



# CONSULTANCY SERVICES FOR TECHNICAL ASSISTANCE UNDER THE CITIIS 2.0 PROGRAM - A CONSULTANCY FIRM FOR TRANSVERSAL EXPERTS

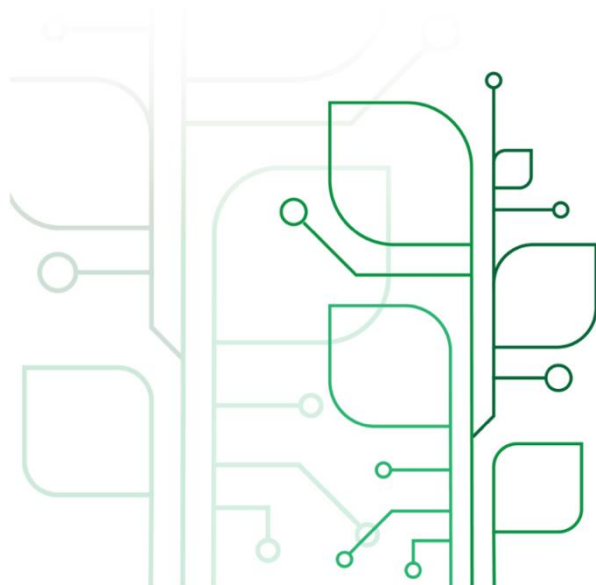
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## *EXPRESSION OF INTEREST (EOI)*

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**Issue Date: 14-03-2024**

**Closing Date: 04-04-2024**



### **National Institute of Urban Affairs**

1 Floor, Core 4B India Habitat Centre

Lodhi Road, New Delhi –110003

(91-11) 24643284 24617543, 24617517, (91-11) 24617513



## Letter of Invitation

New Delhi

14-03-2024

Dear Mr./Ms.:

1. City Investments To Innovate, Integrate and Sustain (CITIIS) 2.0, the second phase of the CITIIS program, has been conceived by MoHUA in collaboration with Agence Française de Développement (AFD), Kreditanstalt für Wiederaufbau (KfW), European Union (EU), and National Institute of Urban Affairs (NIUA) to supplement such climate initiatives of Government of India and MoHUA through its unique model. The program builds upon the learnings and successes of CITIIS 1.0 and is designed to supplement MoHUA's actions undertaken through ongoing national programs, while deepening the values of innovation, inclusion, and sustainability.
2. The National Institute of Urban Affairs (NIUA) (hereinafter called "Client") has been designated as the Program Management Unit (PMU) by the MoHUA for managing the CITIIS 2.0 program. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Expression of Interest (EOI) is issued for selection of a Consulting Firm. The duration of the services is expected to extend up to 36 months depending upon the nature of the projects.
3. Consulting Firms/ Joint Venture (JV) of Firms (Bidder) with successful and high standard of achievements and proven experiences are invited to submit their EOIs as per the submission format annexed to this document. A Bidder may be private entity, government-owned entity, or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture (JV).
4. If the Applicant is a JV, the EOI shall include a Letter of Intent to execute a JV Agreement, signed by all members together with a copy of the Agreement proposal. In the absence of this document, the other members will be considered as sub-consultants. Experiences and qualifications of sub-consultants will not be taken into account in the evaluation of the applications.
5. Among the submitted EOI applications, the CITIIS PMU will shortlist upto six (6) Consulting Firms/ JVs based on Quality of proposals (QBS).
6. Only shortlisted bidders will be issued Request for Proposal (RFP) Documents, including Terms of Reference (TOR) for the assignment and be invited to submit a detailed



