2018*

*these dates are tentative

The details of finally selected firm will be published in the Website www.forest.kerala.gov.in.

Table-2. Details of procuring entity & Venue of bid opening

Sl. No.	Item	Particulars
1	Name and Address of the Procuring Entity	<i>Neyyar- Peppara Forest Development Agency Vattiyoorkavu PO, Thiruvananthapuram-13 (SPV for KIIFB project)</i>
2	Designation and Address of the Tender Inviting Authority	Chief Executive Officer , Neyyar- Peppara Forest Development Agency , Rajiv Gandhi Forest Complex, Vattiyoorkavu PO, Thiruvananthapuram-13
3	Place of opening Bids	Office of the Chief Executive Officer , Neyyar- Peppara Forest Development Agency, Rajiv Gandhi Forest Complex, Vattiyoorkavu PO, Thiruvananthapuram-13

ANNEXURE II

DECLARATION BY THE BIDDERS

I,.....
(name of the authorised signatory)
hereby declare that the Agency is not in any way related to any Department's servant /official of the SPV who is in charge of or having control of this work. I agree that if, at any stage it is found that this declaration is untrue, the contract entered into will stand cancelled. It is understood that the relationship with the Department's servant/official of the SPV referred to herein will be restricted to Father, Mother, Son, Daughter, Brother, Sister, Direct Uncle, Nephew, Father-in-law, Mother-in-law, Brother-in-law, Sister-in-law and first cousins of the officers or officials concerned.

Signature of the Authorised signatory of the Agency

Place:

Date:

N.B. For any enquiry / clarification regarding the projects, the Bidders may contact the Chief Executive Officer, Neyyar – Peppara Forest Development Agency, Rajiv Gandhi Forest Complex, Vattiyookavu P.O., Thiruvananthapuram – 13. Phone 0471 2360762, 944 7979 082

Email: ww-tvm.for@kerala.gov.in

PART-II (Bidding Form)

(The bidding Agency should fill up this Form and submit in time for Technical Evaluation)

1. Letter of Proposal

(To be submitted in the letter head of the bidder)

To

The Chief Executive Officer
Neyyar- Peppara Forest Development Agency,
(SPV for KIIFB project),
Vattiyoorkavu PO,
Thiruvananthapuram-13

Having examined the RFP document, we the undersigned herewith submit our response to your RFP notification dated 23-04-2018 for selection of Executing Agency for establishing State -of-the -art Elephant Rehabilitation Centre, at Kottoor in Agasthyavanam Biological Park Range, under Thiruvananthapuram Wildlife Division with the financial assistance of Kerala Infrastructure Investment Fund Board (KIIFB), for the Neyyar- Peppara Forest Development Agency (the SPV for KIIFB Project) , (hereinafter referred to as the SPV), in full conformity with the said RFP document.

1. We have read the provisions of the RFP document and confirm that these are acceptable to us.
2. We fully understand that additional conditions, variations, deviations, if any, found in our response to RFP shall not be given effect to
3. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all other attachments, for the project period from the closing date fixed for submission of proposal stipulated in the RFP document.
4. We hereby declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

5. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. We fully understand that the SPV reserves the right to reject any or all of the proposals received in response to the RFP and to cancel the selection process at any stage without assigning any reason thereof.
7. We understand that mere submission of bid does not guarantee that any of the applicant shall be awarded the assignment.
8. We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

Signature:
Name: (Applicant's name)

Title/Designation:

(Office seal)

Date:

2. TECHNICAL PROPOSAL

Section -1– Details about the Agency

Sl.No	Information sought by the SPV	Details to be given by bidder
1	Contact details of the bidder	
1.1	Name of the bidder	
1.2	Address	
1.3	Telephone No.	
1.4	Mobile No.	
1.5	Email	
1.6	Fax No.	
1.7	Website details.	
2	Business information	
2.1	Registration Number (attach the photocopy of the registration along with memorandum of association, by law etc.)	
2.2	Registration Status of the Organisation (Public/Private Ltd Company/State PSU/Central PSU/Society / Trust/JV)	
2.3	Year of establishment	
2.4	Whether the Organisation is ISO certified. Please furnish details thereof.	
2.5	Details of Board of Directors / Governing Body of firm etc.	
2.6	Details of staff and consultants working with firm (<i>please attach separately</i>)	
3.0	Annual Turnover: As revealed in annual Financial statement.(<i>This is total turnover from all business and not only the income from consultancy</i>)	
3.1	2014-15	
3.2	2015-16	
3.3	2016-17	

