



GUIDANCE

GUIDANCE TAMIL NADU
11TH FLOOR, PRESTIGE POLYGON TOWERS, NO.471,
ANNA SALAI, TEYNAMPET,
CHENNAI, TAMIL NADU 600035

**REQUEST FOR PROPOSAL (RFP) FOR
“SELECTION OF GLOBAL MANAGEMENT CONSULTANT AS KNOWLEDGE
PARTNER FOR GLOBAL INVESTOR MEET 2024”**

QCBS

(Quality and Cost Based Selection)

RFP NO. < 1920/2023/1>

MARCH 2023

Disclaimer

1. The information contained in this Request for Proposal document ("RFP") or subsequently provided to prospective Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is neither an agreement nor an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with the information that may be useful to them in the formulation of their Proposals (the "Application") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. For the avoidance of doubt, in case an Applicant places reliance on any aforesaid assumptions, assessments, statements, data and information furnished by the Authority and/or its consultants, in this RFP or under any project report etc. then the same shall not in any manner bind/make liable the Authority and/or its consultants, employees or representatives, to indemnify the Applicant in respect of any loss/damage/costs whatsoever arising out of or in connection with such reliance placed by the Applicant on the aforesaid assumptions, assessments, statements, data and information.
3. Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
4. The Authority, its employees, consultants and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
5. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP.
6. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
7. The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy Services and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
8. The possession or use of this RFP in any manner contrary to any applicable law is expressly prohibited. The Applicant shall inform themselves concerning, and shall observe any applicable

legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this RFP shall be construed as legal, financial or tax advice.

9. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
10. The Applicants are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the Proposal. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Applicant towards any officer/employee/ advisor/ representative of the Authority or to any other person in a position to influence the decision of the Authority for showing any favour in relation to this RFP or any other contract, shall render the Applicant to such liability/penalty as the Authority may deem proper, including but not limited to rejection of the Proposal of the Applicant and forfeiture of its Proposal Security.
11. Laws of the Republic of India are applicable to this RFP



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SECTION I. Instruction to Applicants

1.1 Background

- 1.1.1. Tamil Nadu is the 2nd largest state economy in the country and has the 3rd highest GDP per capita. It is the most urbanized and industrialized state, with a strong manufacturing base and a large services sector. Tamil Nadu is also the 3rd largest exporting state, accounting for over 9% of overall India's exports.
- 1.1.2. The Hon'ble Chief Minister of Tamil Nadu is keen to ensure that the state plays a critical role in India's road to a USD 5 Tn economy. In line with this, he has set a target of making Tamil Nadu a One Trillion Dollar economy by the year 2030. This will require raising the current growth rate substantially and would necessitate a significant increase in the investment, besides improvement in infrastructure.
- 1.1.3. Guidance was established with the objective of attracting major investment proposals into Tamil Nadu.
- 1.1.4. Guidance is the nodal agency for investments, partnerships and collaboration with the State of Tamil Nadu. It is also responsible for promoting Tamil Nadu as the preferred investment destination in the country.
- 1.1.5. Guidance is expected to play a critical role in facilitating investments into the State by ensuring investment promotion and facilitation happens in a seamless, efficient and transparent manner. The emerging geopolitical changes and global supply chain restructuring, especially post the COVID-19 pandemic, warrant for a change in strategy to attract investments in the state. Global investors are actively seeking an alternate location for their production /assembly facilities, which provides a lower risk environment, and a sizeable local demand for products. While relocation has been primarily to other ASEAN countries such as Vietnam and Indonesia in the recent past, India can emerge as a cost-effective, yet lower risk option to China, especially in the current scenario thus becoming an investment destination of choice for many companies. The world is now looking towards India as the global manufacturing hub and Tamil Nadu can play a major role in achieving the dream of 'Atmanirbhar Bharat' and 'Make in India'. Hence, it is crucial for Tamil Nadu to undertake an accelerated outreach to potential target investors and craft robust offerings for these investors to attract investments in Tamil Nadu.
- 1.1.6. There is also a strong need to organize a large-scale Global Investor Meet aimed at showcasing value proposition of Tamil Nadu, acknowledge the investments received in the State as run up to the Meet and further secure investments during the Meet.
- 1.1.7. Guidance now invites eligible Knowledge Partner (the "consultants") consulting entities/firms for **"Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024"** (the "Assignment").

1.2 Validity of the Proposal

- 1.2.1 The RFP Proposal shall remain valid for a period of 120 (One hundred and twenty) days from the last date of submission of the RFP with a provision for extension.

1.3 Brief Description of Selection Process

- 1.3.1. The Authority intends to select a consulting entity/firm for acting as a Global Management Consultant from the list of consultants who make an Application (the "Applicant") through a two cover (i.e., Technical and Financial Proposal) (the "Proposal") selection process (the "Selection Process") in accordance with the procedure set out herein.

- 1.3.2. In **Cover 1 - Technical Proposal**, the eligibility of Applicants will be verified based on the eligibility information mentioned in Data Sheet and provided by the Applicants as per the formats given in this RFP. The Technical Proposal of only those firms found eligible and satisfying the minimum eligibility criteria shall be evaluated and scored based on the marking criteria mentioned in Data Sheet. Such applicants may be invited to make presentation on the Approach & Methodology, covering all the aspects of TOR, Work Schedule by the Team proposed for the assignment to the Evaluation Committee of the Authority. Team Leader proposed by the applicant must be present during the presentation. The time schedule and venue for presentation will be intimated to such applicants by the authority. Applicants scoring not less than 70% of the total points (S_t) in Technical Proposal shall only be qualified for opening of **Cover 2 - Financial Proposal**. The Authority shall notify the Applicants, results of the technical evaluation and invite those who have secured the minimum qualifying mark for opening of the financial proposals indicating the date and time. The financial Proposal of unqualified Applicants shall not be opened.
- 1.3.3. In Financial Proposal evaluation, the Financial Proposal of shortlisted Applicants shall be evaluated and the lowest evaluated financial proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as per the formula given below:
- 1.3.4. $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price quoted by any Applicant and F the price of the Proposal under consideration.
- 1.3.5. The total scores of the Applicants shall be arrived by applying the weights to the Technical and Financial Proposal to select the first ranked Applicant (R1) (the "Selected Applicant"). The remaining Applicants shall be ranked R2, R3 and so forth. The weights given to the Technical and Financial Proposals shall be as per the Data Sheet.
- 1.3.6. The first ranked Applicant shall be selected for negotiation while the second ranked Applicant shall be kept in reserve.

1.4 Schedule of Selection Process

The Authority would endeavour to adhere to the following schedule:

Event Description	Date and Time	Venue
Bid Start Date	13 th March 2023	
Pre-Bid Meeting	21 st March 2023	Online
Last date for receiving queries/clarifications	23 rd March 2023	
Proposal Due Date (the "PDD")	14 th April 2023	Refer Data Sheet
Opening of Technical Proposal	17 th April 2023	Refer Data Sheet
Opening of Financial Proposal	To be intimated to Technically Qualified Applicants	

1.5 Conflict of Interest

- 1.5.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "**Conflict of Interest**"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration

of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

1.5.2 The Authority requires that the Consultant provides professional, objective, and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other Authority, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority. Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- a. The Applicant, and any other Applicant, has common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Applicant, as the case may be) in the other Applicant, is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956/ sub-Section (72) of Section 2 of the Companies Act, 2013. For the purposes of this Clause 1.5.2(a), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
- b. A constituent of such Applicant is also a constituent of another Applicant; or
- c. Such Applicant receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or
- d. Such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- e. Such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant; or
- f. There is a conflict among this and other consulting assignments of the Applicant (including its personnel) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the Authority for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- g. A firm which has been engaged by the Authority to provide goods or works or services for a project, and its Associates, will be disqualified from providing consulting services for the same project save and except as per provisions of this RFP; conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project, provided further that this restriction shall not apply to consultancy/ advisory services provided to the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services provided to the Authority in accordance with the rules of the Authority
- h. For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant (the

"Associate"). As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

1.6 Number of Proposals

1.6.1 No Applicant or its Associate shall submit more than one Application for the Consultancy.

1.7 Cost of Proposal

1.7.1 The Applicants shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

1.8 Verification of information and acknowledgment by the Applicant

1.8.1 Applicants are encouraged to submit their respective Proposals after visiting the project site and ascertaining for themselves the site conditions, traffic, location, surroundings, climate, access to the site, availability of drawings and other data, Applicable Laws and regulations or any other matter considered relevant by them. The costs of undertaking such visit shall be borne by the Applicant.

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

- a. Made a complete and careful examination of the RFP;
- b. Received all relevant information requested from the Authority;
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in Clause 1.8.1 above;
- d. satisfied itself about all matters, things and information, including matters referred to in 1.8.1 herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- e. Acknowledged that it does not have a Conflict of Interest; and
- f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

1.8.3 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

1.9 Right to Cancel this RFP or Reject any Proposal

1.9.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to postpone / Cancel this RFP at any point of time without assigning any reason, whatsoever.

1.9.2 The Authority reserves the right to reject any Proposal if:

- a. At any time, a material misrepresentation is made or discovered, or
- b. The Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

1.9.3 Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

1.10 The Submission and Opening of Proposals

1.10.1 The Proposals addressed to the Authority as mentioned in the Data Sheet shall be submitted in two separate sealed covers (with respective marking in bold letters) following the formats/schedules given for respective proposal.

1.10.2 The first cover marked "Technical Proposal" in one separate envelope, viz., Cover-1 must be sealed properly and clearly marked with the Title of the Consultancy Services as mentioned in the Data Sheet. This cover should contain the following documents:

Technical Proposal

Bid Security

- a. Form TECH A – Minimum Eligibility Experience
- b. Form TECH 1 – Technical Proposal Submission Form
- c. Form TECH 2 – Particulars of the Applicant
- d. Form TECH 3 - Power of Attorney for Signing of Proposal
- e. Form TECH 4 – Summary of Applicant's Experience
- f. Form TECH 5 – Applicant's Experience
- g. Form TECH 6 - Work Plan and Approach and Methodology Proposed
- h. Form TECH 7 – Work Schedule Form
- i. Form TECH 8 – Team Composition and Task Assigned
- j. Form TECH 9 - Curriculum Vitae of Key Personnel
- k. Annexure 1 - Format of Bank Guarantee for Bid Security
- l. Signed Copy of the RFP along with Addendum/Corrigendum

1.10.3 The Applicant shall prepare two copies of the proposal (one clearly marked as "ORIGINAL" and the other as "COPY") to be submitted to the Authority along with soft copy (Pen drive) of the Technical Proposal

1.10.4 The Proposal and its copy shall be typed or written in indelible ink, hard/spiral bound and signed by the authorized signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialled. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the "**Authorized Representative**") as detailed below:

- a. By the authorised representative of the Lead Member
- b. By a partner, in case of a partnership firm and/or a limited liability partnership; or
- c. By a duly authorized person holding the Power of Attorney, in case of a Limited Company/Private Limited Company or a Corporation; or
- d. By a person authorized through a General or Specific Board Resolution for signing proposals; Certified True Copy of such resolution in the hands of a Director of the Company shall be submitted for this purpose.

1.10.5 The power of attorney, if applicable should be certified under the hands of a partner or director of the Applicant and notarised by a notary public in the form specified in Section IV and shall accompany the Proposal.

1.10.5 In case the proposal is submitted on the document downloaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

1.10.6 The Second cover marked "Financial Proposal" in another separate envelope, viz., Cover-2 must be sealed properly and clearly marked with the Title of the Consultancy Services as mentioned in the Data Sheet. This cover should contain the contents as below:

Financial Proposal

- a. FORM FIN-1: Financial Proposal Submission Form
- b. FORM FIN-2: Summary of Costs
- c. FORM FIN-3: Breakdown of Remuneration
- d. FORM FIN-4: Breakdown of Other expenses

1.10.7 Applicants shall submit the financial proposal in the proposed formats clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant's Authorised Representative. In the case of discrepancy between figures and words in the financial proposal, the lower of the two shall be considered.

1.10.8 While submitting the Financial Proposal, the Applicant shall ensure the following:

- a. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, surveys, geo-technical investigations etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- b. The Financial Proposal shall take into account all expenses and tax liabilities except GST which shall be paid at applicable rates. For the avoidance of doubt, it is clarified that all taxes except GST shall be deemed to be included in the costs shown in the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
- c. Costs shall be expressed in INR.

1.10.9 The sealed envelopes Cover 1 and Cover 2 should again be placed in a separate sealed outer cover, which shall be clearly marked with the Title of the Consultancy Services, as mentioned in the Data Sheet, RFP No., name and address of the applicant, and proposal submission date and received as per the timeline mentioned in clause 1.4 and addressed to the Official mentioned in Data Sheet. It shall bear on top, the following: ***"Do not open, except in presence of the Authorised Person of the Authority"***.

1.10.10 If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant. Authority may also choose not to open the envelop and return the same treating as "Not Qualified".

1.10.11 The Applicants are advised in their own interest to ensure that completed Proposals reaches the office of Authority at the address mentioned well before the dates and time stipulated in the document. Proposals submitted through Speed post/ Courier/ Hand delivered shall be accepted. Proposals submitted through Telex / Telegraphic / Fax / email will not be considered and summarily rejected. Proposals received after the date and time stipulated in this RFP shall not be considered and shall be summarily rejected. Any proposal received after the closing time for submission of proposals shall be returned unopened. The Authority shall not be responsible for delayed receipt of Proposals.

1.10.12 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:

- a. The Technical Proposal is received in the forms specified at Section IV;
- b. It is received by the Proposal Due Date including any extension there of pursuant to Clause 1.12
- c. It is accompanied by the Bid Security as specified in Clause 1.24
- d. It is accompanied by Processing fee mentioned in Data Sheet

- e. it is signed, sealed, bound together in hard/spiral cover and marked as stipulated in Clause 1.10
- f. It is accompanied by the Power of Attorney as specified in Form 3 or such other document stipulated in Clause 1.10
- g. It contains all the information (complete in all respects) as requested in the RFP
- h. It does not contain any condition or qualification.

1.10.13 The proposals (Technical Proposal) will be opened by the Authorised Representative of the Authority as per schedule mentioned in Clause 1.4. It may be noted that the Financial Proposal shall be opened in the presence of the shortlisted Applicants Representative who choose to attend.

1.11 Clarifications

1.11.1 Applicants requiring any clarification on the RFP may send their queries to the Authority in writing at the address mentioned in the data sheet so as to reach before the date mentioned in the Schedule of Selection Process at Clause 1.4. The envelopes shall clearly bear the following identification:

"Queries/Request for Additional Information concerning RFP for **"Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024"**

1.11.2 The Authority shall endeavour to respond to any queries or request for clarifications received from the Applicants within the date mentioned as per Clause 1.4 but not later than 7 (Seven) Days prior to the PDD. The Authority will post the reply to all such queries on the Official Website.

1.11.3 The Authority shall endeavour to respond to any further queries/request for clarifications received up to 48 (Forty-eight) hours prior to the PDD. The Authority will post the reply to all such queries, addendum/corrigendum, if any on the Website mentioned in the Data Sheet. No Separate Advertisement for Addendum/Corrigendum/extension of date will be published in the Newspapers.

1.12 Amendment of RFP

1.12.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/Amendment and posting it on its website. All such amendments will be binding on all Applicants.

1.12.2 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

1.13 Language

1.13.1 The Proposal with all accompanying documents (the **"Documents"**) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

1.14 Modification/ substitution of proposals

1.14.1 The Applicant may modify, or substitute, its Proposal after submission, provided that written notice of the modification, or substitution, is received by the Authority prior to Proposal Due Date. No Proposal shall be modified, or substituted, by the Applicant on or after the Proposal Due Date.

1.14.2 The modification, or substitution, notice shall be prepared, sealed, marked, and delivered in accordance with Clause 1.10, with the envelopes being additionally marked "MODIFICATION", or "SUBSTITUTION", as appropriate.

1.14.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

1.14.4 Applicants shall not be allowed to withdraw the proposal any time after submission of Proposal.

1.15 Evaluation Committee

1.15.1 The evaluation committee appointed by the Authority will carry out its evaluation of the Technical and Financial Proposals as per the RFP.

1.15.2 The Evaluation Committee appointed by the Authority will evaluate the Technical Proposals after evaluation of minimum eligibility criteria as given in the Data Sheet.

1.15.3 The committee will carry out evaluation of proposals meeting the minimum eligibility criteria as per the point system specified in the Data Sheet below. Each responsive proposal will be attributed a technical score (St)

1.15.4 The evaluation committee will determine if the financial proposals are complete in accordance with the RFP. The quoted price shall be corrected for arithmetical errors in accordance with TAMIL NADU TRANSPARENCY IN TENDERS ACT, 1998 and RULES 2000 and as amended there on. The evaluation committee will determine if the financial proposals are complete and without computational errors. In the case of discrepancy between figures and words in the financial proposal, the lower of the two shall be considered.

1.16 Clarifications during Evaluation

1.16.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

1.16.2 If an Applicant does not provide clarifications sought under Clause 1.16.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

1.17 Confidentiality

1.17.1 Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of or concerning the Selection Process. The Authority will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority.

1.18 Negotiations

1.18.1 The aim of the negotiations is to reach agreement on all points and initial a draft contract by the conclusion of Negotiations.

1.18.2 Negotiations with selected applicant will commence with a discussion of technical proposal, the proposed methodology (work plan), costing, staffing and any suggestions made to improve the TOR. Agreement must then be reached on the final TORs, the staffing and staff months, logistics and reporting.

1.18.3 The Authority will not consider substitutions in the proposed key personnel during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the successful applicant within the period specified in the letter of invitation to negotiate.

1.18.4 Any need for substitution as a result of negligence on the part of the successful applicant such as non-confirmation of availability of key personnel before submission of proposal may result in disqualification of the successful applicant and bid security of such applicant be forfeited.

1.18.5 Changes agreed upon will then be reflected in the draft contract, including all tax liabilities and all costs, etc.

1.18.6 The Contract will be awarded after successful negotiations, with the selected applicant. In the event the selected applicant fails to reconfirm its commitments during negotiations such that there arises a material deviation in the technical proposal as evaluated by the authority, then the authority reserves the right to disqualify the proposal of the selected applicant and designate the next ranked applicant as the selected applicant and invite it for negotiations.

1.18.7 The Contract will be awarded after successful negotiations, with the qualified/selected applicant.

1.19 Substitution of Key Personnel

The Authority expects all the Key Personnel specified in the Proposal are to be available during implementation of the Scope of Work mentioned in this RFP. The Authority will not consider any substitution of Key Personnel except under compelling circumstances beyond the reasonable control of the Consultant such as retirement, death, medical incapacity among others, of the key personnel. Such substitution shall be limited to a maximum of two Key Personnel other than Team Leader subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. Any subsequent substitution of key personnel would call for reduction of remuneration by 30% of the remuneration of the personnel so replaced for the remaining period. Substitutions undertaken at the time of contract negotiations shall be counted while calculating the number of substitutions under this clause. Inability of consultant to deploy Team Leader for the assignment will be grounds for termination by the Authority.

1.20 Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Authority to the Selected Applicant (the "**Consultant**") and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Applicant for damages suffered by the Authority on account of failure of the Selected Applicant to acknowledge the LOA, and the next highest ranking Applicant may be invited for negotiations.

1.21 Execution of Contract

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Contract within the period of 30 days. The Selected Applicant shall not be entitled to seek any deviation in the Contract.

1.22 Commencement of Assignment

The Consultant shall commence the Services within 7 (seven) days of signing of contract or such other date as may be mutually agreed. If the Consultant fails to either sign the contract as specified in Clause 1.21 or commence the assignment as specified herein, the Authority may invite the next

ranked Applicant for negotiations. In such an event, the Bid Security of the Selected Applicant shall be forfeited and appropriated in accordance with the provisions of Clause 1.24

1.23 Proprietary Data

Subject to the provisions of Clause 1.17, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

1.24 Bid Security

1.24.1 The Applicant shall furnish as part of its Proposal, a bid security as per details mentioned in clause 2.5 in the form of electronic transfer/ Demand Draft/ Bank Guarantee issued by Scheduled Commercial Banks in India (the "**Bid Security**"), returnable not later than 60 (Sixty) days after the expiration of the tender validity period, including any extension thereof, or 60 (Sixty) days after the issuance of the Letter of Award, whichever is earlier. The Selected Applicant's Bid Security shall be returned upon the Applicant signing the Contract. In case of Bank Guarantee, it shall be valid for a minimum period of 120 (one hundred and twenty) days from PDD.

1.24.2 Any Proposal not accompanied by the Bid Security shall be rejected by the Authority as non-responsive.

1.24.3 The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.

1.24.4 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Bid Security may be forfeited and appropriated by the Authority for damages payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- i. If an Applicant engages in any of the Prohibited Practices specified in Clause 1.26 of this RFP;
- ii. If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
- iii. If an Applicant refuses to accept the correction of arithmetical errors in its Proposal
- iv. In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 1.18;
- v. In the case of a Selected Applicant, if the Applicant fails to accept the LOA as specified in Clause 1.20
- vi. In the case of a Selected Applicant, if the Applicant fails to sign the Contract or provide the performance security within the specified time limit as specified in Clauses 1.21 and 1.25 respectively; or
- vii. If the Applicant is found to have a Conflict of Interest as specified in Clause 1.5.
- viii. if the firm has furnished incorrect information on qualification and experience.

1.25 Performance Security

1.25.1 Prior to signing of contract, the Selected Applicant shall furnish Performance Security to the Authority, for an amount mentioned in the Data Sheet. The Performance Security shall be in the form of Demand Draft/Bank Guarantee issued by Scheduled Commercial Banks in India, in the name of the Authority mentioned in the Data Sheet, as per the format attached **in Draft Contract**.

1.25.2 In case of Bank Guarantee, this Performance Security shall remain valid for a period of 90 (Ninety) days beyond the date of completion of all contractual obligations by the Selected Applicant. The validity of performance security will be extended according to the extension of contract period

as per the contract executed. The Performance Security shall be in the prescribed form as provided in this RFP.

1.25.3 The Penalty for error/variation and Penalty for delay shall be recovered by appropriation from the Performance Security or otherwise as provided in the Draft Contract.

1.25.4 If Selected Applicant fails to fulfil its obligations in terms of the Contract, the Performance Security may be invoked by the Authority as compensation.

1.25.4 If any amendment is issued to the Contract, the Selected Applicant shall, within 21 (twenty-one) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

1.25.6 The Authority shall have the right to appropriate the Performance Security, in whole or in part, in the event of breach of Contract or for recovery of penalty. Subject to the above sub-clauses, the Authority will release the Performance Security without any interest to the Selected Applicant on completion of the firm's contractual obligations.

