

Bhopal, Dated: 02/01/2021

**Corrigendum 01**

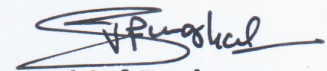
**EXPRESSION OF INTEREST (No. 40)**

Subject: "Selection of Handholding Consultant for post merger synchronization and structuring and fulfilment of financial needs through raising of funds from Domestic &/or International market through monetization of revenues & assets, Bank &/or Institutional finance and other alternate source of finance including Bonds".

The tender will now be visible on [invest.mp.gov.in](http://invest.mp.gov.in) instead of [mptenders.gov.in](http://mptenders.gov.in) along with revised dates.

For details interested consultants can visit and can download the document from following website:-

- [Invest.mp.gov.in](http://Invest.mp.gov.in)- Tender
- Contact Person – Shri Abhishek Jain (Manager) - 8770914579

  
Chief Engineer

## Notice Inviting Tender

### M.P. INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

Dated:02/01/2021

NIT No.- 40

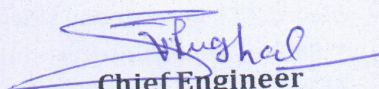
MPIDC invites proposal from reputed CA firm for "Selection of handholding consultant for post-merger synchronization and structuring and fulfillment of financial needs through raising of funds from Domestic &/ or International market through monetization of revenues & assets, Bank &/or Institutional finance and other alternate source of finance including Bonds". Interested eligible & experienced firms may submit their proposals physically

| Sr. No. | Name of Work  | Cost of Tender (Annual) | Earnest Money Deposit (In Rupees) | Cost of Bid Document       | Period of contract    |
|---------|---|-------------------------|-----------------------------------|----------------------------|-----------------------|
| 1       | "Selection of handholding consultant for post-merger synchronization and structuring and fulfillment of financial needs through raising of funds from Domestic &/or International market through monetization of revenues & assets, Bank &/or Institutional finance and other alternate source of finance including Bonds | 24,00,000/-             | 1,20,000/-                        | 2,360/-<br>Incl 18%<br>GST | 3<br>Years<br>(1+1+1) |

#### Key Dates: -

| S. No. | Description  | Date and Time           |
|--------|--|-------------------------|
| 1.     | Bid Submission Start Date  | 04.01.2021 @ 11:00 hrs. |
| 2.     | Last date for submitting pre-bid queries.                              | 13.01.2021 @ 17:00 hrs. |
| 3.     | Pre-bid meeting  | 14.01.2021 @ 12:00 hrs. |
| 4.     | Bid Submission Closing Date  | 30.01.2021 @ 17:00 hrs. |
| 5.     | Bid Opening Date (Envelop A and B) - Technical proposal & Presentation | 01.02.2021 @ 12:00 hrs. |

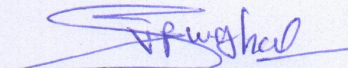
1. Bid Document(s) can be viewed and downloaded free of cost on the website [invest.mp.gov.in](http://invest.mp.gov.in)- Tender
2. Reply to pre bid queries (if any) and Corrigendums relating to tender (if any) will be published on website [invest.mp.gov.in](http://invest.mp.gov.in) only.

  
Chief Engineer  
MPIDC, Bhopal

## PROPOSAL INSTRUCTION SHEET (PIS)

| S. No. | Instructions to Applicants  | Specific Requirements as stipulated in Annex I   |
|--------|---|--|
| 1.     | <b>Proposal submission starting date</b>                          | 04.01.2020<br>For details of Key Dates & Deadline for Submission of Proposals please refer page no. 4  |
| 2.     | <b>Manner of Submission</b>                                       | <b>Physical submission of Proposal as per Annex 1</b><br>The proposal has to be submitted physically or through registered/speed post on or before expiry date as per document.  |
| 3.     | <b>Address for Proposal Submission</b>                            | Chief Engineer, MPIDC<br>16-A, CEDMAP BHAWAN, Arera Hills, Bhopal -462011  |
| 4.     | <b>Cost of Bid Document (Non Refundable)</b>                      | Rs.2000/- (Two Thousand Only) + 18% GST<br>= <b>Rs 2360 (Two thousand three hundred and sixty Only)</b><br>In the form of Demand Draft in favour of MD, MPIDC  |
| 5.     | <b>Language of the Proposal:</b>                                  | English  |
| 6.     | <b>Proposal Currencies</b>  | Indian Rupees  |
| 7.     | <b>Proposal Validity Period</b>                                   | 60 Days  |
| 8.     | <b>Contact address for requesting clarifications on documents</b> | Clarifications should be addressed to Managing Director, MPIDC Bhopal and requests for clarifications should be sent to e-mail address: <a href="mailto:financeandaccounts@mpidc.co.in">financeandaccounts@mpidc.co.in</a> |
| 9.     | <b>Proposal Security/ Earnest Money Deposit</b>                   | <b>Rs.1,20,000/- ( One lakh twenty thousand only)</b><br>In the form of Demand Draft or FDR in favour of MD, MPIDC   |
| 10.    | <b>Performance Security</b>                                       | Performance Security will be equivalent to <i>[Five Percent (5%)]</i> of the total bid price quoted in the form of Bank Guarantee as per the format at, <b>Annex IV</b> .  |

