REQUEST FOR PROPOSAL

For

Selection of Agency for Operations & Maintenance of Incubation Center (Incubation Center for Start-Ups)

.



Jabalpur Smart City Limited (JSCL)

Madhya Pradesh

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# **Disclaimer**

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf Jabalpur Smart City Limited or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP document and such other terms and conditions subject to which such information is provided. This RFP document is not an agreement or an offer to the prospective Bidders or any other person. The purpose of this RFP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP document. This RFP document includes statements, which reflect various assumptions and assessments arrived in relation to the proposed Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for Department, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP document. The assumptions, assessments, statements and information contained in this RFP document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP document and obtain independent advice from appropriate sources.

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

Jabalpur Smart City Limited also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP document.

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

The issue of this RFP document does not imply that JSCL is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the proposed Assignment and Jabalpur Smart City Limited reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **Jabalpur Smart City Limited** or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and Jabalpur Smart City Limited shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by Bidder in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

# **Definitions/Acronyms**

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Abbreviations** | **Description** |
| 1 | JSCL | Jabalpur Smart City Limited |
| 2 | ICT | Information and Communication Technology |
| 3 | IT | Information and Communication Technology |
| 4 | KPI | Key Performance Indicator |
| 5 | MSA | Master Service Agreement |
| 6 | MSI | Master system Integrator |
| 7 | SLA | Service Level Agreement |
| 8 | UAT | User Acceptance Testing |
| 9 | SSL | Secure Socket Layer |
| 10 | SRS | Software Requirement Specification |
| 11 | STQC | Standard, Testing and Quality Certifications |
| 12 | O&M | Operational & Maintenance |
| 13 | OEM | Original Equipment Manufacturer |
| 14 | AMC | Annual Maintenance Contract |
| 15 | BoQ | Bills of Quantity |
| 16 | HLD | High Level Design Document |
| 17 | LLD | Low Level Design Document |
| 18 | RFP | Request for Proposal |
| 19 | QCBS | Quality cum Cost Basis |
| 20 | St | Technical Score |
| 21 | Tw | Technical Weightage |
| 22 | Sf | Financial Score |
| 23 | Fw | Financial Weightage |
| 24 | EMD | Earnest Money Deposit |
| 25 | LoA | Letter of Award |
| 26 | GST | Goods and Service Tax |
| 27 | VC | Venture Capital |

# **About Jabalpur Smart City Limited**

The Jabalpur Smart City Limited is a company incorporated for the Smart Cities Mission is

an urban renewal and retrofitting program by the Government of India with a mission to

develop 100 cities (the target has been revised to 109 cities) all over the country making them

citizen friendly and sustainable. The Union Ministry of Urban Development is responsible

for implementing the mission in collaboration with the state governments of the respective

cities. The government has a vision of developing 100 smart cities as satellite towns of larger

cities by modernizing the existing mid-sized cities. More details about the Company are

available at http://jscljabalpur.org.

# **Project Profile and Objectives**

JSCL has identified gamut of solutions for the transformation of the city. These solutions include, Infrastructural, education, healthcare & governance for which Incubation and Innovation Centers is planned to be set up. The solutions are citizen centric and have been identified after rigorous consultation with the citizens. JSCL in its endeavor to develop Jabalpur into a next generation smart city has decided to tap this opportunity and create an environment which promotes such innovations. While Smart Cities concept is now in implementation stage, there is a need for start-ups to support this initiative and take the current technologies to new scale and solve problems with innovation.

Consequently, Jabalpur Smart City Limited (JSCL) has decided to develop “Jabalpur Smart City Incubation Center for startups” for the city. Through this Innovation center, JSCL will provide budding entrepreneur an ecosystem where they can replicate their business idea and hence generate an innovative solution which when implemented on a large scale will help in sustainable development of the society. The main goal of the project is “To promote entrepreneurial spirit amongst youth, researchers, engineers and society at large by promoting cutting edge information technology start-ups which will lead to economic and social development of Jabalpur.”

With the rapid evolution of Digital transformation, the entities will uncover limitless possibilities to drive innovation, growth and jobs of the future by developing ideas, prototypes and innovative solution approach. So needless to say that a collaborative approach amongst the Institutes, Technology leaders and the community can play a huge role in the long term impact towards qualitative improvement of the society in the following way.

1. Innovative solutions and its implementation into the society

2. Jobs Creation

3. Elevating the local economy

JSCL therefore wishes to appoint an agency to assist them in implementation and operations management of the proposed incubation center for the period of 36 months based on the terms and conditions given in this RFP.

* 1. **Scope of Work**

The objective of this project is to appoint an agency who will be responsible to setup and define

processes to be followed for Jabalpur Incubation Center to run the operations of this incubation center for 24 months. Total Duration of this project will be 24 months (Extendible for two more years with 5% appreciation on amount each year). Consultant appointed will also get various tie-ups with various Industry firms, Academic Institution, Angel Investors, Legal & Accounting Firms and Marketing Firms.

The broad objectives are outlined as under:

a) Setting up Innovation & Incubation Center laced with cutting age equipment.

b) Identification of potential entrepreneurs

c) Providing technical assistance to the incubates in the development of processes, technology

and products along with managed workspace

d) Provide assistance to JSCL and incubates in execution of below mentioned services:

* Business Modeling services to help incubates make a business plan
* Advertising and marketing services such as the provision of lists of potential suppliers,

Businesses, potential investors etc.