1.26 Fraud and Corrupt Practises

1.26.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority will reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the **"Prohibited Practices"**) in the Selection Process. In such an event, the Authority will, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

1.26.2 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Contract or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Contract, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Assignment;
- b. **"fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c. **"coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

- e. **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

SECTION II: DATA SHEET

2.1	Title of the Assignment	Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024
2.2	Assignment Owner	Guidance, Industries, Investment Promotion & Commerce Department
2.3	Contract Signing Agency/Authority	Guidance
2.4	Proposal Validity Period	120 days from the PDD
2.5	Bid Security	Amount – Rs.5,00,000 (Rupees Five Lakh only) through Electronic Transfer/Demand Draft In favour of – MD&CEO of Guidance Payable at Chennai
2.6	Bank Account Number for Payment of or Bid Security	<p>Applicants can also transfer the Bid Security online via NEFT/RTGS/IMPS into the Account of the Authority by adding it as a beneficiary with the following details:</p> <p>Name of Beneficiary : Guidance</p> <p>Account Number : 127300101AA13016</p> <p>Name of Bank : Bank of Baroda</p> <p>Branch Name : Egmore</p> <p>IFSC Code : BARB0EGMORE (5th character zero)</p> <p><u>Applicants are required to attach with the document, separate payment screenshot clearly mentioning the Unique Transaction Reference (UTR) number for the Bid Security.</u></p>
2.7	Performance Security	3% of the Contract value
2.8	Method of Selection	Quality and Cost Based Selection (QCBS)
2.9	Weightage	<p>T = 0.8 and F = 0.2</p> <p>$S = S_t \times 0.8 + S_f \times 0.2$</p>
2.10	Consortium Allowed	NO

2.11	Address for Submission of Application	<p>All communications including the submission of Proposal should be addressed to:</p> <p>Designation: CEO& MD Guidance</p> <p>Organisation Name: Guidance</p> <p>Address: Guidance Tamil Nadu</p> <p>11th Floor, Prestige Polygon Towers, No.471, Anna Salai, Teynampet, Chennai, Tamil Nadu 600035</p> <p>Email: guidance@tn.gov.in</p> <p>Office Telephone No: 044 24346725</p>
2.12	Submission Details	<ul style="list-style-type: none"> Applicants must submit hard copies of the proposal comprising one original and an additional copy of Technical proposal and one original copy with an additional copy of the Financial Proposal in one envelope labelled "RFP-Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024" and submit it to the address below on or before the date and time specified for submission of hard copy on 2.13 Guidance 11th Floor, Prestige Polygon, Teynampet, Anna Salai Chennai - 35 Additionally, the Applicant shall email a soft copy of the technical proposal to guidance@tn.gov.in with the subject "RFP- Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024" on or before the date and time specified in (13). Financial proposals should not be submitted electronically. Only complete hard copy submissions sets will be considered.
2.13	Proposal Due Date (PDD)	14 th April 2023 17:00 hrs
2.14	Venue for Pre-proposal Conference / Pre-Bid Meeting / RfP Clarification Meeting	<p>The pre-bid meeting shall be held online and the authority shall send link for attending the conference to potential applicants who send their requests for attending the pre-proposal conference atleast 24 hours prior to the scheduled date & time of the conference to the following email id:</p> <p>guidance@tn.gov.in</p> <p>Applicants are requested to limit their number of representatives for attending the pre-proposal conference by requesting link for a maximum of three (3) email addresses per company.</p>

2.15	Website details	<p>Replies to queries/clarifications/addendum/corrigendum etc. shall be posted at the following websites:</p> <p>https://investingintamilnadu.com/</p> <p>https://tntenders.gov.in/nicgep/app</p>
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2.16	Minimum Eligibility Criteria	<p>The firms meeting the below mentioned requirements shall only be considered for evaluation and scoring of Technical Proposal:</p> <p>Legal Capacity:</p> <ul style="list-style-type: none"> • An Applicant may either be a limited liability partnership/ a company incorporated under the Companies Act 1956/ 2013 or a body corporate incorporated under the applicable laws of its origin. • An Applicant which has earlier been blacklisted or debarred by the Government of India, Government of Tamil Nadu, any other Governments, any PSU of Central Government or State Government or any other Public Sector or Multilateral Agency shall not be eligible to submit an Application if such bar subsists as on the Proposal Due Date. • Should have global network offices / group company offices / branch offices across minimum five countries with at least one in each of the zones, viz., Euro zone, North America, APAC with access to knowledge networks and sourcing information on potential investors. <p>Financial Capacity:</p> <p>The Applicant should have a minimum annual average turnover of INR 200 crore (Rupees Two Hundred crores) as professional fees in the last three financial years preceding the PDD. For the avoidance of doubt, professional fees hereunder refer to fees received by the Applicant for providing advisory or consultancy services to its clients. The Applicant should have positive net worth as per last audited financial accounts.</p> <p>Minimum Project Experience:</p> <p>Applicants should have completed atleast 2 similar* projects (of which atleast one project shall be with a foreign government/state/province) in last 10 years or 2 similar ongoing projects, of which atleast one project shall be with a foreign government/state/province in last 10 years along with necessary proof.</p> <p>Ongoing projects shall be considered as experience subject to receipt of 80% of the project fee by the applicant or completion of 80% of work assigned. In this regard, Applicant should enclose a certificate from the client/ minutes of meeting issued by client as proof for completion of 80% of the work assigned to the Applicant or certificate from an Auditor certifying the percentage of fee received for such assignment.</p> <p>*Similar Project Experience</p> <ul style="list-style-type: none"> • Providing Investment Facilitation Advisory Services, knowledge partners for international investment meets to National or State Governments or its Agencies / Organisations in India /abroad. Atleast one project shall be with a foreign government/state/province. • The Assignment should include direct investor outreach - national and global, minimum two international road shows and creation of promo materials / pitch documents for target companies. <p><i>Note:</i></p> <p><i>An International Roadshow should include a mix of one-to-one meeting with CXOs, roundtables and large format investment conclaves with atleast 75 participants.</i></p>
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		Supporting documents on project experience shall be submitted by way of Work Completion Certificate issued by the client. This certificate shall clearly indicate, nature of project, scope of work, Capital Outlay, year of completion etc., wherever applicable to confirm the minimum specified eligibility for professionals.		
2.17	Technical Proposal Scoring	S. No.	Parameter	Max. Marks
		I.	Applicant Qualification	20
			Similar Project Experience Similar project experience* of the Applicant (as a firm) relevant to the Task during the last 10 years 2.5 marks per assignment up to a maximum of 20 Marks	20
		II.	Team Qualification & Experience	30
			a) Team leader: 10 Marks b) Expert in Investment Facilitation - Manufacturing: 6 Marks c) Expert in Investment Facilitation - IT/ITeS, GCC, R&D centers: 6 Marks d) Project Associate I: 2 Marks e) Project Associate II 2 Marks f) Project Associate III: 2 Marks g) Project Associate IV 2 Marks Guideline: <ul style="list-style-type: none"> Guideline: (Educational Qualifications – 20%; Weightage Professional Experience – 40%; Weightage Assessment of individual experts during Approach and Methodology Presentation – 40% Weightage) All above mentioned experts must be necessarily available during Approach and Methodology Presentation. 	30
		III.	Understanding the Assignment, Approach and Methodology	50

		<p>Adequacy and quality of the proposed methodology and work plan in responding to the Terms of Reference (TORs) in respect of scope of work:</p> <p>III.</p> <p>A. Approach and Methodology – 15 Marks</p> <ol style="list-style-type: none"> 1. Understanding of the Tamil Nadu industrial and service sector landscape - 5 Marks 2. Understanding of objectives and scope of the assignment – 5 Marks. 3. Technical approach and methodology - 5 Marks <p>B. Work Plan – 5 Marks</p> <ol style="list-style-type: none"> 1. Plan for implementation of main activities / tasks of the assignment and duration – 2.5 Marks. 2. Phasing & interrelations and assignment milestones – 2.5 Marks. <p>Presentation of the Technical Proposal - 30 Marks</p>	50
		Total score	100

SECTION III: Terms of Reference

3.1 Assignment Background

Tamil Nadu is the 2nd largest state economy in the country and has the 3rd highest GDP per capita. It is the most urbanized and industrialized state, with a strong manufacturing base and a large services sector. Tamil Nadu is also the 3rd largest exporting state, accounting for over 9% of overall India's exports.

Guidance formerly known as Tamil Nadu Industrial Guidance and Export Promotion Bureau (Guidance) was established as a non-profit registered Society on 15th July 1992 with the objective of attracting major investment proposals into Tamil Nadu.

Guidance is the nodal agency for investments, partnerships and collaboration with the State of Tamil Nadu. It is also responsible for promoting Tamil Nadu as the preferred investment destination in the country. Guidance is expected to play a critical role in facilitating investments into the State by ensuring investment promotion and facilitation happens in a seamless, efficient and transparent manner.

Guidance is the nodal investment promotion agency of the government of Tamil Nadu. It has conducted two Global Investor Meets in 2015 and 2019 respectively. Since 2021 Guidance has been driving investments across sectors and geographies in Tamil Nadu. In the year 2021-22 Guidance signed MOUs with 130 companies with a committed investment of Rs 68,375 crore and employment generation for 2,05,802 persons and in 2022-23 Guidance has signed 77 MOUs with an investment commitment of Rs 1,54,834 crore and employment commitment for 1,38,348 persons.

With the onboarding of the consultant, it is expected that the Knowledge Partner will help drive in investments into the state which would be ready for announcements by GIM 2024.

3.2 Scope of the work

To consultant is expected to undertake the following activities;

a. Market Research and Strategy

The Knowledge Partner will work closely with the Industries, Investment Promotion & Commerce Department (the "Industries Department") and Guidance to finalise upto 30 sectors and subsectors. This list could include a list of eight Focus Sector and twelve Sunrise Sectors (identified in the Industrial Policy 2021) and new sectors and sub sectors. The additional list of sectors and subsectors will be provided by Guidance within one month from the date of signing the contract.

Focus Sectors: Automobile and Auto Components, Chemicals, Electronics & Hardware, Heavy Engineering, Leather, Textiles, Financial Services, and Software.

Sunrise Sectors: 1.Aerospace and Defence applications 2.Agro & Food Processing except Edible oil industries 3.Renewable Energy Components Manufacturing 4.Electronics System Design & Manufacturing 5.Medical Electronics, Devices and Equipment 6.Electric Vehicles, EV Cell & Battery Manufacturing or any green fuel technology such as hydrogen fuel 7.Biotechnology 8.Pharmaceuticals, Bulk Drugs and Nutraceuticals 9.Petrochemicals and Speciality Chemicals 10.Footwear, Finished Leather Goods and Polyurethane Fabric 11.Technical Textiles including Medical Textiles 12. Furniture

- i. Based on the shortlisted sectors and sub sectors, conduct detailed research and analysis on domestic and international companies. These will include listed and non-listed companies. The market research and analysis of the data will present a year-wise likelihood of companies who are most likely to invest over the next 5 years, based on inputs such as market share,

business presence in India, operations in India, operations in South India, value chain analysis, export potential from India, last round of capital expansion, cash surplus etc.

- A total of 2000 domestic and 5000 international companies across countries and sectors will be evaluated to present a year-wise shortlist of companies.
 - The number of companies across sectors and countries shall be finalised in consultation with Guidance. The list of companies shall not include those that are currently being facilitated by Guidance.
 - A standardised template for all companies shall be prepared.
- ii. For the list of 7,000 companies that have been analysed, prepare a detailed database of contact information of key personnel in the shortlisted organisations. The template for which shall be provided by Guidance.
 - iii. Reach out to all identified companies (in consultation with Guidance) and set up a channel of communication/discussion and subsequently set up meetings with government officials.
 - iv. Conduct due diligence on investment commitments received for signing of MOUs during the engagement period.

b. Outreach Strategy for Marquee Clients.