- proposal. CITIIS-PMU expects to appoint one Consulting Firm/ JV in this bidding process. In accordance with Government of India Procurement Guidelines and AFD Procurement Guidelines, Quality cum Cost Based Selection (QCBS) mode of procurement will be adopted in the RFP.
7. Eligibility criteria to AFD financing are specified in sub-clause 1.3 of the “Guidelines for the Procurement of the AFD-Financed Contracts in Foreign Countries” available online at [www.afd.fr](http://www.afd.fr). Candidates are required to submit the “COVENANT OF INTEGRITY” as per the format provided as a part of their EOI.
  8. The EOI shall be published on the NIUA website and e-published on CPPP. The EOI is free of cost for download. Bid Security / Earnest Money Deposit (EMD) is not required for the submission of the proposal. It is not permissible to transfer this invitation to any other Consultant.
  9. Any queries in relation to the RFP to be sent prior to **22-03-2024 17:00 hr IST** at the mail ID [citiis@niua.org](mailto:citiis@niua.org) and the responses will be available online by **28-03-2024**. For details refer to <https://niua.in/tenders> page and click on “Invitation for EOI for Consultancy Services for Technical Assistance under the CITIIS Program –Transversal Experts”. The responses to the queries will be also be provided on the same page.
  10. **The Consultant has to submit electronic copy as well as hardbound physical copy of the EOI as follows –**
    - EOI should be uploaded as electronic copy in English language only, not later than 1700 Hrs hours on **04-04-2024 at the NIUA website**. For details on online submission, refer to <https://niua.in/tenders> page and click on “Invitation for EOI for Consultancy Services for Technical Assistance under the CITIIS Program –Transversal Experts”.
    - The physical copy of EOI should be submitted at the following address - **National Institute of Urban Affairs, Core 4B, 1st Floor, India Habitat Centre, New Delhi-110003 by 04-04-2024, 17:00 hr IST**. The Check List for submission of documents should be adhered. Late submissions would be rejected.
  11. To substantiate their credentials and to respond to any queries, the Consultants may be asked to make a presentation of their EOI, during the evaluation stage.
  12. The issue of the EOI does not imply that the NIUA is bound to select bid(s), and it reserves the right without assigning any reason to
    - i. reject any or all of the bids, or
    - ii. cancel the tender process; or
    - iii. abandon the procurement process; or
    - iv. issue another bid for identical or similar work



Yours sincerely,

Director - NIUA

National Institute of Urban Affairs



## Terms of Reference

### A. Background

1. The Government of India has undertaken various initiatives to promote climate-sensitive planning and development. During COP26 under the United Nations Framework Convention on Climate Change held at Glasgow in November 2021, the Honourable Prime Minister of India presented the five nectar elements (Panchamrit) of India's climate actions, which include achieving the target of net zero emissions by 2070. Moreover, there are eight National Missions under the National Action Plan on Climate Change which are focused on climate change adaptation and mitigation. One of them is the National Mission on Sustainable Habitat (NMSH) anchored at Ministry of Housing and Urban Affairs (MoHUA).
2. City Investments To Innovate, Integrate and Sustain (CITIIS) 2.0, the second phase of the CITIIS program, has been conceived by MoHUA in collaboration with Agence Française de Développement (AFD), Kreditanstalt für Wiederaufbau (KfW), European Union (EU), and National Institute of Urban Affairs (NIUA) to supplement such climate initiatives of Government of India and MoHUA through its unique model. The program builds upon the learnings and successes of CITIIS 1.0 and is designed to supplement MoHUA's actions undertaken through ongoing national programs, while deepening the values of innovation, inclusion, and sustainability.
3. The National Institute of Urban Affairs (NIUA) (hereinafter called "Client") has been designated as the Program Management Unit (PMU) by the MoHUA, AFD and KfW towards managing the CITIIS 2.0 program. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposal (RFP) is issued.

### B. Objectives of CITIIS 2.0

- i. **Foster climate-sensitive planning and action** – The program will nurture climate planning and action in States and cities through evidence-driven approaches.
- ii. **Drive investments into urban climate action** – The program will provide financial assistance for competitively selected projects promoting circular economy with focus on integrated waste management.
- iii. **Build institutional mechanisms, leverage partnerships and anchor capacity building** – The program will help put into place a climate governance framework at the State and City levels as well as provide a three-tier technical assistance structure with domestic, international, and transversal experts to support capacity development for climate action in cities and States.