* Training services providing insight into the principles of market economy, as well as upgraded professional and technical skills
* Network services such as providing links and relationships with other organizations that can promote and sustain the interests of the incubates
* Financial advice services related to funding and investments
* Legal advisory services to help the incubates through the legal processes linked
* to registration as well as patents

e) Establishing domestic as well as international partnerships with technology companies, Academics & Research Institutions, Government bodies, VCs and Angel Funders. This will help in creating an ambient environment for the incubates. All the expenses towards executing these activities will be borne by JSCL.

f) Assist in conducting events, workshops, competitions to support the ecosystem for JSCL and Jabalpur Smart City. All expenses towards executing these activities will be borne by JSCL.

g) Office boy and cleaning staff for incubation center for the entire period of the project is the responsibility of the bidder. No extra resource or cost will be provided by JSCL for this.

**Detailed Scope of Services for the agency -**

The Scope of Work for the agency for Incubation and Innovation Centre would entail the following aspects:

1. The agency shall prepare the vision report for the incubation center in the city. The following activities and subsequent analysis needs to be undertaken:

a) Determine the focus sectors for assessing the appetite and demand assessment within the region for an incubator focused on these business sectors.

b) Assess the level of community and business support for this business incubator model.

c) Design the financial analysis framework of the facility to be self-sustaining.

d) Determine long term sustainability of the proposed facility and potential funding sources for creation of the facility as well as operations.

e) Identify institutions and organizations that could be partners in the incubator effort.

f) Recommend a general operational and management plan for the incubator.

g) The consultant shall determine the role of the business incubator in supporting the community’s economic development objectives.

h) The consultant should detail the level of community and stakeholder support for the incubator and its expected impact on the overall success of the project.

i) The successful bidder is required to incubate atleast 30 startups per year on rolling basis.

j) The bidder is required to submit a plan for the selection of the incubatee in the proposed work plan.

2. The agency should provide a structure and implementation plan to address the objectives of the project and the methodology for measurement.

a) Create the business plan for incubator and designing of Standard Operating Procedures.

i. Define the roles and hierarchy of management, staffing and operational model for the facility.

ii. Outline plan for fund raising for start-up, operational, and capital investment.

b) Identify partners for running accelerator programs for startups. Designing review process (KPIs) for startups and incubator. Defining criteria for short listing and on boarding startups.

c) Designing of local, global exchange programs and mentor, corporate, VC, academia engagement framework.

3. The agency is expected to provide technical assistance in the following implementation services:

a) Infrastructure Provisioning/Development

i. Assist in setting up of ICT infrastructure.

ii. Tie-up with a cloud services provider for all hosting requirements. Technology equipment purchase like touch screen collaboration screens, software, testing tools etc.

iii. Other allied infrastructure facilities, utilities and accessories as may be required

b) Selection of Incubates

i. Designing of well-defined operations policy with regard to incubates - Potential incubates, Incubates Qualification Criteria, Broad criteria for the selection of entrepreneurs

c) Networking and Relationship Building Support

i. The Incubator Management shall strive to establish linkages especially with the demand side and investors that will maximize the commercialization potential of the final product and reduce time to market.

d) Counseling and Mentoring Support

i. The Incubator Management would develop and maintain a pool of domain specialists willing to serve as mentors, advisors and business counsellors for Incubates.

e) Scalability

i. In case number of Incubates increases, modalities of the same shall be defined.

f) Graduation/Exit of Incubates

i. To develop framework strategy for operational exit of Incubate Companies.

g) Events and Programmes (as explained above)

i. To execute the Events and Programmes for JSCL as desired during the project period.

h) Marketing and Capacity Building

i. Aggressive marketing to stakeholders while also building internal capacity to ensure that the initiative is known to everyone in India as well as internationally.

4. Agency shall be responsible for overall monitoring of the Innovation and Incubation Centre programs and operations which includes:

a) Keeping a measure of the forecasted physical achievement which includes: -

i. Number of incubates to be admitted

ii. Number of incubates expected to graduate

iii. Number of new products/technologies/innovation

b) Assist in reporting to the Empowered Committee for timely review and action. Assisting in day to day coordination with local authorities and other stakeholders.

c) Single point of contact for all Incubation & start-up investments/proposals /schemes and project proponents.

d) Preparing a scorecard to assess the health of Incubate companies and mentoring the incubate company toward achieving necessary robustness.

e) Planning and documenting reporting content and compliance checklists.

f) Knowledge creation and management for the centre and other government departments to ensure smooth functioning of program.

g) Develop the repository of various schemes, incentives and sector specific content.

The quantitative and qualitative KPI‟s should include but not limited to:

1. Quality of Incubatees selected
2. Proper Incubator Setup and Efficient utilization of Space
3. Number of successful seminars/training programs, workshops
4. Incubatee survival rates
5. Industry alignment and awareness generated
6. Incubatee satisfaction surveys
7. Arrangement of Pitching Events
8. Arrangement of venture capital/ angel investors
9. Number of successful graduates
10. Mentoring sessions
11. Road Shows to exhibit successful projects
12. Collaboration activities with other incubators
13. Level of Innovation

*Note: First Year will be treated as Base/Reference Year*

# Desired Outcomes

The Successful Bidder is required to host 20-30 Incubatees on rolling basis per year with minimum of 15 incubatees per quarter from second year onwards establish an alignment with the industry requirement.