- i. Prepare a **detailed outreach strategy and pitch** for **50 organisations**. These companies shall be shortlisted in consultation with Guidance.
- ii. Reach out to the 50 organisations over the course of engagement period.

c. Preparation of Marketing Collaterals

- i. Prepare a detailed presentation on Tamil Nadu, highlighting India and Tamil Nadu as potential market and an investment destination.
- ii. Preparation on each of the 30 sector/subsector that have been shortlisted 3.2.a. The presentation will also include the share of Tamil Nadu vis-à-vis, strength of the sector in Tamil Nadu across key business parameters in comparison to other destinations in India and abroad.
- iii. Detailed presentations on each key strengths of Tamil Nadu (connectivity, workforce and education and availability of workforce, ecosystem, social life, ESG, governance, cost of doing business in Tamil Nadu etc). The topics to be covered will be finalised in consultation with Guidance.
- iv. Presentations on 15 key achievements of the state. The list of topics shall be finalised in discussion with Guidance.
- v. Preparation of 50 success case studies. The themes will include success stories of existing investor's experience in setting up operations in Tamil Nadu. Success story on how investments are handled, the pace of conversion of these investments in Tamil Nadu, Preparedness of Tamil Nadu for industry 4.0 etc.
- vi. Booklet on FAQ for doing business in Tamil Nadu including registration, taxation, environmental clearances, labour, land. The topics shall be finalised in consultation with the Guidance within 1 month of onboarding.
- vii. Presentation of Key locations/regions across Tamil Nadu (10 nos including but not limited to Chennai /Hosur /Coimbatore /Trichy/ Madurai/ Thoothukudi)

d. Meetings and Roadshows

- i. Support Industries Department in setting up **one to one meeting** with CXOs/key decision makers throughout the engagement period and during planned roadshows in India and abroad in coordination with Guidance.
- ii. Set up **sector specific roundtables** in Tamil Nadu/India and Abroad in coordination with Guidance.

- iii. Organise **large format investment conclaves** in Tamil Nadu/India/abroad in coordination with Guidance.
- iv. The details of the planned international business visits and domestic visits shall be shared in advance with the Knowledge Partner atleast 1 months in advance of the visit.
- v. All international business visits shall have a mix of one-to-one meetings, roundtables and roadshows.
- vi. Prepare briefing notes, collaterals and minutes of meetings for all the meetings.
- vii. Plan and organise for press briefings and small format events for the build-up of GIM 202.

Note:

- *A standard Roadshow shall include a mix of the following, 6-8 one-to-one meetings, atleast two roundtables (5 to 10 participants) and a large format investment conclave with around 75 participants.*
- *Cost towards travel and accommodation (domestic and international) of the consultants shall be borne by Guidance as per the travel policy of Guidance.*

e. Support for Global Investor Meet

- i. In coordination with the Industries Department develop potential themes and sub themes for GIM 2024. The theme will be structured around the Vision of the Government of Tamil Nadu to achieve a USD 1 trillion economy by 2030. It should also include focus country specific themes and events, policy related discussions, sectoral and supply chain discussions among others.
- ii. In coordination with the event management team, provide inputs an overview and format for GIM 2024 (sessions/ exhibitions/night caps/ entertainment/networking opportunities for delegates)
- iii. In coordination with the Industries Department and event management team prepare a timeline on the milestones to be completed for the successful implementation of GIM 2024.
- iv. Monthly briefing to Government officials on the activities being undertaken for organising GIM 2024
- v. In coordination with Industries Department line up a list of potential MOUs for investment/ Inaugurations of facilities and list of entities ready for ground-breaking for GIM24.
- vi. Identify and reach out to invite over 3000 delegates (across sectors and countries) in coordination with Industries Department
- vii. Identify potential speakers for the various sessions to be organised during GIM 2024
- viii. Coordinate with the event management team to create an application/ website for GIM 2024
- ix. Prepare knowledge papers for the sessions to be organised during GIM 2024
- x. Preparation of speeches/talking points for the various sessions and delegates.

f. Post Event Activities

- i. Preparation of Completion Report and the engagement, GIM 2024 and outcome of the event
- ii. Prepare acknowledgement letters, appreciation letters and follow up mails for investors, speakers, Government and Foreign Dignitaries
- iii. Prepare a way forward report on the investment commitments, suggestions and inputs from the various discussions and stakeholder interactions.

3.3 Deliverables

a. Inception Report

- i. Overall Work Plan on execution of the project and timelines to meet the deliverables outlined
- ii. Potential Themes and Sub themes for GIM 2024.

- iii. Tentative timeline mapping and milestones setting for execution of GIM 2024

b. Market Research and Investment Promotion

- i. Year wise 'tentative investment outlook report' on the 2000 domestic and 5000 international companies (listed and non-listed) across the identified sectors till 2030.
- ii. Detailed contact database for the shortlisted companies (2000 domestic and 5000 international companies)
- iii. A detailed go-to strategy and reach out to 50 marquee organisations.
- iv. Compendium of 100 business houses in Tamil Nadu.

c. Outreach Strategy for Marquee Clients.

- i. Outreach strategy and pitch for 50 organisations
- ii. Reach out to the 50 organisations over the course of engagement period.

d. Marketing Collateral

- i. Overall Tamil Nadu presentation covering the state's contribution to the India, investment landscape, ecosystem, strengths, policies and social ecosystem and governance.
- ii. 30+ sectoral presentations
- iii. 10 presentations of on each of the specific strengths of Tamil Nadu
- iv. 15 presentations of each of the key achievements of Tamil Nadu.
- v. 50 success stories on investment experience and doing business in Tamil Nadu.
- vi. Location specific presentations (10 nos)
- vii. FAQ booklet on doing Business in Tamil Nadu

e. Meetings and Road shows

- i. Atleast 850+ one to one meetings in India and abroad with CXO/decision makers from the list of companies shortlisted in the 'tentative investment outlook report'
- ii. 50 Roundtables across sectors, investor groups, countries (in Tamil Nadu/India/abroad)
- iii. Atleast 40+ roadshows (Tamil Nadu/India/abroad)

f. GIM 2024

- i. Themes and sub themes for GIM 2024
- ii. Timeline mapping and milestones setting for execution of GIM 2024
- iii. Monthly progress reports on the planning for GIM 2024
- iv. Invites to over 3000 guests to participate in GIM 2024
- v. List of speakers and guests for various sessions and events
- vi. Website and mobile applications inputs for GIM 2024
- vii. Talking Points/ Speeches/ briefing notes for sessions
- viii. Minute to minute schedule for all events

g. Post Event

- i. Completion report for GIM 2024
- ii. Way forward and follow up strategy for facilitating the MOUs signed
- iii. Acknowledgement letters for participants/ speakers and guests

3.4 Timelines and Payment

75% of the payment shall be linked to successful completion of the tasks under Deliverables (a to g). The remaining 25% of the payment shall be linked to the investment commitment received over the course of the engagement period.

3.4.1 Payment Schedule for Deliverables (a to g)

Sr No	Deliverables	Timeline	Payment
1	Inception Report <ul style="list-style-type: none"> Overall Work Plan on execution of the project and timelines to meet the deliverables outlined. Potential Themes and Sub themes for GIM 2024. Tentative timeline mapping and milestones setting for execution of GIM 2024 	T+1 week	5%
2	Report 1- Marketing Collateral <ul style="list-style-type: none"> Overall Tamil Nadu presentation covering the state's contribution to the India, investment landscape, ecosystem, strengths, policies and social ecosystem and governance. 30+ sectoral presentations 10 presentations of on each of the specific strengths of Tamil Nadu 15 Presentations of each of the key achievements of Tamil Nadu. 50 success stories on investment experience and doing business in Tamil Nadu. Location specific presentations (10 nos) FAQ booklet on doing Business in Tamil Nadu GIM 2024 <ul style="list-style-type: none"> Monthly progress reports on the planning for GIM 2024 (month 1) 	T+ 2 Month	5%
3	Report -2 <p>a. Market Research and Investment Promotion (1st Draft)</p> <ul style="list-style-type: none"> Year wise 'Investment outlook report' on 7000 companies Detailed contact database for the shortlisted companies (2000 domestic and 5000 international companies) <p>b. Go-to Strategy for 30 Marquee Clients (1st Draft)</p> <p>c. Meetings and Roadshow (cumulative for 3 months)</p> <ul style="list-style-type: none"> 150 meetings 5 roadshows 5 roundtables <p>d. GIM 2024</p> <ul style="list-style-type: none"> Continued outcome on themes and subthemes for GIM 2024 Timeline mapping and milestones setting for execution of GIM 2024 Monthly progress reports on the planning for GIM 2024 	T+ 3 Month	10%
4	Report 3 <p>e. Market Research and Investment Promotion (Final report)</p>	T+ 4 Month	15%

	<ul style="list-style-type: none"> • Year wise 'Investment outlook report' on 7000 companies • Detailed contact database for the shortlisted companies (2000 domestic and 5000 international companies) <p>h. Go-to Strategy for 30 Marquee Clients (Final Report)</p> <p>f. Meetings and Roadshow</p> <ul style="list-style-type: none"> • 50 meetings • 5 roadshows • 5 roundtables <p>g. GIM 2024</p> <ul style="list-style-type: none"> • Continued outcome on themes and subthemes for GIM 2024 • Timeline mapping and milestones setting for execution of GIM 2024 • Monthly progress reports on the planning for GIM 2024 		
5	<p>Report -4</p> <p>h. Meetings and Roadshow</p> <ul style="list-style-type: none"> • 100 meetings • 15 roadshows (domestic + international) • 20 roundtables <p>i. GIM 2024</p> <ul style="list-style-type: none"> • Finalise event and sub events for GIM 2024 • First round of invitations to 3000 guests • Finalise and confirm speakers for GIM 2024 • Update on milestones achievement and additional inputs for GIM 2024 • Monthly progress reports on the planning for GIM 2024 (month 2 to 6) 	T+ 6 Month	10%
6	<p>Report -5</p> <ul style="list-style-type: none"> • Meetings and Roadshow • 150 meetings • 15 roadshows • 20 roundtables • GIM 2024 • Finalise event and sub events for GIM 2024 • Second round and follow up of invitations and follow up to 3000 guests. • Block speakers list for GIM 2024 • Update on milestones achievement and additional inputs for GIM 2024 • Talking Points/ Speeches/ briefing notes for sessions • Minute to minute schedule for all events • Monthly progress reports on the planning for GIM 2024 (month 6 to 8) 	T+ 8 Month	10%
7	<p>Report -6</p> <p>a. Meetings</p> <ul style="list-style-type: none"> • 100 meetings <p>b. Post Event</p> <ul style="list-style-type: none"> • Completion report for GIM 2024 • Way forward and follow up strategy for facilitating the MOUs signed 	T+ 9 month	10%

	<ul style="list-style-type: none"> Acknowledgement letters for participants/ speakers and guests 		
8	Report -7 a. Meetings 300 meetings b. Follow up on MOUs signed during GIM 2024 c. International Roadshows d. Go-to Strategy for 20 Marquee Clients	T+ 15 Month	10%
		15 Months	75%

3.4.2 Payment Schedule for Investment Commitments received.

The consultant shall receive the remaining 25% of the contract value for investment commitments received and announced during the engagement period. The consultant shall receive 1% of the contract value as success fee for every investment commitment* of Rs 20,000 crore.

