



## **SEEPZ SEZ AUTHORITY**

### **Least Cost Selection (LCS)**

(Using E- Procurement mode on Central Public Procurement Portal)

## **Request for Proposals for Engagement of Consultant for Technical Documentation for Various Works Procurements at SEEPZ SEZ during FY 22-23.**

Tender Ref. No.: E-OPT-11/79/2022-EO

Date of Issue: 05<sup>th</sup> May 2022

### **ISSUING AUTHORITY: Development Commissioner, SEEPZ- SEZ, Mumbai**

Postal Address: SEEPZ SEZ, MIDC Central Road,  
Andheri East, Mumbai 400096.

E-Mail: [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in)

Helpline No.: 022-28290856

Landline: 022-28294728/29

(From 9:30 A.M. to 6:00 P.M.)

## Key information at a glance

SN	Item	Description
1	Tender Ref. No.	E-OPT-11/79/2022-EO
2	Tender Title	Engagement of Consultant for Technical Documentation for Various Works Procurements at SEEPZ SEZ during FY 22-23
3	Brief Description	SEEPZ SEZ seeks to appoint a consultancy firm to assist in preparation of technical documentation such as PPR, DPR, Plan and Estimates, Bidding Documents, BoQs, etc. for various works procurements in line with provisions of GFR 2017 and the Manual for Procurement of Works, 2019.
4	Cost of Request for Proposals	Request for Proposals can be downloaded <b>free of cost</b> from the following websites: <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a> <a href="http://seepz.gov.in/tender.aspx">http://seepz.gov.in/tender.aspx</a>
5	Date of Tender Publishing	5 <sup>th</sup> May 2022
6	Date and time till which physical visits prospective Consultants to SEEPZ SEZ premises are permissible	Date: 6 <sup>th</sup> May 2022 to 25 <sup>th</sup> May 2022 (Working days only) Time: Office hours i.e. 930 hrs to 1800 hrs
7	Date and time of Pre-Proposal Meeting	13 <sup>th</sup> May 2022 at 1200 hrs
8	Tentative date for publishing Responses to Pre-Proposal Queries and Corrigendum, if any	18 <sup>th</sup> May 2022
9	Last date and time for Submission of Proposals (Technical + Financial Proposals)	26 <sup>th</sup> May 2022 upto 1600 hrs
10	Date and time of opening of Technical Proposals	27 <sup>th</sup> May 2022 at 1600 hrs

11	Tentative date for publication of technical evaluation results	31 <sup>th</sup> May 2022
12	Tentative date for opening of financial Proposals	1 <sup>st</sup> June 2022
13	Expected date of Award of Contract	6 <sup>th</sup> June 2022
14	Help Desk No. (For E - Procurement)	<p>Name: - Shri Ravindra Kumar  Designation: - Upper Division Clerk  Email: - <a href="mailto:dcseepz-mah@nic.in">dcseepz-mah@nic.in</a>  Landline:- 022 – 28294728/29  Cell No.:- 9503662190 (Rutwik Phatak)  8286587409 (Vikram Satre)</p> <p>eProcurement Helpdesk no.s (New Delhi)  0120-4200462,  0120-4001002,  0120-4001005</p>
15	Link for accessing training schedule regarding use of e-procurement portal by consultants may be found at:	<a href="https://eprocure.gov.in/cppp/trainingdisp">https://eprocure.gov.in/cppp/trainingdisp</a>
16	Authority to be contacted in case of any clarification / request for entry permission for physical visit	<p>Name:- Smt. Bridget Joe  Designation:- EA to DC  Email:-<a href="mailto:dcseepz-mah@nic.in">dcseepz-mah@nic.in</a>  Landline:- 022 – 28294774/274</p>

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## Section 1 – Letter of Invitation

**Proposal Reference No.:** E-OPT-11/79/2022-EO

**Date:** 05/05/2022

**Tender Title:** Engagement of Consultant for Technical Documentation for Various Works Procurements at SEEPZ SEZ during FY 22-23.

1. The SEEPZ- SEZ authority invites sealed Proposals from eligible Consultants for providing Technical Documentation Services for Various Works Procurements at SEEPZ SEZ during FY 22-23.
2. All prospective consultants are invited to participate in the process; however, they must demonstrate their eligibility prior to being considered for technical evaluation.
3. More details pertaining to the scope of work and procedure to be followed may be seen under the Terms of Reference (Section V).
4. The process of Least Cost Selection (LCS) shall be followed for selection of suitable Consultant. The Bidding process shall be conducted in an online mode on the Central Public Procurement Portal (CPPP) which is publicly accessible using the following web address: <https://eprocure.gov.in/epublish/app>. Consultants can download the Request for Proposals free of cost from this portal.
5. Interested Consultants must register on the e-procurement portal and upload their technical and financial proposals separately within the stipulated time and date i.e. at 1600hrs on 26.05.2022.
6. Detailed instructions regarding online submission of proposals may be seen under Annexure I. In case of any issues or queries related to the e-procurement portal, kindly send an email request to [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in) or contact on 022-28294790 / 9819390963 (Shri. Mayur Gadage).
7. The Consultant is solely responsible for timely uploading of Proposals on the e-procurement portal. SEEPZ SEZ Authority shall not be liable for resolving any queries / issues raised on the day of Proposal submission.
8. Technical Proposals shall be opened online at 1600 hours on 27.05.2022. Consultants can see the tender opening status by logging on to the e-procurement portal using their registered IDs.
9. Financial Proposals of only technically qualified Consultants shall be opened at a date which shall be pre-disclosed on the e-procurement portal.
10. SEEPZ SEZ Authority reserves the right to accept or reject any or all of the Proposals at any time during the Bidding process.