The Incubator Management team should provide all required support to all Incubatees on the Incubation Programme. However, Incubator Management in the first year will have the flexibility to induct incubatees at any time during the year to achieve the ultimate target of 30 incubatees per year. From the 2ndyear thereon, minimum 15 incubatees will be inducted per quarter.

* 1. **Team Composition**

# The Key Experts to be proposed in this assignment shall be on payroll of the Bidder Firm or consortium partner firm. The Qualification Requirement of Key Experts is indicated below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Role** | **Minimum  Qualification** | **Minimum  Exp.** | **Expected Minimum  Deployment at client site** |
| 1 | Project Director – 1 (One Resource) | BE/BTECH/MCA/MBA | Minimum 13 years’ industry experience with minimum one project in the field of Innovation and Incubation center setup / operations and maintenance. Should be full time employee of the bidder. | Part time with minimum 2 visits in a month |
| 2 | Onsite Incubation Manager -(One Resource) | BE/BTECH/MCA/MBA | Minimum 8 years’ experience industry experience with minimum 3 years of experience in the field of startup industry (Client Certificate Required). | Full Time |
| 3 | Onsite Startup Consultants – 2 (Two Resources) | BE/BTECH/MCA/MBA | Minimum 4 years’ experience industry experience with 2 year in startup industry (Client Certificate Required). | Full Time |

CVs of all the key personnel (total 4) have to be submitted along with technical proposal, as per instructions given in this RFP. Evaluation of CVs will only be done as per criteria mentioned in technical evaluation framework given in this RFP.

* 1. **Output, Deliverables, Payment Terms**

The following outputs are expected to be delivered in stages in total duration of assignment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Deliverables** | **Number of copies** | **Deliverable Time period from start date** | **Payment schedule (% of the total project value)** |
| 1 | Signing of contract | NA | T1 | NIL |
| 2 | On Approval of Incubation Inception Report | 1 hard copy &  softcopy over email | T1+2 weeks | 2% |
| 3 | On Approval of “Target Operating Model Report” This report should comprise of Governance Mechanism, Operating Models for various events, schemes and programmes, and progress reporting metrics | 1 hard copy &  softcopy over email | T1+4 weeks = T2 | 3% |
| 4 | Implementation Support & Monthly progress report | 1 hard copy &  softcopy over email | T2 + 22 months | Remaining 95% In 22  equal installments |

The payment will be become due on approval of the draft reports and on rising of bills/ invoice by the consultant after the approval of the stage report. The processing time of the payment will be 30 days for final payment.

Formats of the various reports like “Incubation Center Inception Report”, “Target Operating Model Report” and “Implementation Support Monthly Progress Report” will be suggested by the appointed consultant and approved by JSCL.

# **Data Sheet**

The following table indicates schedule for major activities associated with RFP distribution, proposal submission, proposal evaluation process, and contract award.

|  |  |  |
| --- | --- | --- |
| **Important date and other information** | | |
| **Sr. No.** | **Key Information** | **Details** |
| 1 | Assignment Name | Selection of Agency for Operation & Maintenance of Incubation Center (Incubation Center for Start-Ups) |
| 2 | Client | JSCL (Jabalpur Smart City Limited) |
| 3 | Location | Jabalpur |
| 4 | Bid Submission | Bids shall be submitted in two sealed envelopes, both put together in an “Outer Envelope” as following- Envelope 1: Pre-Qualification Bid  Envelope 2: Technical Bid |
| 5 | Envelope 1: Pre-Qualification Bid | Form -1P (Pre-Qualification): Covering Letter  Form-2P (Pre-Qualification): Pre-Qualification Form Form-3P (Pre-Qualification): Bidders organization and Consortium details |
| 6 | Envelope 2: Technical Bid | Form-4T (Technical Proposal) : Details of similar assignment |
| 7 | Envelope 3: Financial Bid | Form 5F (Financial Proposal) : Online Only  Form-6F (Financial Proposal): Online Only  Form-7): Power of Attorney |
| 8 | Bid Evaluation | Technical & Price Bids. Price bids of only those Bidders shall be opened, who qualify the technical bid criteria |
| 9 | Method of Selection / Bid Parameter | The evaluation of proposals shall be on the principle of Quality Cum Cost Based Selection (QCBS) based on the final weighted score.  - Only the Bidders matching the pre-qualification criteria will be selected for further evaluation.  - The technical proposal shall be evaluated based on technical evaluation as mentioned under “Technical Proposal Evaluation Criteria”. Each responsive Proposal will be given a technical score (St). Technical weightage (Tw) will be 80%. - The proposal with the lowest cost (Fm) shall be given financial score (Sf) of 100 points. The financial scores of other proposals shall be computed as follows: Sf = 100 x Fm/F Where F= amount of Financial Proposal Financial weightage (Fw) 20%.  - Combined Quality and Cost Evaluation - The total score shall be obtained by weighting the combined quality/technical and cost scores and adding them, as follows: S = St x Tw + Sf x Fw Where S = total score The assignment shall be awarded to the bidder scoring the highest final weighted score as decided by selection |
| 10 | Bid EMD | Rs. 2,00,000/- (Rupees Two Lakh only) Online as per MP Tender Website |
| 11 | Bid Security/EMD in favor of | Jabalpur Smart City Limited (JSCL) |
| 12 | Validity of Bid Security | 180 days |
| 13 | Performance Security | Selected bidder is required to submit Performance Security in the form of Bank Guarantee/Demand Draft for a value equivalent to 5% of the contract values to JSCL. The Performance Security shall be submitted on or before signing of Agreement. |
| 14 | Signing of Agreement | Signing of Agreement is within 15 days from the issue of Letter of Award (LoA). The preconditions for signing of the Agreement is the submission of Performance Security |
| 15 | Joint Venture/Consortium | Consortium is allowed |
| 16 | Pre-Bid Meeting | 10/07/2019 3:00PM At JSCL Conference Room |
| 17 | Last date to purchase bid document | 22/07/2019 till 5:00 PM |
| 18 | Online bid submission date of Technical & Financial Bid | 22/07/2019 till 5:00 PM |
| 19 | Hardcopy submission | 24/07/2019 till 3:00 PM |
| 20 | Tentative Technical Bid Opening | 23/07/2019 12 Noon |
| 21 | Tentative Financial Bid Opening | 29/07/2019 |