The investment commitment should be announced preferably at the GIM 2024 or at other investment conclave/roadshow hosted by Guidance.

**Investment commitment for the following sectors (real-estate, power generation projects and transport infrastructure projects, Alcoholic beverages, mining, cement industry, Tobacco processing, cigarette or Beedi manufacture) shall not be considered towards success fee. However, they shall be considered towards the deliverables mentioned in section 3.4.1.*

Note:

- The assignment is proposed to be completed in 15 months.
- The services shall be delivered in Chennai, Tamil Nadu. All the team members are expected to operate on a fulltime basis out of Guidance office.
- The Reports should be submitted in 3 physical copies (printed back-to-back) besides providing an editable soft copy of all reports, including calculations in MS-Excel or such other workings forming part of the deliverables. In case such files are corrupted then the consultant shall be required to re-submit the same to the satisfaction of the Authority.
- Payment relating to particular stage shall be done after approval of the respective stage report.
- No mobilization advance will be given to the Consultant.

3.5 Review Committee

The review committee will review the reports submitted by the Consultant. The decisions/suggestions carried out will be reviewed in the next meeting.

3.6 Experience & Qualification Requirements for Key Personnel:

3.6.1 The desired services shall be provided by the selected Consultant through a team of suitably qualified professional and technical personnel. It is expected that the Consultant would establish a strong team of specialists capable of supporting the Government of Tamil Nadu to achieve the stated objectives.

3.6.2 The qualifications and expertise expected of the respective key personnel in the Consultant's team for these services are outlined below. Adequate support staff shall also be provided by the Consultant to facilitate the operations of the nominated team during the services.

3.6.3 The team structure for the engagement shall be;

- i. Pre GIM 2024: 1 Team Leader, 2 Experts and 4 Project Associates for period of 9 months until the completion of GIM 2024 in Jan 2024.
- ii. Post GIM 2024: 1 Team Leader and 2 Project Associates for period of 6 months.

3.6.4 Team Composition

Sr No	Position	Qualifications and Experience
1	Team leader	<ul style="list-style-type: none"> Should have a Master's degree or equivalent in Finance/Legal/Business Administration from a reputed and recognized university or institution within/ outside India Minimum 15 years of professional experience with specific experience in senior roles across investment planning/promotion/strategic investment/market entry planning roadmap for investment facilitation in India/abroad/ Project Planning / Project Supervision / Program Management Should have experience of managing at least 1 long term program / project (project duration of 6 months or more) in leadership capacity with accountability and responsibility for performance including quality, budget, schedule, client and stakeholder management. Should have experience in working on/ managing projects (either in India / outside India) related to cluster development/ industrial development or economic development in a region He/she should have atleast two eligible assignments as team Leader/Deputy team leader in the last 5 years <p><i>The Team Leader, Expert in Investment facilitation-Manufacturing and the 4 associates should have experience in atleast one of the following sectors and together should cover the following sectors.</i></p> <ul style="list-style-type: none"> ✓ Electronics and Hardware ✓ Semiconductor ✓ Medical Technology ✓ Automobile and Auto component ✓ Electric Vehicles ✓ Machine Tools and Machinery ✓ Industry 4.0 ✓ Health Care and Hospitality
2	Expert in Investment Facilitation – Manufacturing	<ul style="list-style-type: none"> Should have a Master's degree in Engineering/Business Administration from a reputed and recognized university or institution within/ outside India

		<ul style="list-style-type: none"> • Minimum 10 years of professional experience with specific experience in investment planning/promotion/strategic investment/market entry planning roadmap for investment facilitation in India/abroad • Should have completed atleast 2 investment facilitation assignments across atleast 2 sectors mentioned below in the last five years
4	Expert in Investment Facilitation – IT/ITeS, GCC, R&D centers	<ul style="list-style-type: none"> • Should have a Master's degree in Engineering/Business Administration from a reputed and recognized university or institution within/ outside India • Minimum 10 years of professional experience with specific experience in investment planning/promotion/strategic investment/market entry planning roadmap for investment facilitation in India/abroad • Should have completed atleast 2 investment facilitation assignments across the sectors mentioned below in the last five years <ul style="list-style-type: none"> ✓ It/ITeS ✓ GCC (Global Capability Centers) ✓ R&D Development centres ✓ Fintech
6	Project Associate I	<ul style="list-style-type: none"> • Should be a graduate in Finance/Law/Engineering/Business Administration from a reputed and recognized university or institution within/ outside India • Minimum 5 years of professional experience with specific experience in investment planning/promotion/strategic investment/market entry planning roadmap for investment facilitation in India/abroad • Should have worked in atleast 3 assignments related to strategy for investments/ investment promotion/ India entry strategy
7	Project Associate II	<ul style="list-style-type: none"> • Should be a graduate in Finance/Law/Engineering/Business Administration from a reputed and recognized university or institution within/ outside India • Minimum 5 years of professional experience with specific experience in investment planning/promotion/strategic investment/market entry planning roadmap for investment facilitation in India/abroad • Should have worked in atleast 3 assignments related to strategy for investments/ investment promotion/ India entry strategy
	Project Associate III	<ul style="list-style-type: none"> • Should be a graduate in Finance/Law/Engineering/Business Administration from a reputed and recognized university or institution within/ outside India • Minimum 5 years of professional experience with specific experience in investment planning/promotion/strategic investment/market entry planning roadmap for investment facilitation in India/abroad • Should have worked in atleast 3 assignments related to strategy for investments/ investment promotion/ India entry strategy
	Project Associate IV	<ul style="list-style-type: none"> • Should be a graduate in Finance/Law/Engineering/Business Administration from a reputed and recognized university or institution within/ outside India

		<ul style="list-style-type: none"> • Minimum 5 years of professional experience with specific experience in investment planning/promotion/strategic investment/market entry planning roadmap for investment facilitation in India/abroad • Should have worked in atleast 3 assignments related to strategy for investments/ investment promotion/ India entry strategy
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Note

- *The Team leader is expected to attend all the meetings and presentations related to the Assignment. Other experts shall attend the meetings/presentations based on expertise required as per the deliverables/ Assignment requirement.*
- *All the team members are expected to operate on a fulltime basis out of Guidance office.*
- *In addition to the key staff, the Consultant shall propose adequate number of support staff with appropriate skills and experience.*
- *The curriculum vitae of the key personnel shall be duly signed by concerned.*

SECTION IV: FORMATS

FORM TECH A – Minimum Eligibility Experience

1. Outline of Similar Project Experience:

S. No	Project Name	Client Name	Location	Project Fees (Rs. In Lakhs)	Total Project Cost (Rs. In Lakhs)	Date of Commencement	Date of Completion	Proof Attached

- Kindly attach Project Description Sheet (PDS) as per format given in Form TECH 5 and Relevant Proofs

For completed Projects - LOI/LOA/ Work Order/Agreement copy **and** Completion Certificate from client /Certificate from Auditor of applicant certifying receipt of 100% professional fee for assignment

For Ongoing Projects - LOI/LOA/ Work Order/Agreement copy **and** Work in Process (WIP) certificate or minutes of meeting issued by client as proof for completion of 80% of the work assigned to the applicant/ certificate from Auditor certifying receipt of 80% professional fee for assignment.

2. Financial Capacity of the Applicant^{\$}

Year	2020-21	2021-22	2022-23*	Average
(Rupees in Lakhs)				
Revenue from Advisory Services/Consultancy Fees [#]				
Net worth [#]				

Certificate from Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of Revenue from Advisory Services/Consultancy fees.

Name of the audit firm:
Seal of the audit firm

Date:

(Signature, name and designation of the Authorized signatory)

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

^{\$} Applicant to enclose Audited Balance Sheet and Profit & Loss account for last 3 years

(Signature, name and designation of the authorized
signatory)

FORM TECH 1 – TECHNICAL PROPOSAL SUBMISSION FORM

[On the Letter head of the Applicant]

Ref No:

Date:

To:

The MD & CEO,
Guidance,
11th Floor, Prestige Polygon Towers,
No.471, Anna Salai, Rathna Nagar,
Teynampet, Chennai,
Tamil Nadu 600035

Subject: Financial Proposal for "Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024" Vide RFP

Dear Sir,

1. With reference to your RFP Document dated, I/we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for Selection for **the 'Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024'**. The Proposal is unconditional and unqualified.
2. The Bid Security of Rs. _____/- (Rupees _____) through _____ is submitted and is here by attached, in accordance with the RFP document.
3. A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form TECH 3.
4. I/We agree to keep this offer valid for 90 (Ninety) days from the PDD specified in the RFP
5. All information provided in the Proposal is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
6. This statement is made for the express purpose of appointment as the Consultant for the aforesaid work.
7. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
8. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
9. I/We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a

judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

10. We further certify that neither we have not been barred or blacklisted by the Central Government, any State Government, a Statutory Body, any Public Sector Undertaking or any Multi-lateral funding agency, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the proposal due date for this RFP.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors or equivalent / Proposed key personnel for this assignment referenced to their official representation with us.
12. I/We declare that:
 - a. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
 - b. I/We do not have any conflict of interest in accordance with the terms of the RFP Document;
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for Proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
13. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with clauses of the RFP document.
14. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Study or which relates to a grave offence that outrages the moral sense of the community.
15. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our affiliates.

16. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of Tamil Nadu] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Study.
17. I/We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right if Proposal is not opened or rejected.
18. In the event of our firm being selected as the Consultant, I/we agree to enter into a Contract in accordance with Section-V of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
19. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
20. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate in accordance with the RFP. Our Proposal is binding upon us, subject only to the modifications resulting from negotiations in accordance with the RFP.
21. We understand you are not bound to accept any Proposal you receive

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant / Lead Member)

FORM TECH 2 – Particulars of the Applicant*(On the Letterhead of the Applicant)*

1.	Name of the Applicant:	
2.	State the following:	
	Legal status	
	Country of incorporation	
	Registered address	
	Year of Incorporation	
	Year of commencement of business	
	Principal place of business	
	Name, designation, address and phone numbers of authorized signatory of Applicant	
	Name	
	Designation	
	Company	
	Address	
	Phone No.	
	Fax No.	
	E-mail address	
	Name, designation, address and phone numbers of Key Contact Person of the Applicant	
	Name	
	Designation	
	Company	
	Address	
	Phone No.	
	Fax No.	
	E-mail address	

3.	<p>For the Applicant, state the following information:</p> <p>i. In case of non-Indian Firm, does the Firm have business presence in India?</p> <p style="text-align: right;">Yes/No</p> <p>If so, provide the office address(es) in India.</p> <p>ii. Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years?</p> <p style="text-align: right;">Yes/No</p> <p>iii. Has the Applicant/ or any of its Associates ever failed to complete any work awarded to it by any public authority/ entity in last five years?</p> <p style="text-align: right;">Yes/No</p> <p>iv. Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years and such bar subsists as on the proposal due date for this RFP?</p> <p style="text-align: right;">Yes/No</p> <p>If answer to any of the questions at (ii) to (iv) is yes, the Applicant is not eligible for this consultancy assignment</p>
4.	<p style="text-align: right;">(Signature, name and designation of the authorized signatory)</p> <p style="text-align: right;">For and on behalf of</p>

Incorporation Certificate/Certificate of Registration of Sole Applicant to be enclosed.

FORM TECH 3 – Power of Attorney for Signing of Proposal

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

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

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2020.