  
Development Commissioner  
SEEPZ SEZ Authority

## Section 2 – Instructions to Consultants (ITC)

### A. General

#### 1. Introduction

- a) This Section provides the relevant information as well as instructions to assist prospective shortlisted consultants in preparation and submission of Proposals. It also includes the mode and procedure to be adopted by the SEEPZ, SEZ Authority (hereinafter referred to as the 'Client') for receipt and opening as well as scrutiny and evaluation of Proposals and subsequent placement of award of contract.
- b) The Client named in the **Data Sheet** will select an eligible consulting firm/organization (the Consultant), in accordance with the method of selection specified in the **Data Sheet**.
- c) Before preparing the Proposal and submitting the same to the Client, the Consultant should read and examine all the terms & conditions, instructions etc. contained in the Request for Proposals. Failure to provide required information or to comply with the instructions incorporated in this Request for Proposals may result in rejection of Proposals submitted by consultants.
- d) The successful Consultant will be expected to complete the Services by the Intended Completion Date as provided in the **Data Sheet** and communicated in the services contract.

#### 2. Language of Proposals

Proposal submitted by the Consultant and all subsequent correspondences and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in English language. However, the language of any printed literature furnished by the Consultant in connection with its Proposal may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the Proposal, the English translation shall prevail.

#### 3. Code of Integrity

- a) The Client and all officers or employees of the Client, whether involved in the procurement process or otherwise, or Consultants and their representatives or employees participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity in accordance with the code of integrity prescribed under GFR 175.
- b) In case of breach of the code of integrity by a consultant or a prospective Consultant, the SEEPZ Authority, after giving a reasonable opportunity of being

heard, may take appropriate measures including –

- i. exclusion of the Consultant from the procurement process;
- ii. calling off of pre-contract negotiations and forfeiture or encashment of Proposal security;
- iii. forfeiture or encashment of any other security or bond relating to procurement;
- iv. recovery of payments made by the Client along with interest thereon at bank rate;
- v. cancellation of the relevant contract and recovery of compensation for loss incurred by the Client;
- vi. debarment of the Consultant from participation in any future procurements of any Client for a period of up to three years.

#### **4. Eligibility**

- a) This Request for Proposals is open to all Consultants eligible as described in the instructions to consultants. SEEPZ employees, Committee members, Board members and their relatives (Spouse or Children) are not eligible to participate in the tender. Consultants involved in corrupt and fraudulent practices or debarred from participating in Public Procurement by any state government or any procuring entity of the central government shall not be eligible.
- b) The specific eligibility conditions shall be as prescribed under the **Data Sheet**.
- c) Consultants shall submit a declaration regarding its eligibility vis-à-vis all the criteria mentioned under the instructions to Consultants and the Proposal data sheet.

#### **5. Online Proposal Submission Process**

The e-tender is available on CPPP portal, <https://eprocure.gov.in/eprocure/app> as mentioned in the tender. The tenders duly filled in should be uploaded and submitted online on or before the end date of submission. More details regarding the online Proposal submission process may be found under Annexure-II attached to this Request for Proposals.

### **B. Request for Proposals**

#### **6. Contents of Request for Proposals**

- a) The Request for Proposals include the following Sections, which should be read in conjunction with any amendment issued in accordance with ITC.
  - Section 1 Invitation for Consultants
  - Section 2 Instructions to Consultants (ITC)
  - Section 3 Data Sheet



- Section 4 Evaluation Criteria
- Section 5 Terms of Reference
- Section 6 Proposal Forms
- Section 7 General Conditions of Contract (GCC)
- Section 8 Special Conditions of Contract (SCC)
- Section 9 Contract Forms
- Financial Proposal Template in MS Excel format

- b) Unless downloaded directly from the SEEPZ website (<http://seepz.gov.in>) or the e-procurement portal (<https://eprocure.gov.in/epublish/app>) as specified in the **Data Sheet**, Client shall not be responsible for the correctness of the Request for Proposals, responses to requests for clarification, the Minutes of the Pre-Proposal meeting, if any, or Amendment(s) to the Request for Proposals in accordance with ITC.
- c) Consultants are expected to examine all instructions, forms, terms, and specifications in the Request for Proposals and to furnish with its Proposal all information or documentation as is required by the Request for Proposals.

## 7. Clarification of Request for Proposals

- a) A Consultant requiring any clarification of the Request for Proposals shall contact the SEEPZ, SEZ authority in writing / email at the Client's address specified in the **Data Sheet**.
- b) The Client will respond in writing / email / through the e-procurement portal to any request for clarification, provided that such request is received prior to the deadline for submission of Proposals within a period specified in the **Data Sheet**. The Client shall also promptly publish brief description of the enquiry but without identifying its source and its response at its website or on the e-procurement portal.
- c) Should the clarification result in changes to the essential elements of the Request for Proposals, the Client shall amend the Request for Proposals following the procedure given under ITC.

## 8. Pre-Proposal Meeting

- a) In order to provide response to any doubt regarding Request for Proposals, or to clarify issues, a pre-Proposal meeting may be scheduled, as specified in the **Data Sheet**.
- b) During the pre-Proposal meeting, the clarification sought by representative of prospective Consultants shall be responded appropriately. However, they shall be asked to submit their written request by close of office next day or by e-mail for electronic record thereof. The Client shall publish written response to such requests for clarifications, without identifying its source. In case required, amendment(s), in terms of ITC below shall be issued, which shall be binding on all prospective

Consultants.