# **Invitation for Proposal**

The invitation is for Selection of Agency for Operation & Maintenance of Incubation Center (Incubation Center for Start-Ups) Tender can be downloaded through [www.mptenders.gov.in](http://www.mptenders.gov.in) and [www.jscljabalpur.org](http://www.jscljabalpur.org) and can be purchased from the website [www.mptenders.gov.in](http://www.mpeproc.gov.in) by making a payment cost mentioned in NIT.

The bids comprising mandatory compliance along with technical bids and price bids shall be submitted in two separate envelopes, placed in an outer envelope along with bid security and CD including the technical proposal shall be delivered at the address given below- Chief Executive Officer Jabalpur Smart City Limited (JSCL), Manas Bhawan, Near Teen Patti Square Jabalpur MP 482001.

Department may, at its own discretion, extend the date for submission of proposals. In such a case all rights and obligations of Department and Bidders / Consortium of Bidders Previously subject to the deadline will thereafter be subject to the deadline as extended.

# **Minimum Eligibility Criteria:**

1. The bidder (or lead bidder in case of consortium) should be a company registered under Companies Act or Partnership firm or Proprietor firm.
2. The bidder (or lead bidder in case of consortium) must be in existence for at least 5 years as of 1st May 2019.
3. The bidder and the consortium partner has never have been blacklisted/barred/ disqualified by any regulatory/ statutory body or any PSU or any established Company.
4. Consortium is allowed with maximum one consortium partner.
5. The bidder entity must have valid PAN number and GST number.
6. The average annual turnover of the bidding company (or lead bidder in case of consortium) not less than Rs. 70 Lakh in as an average for last three financial Years. Audited Balance sheet, Profit Loss and CA turnover certificate should be attached.

Note:

a. All certificates or documents should also be self-attested and attached/bound together

b. Failure to meet any of these criteria will disqualify the bidder and it will be eliminated from further process.

c. The Organization reserves the right to verify and/ or to evaluate the claims made under eligibility criteria and any decision in this regard shall be final, conclusive and binding upon the bidder.

d. At a later stage if it is found that, the bidder has provided false information or has wrongly certified any of the documents in support of the eligibility criteria, the bidder shall be liable for legal action and/or cancellation of contract.

# 

# **General Terms and Conditions**

**Award Criteria**

Jabalpur Smart City Limited, Jabalpur MP will award the contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process of evaluation.

**Right to Accept Any Proposal and to Reject Any or All Proposal(s)**

Jabalpur Smart City Limited, Jabalpur MP reserves the right to accept or reject any proposal, and to annul the tendering process / public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Jabalpur Smart City Limited, Jabalpur MP action.

**Notification of Award**

Prior to the expiration of the validity period, Jabalpur Smart City Limited, Jabalpur MP will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Jabalpur Smart City Limited, Jabalpur MP may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidder’s furnishing of Performance Bank Guarantee, Jabalpur Smart City Limited, Jabalpur MP will notify each unsuccessful bidder and return their EMD.

**Contract Finalization and Award**

The Jabalpur Smart City Limited, Jabalpur MP shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Commercial Evaluation to the proposed Project. On this basis the draft contract agreement would be finalized for award & signing.

**Performance Guarantee**

The Jabalpur Smart City Limited, Jabalpur MP will require the selected bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the notification of award, for a value equivalent to 5% of the total cost of contract amount. The Performance Guarantee shall be kept valid till completion of the project and warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the Jabalpur Smart City Limited, Jabalpur MP at its discretion may cancel the order placed on the selected bidder without giving any notice. Jabalpur Smart City Limited, Jabalpur MP shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Jabalpur Smart City Limited, Jabalpur MP incurs any loss due to Vendor’s negligence in carrying out the project implementation as per the agreed terms & conditions.

**Signing of Contract**

After the Jabalpur Smart City Limited, Jabalpur MP notifies the successful bidder that its proposal has been accepted, Jabalpur Smart City Limited, Jabalpur MP shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between Jabalpur Smart City Limited, Jabalpur MP and the successful bidder.