**The program shall ensure regional equity; at-least one city from each of the regions of the country, i.e., North, North-East, East, Central, West and South, shall be selected. A maximum of one project from a SPV shall be selected from each zone:**

- **Northern Zone:** Haryana, Himachal Pradesh, Delhi, Punjab, Uttarakhand, Ladakh, Chandigarh, Jammu & Kashmir and Uttar Pradesh
- **Western Zone:** Gujarat, Dadra and Nagar Haveli and Daman & Diu, Goa, Rajasthan and Maharashtra
- **Eastern Zone:** Bihar, Jharkhand and West Bengal
- **North-Eastern Zone:** Arunachal Pradesh, Assam, Sikkim, Manipur, Meghalaya, Tripura, Mizoram Nagaland
- **Central Zone:** Chhattisgarh, Madhya Pradesh, Odisha
- **Southern Zone:** Andhra Pradesh, Karnataka, Lakshadweep, Kerala, Tamil Nadu, Andaman & Nicobar Islands, Telangana, Puducherry

### **C. Components of CITIIS 2.0**

**There are three components of CITIIS 2.0 -**

- Component 1: City Level Action on Promoting Circular Economy with Focus on Integrated Waste Management
- Component 2: State-Level Action on Strengthening Climate Governance Mechanisms for Climate Action Through Data-Driven Planning & Capacity Building
- Component 3: National-Level Action on Institutional Strengthening, Climate Research, Knowledge Capitalisation and Capacity Building

### **D. Component 1 of CITIIS 2.0**

- i. Component 1 of CITIIS 2.0 strives to support the interventions of the Government of India to promote a circular economy with focus on integrated waste management by providing financial and technical support to projects from up to 18 Smart Cities selected through a competitive process. The projects would inter-alia focus on different components of Integrated Waste Management. However, interventions related to Solid Waste Management shall be prioritised.
- ii. Under Component 1 of CITIIS 2.0 program, financial and technical support will be provided to up to 18 smart cities through competitive selection of projects promoting circular economy with a focus on integrated waste management. The selected projects will undergo four phases i.e. preparation phase, selection phase, maturation phase and



implementation phase. During preparation phase, the 100 Smart City SPVs under SCM will be invited to submit applications, presenting innovative projects that promote a circular economy with focus on integrated waste management.

## **E. Component 2 of CITIIS 2.0**

- i. Under Component 2, technical assistance will be provided to the States for strengthening existing climate governance mechanism for climate action.
- ii. The fund will be utilised for providing assistance to States for strengthening existing climate governance mechanism for climate action through:
  - Setting-up/strengthening existing State climate centres/climate cells/ equivalent departments.
  - Creating State and city-level Climate Data Observatories.
  - Facilitating data-driven planning and implementation of climate action plans. The plan shall lay special emphasis on (a) solid waste management, wastewater management and water security plan, (b) Streets & Public realm plan, and (c) State/ city contextualized heat Island effect management plan OR urban flooding management plan - focusing on low-lying slums, urban infrastructure such as underpasses etc. OR rejuvenation of water bodies such as water channels, natural and man-made drainage channels OR for coastal areas - development of plans addressing cyclones, mangroves protection, creek development etc. through integration with the master plans of the cities. Emphasis shall be laid on integration of the Climate Action Plans developed through this process with the Master Plans/ Development Plans of the respective cities.
  - Building capacities of municipal functionaries through programs such as Leadership in Climate Change Management (LCCM).

## **F. Technical Support under CITIIS 2.0**

- i. At the city level, the CITIIS 2.0 Expertise, comprising of two levels of technical support, will intervene in specific ways:
  - A dedicated Domestic Expert for each selected SPV, providing contextual expertise on integrated waste management, public participation, design thinking, urban development, capacity building and outreach.
  - A pool of specialized experts (transversal experts) provide specific expertise on several cross-cutting topics, such as integrated waste management, climate change, legal framework, E&S risk management, gender analysis, social engineering, business model, technical specification, especially with respect to the Indian context.



ii. The objectives and content of the CITIIS 2.0 expertise activities will be tailored made for each city in twofold scheduled Road Map that will include:

- The activities to optimize project design, procurement and implementation;
- The capacity-development activities to strengthen the SPV & ULBs capacities related to CITIIS 2.0 objectives.

iii. The Road Map will be prepared by the domestic expert and the SPV during the first on-site mission. At the national level, capitalization workshop will be organized for the awarded cities to work on certain transversal topics faced by the cities.

