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*Punjab Small Industries & Export Corporation Ltd.*

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### Request for Empanelment (RFE) Document

PSIEC intends to empanel consultants/consulting firms/organizations having core competency in the field of consultancy services for development of infrastructure facilities like roads, water supply, surface drainage and disposal including rain water harvesting, Sewerage, Treated Water disposal, re-circulation network etc., as Consultant for up-gradation of Industrial Focal Points in State of Punjab. The Consultants are required to prepare Survey plan, Drawings, DPR/Estimates for existing Industrial Focal Points at different locations in the State. Interested firms/agencies fulfilling the eligibility criteria may apply for empanelment as consultant for composite work of Roads and PH works.

Interested consultants/consulting firms/organizations may submit their Technical and Financial bids in the format given in RFE Document which can be seen/downloaded from website [www.psiec.in](http://www.psiec.in). The proposal submission due date is 08.09.2017 up to 03:00 P.M. The technical bid shall be opened on 11.09.2017 at 04:00 P.M. in office of SE-I, PSIEC, Chandigarh.

**Executive Engineer-II**



Punjab Small Industries & Export Corporation Ltd.  
(A STATE GOVT. UNDERTAKING)

18, HIMALAYA MARG, UDYOG BHAWAN, SECTOR 17-A, CHANDIGARH-160017  
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Request for Empanelment (RFE) Document

EMPANELMENT OF CONSULTANTS  
FOR  
PREPARATION OF DPR FOR UPGRADATION OF INDUSTRIAL FOCAL POINTS  
In  
PUNJAB

August 2017

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*ISSUED BY:*

*Punjab Small Industries & Export Corporation Ltd.*

*18, Himalya Marg, Udyog Bhawan,*

*Sector-17, Chandigarh-160017*

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## DISCLAIMER

The information contained in this Request for Empanelment (RFE) document or subsequently provided to the Bidders, whether verbally or in documentary form by or Punjab small industries and export corporation (PSIEC) [hereinafter referred to as “Client/Authority”] or any of its employees, is provided to the Bidders on the terms and conditions set out in this RFE document and any other terms and conditions subject to which such information is provided.

This RFE document is not an offer or invitation to any other party. The purpose of this RFE document is to provide the Bidders with information to assist the formulation of their Proposal submission. This RFE document does not purport to contain all the information each Bidder may require. This RFE document may not be appropriate for all persons and it is not possible for Client and its employees to consider the objectives, financial situation and particular needs of each Bidder. Client and its employees make no representation or warranty and shall incur no liability under the Law of Contract, Tort, the Principles of Restitution or unjust enrichment or otherwise for any loss, expense or damage, which may arise from or be incurred or suffered in connection with anything contained in this RFE document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFE document and any assessment, assumption, statement or information contained therein or any matter deemed to form part of this RFE document, the award of the empanelment and any other information supplied by or on behalf of Client or their employees arising in any way from the empanelment process. Client may at its absolute discretion, but without being under any obligation to do so, amend or supplement the information in this RFE document. The information that Client is in a position to furnish is limited to this RFE document and the information available at the contact addresses given in Project Data Sheet.

This RFE document and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than, in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the empanelment process in accordance with this RFE document, the information contained in the RFE document shall not be divulged to any other party. The information contained in the RFE document must be kept confidential.

Mere submission of a responsive Proposal does not ensure selection of the Bidder (s) as Successful Bidder (s). The Client reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever. The Client reserves all the rights to

cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the RFE document, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

## 1. INVITATION FOR PROPOSALS

### **BACKGROUND**

- 1.1** Punjab small industries and export corporation (PSIEC) [hereinafter referred to as “Client/Authority”] is the nodal agency set up by Government of Punjab for developing and upgrading industrial Estates /Industrial focal points (IFP) for facilitation of Industry in the state of Punjab. Government of Punjab has already developed the following industrial estates ,focal points and growth centers for promotion and development of industries in the state .
- a) 45 industrial focal points by PSIEC
  - b) 15 industrial areas/growth centres developed by Directorate of Industries
  - c) 1 industrial focal point by PICTC
  - d) Phase 1-6, Mohali by GMADA
  - e) Phase 1 to 3, Industrial Focal Point, Ludhiana by GLADA
- 1.2** PSIEC now intends to em-panel upto three consultants /consulting firm/organizations having core competency in the field of consultancy services for Improvement/up gradation of infrastructure services like roads, surface drainage and disposal including rain water harvesting, existing water supply sewerage, common effluent treatment plant (CETP), sewerage treatment plant(STP){Limited to calculation of capacity only}, treated water disposal/usage, recirculation network as consultant for Industrial Focal points, industrial townships, industrial areas etc. The consultants are required to prepare concept plan , surveying, and drawing, DPR/Estimates.
- 1.3** A “Single Stage” bidding process is being followed for determining the Successful Bidder (s), wherein the Bidder (s) would submit their Proposals on/before the Proposal Due Date as mentioned in the Proposal Data Sheet. The Bidder (s) shall submit the detailed Technical and Financial proposals for the Empanelment on the Client’s panel as set out in this RFE document.
- 1.4** This RFE document can be downloaded from the website [www.psiec.in](http://www.psiec.in) and contains information about the process of empanelment, bidding process, proposal submission qualification, evaluation process and Client.

- 1.5 The level of service, including but not limited to as specified in this RFE document, would be maintained, during the empanelment period, by the successful Bidder (s).
- 1.6 Bidders would be required to submit Technical & Financial Proposals as per format given in Appendix A to H of this RFE document. The Technical Proposal will be examined for substantive compliance or responsiveness to the Proposal requirements. The Client would evaluate the Technical Proposals as per the empanelment criteria mentioned in Clause 2 of the RFE Document and accordingly, the ranking of the Bidders shall be carried out.
- 1.7 The complete Proposals should be submitted on or before the Proposal Due Date as specified in Proposal Data Sheet, in the manner specified in the RFE document. The Client shall not be responsible for any delay in receiving the Proposal and reserves the right to reject any or all Proposals without assigning any reason thereof.

## **2. MINIMUM ELIGIBILITY/TECHNICAL PROPOSAL**

Client intends to create a panel of consultants for preparation of DPRs The Bidders shall be required to fulfil the following criteria, in order to be empanelled with PSIEC

**(a) Status of Applicant**

Applicant must be a company / firm registered under appropriate authority and is in existence for at least 5 (five) years before the date of issuance of this RFE document.

**(b) Financial Capacity**

The applicant shall have an average annual turnover of not less than Rs. 25 (twenty five ) lakh from the Professional Fee\* in last 2(two) financial years”.

Note: Turnover certificates should be duly certified by the statutory auditor or by a Chartered Accountant.

**(c) Experience in DPR preparation**

The applicant must have carried out:-

At least one similar project as a project consultant costing more than 20 crore

At least similar two similar project as a project consultant costing more than 12.5 crore

At least three similar project as a project consultant costing more than 10 crore

Similar project here means any consultancy project involving planning and preparation of DPR involving composite Road work and sewerage work/water supply work for any urban infrastructure development or industrial area .

Note: In support of the claim, the applicant has to submit the certificate of completion of the activities duly issued by the Client or duly certified and verified by the Authorised Signatory of the bidder, in the prescribed format attached at Appendix E.

**(d) Human Resource**

Preceding the proposal due date, the applicant must have 7 (seven) full time professional staff .Minimum Key Personnel in a team per assignment / per project shall consist of

<b>Key Expert</b>	<b>Number</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Length of Professional Experience</b>	<b>Minimum Nature</b>
Team Leader Civil Engineer with Project Experience	1	Bachelor in Civil/Structural Engineering or Equivalent	12 Years	He should have led the structural/ construction planning teams for <b>two</b> Eligible Assignments
Public health expert	2	Bachelor in Civil Engineering or Equivalent	10 years	He should have experience of construction of water supply and sanitation works for at least five years



Surveyor	4	Diploma in civil engineering or ITI qualification in surveying	5 years	He should have experience of working as surveyor (civil works ) for at least five years and expert in contour surveying
Quantity surveyor / Draftsman	2	Diploma in civil engineering/ITI draftsman	5 years	He should have experience of working as Quantity surveyor (civil works ) for at least five years and expert in rate analysis

The appointed Key Personnel shall not be changed without prior approval and shall be replaced with equivalent or higher qualifications and experiences. The consultant shall hire suitable number of Sub Key Personnel as per the project specific requirement and can also increase Key Personnel.

Note-1:

Human Resource (Professional Personnel) details to be certified & verified by the Chief Executive Officer or his authorized officer and counter certified by the Authorised Signatory of the bidder.

Note-2:

In case any are being done through outsourcing, then the Bidder shall provide details of the outsourced agency/firm along-with copy of the agreement with the said firm/agency for the assignment.

**(e) Non Blacklisting/Debarment**

The applicant should not be debarred / blacklisted by the any of its client in the last 5 (five) years and an undertaking in this regard shall be submitted by the applicant with the proposal.

**TECHNICAL PRESENTATION**

Bids of the applicants who have passed the minimum eligibility criteria as mentioned above in clause 2 shall be declared technically eligible and they will be called to give power point

presentation as well as to show copies of DPRs prepared by them in respect of their credentials and past experience before the RFE evaluation committee.

### **3. PROCESSING FEE**

The Bidder shall submit non-refundable Processing Fee of INR 5000/- (Five Thousand only) in favour of Punjab Small Industries & Export Corporation Ltd. Payable at Chandigarh in the form of Demand Draft / Banker's cheque to be submitted along with the bid. Proposals received without processing fee shall be summarily rejected. The processing fee is non-refundable.

### **4. EARNEST MONEY DEPOSIT / PROPOSAL SECURITY**

The Bidder shall submit a proposal security of Rs. 50000/- (Rupees fifty thousand only) in favour of Punjab Small Industries & Export Corporation Ltd. payable at Chandigarh in the form of Demand Draft / Banker's cheque to be submitted along with the bid. The proposal security shall be valid for a period of 180 days, however, the same shall be extended by the bidder, as desired by the client. The proposal security of the unsuccessful bidders and unqualified bidders shall be returned within a period of 15 days from the notification of the empanelled Auditors. The EMD/ Proposal Security does not carry any interest liability towards Client.

### **5. VALIDITY OF THE PROPOSAL**

The proposal shall be valid for 90 (ninety) days from the last date of receipt of bids as indicated above. The Client shall have the option to seek further validity of offer by another 30 (Thirty) days

### **6. COMMUNICATIONS**

The Proposal and any clarifications (as sought by the Client) should be addressed to the appropriate officials mentioned in the Project Data Sheet. The relevant information and documents related to the empanelment process like RFE, notices regarding bidding process, etc shall be uploaded on [www.psiec.in](http://www.psiec.in) for information and downloading.

## 7. SUBMISSION OF PROPOSALS

A. Client invites Proposals (the “Proposals”) for Empanelment as consultant for upgradation/improvement of existing industrial focal points, industrial areas/growth centres etc . The preferred consultants shall be empanelled on the panel of PSIEC to carry out various assignments assigned and agreed upon for the next three years. The Client intends to select the consultants in accordance with the procedure set out herein. The RFE document can be downloaded from [www.psiec.in](http://www.psiec.in)

B. The Consultant must submit one original proposal and one copy only. The proposal shall be submitted in three envelopes. The first envelope shall contain processing fee and earnest money which will be opened first. . The other two parts shall include: Part I- Eligibility conditions /Technical Proposal and Part II-Financial Proposal. .The Financial Proposal of Bidders qualifying eligibility criteria and also in the evaluation of Technical Proposal/presentation as per laid down criteria shall only be opened and considered.

C. The proposal envelopes shall clearly mention the ‘Processing fee and earnest money’ ‘Technical Proposal and eligibility conditions ’ and ‘Financial Proposal” of the Project.

D. The original proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposals.

E. An authorized representative of the firm shall initial all pages of the Proposal. The representative’s authorization in original/notarized should be confirmed by a power of attorney accompanying the Proposal.

F. Completed proposal must be delivered on or before 08.09.2017 upto 3.00 PM on the following address:

**Managing Director,  
Punjab Small Industries & Export Corporation Ltd.  
Udyog Bhawan, Himalya Marg,  
Sector 17 A, Chandigarh.**

G. The word ‘Client’ shall refer to PSIEC and its successors, authorized agents and representatives at all times. In this document “Client’ and “PSIEC” are used interchangeably.

The Client will provide the inputs as available and assist the Applicants for necessary approvals/permissions to carry out surveys/services, studies and site investigation. The costs of preparing the proposal, including visits to the site & to the Client, are not reimbursable as a direct cost of the Assignment; and the Client is not bound to accept any such Proposals even if submitted. PSIEC, shall not be responsible or in any way liable for such costs/expenses, regardless of the conduct or outcome of the bidding process.

## **8. CLARIFICATIONS & AMENDMENTS TO RFP DOCUMENTS**

- a. At any time (seven days prior to the due date of receipt of Bids) the Client may for any reason, whether at its own initiative or in response to a clarification requested by an Consultant /Architectural Firm through e-mail or written request, modify the RFP document by issuing an Addendum. The Client may at its discretion extend the deadline for the submission of proposals.
- b. The Addendum will be sent in writing to all the interested applicants. Such an Addendum shall become part of the RFP document.

## **9. EVALUATION OF PROPOSALS**

Client has adopted a Single stage selection process (collectively the “Selection Process”) in evaluating the Proposals.

The selection of the bidders shall be done on the basis of criteria as laid down in the RFE document and consultants shall be empanelled on the panel of the PSIEC (the “Successful consultants”). The Client for the present intends to empanel<sup>3</sup>(Three consultants). However, the Client reserves the right to increase the number of consultants to be empanelled.

During the selection procedure and execution of agreement, the Client shall observe and also expect Selected Consultant Firm to observe highest standards of ethics during 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 without incurring any liability to the Applicants.

*NOTE: The Client can reject a proposal at any stage if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the agreement in question and also by suppressing or misleading while furnishing facts during the period of contract. The Client can declare a firm non-eligible without assigning any reason.*

**Technical Bid evaluation**

Bids of the applicants who have passed the minimum eligibility criteria as mentioned above shall be declared technically eligible and they will be called to give power point presentation as well as to show copies of DPRs prepared by them in respect of their credentials and past experience before the RFE evaluation committee.

The financial bids of all the bidders who are declared technically qualified by the RFE evaluation committee shall be opened and considered.

**Financial bid evaluation**

The Financial Proposal should clearly quote a fixed “percentage of the project cost “ as the consultancy fee payable by PSIEC for project in terms of providing. The fee quoted shall comprise of all work as specified in the terms of reference/scope of work. **This amount shall be inclusive of all taxes including GST, duties, fees, levies and other charges imposed under the applicable law, on the consultant, the sub-consultants, and their personnel. The Bidders shall submit the financial proposal unconditionally.**

**The Financial Proposal shall be submitted in the form appended herewith vide Appendix B.**

The financial bid of only the technically qualified bidders, as specified above, will be opened.

S.N	Project Cost	Fee in terms of percentage of project cost inclusive of all expenses (including GST and all other taxes)
1	For works costing up to 25.0 Crore	

The bidder quoting the lowest percentage charges (“X”) shall be taken as a Base Quote and shall be empanelled. Client reserves the right to get item wise justification of the price quoted by the L-1 bidder and in case the price is found to be on higher side he can be asked to justify the price accordingly. In that case the reduced price shall be the base quote. Client also reserves the right to reject the abnormally low bid.

For the second consultant to be empanelled, the L2 bidder shall be given an opportunity to match the L-1 bid/base quote and if the L-2 bidder agrees to the same, then the L-2 shall be empanelled as well. In case, the L-2 bidder refuses to match the L-1 bid/base quote, then the opportunity to match base quote shall be given to the subsequent bidders in the order of their ranking ie. L-3, L-4, L-5 and so on, till the selection of second consultant. The Client reserves the right to increase the number of consultant to be empanelled. Similar procedure shall be adopted for selection of additional consultant.

#### **10. AWARD OF EMPANELMENT**

After selection, a Award Letter /Letter of Empanelment (LOE) shall be issued, in duplicate, by the Client to the Selected consultants and the Selected consultants shall, within three (three) days of the receipt of the Award Letter/LOE, sign and return the duplicate copy of the Award Letter in acknowledgement thereof. In the event the duplicate copy of the Award Letter duly signed by the any of the Selected consultant is not received by the stipulated date, the Client may, unless it consents to extension of time for submission thereof, cancel the Award Letter/ /Letter of Empanelment issued to it.

### **11. PERFORMANCE SECURITY**

The Empanelled Consultant shall furnish Performance Security for Rs one lakh within 7 (seven) days of issue of letter of acceptance in form of Demand draft or Term deposit (interest thereon accruing to the Consultant) or Unconditional & irrevocable Bank Guarantee, in favour of Managing Director, PSIEC valid for a period of 90 (ninety) days beyond completion of Services under the contract. The Performance Security shall be released on successful completion of Services under the Contract.

### **12. VALIDITY OF THE PANEL**

The Panel of consultants shall be valid for a period of 3 (three) years, but the same can also be terminated earlier by the client without disclosing any reason, by giving one month's prior written notice to the other party. The validity of the empanelment can be extended for further 2 (two) years on the same or mutually agreed terms & conditions.

### **13. ALLOCATION OF PROJECTS AMONGST THE PANEL**

Work shall be allocated within the panel taking into consideration the consultant's performance speed, available resources, quality of work and at the discretion of the Client.

### **14. OBLIGATION of CONSULTANT**

- a) The Consultant shall perform the services as detailed and carry out their assignment with all due diligence, efficiency and economy in accordance with generally acceptable professional standards and practices and shall observe sound techniques and practices.
- b) The Consultant shall provide requisite presentations on their assignment and the proposal at all stages for review by Client and /or Board of Assessors as may be constituted for the purpose.
- a) The Consultant Firms shall provide additional data, details, revised drawings, as may be asked for by Client at any stage of the deliverables. The Consultant shall revise, amend, modify the proposals, drawings, details and reports to incorporate comments, observations, suggestions, directions and advice given by Client at all stages of the assignment.

### **15. PAYMENT SCHEDULE**

**All payments to the consultants shall be made in INR in accordance with the fee quoted by them (on the basis of percentage of project cost) and agreed upon based on lowest quote and negotiations.**

Sr.No.	Activity	Percentage of Contract Price (%)
1	<b>Stage 1:</b> On submission of survey /contour plan, Drainage strategy, preliminary sewerage disposal plan,/water supply plan as required. calculation of capacity of CETP/STP. specifications to be used.	<b>40%</b>
2	<b>Stage 2:</b> On submission of detailed working drawings in Autocad (including soft copy) based on approved Preliminary Drawings including that of services, Specifications, Estimate (in Microsoft Excel format) including detail of quantities and abstract of cost and supporting documents/analysis of rates	<b>50%</b>
5	<b>Stage 3:</b> Three months after submission of DPR	<b>10%</b>

## 16. COPYRIGHTS & RIGHT OF OWNERSHIP

PSIEC shall retain all rights of ownership of the Drawings including the reports, model etc. of the consultant whose Bid has been accepted and with whom agreement has been entered into.

## 17. TERMINATION

### A. Termination by the Client

The Client may terminate this contract, by not less than 21 (twenty one) days written notice to the Consultant in case of occurrence of any of the events specified below:

- a. If Consultant does not remedy a failure in the performance of their obligations within 10 (ten) days after being notified;
- b. If Consultant fails to comply any decision given by the State Government/ Client, or Committee constituted for the purpose of review of assignment at any stage;



- c. If the Consultant becomes insolvent or bankrupt;
- d. If the Consultant is unable to perform a material portion of its mandated services for a period of more than 21 (twenty one) days.
- e. If the Consultant engages in fraudulent or corrupt practices or causes any misrepresentation thereof.

**B. Termination by the Consultant**

The Consultant may terminate the contract by not less than 21 (twenty one) days written notice to the Client after occurrence of events specified below:

- a. If the Client fails to pay any money due to the Consultant within 21 (twenty one) days after receiving written notice from the Consultant.
- b. The Consultant is unable to perform a material portion of services on account of any act/omission of the Client acting as hindrance to the performance of work/services by Consultant, where such act/omission subsists for a period more than 30 (thirty) days.

**C Payment upon Termination**

In case the contract is terminated by the client pursuant to **Para 18A above** the Client shall make the following payments to the Consultant:

- a. Payment for the services satisfactorily performed prior to the date of termination
- b. No payments will be made for the services performed in case the contract is terminated at the instant of consultant

**18. SETTLEMENT OF DISPUTES**

- a. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or its interpretation.
- b. Any dispute between the parties, which cannot be settled amicably within 30 (thirty) days after receipt by one party of the other party's request for such amicable settlement, shall be submitted to arbitration by sole Arbitrator to be appointed by the **Managing Director, PSIEC**. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be held at Chandigarh and the Courts at Chandigarh shall have the jurisdiction.

**19. PROPOSAL DATA SHEET**

<b>Name</b>	
<b>Name of the Client</b>	<b>Managing Director</b> Punjab Small Industries & Export Corporation Ltd. Udyog Bhawan, Sector-17 A, Chandigarh.
<b>Name and Address for submission of Proposals</b>	<b>Executive Engineer (HQ)</b> Punjab Small Industries & Export Corporation Ltd. Udyog Bhawan, Sector-17 A, Chandigarh.
<b>Name and Address for Correspondence with Clients</b>	<b>Executive Engineer (HQ)</b> Punjab Small Industries & Export Corporation Ltd. Udyog Bhawan, Sector-17 A, Chandigarh.

<b>Submission of Proposal</b>	<b>Hard Copy</b>
<b>Tender Fee (Non Refundable)</b>	<b>Rs. 5000/- (Rupees Five Thousand only) in favour of Punjab Small Industries &amp; Export Corporation Limited, Chandigarh in form of DD/Banker's Cheque</b>
<b>Earnest Money Deposit / Proposal Security (Refundable)</b>	Rs. 50,000/- (Rupees One lac only) in favour of Punjab Small Industries & Export Corporation Limited, Chandigarh in form of DD/Banker's Cheque. The EMD does not carry any interest liability on the Client.
<b>Period of Proposal Validity</b>	<b>90 days from Proposal Due Date or any extension thereof, sought by the Client</b>
<b>Empanelment Criteria</b>	<b>As specified in Clause</b>
<b>Submission of Queries</b>	By 04.09.2017 by e-mail at <a href="mailto:se2@psiec.in">se2@psiec.in</a> or hard copy.
<b>Pre-bid meeting</b>	NO
<b>Proposal Due Date</b>	<b>The Proposal Due Date is 8.9.2017 upto 3.00 PM</b>
<b>Opening of Technical Proposals</b>	<b>11.09.2017 at 4.00 PM in the office of SE1 PSIEC</b>
<b>Issue of Letter of Award/Empanelment (AWARD LETTER)</b>	<b>Within 30 days from the date of Declaration of Empanelment List or any extension specified by Client, subject to approval by the competent authority of the Client</b>
<b>E mail /website Contact person</b>	<a href="mailto:Se2@psiec.in">Se2@psiec.in</a> Er. Davinder Bajaj, XEN, PSIEC

## 20. TERMS OF REFERENCE /SCOPE OF WORK

Client invites Proposals (the “Proposals”) for selection as consultant for upgradation/improvement of existing industrial focal points, industrial areas/growth centres etc to be empanelled on the panel of PSIEC to carry out various assignments assigned and agreed upon for the next three years.

### **The consultants are required to**

- Detailed survey of the site. This will include validation of site map as well as preparation of contour plan of the IFP as well as adjoining area as per requirement to ensure proper disposal of storm water , sewerage.
- Detailed Engineering drawing of roads, buildings maintained by PSIEC(if applicable), Proposal for new STP where required(Calculation of capacity only) proposed drainage strategy and drainage plan , proposed improvement in water supply etc .
- Detailed project Report/Cost Estimates based on latest Punjab common schedule of Rates including rate analysis where required
- Specifications for each activity.

for upgradation/improvement of existing industrial focal points, industrial areas/growth centres etc.

The consultant shall be required to submit four hard copies as well as soft copies of the DPR as well as drawings. The drawings shall be printed in minimum A3 size paper and the complete set shall be spiral bound

APPENDIX A :PROPOSAL SUBMISSION FORM.

From: **(Name of Firm)**

To

The Managing Director

PSIEC

Chandigarh

**Subject: Request for empanelment as consultant for preparation of DPR for industrial focal points in Punjab**

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for empanelment dated (Date), \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal/Eligibility Proof and a Financial Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signatory

Name and Title of Signatory:

Name of Firm:

Address:

## APPENDIX B: FINANCIAL PROPOSAL SUBMISSION FORM

**From: (Name of Firm)**

To

The Managing Director

PSIEC

Chandigarh

**Subject: Empanelment of Consultants for preparation of DPR for Industrial focal point in punjab**

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for empanelment document dated \_\_\_\_\_ and our proposal (Technical and Financial Proposal). Our attached financial proposal is \_\_\_\_\_ percent of Project cost for project upto Rs 25.00 crore.

Our financial proposal shall be binding upon us subject to the modifications resulting up to the expiration of the validity period of the proposal, i.e., [Date]. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely Prevention of Corruption Act, 1988.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signatory:

Name and title of Signatory:

Name of Firm:

Address:

**APPENDIX C :GENERAL INFORMATION ON THE BIDDER / BIDDERS**

1. (a) Name :
  - (b) Country of incorporation :
  - (c) Address of the corporate headquarters and its branch office(s), if any, in India
  - (d) year of incorporation
- :
2. Details of individual(s) who will serve as the point of contact / communication for PSIEC within the Company:
    - (a) Name :
    - (b) Designation :
    - (c) Company :
    - (d) Address :
    - (e) Telephone Number :
    - (f) Fax Number :
    - (g) E-Mail Address :

**SIGNED**

(Name of the Authorised Signatory)

For and on behalf of

(Name of the bidder)

Designation:

Place:

Date:

To be enclosed:

1. Documents certifying Bidder's legal status i.e. Certificate of incorporation / registration.
2. Latest brochures/ organization profiles, etc.

APPENDIX-D: FINANCIAL CAPACITY OF THE APPLICANT

S. No.	Financial Year	Annual Revenue (Rs. In Lakh )
1.		
2.		
3.		
4.		
5.		

Certificate from the chartered accountant\$

This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

Name of the audit firm:  
Seal of the audit firm  
Date:  
(Signature, name and designation of the authorised signatory)

Note: Please do not attach any printed Annual Financial Statement.



APPENDIX-E : SPECIFIC EXPERIENCE OF THE APPLICANT

S. NO	Name of Work	Central /State Govt./ Govt. Agency	Name of Department	Contact Person / Department's complete Address including Telephone no./Fax No./Email/Web Address	Brief Nature of work	Project Cost (Rs. In Cr.)	Year of mandated work	Proof attached
2								
3								
4								

APPENDIX F1 : KEY PERSONNEL

Minimum Key Personnel with the consultant :

S. No	Personnel/Qualification/Experience	Name(s)	Number	Relevant Qualification	Relevant Experience	Contact Details/E mail	Certified copy of the detailed CV is attached
1	Team Leader B.Tech (Civil) 12 years						Page ___ to ___
2	Public Health expert Civil Engineering Graduate with 10 years experience in water supply and sanitation						Page ___ to ___
3	Surveyor (Minimum ITI course in survey )						Page ___ to ___
4	Quantity Surveyor Civil (Diploma in civil Engineering/ ITI Draftsman civil)						Page ___ to ___

**APPENDIX F2: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position : .....

Name of Firm :.....

Name of Staff :.....

Profession :.....

Date of Birth : .....

Years with Firm/Entity : ..... Nationality : .....

Membership of Professional Societies :.....

Detailed Task Assigned : .....

**Key Qualifications :**

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

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**Education :**

[Summarise college/university and other specialised education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

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**Employment Record:**

[Starting with present position, list in reverse chronological order every employment held. List all positions held by staff member since graduation, giving dates, name of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about three-quarters of a page.]

**Languages :**

[For English language indicate proficiency : excellent, good, fair, or poor; in speaking, reading, and writing]; Knowledge of Hindi/ Punjabi.

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**Certification**

I, the undersigned, (Name and Address) certify that I would not leave the Project within the engagement by PSIEC/GOP/ for any continuing work of PSIEC /GOP/ without completing my assignment. I will be available for the entire duration of the current project (named.....). If I leave this assignment in the middle of the completion of the work, PSIEC/GOP/ would be at liberty to debar me from taking any assignment in any of the works for an appropriate period of time to be decided by PSIEC. I have no objection if my services are extended by PSIEC /GOP/ for this work in future. I further certify that to the best of my knowledge and belief, these data correctly describe qualifications and experience.

.....Date :.....

*[Signature of staff member or authorized representative of the Firm]*

*Day/Month/Year.*

**APPENDIX-G:NON BLACK LISTING CERTIFICATE**

**I M/s. .... (Sole Applicant / Lead Member/ Other Member /s)), (the names and addresses of the registered office) and our Parent/Subsidiary/Sister concern from which we have under taken credit for meeting Financial and Technical Qualification Criteria hereby certify and confirm that we or any of our promoter/s / director/s are not barred by Government of Punjab (GoG) / any other entity of GoG or blacklisted by any state government or central government / department / agency in India or from abroad from participating in Project/s, either individually or as member of a Consortium or not proved to have indulged in serious fraudulent practices by a Court of Law or an independent Commission of Inquiry in India or abroad at the time of \_\_\_\_\_(Bid Submission Date).**

**We further confirm that we are aware that our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFE at any stage of the Bidding Process or thereafter during the agreement period. Dated this .....Day of ....., 201\_**

**Name of the Bidder  
Signature of the Authorized person  
Name of the Authorized Person**

APPENDIX H: FORMAT FOR FULFILLMENT OF ELIGIBILITY CRITERIA

	<b>ELIGIBILITY CRITERIA</b>	<b>Undertaking /Certificate required</b>	<b>Page no/reference number where Details/certificates attached</b>
<b>1</b>	<p>Applicant</p> <p>Applicant must be a company / firm registered under appropriate authority and is in existence for at least 5 (five) years before the date of issuance of this RFE document. (appendix C)</p>	<p>Certificate of Incorporation / Registration</p>	<p><b>Certified copy (ies) attached at pages... to....</b></p>
<b>2</b>	<p>Financial Capacity</p> <p>The applicant shall have an average annual turnover of not less than Rs. 25(twenty five )lakhfrom the Professional Fee* in last 2(two) financial years”. (Appendix D)</p>	<p>Turnover certificates should be duly certified by the statutory auditor or by a Chartered Accountant.</p>	<p><b>Certified copy (ies) attached at pages... to....</b></p>
<b>3</b>	<p>Experience in DPR preparation</p> <p>The applicant must have carried out :</p> <p>At least one similar project as a project consultant costing more than 20 crore</p> <p>At least similar two similar project as a project consultant costing more than 12.5 crore</p>	<p>In support of the claim, the applicant has to submit the certificate of completion of the activities duly issued by the Client or duly certified and verified</p>	<p><b>Details in the prescribed format are at pages..... to</b></p>

	At least three similar project as a project consultant costing more than 10 .0 crore  Similar project here means any consultancy project involving planning and preparation of DPR involving both Road work and sewerage work (composite work)	by the Authorised Signatory of the bidder, in the prescribed format attached at Appendix E	
4	Human Resource  Preceding the proposal due date, the applicant must have 3(three) full time professional staff as given in eligibility conditions	Names and qualification of key professional Team leader,public health expert , surveyor to be given as per format Annex F1 and F2	HR Certificate is attached at pages ..... to ..... 2. Details of the outsourced Legal agency /firm along- with copy of the agreement with the said firm/ agency /professional is at
5	Non Blacklisting/Debarment  The applicant should not be debarred / blacklisted by the any of its client in the last 5 (five) years and an undertaking in this regard shall be submitted by the applicant with the proposal.	An undertaking in this regard shall be submitted by the applicant with the proposal.  As per format Annex G	Copy of the undertaking is at pages.... to .....

APPENDIX I: FORMAT FOR EMPANELMENT LETTER

TO

\_\_\_\_\_consultants

\_\_\_\_\_

\_\_\_\_\_

**Subject: Empanelment for providing consultancy services for preparation of DPR for IFP in Punjab**

*Dear sir*

This is with reference to your office letter no \_\_\_\_\_ dated \_\_\_\_\_ on the subject cited matter.

In this connection I am directed to inform you that your offer for empanelment has been accepted by the competent authority, for providing consultancy services for preparation of DPR for improvement /upgradation of IFP in punjab state as per the scope of work indicated in annex 1.and as per the time limit given in annex 2.at the following rates :

S no	Estimated amount of project cost	Fee ( In Figures)to be paid as Percentage of project cost finally approved.	Fee (in words) to be paid as Percentage of project cost finally approved.
1	For works costing upto Rs 25.0 crore	_____ % inclusive of GST and all other taxes	

The above rates are subject to the following conditions

- 1) The rates are inclusive of GST and all other Taxes
- 2) Income tax /TDS shall be deducted from the consultancy fee as per rules
- 3) The rates are inclusive of all out of pocket expenses incurred by the applicant towards travel ,documentation, field data collection, market rates collection and communication.
- 4) No consultancy fee will be paid over the cost of land if required to be acquired.

Superintending Engineer  
PSIEC



**SCHEDULE OF COMPLETION OF ASSIGNMENT**

Total time for the consultancy shall be 45 (forty five) days to be reckoned from 10<sup>th</sup> day of signing of agreement with Project milestones as under:

<b>Sr. No.</b>	<b>Activity</b>	<b>Time duration (from date of start)</b>
1	<b>Stage 1:</b> Submission of survey /contour plan, Drainage strategy, water supply improvement plan, preliminary sewerage improvement plan, specifications to be used.	
2	<b>Stage 2:</b> On submission of detailed working drawings based on approved Preliminary Drawings including that of services, Specifications, Estimate and supporting documents/analysis of rates	

APPENDIX J : FORMAT FOR PERFORMANCE BANK GUARANTEE

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UNCONDITIONAL AND IRREVOCABLE BANK GUARANTEE

Bank Guarantee No. \_\_\_\_\_

Dated \_\_\_\_\_

**Issuer of Bank Guarantee :**

\_\_\_\_\_ (Name of the Bank)

\_\_\_\_\_  
\_\_\_\_\_

(hereinafter referred to as the “Bank”)

**Beneficiary of Bank Guarantee:**

Executive Engineer-II,  
Punjab Small Industries & Export Corporation Ltd.  
Udyog Bhawan, Sector-17 A,  
Chandigarh.

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**Context of Bank Guarantee:**

\_\_\_\_\_ (name and address of Consultant) (hereinafter called “The Consultant) has undertaken an pursuance of Contract No \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ (name of Contract and brief description of works) (hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by you in the said contract that the Consultant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the obligation in accordance with the Contract.

we have agreed to give the Consultant such a Bank Guarantee.

**Operative part of the Bank Guarantee:**

At the request of the Consultant, we \_\_\_\_\_, \_\_\_\_\_ (name and address of the bank), (hereinafter referred to as the “Bank”), do hereby unconditionally and irrevocably affirm and undertake that we are the Guarantor and are responsible to the Client i.e. the beneficiary on behalf of the

Consultant, upto a total sum of Rs. \_\_\_\_\_(Rupees \_\_\_\_\_ only), such sum being payable by us to the Client immediately upon receipt of first written demand from the Client.

We unconditionally and irrevocably undertake to pay to the Client on an immediate basis, upon receipt of first written demand from the Client and without any cavil or argument or delaying tactics or reference by us to Consultant and without any need for the Client to convey to us any reasons for invocation of the Guarantee or to prove the failure to perform the Services as per requirements on the part of the Consultant or to show grounds or reasons for the demand or the sum specified therein, the entire sum or sums within the limits of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

We hereby waive the necessity of the Client demanding the said amount from Consultant prior to serving the Demand Notice upon us.

We further agree and affirm that no change or addition to or other modification to the terms of the Agreement, shall in any way release us from any liability under this unconditional and irrevocable Guarantee and we hereby waive notice of any such change, addition or modification. We further agree with the Client that the Client shall be the sole and the exclusive judge to determine that whether or not any sum or sums are due and payable to him by Consultant, which are recoverable by the Client by invocation of this Guarantee.

This Guarantee will not be discharged due to the change in constitution of the Bank or the Consultant. We undertake not to withdraw or revoke this Guarantee during its currency/ validity period, except with the previous written consent of the Client ( \_\_\_\_\_ Executive Engineer-II, PSIEC, Sector-17 A Chandigarh.

We unconditionally and irrevocably undertake to pay to the Client ( \_\_\_\_\_ Executive Engineer-II, PSIEC, Sector-17 A Chandigarh any amount so demanded not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) not with standing any dispute or disputes raised by Consultant or anyone else in any suit or proceedings before any arbitrator, court, tribunal or other authority, our liability under this Guarantee being absolute, unconditional and unequivocal. The payment so made by us under this Guarantee to the Client, shall be a valid discharge of our liability for payment under this Guarantee and the Consultant shall have no claim against us for making such payment.

This unconditional and irrevocable Guarantee shall remain in full force and effect and shall remain valid until \_\_\_\_\_

Notwithstanding anything contained herein:

Our liability under this Bank Guarantee shall not exceed Indian Rs. \_\_\_\_\_ lakhs (Rupees \_\_\_\_\_ Lakhs Only).

This unconditional and irrevocable Bank Guarantee shall be valid w.e.f . \_\_\_\_\_ to \_\_\_\_\_.

We are liable to pay the guaranteed amount or any part thereof under this unconditional and irrevocable Bank Guarantee only and only if the Client (i.e. \_\_\_\_\_ Executive Engineer-II, PSIEC, Sector-17 A Chandigarh serves upon us a written claim or demand on or before \_\_\_\_\_.

Authorized Signatory For Bank

\_\_\_\_\_