## **9. Amendments to Request for Proposals**

- a) At any time prior to the deadline for submission of Proposals, the SEEPZ SEZ authority may, for any reason deemed fit by it, amend or modify the Request for Proposals by issuing Amendment(s)/corrigendum.
- b) Such Amendment(s)/corrigendum will be published on SEEPZ SEZ authority's website or on the e-procurement portal and the same shall be binding on all prospective Consultants.
- c) In order to give reasonable time to prospective Consultants to take necessary action in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of Proposals and other allied time frames which may be linked with that deadline.
- d) Any Consultant who has downloaded the Request for Proposals should check the Amendment(s), if any, issued on the SEEPZ SEZ authority website and on the e-procurement portal.

## **C. Preparation of Proposals**

### **10. Documents Comprising Proposal**

- a) Consultant's pre-qualification / eligibility submission shall comprise the documents listed under ITC Clause 4 and corresponding Data Sheet entry.
- b) Consultant's technical Proposal shall comprise the following:
  - Letter of Proposal as per the form provided in Section 6 – Proposal Forms;
  - Consultant's Past Experience Details
  - Proposed Approach, Methodology and Work Plan
  - Team Composition and Task Assignments
  - CVs of Proposed Key Experts
  - Staffing Schedule
  - Proposed Knowledge Transfer Plan
  - Any other document as required in the ITC or Data Sheet
- c) Consultant's financial Proposal shall comprise the financial quote submitted in the excel template published along with these Request for Proposals.

### **11. Financial Proposal**

The consultant shall use the financial proposal template uploaded along with this RFP for preparation of their financial proposal. The Consultant shall quote the price in INR only.

## **12. Period of Validity of Proposals**

- a) Proposals shall remain valid for a period of 180 days from the deadline of submission of Proposals unless otherwise specified in the **Data Sheet**.
- b) In exceptional circumstances, prior to the expiration of the Proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request without any penal repercussions. A Consultant granting the request shall not be required or permitted to modify its Proposal.

## **13. Format and Signing of Proposals**

- a) Documents establishing consultant's eligibility shall be compiled into a single PDF file. All pages in the document should be serially numbered and an index specifying contents of the Proposal should be populated at the beginning of the document.
- b) The technical Proposals comprising all documents specified under ITC Clause 10 a) may be compiled into a single PDF document. All pages in the document should be serially numbered and an index specifying contents of the Proposal should be populated at the beginning of the document.
- c) Authorized signatory of the Consultant shall sign, either physically or digitally, on each page of the Proposal. This signature should be accompanied by Consultant's official seal.
- d) The financial Proposal must be submitted in the MS excel template provided with the Request for Proposals.

## **D. Submission and Opening of Proposals**

### **14. Sealing, Marking and Submission of Proposals**

- a) Consultants shall submit their pre-qualification (eligibility) documents as well as the technical and financial proposals online. The eligibility documents and the technical proposals must also be submitted in hard copy by post or by hand to the office of the Development Commissioner, SEEPZ SEZ authority. The technical proposal must be sealed in an envelope bearing the following details:
  - Tender ID / Proposal Ref. No. and RFP Title (subject matter of procurement);
  - Complete postal address of the Client (SEEPZ SEZ Authority);
  - Name and complete address along with the mobile, telephone number and email address of the Consultant;
  - A warning 'not to open before the time and date for technical proposal opening' as indicated in the Request for Proposals

- b) If the envelope is not sealed and marked as required, the SEEPZ SEZ authority will assume no responsibility about its consequences viz. misplacement or premature opening of the Proposal.
- c) Online submission of Proposals shall be carried out in accordance with the instructions given under Annexure I.

### **15. Deadline for Submission of Proposals**

- a) Proposals must be received by the Client online on the e-procurement portal and at the address specified in the **Data Sheet** no later than the date and time specified in the **Data Sheet**.
- b) The date of submission and opening of Proposals shall not be extended except when:
  - sufficient number of Proposals have not been received within the given time and the Client is of the opinion that further Proposals are likely to be submitted if time is extended; or
  - the Request for Proposals are required to be substantially modified as a result of discussions in pre-Proposal meeting or otherwise and the time for preparations of Proposals by the prospective Consultants appears to be insufficient for which such extension is required.
- c) In cases where the time and date of submission of Proposals is extended, an amendment to the Request for Proposals shall be issued in accordance with ITC9.

### **16. Late Proposals**

The e-procurement portal does not permit late submission of Proposals. With regards to the physical submission of Proposals, the SEEPZ SEZ authority's officer authorized to receive the Proposals shall not receive any Proposal that is submitted personally by hand or by courier after the time and date fixed for submission of Proposals under any circumstances.

### **17. Opening of Proposals**

- a) The pre-qualification (eligibility) documents and the technical proposals shall be opened online on the date and time stipulated in the **Data Sheet**.
- b) In exceptional circumstances, if the Client is faced with any technical issues while opening the Proposals online, with due certification of the Proposal Evaluation Committee on the nature of such technical exception, the physical Proposals in hard copy shall be proceeded to be evaluated with after due approval of Competent Authority. In such an event, the date of Proposal opening shall be the same as the one stipulated for online Proposal opening unless separately publicly notified by the competent authority.

- c) After due evaluation of the technical Proposals, the Client shall notify the technically qualified Consultants regarding the date of financial Proposal opening by giving at least 3 days' advance notice on the e-procurement portal.
- d) The financial Proposals of only technically qualified Consultants shall be opened.