1. The Applicant will be selected based on the Evaluation Methodology and Criteria indicated in **Annex III**.
2. MPIDC reserves all the rights to reject or accept any/all applications, without assigning any reason whatsoever. MPIDC takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed time period.
3. MPIDC also reserves the right to terminate the tendering process at it's discretion without assigning any reason.

  
**Chief Engineer,**  
**MPIDC, Bhopal**

# **M.P. Industrial Development Corporation Limited**

## **Request for Proposal**

### **FOR**

**“Selection of handholding consultant for post-merger synchronization and structuring and fulfillment of financial needs through raising of funds from Domestic &/or International market through monetization of revenues & assets, Bank &/or Institutional finance and other alternate source of finance including Bonds”**

**NIT No: 40**

**Dated: 26/12/2020**

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**M.P. Industrial Development Corporation Limited**

**Address: CEDMAP Bhawan, 16-A, Arera Hills, Bhopal (M.P.)-462011**

**Ph. No.: 0755-2571830; E-mail: [financeandaccounts@mpidc.co.in](mailto:financeandaccounts@mpidc.co.in)**

**Website: [www.invest.mp.gov.in](http://www.invest.mp.gov.in)**

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## **DISCLAIMER**

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

This RFP is not an Agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical and financial offers (BIDs) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.

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

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or 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 or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this BID Stage (from NIT Publication till issue of Letter of Acceptance).

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Successful Bidder Contractor, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or BIDs without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

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**Chief Engineer,  
MPIDC, Bhopal**

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NIT No.- 40

Dated:02/01/2021

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**Chief Engineer  
MPIDC, Bhopal**



# ANNEX I

## INSTRUCTIONS TO THE APPLICANTS

### **1 Preparation and Submission of Proposal**

The period of validity of the Bid shall be 60 days from the Date of Bid Submission.

The bid document shall be written in English only. The bid document shall be signed by Partner/ Managing Director/ Director of the organization.

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

1. Made a complete and careful examination of the RFP document;
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 document or furnished by or on behalf of the Authority.
4. Acknowledged that it does not have a Conflict of Interest.

MPIDC, Bhopal reserves all the rights to reject or accept any/all applications, without assigning any reason whatsoever. MPIDC, Bhopal takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed time period.

### **2 Submission Requirement**

Tender document can be downloaded from website [invest.mp.gov.in](http://invest.mp.gov.in)

To be eligible for engagement, the applicants fulfilling the eligibility criteria (**Annex-III**) shall provide satisfactory evidence to MPIDC, Bhopal of their eligibility. In addition, all applications submitted along with covering letter shall include the following information:

#### **a. EMD & Tender Document Fee (Envelope A)**

#### **b. Technical Proposal (Envelope B)**

Letter of Submission of application including details of the entity (supported by registration and other incorporation documents) as per **Annex IV** and **Annex V**.

Applicant's Experience of Relevant Assignments as per **Annex IV**.

#### **c. Financial Proposal (Envelope C)**

Financial Proposal shall be submitted as per **Annex IV** and shall be submitted.

**\* The Part 1 of the bid shall comprise of Envelope A and Envelope B (as given in RFP), Part 2(Envelop C) of the bid shall contain Financial proposal. The Proposal shall be submitted in a sealed envelope . All the envelopes A,B and C shall be sealed individually and in a larger envelope will be placed. NIT number and title of the tender should be clearly mentioned on the large Envelope.**

**\*\*EMD of all the unsuccessful bidders shall be returned. EMD of the successful bidder shall be released after submission of Performance Security.**

### **3 Late Submission**

RFP received after the deadline for submission prescribed by MPIDC, Bhopal will be rejected.