3.4	List of client organisations of the Bidder together with projects in hand					
	Sl. No	Name of Client	Name of Project	Project Cost (Rs lakhs)	Project period	Present stage

Section-2: Personnel Competence-details of the Project Team

2.1- Team Leader

2.1.1	Name					
2.1.2	Designation					
2.1.3	Date of birth					
2.1.4	Nationality					
2.1.5	Educational Qualification together with the University/Institution of study					
2.1.6	Year in which joined the present organisation					
2.1.7	Total years of service in the present organisation					
2.1.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

2.1.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum three eligible or similar assignments or both)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation and Role	Name of the firm in which worked	Start Date	End Date	Whether project is completed or not
1								

2							
3							
4							
5							

2.2- Controlling Level

2.2.1	Name						
2.2.2	Designation						
2.2.3	Date of birth						
2.2.4	Nationality						
2.2.5	Educational Qualification together with the University/Institution of study						
2.2.6	Year in which joined the present organisation						
2.2.7	Total years of service in the present organisation						
2.2.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service	

2.2.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum two eligible or similar assignments or both)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether project is completed or not
1								
2								
3								
4								
5								

2.3- Supervisory Level-1

2.3.1	Name					
2.3.2	Designation					
2.3.3	Date of birth					
2.3.4	Nationality					
2.3.5	Educational Qualification together with the University/Institution of study					
2.3.6	Year in which joined the present organisation					
2.3.7	Total years of service in the present organisation					
2.3.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

2.3.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum two eligible or similar assignments or both)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.4- Supervisory Level-2

2.4.1	Name					
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2.4.2	Designation					
2.4.3	Date of birth					
2.4.4	Nationality					
2.4.5	Educational Qualification together with the University/Institution of study					
2.4.6	Year in which joined the present organisation					
2.4.7	Total years of service in the present organisation					
2.4.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

2.4.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum two eligible or similar assignments or both)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.5- Project Level-1

2.5.1	Name	
2.5.2	Designation	
2.5.3	Date of birth	

2.5.4	Nationality					
2.5.5	Educational Qualification together with the University/Institution of study					
2.5.6	Year in which joined the present organisation					
2.5.7	Total years of service in the present organisation					
2.5.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

2.5.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.6- Project Level-2

2.6.1	Name	
2.6.2	Designation	
2.6.3	Date of birth	
2.6.4	Nationality	
2.6.5	Educational Qualification	

	together with the University/Institution of study					
2.6.6	Year in which joined the present organisation					
2.6.7	Total years of service in the present organisation					
2.6.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

2.6.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.7- Project Level-3

2.7.1	Name	
2.7.2	Designation	
2.7.3	Date of birth	
2.7.4	Nationality	
2.7.5	Educational Qualification together with the University/Institution of study	
2.7.6	Year in which joined the	

	present organisation					
2.7.7	Total years of service in the present organisation					
2.7.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

2.7.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.8- Project support Staff-1

2.8.1	Name	
2.8.2	Designation	
2.8.3	Date of birth	
2.8.4	Nationality	
2.8.5	Educational Qualification together with the University/Institution of study	
2.8.6	Year in which joined the present organisation	
2.8.7	Total years of service in the present organisation	

2.8.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

2.8.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.9- Project Support Staff-2

2.9.1	Name					
2.9.2	Designation					
2.9.3	Date of birth					
2.9.4	Nationality					
2.9.5	Educational Qualification together with the University/Institution of study					
2.9.6	Year in which joined the present organisation					
2.9.7	Total years of service in the present organisation					
2.9.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service

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2.9.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.10- Project Support Staff-3

2.10.1	Name						
2.10.2	Designation						
2.10.3	Date of birth						
2.10.4	Nationality						
2.10.5	Educational Qualification together with the University/Institution of study						
2.10.6	Year in which joined the present organisation						
2.10.7	Total years of service in the present organisation						
2.10.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service	

2.10.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.11- Project Support Staff-4

2.11.1	Name							
2.11.2	Designation							
2.11.3	Date of birth							
2.11.4	Nationality							
2.11.5	Educational Qualification together with the University/Institution of study							
2.11.6	Year in which joined the present organisation							
2.11.7	Total years of service in the present organisation							
2.11.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service		