## E. Evaluation and Comparison of Proposals

### 18. Confidentiality

- a) Information relating to the evaluation of Proposals and recommendation of contract award, shall not be disclosed to consultants or any other persons not officially concerned with the bidding process until the same is published officially on the e-procurement portal for information of all Consultants.
- b) Any effort by a consultant to influence the Client in the evaluation or contract award decisions may result in the rejection of its Proposal.

### 19. Preliminary Examination of Proposals

- a) The Proposal Evaluation Committee constituted by the Client shall conduct a preliminary scrutiny of the opened Proposals at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:
  - that the Proposal is complete and duly signed by authorized signatory;
  - that the Proposal is valid for the period, specified in the Request for Proposals;
  - that the Proposal is unconditional and that the Consultant; and
  - any other specific requirements put forth in the Request for Proposals.
- b) Proposals failing to meet these preliminary requirements shall be treated as non-responsive and shall not be considered further for evaluation.

### 20. Immaterial Non-conformities

- a) The Proposal Evaluation Committee may waive non-conformities in the Proposal that do not constitute a material deviation, reservation or omission and deem the Proposal to be responsive;
- b) The Proposal Evaluation Committee may request the Consultant to submit necessary information or documents which are historical in nature like audited statements of accounts, tax clearance certificate, PAN, etc. within a reasonable period of time. Failure of the Consultant to comply with the request within the given time shall result in the rejection of its Proposal;
- c) The Proposal Evaluation Committee may rectify immaterial non-conformities or

omissions on the basis of the additional information or documentation received from the Consultant.

## **21. Determination of Responsiveness**

- a) The Proposal Evaluation Committee constituted by the Client shall determine the responsiveness of a Proposal to the Request for Proposals based on the contents of the Proposal submitted by the Consultant;
- b) A Proposal shall be deemed to be substantially responsive if it meets the requirements of the Request for Proposals without any material deviation, reservation, or omission where: -
  - i. "deviation" is a departure from the requirements specified in the Request for Proposals;
  - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Request for Proposals; and
  - iii. "omission" is the failure to submit part or all of the information or documentation required in the Request for Proposals.
- c) A "material deviation, reservation, or omission" is one that, if accepted, shall:-
  - i. Effect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the Request for Proposals; or
  - ii. Limit in any substantial way, inconsistent with the Request for Proposals, the rights of the Client or the obligation of the Consultant under the proposed contract; or
  - iii. If rectified shall unfairly affect the competitive position of other Consultants presenting responsive Proposals;
- d) The Proposal Evaluation Committee shall examine the technical aspects of the Proposal in particular to confirm that all requirements of Request for Proposals have been met without any material deviation, reservation or omission;
- e) The Proposal Evaluation Committee shall regard a Proposal as responsive if it conforms to all requirements set out in the Request for Proposals, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the Request for Proposals, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the substance of the Proposal;
- f) Proposals that are not responsive or contain any material deviation shall be rejected. Proposals declared as non-responsive shall be excluded from any further evaluation.

## **22. Non-conformities, Errors and Omissions**

- a) Provided that a Proposal is substantially responsive, the Proposal Evaluation Committee may waive any nonconformity in the Proposal.

- b) Provided that a Proposal is substantially responsive, the Client, being SEEPZ, SEZ authority or authorized representative may request that the Consultant submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Consultant to comply with the request may result in the rejection of its Proposal.
- c) Provided that a Proposal is substantially responsive, the Proposal Evaluation Committee shall rectify quantifiable nonmaterial nonconformities related to the Proposal Price. To this effect, the Proposal Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non- conforming item or component.

### **23. Evaluation of Proposals**

- a) Technical evaluation of proposals shall be carried out based on the criteria stipulated under 'Section 4 – Evaluation Criteria'. The evaluation committee shall not adopt any other criteria other than the ones already stipulated in the Request for Proposals.
- b) The evaluation of financial Proposal will include and take into account the GST payable on the services if the contract is awarded to the Consultant. The Consultant is required to include all applicable taxes in its price proposal. SEEPZ SEZ Authority will not be liable to pay any amount in addition to the quoted amount towards taxes.
- c) The Client's evaluation of a proposal may require the consideration of other factors, in addition to the Consultant's financial offer. These factors may be related to the characteristics, performance, and terms and conditions of Consultancy Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Proposals, shall be specified in 'Section 4 - Evaluation Criteria'.
- d) Consultants shall be asked to deliver presentation on their technical proposals as per the details provided in the **Data Sheet**. This presentation shall only cover contents of the technical proposals submitted by the Consultant. No marks shall be assigned to the presentation. The objective of the presentation round is to summarize the contents of consultant's technical proposal for better understanding of the evaluation committee.

### **24. Right to Accept Any Proposal and to Reject Any or All Proposals**

The Client reserves the right to accept or reject any Proposal, and to cancel / annul the Bidding process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to the Consultants for which the Client shall

keep record of clear and logical reasons properly for any such action / recall of Bidding process. In case of cancellation / annulment, all Proposals submitted and specifically, Proposal securities, shall be promptly returned to the Consultants

## F. Award of Contract

### **25. Award Criteria**

The consultant obtaining the highest combined evaluation score i.e. sum of weighted technical and financial scores shall be considered for award of contract.

### **26. Notification of Award**

- a) Prior to the expiration of the period of Proposal validity, the Client shall notify the successful Consultant, in writing, that its Proposal has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the accepted contract price. The expected date of award of contract is as stipulated under **Data Sheet**.
- b) Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

### **27. Other Statutory Requirements**

Successful Consultant shall be required to fulfill insurance and other statutory requirements including submission of signed undertakings assuring compliance with the various standards stipulated in the conditions of contract. Failure of the successful Consultant to submit the same shall constitute sufficient grounds for the annulment of the award. In that event the Client may award the Contract to the next highest evaluated Consultant, whose Proposal is substantially responsive and is determined by the Client to be qualified to perform the Contract satisfactorily.