## **G. Scope of Transversal Experts**

### **i. Scope under Component 1**

- Review the technical documentation such as Feasibility Reports / Detailed Project Report / Studies, Surveys and Investigations, etc. – and provide advisory services as well as support to Domestic Experts / SPVs/ States/ PMU for implementation.
- Support project implementation through reinforcing and complementing the set of competencies available at the SPV level/ State level/ national level. This would include facilitating design and implementation of specific interventions.
- Conduct capacity-building workshops for the SPVs/ States/ national level in relation to crosscutting / transversal topics through design, facilitation and conducting workshops and trainings.
- Support in the Knowledge Capitalisation process and assist the PMU in the knowledge management process.
- Facilitate strategies for partnership and collaboration.
- Support the PMU in monitoring & evaluation activities.
- Assist the project implementing team in carrying out the necessary recommendations as per the Environmental and Social Management Plan.
- Any other work assigned by the PMU.

ii. The transversal experts will intervene to support the SPVs and the States as per the work order requirements. The expertise will be under the following (but not limited to) broad areas:





- Integrated waste management
- Climate change
- Environmental & Social (E&S) safeguards
- General stakeholder engagement and capacity building,
- Monitoring & Evaluation
- Procurement

### **iii. Scope under Component 2**

The expertise will be under the following (but not limited to) broad areas:

- Facilitating data-driven planning of climate action plans;
- Support in preparing state and municipal climate budgeting plans;
- Support the State in data integration on National Climate Data Observatory;
- Building capacities of municipal functionaries;
- Any other work assigned by the PMU.

## Technical Proposal

### Evaluation and Qualification Criteria and Standard Forms

- i. The Consultant should be a Public Ltd./Pvt Ltd./NGO/Society/LLP /Proprietorship and must be a Firm/Company with proven track record and previous experience in conducting similar studies. The Firm/Company should be registered with Income Tax Authorities and GST Network. Copy of certificate of incorporation along with name change if any, copy of PAN Card and copy of GST Registration Certificate is required.
- ii. **Joint-Venture (JV) up-to three entities is allowed.** In case of Joint-Venture, the Lead Member shall have a majority of at least 51 % share of interest in the JV Firm. A member of the JV Firm shall not be permitted to participate either in the individual capacity or as a member of another JV Firm for this EOI.
- iii. On the last date of submission of the Proposal, the Consultant should not be blacklisted by Central Government/State Governments/Union Territories/PSUs in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices. The form for self – certified undertaking is attached in Tech Forms.

A Consultant shall be shortlisted under the selection method based on **Quality Based Selection (QBS)**. The minimum qualifying technical score will be 70 marks out of 100 marks. Non-compliant or inadequate technical proposals (i.e. scored below minimum technical score of 70) will be rejected. The proposals will be assigned a Technical Score based on following criteria:

S. No.	Description	Max Marks in Technical Score (100)
1	<p>Past Experience of the Consultant (track record)</p> <p>—</p> <ul style="list-style-type: none"><li>• Experience of working and/or offering technical assistance on integrated waste management promoting circular economy, preferably in India;</li><li>• Management of time-bound, short term consultancy services, preferably multi-lateral donor-funded projects;</li><li>• Management and review of feasibility and design studies for multi-sector, integrated urban development projects;</li></ul>	30

	<ul style="list-style-type: none"> <li>• Experience in designing and leading capacity development activities and/or institutional development.</li> </ul> <p>A summary of projects under each of the above category should be provided with relevant details like name of the client, amount of the contract/work order, date of start and completion and brief description of deliverables.</p>	
2	<p>Past Experience of the Consultant in the similar nature of assignments –</p> <p>The consultant should have undertaken minimum 3 assignments of providing consultancy services on integrated waste management amounting to at least 1.5 crore during last 7 years from the date of EOI submission.</p> <p>Supporting Documents required –</p> <p>Copy of Contract / Work Order</p> <p style="text-align: center;"><b>and</b></p> <p>Completion Certificates from the Client <b>or</b> Self-Certificate of Completed Assignment with relevant details on the letter head of the firm and certified by the Chartered Accountant.</p>	20
3	<p>General profile qualification, experience and number of key staff (individual CVs are not required).</p>	20
4	<p>Overall financial strength of the Consultant in terms of turnover for previous 3 years (FY 2022-23, FY 2021-20, FY 2020-19).</p> <ul style="list-style-type: none"> <li>• Minimum average annual turnover of Rs. 25 crore – 10 marks.</li> <li>• Average annual turnover of Rs. 25 crore to Rs. 50 crore – 15 mark</li> <li>• Average annual turnover of Rs. 50 crore to Rs 100 crore – 20 marks</li> </ul>	25