**Failure to Agree with the Terms & Conditions of the RFP**

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Jabalpur Smart City Limited, Jabalpur MP may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the Jabalpur Smart City Limited, Jabalpur MP shall invoke the PBG of the most responsive bidder.

**Service Level Agreement**

**Termination of Contract**

If the bidder fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, without any valid reasons acceptable to Jabalpur Smart City Limited, Jabalpur MP may terminate the contract after giving one-month notice, and the decision of Jabalpur Smart City Limited, Jabalpur MP on the matter shall be final and binding on the bidder. Upon termination of the contract, Jabalpur Smart City Limited, Jabalpur MP shall be at liberty to get the work done at the risk and expense of the bidder through any other agency, and to recover from the bidder compensation or damages.

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

If the agency does not commence the Services within the period specified in the RFP, the Authority may, by not less than 2 (two) weeks’ notice to the agency, declare

this Agreement to be null and void, and in the event of such a declaration, the Bid Security of the agency shall stand forfeited.

**Termination of Agreement**

**By the Authority**

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

(a) the agency fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant in this RFP hereinabove, within 30 (thirty) days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;

(b) the agency becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;

(c) The agency fails to comply with any final decision reached as a result of arbitration proceedings;

(d) The agency submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the agency knows to be false;

(e) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the agency was considered eligible or successful, is found to be false, incorrect or misleading;

(f) As the result of Force Majeure, the Consultant is unable to perform a material portionof the Services for a period of not less than 60 (sixty) days; or

(g) The Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

**by the agency**

The agency may, by not less than 30 (thirty) days’ written notice to the Authority, such

notice to be given after the occurrence of any of the events specified here, terminate this Agreement if:

(a) the Authority is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 (forty-five) days (or such longer period as the agency may have subsequently granted in writing) following the receipt by the Authority of the agency’s notice specifying such breach;

(c) as the result of Force Majeure, the agency is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or

**Confidentiality**

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

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

(i) Was in the public domain prior to its delivery to the Consultant, its Sub-Consultants

and the Personnel of either of them or becomes a part of the public knowledge from

a source other than the Consultant, its Sub-Consultants and the Personnel of either

of them;

(ii) Was obtained from a third party with no known duty to maintain its confidentiality;

(iii) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral

process or by any governmental instrumentalities, provided that for any such

disclosure, the Consultant, its Sub-Consultants and the Personnel of either of them

shall give the Authority, prompt written notice, and use reasonable efforts to ensure

that such disclosure is accorded confidential treatment;

**Documents prepared by the agency to be property of the Authority**

Bidder will own the intellectual property rights in the deliverables created under this agreement and authority will have non-transferable license to use the deliverable for its own internal purposes.

The agency shall, not later than termination or expiration of this Agreement, deliver all

Consultancy Documents to the Authority, together with a detailed inventory thereof. The agency may retain a copy of such Consultancy Documents as working papers and also the information/documents which are automatically backed up in central servers. The Consultant, its Sub-Consultants or a Third Party shall not use these Consultancy Documents for purposes unrelated to this Agreement without the prior written approval of the Authority.

The agency shall hold the Authority harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries which may arise from or due to any unauthorized use of such Consultancy Documents, or due to any breach or failure on part of the agency or its SubConsultants or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of the Authority.

**Mode of billing and payment**

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

1. The agency shall be paid for its services as per the Payment Schedule as mentioned in the RFP, subject to the Consultant fulfilling the following conditions:

(i) No payment shall be due for the next stage till the agency completes, to the satisfaction of the Authority, the work pertaining to the preceding stage.

(ii) The Authority shall pay to the agency, only the undisputed amount.

(b) The Authority shall cause the payment due to the agency to be made within 30 (thirty) days after the receipt by the Authority of duly completed bills with necessary particulars (the “Due Date”). Interest at the rate of 10% (ten per cent) per annum shall become payable as from the Due Date on any amount due by, but not paid on or before, such Due Date.

(c) Any amount which the Authority has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Agreement shall be reimbursed by the agency to the Authority within 30 (thirty) days after receipt by the agency of notice thereof. Any such claim by the Authority for reimbursement must be made within 1 (one) year after receipt by the Authority of a final report. Any delay by the agency in reimbursement by the due date shall attract simple interest @ 10% (ten percent) per annum.

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

**Liquidated Damages**

Liquidated Damages for error/variation - In case any error or variation is detected in the reports submitted by the agency and such error or variation is the result of negligence or lack of due diligence on the part of the agency, the consequential damages thereof shall be quantified by the Authority in a reasonable manner and recovered from the agency by way of deemed liquidated damages, subject to a maximum of the Agreement Value.

Liquidated Damages for delay - In case of delay in submission of deliverables beyond three weeks from due date of submission of deliverable, liquidated damages not exceeding an amount equal to 1% (One percent) of the milestone payment per day, subject to a maximum of the milestone payment will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the agency, suitable extension of time shall be granted.

Encashment and appropriation of Performance Security - The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the agency in the event of breach of this Agreement or for recovery of liquidated damages.

**Penalty for deficiency in Services**

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

**SETTLEMENT OF DISPUTES**

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

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

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

**Number of Proposals**

No Bidder or its Associate shall submit more than one Application for the Consultancy.

**`Cost of Proposal**

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

**Site visit and verification of information**

Bidders are encouraged to submit their respective Proposals after visiting the office of the Authority and ascertaining for themselves the availability of documents and other data with the Authority, Applicable Laws and regulations or any other matter considered relevant by them.