### **28. Signing of Contract**

Promptly after notification of Award, the Client shall send the successful Consultant the Contract Agreement. Within twenty-eight days of receipt of the Contract Agreement, the successful Consultant shall sign, date, and return it to the Client.



### Section 3 –Data Sheet

The following specific data for the Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Consultants (ITC). Whenever there is a conflict, the provisions herein shall prevail over those in ITC

ITC Para Reference	Particulars
ITC 1b)	The Client is: SEEPZ SEZ Authority, Andheri (E), Mumbai 400096  The Method of Selection of Consultant is: Least Cost Selection (LCS)
ITC 1 d)	The intended completion date is 31 <sup>st</sup> May 2023.
ITC 4 b)	In order to be considered for technical evaluation, the Consultant must satisfy the eligibility requirements stipulated under Section 4.
ITC6 b)	The official website of SEEPZ SEZ Authority is: <a href="http://seepz.gov.in">http://seepz.gov.in</a>  The e-procurement portal is: <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
ITC7 a)	The Client's address for seeking clarifications is:  Office of the Development Commissioner, SEEPZ SEZ, MIDC Central Road, Andheri East, Mumbai – 400096  The email address is: <a href="mailto:dcseepz-mah@nic.in">dcseepz-mah@nic.in</a>  Queries may also be raised by using the 'seek clarifications' option available on the e-procurement portal.
ITC7 b)	Consultants may submit their requests for clarification no later than 10 days prior to deadline for submission of Proposals.
ITC8 a)	The pre-Proposal meeting shall be held electronically at 1200 Hrs (12:00 PM) on 13.05.2022.  The web-link to attend the pre-Proposal meeting is as follows:  <a href="https://seepz.webex.com/seepz/j.php?MTID=m3281408be09beccecc862a0e4a1382d6">https://seepz.webex.com/seepz/j.php?MTID=m3281408be09beccecc862a0e4a1382d6</a>

	<p>Friday, May 13, 2022 12:00 pm   1 hour   (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi</p> <p>Meeting number: <a href="https://meet.google.com/2519-056-3408">2519 056 3408</a></p> <p>Password: Doc@13 (362113 from video systems)</p>
ITC12 a)	No change. Proposals shall remain valid for a period of 180 days from the deadline of submission of Proposals.
ITC 17 a)	<p>The web-address of e-procurement portal is:</p> <p><a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a></p> <p>The address for submission of hard copies of technical proposal is:</p> <p>Office of the Development Commissioner, SEEPZ SEZ, MIDC Central Road, Andheri East, Mumbai – 400096</p> <p>The deadline for submission of Proposals is 1600 Hrs (4 PM) on 26<sup>th</sup> May 2022.</p>
ITC 17 a)	The technical Proposals shall be opened online at 1600 Hrs (4 PM) on 27 <sup>th</sup> May 2022.
ITC 23 d)	<p>The Client may request for technical presentations which shall be held online using Cisco Webex after opening of the technical proposals. The specific dates, time and meeting links shall be notified by the client on its website i.e. <a href="http://seepz.gov.in">http://seepz.gov.in</a></p>
ITC 28 a)	The expected date of award of contract is 06 <sup>th</sup> June 2022.

## Annexure I - Instructions for Online Proposal Submission

Consultants are required to submit soft copies of their Proposals electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Consultants in registering on the CPP Portal, prepare their Proposals in accordance with the requirements and submitting their Proposals online on the CPP Portal.

### REGISTRATION

1. Consultants are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Consultant Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the Consultants will be required to choose a unique username and assign a password for their accounts.
3. Consultants are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPPP.
4. Upon enrolment, the Consultants will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a consultant. Please note that the Consultants are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Consultant then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate Consultants to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Consultants may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the Consultants have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Consultants through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The Consultant should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF PROPOSALS**

1. Consultant should take into account any corrigendum published on the tender document before submitting their Proposals.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Proposal. Please note the number of covers in which the Proposal documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Proposal.
3. Consultant, in advance, should get ready the Proposal documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Proposal documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Proposal, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Consultants. Consultants can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a Proposal, and need not be uploaded again and again. This will lead to a reduction in the time required for Proposal submission process.

Note: My Documents space is only a repository given to the Consultants to ease the uploading process. If Consultant has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Proposal.

## **SUBMISSION OF PROPOSALS**

1. Consultant should log into the site well in advance for Proposal submission so that they can upload the Proposal in time i.e. on or before the Proposal submission time. Consultant will be responsible for any delay due to other issues.
2. The Consultant has to digitally sign and upload the required Proposal documents one by one as indicated in the tender document.
3. Consultant has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Consultant should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Proposal submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Proposal submission time, otherwise the uploaded Proposal will be rejected.

5. Consultants are requested to note that they should necessarily submit their financial Proposals in the format provided and no other format is acceptable. If the price Proposal has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Consultants. Consultants are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Consultant). No other cells should be changed. Once the details have been completed, the Consultant should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Consultant, the Proposal will be rejected.
6. The server time (which is displayed on the Consultants' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Proposals by the Consultants, opening of Proposals etc. The Consultants should follow this time during Proposal submission.
7. All the documents being submitted by the Consultants would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Proposal opening. The confidentiality of the Proposals is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Proposal document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Proposal opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Proposal openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized Proposal openers.
9. Upon the successful and timely submission of Proposals (i.e. after Clicking "Freeze Proposal Submission" in the portal), the portal will give a successful Proposal submission message & a Proposal summary will be displayed with the Proposal no. and the date & time of submission of the Proposal with all other relevant details.
10. The Proposal summary has to be printed and kept as an acknowledgement of the submission of the Proposal. This acknowledgement may be used as an entry pass for any Proposal opening meetings.