### **4 Modifications and Withdrawal of proposals**

No modifications to the submitted proposals shall be allowed once it is received by MPIDC, Bhopal.

### **5 Clarification**

Every applicant shall be responsible for providing all information as required in this RFP document. For evaluating the proposal of the applicant, MPIDC, Bhopal may ask any further information, clarification or document from the applicant. Details of clarifications, information or additional documents, if any, required from applicant, shall be in written form and will be communicated to the applicant by MPIDC, Bhopal. The

applicant will be responsible to submit the information, as requested, within a stipulated time mentioned in the clarification letter. In case of non-submission of such information/ clarification/ document, MPIDC, Bhopal will evaluate the proposal based on the available records/ documents and as per the terms of this RFP documents. MPIDC, Bhopal reserves the right to accept or reject any application and to annul whole process without assigning any reason whatsoever.

## **6 Award of Work**

On the basis of applications received, MPIDC, Bhopal shall evaluate the applications and prepare a list of eligible applicants. Only those bidders who score minimum qualifying marks will be considered for financial bidding. The final selection will be on L1 basis where the lowest financial bidder will be allotted the contract.

MPIDC, Bhopal will issue a '**Letter of Acceptance**' to the selected entity and on receipt of the written consent from the said selected entity the appointment process shall come to an end.

## **7 Rejection of Application:**

MPIDC reserves the right to accept or reject any application; and/or to annul the process and reject all applications at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected applicant and/or without informing the applicants of the grounds for the MPIDC action.

## **8 Period of Engagement:**

The engagement would be for a period of **3 (Three) years on 1+1+1 basis** and can be extended by MPIDC at its own discretion. This is more elaborately defined in Annexure II. Notwithstanding anything contained in the RFP document, MPIDC would have sole irrevocable right to terminate the engagement and /or increase the number of such engagement and /or issue fresh invitation for similar engagement at any reason.

## **9 Rate and Payment Term**

Payment will be made as per the payment schedule given in the agreement. The fees shall include all costs, taxes, duties, etc. GST shall be paid extra at the applicable rate.

## **10 Termination of Engagement:**

If in the view of MPIDC the performance of the Selected Firm is not satisfactory, or if it has failed to safeguard the interest of MPIDC, the Managing Director may at his sole discretion, terminate in writing the engagement of the Firm by giving one-month notice period. The decision of Managing Director in this matter shall be final and binding on the Firm.

## **11 Jurisdiction**

All disputes arising out of this appointment shall be subject to the jurisdiction of the appropriate court at Bhopal, Madhya Pradesh and will be governed by the laws of Madhya Pradesh and India as the case may be.

## **ANNEX II**

### **1. Terms of Reference**

Selection of handholding consultant for post-merger synchronization and structuring and fulfillment of financial needs through raising of funds from Domestic &/or International market through monetization of revenues & assets, Bank &/or Institutional finance and other alternate source of finance including Bonds. Preparation of Financial Statements and compliance of all tax related matters.

### **2. Objective of the Assignment**

MPIDC intends to explore the possibility of raising funds from Domestic &/or International market through monetization of revenues & assets, issuance of Bonds &/or Institutional Finance and other alternate source of finance to complete the various needs of MPIDC to meet out its financial obligation towards various infrastructure development projects.

MPIDC intends to engage a Chartered Accountant Firm which can provide the services of handholding for its aforesaid needs and related compliances thereof.

### **3. Scope of the Work:**

a. Handholding for the funding requirement through monetization of revenues & assets, issuance of Bonds, Bank &/or Institutional Finance and other alternate source of finance to complete the various needs of MPIDC from time to time to meet out its financial obligation towards various infrastructure development projects, assist in conceptualization & Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the requirement of Regulatory Authorities like SEBI, Stock Exchanges, Banks & other agencies for the purpose of monetization of revenues and assets, issuance of Bond, Bank &/or institutional Finance and other alternate source of finance, wherever required and applicable.

b. To assist MPIDC in preparation of presentation and documentation required to obtain necessary permission from the State Government.

c. Handholding in the negotiation and appointment of Transaction Advisor, Bankers, Merchant Bankers, Rating Agencies, Registrar, Trustees, legal councils, Stock Exchange & coordinating with all the agencies from time to time & ensure smooth functioning of these agencies.

d. Handholding in restructuring of present loans & borrowed funds.