**Acknowledgement by Bidder**

It shall be deemed that by submitting the Proposal, the Bidder has:

1. Made a complete and careful examination of the RFP;
2. Received all relevant information requested from the Authority;
3. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP
4. Satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations there under;
5. Agreed to be bound by the undertaking provided by it under and in terms hereof.

**Right to reject any or all Proposals**

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

Authority reserves the right to reject any Proposal if:

1. At any time, a material misrepresentation is made or discovered, or
2. The Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

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

**Clarifications**

Bidders requiring any clarification on the RFP may send their queries to the Authority in writing by e-mail so as to reach before the date mentioned in the Schedule of Selection Process. The Authority will post the reply to all such queries on the Official Website.

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

The bidders are encouraged to send queries in MS Excel File as attachment in their emails, with following format:

**Amendment of RFP**

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

The amendments will also be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Bidders.

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

**PREPARATION AND SUBMISSION OF PROPOSAL**

**Language**

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

**Format and signing of Proposal**

The Bidder shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects. The proposals shall be submitted online as well as physically.

The Bidder shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP). In the event of any discrepancy between the online submission and physically submitted version, the online sub-mission shall prevail.

The Proposal shall be duly signed by the authorized signatory of the Bidder who shall initial each page. In case of printed and published Documents, all the pages shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:

By the proprietor, in case of a proprietary firm; or

By a partner, in case of a partnership firm and/or a limited liability partnership; or

By a duly authorized person holding the Power of Attorney/authorized by board resolution, in case of a Limited Company or a corporation; or

**Technical Proposal**

Bidders shall submit the digitally signed technical proposal online at www.mpeproc.gov.inin the formats (the “Technical Proposal”) and shall also submit the proposal in physical form at the address mentioned in the RFP in original on or before the date and time mentioned.

1. The EMD is provided as per the provisions laid down in the RFP;
2. All forms are submitted in the prescribed formats and signed by the authorized signatories;
3. Copy of Board Resolution or Power of attorney, as and if applicable;
4. CVs of all Key Personnel have been included; Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down in the RFP;
5. No alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;

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

The Key Personnel specified in the RFP shall be included in the proposed team of Professional Personnel. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy. Bidder may use resources from its network firms/ affiliates to provide services under this proposal, however will solely remain responsible for the services. Bidder may, from time to time, if it considers necessary, propose suitable Experts/Consultants in specific areas of expertise (where applicable).

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

**Financial Proposal**

The Financial Proposal shall be submitted **online only** and digitally signed in the formats (the “Financial Proposal”) clearly indicating the total cost of the agency in both figures and words, in Indian Rupees, and signed by the Bidder’s Authorized Representative.

While submitting the Financial Proposal, the Bidder shall ensure the following:

1. The Financial Proposal shall take into account the following:
   1. Consulting Fees for the Project Management Consultancy as per scope of work provided in this RFP.
   2. All expenses for the boarding, logging, salaries, out of pocket expenses, local transportation at Jabalpur and travel to Jabalpur for key personnel and other staff members deployed on project by the successful bidder for successful delivery of this project.
   3. All necessary expenditure like Printing & Stationary, Cartage refilling, O&M of various equipments / assets deployed at incubation center etc shall be considered.
   4. Various Camps at various colleges, expenditure related to marketing of Jabalpur Incubation Center is to be considered.
   5. Various Mentorship sessions are organized in the incubation center.
2. The Financial Proposal shall not take into account following:
   1. All the expenses envisaged towards implementing any event (like Accelerator Program, Community Connect, Hackathon, Ideathon or any other event as envisaged in the RFP.
3. All these expenses as mentioned in point number 2 of this section shall be borne by JSCL.

**Submission of Proposal**

The Bidders shall submit the Technical Proposal online form as per date and time mentioned in NIT. However, the Financial Proposal shall be submitted online only. The bidders shall submit the Technical Proposal form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Bidder as per the terms of this RFP. In case the Proposals are submitted online and the Bidders are unable to submit before the date and time mentioned in NIT, then the Bids shall be liable for rejection. Only those physically submitted documents regarding Technical Proposals will be acceptable and considered, if, same are uploaded in the website along with the Financial Proposal.

Hard Copy Submission: The original copy of the ‘Technical Proposal’ shall be placed in a two sealed envelope clearly marked ‘Pre-Qualification’ and ‘Technical Proposal’. The envelope marked ‘Pre-Qualification’ should contain Conditions for Eligibility (for required documentation). The envelope marked “Technical Proposal’ should contain all the required documentations as Technical Evaluation Matrix.

Online Submission: The digitally scanned ‘Technical Proposal’ shall be placed in a two folders clearly marked ‘Pre-Qualification’ and ‘Technical Proposal’. The folder marked ‘Pre-Qualification’ should contain Conditions for Eligibility (for required documentation). The folder marked “Technical Proposal’ should contain all the required documentations as Technical Evaluation Matrix). Similarly, the original ‘Financial Proposal’ shall be placed in a digitally sealed envelope clearly marked ‘Financial Proposal’ and shall contain the financial proposal in the prescribed format.