#### **ASSISTANCE TO CONSULTANTS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online Proposal submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Consultants may avail the free training on the use of e-procurement system as per the

schedule published at the following link: <https://eprocure.gov.in/cppp/trainingdisp>. In case of any further queries, please contact Shri Vikram Satre at +91-82865-87409 during office hours i.e. between 10 AM till 6 PM on weekdays.

## Section 4 – Evaluation Criteria

This Section contains all the criteria that the SEEPZ SEZ Authority shall use to evaluate Proposals and qualify the Consultants in accordance with ITC25.No other factors, methods or criteria shall be used for the purpose of evaluation.

### Assessment of Eligibility

The consultant’s proposals shall be first assessed for eligibility based on the eligibility criteria stipulated below. Only those consultants who are found to be eligible as per the stipulated criteria shall be considered for evaluation of technical proposals.

SN	Eligibility Criteria	Supporting Documents (to be Included in the EoI)	Applicability in case of a JV
1	Must be registered with the appropriate government authority as a pvt. ltd. company / ltd. company / LLP and shall be in the consulting services business for at least 7 years.	Copy of the incorporation / registration certificate clearly indicating the nature of business.	Both must satisfy individually.
2	Must possess a valid GSTN and PAN	Copies of GSTN, PAN	Both must satisfy individually.
3	Must have an average turnover of at least Rs.25 lacs in last 3 financial years, i.e. FY2018-2019, FY2019-2020 and FY2020-2021.	Audited financial statements for the past 3 financial years. Provisional statement shall be accepted in lieu of audited FS only for FY2020-21.	Both must cumulatively satisfy. Lead partner of the JV must have at least 75% of the said turnover i.e. at least Rs. 15 Crore in each of the three financial years.
4	Must have successfully completed similar works during last Seven years ending 31 <sup>st</sup> March’2022 (i.e. works prior to 31 <sup>st</sup> March’2015 will not be considered) should be either of the following: Three similar completed works each costing not less than Rs. 50.00 lakh OR Two similar completed works each	Summary of relevant experiences. Completion certificates issued by the clients clearly mentioning the name of the assignment, scope of work, area of the campus, value of the contract, etc. In case the scope of work is not elaborated / area of the campus is not mentioned in the completion certificate,	Both must cumulatively satisfy.

	costing not less than Rs. 70.00 lakh OR One similar completed works each costing not less than Rs. 100.00 lakh	corresponding contract agreement may be submitted.	
5	Must have a full-fledged service setup at MUMBAI / THANE and NAVI MUMBAI have Registration and valid Licenses for related trades and GST Registration etc.		Lead partner must satisfy
6	Must not be presently debarred / blacklisted by any procuring entity under the central government including PSUs and autonomous entities or by state governments or by multilateral agencies such as The World Bank, Asian Development Bank, etc.	Self-declaration of not having been debarred / blacklisted by any of the entities mentioned in this criterion at present.	Both must satisfy individually.

## Technical Evaluation Process

### 1. Preliminary Examination of Proposals and Determination of Responsiveness

The evaluation committee shall carry out the preliminary examination of Proposals and shall determine the responsiveness of Proposals based as per the procedure stipulated under ITC19, 20, 21 and 22.

### 2. Evaluation Criteria

The SEEPZ SEZ Authority shall evaluate the technical proposals on the basis of the following criteria:

SN	Criterion	Weightage	Scoring Logic
1	Experience of similar assignments involving activities such as preparation of Preliminary Project Report (PPR), Detailed Project Report (DPR), Plan and Estimates, Bid Documents, etc.; assistance in bid process management, measurement of works, and payments.	30%	Up to 6 marks for each relevant assignment of at least Rs. 50 Lakh.  Within each project cited, the scale, similarity and coverage (w.r.t. the Terms of Reference of this contract) of experience shall be evaluated.
2	Approach, Methodology and Work	20%	Up to 20 marks for how



	Plan		well the proposed A&M responds to client's needs (desirability w.r.t. client's needs, feasibility w.r.t. practical constraints, and viability w.r.t availability of time, information & requirement of client's efforts)
3	Qualification and relevant experience of key staff	40% (5 Marks for each role)	<ul style="list-style-type: none"> <li>• Project Management Specialist</li> <li>• Structural Engineering Expert</li> <li>• Electrical Engineering Expert</li> <li>• Architect</li> <li>• Public Works Expert</li> <li>• Facility Management Expert</li> <li>• Bid Process Management Specialist</li> <li>• Finance and Accounts Specialist</li> </ul>
4	Technical Presentation	10%	Consultant's understanding of Client's needs and technical offering.

While evaluating the key experts' CVs, 20% weightage shall be given for their educational qualifications and remaining 80% for relevance of their work experience. The client reserves the right to assign zero marks to any key expert not meeting the minimum requirements stipulated in the Terms of Reference, and to seek replacement of the proposed key expert with a better qualified expert in case the consultant is selected for award of contract.