e. Assist and supervision for preparation of presentation for the purpose monetization of revenues & assets, issuance of Bonds, Bank &/or institutional Finance and other alternate source of finance required at various level.

f. Timely preparation and finalization of Standalone and Consolidated Financial Statements as per applicable statutory requirements including merger of tally data of head office and regional offices.

g. Timely preparation, consolidation, filing and auditing of GST and other tax related matters of MPIDC.

h. Overall supervision & handholding of Preparation and finalization of Financial Statements and Financial Performance Indicators in accordance with the rating agencies and other relevant regulatory authorities.

i. Carrying out other Financial Advisory and Management Services as needed or requested for efficient strategy & planning of smooth & timely compilation of interest & principal repayment of the monetization &/or Bond as per the term of sanction or issue of the monetization/ Bond.

- j. Reviewing MPIDC accounting & financial management systems and suggest modifications/ improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations:-
- k. Assisting MPIDC in various statutory audits e.g. Annual Audit, Internal Audit, C&AG Audit etc. from time to time and implementing audit recommendations wherever required. Also aiding in drafting of audit para replies.
- l. It will also include services from time to time towards smooth functioning with rating agencies, transaction advisory, Bankers, merchant bankers, stock exchanges, SEBI, RBI and other regulatory authorities as the case may be.
- m. Various Certification & compliances required in line with the funding arrangement.
- n. Advising & assisting MPIDC in various statutory obligation i.e. Income Tax and any other tax matters and to ensure timely compliances in line with the requirement of various statutory agencies. Also, providing opinion wherever required.
- o. Advising & assisting MPIDC in coordination with other consultants and agencies working under the management and ensure the inclusivity for aforesaid activities and compliance thereupon.
- p. Assisting and handholding support in smooth synchronization of accounting data of Head Office and Regional Offices w.e.f. 01/04/2021.
- q. Advising & assisting MPIDC in any other matter in line with the aforesaid as and when required by the company.

### **3. Eligibility Criteria for Applying:**

1. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN number) and Goods and Service Tax Registration [To provide all Certificates of Registration];
2. The Firm should have been in operation for at least 20 years after its registration.
3. The Firm should be partnership firm or LLP and should have at least three (3) Fellow Chartered Accountants.
4. One of the designated partners of the firm, for this assignment, should have relevant experience & should be based at Madhya Pradesh.
5. The Firm should be empaneled with Comptroller and Auditor General of India (C&AG) of India.
6. The firm should have currently valid peer-review certificate as prescribed under the rules of The Institute of Chartered Accountants of India.
7. Average Annual Gross Receipts (i.e. Average Gross Professional Fees earned during the last 3 years i.e. FY 2017-18, FY 2018-19 and FY 2019-20) of the Firm must be equal to or more than Rs.100 Lacs. [To provide copies of audited/certified Financial Statements for 2017-18 & 2018-19 & figures of Annual Gross Receipts for FY 2019-20 may be CA certified.]
8. The Firm should have experience of professional work in at least 5 Public Sector Undertakings or Government Organization, out of which 3 assignments should have minimum fees of 10lakhs. [Documentary proof/ work orders/client certificates/ completion certificates to be submitted].
9. The firm should have experience of handholding at least 2 bond's successful projects of the Urban Local Bodies &/or Smart City established under Smart City Mission Government of India.

10. The firm should have experience of closure of atleast one transaction of assets/revenue monetization at least of Rs.100 Crores.
11. The firm should have Positive PAT (Profit after Tax) during last three years (FY 2017-18, 2018-19 and 2019-20).
12. Firm shall not have any non-tax pending litigation against the firm including any of its members' firms and associate firms in any court across India.

#### 4. Time Period

The Chartered Accountant Firm will be required to provide the desired services for a period of Three Years after signing the agreement with MPIDC. The annual performance evaluation would be carried out by the MPIDC at the end of every 12 months and the continuation of its services shall be subject to satisfactory performance of the Firm in the preceding completed 12months.

Notwithstanding anything contained herein above, MPIDC reserves the right to extend the tender for one year after completion of agreement period on the basis of performance and discontinue the services of Chartered Accountant Firm in the event their services are evaluated as unsatisfactory at any time during the period of 36 months without any notice.