The completed Proposal must be submitted online on or before the specified time on PDD as per NIT. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained. Technical Proposal shall be submitted shall be uploaded on the www.mpeproc.gov.in duly digitally signed. The financial Proposal shall be submitted online only and shall be signed digitally.

**Withdrawal of Proposals**

The Bidder may withdraw its Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by an authorized representative, and including a copy of the authorization document. The Withdrawal Notice must be:

1. Received by the Authority prior to the deadline prescribed by the Authority for submission of Proposals.

Proposals that are withdrawn in accordance with this RFP shall be returned unopened to the Consultant.

# **Criteria of evaluation**

* Evaluation of Technical Bids –

In the first stage, the Technical Proposal will be evaluated on the basis of Bidder’s experience, its understanding of RFP, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Bidders whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (ST).

The scoring criteria to be used for evaluation shall be as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | Criteria | Maximum Marks | Criteria |
| 1 | Project experience of the Bidder | 40 | 1: More than 5 years of operations in India. Self-certificate on company's letter head duly signed by authorized signatory. (10 Marks)  2: Average annual turnover of bidder should not be less than Rs. 70 Lakh during the last three financial years ending on 31st March 2018, A certificate from Chartered Accountant to this effect to be submitted with Technical Proposal (15 Marks)(5 for Turnover upto 70 Lakh) (Additional of 5 marks for every additional 35Lakh Turnover)  3: Bidder should have experience of conducting startup events such as hackathon or setting up Incubation Center in India. Bidder is required to submit self-declaration and other required relevant documents. (15 Marks max) 5 marks for each such event with minimum participants of 75 Teams). |
|  |
| 2 | Understanding, proposed methodology and work plan | 40 | Evaluation will be based on the quality of submissions and relevance to RFP.  Approach (10 Marks) and Methodology (10 Marks) along with detailed work plan for 24 Months (20 Marks) for the appointed consultant |
| 3 | Relevant Experience of the Key Personnel | 20 | 50% for meeting the qualification,  10% for additional qualification / certification,  40% for startup industry experience |

* Commercial Bid Opening: The Commercial proposal of all bidders shortlisted under Technical evaluation will be opened. However, department will not bind itself to accept the lowest commercial or any commercial and reserves the right to accept any proposal, whole, or in part. Proposal with a lowest quote shall be considered as most responsive bidder, and it may be called for negotiation, if required. Department’s decision with respect to evaluation methodology and short-listing of bidders will be final and no claims whatsoever in this respect will be entertained. Evaluation to be done on QCBS system with following formula – 0.8 \* Tx + 0.2 \* Fx = Final Score

# **Performance Bank Guarantee**

The successful Bidder at own expense shall deposit with department, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Award) from department, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/Scheduled Commercial Bank acceptable to department, payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.

The Performance Bank Guarantee may be submitted as Demand Draft / Banker’s Cheque / Bank guarantee from a Nationalized/Scheduled Commercial Bank.

This Performance Bank Guarantee shall be for an amount equivalent to 5% of Total Project Cost. All incidental charges whatsoever such as premium, commission etc., with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months’ post completion of the Project.

# **Proposed Formats**

# 

/ Consortium of Bidders are required to submit Proposals in the formats as given under:

# **Form -1P: Covering Letter**

[Bidders / Consortium of Bidders are required to submit the covering letter as given here on their letterhead]

To,

……………………………………,

……………………………………,

……………………………………,

……………………………………,

**Subject:** Proposal for Selection of Agency for “Operation and Maintenance of Incubation Center (Incubation Center for Start-Ups)”.

Dear Sir,

1. We, the undersigned, having carefully examined the referred RFP, offer to provide the required services, in full conformity with the said RFP.

2. We have read the all the provisions of RFP and confirm that these are acceptable to us.

3. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

4. We agree to abide by this Proposal, consisting of this letter, our Pre-qualification, Technical and Commercial Proposals, the duly notarized written power of attorney, and all attachments, for a period of 120 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from Contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

5. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding Contract between us.

6. We declare that we do not have any interest in downstream business, which may ensue from the RFP prepared through this assignment.

7. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.

8. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.

9. Banker’s Cheque / Demand Draft No. ---------- dated ---------- drawn on --------- for Rs xxxxx/- is enclosed towards EMD.

10. [Banker’s Cheque / Demand Draft No.------------- dated ------------drawn on------------for Rs. xxxx/- is enclosed towards RFP Document Fee as document was downloaded from website.] OR [RFP Document was purchased by us by making cash payment vide receipt number------------- dated ---------------- at your office.]

Yours faithfully,

**Date**

**Name and Signature**

**Designation**

# **Form-2P: Pre-Qualification Form**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Details** |
| 1 | Legal name of lead bidder and consortium partner |  |
| 2 | State whether applying as Sole Firm or Lead Member of a consortium:  Sole Firm  or  Lead Member of a consortium |  |
| 3 | State the following:  Name of Firm:  Legal status (e.g. sole proprietorship or partnership):  Country of incorporation:  Registered address:  Year of Incorporation:  Year of commencement of business:  Principal place of business:  Name, designation, address and phone numbers of authorized signatory of the Bidder:  Name:  Designation:  Company:  Address:  Phone No.:  E-mail address: |  |
| 4 | For the Bidder, (in case of a consortium, for each Member), state the following information:  (i) In case of non-Indian Firm, does the Firm have business presence in India?  Yes/No  If so, provide the office address(es) in India.  (ii) Has the Bidder or any of the Members in case of a consortium been penalized by any  organization for poor quality of work or breach of contract in the last five years?  Yes/No  (iii) Has the Bidder/ or any of its Associates ever failed to complete any work awarded to  it by any public authority/ entity in last five years?  Yes/No  (iv) Has the Bidder or any member of the consortium been blacklisted by any Government department/Public Sector Undertaking in the last two years?  Yes/No  (v) Has the Bidder or any of its Associates, in case of a consortium, suffered bankruptcy/insolvency in the last five years?  Yes/No  **Note: If answer to any of the questions at (ii) to (v) is yes, the Bidder is not eligible for**  **this consultancy assignment.** |  |