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

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

Notes to Power of Attorney:

- I. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- II. *The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (one hundred) and duly notarized by a notary public.*
- III. *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- IV. *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention, 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Apostle certificate.*
- V. *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

FORM TECH 4 – Summary of Applicant's Experience

S. No	Project Name	Client Name	Location	Project Fees (Rs. In Lakhs)	Total Project Cost (Rs. In Lakhs)	Date of Commencement	Date of Completion	Proof Attached

- List down experience in relevant assignments as per the Technical Proposal Scoring matrix given in Data Sheet.
- Enclose description of applicant's experience mentioned above as per format given in FORM TECH-5 along with relevant proof.

(Signature, name and designation of the
authorized signatory)

FORM TECH 5 –Applicant’s Experience

Project Name	Country
Project location within the country	Professional staff provided by the Applicant:
Name of the client	Number of Staff provided by the Applicant:
Address and contact person (Client) Phone No: Fax No. Email id:	Professional staff months provided by the Applicant:
Start Date: End Date:	Value of consultancy assignment Approx. value of services provided by Applicant
Name of Associated Consultant	No. of months of Professional Staff provided by Associated Consultants:
Name of the Key professional of your firm involved in the assignment	
Detailed narrative description of project:	
Description of actual services provided by your staff within the assignment	

Attachments:

- For completed assignments : LOI/LOA/ Work Order/Agreement copy **and** Completion certificate from client/Certificate from Auditor of applicant certifying receipt of 100% professional fee for assignment
- For ongoing assignments : LOI/LOA/ Work Order/Agreement copy **and** Work in Process (WIP) certificate or minutes of meeting issued by client as proof for completion of 80% of the work assigned to the applicant/ certificate from Auditor certifying receipt of 80% professional fee for assignment

FORM TECH- 6: Work Plan and Approach & Methodology Proposed

Kindly provide approach and methodology outlining various steps for performing the Assignment

- a. ***Proposed Technical Approach & Methodology***: Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. **Please do not repeat/copy the TORs in here.**
- b. ***Work plan***: Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule at FORM TECH -7.
- c. ***Organization and Staffing***: Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.

FORM TECH- 7: Work Schedule Form

S. No	Key Activity/Deliverable	Week/Months				
		1	2	3	4	n
1						
2						
3						
4						
n						

- Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- Duration of activities shall be indicated in the form of a bar chart.
- Include a legend, if necessary, to help read the chart.

FORM TECH 8 – TEAM COMPOSITION AND TASK ASSIGNED

S. No	Name of the Key Personnel	Position	Name of the firm associated with	Educational Qualification	Relevant Experience in Number of Years	Task Assigned

1. CV of above Key Personnel Staff shall be submitted for evaluation.
2. Applicant may also give description of Non-Key Experts

(Signature, name and designation of the
authorized signatory)

FORM TECH 9 – Curriculum Vitae of Key Personnel

1.	Proposed Position	:					
2.	Name of Firm	:					
3.	Name of Expert	:					
4.	Date of Birth	:	MM/DD/YYYY				
5.	Nationality	:					
6.	Area of Specialisation	:					
7.	Educational Qualifications	:	Board /University/ Institution	Examination Passed	Month & Year		% Marks obtained/ CGPA
					From	To	
<i>(Mention in the order of recency)</i>							
8.	Membership of Professional Associations	:	-				
9.	Other Training	:	-				
10.	Countries of Work Experience	:	India				
11.	Languages	:	Language	Speaking	Reading	Writing	
12.	Employment Record	:	Dates of employment	Name of employing organization	Positions held		
<i>(Starting with present position, list in reverse order every employment held.)</i>							
13.	Task Assigned for this Assignment	:					
14.	Work Undertaken that Shows the Minimum Years of Relevant Experience of the Expert and Best Illustrates the experts Capability to Handle the Tasks Assigned:						
	Project Name:						
	Year:						
	Location:						
	Client(s):						
	Main Project Features	•					
	Activities Performed:	•					

	Project Name:	
	Year:	
	Location:	
	Client(s):	
	Main Features	
	Activities Performed:	•

(Add more rows to mention relevant projects for the key personnel.)

Certification:

i. I am willing to work on the assignment and I will be available for entire duration of the Assignment as required.

ii. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience.

Place.....
the Key Personnel)

(Signature and name of

(Signature and name of the authorized signatory of the Applicant)

Notes:

1. Use separate form for each Key Personnel
2. The CV shall be signed in by both the Personnel concerned and by the Authorized Representative of the Applicant along with the seal of the firm.

FORM FIN 1 : FINANCIAL PROPOSAL SUBMISSION FORM

[To be provided in separate envelope)

[On the Applicant's Letterhead]

Ref:

Date:

To,

The MD & CEO,

Guidance,

11th Floor, Prestige Polygon Towers,

No.471, Anna Salai, Rathna Nagar,

Teynampet, Chennai,

Tamil Nadu 600035.

Subject: Financial Proposal for "**Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024**" Vide RFP No. <>

Sir:

We, the undersigned, offer to provide the "**Selection of Global Management Consultant as Knowledge Partner for Global Investor Meet 2024**" in accordance with your Terms of Reference and Request for Proposal (RFP) & its addendum and our Technical Proposal.

Our Financial Proposal for the said consulting services is Rs.[Insert amount in figures and words], exclusive of GST. We also understand that, in the case of discrepancy between figures and words, the lower of the two shall be considered.

Our Financial Proposal shall be binding upon us.

We understand that the Authority is not bound to accept any Proposal that the Authority receives.

Thanking You

Sincerely

Authorized Signatory

Name and Title:

Name of Applicant:

FORM FIN - 2: Summary of Costs

Item	Cost (INR)	
	Amount in words	Amount in figures
Cost of the Financial Proposal		
Including:		
(1) Remuneration		
(2) Other expenses		
<u>Total Cost of the Financial Proposal:</u> {Should match the amount in Form FIN-1}		
GST		
Total cost of Financial Proposal (including GST)		

FORM FIN - 3: Breakdown of Remuneration

Information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

No.	Name of Expert	Position	Person-month Remuneration Rate	Time Input in Person/Mont h	Amount (INR)	
					Amount in words	Amount in figures
			[Home]			
			[Field]			
			[Home]			
			[Field]			
			[Home]			
			[Field]			
			[Home]			
			[Field]			
	Total Costs					

FORM FIN - 4: Breakdown of Other Expenses

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

N°	Type of Expense	Unit	Unit Cost	Quantity	Amount (INR)
	{e.g., Per diem allowances**}	{Day}			
	{e.g., Domestic/ International flights}	{Ticket}			
	{e.g., In/out airport transportation}	{Trip}			
	{e.g., Communication costs between Insert place and Insert place}				
	{ e.g., reproduction of reports}				
				
Total Costs					

ANNEXURE 1: Format of Bank Guarantee for Bid Security

BG No.

Date:

1. In consideration of you, **<INSERT NAME OF AUTHORITY>**, a company incorporated under the Companies Act, 1956, having its registered office at **[registered address of authority]** (hereinafter referred to as the "Authority" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of **[Name of company]**, a company registered under the Companies Act, 1956 and having its registered office at [registered address of company], [and acting on behalf of a Consortium comprising of [name of company], and [name of company] (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for appointment as Consultant for [name of assignment] (hereinafter referred to as the "Consultancy") pursuant to the RFP Document No. _____ dated [date] issued in respect of the Consultancy and other related documents including without limitation the draft contract for consultancy services (hereinafter collectively referred to as "RFP Documents"), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of relevant clause of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the RFP Document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said RFP Document.
2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the RFP Document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the RFP Document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed

by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the RFP Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).

4. This Guarantee shall be irrevocable and remain in full force for a period of 120 (one hundred and twenty) days from the Proposal Due Date and a further claim period of thirty (30) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFP Document or to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said RFP Document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFP Document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by speed post/ courier or by registered post to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person

and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank]

By the hand of Mr. /Ms. [name], it's [designation] and authorised official.

(Signature of the Authorised Signatory) (Official Seal)

Notes:

- The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.
- The stamp papers of appropriate value shall be purchased in the name of the Bank, who issues the Bank Guarantee.
- The Bank Guarantee shall be issued by any of the Scheduled Commercial Banks in India.

SECTION V: DRAFT CONTRACT

I. Form of Contract

Contract to undertake [name of assignment]

This CONTRACT (hereinafter called the "Contract") is made on the [Date in words] day of the month of [month] [year in 'yyyy' format], by and between _____, having its Registered Office at _____, hereinafter referred to as the "Client" which expression unless repugnant to context or meaning thereof shall include its successors, affiliates and assigns) of the First Part.

AND,

[Name of Consultants and registered address]

(hereinafter called the "Consultant")

WHEREAS

- a) The Client has requested the Consultants to provide certain consulting services as defined in the General Conditions attached to this Contract (hereinafter called the "Services");
- b) The Consultants, having represented to the Client that they have the required professional skills, personnel and technical resources, have 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 Conditions of Contract (hereinafter called "GC");
 - b) The Special Conditions of contract (hereinafter called "SC");
 - c) The following Appendices:

Appendix A: Terms of reference containing, inter-alia, the Description of the Services, qualification requirements of key personnel, reporting requirements and schedule for submission of various deliverables

Appendix B: Team Composition & Task Assigned

Appendix C: Duties of the Client

Appendix D: Summary of Costs, Breakdown of Remuneration and Breakdown of other Expenses as per Negotiation submitted by the Consultant

Appendix E: "Conformed Document" which incorporates all the changes, modifications and results of the contract negotiations

Appendix F: Copy of letter of Award/ acceptance by Consultant

Appendix G: Copy of Bank Guarantee for Performance Security

Appendix J: RFP Document with addendum, corrigendum and clarifications.

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:

- a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and
- b) Client will make payments to the Consultants in accordance with the provisions of the Contract.

3. Priority of documents: The Parties expressly agree that in the event of any conflict, inconsistency or contradiction between any clauses forming part of the documents constituting the Contract, and more particularly mentioned in Clause 1 (of this contract) hereinabove, the documents shall be interpreted in the following order of precedence:

- a) The provisions of this Contract shall override all provisions of other documents comprising the Contract.
- b) Copy of the letter of award/ acceptance by the consultant
- c) Negotiation submitted by the consultant.
- d) Addendum/corrigendum
- e) the provisions of the SC shall be subject to the Contract, but shall override all provisions of other documents comprising the Contract;
- f) the provisions of the GC shall be subject to the Contract SC, but shall take precedence over all other documents comprising the Contract; and
- g) the Appendices shall subject to each of the Contract, SC and the GC.
- h) Any decision of the Client in relation to the priority of documents shall be final and binding upon the Consultant.