#### 5. Payment Schedule

- a. The Firm shall be paid a consolidated Monthly Fees as prescribed in Financial Bid of the proposal during the entire contract period towards outputs and deliverables as mentioned in Terms of Reference.
- b. The payment shall be made on monthly basis against the services provided by the Consultant subject to the following terms and conditions:
- c. The payment during the entire contract period of 36 months shall be made in accordance with the financial proposal submitted by the selected bidder and shall remain valid till the completion of the contract period.

| Sr. No. | Description   | Remuneration |
|---------|---|--------------|
| 1.      | First Year Remuneration Quoted by Successful Bidder | X            |
| 2.      | Second Year Remuneration                            | X            |
| 3.      | Third Year Remuneration                             | X            |

- d. Any additional expenses incurred for the activities/travel performed on official duty, incurred as per MPIDC rules and duly certified by the MPIDC, shall be reimbursed on submission of actual bills.
- e. MPIDC reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of MPIDC will be final in this regard.
- f. If due to non-performance or delay in performance of duty MPIDC incurs any statutory penalties and/or late fees, MPIDC reserves the right to deduct such penalties from the Consultant's payment.

#### Summary of Costs

| Description of Services                             | For First Year's Services |                |
|---|---------------------------|----------------|
|   | Rs. (in figures)          | Rs. (in words) |
| Fees for providing handholding services (per month) |                           |                |
| Add GST as per prevailing rates (per month)         |                           |                |
| Total Fees including GST (per month)                |                           |                |

The fee is exclusive of Goods and Service Tax (GST) and inclusive other taxes applicable as per govt. present and further rules of taxation.

## 6. Performance Security

The Firm will furnish within 3 days of the issue of Letter of Acceptance (LOA), Unconditional Bank Guarantee (in MPIDC format, **Annex-IV**)/ in favour of "M.P. Industrial Development Corporation Limited" payable/en-cashable at Bhopal, from any nationalized or scheduled commercial Bank in India for an amount equivalent to **5% (Five percent)**-of the Annual contract value towards Performance Security valid for one year. Successful bidder is required to renew the bank guarantee at every year. The Bank Guarantee will be released after six months of successful completion of the assignment.

## 7. Conditions of Contract:

- a. The Consultant shall be responsible for payment of taxes, fees, surcharge etc. as applicable for the same. The Consultant shall submit monthly invoices with documentary proofs of performance of services for the Authority's considerations.
- b. The Consultant shall not adopt any coercive practices or avail any services through a particular source or by any specific means.
- c. If in the view of the Authority the performance of the Consultant is not satisfactory, or if it has failed to serve the desired objectives, the Authority, may at its sole discretion, terminate in writing the engagement of the Consultant by giving one-month notice period.
- d. Joint Ventures – not allowed.
- e. The decision/ direction of the Authority in all matters shall be final and binding on the Consultant.
- f. The appointment is valid only for the contract period and the Consultant will not have any lien to the Authority in any manner after the end of the contract period.
- g. The Consultant's services may be extended for a further period of 1+1 more years based on mutual satisfaction and terms & conditions.
- h. Consultant shall appoint one resource permanently at MPIDC, Bhopal for the entire contract period with qualification of Chartered accountant having minimum 6 years' experience in the related field.
- i. If the resource is absent for five or more continuous days than a suitable replacement needs to be arranged by the Consultant.
- j. Consultant shall have to arrange visit of an expert of desired field atleast once a month for guidance and overall supervision.
- k. MPIDC reserves the right to modify the scope of work at any point during the contract period with mutual consent with the consultant.

## ANNEX III

### EVALUATION METHODOLOGY AND CRITERIA

#### **1. Technical Bid (Envelope B)-**

To be submitted in accordance with **Annex-IV**

1. All documents required to be submitted shall be sealed and self-attested on the Consultant's letterhead and if required, original copies shall be made available for verification in due course.
2. Scanned copy of original Certificate issued by Institute of Chartered Accountants of India and or certified copy thereof as an Empanelled Chartered Accountant Firm with the Office of the Comptroller & Auditor General of India wherever applicable as per eligibility. Certification should be valid on the date of submission.
3. Scanned copy of original Deed of partnership duly registered or Article of Association and Memorandum of Association for Limited Company if applicable.
4. Self-declaration by Consultant for not being blacklisted.
5. Self-declaration by the Consultant that "NO disciplinary action is taken by ICAI till date, against the firm."
6. Details of Form Fee & EMD.
7. Signed and scanned copy of all pages of Quotation bid documents.
8. Certification by Bidders - By submitting a proposal, the Bidder certifies to the Authority that:
  - a. The only persons or parties interested in the proposal as principals are those named therein;
  - b. The proposal is tendered without collusion with any other person, including partnerships, firms and corporations;
  - c. If the proposal is accepted, Bidder will execute an agreement on or before the deadline specified by the Authority ;and
  - d. The Bidder understands and accepts all conditions and requirements contained in this RFP.
9. Average Annual Gross Receipt for the works to be provided in the following format for the last 3 financial years;

| Financial Year                       | Financial Information |         |         |
|--------------------------------------|-----------------------|---------|---------|
|                                      | 2017-18               | 2018-19 | 2019-20 |
| Annual Gross Receipts (in INR Crore) |                       |         |         |
| Average Annual Gross Receipts        |                       |         |         |