Consultants must ensure that the documentary evidence submitted by them as part of their technical proposal must provide necessary information in adequate details to establish the facts without a scope for doubt. Any scanned documents being submitted must possess adequate resolution to ensure legibility without confusion. In case any information necessary for establishing Consultant's qualifications is not clear from the documents submitted, the evaluation committee's interpretation in that regard shall be final. Incomplete or unclear documents may lead to disqualification of the Consultant.

**The minimum qualifying technical score is 75 out of 100.** Financial proposals of only those consultants shall be opened who obtain at least 75 marks in the technical evaluation.

## Financial Evaluation Process

For the purpose of financial evaluation, the evaluation committee shall use the comparison sheet generated on the e-procurement portal subsequent to financial bid opening. However, in case of any technical issues in identifying the lowest bidder using the system-generated comparison sheet, the evaluation committee may prepare a comparison sheet manually.

## Section 5 – Terms of Reference

### Background

Santacruz Electronics Export Processing Zone (SEEPZ) is a Special Economic Zone in Mumbai, India with a geographical spread of nearly 110 Acres with 9 major buildings (and other private buildings built by units on leased plots) with multiple private buildings (approximately 4 Lakh square feet of space). On the 19th of August 2021 the Hon'ble Minister, Ministry of Commerce and Industry, Government of India announced a commitment of Rs 200 Crore for the rejuvenation and refurbishment of SEEPZ, SEZ. This is particularly important for SEEPZ as it is entering 50<sup>th</sup> year of its existence in May 2022. The golden jubilee year (from May 2022 to May 2023) shall be celebrated alongside 'Azadi ka Amrit Mahotsav' which commemorates 75 years of India's independence.

In this backdrop, the SEEPZ SEZ Authority is undertaking several works projects in accordance with provisions of GFR 2017 and the Manual for Procurement of Works, 2019. As per Rule 133 of the GFR, SEEPZ SEZ Authority can directly execute repair works estimated to cost up to Rupees Thirty Lakhs after following due procedure indicated in Rule 139, 159 & 160. Repair works estimated to cost above Rupees thirty Lakhs and original/minor works of any value must be assigned to a Public Works Organization (PWO) or a PSU after following due procedure stipulated in the Rule 133 of the GFR.

In order to estimate value of works, a Preliminary Project Report (PPR) needs to be prepared followed by plan and estimates. In view of the capacity deficit in its in-house technical cell, SEEPZ SEZ Authority seeks to engage a consultancy firm to support in technical documentation for all its works procurements – whether below Rs.30 Lakh or otherwise – during FY 2022-23.

### Objectives and Scope of Work

The core objective of engaging a consulting firm for this assignment is to bring in the necessary domain knowledge, experience and institutional expertise to create accurate technical documentation so that procurement and execution of works is completed expeditiously. Broadly, the scope of work shall include but not be limited to:

- A. For repair works costing up to Rs. 30 Lakh
  - a. Preparation of Preliminary Project Report (PPR) along with alternative preliminary designs drawings and rough estimate of cost.
  - b. Preparation of Detailed Project Report (DPR) with detailed working drawings, after approval of PPR from the SEEPZ-SEZ Authority including specifications, Schedule of Quantities and detailed cost estimate.
  - c. Preparation of Tender Documents based on the scope of work as defined in the

- DPR in consultation with Technical Cell of SEEPZ-SEZ Authority.
- d. Scrutiny of bids received from different parties on the basis of the specifications and submit assessment reports together with recommendations.
  - e. Preparation of contract documents and assistance in contract execution and preparation of certified copies for the use of various offices including all drawings.
  - f. Supervision of the work at site through duly qualified and responsible representatives of the firm till commissioning of the works.
  - g. Assistance in processing contractor's bills including final bill and certify for the payment.
  - h. Assistance in issuance of structural fitness certificate as per local authority's format.
- B. For repair and original works above Rs. 30 Lakh
- a. Preparation of Preliminary Project Report (PPR) along with alternative preliminary designs drawings and rough estimate of cost.
  - b. Review of DPR submitted by the PWO / PSU engaged in accordance with GFR 132 (2) & (3).
  - c. Supervision of the work at site through duly qualified and responsible representatives of the firm till commissioning of the works.
  - d. Assistance in issuance of structural fitness certificate as per local authority's format.

### **Key Deliverables and Payment Milestones**

Work shall be assigned to the consultant from time to time as and when need for works procurement arises. The total fees payable shall be calculated based on the estimated project value and the percentage value quoted by the consultant in its financial proposal. Within the total fees payable for a particular assignment, the deliverables and payment milestones shall be as follows:

SN	Deliverable	Payment Milestone (% of contract value)
For Projects <Rs.30 Lakh		
1	Acceptance of PPR and alternative preliminary designs drawings and rough estimate of cost by the Client	10%
2	Acceptance of DPR by the Client	20%
3	Acceptance of Bidding Documents including BoQ by the Client	10%

4	Award of Works Contract	20%
5	Completion of Works	20%
6	Assistance in issuance of structural fitness certificate as per local authority's format.	20%
<b>Total</b>		<b>100%</b>
For Projects >Rs.30 Lakh		
1	Acceptance of PPR and alternative preliminary designs drawings and rough estimate of cost by the Client	40%
2	Acceptance of DPR Review Report by the Client	40%
3	Assistance in issuance of structural fitness certificate as per local authority's format.	20%
<b>Total</b>		<b>100%</b>

### Requirement of Key Experts

SN	Key Expert	Essential Qualifications
1	Project Management Specialist	B.Tech / B.E Civil or Structural Engineering At least 05 years of experience in leading similar projects for government clients. Experience of implementation of works projects is preferred.
2	Structural Engineering Expert	B.E. / B.Tech Civil or Structural Engineering At least 05 years of experience including experience of structural planning of industrial premises. Experience of working with Government clients shall be preferred.
3	Electrical Engineering Expert	B.E. / B.Tech Electrical Engineering At least 05 years of experience including experience of electrical cabling and MEP planning of large industrial premises. Experience of working with Government clients shall be preferred.
4	Architect	Degree in Architecture and registered with Council of Architecture or any other professional Institute At least 05 years of experience in similar nature of work shall be preferred.
5	Public Works Expert	B.Tech / B.E. Retired engineer from state / central government organizations. Must have in-depth knowledge and experience of empanelment of contractors, preparation of SoR and procurement of works.