2.11.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.12- Project Support Staff-5

2.12.1	Name							
2.12.2	Designation							
2.12.3	Date of birth							
2.12.4	Nationality							
2.12.5	Educational Qualification together with the University/Institution of study							
2.12.6	Year in which joined the present organisation							
2.12.7	Total years of service in the present organisation							
2.12.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service		

2.12.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum one eligible or similar assignment)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

2.13- Structural Engineer

2.13.1	Name							
2.13.2	Designation							
2.13.3	Date of birth							
2.13.4	Nationality							
2.13.5	Educational Qualification together with the University/Institution of study							
2.13.6	Year in which joined the present organisation							
2.13.7	Total years of service in the present organisation							
2.13.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service		

2.13.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum two eligible or similar assignments or both)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not

1								
2								
3								
4								
5								

2.14- Architect/Landscape Architect

2.14.1	Name							
2.14.2	Designation							
2.14.3	Date of birth							
2.14.4	Nationality							
2.14.5	Educational Qualification together with the University/Institution of study							
2.14.6	Year in which joined the present organisation							
2.14.7	Total years of service in the present organisation							
2.14.8	Experience prior to joining the present organisation	Name of Organisation	Position held	Period from	Period to	Total service		

2.14.9. List of Eligible and Similar Assignments in which the Project Personnel worked:

(Please include minimum two eligible or similar assignments or both)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Designation And Role	Name of the firm in which worked	Start Date	End Date	Whether Project is completed or not
1								
2								
3								
4								
5								

Certificate:

(For Agencies owned by Central/State Governments)

I.....(name).....(Designation) hereby certify that the above information are correct as per the records maintained in the Personnel Department. The experience of each Member of the Project Team in eligible/similar assignment has been personally ascertained by me.

Dated this theday of May 2018

Signature

Name and Designation

Office seal

(For Agencies which are NGOs/Societies etc)

I.....(name).....(Designation) hereby certify that the above information are correct as per the records maintained in the Personnel Department. Copies of certificates regarding educational qualification of each team member is attached. The experience of each Member of the Project Team in eligible/similar assignment has been personally ascertained by me and the details about such projects collected from the client organisations are attached.

Dated this theday of May 2018

Signature

Name and Designation

Office seal

Section-3 : Management Competence of the Agency

3.1-Agency's experience in Executing Eligible/Similar Projects

(Details of minimum five years' experience in which minimum one project costing more than Rs 50 crores and minimum two projects costing more than Rs 25 Crores have to be included)

Sl. No.	Name of Project	Project cost (In Rs lakhs)	Client	Role of the Agency (Nature of Professional service)	Brief description of the Project	Start Date	End Date	Whether completed or not
1								
2								
3								
4								

5								
---	--	--	--	--	--	--	--	--

Certificate:

(For Agencies owned by Central/State Governments to be issued by the Financial Controller/Finance Officer)

I.....(name).....(Designation) hereby certify that the above information are correct as per the records maintained in the Agency

Dated this theday of May 2018

Signature

Name and Designation

Office seal

(For Agencies which are NGOs/Societies etc to be issued by the Chartered Accountant)

I.....(name).....(Designation) hereby certify that the above information are correct as per the records maintained in the Agency. I hereby attach records from the clients to testify the above information

Dated this theday of May 2018

Signature

Name and Designation

Office seal

3.2. Management Practices of the Agency

(Briefly state the following aspects in about 5 sentences)

3.2.1	Standard policies, procedures and practices in the Agency to ensure the quality of interaction with the clients and outputs	
3.2.2	Internal control mechanism available in the Agency for dealing with quality assurance of civil engineering works	
2.3.3	The mechanism to ensure quality of Agency's performance over the life of the assignment	
2.3.4	Standard policies, procedures and practices that the agency has put in place to avoid changes /replacements of personnel during the assignment and to ensure the	

	continuity of professional services once contracted	
2.3.5	Social protection practices that the Agency has in place to safeguard the well-being of the project team with special emphasis on medical, accident and life insurance coverage during the assignment	

Certificate:

(To be issued by the Head of Organisation/CEO/Team Leader)

.....(name).....(Designation) hereby
 certify that the above information are correct as per the records maintained in the Agency.
 Dated this theday of May 2018

Signature

Name and Designation

Office seal