- a. Average Annual Gross Receipts (i.e. Average Gross Professional Fees earned during the last 3 years i.e. FY 2017-18, FY 2018-19 and FY 2019-20) of the Firm must be equal to or more than Rs.100 Lacs. (To provide copies of audited / certified Financial Statements for 2017-18 & 2018-19 & figures of Annual Gross Receipts for FY 2019-20 may be CA certified.)
- b. Audited balance sheet including all related notes and income statements for the above financial years to be enclosed.
- c. TDS/ GST Certificates related to experience as per RFP conditions.

**Only those Bidders who qualify and fulfill MPIDC, Bhopal's functional & technical requirements and comply with the eligibility criteria will be shortlisted for financial bid opening (Annex V).** The financial proposal of others will not be considered and returned unopened after completing the technical selection process. MPIDC, Bhopal shall notify the applicants, results of the technical evaluation and invite those applicants who have secured the minimum qualifying mark for opening of the financial proposals indicating the date, time and venue.

## **2. Financial Bid (Envelope C)-**

To be submitted in accordance with **Annex-IV**

In the second stage, financial evaluation will be carried out. Applicants shall submit the Financial Proposal clearly indicating the total cost of the Consultancy. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected. MPIDC, Bhopal at its sole discretion will determine whether the Financial Proposals are complete, unqualified and unconditional.

The bidder will be selected on L1 basis i.e. the bidder with the lowest bid will be awarded the contract.



**ANNEX IV**  
**FORMATS**

**1. Formats for particulars of the Consultant (On Consultant's Letterhead):**

| PARTICULARS OF CONSULTANT                                  |               |
|--|---------------|
| Name of Firm (in Full)                                     |               |
| Address of the Firm  |               |
| Type of Legal Entity                                       |               |
| Year of Incorporation                                      |               |
| Registration Number & Registration Authority               |               |
| Email of Firm  |               |
| Name & Designation of Authorized Person for this Proposal: |               |
| Contact & Email of Authorized Person:                      |               |
| Phone (with STD Code)                                      |               |
| Fax (with STD Code)  |               |
| GSTIN  |               |
| PAN  |               |
| EMD  | Date          |
|  | Amount        |
|  | Reference No. |

Details of technical team members proposed having experience in the required area of experience.

*(Enclose recent CVs of the team members highlighting the relevant experience and confirming their availability)*

Experience of working with local communities, educational institutions & youth for capacity-building.

Date:

**(Seal & Signature of Partner/MD/Authorized Person)**

## 2. Format for Declaration of Firm's Resources (On Consultant's Letterhead)

To,

The Managing Director,  
M.P. Industrial Development Corporation Ltd.  
16-A, CEDMAP Bhavan, Arera Hills  
Bhopal (M.P.) – 462011

Date: DD/MM/YYYY

Sub: Details of the staff as part per requirements of RFP  
Ref:<<RFP Title>> (Bidding Document No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

We hereby declare that there are atleast three fully-qualified Chartered Accountants as partners working with the firm. Further, we hereby declare we have sufficient number of resources who are professionally qualified, and are experienced in the field as required by you.

Date:

**(Seal & Signature of Partner/MD/Authorized Person)**

**3. Format for Self-declaration by Consultant for not being Blacklisted (On Consultant's Letterhead)**

To,

The Managing Director,  
M.P. Industrial Development Corporation Ltd.  
16-A, CEDMAP Bhavan, Arera Hills  
Bhopal (M.P.) - 462011

Date: DD/MM/YYYY

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies in India as on DD/MM/YYYY.

Ref:<<RFP Title>> (Bidding Document No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

In response to the above mentioned RFP I, \_\_\_\_\_, as \_\_\_\_\_<Designation>\_\_\_\_\_ of M/s \_\_\_\_\_, hereby declare that our Company/Firm \_\_\_\_\_ has not been blacklisted/barred by any Central/State Government or statutory authority or Public Sector Undertaking (PSU) or regulator as on the date of this declaration.