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

FOR AND ON BEHALF OF _____

[Signature]

[Name]

[Designation]

FOR AND ON BEHALF OF CONSULTANTS

[Signature]

[Name]

[Designation]

Witness:

1. [Signature, name and address]

2. [Signature, name and address]

II. General Conditions of Contract

1. General provisions

1.1. Definitions

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

- a. "Applicable Law" means the all laws, bye-laws, rules, regulations, orders, ordinances, protocols, codes, guidelines, policies, notices, directions, judgments, decrees and any other instruments having the force of law in India as they may be issued and in force from time to time;
- b. "Affiliate" means, with respect to any Party, any other entity that, directly or indirectly:
 - i. (a) Controls such Party; (b) is Controlled by such Party; (c) is Controlled by the same person who, directly or indirectly, Controls such Party; and "Control" with respect to any person, shall mean: (a) the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such person whether through the ownership of voting share capital, by agreement or otherwise or the power to elect more than one-half of the directors, partners or other individuals exercising similar authority with respect to such person; (b) the possession, directly or indirectly, of a voting interest of more than 50%; and the terms "Controlling" and "Controlled by" shall be construed accordingly;
- c. "Client/Authority" means the Party named in the Contract, who employs the Consultant;
- d. "Consultant" or "Consultants" means the party named in the Contract, who is employed as an independent professional firm by the Client to perform the Services;
- e. "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) constitute a part, together with all other documents listed in this signed Contract;
- f. "Contract Price" means the price to be paid for the performance of the Services;
- g. "GC" means the General Conditions of Contract;
- h. "Government" means the Government of India (GOI) and the Government of Tamil Nadu (GoTN);
- i. "Local Currency" means Indian Rupees (INR);
- j. "Member", in case the Consultants consist of a joint venture of more than one entity, means any of these entities, and "Members" means all of these entities; "Lead Member" or "Member in Charge" means the entity specified in the SC to act on behalf of Each Member in exercising all the Consultants' rights and obligations towards the Client under this Contract;
- k. "Material Adverse Effect" means material adverse effect on (a) the ability of the Consultant to observe and perform any of its rights and obligations under and in accordance with the provisions of this Agreement and/or (b) the legality, validity, binding nature or enforceability of this Agreement;

- l. Master Services Agreement (MSA) shall mean the same as "contract";
 - m. "Party" means the Client or the Consultants, as the case may be, and Parties means both of them;
 - n. "Performance Security" shall mean the irrevocable and unconditional bank guarantee provided by the Consultant from a scheduled Indian bank as guarantee for the performance of its obligations in respect of the Contract;
 - o. "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof;
 - p. "Project" means "[name of assignment]";
 - q. "SC" means the Special Conditions of Contract by which these General Conditions of the Contract may be amended or supplemented;
 - r. "Services" means the work to be performed by the Consultants pursuant to this Contract as described in ToR;
 - s. "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of this contract; and,
 - t. "ToR" means Terms of Reference
 - u. "Work Order" means a specific directive or order to perform a defined scope for a defined duration and fee.
 - v. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
 - w. "Fraudulent Practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.
 - x. "Coercive Practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Client under this Agreement;
 - y. "Undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
 - z. "Restrictive Practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.
- 1.2. Relationship between the Parties: Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

- 1.3. Law Governing Contract: This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of India and shall be subject to the jurisdiction of the Courts at Chennai.
- 1.4. Language: This Contract has been executed in English, as specified in the SC, which shall be binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 1.5. Notices: Any notice, request or consent made pursuant to the Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.
- 1.6. Location: The Services shall be performed at the site of the Assignment in accordance with the provisions of RFP and at such locations as are incidental thereto, including the offices of the Consultant.
- 1.7. Authorized Representatives: Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials in the SC.
- 1.8. Taxes and Duties: Unless otherwise specified in the SC, the Consultants, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.
- 1.9. Interpretation: In the Contract, unless the context otherwise requires:
- 1.9.1. The singular includes the plural and vice versa and any word or expression defined in the singular shall have a corresponding meaning if used in the plural and vice versa. A reference to any gender includes the other gender.
- 1.9.2. A reference to any document, agreement, deed or other instrument (including, without limitation, references to the Contract), includes a reference to any document, agreement, deed or other instrument as may be varied, amended, supplemented, restated, novated or replaced, from time to time.
- 1.9.3. A reference to any document, agreement, deed or other instrument (including, without limitation, references to the Contract), means a reference to such document, agreement, deed or other instrument and to all appendices, annexes, schedules and parts attached or relatable thereto, all of which shall form an integral part of such document, agreement, deed or other instrument, as the case may be.
- 1.9.4. A reference to any Applicable Law includes any amendment, modification, re-enactment or change in interpretation or applicability of such Law and a reference to any statutory body or authority includes a reference to any successor as to such of its functions as are relevant in the context in which the statutory body or authority was referred to.

- 1.9.5. Where a word or phrase has a defined meaning, any other part of speech or grammatical form in respect of the word or phrase has a corresponding meaning.
- 1.9.6. The words 'include' and 'including' are to be construed without limitation. The terms 'herein', 'hereof', 'hereto', 'hereunder' and words of similar purport refer to the Contract as a whole. Where a wider construction is possible, the words 'other' and 'otherwise' shall not be construed ejusdem generis with any foregoing words.
- 1.9.7. In the Contract, headings are for the convenience of reference only and are not intended as complete or accurate descriptions of the content thereof and shall not be used to interpret the provisions of the Contract.
- 1.9.8. Any obligation not to do something shall be deemed to include an obligation not to suffer, permit or cause that thing to be done. An obligation to do something shall be deemed to include an obligation to cause that thing to be done.
- 1.9.9. The rule of interpretation which requires that a Contract be interpreted against the person or Party drafting it shall have no application in the case of this Contract.
- 1.9.10. References to a person (or to a word importing a person) shall be construed so as to include:
- i. Individual, firm, partnership, trust, joint venture, company, corporation, body corporate, unincorporated body, association, organization, any government, or state or any agency of a government or state, or any local or municipal authority or other Governmental Authority (whether or not in each case having separate legal personality);
 - ii. That person's successors in title and assigns or transferees permitted in accordance with the terms of the Contract; and
 - iii. References to a person's representatives shall be to its officers, Personnel, legal or other professional advisors, subcontractors, agents, attorneys and other duly authorized representatives.

2. Joint and Several Liability: Collective action by Members

- 2.1. In the event the Consultant is a joint venture /consortium, the Members shall be deemed to be jointly and severally liable to the Client for the performance of this Contract. Without prejudice to the foregoing, the Client shall be entitled to terminate this Contract in the event of any change in the structure or composition of the joint venture/ consortium, including the Member in Charge ceasing to act as such. In the event the Consultant is a joint venture/ consortium, the Performance Security may be provided by any member; provided that such Performance Security shall mention the details of this Contract and shall indicate the JV/Consortium name.
- 2.2. In the event the Consultant is a joint venture /consortium, without prejudice to the joint and several liability of all the Members, each Member agrees that it shall exercise all rights and remedies under this Contract through the Member in Charge and the Client shall be entitled to deal with such Member in Charge as the

representative of all Members. Each Member agrees and acknowledges that, notwithstanding anything to the contrary in the memorandum of understanding or any other such agreement or arrangement between the Members:

- 2.2.1. any decision (including without limitation, any waiver or consent), action, omission, communication or notice of the Member in Charge on any matters related to this Contract shall be deemed to have been on its behalf and shall be binding on it. The Client shall be entitled to rely upon any such action, decision or communication from the Member in Charge;
- 2.2.2. consolidated invoices for the Services performed by all the Members shall be prepared and submitted by the Member in Charge and the Client shall have the right to release payments solely to the Member in Charge and the Client shall not in any manner be responsible or liable for the inter se allocation of payments, works etc. among the Members;
- 2.2.3. any notice, communication, information or documents to be provided to the Consultant shall be delivered to the authorized representative of the Consultant (as designated pursuant to Clause 1.5 of the GCC) and any such notice, communication, information or documents shall be deemed to have been delivered to all the Members.

3. Commencement, completion, modification, extension and termination of contract

- 3.1. **Effectiveness of Contract:** This Contract shall come into effect on the date the Contract is signed by both the Parties, or such other date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
- 3.2. **Commencement of Services:** The Consultants shall commence the Services not later than the Effective Date specified in the SC.
- 3.3. **Expiration of Contract:** Unless terminated earlier pursuant to relevant clauses in this contract hereof, this Contract shall expire when Services have been completed and all payments have been made at the end of such time period after the Effective Date as shall be specified in the SC.
- 3.4. **Modification:** Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties. Such modifications will be finalised based on mutual agreement between the selected consultant and authority and as per procedure laid out under the Tamil Nadu Transparency in Tenders Act, 1998 and RULES 2000 and as amended there on.
- 3.5. **Period of Consultancy:** The period for contract for scope of work shall be 15 months. Confirmation regarding the same shall be given by both the parties at least 15 days prior to the last date of engagement, every year.
- 3.6. **Force Majeure**
 - 3.6.1. **Definition:** 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 under the Contract impossible or so impractical to be considered impossible under the circumstances, and

includes, but not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably 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. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

3.6.2. No Breach of Contract: The failure of a party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event:

- i. has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and
- ii. has informed the other party as soon as possible about the occurrence of such an event.
- iii. has informed the dates of commencement and estimated cessation of such event of Force Majeure; and
- iv. Informed the manner in which the Force Majeure event(s) affects the Party's obligation(s) under the Contract.

3.6.3. The Parties agree that neither Party shall be able to suspend or excuse the non-performance of its obligations hereunder unless such Party has given the notice specified above.

3.6.4. Measures to be taken:

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
- b) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- c) A Party affected by an event of Force Majeure shall notify the other party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

3.6.5. **Extension of Time:** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure or any other reasons, which the client agrees.

3.6.6. Payments: During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

- a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
- b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

3.6.7. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 9.

3.7. Suspension of Agreement

The Client may, by written notice of suspension to the consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this Contract or shall fail to perform any of its obligations under this contract, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 30 (thirty) days after receipt by the Consultant of such notice of suspension.

4. Termination

4.1. By the client: The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (f); at least sixty (60) calendar days' written notice in case of the event referred to in (g):

- a) if the Consultant fail to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 3.6;
- b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary
- c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- d) if the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof;
- e) if the Consultant submits to the Client a false statement which has a material effect on the rights, obligations or interests of the Client. If the Consultant places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client;

- f) if the Consultant, in the judgment of the Client has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Contract;
 - g) if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- 4.2. By the Consultants: The Consultants may terminate this Contract, by not less than thirty (30) day's' written notice to the Client, such notice to be given after the occurrence of the events specified in this clause:
- i. if the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to relevant clauses hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue; or
 - ii. if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
 - iii. within thirty (30) days, if the Client fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof;
- 4.3. Cessation of Rights and Obligations: Upon termination of this Contract pursuant to actual Termination, or upon expiration of this Contract pursuant to relevant clause hereof, 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 relevant clause hereof, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records, (iv) the rights of indemnity of the Client specified in the relevant clauses hereof and (v) any right which a Party may have under the Applicable Law.
- 4.4. Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to relevant clauses hereof, the Consultant 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 Consultant and equipment and materials furnished by the Client, the Consultant shall handover all assignment documents under procedure described in this contract.
- 4.5. Payment upon termination: Upon termination of this Contract, the Client will make the following payments to the Consultants:
- i. Payments pursuant to relevant clauses for Services satisfactorily performed prior to the effective date of termination;
 - ii. If the Contract is terminated pursuant to Clause 4.1 a), b), d), e) or f), the Consultant shall not be entitled to receive any agreed payments upon termination of the Contract. However, the Client may consider to make payment for the part satisfactorily performed on the basis of the quantum merit as assessed by it, in its sole discretion, if such part is of economic utility to the Client. Under such circumstances, upon termination, the Client may also impose penalty as per the provisions of relevant clauses of this Contract.

The consultant will be required to pay any such penalty to Client within 30 days of termination date.

- 4.6. Disputes about Events of Termination: If either Party disputes Termination of the contract under relevant clauses hereof, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to arbitration under relevant clauses hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

5. Obligations of the Consultants

- 5.1. General: The Consultants shall perform the Services and carry out their 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 methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties. Since the Tamil Nadu Infrastructure Development Board is the nodal agency for development of Infrastructure in the State of Tamil Nadu, it must be continuously consulted, besides the Client, as a major stakeholder in the Project.