	<ul style="list-style-type: none"> <li>Average annual Turnover of more than Rs. 100 crore – 25 marks</li> </ul> <p>Balance sheet, P/L statement and positive net worth certificate required as the supporting documents.</p>	
5	Professional affiliations and Quality Assurance Certifications, if any.	5
	<b>TOTAL TECHNICAL PROPOSAL SCORE</b>	<b>100</b>

**Only shortlisted bidders will be issued RFP for further bidding process.**

## Check List for Submission of the EOI

The Consultant has to ensure that the physical copy of proposal is page numbered. After scanning the page numbered physical copy, the soft copy of the Technical Proposal is uploaded on the NIUA Website.

The physical copy of the Technical Proposal is properly bound and submitted to the NIUA Office as per Letter of Invitation.

**The envelope should clearly mention details of the contact person with mobile number and e-mail ID and written Technical Proposal for ‘Consultancy Services For Technical Assistance Under The CITIIS 2.0 Program - A Consultancy Firm For Transversal Experts’**

Following checklist should be adhered with submission of EOI -

S. No.	Description	Page Number	Tech Forms
1	Technical Proposal Submission Form along with Power of Attorney and Covenant of Integrity son the letterhead and signed on each page – as for given formats		Tech Form 1
2	Declaration Regarding Blacklisting/ Non-Blacklisting From Taking Part in Govt. Tender		Tech Form 2
3	Bidder Information Form		Tech Form 3
4	Information for JV Bidders (If applicable)		Tech Form 4
5	Work Experience		Tech Form 5

6	Profile Of Experts (individual CVs are not required)		Tech Form 6
6	Average Annual Turnover –  Turnover Figure for previous 3 years (FY 2022-23, FY 2022-21, FY 2021-20)		Tech Form 7
4	Certificate of net-worth (The Consultant should have positive Net Worth during previous 3 years)		Tech Form 8



## Tech Form 1 -Technical Proposal Submission Form

*(on the letter head of the company specifying his name and address)*

Location\_\_\_\_\_

Date\_\_\_\_\_

To:

**The Director,**

National Institute of Urban Affairs  
Core 4B, 01st Floor, India Habitat Centre  
Lodhi Road, New Delhi – 110003

**Subject: Consultancy Services For Technical Assistance Under The CITIIS 2.0 Program  
- A Consultancy Firm For Transversal Experts**

Dear Sir,

I, the undersigned, offer to provide the Services for CONSULTANCY SERVICES FOR TECHNICAL ASSISTANCE UNDER THE CITIIS 2.0 Program - A CONSULTANCY FIRM FOR TRANSVERSAL EXPERTS in accordance with your EOI dated [XXXX] and our Proposal. I am hereby submitting my Technical Proposal.

I, hereby, declare that:

- a) All the information and statements made in this Proposal are true and I accept that any misrepresentation contained in this Proposal may lead to the rejection of my Proposal by the Client;
- b) My Proposal shall be valid and remain binding upon us for the period of 90 days;
- c) My Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

I acknowledge and agree that the Client reserves the right to annul the selection process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to me.

Enclosed -

- i. Power of Attorney
- ii. Covenant of Integrity on the letter head of the company and signed with stamp on each page. In case of JV, all the members should sign.

I remain,  
Yours sincerely,



Name of the Consultant: \_\_\_\_\_

Signature of the Consultant: \_\_\_\_\_

Address: \_\_\_\_\_





## Annexure – I

### Sample Format of Power of Attorney (POA)

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

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

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

For .....

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarised



Accepted

.....

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

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarised by a notary public.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Apostille certificate.



## Annexure -2

### COVENANT OF INTEGRITY

I [Name], in my function as [function/position held] in [name of the company] and duly authorized representative for the signature of the contract to be signed for [title of the call for tender or the contract] hereby declare that we observe the highest standards of ethics during the procurement and, if we are successful in our tender, during the performance of the contract. We have not engaged nor will engage in, or have been convicted or sanctioned by any authority of, any fraud, corruption, collusion, coercion, obstruction, money laundering, financing of terrorism or other malpractice (hereafter referred to as “Prohibited Conduct”)<sup>1</sup>. Where convictions occurred, details of the conviction and remedial measures are provided. If such events should occur in the future, including if any instance of Prohibited Conduct shall come to our attention, we hereby undertake to so inform [Promoter and AFD/EIB/KfW (whoever is MRI Lead Financier)] immediately.