**Date:**

**(Seal & Signature of Partner/MD/Authorized Person)**

**4. Format for Declaration by Consultant regarding disciplinary action against the firm by ICAI (On Consultant's Letterhead)**

To,

The Managing Director,  
M.P. Industrial Development Corporation Ltd.  
16-A, CEDMAP Bhavan, Arera Hills  
Bhopal (M.P.) - 462011

Date: DD/MM/YYYY

Sub: Declaration of disciplinary action against the firm by ICAI as on DD/MM/YYYY.

Ref:<<RFP Title>> (Bidding Document No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

In response to the above mentioned RFP I, \_\_\_\_\_, as \_\_\_\_\_<Designation>\_\_\_\_\_of M/s \_\_\_\_\_, hereby declare that no disciplinary action by ICAI is taken against our Company/Firm \_\_\_\_\_ as on the date of this declaration.

**Date:**

**(Seal & Signature of Partner/MD/Authorized Person)**

**5. Format for Certification by the Consultant (On Consultant’s Letterhead)**

To,

The Managing Director,  
M.P. Industrial Development Corporation Ltd.  
16-A, CEDMAP Bhavan, Arera Hills  
Bhopal (M.P.) – 462011

Date: DD/MM/YYYY

Sub: Certification by the consultant.

Ref:<<RFP Title>> (Bidding Document No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

By submitting the proposal we certify that,

1. The only persons or parties interested in the proposal as principals are those named therein;

| Sr. No. | Name of Authorized Person | Designation |
|---------|---------------------------|-------------|
|         |                           |             |
|         |                           |             |

2. The proposal is tendered without collusion with any other person, including partnerships, firms and corporations;
3. If the proposal is accepted, an agreement will be executed on or before the deadline specified by MPIDC; and
4. The proposal submitted by << Firm name>>, is in complete agreement with the RFP and the corrigendum(s) issued thereof and there is no deviation what so ever.

**Date:**

**(Seal & Signature of Partner/MD/Authorized Person)**

## 6. Format for Technical Proposal Covering Letter (On Consultant's Letterhead) (Envelope B)

*[The Applicant shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

To:

**The Managing Director,  
M.P. Industrial Development Corporation Limited  
CEDMAP Bhawan, 16-A, Jail Road, Arera Hills,  
Bhopal (M.P.)-462011**

Date: *[insert date of Proposal Submission]*

Date: DD/MM/YYYY

Sub: Covering letter for Technical Proposal for referred Bidding Document

Ref:<<RFP Title>> (Bidding Document No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bid Solicitation Documents;
- (b) We offer to supply in conformity with the Bid Solicitation Documents the following **[Title of services]** and undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (d) Our proposal shall be valid for a period of 60 days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (f) We have no conflict of interest;
- (g) Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by Employer;
- (h) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: \_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Proposal Submission Form]*

Name: \_\_\_\_\_ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ *[insert complete name of the Applicant]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## 7. Format for Relevant Experience (Covering on Consultant's Letterhead)

### Applicant's Experience of Relevant Assignments

| Sr. No. | Name of Project | Client Name | Contract Value | Period of performance (from/to) | Description of Actual Services Provided | Present Status of the Assignment |
|---------|-----------------|-------------|----------------|---------------------------------|---|----------------------------------|
| 1.      |                 |             |                |                                 |   |                                  |
| 2.      |                 |             |                |                                 |   |                                  |
| 3.      |                 |             |                |                                 |   |                                  |

**N.B:** Separate forms for each Company/ Client may be used. Copies of Assignment orders and other supporting documents shall be attached along with the application.

**(Seal & Signature of Partner/MD/Authorized Person)**

**Sample CV template:**

|  |  |   |
|--|--|---|
| Name:  |  |   |
| Position for this Assignment:  |  |   |
| Nationality:   |  |   |
| Language Skills:   |  |   |
| Educational and other Qualifications   |  |   |
| Employment Record: [Insert details of as many other appropriate records as necessary]  |  |   |
| From[Year]:_____To[Year]:_____   |  |   |
| Employer:_____   |  |   |
| Positions held:_____   |  |   |
| Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary] |  |   |
| Period: From – To  | Name of project/organization:                                | Job Title, main project features, and Activities undertaken |
|  |  |   |
| References (minimum 3)   | (Name/Title/Organization/Contact Information – Phone; Email) |   |
|  |  |   |