6	Facility Management Expert	B.Tech / B.E. in management or engineering. At least 05 years of experience in managerial capacity looking after facility management for industrial premises.
7	Bid Process Management Specialist	Graduate in any discipline At least 05 years of managerial experience in works procurements for government entities. In depth knowledge of GFR, CVC guidelines and other advisories as well as drafting bidding documents is a must.
8	Finance and Accounts Specialist	Commerce Graduate with at least 05 years' experience of works bill preparation and payments. Experience of working with Government clients is preferred.

### **Support Provided by Client**

- The client shall provide office space to the consultant's team. Laptops and peripherals are to be provided to its team by the consultant.
- The client shall provide access to relevant documentation, reports, budget documents, etc. to enable consultant's team to prepare a comprehensive vision document.
- The client shall grant necessary access permissions to the consultant's team to visit SEEPZ SEZ Authority office and other parts of the premises for carrying out field visits.
- The client shall make available its conference hall facility which is equipped with Cisco WebEx hardware to carry out offline and online consultations with stakeholders.

## Section 6 – Bidding Forms

<b>SN</b>	<b>Name of the Form</b>	<b>Page No.</b>
1	Letter of Proposal	32
2	Checklist of documents comprising Proposal	34
3	Consultant's Past Experience Details	35
4	Proposed Approach, Methodology and Work Plan	36
6	CVs of Proposed Key Experts	37
7	Staffing Schedule	38
9	Financial Proposal Format	Uploaded Separately as a .xlsx file

## 1. Letter of Proposal

*The Consultant must prepare the Letter of Proposal on its letterhead clearly showing the Consultant's complete name and address.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Date:

Proposal Ref. No.: SEEPZ-SEZ/EST/SASRR/62/2021-22

To,  
The Development Commissioner  
SEEPZ, SEZ Authority  
Andheri (East), Mumbai-400 096

1. We have examined and have no reservations to the Request for Proposals, including Addenda issued in accordance with Instructions to Consultants;
2. We meet the eligibility requirements in accordance with ITC 4 and have no Conflict of Interest in accordance with GFR 175;
3. We offer to provide, in conformity with the Request for Proposals, the following Consultancy Services: 'Strategic Advisory and Engineering Services for Rejuvenation and Redevelopment of SEEPZ, Mumbai.'
4. Our final price offer is as submitted in our financial Proposal.
5. Our Proposal shall remain valid for 180 days from the last date of submission of the Proposal and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We are not participating, as a consultant or as a sub-consultant, in more than one proposal in this bidding process;
7. We, along with any of our sub-consultants, key experts or joint venture partners for any part of the contract, are not debarred by any Client under the State Government, the Central Government or any State Government or any Public Undertaking, Autonomous body, Authority by whatever name called under them;
8. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any activities which is in contravention of the Code of Integrity proscribed in GFR 175;
9. We hereby certify that we neither are associated nor have been associated directly or indirectly with the consultant or any other individual or entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract from the SEEPZ SEZ Authority;



10. We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority;
11. We hereby certify that we are not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
12. We hereby certify that our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
13. We understand that this Proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
14. We understand that SEEPZ SEZ Authority is not bound to accept the highest evaluated Proposal or any other Proposal that SEEPZ SEZ Authority may receive and that the decision of the SEEPZ, SEZ authority shall be final & binding.

Name of the Consultant:

Name of Consultant's Authorized Signatory:

Designation of the person signing the Proposal:

Signature of the person named above

Date signed

## 2. Checklist of documents comprising Proposal

SN	Document	Included (Y/N)	Page No.
1	Eligibility Documents		
2	Letter of Proposal		
3	Checklist of documents comprising Proposal		
4	Consultant's Past Experience Details		
5	Proposed Approach, Methodology and Work Plan		
6	CVs of Proposed Key Experts		
7	Financial Proposal (to be uploaded in a separate folder)		NA

### 3. Consultant's Past Experience Details

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Up to 20 pages.]*

Assignment name:	Approx. value of the contract (in INR)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

## 4. Proposed Approach, Methodology and Work Plan

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

*[Comment here on counterpart staff and facilities to be provided by the Client including: administrative support, office space, local transportation, equipment, data, etc.]*

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (up to 40 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

## 5. CVs of Proposed Key Experts

1. **Proposed Position***[only one candidate shall be nominated for each position]:* \_\_\_\_\_

2. **Name of Firm***[Insert name of firm proposing the staff]:* \_\_\_\_\_

\_\_\_\_\_

3. **Name of Staff***[Insert full name]:* \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **Education***[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_

\_\_\_\_\_

6. **Membership of Professional Associations:** \_\_\_\_\_

\_\_\_\_\_

7. **Other Training***[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_\_

\_\_\_\_\_

8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_

\_\_\_\_\_

9. **Languages***[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_\_

\_\_\_\_\_

10. **Employment Record***[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Client: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

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