Moreover, neither our company<sup>2</sup> nor any entity member of the joint venture or of the consortium or any one acting on our behalf, such as sub-contractors, is the subject of a current exclusion /has been the subject of any debarment, exclusion or other sanctioning decision by any of the Participating MRI Partners (AFD, EIB and/or KfW), EU institutions and/or any major Multi-lateral Development Bank (including World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development or Inter-American Development Bank) on the grounds of Prohibited Conduct and we further undertake to immediately inform [Promoter and AFD/EIB/KfW (whoever is MRI Lead Financier)] if this situation was to occur at a later stage. Where such a decision of exclusion has occurred, we commit to provide all necessary information and any remedial measures that have already been taken.

I also declare that neither our company nor any entity member of the joint venture or of the consortium is currently included /has been included on the list of financial sanctions (including in particular the fight against financing of terrorism) adopted by the United Nations, the EU financial or any national sanction<sup>3</sup> list which is binding for any of the MRI Partners and we further undertake to immediately inform [Promoter and AFD] if this situation were to occur at a later stage.

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<sup>1</sup> For KfW, please see “Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries” and FATF Recommendations ;  
For AFD, please see “AFD Group’s policy to prevent and combat corruption, fraud, anti-competitive practices, money laundering and terrorist financing” and Guidelines for the procurement of AFD financed contracts in foreign countries”.

<sup>2</sup> For the purposes of these provisions “company” or “entity” shall include directors, employees, agents.

<sup>3</sup> i.e. French sanction list for AFD, German sanction list for KfW.



We acknowledge that in the event our company or any entity member of the joint venture or of the consortium (i) is, after this Covenant of Integrity or the contract have been signed, added to any financial sanctions list enumerated above or (ii) is, before the contract has been signed, subject to any debarment, exclusion or otherwise sanctioning decision enumerated above or (iii) made a false statement in the Covenant of Integrity, the contract may not be eligible for funding by one or more of the Participating MRI Partners (AFD, KfW). We commit not to procure goods and services from countries which are under an embargo which is binding upon AFD and KfW.

We also acknowledge that, in any of the afore-mentioned events, [Promoter] is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, we undertake to take all necessary remedial actions in a manner satisfactory to [Promoter]. Such events may lead to termination of the contract, in accordance with the terms of the contract.

We declare that we have paid, or will pay, the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract:<sup>4</sup>

Name of Recipient	Address	Reason	Amount
.....	.....	.....	.....
.....	.....	.....	.....

We grant the Participating MRI Partners and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right to inspect and copy our books and records and those of all our sub-contractors, under the contract, as well as joint venture/consortium partners. We accept to preserve these books and records generally in accordance with applicable law but in any case, for at least six years from the date of tender submission and, in the event, we are awarded the contract, at least six years from the date of substantial performance of the contract.

<sup>4</sup> If none has been paid or is to be paid, indicate "none".



I declare that our company / consortium undertakes to comply with labour laws and national and international standards of environmental protection, health and safety applicable in the jurisdiction / country of implementation of the Project, including those contained in any relevant International Labour Organization (ILO) conventions and international agreements on environmental protection, as well as with mitigation measures of the Environmental and Social Management Plan if applicable.

.....

.....

(Place)

(Date)

(Signature)



## Tech Form 2 - Declaration Regarding Blacklisting/ Non-Blacklisting From Taking Part in Govt. Tender

(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/s ----- hereby declare that the firm/company namely M/s-----  
-----has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s ----- hereby declare that the firm/company namely M/s-----  
-----was blacklisted or debarred by any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled.

Dated this ..... Day of ....., 2024....

Yours sincerely,

Name of the Consultant: \_\_\_\_\_

Signature of the Consultant: \_\_\_\_\_

Address:



### Tech Form 3 - Bidder Information Form

a	Name of Bidder with full address		
b	Tel. No.		
c	Fax No.		
d	Email		
e	Year of Incorporation.		Proof of registration of the Bidder to be submitted
f	Name and address of the person holding the Power of Attorney.		
g	(i) Place of Business.		
	(ii) Date of Registration.		
h	Name of Bankers with full address.		
i	Regional presence (Direct office)		The location details to be provided



j	GST Registration Number		Copy to be submitted.
k	Are you presently debarred / Blacklisted by any Central/ State Government Department / Union Territory (If Yes, please furnished details)		
l	Name and details (Tel / Mobile / Email) of contact persons		





## Tech Form 4 - Information for JV Bidders

(to be completed for each member of Joint Venture)

The information should be provided for all the Members of the {Consortium/Joint Venture}

- (a) Name: -
- (b) Address of the corporate headquarters and its branch office(s), if any, in India:
- (c) Date of incorporation and/ or commencement of business:
2. Brief description of the Bidder including details of its main lines of Business and proposed role and responsibilities in this Project:
3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
  - (d) Name:
  - (e) Designation:
  - (f) Company:
  - (g) Address:
  - (h) Telephone Number:
  - (i) E-Mail Address:
4. Particulars of the Authorised Signatory of the Bidder:
  - (j) Name:
  - (k) Designation:
  - (l) Address:
  - (m) Phone Number:
5. In case of a {Consortium/ Joint Venture}:
  - (a) A copy of the Jt. Bidding Agreement, as envisaged in Tech Form 5 should be attached to the Application.
  - (c) Information regarding the role of each Member should be provided as per table below:



Sl.	Name of Member	Role*	Share holding of members in Consortium /Joint Venture
1.			
2.			
3.			

\* The role of each member, as may be determined by the Bidder, should be indicated.

## Tech Form 5 - Work Experience

Previous work experience of similar assignments successfully completed with government departments and international agencies shall be preferred. The format for submission of previous SIMILAR assignments successfully completed in the last 7 years is given below:

- Provide a brief description of the background and organization of your company, and – in case of a Joint Venture – of each member for this assignment.
- Include organizational chart.

Duration	Brief description of Previous Assignments	Brief description of main components / outputs	Name of Client and location of Assignment	Approx. Contract value (in INR)/ Amount paid to your firm	Competencies handled in particular project
<i>{e.g., Jan.2009 – Apr.2010 }</i>	<i>{e.g., Development and/or design of Program management platform/tool, etc)</i>		<i>{e.g., Ministry of ....., country}</i>		

(Place)

(Date)

(Signature)



## Tech Form 6 - Profile Of Experts

Bidders are requested to fill up the number of experts available for each of the Core and Additional Expertise as per the below format. In case of JV, indicate the name of the parent organization of the Expert

### 1. Number of Experts Available

Discipline	Experience Profile of Experts	Number of Experts Available	Name of firm (in case of JV)
<b>Experts with Core Competencies</b>			
[e.g. Integrated Waste Management expert]	More than 15 years		
	8 to 15 years		
	Less than 8 years		
<b>Experts with Additional Competencies</b>			
[e.g. Procurement ]	More than 15 years		
	8 to 15 years		
	Less than 8 years		

### 2. General profile qualification, experience of experts -

S. No.	Name	Qualification	Brief Experience (Not more than 500 words)



## Tech Form 7- Average Annual Turnover

Details to be furnished duly **certified by the Chartered Accountant.**

Consultant	----- (Name of Consultant)				
FY	2020-21	2021-22	2022-2023	Total	Average Annual Financial Turnover
Gross Annual Turnover					
<p>*CA Certified Balance certificate of last 3 Financial Years with UDIN number.</p> <p>Signature of Bidder <span style="float: right;">For (Name of Accounting Firm)</span></p> <p>Date and Place <span style="float: right;">Name and signature of Chartered Accountant</span></p> <p style="text-align: right;">Membership Number</p> <p style="text-align: right;">(with Seal and UDIN No)</p>					

\* The Consultant should provide the Financial Capability based on its own financial statements. Financial Capability of the Consultant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Consultant.



## Tech Form 8 – Certificate of Net worth

### FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

Consultant	----- (Name of Consultant)		
FY	2020-21	2021-22	2022-2023
Net worth			
<div>Signature of Bidder</div> <div>For (Name of Accounting Firm)</div> <div>Date and Place</div> <div>Name and signature of Chartered Accountant</div> <div>Membership Number</div> <div>(with Seal and UDIN No)</div>			