**8. Format for Financial Proposal Covering Letter (On Consultant's Letterhead)  
(Envelope C)**

Date: [insert date of Proposal Submission]

To:

**The Managing Director,  
M.P. Industrial Development Corporation Limited  
CEDMAP Bhawan, 16-A, Jail Road, Arera Hills,  
Bhopal (M.P.)-462011**

Date: DD/MM/YYYY

Sub: Financial Proposal for referred Bidding Document

Ref:<<RFP Title>> (Bidding Document No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

1. I the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal.
2. My Financial Proposal is given below:

| S. No. | Description   | Quoted Fees in Rs. |
|--------|---|--------------------|
| 1      | Selection of handholding consultant for post-merger synchronization and structuring and fulfillment of financial needs through raising of funds from Domestic &/or International market through monetization of revenues & assets, Bank &/or Institutional finance and other alternate source of finance including Bonds. |                    |

**Total Quoted Fees in words: Rs. \_\_\_\_\_**

***The Amount/ Fee quoted is inclusive of all costs, taxes, duties, surcharge etc. but exclusive of GST. GST shall be paid extra.***

3. My financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any.
4. I understand that you are not bound to accept any Proposal you receive.

Our Financial Proposal is without any condition and shall be binding upon us, i.e. 60 calendar days from the last date of submission of this Proposal.

Yours faithfully,

**(Seal & Signature of Partner/MD/Authorized Person)**

Address:

Mobile No:

E-mail ID:

## 9. Format for Performance Bank Guarantee (On Consultant's Letterhead)

[Date: *[insert date of Proposal Submission]*]

To:

**The Managing Director,  
M.P. Industrial Development Corporation Limited  
CEDMAP Bhawan, 16-A, Jail Road, Arera Hills,  
Bhopal (M.P.)-462011**

Date: DD/MM/YYYY

Sub: Performance Bank Guarantee

Ref:<<RFP Title>> (Bidding Document No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

M/s. (name of firm), a \_\_\_\_\_ (type of legal entity) registered under \_\_\_\_\_ (name of concerned Act), having its registered office at \_\_\_\_\_, (herein after referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into a contract dated ..... (herein after, referred to as "Contract") with you (M.P. Industrial Development Corporation Limited (MPIDC) for referred RFP.

We are aware of the fact that as per the terms of the contract, M/s. (name of firm) is required to furnish an unconditional and irrevocable bank guarantee of amount 5% of purchase order in favour of M.P. Industrial Development Corporation Limited, for an amount Rs. \_\_\_\_\_ (in figures and words) and guarantee the due performance by our constituent as per the contract and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach/ default of the said contract by our constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee. Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

- i. In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we hereby agree to pay you forth with on demand such sum(s) not exceeding the sum of amount Rs. \_\_\_\_\_, without any demur.
- ii. Notwithstanding anything to the contrary, as contained in the said contract, we agree that your decision as to whether our constituent has made any such default(s)/breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur. This PBG will remain valid for the contract period (extendable for 1+1 year).
- iii. We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honour the same without demur.
- iv. We hereby expressly waive all our rights to pursue legal remedies against MPIDC and other Concerned Government Departments of Madhya Pradesh.
- v. We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby

irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

- vi. We specifically confirm that no proof of any amount due to you under the contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.
- vii. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been provided to us after the expiry of 48 hours from the time it is posted.
- viii. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent upon intimation to you.
- ix. This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.
- x. Notwithstanding anything contained herein above, our liability under this Performance Guarantee is restricted to amount Rs. \_\_\_\_\_, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.
- xi. We hereby confirm that we have the power(s) to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/ have full power(s) to execute this guarantee under the Power of Attorney issued by the bank in your favour.
- xii. We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry-out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee. Notwithstanding anything contained herein, our liability under this Performance Bank Guarantee shall not exceed amount INR \_\_\_\_\_.
- xiii. The PBG shall be remain valid during the entire warranty period (1 Year); and we are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only if we receive a written claim or demand on or before six months from the end of the contract. Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry (four months after the expiry of the contract period). If the bank does not receive the Performance Bank Guarantee within the above mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in Bhopal (M.P.) for the purpose of any suit or action

or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated .....this ..... Day .....2021

Yours faithfully,

For and on behalf of the ..... Bank,

(Signature)

Designation (Address of the Bank)

Note:

This guarantee will attract stamp duty as security bond. A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.