

Request for Proposal
For
Appointment of Agency to work as
Knowledge Partner for Investment Promotion,
Policy support, Branding & Investor Facilitation
for
Department of Industrial Policy and Investment
Promotion (DIPIP), MPIDC and associated
companies under DIPIP

MPIDC/Event-RFP/2022/75

Instructions, Evaluation, Terms of Reference (ToR) & Formats
Issued on Behalf of DIPIP, GoMP by
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(A Govt. of M.P. Undertaking)
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1. Definitions

- 1.1 "Affiliate (s)" means an individual entity that directly or indirectly controls, is controlled by, or is under common control with the agency/Agencies/firm.
- 1.2 "Applicable Guidelines" means the policies of the State and Government of India governing the selection and Contract award process as set forth in this RFP.
- 1.3 "Applicable Law" means the laws and any other instruments having the force of law in the country.
- 1.4 "Agency" means a legally-established professional firm or an entity that may provide or provides the Services to MP Industrial Development Corporation Ltd. under the Contract. "Contract" means a legally binding written agreement signed between the Client ("hereinafter referred to MP Industrial Development Corporation Ltd.") and the Agency and includes all the attached documents listed in its RFP and the Appendices].
- 1.5 "Data Sheet" means an integral part of the Instructions to Agency (ITA) that is used to reflect assignment conditions to supplement, but not to over-write, the provisions of the ITA.
- 1.6 "Day" means a calendar day.
- 1.7 "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency.
- 1.8 "Government" means the State Government of Madhya Pradesh.
- 1.9 "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the agency's proposal.
- 1.10 Investor Summit means a major event organized by State Governments to attract investments and showcase their State as favorable investment destination. Events like Magnificent Madhya Pradesh, Vibrant Gujarat, UP Investors Summit etc.
- 1.11 "Proposal" means the Technical Proposal and the Financial Proposal of the Agency.
- 1.12 "RFP" means this Request for Proposals prepared by the Client for the selection of Agency.
- 1.13 "Services" means the work to be performed by the agency pursuant to the Contract.
- 1.14 TORs" (the Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.

2. Introduction and General Conditions

2.1 Introduction

- 2.1.1 The client named in the Data Sheet intends to select an Agency, in accordance with the method of selection specified in the Data Sheet.
- 2.1.2 Interested Firms/ Consultants / Agencies involved in the similar activities are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Agency.
- 2.1.3 The Agency should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference as specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Agency's expense.
- 2.1.4 The Client will timely provide, at no cost to the Agency, the inputs, relevant project data, and reports required for the preparation of the Agency's Proposal as specified in the Data Sheet.

2.2 Conflict of Interests

- 2.2.1 The Agency is required to provide professional, objective and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 2.2.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract and/or sanctions by the MPIDC. A disclosure in this regard is required to be submitted to MPIDC on quarterly basis.
- 2.2.3 Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Agency shall not be hired under the circumstances set forth below:

2.2.3.1 Conflicting Activities

Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation and implementation.

2.2.3.2 Conflicting Assignments

Conflict among consulting assignments: An Agency (including its Experts and Sub-Agency) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Agency for the same or for another Client.

2.2.3.3 Conflicting relationships

Relationship with the Client's staff: An Agency (including its Experts and Sub-Agency) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the MPIDC) who are directly or indirectly involved in any part of

- (i) The preparation of the Terms of Reference for the assignment,
- (ii) In the selection process for the Contract.
- (iii) The supervision of the Contract.

may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the MPIDC throughout the selection process and the execution of the Contract.

2.3 Unfair Competitive Advantage

Fairness and transparency in the selection process require that the Agency or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. Kindly refer the data sheet for the information on assignments. Agency is requested to contact MPIDC office for any kind of clarification related to this RFP.

2.4 Corrupt and Fraudulent Services

The MPIDC requires compliance with its policy in regard to corrupt and fraudulent practices.

2.5 Eligibility

It is the Agency's responsibility to ensure that its Experts, meet the eligibility requirements as established by the MPIDC in the applicable guidelines. The agency will have to ensure that the resource deployed for the assignment receives at least 50% of the quoted remuneration in the financial bid for the resource for the assignment. An undertaking in this regard may be submitted by the HR on half yearly basis.

- 2.5.1 Government-owned enterprises or institutions shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client.

To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budgetary support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow fund, and can be liable for repayment of debts and be declared bankrupt; and it is not competing for a contract to be awarded by the government department or agency which, under the applicable laws or regulations, is its reporting or supervisory authority or has the ability to exercise influence or control over it.

- 2.5.1.1 Government officials and civil servants of the country are not eligible to be included as experts in the Agency's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies, and they are on leave of absence

without pay, or have resigned or (in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in the Borrower's country, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Agency's proposal; and

2.5.1.2 Their hiring would not create a conflict of interest.

2.5.1.3 The resources proposed for the assignment should be on role employees of the firm, resources engaged on contract would not be considered.

3. Preparation of Proposals

3.1 General Considerations

In preparing the Proposal, the Agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

3.2 Cost of Preparing Proposals

The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without there by incurring any liability to the Agency.

3.3 Language

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency and the Client shall be written in the language(s) specified in the Data Sheet.

3.4 Documents Comprising Proposals

3.4.1 The Proposal shall comprise of the documents and forms listed in the Data Sheet.

3.4.2 If specified in the Data Sheet, the Agency shall include a statement of an undertaking of the Agency to observe, in competing for and executing a contract, laws against fraud and corruption (including bribery).

3.5 One Proposal Only

The Agency shall submit only one Proposal. If an Agency, including any member firm, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. Consortiums are not allowed to participate in the bid.

3.6 Proposal Validity

3.6.1 The Data Sheet indicates the period during which the Agency's Proposal must remain valid after the Proposal submission deadline.

3.6.2 During this period, the Agency shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

3.6.3 If it is established that any Key Expert nominated in the Agency's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.

3.6.4 **Extension of Validity Period**

3.6.4.1 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, by notifying all agencies who have submitted proposals prior to the submission deadline to extend the proposals' validity. Mode of notifications is specified in the Data Sheet.

3.6.4.2 If the Agency agrees to extend the validity of its proposal, it shall be done without any change in the original proposal and with the confirmation of the availability of the Key Experts.

3.6.4.3 The Agency has the right to refuse to extend the validity of its proposal in which case such Proposal will not be evaluated further.

3.6.5 Substitution of Key Experts at Validity Extension

If any of the Key Experts become unavailable for the extended validity period, the Agency shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

3.6.6 Subcontracting/ Subletting/ Outsourcing

3.6.6.1 If the Agency fails to provide a replacement of core/ key resource with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

3.6.6.2 The Agency shall not Sub-Contract/Sub-let/Outsource the whole/ part of the Services mentioned in the Terms of Reference.

3.6.6.3 Resources should be on payroll of the Agency.

3.7 Clarification and Amendment of RFP

3.7.1 The Agency may request an online clarification on any part of the RFP during the period and in accordance with the procedure indicated in the Data Sheet before the Proposals' submission deadline. The Client will respond online by uploading the response on the portal (including an explanation of the query but without identifying its source) for information of the Agencies. Should the Client deem it necessary to amend the RFP as a result of a Clarification, it shall do so following the procedure described below:

3.7.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment online in accordance with procedure described in Data Sheet. The amendment shall be binding to all agencies.

3.7.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the reasonable time to take an amendment into account in their Proposal

3.7.2 The Agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline, online, in accordance with the procedure described in the Data Sheet. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

3.8 Technical Proposal Format and Content

3.8.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

3.8.1.1 Agency shall not propose alternative Key Experts. Only one CV shall be submitted for each Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

3.9 Financial Proposal

- 3.9.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 6 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts (b) reimbursable expenses indicated in the Data Sheet.
- 3.9.2 **Price Adjustment:** For this assignment, a price adjustment provision does not apply. That said, for further extension of the assignment, one time 5% addition to the pro rata value quoted for the resource in the financial bid would be applicable. This value would be applicable for the extension period.
- 3.9.3 **Taxes:** The agency is responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet.
- 3.9.4 **Currency of Proposal:** The Agency should express the price for its Services in the currency as stated in the Data Sheet.
- 3.9.5 **Currency of Payment:** Payment under the contract shall be made in the currency as stated in the Data Sheet.

4. Submission, Opening and Evaluation

4.1 Submission of Proposals

- 4.1.1 The Agency shall submit a digitally signed, encrypted and complete Proposal comprising of the documents and forms in accordance with the Procurement Portal guidelines. The submission should be done electronically through the website and in accordance with the procedures specified in the **Data Sheet**. Proposals submitted by any other means will be rejected.
- 4.1.2 An authorized representative of the agency shall digitally sign the submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal. The authorization shall be in the form of a written power of attorneys scanned and uploaded together with the Technical Proposal.
- 4.1.3 Agency should be aware that the electronic procurement system does not allow for any interlineations, erasures, or overwriting. Any modifications or revisions to the Proposal shall be done in accordance with eProcurement portal guidelines.
- 4.1.4 The Proposal or its modifications must be uploaded on the portal on or before the deadline indicated in the Data Sheet, or any extension to the deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline.
- 4.1.5 Once the Proposal is uploaded on the portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission. Any other system's functionality requirements are specified in the Data Sheet.

4.2 Confidentiality

- 4.2.1 From the time the proposals are opened to the time the Contract is awarded, the agency should not contact the client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to any agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.
- 4.2.2 Any attempt by Agency's personnel or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing MPIDC's sanctions procedures.
- 4.2.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if an Agency wishes to contact the Client or the MPIDC on any matter related to the selection process, it should do so only in writing.

4.3 Online Opening of Proposals

- 4.3.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals online immediately after the Proposals' submission deadline and following the procedure described in the Data Sheet .The folder with the Financial Proposal shall remain unopened, encrypted and shall be securely stored on the portal.
- 4.3.2 At the opening of the Technical Proposals the following shall be read out and recorded online simultaneously: (i) the Agency's name, whose proposal has been received.

4.4 Proposals Evaluations

- 4.4.1 The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
- 4.4.2 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet.

- 4.4.3 Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the prequalification criteria or a minimum technical score indicated in the Data Sheet.
- 4.4.4 If required the client may seek clarification on the documents submitted in the technical proposal through email.

4.5 Online Opening of Financial Proposals (For QCBS)

- 4.5.1 After the technical evaluation is completed, the Client shall notify those Agencies whose Proposals were considered non-responsive to the RFP and did not meet the prequalification, minimum qualifying technical score by sending a notification through the means indicated in the Data Sheet. The notification shall also include information relating to the Agency's overall technical score, as well as scores obtained for each criterion and sub-criterion. Financial Proposals of those Agencies whose Technical Proposals did not meet the minimum qualifying score shall not be opened. In such case, a notification to that effect will be sent to the Agency. The Client shall simultaneously notify those Agency that have achieved the minimum overall technical score and inform them of the date, time and, if indicated in the Data Sheet, location for online opening of the Financial Proposals. The Agency's attendance at the opening of the Financial Proposals (online, or in person, if such option is indicated in the Data Sheet) is optional and is at the Agency's choice. If the Data Sheet provides an option of attending in person, the opening date shall allow the Agencies sufficient time to make arrangements for attending the opening.
- 4.5.2 The Financial Proposals shall be opened online by the Client's evaluation committee as described in the Data Sheet. At the opening, the names of the Agencies, and the overall technical scores, including the break-down by criterion, shall be read aloud first and recorded online simultaneously. The Financial Proposals shall be then opened, the total prices read aloud and recorded online simultaneously. The records of the opening shall remain on the portal for the information of the Agencies who submitted Proposals and the MPIDC, unless the Data Sheet provides for other means of sending notifications and the results of the financial opening.

4.6 Corrections of Errors

- 4.6.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

4.6.1.1 Lump-sum Contracts

The Agency is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes specified in the Financial Proposal shall be considered as the offered price.

4.7 Taxes

The Client's evaluation of the Agency's Financial Proposal shall exclude taxes and duties in the country in accordance with the instructions in the Data Sheet.

4.8 Conversion to Single Currency

- 4.8.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
- 4.8.2 Combined Quality and Cost Evaluation
 - 4.8.2.1 **Quality and Cost based Selection (QCBS):** The total score is calculated by weighing the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Agency achieving the highest combined technical and financial score will be invited for negotiations

4.9 Award of Contract

- 4.9.1 After completing the negotiations, if applicable; client and selected agency shall sign the Contract. The Agency is expected to commence the assignment on the date and at the location specified in the Data Sheet.

5. Data Sheet

1.	<p>Name of the client: MP Industrial Development Corporation Limited (MPIDC) Method of selection: Quality & Cost Based Selection</p>
2.	<p>Financial proposal to be submitted together with Technical Proposal: Yes Name of the assignment: Appointment of Agency to work as Knowledge Partner for Investment Promotion, Policy support, Branding & Investor Facilitation for Department of Industrial Policy and Investment Promotion(DIPIP), MPIDC and associated companies under DIPIP</p>
3.	<p>Start date for Purchase of RFP: 21st July 2022 (Wednesday) at 11.00 AM</p>
4.	<p>A pre-proposal conference will be held: Yes Date of pre-proposal conference and last date of submission of pre bid queries : 29th July 2022 (Friday) Time: 03:00 PM Participating agencies are requested to share their pre bid queries by 28 July 2022 Address: MP Industrial Development Corporation (A Govt. of M.P. Undertaking), 21 , Arera Hills, Bhopal , 462011 Conference Room, Sixth Floor Tel.:+91-755-2575618</p> <p>https://invest.mp.gov.in/ and https://mptenders.gov.in</p> <p>Contact person: Aditi Devesh Sanyasi General Manager MPIDC Telephone: 0755-2575618 Email – events@mpidc.co.in</p> <p>Alternate Point of Contact Mr. Rishav Kumar Tripathi Manager MPIDC Telephone: 0755-2575618</p>
5.	<p>1. Agencies are requested to visit the following URL for more information. http://www.invest.mp.gov.in/</p> <p>2. Details of project can be found in the Terms of Reference (ToR).</p> <p>3. Agencies are requested to contact MPIDC office for any kind of clarification, information on the project.</p>
6.	<p>This RFP has been issued in the English language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.</p>
7.	<p>Statement of Undertaking is required: Yes; as per the covering letter of Technical Proposal</p>
8.	<p>Participation of Sub-Agency, Key Experts and Non-Key Experts in more than one Proposal is permissible: No</p>

9. Important Dates :

No.	Activity	Date/Time
1.	Last date for Purchase of RFP	17 th August 2022; 02:30 PM
2.	Last date of submission of Proposal	17 th August 2022; 03:00 PM
3.	Date of opening of Technical Bid	18 th August 2022
4.	Date of Technical Presentation	24 th August 2022
5.	Date of opening of Financial Bid	29 th August 2022

10. Proposals must remain valid for 180 calendar days after the proposal submission deadline (i.e., until: 17th February, 2023).

11. In case client feels that the proposal validity should be extended in order to get formal approval and go-ahead. Client will send a confirmation mail to all Agencies.
All Agencies may send their consent via email to extend the validity of proposal for another 90 days.

12. Clarifications may be requested by 28 July 2022 through email.
All requests for clarifications shall be made via email (events@mpidc.co.in), as per the format below and in excel file only.

S.no	RFP Ref/Page No	RFP Clause	Clarification Sought/Query

13. Online submission of proposals are as per the process defined in <https://mptenders.gov.in/>

14. **Project Duration:** 36 months from the date of signing of contract with a provision for further extension of 24 months with a one-time 5% addition to the pro rata value quoted for the resource in the financial bid, which would be applicable for the extension period of 24 months

15. **Method of Selection:** QCBS – 70:30

16. Submission of the Pre-Qualification Proposal, Technical Proposal and Financial Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.

- 17.
- Agencies shall submit their Proposals electronically on the portal: www.mptenders.gov.in
 - For participation in e-tendering, it is mandatory for prospective Agency to get registered on website <https://mptenders.gov.in/> . Therefore, it is advised to all

	<p>prospective agencies to get registration by making on line registration fees payment at the earliest.</p> <ul style="list-style-type: none"> • Tender documents can be downloaded from website www.mptenders.gov.in and http://www.invest.mp.gov.in. However, a tender documents fee of Rs10,000 /- (Rs Ten Thousand only) + GST is to be paid on www.mptenders.gov.in . Responses Without tender document fee bid will not be accepted. • Service and gateway charges (including taxes) shall be borne by the Agency.
<p>18.</p>	<p>EMD</p> <ul style="list-style-type: none"> • Agency shall submit an EMD of Rs.10 Lakh online through the eProcurement portal (website www.mptenders.gov.in). • The bid will be disqualified if the EMD is not submitted within the stipulated timeline. • Unsuccessful Agency’s EMD will be released as promptly as possible, but not later than 90 days after the award of the contract to the successful Agency. • The EMD may be forfeited in following cases – If an Agency withdraws its bid or increases its quoted prices during the period of bid validity or its extended period, if any; or In the case of a successful Agency, if it fails within the specified time limit to sign the Agreement.
<p>19.</p>	<p>Performance Bank Guarantee</p> <ul style="list-style-type: none"> • The Agency shall at its own expense, deposit with MPIDC, within Thirty (30) working days of the; date of notice of award (LOI) or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Scheduled/ nationalized Bank of a value equivalent to 10% of the Contract Value, acceptable to MPIDC, for the due performance and fulfillment of the contract by the successful Agency. • Performance Guarantee should be valid up to 3 Months beyond the contract period. • Performance Guarantee may be forfeited by the MPIDC, if the Successful agency fails to perform within the period(s) specified in the Contract, or within any extension thereof granted by the MPIDC pursuant to conditions of contract clause or if the Successful Agency fails to perform any other obligation(s) under the Contract. • Except as provided above, a delay by the successful Agency in the performance of its delivery obligations shall render the successful Agency liable to the imposition of liquidated damages pursuant to conditions of Contract. The Agency shall indemnify MPIDC in case any of the resources deployed by them damages the equipment, assets etc. owned by Government of Madhya Pradesh. Further, without prejudice to its other remedies under the Contract, the contract can be terminated by MPIDC and the Performance Bank Guarantee can be forfeited.

20.	<p>The Proposals must be submitted online no later than: Date: 17th August , 2022 Time: 15.00 Hours India Standard Time (i.e. 3.00 PM)</p>	
21.	<p>For participation in e-tendering, it is mandatory for prospective bidders to get registration on website www.mptenders.gov.in . Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.</p> <ul style="list-style-type: none"> • Tender documents can be purchased only online and downloaded from website www.mptenders.gov.in by making online payment for the tender documents fee. • Service and gateway charges shall be borne by the bidders. • Since the bidders are required to sign their bids online using class – III Digital Signature Certificate, they are advised to obtain the same at the earliest. • For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mptenders.gov.in. Please note that it may take up to 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate. • If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance. • Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension. • Bidder must positively complete online e-tendering procedure at www.mptenders.gov.in • Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever. • For any type of clarification bidders can visit www.mptenders.gov.in and connect with Help Desk at contact no. 0120-4001 002/005 and e-mail id: support-eproc@nic.in . 	
22.	<p>Agencies are requested to upload the relevant documents in the space provided at www.mptenders.gov.in</p> <ol style="list-style-type: none"> 1. Payment confirmation for EMD and Bid processing fees. 2. Technical Proposal. 3. Financial Proposal. 	
23.	<p>Pre-Qualification criteria to be submitted along with the technical bid</p> <p>Pre-Qualification Criteria</p> <p>(a). For the purpose of this RFP document, a Business Entity shall mean a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008, and operating for the last 10 years as of March 31, 2022 ¹⁵ Please Note: No consortium is allowed.</p>	<p>Documents to be submitted</p> <p>Certificate of Incorporation, Memorandum, Articles of Associations, Registration with sales tax/ service tax authorities</p>

	<p>(b). Important Financial Criteria</p> <ol style="list-style-type: none"> 1. The agency should have positive net worth of more than INR 20 crores for the last three Financial Years (FY 21-22, FY 20-21, and FY 19-20) 2. The agency should have Avg. Annual turnover from Consulting Business in India of more than INR 100 crores for the last three Financial Years (FY 21-22, FY 20-21, and FY 19-20). 3. The agency should have positive PAT (Profit after Tax) during the last 3 financial years (FY 21-22, FY 20-21, and FY 19-20). 	<p>Chartered Accountant certificate for Net-worth, Turnover and PAT should be attached. Copy of the audited profit and loss account/ balance sheet/ annual report of last three financial years mentioning required figures</p>	
	<p>(c) The agency must have on its payroll at least 50 professionally qualified professionals working in the area of Investment promotion, Investor handling, Industrial Policy , Investor facilitation, MoU Follow up or Finance</p>	<p>Declaration from HR as per Annexure. Certificates from HR for Point (a) as per the Annexure. The copy of relevant certifications to be attached.</p>	
	<p>(d).Experience of conducting at least 1 Investment Summits in India in last 7 years i.e. (FY 15-16 to FY 21-22) as Lead Consultant/ Knowledge Partner involving Investment Promotion Program for a State Government.</p>	<p>Letter of Award and Completion Certificate</p>	
	<p>(e). The agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies as on the date of submission of bid.</p>	<p>Declaration in this regard by the authorized signatory of the agency should be attached</p>	
	<p>(f). There should not be any non-tax pending litigation against the firm, including any of its member firms or associate firms (using the same brand name to carry out business in India) in any courts across India</p>	<p>Declaration in this regard by the authorized signatory of the agency should be attached</p>	
<p>An online opening of the Technical and Financial Proposals will be conducted. All Agencies have an option to attend the opening of the Technical and Financial Proposals in person. All Proposal opening shall take place online at/ from MPIDC office.</p>			
<p>24.</p>	<p>Contact Person : Managing Director, MPIDC</p> <p>Address of Communication : Managing Director MP Industrial Development Corporation (A Govt. of M.P. Undertaking), 21 , Arera Hills, Bhopal , 462011</p> <p>E-Mail ID : md@mpidc.co.in</p> <p>Contact person: Aditi Devesh Sanyasi General Manager MPIDC</p>		

	<p>Telephone: 0755-2575618 Email – events@mpidc.co.in</p> <p>Alternate Point of Contact Mr. Rishav Kumar Tripathi Manager MPIDC</p> <p>Telephone: 0755-2575618</p>	
25.	<p>Pre-Qualification (Mandatory) Criteria for compliance :</p> <p>All agencies should comply with the Pre-qualification criteria. Agencies are requested to upload the relevant forms and supporting documents against each criterion in their response to the technical bids. The Agency as well as the proposed solution must possess the requisite experience, strength and capabilities to meet the requirements as described in the Bidding document.</p>	
26.	<p>a. Pre-qualification criteria mentioned in point no 23 would be the part of the Technical Proposal. The Agencies who do not meet the pre-qualification criteria are liable to get rejected.</p> <p>b. Only that Technical Proposal, wherein proposed solution complies with all the mandatory elements of the Functional and Non-Functional specification, shall be considered as responsive. Any agency whose solution fails to meet the mandatory specification shall be termed as non-responsive. The agency needs to provide compliance to all the mandatory requirements as per format of Pre-Qualification, Technical and Financial.</p> <p>c. Agencies are expected to utilize the existing solution developed by MPIDC as part of their proposed solution to the extent possible.</p> <p>d. The Evaluation Committee based on technical evaluation frame work mentioned in the table below shall evaluate each proposal and allot technical score as per the Technical criteria.</p> <p>e. MPIDC will invite each agency to make a presentation at a date, time and locations determined by it. The purpose of such presentations and demonstration would be to allow the Agencies to present their proposed solutions, approach, implementation plan, etc. to the MPIDC along with the key points and strengths of their proposals. The MPIDC would also be able to establish the capacity and capability of the solution proposed, previous experience and the verification of claims made in response to SOR by the agency. The Proposed team lead along with the Senior Strategic Advisor for the project will make the presentation before MPIDC</p> <p>f. In the technical evaluation, it is mandatory for the agency to score at least 70% of the marks to be qualified to be considered for Financial Evaluation. Those Agencies who fail to attain this minimum score shall be technically disqualified and shall not be considered for further evaluation.</p>	

27.	Evaluation Criteria:		
	S. No.	Description (Evaluation Criteria)	Maximum Score / Requirements
	A.	Organization`s Experience	25
	1.	<p>Experience of conducting flagship investment promotion summits (Global Investment/ Investors Summit) in India in the last 10 years as Lead Consultant/ Knowledge Partner involving Investment Promotion Program for State.</p> <ol style="list-style-type: none"> 1. 1 to 2 Summits: 3 Marks 2. 3 or more Summits: 5 Marks <p>Note: Summits wherein the client was state government will only be considered. Any Summit done through any association, chamber of commerce, multilateral agency, etc. will not be considered for evaluation</p>	5
	2.	<p>Experience of handling projects with duration of minimum 2 years and value of minimum INR 3 crore (exclusive of taxes), in India, in last 10 years, as Lead Consultant/ Knowledge Partner for Central/State Governments or their agencies, or donor agencies involving Investment Life Cycle Management/ Investment Promotion Program Management.</p> <ol style="list-style-type: none"> 1. 1 to 2 States: 2 Marks 2. 3 to 4 States: 5 Marks 3. 5 or more States: 8 Marks 	8
	3.	<p>Experience in supporting the State/Central Government in the drafting of Investment policies :</p> <ol style="list-style-type: none"> 1. One mark for each state /Central Govt. Department up to maximum 8 Marks 	8
	5.	<p>Experience of working in Madhya Pradesh on large (Contract Value of minimum INR 1 crores) government consultancy/ advisory projects, in the last five years:</p> <ol style="list-style-type: none"> 1. 2 marks for every project; subjected to ceiling of 4 marks 	4
	B	Approach Methodology (A&M) & Technical Presentation	20 (10 for A&M 10 for technical presentation)
	C	EXPERIENCE OF ON-SITE TEAM	55

Evaluation of CVs			
Position	Min. Requirements	Scoring Per Resource	Maximum Marks (marks X resource)
Core/ Key Team Resources			
Team Lead – 1 in number (Full time, 100% deployment) 8 Marks Core resource	<ol style="list-style-type: none"> MBA/ equivalent management qualification with minimum 8 years of experience in strategy/consulting /advisory Minimum 4 years of experience in Investment Promotion/ Business Reforms with State/ Central Governments Should have experience of working on at least 2 Investor Summits Should be on company's roll for the last 3 years Proficiency in Hindi and English 	Experience: <ol style="list-style-type: none"> 3 relevant projects (IP/ Business reforms) – 3 Marks Experience of conducting 2 Investor Summits – 3 Marks Prior experience of working on investment Policies with any state/Central govt – 2 Mark 	8 marks (8 X1=8)
Senior Strategic Advisor – 2 in number (Full time) 7 Marks per resource Core resource	<ol style="list-style-type: none"> MBA/ equivalent management qualification with minimum 8 years of experience in strategy/consulting /advisory Should have experience of working with Government/ Funding Organizations/ CEO or Strategy office of Corporates Must have worked on the Investment Promotion and Policy formulation Proficiency in Hindi and English Proficiency in basic financial concepts and conversant with the concepts of financial analysis 	Experience: <ol style="list-style-type: none"> Experience of minimum 8 years: 3 Marks Experience of working with Government/ Funding Organizations/ CEO or Strategy office of Corporates: 1 Mark for each employer, subjected to ceiling of 2 Marks Experience of working on government project related to policy formulation: 2 Mark 	14 marks (7 X 2=14)
Strategic Advisor – 1 in number (Full time) 4 marks per resource Core resource	<ol style="list-style-type: none"> MBA/ equivalent management qualification with minimum 5 years of experience in strategy/consulting /advisory Should have experience of advising Government/ Corporates on strategic projects Proficiency in Hindi and English Must have worked on the Investment Promotion and 	Experience: <ol style="list-style-type: none"> Experience of minimum 5 years: 1 Mark Experience of advising Government/ Corporates on strategic projects: 1 Mark Experience of working on government project : 1 marks Experience in Policy formulation 1 Marks 	4 marks (4 X 1= 4)

	Policy formulation		
<p>Infrastructure Advisory – 1 in number (Full time) 3 Marks</p> <p>Core resource</p>	<ol style="list-style-type: none"> 1. Postgraduate in Civil/ Urban Planning/ Infrastructure planning, with minimum 10 years of experience in infrastructure related advisory 2. Minimum 3 years of experience in Government sector 3. Proficiency in Hindi and English 	<p>Experience</p> <ol style="list-style-type: none"> 1. 3 or more relevant projects in infrastructure advisory: 2 marks 2. Over 3 years of experience in government infrastructure related advisory: 1 Marks 	<p>3 marks (3 X 1= 3)</p>
<p>Policy Advisory – 2 in number (Full time) 5 Marks</p> <p>Core resource</p>	<ol style="list-style-type: none"> 1. MBA/ equivalent management qualification with minimum 5 years of experience in strategy/consulting /advisory 2. Should have experience of business climate reforms/ policy reforms projects/ governance reforms/ institutional capacity building with State Governments / Central Government 3. Proficiency in Hindi and English 4. Proficiency in basic financial concepts and conversant with the concepts of financial analysis 	<p>Experience</p> <ol style="list-style-type: none"> 1. 3 or more relevant projects in policy formulation or advocacy: 1 marks 2. Over 3 years of experience in business climate reforms/ policy reforms projects/ governance reforms/ institutional capacity building with State Governments / Central Government: 4 Marks (1 mark per assignment subject to capping of 4 marks) 	<p>10 marks (5 X 2 =10)</p>
<p>Lead Generation , Conversion and after care – 5 in number (Full time)</p>	<ol style="list-style-type: none"> 1. MBA or equivalent with minimum 3 years of consulting /advisory experience 2. Should have experience of handling investment promotion/ facilitation projects with the State Governments/ Central Government in India Proficiency in Hindi and English 3. The resource should be conversant with the approvals/licenses required by Industries 	<p>Experience</p> <ol style="list-style-type: none"> 1. Over 3 years of experience in business climate reforms/ policy reforms projects/ governance reforms/ aftercare for Investments required at the State Level. (1 Mark). <p>Conversant with License procedures in the state (1 Mark)</p>	<p>10 (2 X5=10)</p>
<p>Marketing and Branding – 1 in number 1 marks per resource</p>	<ol style="list-style-type: none"> 1. MBA or equivalent with minimum 2 years of consulting /advisory experience 2. Should have experience of handling investment 	<p>Minimum 2 years of experience with Govt departments. 1 mark proficiency in handling and supporting Social media accounts (1mark</p>	<p>2 (2 X 1=2)</p>

		<p>promotion/ facilitation projects/ project management with the State Governments/ Central Government in India</p> <p>Proficiency in Hindi and English</p> <p>3. Experience in Handling Social media accounts and twitter of Govt. Departments</p>		
<p>After Care Cell Support team – 2 in number (Investment MOU/ 'Intention to Invest' Follow-ups) 1 marks per resource</p>	<p>1.MBA or equivalent with minimum 2 years of consulting /advisory experience</p> <p>2.Should have experience of handling investment promotion/ facilitation projects/ project management with the State Governments/ Central Government in India</p> <p>3.Proficiency in Hindi and English</p>	<p>Minimum 2 years of experience with Govt. departments. 1 mark</p> <p>Conversant with License procedures required by industries in the state (1 Mark)</p>	<p>4 (2 X 2=4)</p>	
Total Marks			55	
<p>Note:</p> <ol style="list-style-type: none"> 1. Provided resources should be fungible i.e. can be moved from one function/ work to other, based on client (MPIDC) requirement. 2. The invited consultants shall confirm the availability of all the core/ key resources included in the Proposal as a pre-requisite to the negotiations. Failure to confirm the core/ key Personnel's availability may result in the rejection of the Consultant's Proposal and the client proceeding to negotiate the Contract with the next-ranked bidder. 3. Notwithstanding the above, the substitution of core/ key resources at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the bidder, including but not limited to death or medical incapacity. In such case, the bidder shall offer a suitable core/ key resource within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the Original candidate. 4. No resource mentioned under core team would be allowed to be replaced before 1 Year, unless the person has resigned from the firm or met with circumstances outside the reasonable control of the firm including but not limited to death or medical incapacity. In such case, suitable replacement has to be provided within 15 days of his/her resignation or any other reason. In case of any negligence, bidder would be levied penalty of INR 2,50,000 per resources per month proportionate to the absence of the resource. Resignation from the deployed team member should be immediately reported to the client (copy of resignation letter should be submitted to the client within 10 days of resignation of the resource). 5. The successful Bidder should notify MD MPIDC immediately if any resource assigned for the project resigns or is reassigned to any other 				

assignment. A replacement resource should be provided before the relieving of the resource. Failure to do so will attract a penalty of 10000/- per resource per day.

6. Before onboarding the replacement resource, the profile of the resource should be shared with MPIDC. **With the prior Approval of MD**, MPIDC the replacement resource should be onboard.
7. Sub-Contracting is not allowed for any of the resources/ position and core/ key resources should be on payroll of the Agency.
8. All resources should be available full time at client location.
9. The following resources i.e. **Team leader, Senior Strategic advisor and Strategic advisor should be deployed at the client location within 15 days of receiving the LOI.**
10. Travel expenses (post approval from MPIDC) incidental to the project would be paid up by MPIDC.
11. Quarterly Progress Report (QPR) is to be submitted; Along with the detailed report, the QPR should also include a summary of the tasks undertaken by individual team member.
12. The resources would be deployed as per the following matrix in the offices of PS, DIPIP, MPIDC and its Regional Offices. The resources Deployed at Regional Offices (RO) Bhopal and Indore would extend necessary support to other Regional Offices i.e. Gwalior, Jabalpur and Rewa and coordinate with the team at Office of PS DIPIP and MPIDC. The team will finalize the work for the quarter in consultation with in charge officers as nominated by MPIDC.

Name	PS, DIPIP	MPIDC ,HQ	RO Bhopal	RO Indore
Team Leader	1			
Senior Strategic Advisor	1	1		
Strategic Advisor		1		
Infrastructure Advisor		1		
Policy Advisor	1	1		
Lead Generation & After care		3	1	1
Branding		1		
After care cell			1	1
Total	3	8	2	2
Total resources	15			

28.

Engagement of Subject matter expert – In addition to the resources mentioned in point no 27 of the Data Sheet; MPIDC may ask the agency to provide subject matter experts by providing at least 1 month advance notice. The minimum engagement term of the subject matter expert would be 3 months. The remuneration of the Subject matter expert would be at par with the man month rate quoted for Senior Strategic Advisor. Notice of 1 month would be provided to the agency before concluding/terminating the engagement of the Subject matter expert. The Subject matter expert would be considered as a core resource.

29.	<p>Notifications to the Agency will be sent as following:</p> <p>(a) Agency whose Proposals were considered non-responsive or did not meet the minimum qualifying technical score (70%) will be informed via email.</p> <p>(b) Agency who have passed the minimum technical score will be invited to the opening of the Financial Proposal via email.</p> <p>Agency can participate in the Financial Proposal opening in person. The address, date and time of opening of Financial Proposal will be sent on email.</p>
30.	<p>The online opening procedure shall be as following: The procedure for online opening of Technical Proposals can be seen at https://mptenders.gov.in/</p> <p>The procedure for notifying the Agency on the results of the Financial opening shall be send via email.</p>
31.	<p>For the purpose of the evaluation, the Client will exclude Goods & Service Tax as per prevailing rates, levied on the contract's invoices.</p>
32.	<p>The single currency for all prices expressed is: Indian Rupee (INR)</p>
33.	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 70, and P = 30</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sfx P\%$.</p>
34.	<p>Expected date for contract signing would be intimated to the successful bidder</p>
35.	<p>Procedure for notifying unsuccessful Agency and for publishing the contract award information is as following:</p> <p>(a) Following the award, completion of the contract negotiations and contract signing, other Agency will be notified through email.</p> <p>(b) Contract award information will be published www.invest.mp.gov.in</p>
36.	<p>Negotiation may be done on technical approach and methodology only. No financial negotiation shall be done at the time of negotiation. In case the resources are reduced at any stage of the project, billing would be done on pro rata basis on the number of resources deployed for the project based on the value quoted for resource in the Financial bid</p>

6. Formats of Pre-Qualification, Technical and Financial Proposal

6.1 Formats for Pre-Qualification form to be attached along with the Technical bid

6.1.1 Checklist for Pre-qualification proposal (to be attached along with the technical Bid)

S.No.	Items	Submitted (Yes/No)	Documentary Proof (Page No.)
1.	Agency's Particulars		
2.	PoA authorizing the Signatory		
3.	Certificate of Incorporation		
4.	Copy of registration with sales tax / service tax authorities		
5.	Chartered Accountant certificate for Net-worth, Turnover and PAT for last three years		
6.	Copy of the audited profit and loss account / balance sheet/ annual report of last three financial		
7.	Declaration from HR		
8.	Self-Declaration for not being blacklisted by any Government Entity		
9.	Pre-qualification Compliance Sheet		
10.	Form for Statement of No Deviation from the RFP Requirements		

6.1.2 Format for the Proposal Cover letter(On Agency Letterhead)

To,
The Managing Director,
MP Industrial Development Corporation (MPIDC),
21, Arera Hills, Bhopal,
Madhya Pradesh – 462011

Date: DD/MM/YYYY

Sub: Letter for Submission of Proposal by <<firm name>>

Ref: <<RFP Title>> (Bidding Document No: _____ Dated: __/__/____)

Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the RFP. We attach here to our responses to the Technical Bid.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MPIDC is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements there in do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 180 days from the date fixed for bid opening. We hereby declare that in case we are chosen as successful agency, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response with or without assigning any reason whatsoever.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

6.1.3 Format for particulars of the Agency:

Details of the Agency		
A.	Name of the Agency	
B.	Address of the Agency	
C.	Year of Incorporation	
D.	Registration Number & Registration Authority	
E.	Legal Status (Public/Private/ LLP)	
F.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
G.	Telephone No. (with STD Code)	
H.	E-Mail of the Contact person:	
I.	Fax No. (with STD Code)	
K.	Website	
L.	Financial Detail (Organization's turnover of last three financial years)	FY 21-22
		FY 20-21
		FY 19-20
M.	GST number	
N.	PAN	
O.	EMD	Date
		Amount
		Reference Number

Date:
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.:

6.1.4 Format for Pre-Qualification Compliance Sheet

Pre-Qualification Criteria (to be submitted along with the technical bid)	Submitted Yes/No	Documentary Proof (Page No.)
(a). For the purpose of this RFP document, a Business Entity shall mean a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008, and operating for the last 10 years as of March 31, 2022 Please Note: No consortium is allowed.		
(b). Important Financial Criteria 1. The agency should have positive net worth of more than INR 20 crores for the last three Financial Years (FY 21-22, FY 20-21, and FY 19-20) 2. The agency should have Avg. Annual turnover from Consulting Business in India of more than INR 100 crores for the last three Financial Years (FY 21-22, FY 20-21, and FY 19-20). 3. The agency should have positive PAT (Profit after Tax) during the last 3 financial years (FY 21-22, FY 20-21, and FY 19-20).		
(c) The agency must have on its payroll at least 50 professionally qualified professionals working in the area of Investment promotion, Investor handling, Industrial Policy , Investor facilitation, MoU Follow up or Finance		
(d). Experience of conducting at least 1 Investment Summits in India in last 7 years i.e. (FY 15-16 to FY 21-22) as Lead Consultant/ Knowledge Partner involving Investment Promotion Program for a State Government.		
(e). The agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies as on the date of submission of bid.		
(f). There should not be any non-tax pending litigation against the firm, including any of its member firms or associate firms (using the same brand name to carry out business in India) in any courts across India		

Date: _____ Signature of Authorized Representative

Name of Agency: _____

Full Address: _____

Telephone No.: _____

**6.1.5 Format for Declaration by Agency's HR
(On Agency Letterhead)**

To
The Managing Director,
MP Industrial Development Corporation (MPIDC),
21, Arera Hills, Bhopal,
Madhya Pradesh – 462011

Date: DD/MM/YYYY

Sub: Details of the staff as part of Pre-Qualification Bid for the Bidding Document

Ref:<<RFP Title>> (Bidding Document No: _____ Dated: __/__/)

Sir,

We hereby declare that there are more 50 qualified professionals in the area of investment promotion and investor lifecycle management combined, as full-time employee and are on our payrolls. Further, we hereby declare we have sufficient number of resources who are professionally qualified, and are experienced in the field of investment promotion, investor facilitation, Policy formulation, Branding/Marketing states as investment destination.

Date:
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.:

**6.1.6 Format for Self-declaration by Agency for not being Blacklisted
(On Agency Letterhead)**

To
Managing Director,
MP Industrial Development Corporation (MPIDC),
21, Arera Hills, Bhopal,
Madhya Pradesh – 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: __/__/____)

Sir,

In response to the above mentioned RFP I,
_____,as _____<Designation>_____of M/s_____,here by 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:

Signature of Authorized Representative

Name of Agency:

Full Address

Telephone No.:

6.1.7 Format for Statement of No Deviation from the Bidding Document (On Agency Letterhead)

To

Managing Director,

MP Industrial Development Corporation (MPIDC),

21, Arera Hills, Bhopal,

Madhya Pradesh – 462011

Date: DD/MM/YYYY

Sub: Undertaking of no deviation from RFP terms and condition

Ref:<<RFP Title>>Bidding Document No: _____ Dated: __/__/____)

Sir,

This is to confirm that the proposal submitted by << Agency name>>, is in complete agreement with the RFP and the corrigendum(s) issued thereof and there is no deviation what so ever.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address

Telephone No.:

6.2 Formats for the Technical Proposal

6.2.1 Checklist for Technical Proposal

S.No.	Items	Submitted (Yes/No)	Documentary Proof (Page No.)
1	Proposal Cover Letter		
2	Technical Compliance Sheet		
3	Relevant Project Experience – 1. 2. 3. 4.		
4	Proposed Team Structure, Deployment Plan and CVs of key proposed resources		
5	Approach and Methodology		
6	Project Plan		

6.2.2 Format for compliance sheet for Technical proposal

S. NO.	Description (Evaluation criteria)	Submission status (Yes/No)	Page No.								
I	Proposed response should be in compliance with all the Mandatory items										
A	Organization's Experience										
1.	Experience as per of clause 27 of Data Sheet.										
B	Proposed Team Deployment										
1.	<p>Agency's proposed resources for the project shall be considered for evaluation of the proposal:</p> <table border="1" style="margin-left: 40px;"> <tr><td>Team Leader</td></tr> <tr><td>Senior Strategic Advisor</td></tr> <tr><td>Strategic Advisor</td></tr> <tr><td>Infrastructure Advisor</td></tr> <tr><td>Policy Advisor</td></tr> <tr><td>Lead Generation & After care</td></tr> <tr><td>Branding</td></tr> <tr><td>After care cell</td></tr> </table>	Team Leader	Senior Strategic Advisor	Strategic Advisor	Infrastructure Advisor	Policy Advisor	Lead Generation & After care	Branding	After care cell		
Team Leader											
Senior Strategic Advisor											
Strategic Advisor											
Infrastructure Advisor											
Policy Advisor											
Lead Generation & After care											
Branding											
After care cell											
C	Proposed Solution										
1.	<p>Technical presentation Technical presentation establishing the understanding of the requirements, approach and methodology, Implementation plan, resource planning & deployment, etc. by the Agency At least one resource from each work module and over 10 resources overall, including the proposed team leader, should be present during the presentation</p>										

6.2.3 Format for Relevant Experience

Summary Table for Project Experience

Sl. No.	Name of Project	Year of Project	Page Number
1			
2			
3			
4			
5			

Detailed Project Experience *(please provide separate table for each project)*

Project Information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	
Supporting Documents enclosed (√): Work Order received from Client/ Copy of Contract signed between Implementation Partner and client Scope of Work highlighted(Y/N) Period of Contract Highlighted(Y/N) Other (if any)	

6.2.4 Format for List of Resources and Detailed Resume

Summary of Resources

Sl. No.	Proposed Position	Name of Resource	Qualification	Total Experience	Relevant Experience
1					
2					
3					
4					
5					

1.	Proposed Profile																			
2.	Name of staff:																			
3.	Date of birth:																			
4.	Nationality:																			
5.	Qualification:	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Degree</th> <th>Institution</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S. No.	Degree	Institution	Year	1.				2.									
		S. No.	Degree	Institution	Year															
		1.																		
2.																				
6.	Membership of professional associations:																			
7.	Certification:																			
8	Languages	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Language</th> <th>Read</th> <th>Write</th> <th>Speak</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S. No.	Language	Read	Write	Speak													
		S. No.	Language	Read	Write	Speak														
9	Employment	<table border="1"> <thead> <tr> <th>From (Year)</th> <th>To (Year)</th> <th>Employer</th> <th>Position Held</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	From (Year)	To (Year)	Employer	Position Held														
		From (Year)	To (Year)	Employer	Position Held															
10	Description of Services on Relevant Project																			

Detailed Resume of Resources (please provide separately for each resource)

6.3 Format– Financial Proposal

6.3.1 Indicative Format for Price Bid: item rate BOQ (to be entered on the MP etenders portal)

s.no	Item description	number	Unit	Basic rate	Amount without taxes	Total amount in words
1	Team Leader 1 person for 36 months	1	Manmonth rate			
2	Senior Strategic Advisor 2 person for 36 months	2	Manmonth rate			
3	Strategic Advisor 1 person for 36 months	1	Manmonth rate			
4	Infrastructure Advisor 1 person for 36 months	1	Manmonth rate			
5	Policy Advisor 2 person for 36 months	2	Manmonth rate			
6	Lead Generation & After care 5 person for 36 months	5	Manmonth rate			
7	Branding 1 person for 36 months	1	Manmonth rate			
8	After care cell 2 person for 36 months	2	Manmonth rate			

6.3.2 Format for Performance Security

[Date]

To

Managing Director,
MP Industrial Development Corporation (MPIDC),
21, Arera Hills, Bhopal,
Madhya Pradesh – 462011

Sub: Performance Bank Guarantee

Ref: <<RFP Title >>(Tender No: _____ Dated: __/__/____)

Dear Sir,

M/s. (name of Agency), a company registered under the Companies Act, 1956, having its registered office at (address of the Agency),(here in after referred to as “our constituent”, which expression, unless exclude do repugnant to the context or meaning here of, include sits successors and assignees), agreed to enter into a contract dated (Herein after, referred to as “Contract”) with you (Madhya Pradesh Industrial Development Corporation (MPIDC)) for referred RFP.

We are aware of the fact that as per the terms of the contract, M/s. (name of Agency) is required to furnish an unconditional and irrevocable bank guarantee of amount 10% of purchase order in favour of MPIDC for an amount<<.....>>and guarantee the due performance by our constituent as per the contract and do here by 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 tha the has entered in to 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:

In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we here by agree to pay you forth with on demand such sum/s not exceeding the sum of amount <<.....>>), without any demur.

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 5 Years.

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.

We here by expressly waive all our rights to pursue legal remedies against MPIDC and other Concerned Government Departments of Madhya Pradesh.

We the guarantor, as primary oblig or 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.

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.

Any notice by way of demand or otherwise here under 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.

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.

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 there of 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.

Notwithstanding anything contained here in above, our liability under this Performance Guarantee is restricted to amount<<....>>),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.

We here by 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 to the authority by express delegation of power//have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or for bear 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. Not with standing anything contained herein, our liability under this Performance Bank Guarantee shall not exceed amount INR <<....>>.

The PBG shall be remain valid during the entire warranty period (5 Years); 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 (Date) i.e. 5 years from start of project. 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 with holding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. 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.

Datedthis Day20..

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.

7. Terms of Reference (TOR)

Madhya Pradesh Industrial Development Corporation (MPIDC) is a Government of Madhya Pradesh (GoMP) organization under the aegis of Department of Industrial Policy & Investment Promotion (DIPIP). The prime objective of creation of this organization is to have a Government agency which is able to deliver one stop solution to the needs and queries of the potential investors. MPIDC is the Single Window Secretariat for Investment Facilitation and has been designated as nodal agency to work for the Investment Promotion of the state. Investment promotion is one of the important objectives of the MPIDC. It conducts various investment promotion events including national and international road shows and flagship investor summit – Global Investors Summit.

MPIDC proposes to invite proposals from consultancy firms with experience of working as Knowledge Partners/ Lead Consultants in flagship investment promotion events of state governments/ central government in India. During the course of their engagement with state governments/ central government they must have advised/ assisted the governments on investment promotion, investor facilitation, and marketing and branding of state as the foremost investment destination, nationally and internationally.

Madhya Pradesh has an economy with a strong industrial base both in public and private sector and a vibrant entrepreneurial culture that thrives on creativity, nimbleness and strong business acumen. Industries remain an integral component of the State's economy, with capabilities in the entire manufacturing value chain, from R&D and design to marketing and sales. The state is building successful partnerships with foreign firms, strengthening domestic capabilities and forging strategic linkages. State government has been proactively working to create a conducive investment climate through infrastructure creation, reduced regulations, investment promotion, general facilitation and evolving such policies so as to induce investments in the state. Through the appointment of Knowledge Partner, the State Government intends to further bolster investment inflow and thereby accelerate industrial progress of Madhya Pradesh.

7.1 Policy Advisory: Provide Policy Advocacy to improve investment climate and enhance business competitiveness in Madhya Pradesh

- 7.1.1 Policy benchmarking (with respect to new/ amended domestic and international policies) of Industrial Policy and other policies under the ambit of MPIDC on quarterly basis. The exercise should yield quality recommendations in terms of new incentives, emerging needs and best practices that could form part of MP's policy environment.
- 7.1.2 Drafting new policies as per the requirement (focus sector specific, upcoming sectors/ industries etc.) or as and when asked by MPIDC.
- 7.1.3 Define a broad based action plan for implementation of policy procedures – structures, guidelines and rules etc.
- 7.1.4 Provide policy implementation advocacy and creating policy awareness among the industries in the state and globally.
- 7.1.5 Consultation with stake holders for assessing the needs of the investors, so as to incorporate in the policy
- 7.1.6 Devise methodology for investor feedback and surveys
- 7.1.7 Feedback activity should be continuous process at least 5 Industrial Units should be consulted every quarter
- 7.1.8 Analysis of International Policies and State policies should be incorporated in every quarterly report, the policy and sector to be analyzed should be done in consultation with MPIDC.
- 7.1.9 Support for data analysis and formulation of MIS template for various sets of data generated by MPIDC, in consultation with MPIDC.

7.2 Lead Generation and Conversion

- 7.2.1 Assist MPIDC in lead generation through:
 - 7.2.1.1 Helpdesk/ Facilitation Inquiries – the Knowledge Partner shall assist MPIDC in running investor helpdesk
 - 7.2.1.2 Roadshow/ Events Interactions
 - 7.2.1.3 Targeted Touch-base Programs
 - 7.2.1.4 Other innovative methods/ routes
 - 7.2.1.5 The Knowledge Partner shall arrange at least one meeting per month with the prospective investor.
 - 7.2.1.6 The Knowledge partner should coordinate with Country based desk , Embassies and International Chamber of commerce for lead generation
- 7.2.2 The Knowledge Partner shall devise Country and Sector specific lead generation strategies. The exercise shall yield country and sector specific recommendation reports which should be implemented, as per the decision taken by MPIDC. The Knowledge Partner should assist MPIDC in implementation of recommendation reports.
- 7.2.3 Assist in investment intention follow-up and grounding through:
 - 7.2.3.1 One to one meetings/ mails/ phone calls etc.
 - 7.2.3.2 Guiding and handholding – the Knowledge Partner shall coordinate with the potential investors and MPIDC in order to facilitate required approvals for the investment proposals/projects
- 7.2.4 Create and maintain a database of potential investors/ leads and carry out a contact program to reach out to them.
- 7.2.5 A detailed section should be incorporated in QPR stating the no of units pitched and contacted in the month along with the status of their follow up on investment grounding on the state. If the units intends to ground their investment in other state A SWOT analysis of the reasons of grounding their investment in other state should be incorporated in the report.

7.3 Investment / 'Intention to Invest' Follow-ups

- 7.3.1 Assist in following up with investors and track progress of 'Intention to Invest'
- 7.3.2 Facilitating and handholding investors who have finalized sites in the state through various government approvals and permissions – establishing Investor Aftercare Cell that will answer investor inquiries and track investment, intentions.
 - 7.3.2.1 The Knowledge Partner should handhold the investors throughout the investor lifecycle.
 - 7.3.2.2 The Knowledge partner should be conversant with the approvals required from various departments and act as a Single Point of Contact for ensuring time bound delivery of clearances to the on boarded investors.
- 7.3.3 Facilitating one-to-one meeting with the investors and Government Officials to resolve issues, if any.
- 7.3.4 The members of lead generation and aftercare team will act as a dedicated point of contact and ensure necessary approvals are received by the applicants as per the time lines defined under PSG.
- 7.3.5 The lead generation and aftercare team will also support in resolving queries raised by user departments.
- 7.3.6 Guiding and facilitating dormant investors, who have filed Intentions to Invest/ signed MoUs with GoMP, towards implementing/ grounding their projects in MP.
- 7.3.7 Survey Industries ((in Madhya Pradesh) in consultation with MPIDC on quarterly basis to ascertain sentiments, knowledge of facilities in MPIDC Industrial parks and suggestions for improvements

7.4 Infrastructure Advisory

- 7.4.1 Improving/ upgrading Geographical Information System based online industrial land bank.
- 7.4.2 Assist MPIDC in creating a system for keeping the online industrial land bank updated.

- 7.4.3 Coordinating with central government agencies like National Centre for Geo-Informatics, Invest India and keeping the MP industrial land bank details updated on the portal.
- 7.4.4 Preparation, review and updating of industrial area profiles on monthly basis , in coordination with the IT cell /Engineering cell /Regional offices of MPIDC
- 7.4.5 Advising MPIDC in conceptualizing new industrial areas from the existing land bank available with the corporation/ Department of Industrial Policy and Investment Promotion. The Knowledge Partner shall make a feasibility report for the same, which would include:
 - 7.4.5.1 Recommendations on type of development (sector specific/ multi sector/ others).
 - 7.4.5.2 Recommendations on mode of development (PPP/ EPC/ Govt. Grants/ Others).
 - 7.4.5.3 Marketing strategy.
- 7.4.6 Identifying, preparing documents and availing Gol grants for industrial infrastructure in MP, under various Gol schemes.
- 7.4.7 To ensure optimal utilization of land resources, the agency would be required to assess and collate the data regarding the usage of land in Industrial areas in coordination with Regional offices of MPIDC. The report / MIS should include available land parcels , information of land parcels under litigation , non-functional units, Units under closure etc.

7.5 Investment Promotion, Marketing and Branding Advisory

- 7.5.1 Assist MPIDC in creating/ formulating a roadmap for investment facilitation:
 - 7.5.1.1 Develop investment promotion, marketing and branding strategy for promoting Madhya Pradesh at national and international levels. Assist in designing and implementing country connect program:
 - 7.5.1.1.1 Preparing a database of focus country contacts.
 - 7.5.1.1.2 Customized investment knowledge sharing module for focus countries.
 - 7.5.1.1.3 Regular follow-ups and investment related query handling
 - 7.5.1.1.4 Assist in organizing contact/ promotional program with focus countries
 - 7.5.1.2 Review existing strategies and benchmark it with strategies of other states and countries and recommend best and new practices.
 - 7.5.1.3 Based on the above mentioned study, identify and strategize the promotional, marketing and branding initiatives that are to be undertaken by GoMP.
 - 7.5.1.4 Provide competitive market intelligence on investment plans of prospective investors.
 - 7.5.1.5 Identify international and national conferences/ promotional events wherein brand MP can be promoted and assist GoMP in participating in these events.
 - 7.5.1.6 Advice GoMP in promoting brand Madhya Pradesh via new age mediums like online portal and social media platforms
 - 7.5.1.7 Identification of the Gol schemes which can be dovetailed with respect to the Investment Promotion activities.
 - 7.5.1.8 Develop, update and maintain compendium of National and International trade bodies, Embassies and Industries which could be pitched Destination Madhya Pradesh
 - 7.5.1.9 Collation of Event calendars where the State of MP can be can be show cased as an investment destination
- 7.5.2 Provide necessary assistance to MPIDC in organizing and participating in investment promotion events/ related conferences and missions/delegations:
 - 7.5.2.1 Assisting MPIDC in participating in national and international investor promotion events.
 - 7.5.2.2 Assisting MPIDC in organizing investment promotion events nationally as well as internationally.

- 7.5.2.3 Creating presentations, background papers/research notes, talking points/speeches, brochures, sector profiles etc. required for events.
 - 7.5.2.4 Provide advisory assistance in organizing/handling inward delegations from foreign countries by way of research work, presentations, talking points/speeches etc.
 - 7.5.2.5 Assisting GoMP in sending or receiving delegations nationally and internationally.
 - 7.5.2.6 Submission of event reports within 10 days of the event, the report should also be included in the QPR.
- 7.5.3 Work with MPIDC to create an investor/ company focused contact strategy and action plan to reach the targeted investors and to promote Madhya Pradesh as a business location:
- 7.5.3.1 Prepare company/ sub-sector specific SWOTS and benchmarking to identify key factors against the competitor locations.
 - 7.5.3.2 Prepare investor/ company specific presentation for potential investors highlighting advantages Madhya Pradesh provides over competitor locations.
 - 7.5.3.3 Identify key threats and weaknesses for the state in each sub-sector that render us relatively unattractive.
 - 7.5.3.4 Propose action plans to GOMP to address the identified threats and weaknesses.
- 7.5.4 Creating awareness about investment policies, incentives and overall development scenario in Madhya Pradesh
- 7.5.4.1 Assist MPIDC in creating awareness about specific policies, incentives and overall development scenario in Madhya Pradesh through online and offline awareness initiatives and programs.
 - 7.5.4.2 Publishing online Quarterly newsletter to create constant visibility among the investor community. The newsletter may include:
 - 7.5.4.2.1 Cover Article – Sector / District / Project update
 - 7.5.4.2.2 Investments fructified
 - 7.5.4.2.3 MoUs Signed
 - 7.5.4.2.4 Industrial Infrastructure Developed
 - 7.5.4.2.5 Policy / Regulatory reform implemented
 - 7.5.4.2.6 Events Organized
 - 7.5.4.2.7 Events Participated
 - 7.5.4.2.8 Investor Testimonials
 - 7.5.5 Assisting MPIDC with content management for Social Media Channels (Twitter, Facebook, YouTube and blogs)

7.6 Content/ Collateral/ Knowledge Creation and Management

- 7.6.1 Creating marketing collateral
 - 7.6.1.1 Create the state, select district/regional and sector profiles that will provide important statistics about the resources of the state, growth, favorable conditions for investment and other key information that will act as a guide to investors.
 - 7.6.1.2 Keeping the content updated; review should be done every quarter or as per the requirement.
 - 7.6.1.3 Preparing various marketing tools and other publicity material including InvestMP presentations, brochures, among others.
 - 7.6.1.4 Prepare promotional content for digital media.
 - 7.6.1.5 Assist the Media and PR partner of MPIDC with relevant content for publicity.
- 7.6.2 Preparing event specific content
 - 7.6.2.1 Prepare draft speeches for Honorable Ministers, Officers and VIPs at the event.
 - 7.6.2.2 Contribute overall intellectual input which would best showcase the event.
 - 7.6.2.3 Preparation of knowledge content for event specific material including

collaterals, invitation letters, event flyer/ brochures, among others.

7.6.3 Assist in creating/ revamping and updating MPIDC/ Department of Industrial Policy and Investment Promotion Websites and Social Media pages

7.6.3.1 Support in Website content updation on a continuous basis during the project period.

7.6.3.2 Coordination with website developer for developing and keeping user friendly interactive platform.

7.6.3.3 Assist MPIDC/ Department of Industrial Policy and Investment Promotion in creating and managing online tools including APPs, Facebook Page, LinkedIn and Twitter, among others.

7.6.4 Assist MPIDC/ Department of Industrial Policy and Investment Promotion in Knowledge Management

7.6.4.1 Assist MPIDC/ Department of Industrial Policy and Investment Promotion in keeping updated investor related information on their websites and social media platforms.

7.7 Assist MPIDC in organizing Investors Summit

7.7.1 Pre and during the event activities

7.7.1.1 Assist MPIDC in preparation of action plan for Investor Summit and roadshows before the event.

7.7.1.1.1 Advise MPIDC on event format, venue, guest to be invited in various categories and target audience.

7.7.1.1.2 Assist MPIDC in planning sessions and seminars, scheduling the topics, preparation of background papers, identification of speakers/ panel members, inviting and approaching the speakers etc.

7.7.1.1.3 Assist MPIDC in identifying and approaching partner organizations and agencies.

7.7.1.1.4 Advise input on pre-event activities and roadshows, including formats and locations, among others.

7.7.1.1.5 Assist MPIDC in implementing the approved action plan.

7.7.1.1.6 Coordinating with the Guest of Honors (prominent industrialists, ministers from state and Gol, senior officers of state and Gol, foreign delegates and head of states) to ensure their participation in the event. Assist GoMP officials participating in Global Investors Summit and related events and roadshows with possible questions and answers during various interaction points.

7.7.1.1.7 Assist the national partner in coordinating with event partners and prominent business associations to ensure healthy participation in the event. Primary responsibility of ensuring the healthy participation in the event lies with national partner. Resultantly national partner will approach potential partner organizations and agencies.

7.7.1.2 Preparation of marketing collaterals such as event website, sector profiles, project profiles, district profiles, pitch presentation, leaflets, booklets and reports that are to be circulated during the Summit and related roadshows:

7.7.1.2.1 Prepare fact file and compendium of industries for Madhya Pradesh.

7.7.1.2.2 Assist design partner/ IT vendor appointed by MPIDC in developing the event website.

7.7.1.2.3 Preparing presentation, background notes and talking points for GoMP and Gol ministers and officials, participating in Investors Summit and GoMP roadshows and events.

7.7.1.2.4 Preparing a database of the investment interest registered on the Single Window Platform of MPIDC.

7.7.1.3 Assist MPIDC in organizing B2G, G2G and B2B meetings on the side-lines of

Investors Summit and related events and roadshows. Primary responsibility of organising such meetings will lie with national partner. Knowledge Partner will assist in suggesting candidates for G2G and B2G meetings, matchmaking in case of B2B meetings, documentation of minutes of G2G and B2G meetings and collection of materials circulated by various industrial groups, agencies and government representatives.

7.7.2 Post event activities

7.7.2.1 Documenting main highlights and features of the Summit from investment point of view and suggesting follow-up action plan.

7.7.2.1.1 Provide assistance in documenting the Summit and related roadshows, and suggesting follow-up action plan.

7.7.2.2 Documenting minutes of the meeting and action points of G2G and B2G meetings.

7.7.2.3 Prepare letters of gratitude to different participants on behalf of GoMP.

7.7.2.4 Assist MPIDC in grounding of investment after the event.

7.7.2.5 Doing follow-up with investors and respective Government agencies/Departments to ensure progress of the projects.

7.7.2.6 Assisting MPIDC in identifying bottlenecks in implementation of MoUs signed during the Summit. Advising on probable solutions to fast track implementation.

7.7.2.7 Submission of Post event reports within 10 days of the event, the report would form part of the QPR.

7.8 Support the state in Participation in flagship program, schemes, PLI Schemes of Govt. of India, State Government , World Bank , Asian Development Bank and Externally Funded projects

7.8.1 Study and Identification of schemes under which the State is eligible for applying.

7.8.2 Documentation of eligibility criteria for the scheme

7.8.3 Documentation and preparation of proposal for scheme

7.8.4 Submission of Proposal in coordination with MPIDC and follow up with the governing agency.

7.8.5 Coordination with agency for ensuring Madhya Pradesh is on boarded in the program

The agency shall undertake any other tasks that are necessary and incidental to accomplish the desired project objectives. The agency will have to take up any other tasks and assignments received from the office of PS, DIPIP and MD MPIDC from time to time.

8. Deliverables, Penalties and Payments

In consideration to the services performed by the agency, the agency would be required to submit Quarterly progress report (QPR) and would be eligible for the payments as per the payment Schedule.

The agency would be required to make a presentation to the committee constituted by MD MPIDC. The approval committee would constitute of 4 members (3 members from MPIDC, 1 member from third party) 2 members from the engagement team of the agency would present the reports and QPR.

The payment for a particular quarter would be released on the approval of the committee. If the work is not found to the satisfaction of the committee, the committee will ensure that a time of 10 days is given for the rectification of the highlighted issues. Post 10 days if the highlighted issues are not resolved a 1% penalty of the payable amount would be deducted.

In addition to the above penalties on non-rectification of issues raised in the QPR, Penalty may also be imposed on the agency for the following

- a) Incomplete or unsatisfactory delivery of the deliverables
- b) Delay in the delivery of the deliverables

The penalty for deficiency in the delivery of service would be capped at 5 % of the payment payable for that quarter.

Payment Schedule

S.no	Payment Schedule	% payable
1	At the end of Quarter 1	8%
2	At the end of Quarter 2	8%
3	At the end of Quarter 3	8%
4	At the end of Quarter 4	8%
5	At the end of Quarter 5	8%
6	At the end of Quarter 6	8%
7	At the end of Quarter 7	8%
8	At the end of Quarter 8	8%
9	At the end of Quarter 9	8%
10	At the end of Quarter 10	8%
11	At the end of Quarter 11	8%
12	At the end of Quarter 12	12%

Note

1. Any dispute regarding the payments would be referred to MD, MPIDC, who would take decision in this regard.
2. If the issues are not resolved at the level of MD, MPIDC the final decision would be taken by Principal Secretary, Department of Industrial Policy and Investment Promotion. Decision of PS, DIPIP would be binding to both the parties.
3. The payment as per the above schedule shall be made based on the successful submission of quarterly progress report and invoice.
4. The reports and deliverables are required to be submitted in Hard Copy (2 set) and Soft copy
5. Standard deduction shall be made as per the prevailing rules.

9. Draft Contract Agreement

Project Name: "Appointment of Agency to work as Knowledge Partner for Investment Promotion, Policy support, Branding & Investor Facilitation for Department of Industrial Policy and Investment Promotion (DIPIP), MPIDC and associated companies under DIPIP"

RFP No :

Contract No.

MP Industrial Development Corporation Ltd. (MPIDC)

And

[Name of the Agency]

Dated: _____

(Text in brackets [] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the "Contract") is made on [number] day of the month of [month], [year], between, MP Industrial Development Corporation Ltd. (hereinafter called the "MPIDC") and [name of the Agency] (hereinafter called the "Agency")

WHEREAS

- (a) MPIDC vide its Request for Proposal (RFP) for providing services as defined in this Contract for engaging an agency to work as Knowledge Partner for Investment Promotion, Policy Formulation & Investor Facilitation (hereinafter referred to as the Project)
- (b) MPIDC has requested the Agency to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (c) The Agency, having represented to MPIDC that it has the required professional skills, expertise and technical resources, has agreed to provide the services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- a. The General Provisions of Contract
- b. Commencement, Completion, Modification and Termination of Contract
- c. Appendices:

Appendix A: Terms of Reference

Appendix B: Key Personnel

Appendix C: Breakdown of Contract Price

1. General Provisions

1.1 Definitions

1.1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a. "Applicable Guidelines" means the policies of the State and Government of India governing the selection and Contract award process as set forth in this RFP.
- b. "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time.
- c. "MPIDC" means MPIDC the implementing agency that signs the Contract for the Services with the Selected Agency.
- d. "Agency" means a legally established professional consulting firm or entity selected by MPIDC to provide the Services under the signed Contract.
- e. "Contract" means the legally binding written agreement signed between MPIDC and the Agency and which includes all the attached documents listed in the Form of Contract (General Provision), Commencement, Completion, Modification and Termination of Contract (CONTRACT), and the Appendices).
- f. "Day" means a working day unless indicated otherwise.
- g. "Personnel" means, collectively, Key Personnel, Non-Key Personnel, assigned by the Agency to perform the Services or any part thereof under the Contract.
- h. "Government" means the government of Madhya Pradesh state.
- i. "Party" means MPIDC or the Agency, as the case may be, and "Parties" means both of them.
- j. "Services" means the work to be performed by the Agency pursuant to this Contract, as described in Appendix A
- k. "Third Party" means any person or entity other than the Government, MPIDC, the Agency.
- l. All terms and words not defined herein shall, unless the context otherwise requires have the meaning assigned to them in the RFP

1.2 Relationship between the Parties

- 1.2.1 Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between MPIDC and the Agency. The Agency, subject to this Contract, has complete charge of the Personnel, performing the services

and shall be fully responsible for the Services performed by them or on their behalf here under.

1.2.2 Rights and Obligations of MPIDC and the Agency shall be as set forth in the Contract, in particular:

1.2.2.1 The Agency shall carry out the services in accordance with the provisions of the Contract; and

1.2.2.2 MPIDC shall pay agreed fee to the Agency in accordance with the agreement.

1.2.2.3 If MPIDC needs to send any deployed resource on tour, the cost of such tour related to project, travel of any Personnel, with the prior approval of MD MPIDC, shall be borne by MPIDC. Such expenses undertaken for the travel can be claimed directly at MPIDC outside the above quoted costs.

1.3 Governing Law and Jurisdiction

This Contract shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Bhopal shall have exclusive jurisdiction over matters arising out of or relating to this Contract.

1.4 Language

All notices required to be given by one Party to the other Party and all other communications; documentation and proceedings, which are in any way relevant to this Contract, shall be in writing and in English or Hindi language.

1.5 Table of Contents and Headings

The table of contents, headings and sub-headings in this Contract is for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this agreement.

1.6 Communications

1.6.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause 1.4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person or through official email to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the Contract.

1.6.2 A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the Contract.

1.7 Authorized Representatives

1.7.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by MPIDC or the Agency may be taken or executed by the officials specified in the Contract.

1.7.2 MPIDC may from time to time designate one of its officials as MPIDC Representative unless otherwise notified MPIDC Representative shall be:

Managing Director
MP Industrial Development Corporation Ltd.
(Government of Madhya Pradesh Undertaking)
21 Arera Hills – 462011

Madhya Pradesh (India)
Tel (91) 755-2575618
Fax (91) 755-2559973
E-mail: events@mpidc.co.in

1.7.3 The Agency may designate one of its employees as Consultant Representative unless otherwise notified. The Agency Representative shall be:

1.8 Taxes and Duties

Unless otherwise specified in the Contract the Agency shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws and MPIDC shall perform such duties in regard to the application of such taxes as may be lawfully imposed on it.

1.9 Corrupt and Fraudulent Practices

The Agency is required to comply with policy regarding corrupt and fraudulent practices.

2. Commencement, Completion, Modification and Termination of the Contract

2.1 Effectiveness of Contract

2.1.1 This Contract shall come into force and effect on the date (the "Effective Date") of MPIDC's notice to the Agency instructing the Agency to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the Contract have been met.

2.1.2 **Time Frame:** The total time period of the project/ assignment shall be 36 months from the date of signing of the Contract , for further extension (24 months) of the assignment, one time 5% addition to the pro rata value quoted for the resource in the financial bid would be applicable.

2.2 Commencement of Services

2.2.1 The Agency shall place at MPIDC Bhopal all the personnel as per the requirement annexed to this Contract to perform/discharge Roles and Responsibilities described in the RFP and shall commence the services within 15 days from the Effective date.

2.2.2 MPIDC, if required, reserves the right to increase the number of 'Personnel' based on price discovery in this tender. .

2.3 Termination of Contract for Failure to Commence Services

If the Agency does not commence the services within the period specified in Contract above, MPIDC may, be not less than 22 days' notice to the Agency, terminate this Contract and in the event of such Termination, the Bid security as well as the Performance Security of the Agency shall stand forfeited.

2.4 Expiration of Contract

Unless terminated earlier pursuant to Clause 2.1 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the Contract.

2.5 Entire Contract

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or Contract not set forth herein.

2.6 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written Contract between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

2.7 Force Majeure

2.7.1 Definition

2.7.1.1 For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to pandemic ,war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action(except where such strikes, logouts or other industrial action are within the power of the party invoking Force Majeure to prevent) confiscation or any other action by Government agencies.

2.7.1.2 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably prevent, avoid or remove (have been expected to both a) take into account at the time of the conclusion of this Contract, and b) avoid or overcome in the carrying out of its obligations hereunder)

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

2.7.1.4 MPIDC will decide the eventuality of Force Majeure, which will be binding, on both the parties.

2.7.2 No Breach of Contract

The failure of a Party to fulfil any of its obligations here under shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.7.3 Measures to be taken

2.7.3.1 A Party affected by an event of Force Majeure shall take all reasonable measures to remove such party's inability to fulfill its obligation hereunder with a minimum of delay

2.7.3.2 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

2.7.3.3 The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure

2.7.4 Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period. Such expenses will be approved by MD MPIDC. The Agency will have to provide proper justification and certificate from their auditors for such expenses on the format as may be decided by MD MPIDC.

2.7.5 Consultation

Not later than thirty (30) days after the Agency has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the parties shall consult each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.7.6 Suspension of Contract

MPIDC may, by written notice of suspension to the Agency, if the Agency shall be in breach of this Contract or shall fail to perform any of its obligations under the Contract, including the carrying out of the Services, provided that such notice or suspension (i) shall specify the nature of the breach or failure and (ii) shall provide an opportunity to the Agency to remedy such breach of failure within a period not exceeding (30) days after receipt by the Agency of such notice of suspension. The Agency shall not be entitled to receive payment for the suspension period.

2.7.7 Termination of Contract

2.7.7.1 By MPIDC

MPIDC may, by not less than thirty (30) days written notice of termination, to the Agency such notice to be given after the occurrence of any of the events specified below:

- 2.7.7.1.1 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 to clause 2.7.6 herein above, within thirty (30) days of receipt of such notice of suspension or within such further period as MPIDC may have successfully granted in writing.
- 2.7.7.1.2 The Agency becomes insolvent or bankrupt or enters into any Contract with its creditors.
- 2.7.7.1.3 for relief of debt or take advantage of any law for the benefit of debtors or goes into Liquidation or
- 2.7.7.1.4 receivership whether compulsory or voluntary
- 2.7.7.1.5 The Agency submits to MPIDC a statement which has a material effect on the rights, obligations or interests of MPIDC and which the Agency knows to be false.

2.7.7.2 By the Agency

The Agency may, by not less than thirty (30) days written notice to MPIDC, such notice to be given after the occurrence of any of the events specified in this Clause 2.7.7.2.1 and 2.7.7.2.2 terminate the Contract if:

- 2.7.7.2.1 MPIDC is in material breach of its obligations pursuant to this Contract and has not remedied the same within thirty (30) days of receipt of letter specifying such breach (or such longer period as the Agency may have subsequently agreed in writing).
- 2.7.7.2.2 MPIDC fails to comply with any final decision reached as a result of arbitration pursuant to Clause 3.7.6 hereof, if the same is not challenged under the provisions of the Arbitration and Conciliation Act, 1996.
- 2.7.7.2.3 Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clauses 2.7.7.1 and 2.7.7.2 hereof, or upon expiration of this Contract, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause 3.1.5 hereof (iii) the Agency's obligation to permit inspection, copying and auditing of their accounts and records

2.7.7.2.4 Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to Clauses 2.7.7.1 and 2.7.7.2 the Agency shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Agency and equipment and materials furnished by MPIDC, the Agency shall proceed as provided by Clauses 3.1.7

2.7.7.2.5 Payment upon Termination

Upon termination of this Contract, MPIDC shall make the payment to the Agency after offsetting penalties against these payments any amount that may be due from the Agency to MPIDC for the services rendered till the last date of working.

2.7.7.2.6 Dispute Resolution

2.7.7.2.6.1 Amicable Settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or connection with this Contract or the interpretation thereof. In the event a dispute difference or claim arises in connection with the interpretation or implementation of this Contract, the aggrieved party shall issue a written notice setting out the dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 15 days from the date of the receipt of written notice, the matter will be referred for Arbitration.

2.7.7.2.6.2 Arbitration

In case the dispute is not resolved any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties. If there is no Contract among the parties on the name of the arbitrator, sole arbitrator within 30 days of issue of reference then the arbitral of processing will be conducted by a panel of three arbitrators, one arbitrator to be appointed by MPIDC and other appointed by Agency and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in and the award shall be made in English or Hindi Language. Arbitration proceedings shall be conducted at Bhopal and following are agreed.

The arbitration award shall be final and binding on the Parties.

The arbitrators may award to the Party that substantially prevails on merit its costs and reasonable expenses including reasonable fees for counsel.

When any dispute is under arbitration except for matters under dispute the Parties shall continue to exercise their remaining respective rights and fulfil their respective obligations under this Contract.

Obligations of the Agency

2.8 General

2.8.1 Standards of Performance

The Agency shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Agency shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to MPIDC, and shall at all times support and safeguard MPIDC's legitimate interests in any dealings with third parties.

2.8.2 Terms of Reference

Scope of works to be performed by the Agency is specified in the terms of reference (the "TOR") of this Contract. The Agency shall provide the deliverables specified there in conformity

with the time schedule stated therein. MPIDC may extend the scope of work stated in the Contract by giving written notice to the Agency. The additional scope of work will be awarded at the rates specified in this Contract, subject to fair and reasonable adjustment to be mutually agreed between MPIDC and the Agency.

2.8.3 Applicable Law

The Agency shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that all personnel and agents of the Agency comply with the applicable laws.

2.8.4 Conflict of Interest

The Agency shall not receive any remuneration in connection with the assignment except as provided in this Contract. It should be the requirement of the assigned works that the Agency should provide professional, objective and impartial advice and at all times hold MPIDC interests' paramount without any consideration for future work, and that in providing advice they will avoid conflicts with other assignments and their own corporate interests.

2.8.5 Confidentiality

The Agency and its personnel shall not during the term of the Contract or thereafter disclose any proprietary information, including information relating to reports, data, drawings, design software or any 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 MPIDC to the Agency, and a personnel of Agency any information provided by or relating to MPIDC , its technology, technical processes, business affairs or finances or any information relating to MPIDC's employees, officers or other officials or other professionals or suppliers , customers , or contractors of MPIDC, and any other information which the Agency is under an obligation to keep confidential in relation to the project, the services or this Contract (" confidential information") without the prior written consent of MPIDC.

2.8.6 Liability of the Agency

2.8.6.1 The Agency's liability under this Contract shall be determined by the Applicable Laws and the provisions hereof

2.8.6.2 The Agency's liability towards MPIDC: The Agency shall, subject to the limitation to the extent of contract value, be liable to MPIDC for any direct loss or damage accrued or likely to accrue due to deficiency in Services rendered by it or any other reason whatsoever

2.8.6.3 The Parties hereto agree that in case of negligence or misconduct on the part of the Agency or on the part of any person or firm acting on behalf of the Agency in carrying out the Services, the Agency, with respect, to damage caused to MPIDC's property or resulting losses or damages suffered by MPIDC, shall be liable to compensate MPIDC for the loss/damages caused to it.

2.8.7 Documents/information prepared by the Agency to the property of MPIDC:

All reports / documents/ information and any other documents prepared by the Agency in performing the Services shall become and remain the property of MPIDC and the Agency, shall, not later than termination or expiration of this Contract, deliver all such documents to MPIDC, together with a detailed inventory thereof.

The Agency shall not later than termination or expiry of this Contract, hand over soft copies of all the deliverables of the assignment. Such soft copies/reports and outputs will be the sole property of the MPIDC and the Agency Staff shall treat all these information confidential and shall not share with any third party except on specific written instructions by MPIDC.

2.8.8 Core Team

Resource may be replaced only after 6 month of his/her deployment, if the person has resigned from the firm or met with circumstances outside the reasonable control of the firm including but not limited to death or medical incapacity. In such case, suitable replacement has to be provided with same/higher qualifications and experience (with the permission of MD MPIDC). Resignation from the deployed team member should be immediately reported to the client (a copy of resignation letter should be submitted to the client within 10 days of resignation of the resource).

3. Payment to the Agency

In consideration of the Services performed by the agency, the agency would be required to submit the quarterly progress reports and would be entitled for payments, as per the following payment schedule with the approval of MPIDC.

A committee of 6 persons would be nominated by the Managing Director MPIDC, which will comprise of three officials from MPIDC, 1 member from third party agency and 2 member from the Agency (Engagement Manager and Team leader). In the first week of every quarter, the committee will list down the tasks/activities to be accomplished in the given quarter through mutual consensus.

The payment of the particular quarter will be released on the basis of accomplishment of given tasks/activities to the agency and review & satisfaction thereof by the above committee.

Payment Schedule

S.no	Payment Schedule	% payable
1	At the end of Quarter 1	8%
2	At the end of Quarter 2	8%
3	At the end of Quarter 3	8%
4	At the end of Quarter 4	8%
5	At the end of Quarter 5	8%
6	At the end of Quarter 6	8%
7	At the end of Quarter 7	8%
8	At the end of Quarter 8	8%
9	At the end of Quarter 9	8%
10	At the end of Quarter 10	8%
11	At the end of Quarter 11	8%
12	At the end of Quarter 12	12%

Note:

- Any dispute regarding payments would be referred to MD MPIDC, who would take a decision in this regard. If not resolved at this level, then final decision will be taken by Principal Secretary, Department of Industrial Policy and Investment Promotion (DIPIP), which will be binding to both the parties.
- The payment as per above schedule shall be made based on Quarterly Progress Report.
- It is hereby clarified that the entire contract value shall be paid to the Agency after the expiry of the second anniversary of the contract and completion of the work.
- MPIDC may provide necessary information, as required for this assignment, to the selected Agency. However, the primary responsibility of collecting such information shall be of Agency only.
- The reports and deliverables are required to be submitted in both Hard copy and soft copy.
- The above committee may recommend to deduct the amount of payment in particular quarter in case of incomplete or unsatisfactory delivery of services or delay in delivery of services. This provision shall apply to any additional cost arising out of increase in scope of work/deliverables or manpower.

4. Currency of Payment

Any payment under this Contract shall be made in Indian Rupees.

5. Severability

5.1 If at any time any provision of this Contract is or becomes illegal, invalid or unenforceable in any respect under the law of any Jurisdiction that shall not affect or impair.

5.1.1 The legality, validity or enforceability in that jurisdiction of any other provision of this Contract, or

5.1.2 The legality, validity or enforceability under the Law of any other jurisdiction of that or any other provision of this Memorandum.

5.2 The Contract may be altered or modified by mutual consent of the Parties for purposes of safeguarding the proper implementation of the scope of work.

5.3 The parties agree to furnish/execute such further or any other documents/papers for giving fullest effect to the Scope of Work as may be required by MPIDC.

6. Jurisdiction of Courts

All disputes arising out of this Contract shall be subject to the jurisdiction of the Courts at Bhopal only.

7. Performance Security

The Agency shall furnish the Performance Security of an amount equal to 10% of cost of services/financial proposal by way of Bank Guarantee for the due performance of the Contract in the format of Performance Security

IN WITNESS WHEREOF the Parties hereto have caused this Contract to be signed and executed in their respective names of the day, month and year first above written.

Signed, Sealed and Delivered Signed, Sealed and Delivered

For and on behalf of Agency For and on behalf of Agency

(Signature of Authorised Representative)

(Signature of Authorised Representative)

Managing Director
MP Industrial Development Corporation
Ltd.
(Government of Madhya Pradesh
Undertaking)
21 Arera Hill, Jail Road
Bhopal-462011 Madhya Pradesh (India)
Tel (91) 755-2575618
Fax (91) 755- 2559973

Witnesses:

1. Signature:	
Name:	
Address:	

2. Signature:	
Name:	
Address:	

List of Annexure

- A. Description of Services/ ToR (As defined in section 7 of the RFP)
- B. Financial Proposal (Financial Proposal/ Allotment Letter of the winning Agency)
- C. Key Personnel Requirement (As defined in Data Sheet of the RFP)

***All conditions of RFP shall be considered to be integral part of the work order/ Contract/ Agreement.**

Note this is a Draft Agreement for reference purposes of the participating agencies, Final draft of the agreement would be shared with Successful bidder prior to the signing of the agreement.