# **Form-3P: Bidder’s Organization & Consortium details**

Organization and Financial Information

|  |  |
| --- | --- |
| **Details of Organization** | |
| Name |  |
| Date of Incorporation/Establishment |  |
| Date of Commencement of Business |  |
| Address of Headquarters |  |
| Address of Registered offices in India |  |
| Address of Overseas offices |  |
| Area of expertise with respect to this project |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Figures (All Figures in Lac)** | | | |
|  | FY2017-18 | FY2016-17 | FY2015-16 |
| Revenue in INR |  |  |  |
| Any other Information |  |  |  |

All Bidders shall provide the details in the format above.

**In case of a Consortium:**

Regarding role of each Member should be provided as per table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of the Bidder** | **Lead Bidder/Consortium Bidder** | **Roles & Responsibilities** |
| 1 |  |  |  |
| 2 |  |  |  |

# 

# **Form-4P: Curriculum Vitae (CV) of Professional Personnel**

1. Proposed Position: [For each position of key professional separate form will be prepared]:

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

3. Name of Staff: [Insert full name]:

4. Brief Profile of Proposed Staff: [Provide summary of proposed staff experience, qualifications and achievements in no more than 250 words]

5. Date of Birth:

6. Nationality:

7. Education: [Indicate college/university and other specialized education of staff member, giving names

of institutions, degrees obtained, and dates of obtainment]:

8. Membership of Professional Associations:

9. Other Training:

10. Countries of Work Experience: [List countries where staff has worked in the last ten years]:

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

12. 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]:

Employer:

Positions held:

13. Detailed Tasks Assigned: [List all tasks to be performed under this Assignment]

14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the

Assignment/jobs in which the staff has been involved, indicate the following information for those

Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment or project: Employer:

Year: Location:

Main project features:

Positions held:

Activities performed:

Note:

1.Use separate form for each Key Personnel.

2. Each page of the CV shall be signed by the Personnel and countersigned by the Authorized signatory of the Bidder firm along with the seal of the firm.

# **Form-4P: Details of other Assignments**

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE RFP**

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing.

**Suggested structure:**

a) Technical Approach and Methodology: Explain understanding of the objectives of the

assignment as outlined in the RFP, the technical approach, and the methodology for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.

b) Work Plan: Outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations and tentative delivery dates of the monthly progress reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the RFP and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here.

c) Organization and Staffing: Describe the structure and composition of your team, including the list of the Key Personnel, Sector Experts, Support Team and relevant technical and administrative support staff.

Notes: Each Page of this form should be signed by the Authorized Signatory of the bidder firm with company seal

# **Form-5P: Details of other Assignments**

[*Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually 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.*]

Format to be used separately for each assignment

|  |  |
| --- | --- |
| Assignment name: | Approx. Value of the contract (in current Rupees): |
| Country:  Location within country: | Duration of assignment (months): |
| Name of Client: | Total number of staff-months of the assignment: |
| Address: | Approx. Value of the services provided by your firm under the contract (in current Rupees): |
| Start date (month/year):  Completion date (month/year): | Number of professional staff-months provided by associated firm: |
| Name of Key Team Members, 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: | |

Firm’s Name:

# **Form-6C: Covering Letter**

[Bidders / Consortium of Bidders are required to submit the covering letter as given here on their letterhead]

To,

………………………….,

…………………………………,

………………………………,

………………………………,

……………………………….

**Subject:** Financial Proposal for Selection of Agency for “Selection of Agency for Establishing Smart City Entrepreneurship Development Cell (Incubation Center for Start-Ups)”.

Dear Sir,

Enclosed herewith is our Financial Bid for Selection of our Agency for the implementation of “Selection of Agency for Establishing Smart City Entrepreneurship Development Cell (Incubation Center for Start-Ups)” as per the RFP. We agree to abide by the offer for 30 days from the date of opening of the Financial Proposal and after signing of Contract our offer shall remain binding upon us till completion of the project. We understand that DEPARTMENT is not bound to accept the lowest offer and it reserves the right to reject any or all offers without assigning any reason.

Yours faithfully,

**Date**

**Name and Signature**

**Designation**

# **Form-7C: Commercial Bid Format**

The rates (exclusive of GST) are quoted in the prescribed format given below:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Item | Amount in figures | Amount in Words |
| 1. | Providing Consultancy and Managing the operations of Incubation Center at Jabalpur Smart City as per the terms and conditions mentioned in the RFP for the period of 2 years (Extendible for two more years with 5% appreciation on amount each year) |  |  |

**Total Cost excluding GST (in INR) =** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Cost excluding GST in words -**

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory: