

MP State Cooperative Dairy Federation, Bhopal

**REQUEST FOR PROPOSAL FOR
APPOINTMENT OF TRANSACTION ADVISOR
FOR
ESTABLISHMENT OF
CATTLEFEED MANUFACTURING COMPLEXES
ON
PUBLIC PRIVATE PARTNERSHIP (PPP) BASIS**

September, 2011

ISSUED BY :

Managing Director,

MP State Cooperative Dairy Federation Limited,

Dugdha Bhavan, Dugdha Marg

Habibganj. Bhopal – 462024

Tele-Fax; 0755-2602145

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1. Letter of Invitation

Letter No. 4443 /M&P/ PPP

Bhopal, Dated 28th September, 2011

Dear Sir/Madam:

M P State Cooperative Dairy Federation Limited, Bhopal (the Authority) invites proposals to provide the following consulting services: "Selection of Transaction Advisor for establishment of cattlefeed manufacturing complexes in PPP mode". Further details of the services requested are provided in the enclosed Scope of Services.

Please note that while all the information and data regarding this RfP is to the best of Authority's knowledge accurate within the considerations of scoping the proposed project, the Authority holds no responsibility for the accuracy of this information and it is the responsibility of the Transaction Adviser to check the validity of data included in the document.

The RFP is issued to the Transaction Advisors meeting the qualification and experience criteria mentioned in the RfP. RfP is also notified on our website: www.mpcdf.gov.in

Yours sincerely,

(Name and Signature of Issuing Authority)

Managing Director,
M P State Cooperative Dairy Federation Limited,
Dugdha Bhavan, Dugdha Marg, Habibganj,
Bhopal – 462 024.

2. Data Sheet

1	Name of the Authority: M P State Cooperative Dairy Federation Limited, Bhopal
2	Method of Selection: Least Cost Basis
3	Financial proposal to be submitted along with the Technical Proposal: Yes
4	<p>A pre bid conference will be held: Yes</p> <p>Date: 18th October, 2011 Time: 1130hrs</p> <p>Venue: M P State Cooperative Dairy Federation Limited, Dugdha Bhavan, Dugdha Marg, Habibganj, Bhopal – 462 024.</p> <p>A maximum of two representatives of each bidder shall be allowed to participate on production of an authority letter from the bidder.</p> <p>During the course of Pre-Proposal Conference, the bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.</p> <p>Bidders requiring any clarification on the RfP may send their queries to the Authority in writing. All written queries should reach the Authority Representative by Email with an attachment in MS-Word two days prior to the pre-bid conference date. All queries should be directed to the Authority's Representative details provided below. The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The Authority reserves the right not to respond to any questions or provide any clarifications</p>
5	<p>Authority Representative/ Point of contact for any queries related to the RFP:</p> <p>Managing Director, M P State Cooperative Dairy Federation Limited, Dugdha Bhavan, Dugdha Marg, Habibganj, Bhopal-462024 Tele-Fax; 0755-2602145 Website: www.mpcdf.gov.in E-mail: mpcdf.bsnl.in, ho.mpcdf@nic.in</p>
6	Proposal should remain valid for 120 days from the proposal due date
7	The Transaction Advisor is required to include with its Proposal written confirmation of authorization to sign on behalf of the Transaction Advisor: Yes

8	Consortia: Transaction Advisors are allowed to strengthen their team by including consortium partners. The contract will however be signed with the Lead Transaction Advisor and the Lead Transaction Adviser will be liable for all activities and conditions under the Contract.
9	The Transaction Advisor must submit the original and one copy of the technical proposal and one original copy of the Financial Proposal
10	<p>The Transaction Advisors are required to submit sealed Technical Proposal and separately sealed Financial proposal. Email submissions are not allowed.</p> <p>Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "<i>Proposal for (Title of Consulting Service) - Do not open except in presence of the Evaluation Committee</i>". The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelope.</p> <p>Each proposal (Technical and Financial separately) shall be hard bound and serially numbered. Financial figures shall be laminated/covered with transparent adhesive tape.</p>
11.	Proposals must be submitted no later than the following date and time: 1 st November, 2011 at 1730 hours. Bid received after this time will not be entertained nor considered.
12	<p>Address for submission of the Proposal:</p> <p>Managing Director, M P State Cooperative Dairy Federation Limited, Dugdha Bhavan, Dugdha Marg, Habibganj, Bhopal-462024</p>
13.	Expected date for public opening of Technical Proposal: On date 3rd November, 2011 at 1130 hours
14	Expected date for opening of Financial Proposal of eligible bidders: 5 th November, 2011 at 1130 hours.

REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF TRANSACTION ADVISOR FOR ESTABLISHMENT OF CATTLEFEED MANUFACTURING COMPLEXES UNDER PUBLIC-PRIVATE PARTNERSHIP (PPP)

3 **General**

MP State Cooperative Dairy Federation Limited, Bhopal, (hereinafter referred to as "Authority") intends to establish cattlefeed manufacturing complexes with the help of private partner under Public-Private Partnership (PPP) basis. Authority proposes to procure the services of Transaction Advisor for proper packaging, structuring and implementation of the Public-Private Partnership for the Project. The services of the Transaction Advisor (Consultant) will be required intermittently till the signing of the Concession Agreement. It is expected that the task would be for a period of about 6 months from the date of start of work for the Project. The Transaction Advisor engaged by Authority will assist in all matters of the Project including the warranties and undertakings required to be obtained from various project players at various stages and carrying out the "Due diligence" on behalf of Authority as the Project Owner's Consultant. The entire range of activities given hereinafter is required to be carried out by the Transaction Advisor.

4. **Background and Project Details**

Authority intends to develop the said Project under Public-Private Partnership (PPP) basis with a view to maximise the return. A separate concession agreement is proposed to be signed between Authority and a "Concessionaire" for the projects. Authority hereby invites Transaction Advisor to assist Authority in providing financial advice, Modelling and structuring for implementation of the projects on PPP basis.

4.1 The appointment of Transaction Advisor shall be made on **least cost basis**.

Brief particulars of Project to be developed under PPP are given as under:

Sl. No.	Particulars of Projects	Anticipated Project Cost (Appox.)
1	Establishment of cattlefeed manufacturing complexes at 2-3 locations in the state alongwith management of operations for the agreement period.	Rs. 8-10 Crores for each complex

4.2 ***Project Details***

MP State Co-operative Dairy Federation Ltd., herein referred to as MPCDF, is an Apex Level State Co-operative of farmers, promoting cooperative dairy activities in the state on celebrated three tier "Anand" pattern. Cooperative Milk Unions which process and market the milk and milk products are at the second level and Village level Dairy Cooperative Societies (DCSs) which collect milk are at the third level. Presently there are 5 affiliated Milk Unions situated at Bhopal, Indore, Ujjain, Gwalior & Jabalpur. During the year 2010-11 the total average milk procurement of milk unions was 5.87 lakhs KGPD and local milk sale was 4.95 lakh litre per day.

MPCDF intends to establish one Cattlefeed Manufacturing Complexes (CFM) at each of the following locations,

- Gwalior – Chambal division
- Rewa – Shahdol division
- Any other place with the consent of MPCDF

The CFMs will include,

- Cattlefeed Manufacturing Unit – Capacity 50 MT / Day expandable to 100 MT / Day
- Mineral Mixture Unit – Capacity 12 MT / Day
- Fodder Densification Unit (bailing & block making) – Capacity 50 MT / Day

The objective of establishment of CFMs is as under

- Improvement in milk production.
- Supply of balanced cattlefeed to milk producers at moderate prices.
- Increase availability of animal feed by providing facilities of densification of crop residue . Densification of roughage-based crop residues in compact, ready to eat feed block is an effective solution for animal feed management. It is possible to formulate complete animal feed blocks using straw and diet supplements such as molasses, concentrates, minerals and salts. Such feed blocks can be stored over a long period of time and transported economically over long distances. These could be stored in large quantities in less space.
- Supply of mineral mixture as per the specific requirements of the area.

4.3 EXPECTATIONS FROM PRIVATE PARTNER

Establishment, management and operations of CFMs in the above mentioned revenue divisions / locations, which shall include,

- Construction of administrative block and staff quarters.
- Establish modern Cattlefeed Manufacturing Unit having capacity of 50 MT / Day expandable to 100 MT / Day including,
 - Construction of production block. Erection and commissioning with installation of requisite machinery to minimize the overheads / operational cost
 - Construction of flat godowns (with roof sheeting) of appropriate size for storage of raw material for 12 days and finished products for 5 days.
 - Facilities of molasses storage.
 - Plant should be expandable to 100 MT / day by putting up preweighing and batching system, higher capacity pellet mill and storage facilities etc.



- Establish modern Mineral Mixture Unit having capacity of 12 MT / Day including,
 - Construction of production block. Erection and commissioning with installation of requisite machinery to minimize the overheads / operational cost



- Construction of flat godowns (with roof sheeting) of appropriate size for storage of raw material for 12 days and finished products for 5 days.

- Establish modern Fodder Densification Unit having capacity of 50 MT / Day including,
 - Construction of production block. Erection and commissioning with installation of requisite machinery to minimize the overheads / operational cost



- Construction of flat godowns (with roof sheeting) of appropriate size for storage of raw material for 12 days and finished products for 5 days.

- The machine should be suitable for moulding animal feed into blocks using a whole range of crop residue, feed supplements and suitable binders.



- It should be capable of manufacturing compressed blocks in the sizes appropriate and economical for handling, transportation and storage of large volumes of animal feed.



- It should be eco-friendly and environment protecting.

- Management and operations of Cattlefeed, Fodder Densification and mineral mixture units .
- Regular reporting to the in charge Unions and MPCDF
- The total investment on the above project activities shall be shared by MPCDF and the private partner in the following manner –
 - The share of MPCDF shall, however, be limited to and shall be in the form of land only, however, private partner may use "Sudana" brand name for marketing of excess quantities of balanced cattlefeed, mineral mixture and fodder blocks after fulfilling the demands of MPCDF / dairy cooperative societies in the area.

- All investment required for construction and establishment shall be borne by the private partner.
- Errection of plant and machinery will be done by the private partner under intimation and guidance of MPCDF / concerned milk union.
- The private partner has to comply and fulfill all the statutory requirements related with the industry.
- Balanced cattlefeed and mineral mixture shall be produced as per the BIS standards.
- MPCDF / milk unions shall purchase pre-fixed quantity of cattlefeed at pre decided job work charge basis and supply the same to dairy cooperative societies, under “SUDANA” brand name.

5. PROJECT OBJECTIVE

The objective of this project is to successfully develop a comprehensive Public-Private Partnership. In order to achieve above objective of the proposed project, Transaction Advisor is expected

- 5.1 To suggest appropriate PPP structure and its legal, commercial and financial guidance documents, to assist Authority in selection of private sector partner by adopting the appropriate PPP structure for the Project and to continue to assist till signing of the Concession Agreement.
- 5.2 To build support implementation plan that enables Authority to deliver improved services to the public/ society.
- 5.3 Building capacity for escorting and facilitating clearances to investors.
- 5.4 Key improvements in public facilities and services as well as their satisfaction level should be demonstrable.

6 Project process

6.1 Methodology

This will vary for each output. However, recommendations should be based on (i) Analysis of the situation; (ii) Best Practice elsewhere; (iii) Feasibility based on the Madhya Pradesh context, as well as dialogue and consensus between representatives of business, government as well as civil society.

6.2 Working Conduct

The Transaction Advisor will work in close association with the Authority which is the implementing agency to take this work forward, Directorate of Institutional Finance (DIF), GoMP which is nodal agency for the PPP projects and the inter-departmental committees established by GoMP to implement and monitor the project. Close collaboration will be required with other consultants and implementing partners working on other components in the project, especially Development of Infrastructure on PPP basis and Investment promotion.

7. REQUIREMENT OF TRANSACTION ADVISOR

- 7.1 The Transaction Advisor will be required to provide required qualified personnel including experts in the relevant sector, public-private partnerships, investment promotion, project preparation and appraisal, policy and legal issues. The Transaction Advisor will be required to be available at a short notice as and when required by the Authority at their office in Bhopal.
- 7.2 All the prospective Transaction Advisors shall have sufficient qualified personnel, sub-consultants, and resources to accomplish all the services described herein within the prescribed time. The Transaction Advisors should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of Consultancy assignment described below in the Scope of Work. Authority is seeking Transaction Advisor, which can bring together a team of professionals and sub-professionals capable of completing all aspects of the Consultancy assignment. This will require a high degree of management and technical expertise and experience directly related to structuring of Public-Private Partnership for similar projects.

7.2.1 Transaction Advisory firm must have direct experience with at least **two** PPP Projects. The minimum qualifying project size for such projects should be at least equivalent to the estimated cost of the proposed project, and one of them should be of similar nature.

7.2.2 A Project Manager Cum Team Leader who should be familiar with the requirements for PPP projects from the perspective of both the Authority and the investors. Familiarity with Indian investment environment and regulations is an essential qualification for the engagement of the Transaction Advisor. The Project Manager Cum Team Leader shall have a minimum of five years post qualification experience in the field of infrastructure projects i.e. roads, highways, expressways, bridges, airfields, tunnel for roads, railways, power, telecom, ports, railways, industrial parks and other such parks, petroleum and natural gas, petrochemicals, steel, cement, fertilisers, mining, pipelines, irrigation, water supply and sewerage, sanitation, township, real estate etc.

He must have had direct experience with at least **one** PPP concession contract.

7.2.3 Transaction Advisor should provide services of Financial Analyst, Legal Expert, Technical Expert and other support staff required from time to time for the project.

8. DURATION OF SERVICES

The Transaction Advisor will work for Authority till the execution of the Concession Agreement for the above project. The total duration of the entire project is expected to be around **6** months.

9. SCOPE OF SERVICES

- 9.1 The Transaction Advisor will be retained to develop an effective PPP concession agreement for the proposed project. The objective of this Consultancy service is to

produce a financially viable concession that would address the principal issues related to project risks and adequate returns to the Concessionaire and the Authority.

9.2 The tasks to be undertaken by the Transaction Advisor are:

9.2.1 **Physical Packaging**

- Identifying issues that could have commercial and financial implications.
- Preparation of the project cost estimate.
- Preparation of the project implementation schedule.
- Examine the overall viability of the current way of packaging.

9.2.2 **Strategic Packaging**

- To establish revenue forecasts during the period of the concession.
- Conduct risk assessment by: (i) identifying the allocation of risks; (ii) proposing changes in the risk allocation that will make the concessions more attractive to the private sector without significantly increasing the liabilities on the Authority.
- Finalise a framework for the bidding package in consideration of a variety of specific factors including: (i) the requirements for a fixed time schedule performance parameters (ii) the terms for early termination.
- Define the project concept, establish project parameters and identify issues in developing the project. The obligations of concessionaires for the project and those of Authority would be crystallized.

9.2.3 **Investment Packaging**

- develop a financial model for the Project to improve the financial / commercial viability of the project;
- estimate the financial impact of various provisions in the Concession Agreement.
- optimize the project structure under various implementation options; and
- estimate the values of basic bidding criteria, for evaluation of the reasonableness of the financial proposals.
- develop the business plan under the selected project structure;
- develop a cash flow model to maximise the return to the Authority.

9.2.4 **Process Packaging**

- Finalisation of bidding documents.
- Finalise the bidding process, the qualification parameters and the criteria for evaluation of proposals in consultation with Authority.
- Prepare draft RFP and finalize the same in consultation with Authority.
- Update the concession agreement for signing between Concessionaire & Authority.
- Assistance in addressing bidders' queries
- Assistance in evaluation of RFP proposals

9.2.5 Delivery System Packaging

- An appropriate Dispute Resolution Mechanism should be prescribed in the Concession Agreements.
- Obtaining all undertakings, submissions and warranties from the selected concessionaire.

9.3 The plan above is sketched out based on current knowledge. There may be need for flexibility during the assignment as more information about the sector emerges and what is feasible and most effective. This can be discussed and mutually agreed during the course of the assignment

10. Financial Proposal

The Transaction Advisor shall submit the financial proposal for project in the prescribed format given as under:

Format for financial proposal

	Project / Name	Total fee
1.	Transaction Advisor Consultancy services for one Project under Public Private Partnership	<i>[Indicate total fee]</i>
2.	Taxes Incl. Service Taxes, if any	<i>[_____]</i>
3.	Total	<i>[_____]</i>
[] to be filled in by the Applicant		

11. PAYMENT SCHEDULE

11.1 The Fee shall be quoted as a lumpsum fixed amount in Indian Rupees. Conditional proposal shall be summarily rejected.

11.2 Payment Terms shall be as under:

Stage I	Preparation of project and finalisation of financial modeling	30%
Stage II	Finalisation of bidding documents and invitation of bids	20%
Stage III	Evaluation of bids	20%
Stage IV	Signing of Concession Agreement	30%

11.3 The above quoted fee shall include all expenses, whatsoever, such as legal fees and out of pocket expenses, etc. to be incurred by the Transaction Advisor to complete the assignment.

11.4 Service Taxes, as applicable, shall be indicated by the Transaction Advisor on total fee separately.

11.5 The bids shall be evaluated on least cost basis.

11.6 In case Authority decides to abandon the project for any reason, the payment of the Transaction Advisor shall be restricted up to the Stage the services have actually been provided by the Transaction Advisor.

12. Terms and Conditions

- 12.1 The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal
- 12.2 All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).
- 12.3 Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.
- 12.4 Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by Authority may lead to rejection of the Applicant's proposal in its entirety.
- 12.5 Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the Transaction Advisor the appropriate tax deduction certificate evidencing payment of such taxes.
- 12.6 The Transaction Advisor shall submit to Authority two (2) copies of the final output envisaged in the Scope of Services including the RFP and the Concession Agreement. All the reports and agreements shall be submitted on CDs (2 sets) containing all basic as well as processed data.
- 12.7 In case of difference in Original and copy of submission the Original shall prevail.
- 12.8 Transaction Advisors have an obligation to disclose any actual or optional conflict of interest. Failure to do so may lead to disqualification of the Transaction Advisor or termination of its contract at any stage.
- 12.9 A recommendation for award of contract will be rejected if it is determined that the recommended Transaction Advisor has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the Authority will declare the Transaction Advisor and/or members of the consortium ineligible, either indefinitely or for a stated period of time and Transaction Advisor will be blacklisted
- 12.10 Once submitted, the proposal, including the composition of the consulting team, cannot be altered without prior written consent of Authority.

13. CONTENTS OF PROPOSAL

13.1 The proposal should be submitted in two sets one original and one copy in the prescribed formats as under:

Technical Proposal

- FORM TECH-1: LETTER OF PROPOSAL SUBMISSION with Power Of Attorney
- FORM TECH-2: TRANSACTION ADVISOR'S ORGANIZATION AND EXPERIENCE
- FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TOR
- FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN
- FORM TECH-5: TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

FORM TECH-6: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FORM TECH-7: INFORMATION REGARDING ANY CONFLICTING ACTIVITIES

Financial Proposal

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION LETTER

FORM FIN-2: FORMAT FOR FINANCIAL PROPOSAL

Standard Format for submission of the Proposal are enclosed with this RFP

Brief description of the submission of the proposal is given as under:

13.2 Transmittal Letter and Title Page

Include a transmittal letter containing a brief statement of the respondent's understanding of the work to be done and an indication of positive interest in performing this work for Authority.

13.3 Table of Contents

Include a Table of Contents listing the various sections included in the proposal.

13.4 Proposal Contents

Each Transaction Advisor must include in the proposal an Executive Summary that summarizes important features of the proposal, brief description of the Transaction Advisor's approach to the scope of work, a description of the project team, and a description of how the proposed team meets the requirement set forth in this RFP. The Executive Summary should not be more than 2 to 3 pages.

13.5 Team Identification and Organizational Chart

Identify your firm and each key professional by name, primary representative and title, address of offices, telephone and fax numbers and email address. Indicate the business structure of your firm (i.e., whether your firm is a corporation, joint venture, partnership, or sole proprietor). Indicate the name(s) of the owner(s) of your firm.

13.6 Services and Work Plan

The proposal should include a work plan describing the services, approach and methodology proposed for accomplishing the scope of work. The proposed phasing of the project should be discussed. The proposal should be sufficient in detail to allow an objective analysis of the firm's capabilities and envisioned work plan in comparison with competing firms. Discuss the roles and responsibilities of the project team.

13.7 Qualifications and Experience

The proposal must supply information concerning the qualifications and experience of the proposed project team for this assignment.

13.8 Power of Attorney

An authorized person of the firm shall sign the proposal, on behalf of the firm. The Power of Attorney of the authorized person should be on stamp paper duly notarized or Board resolution should be submitted along with the proposal. All necessary forms and statements for the various miscellaneous provisions explained in this document must be completed, properly signed, and submitted with the proposal.

13.9 Undertaking regarding conflict of Interest

Transaction Advisor must submit an undertaking clearly indicating that they or their associates will not participate directly or indirectly in submitting bid on behalf of the Private Entrepreneur so that there will not be any conflict of interest.

13.10 Proposal Validity Period

Proposal Validity Period must be minimum 120 days from the Proposal Due Date.

14. SUBMITTAL OF PROPOSALS

The Transaction Advisors are required to submit sealed Technical Proposal and separately sealed Financial proposal. Two separately sealed envelopes containing '**Technical Proposal**' and '**Financial Proposal**' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "**Proposal for Transaction Advisor**". Each proposal (Technical and Financial separately) shall be **hard bound and serially numbered**. Financial figures shall be **laminated/covered with transparent adhesive tape**.

Written responses to the RFP must be prepared as specified to form, content, and sequence as stated in earlier sections of this Request for Proposals. No additions or changes to a proposal shall be allowed after the submittal date.

15. EVALUATIONS AND SELECTION PROCESS

15.1 Evaluation of Technical Proposal

The evaluation of Technical Proposal will be made on the basis of qualification and experience of the consultant/ firm as well as project team proposed by the Consultant for this assignment. The consultant, who does not possess the required qualification and experience, will not be considered for opening of Financial Proposal. Authority reserves the right to judge, appraise, and reject any or all proposals.

15.2 Evaluation of Financial Proposal

For financial evaluation, total cost of financial proposal will be considered. This however, does not include (i) service tax, which is reimbursable (ii) any taxes and duties payable in respect of expatriate key personnel.

The Authority will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupee). The applicant quoting the lowest fee shall be considered. The Authority will notify the successful Consultant in writing by registered letter, cable, telex, e-mail or facsimile.

After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with Authority to provide the envisaged services described in the Scope of work.

16. PRE-BID CONFERENCE

A pre- bid meeting will be held on 18th October, 2011, at 1130 hrs.

17. LAST DATE FOR SUBMISSION OF PROPOSAL

Last Date for Submission of Proposal is 1st November, 2011 up to 1730 hrs. Authority will not consider any proposals received late.

Technical Proposal - Standard Forms

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

**Managing Director,
MP State Cooperative Dairy Federation Ltd.
Dugdha Bhavan, Dugdha Marg
Habibganj, Bhopal – 462024**

Subject: Selection of Transaction Advisor for “Establishment of cattlefeed manufacturing complexes”

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for **Transaction Advisor** in accordance with your Request for Proposal dated **[Insert Date]**. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorized Signatory **[In full and initials]:**

Name and Title of Signatory:

Name of Firm:

Address:

TRANSACTION ADVISOR’S ORGANIZATION AND EXPERIENCE

A - Consultant’s Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B - Consultant’s Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the employer shall specify exact assignment / job for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately]

1. Firm’s name:

1	Assignment/job name:
1.1	Description of Project
1.2	Approx. value of the contract (in Rupees):
1.3	Country:
1.4	Location within country:
1.5	Duration of Assignment/job (months) :
1.6	Name of Employer:
1.7	Address:
1.8	Total No of staff-months of the Assignment/job:
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):
1.11	Completion date (month/year):
1.12	Name of associated Consultants, if any:

1.13	No. of professional staff-months provided by associated Consultants:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:
	Note: Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE EMPLOYER

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Inputs and Facilities to be provided by the employer

[Comment here on Inputs and facilities to be provided by the Employer to Transaction Advisor,.]

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. The consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) Organization and Staffing. The consultant should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff

Sr. No.	Name of Staff	Name of Firm	Area of Expertise	Position / Task assigned for this job

FORM TECH-6

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

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

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

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

[Full name of authorized representative]:

FORM TECH-7

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature **[In full and initials]:**

Name and Title of Signatory:

Name of Firm:

Address:

Financial Proposal - Standard Forms

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To,
Managing Director,
MP State Cooperative Dairy Federation Ltd.
Dugdha Bhavan, Dugdha Marg
Habibganj. Bhopal - 462024

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for **Transaction Advisor** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount does not include Service Tax. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Purpose of Commission	Gratuity
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We understand you are not bound to accept any Proposal you receive.
We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM FIN-2
FORMAT FOR FINANCIAL PROPOSAL

	Project / Name	Total fee
1.	Transaction Advisor Consultancy services for Project under Public Private Partnership:- Establishment of Cattlefeed Manufacturing Complexes	<i>[Indicate total fee]</i>
2.	Taxes incl. Service Taxes, if any	[_____]
3.	Grand Total	[_____]
[] to be filled in by the Applicant		

Authorized Signature:.....
Name:
Designation
Name of firm:.....
Address:.....