5.2. Conflict of interest

- 5.2.1. The Consultant shall hold the Client's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests. Any breach of an obligation under Clause 5 shall constitute a conflict of interest ("Conflict of Interest"). The Consultant shall comply and shall ensure the Sub-consultants and Affiliates of the foregoing comply with the provisions of Clause 5 and any breach of such an obligation shall constitute an event of default by the Consultant for the purposes of this Contract. The Consultant shall promptly disclose any Conflict of Interest to the Client. For the avoidance of doubt, the Consultant agrees that a disclosure of any Conflict of Interest shall not in any manner whatsoever be deemed to cure such Conflict of Interest.
- 5.2.2. Consultants Not to Benefit from Commissions, Discounts, etc.: The payment to the Consultants pursuant to relevant clauses hereof shall constitute the Consultant's sole payment in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants and agents of either of them, similarly shall not receive any such additional payment.
- 5.2.3. Consultants and Affiliates Not to Engage in Certain Activities: The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services resulting from or directly related to the

Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the SC.

5.2.4. Prohibition of Conflicting Activities: Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- i. during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; and
- ii. after the termination of this Contract, such other activities as may be specified in the SC.

5.2.5. The Consultant and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices"). Notwithstanding anything to the contrary contained in this Agreement, the Client shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Client shall forfeit and appropriate the performance security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Client towards, inter alia, the time, cost and effort of the Client, without prejudice to the Client's any other rights or remedy hereunder or in law.

5.2.6. Without prejudice to the rights of the Client under Clause 5.2.5 above and the other rights and remedies which the Client may have under this Agreement, if the Consultant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

5.3. Confidentiality: The Consultants, their Sub-consultants, and the Personnel of either of them shall not, disclose any proprietary or confidential information, including information relating to reports, data, drawings, design software or 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 the Client to the Consultant, its Sub-Contractors and the Personnel; any information provided by or relating to the Client, its technology, technical processes, business affairs or finances or any information relating to the Client's employees, officers or other professionals or suppliers, customers, or contractors of the Client; and any other information which the Consultant is under an obligation to keep confidential relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client. Notwithstanding the aforesaid, the Consultant, its

Sub-Consultants and the Personnel of either of them may disclose Confidential Information to the extent that such Confidential Information:

- i. was in the public domain prior to its delivery to the Consultant, its Sub-Consultants and the Personnel of either of them or becomes a part of the public knowledge from a source other than the Consultant, its Sub- Contractors and the Personnel of either of them;
- ii. was obtained from a third party with no known duty to maintain its confidentiality;
- iii. is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant, its Sub- Consultants and the Personnel of either of them shall give the Client, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- iv. is provided to the professional advisers, agents, auditors or representatives of the Consultant or its Sub- Contractors or Personnel of either of them, as is reasonable under the circumstances; provided, however, that the Consultant or its Sub- Consultants or Personnel of either of them, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

5.4. Reporting Obligations: The Consultants shall submit to the Client the reports and documents specified in ToR, in the numbers including soft copy, and within the periods set forth in this contract.

5.5. Documents Prepared by the Consultants to be the Property of the Client: All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultants pursuant to this contract shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software. Restrictions about the future use of these documents and software, if any, shall be specified in the SC. The client has full rights for reproduction of documents.

5.6. Liability of the Consultants: Subject to additional provisions, if any, set forth in the SC, the Consultants' liability under this Contract shall be as provided by the Good Industry Practise/ Applicable Law.

5.7. Insurance to be taken out by the Consultants: The Consultants (i) shall take out and maintain, and shall cause any Sub consultants to take out and maintain, at their (or the Sub consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverages, as shall be specified in the Special Conditions (SC), and (ii) within 15 (fifteen) days of receiving any insurance policy certificate in respect of insurances required to be obtained and maintained under this clause, the Consultant shall furnish to the Client, copies of such policy certificates, copies of the insurance

certificates and evidence that the insurance premium have been paid in respect of such insurance. No insurance shall be cancelled, modified or allowed to expire or lapse during the term of this Contract. (iii) if the Consultant fails to effect and keep in force the aforesaid insurances for which it is responsible pursuant hereto, the Client will apart from having other recourse available under this Contract have the option without prejudice to the obligations of the Consultant, to take out the aforesaid insurance, to keep in force any such insurances, and pay such premia and recover the costs thereof from the Consultants, and the Consultants shall be liable to pay such amounts on demand by the Client. (iv) Except in case of Third Party Liabilities, the insurance policies so procured shall mention the Client as the beneficiary of the Consultants and the Consultants shall procure an undertaking from the insurance company in this regard, provided that in the event the Consultant has a general insurance policy that covers the risks specified in this Contract and the amount of insurance cover is equivalent to 3 (three) times the cover required hereunder, such insurance policy may not mention the Client as the sole beneficiary of the Consultant or require an undertaking to that effect.

6. Consultants' personnel

6.1. Description of Personnel

6.1.1. The titles agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultants' core team are described in this contract. The Key Personnel listed by title at Appendix B are hereby approved by the Client.

6.2. Removal and/or Replacement of Key Personnel

6.2.1. The Client will not normally consider substitutions except for reasons beyond the reasonable control of the Consultant such as retirement, death, medical incapacity among others of key personnel. Similarly, after award of contract the Client expects all the proposed key personnel to be available during implementation of the contract. The Client will not consider substitutions during contract implementation except under exceptional circumstances up to a maximum of 2 Key personnel other than Team Leader and that too by only equally or better qualified and experienced personnel. Any subsequent replacement of key personnel would call for reduction of remuneration by 10% of the remuneration of the personnel so replaced for the remaining period. Substitutions undertaken at the time of contract negotiations shall be counted while calculating the number of replacement substitutions under this clause. may be considered by the authority for situation beyond the reasonable control of the consultant and allowed based on merits of the case so determined by the Authority, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. The Authority may impose, at its discretion, reduction of remuneration of upto 20% of the applicable remuneration of the Team Leader for the remaining period. The Authority reserves the right to instruct the Consultant to substitute the key personnel during negotiation/implementation stage. Such substitution shall not be considered for reduction of remuneration. Inability of consultant to deploy Team Leader for the assignment will be grounds for Termination by Client.

6.2.2. If the Client finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.

6.2.3. The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

7. Obligations of the client

7.1. Assistance: Unless otherwise specified in the SC, the Client will use its best efforts to ensure that the Client will provide the Consultants, Sub-consultants and Personnel with authorisation letters as necessary to enable the Consultants, Sub consultants or Personnel to perform the Services:

7.1.1. issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;

8. Payments to the consultants

8.1. Payment terms: The total payment to Consultant including remuneration and other expenses shall not exceed the Contract Price and shall be a fixed lump sum fee including all staff costs, Sub-consultants' costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the Consultant in carrying out the Services. In addition to these, any conditions mentioned in the SC shall also be applicable to this contract. The Contract Price may only be increased if the parties have agreed to additional payments in accordance with relevant clauses hereof.

8.2. Payment relating to a particular stage shall be done after approval of the respective stage report. No payment shall become eligible for the next stage until the Consultant completes to the satisfaction of the Client the work pertaining to the preceding stage.

8.3. Currency: The price is payable in local currency i.e., Indian Rupees.

8.4. Payment for Additional Services: For the purpose of determining the payments due for additional services as may be agreed under relevant clauses for modification in this contract, the payment for the activities will be finalised based on mutual agreement between the selected consultant and authority and as per procedure laid out under the Tamil Nadu Transparency in Tenders Act, 1998 and RULES 2000 and as amended there on. For this purpose, a breakdown of the lump-sum price is provided at Appendix D.

8.5. The Client shall pay the Consultant's invoices within the period specified in SC from the receipt of such itemized invoices or acceptance of the report/deliverable pertaining to the invoice by the Client, whichever is later.

9. Settlement of disputes

9.1. Amicable Settlement: The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

9.2. Disputes Settlement: Any dispute between the Parties as to matters arising out of and relating to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provision specified in the SC.

10. Responsibility for accuracy of Assignment documents

10.1. General

10.1.1. The Consultant shall be responsible for accuracy of the Designs, drawings, estimate and all other details prepared by him as part of these services. He shall indemnify the client against any inaccuracy in the work, which might surface during implementation of the Assignment. The Consultant will also be responsible for correcting, at his own cost and risk, the drawings including any re-survey/ investigations and correcting layout etc. if required during the execution of the Services.

10.1.2. The Consultant shall be fully responsible for the accuracy of plans and drawings. The Consultant shall indemnify the Client against any inaccuracy / deficiency in the designs and drawings noticed and the Client will bear no responsibility for the accuracy of the designs and drawings submitted by the Consultants.

11. Penalty

11.1. Penalties for delay & deficiencies: Any delay & deficiencies on part of the Consultant may attract penalty provisions in the form of fines, up to a maximum amount of 10% of the Contract Value, and/or termination by the Client. For period exceeding beyond stipulated time period, due to failure on the part of consultant, the consultant may be liable to pay to the client penalty at the rate of 1% of the Contract Value per week of delay subject to maximum of 10% of the contract value.

11.2. Encashment and appropriation of Performance Security: The Client shall have the right to encash and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the consultant in the event of breach of this contract or for recovery of penalty specified in this Clause. In the event any portion of the Performance Security is appropriated by the client, then immediately following such appropriation, the consultant shall replenish the Performance Security within 1 (one) month of its appropriation, and in the event of default by the consultant, client shall have the right to take such steps as it may deem necessary, including termination of this contract.

12. Representation, warranties and disclaimer

12.1. The Consultant represents and warrants to the Client that:

- 12.1.1. it is duly organised, validly existing and in good standing under the applicable laws of its Country;
- 12.1.2. it has full power and authority to execute, deliver and perform its obligations under this Contract and to carry out the transactions contemplated hereby;
- 12.1.3. it has taken all necessary corporate and other action under Applicable Laws and its constitutional documents to authorize the execution, delivery and performance of this Contract;
- 12.1.4. it has the financial standing and capacity to undertake the Assignment;
- 12.1.5. this Contract constitutes its legal, valid and binding obligation enforceable against it in accordance with the terms hereof;
- 12.1.6. it is subject to laws of India with respect to this Contract and it hereby expressly and irrevocably waives any immunity in any jurisdiction in respect thereof;
- 12.1.7. there are no actions, suits, proceedings, or investigations pending or, to the Consultant's knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi-judicial or other authority, the outcome of which may result in the breach of or constitute a default of the Consultant under this Contract or materially affect the discharge by the Consultant of its obligations under the Contract.
- 12.1.8. no representation or warranty by the Consultant contained herein or in any other document furnished by it to the Client contains or will contain any untrue statement of material fact or omits or will omit to state a material fact necessary to make such representation or warranty not misleading; and,
- 12.1.9. no sums, in cash or kind, have been paid or will be paid, by or on behalf of the Consultant, to any person by way of fees, commission or otherwise for securing the Contract or for influencing or attempting to influence any officer or employee of the Client in connection therewith.

13. Miscellaneous

13.1. Assignment and Charges

13.1.1. The Contract shall not be assigned by the Consultant save and except with prior consent in writing of the Client, which the Client will be entitled to decline without assigning any reason whatsoever.

13.1.2. The Client is entitled to assign any rights, interests and obligations under this Contract to third parties.

13.2. Indemnity: The Consultant agrees to indemnify and hold harmless the Client from and against any and all claims, actions, proceedings, lawsuits, demands, losses, liabilities, damages, fines or expenses (including interest, penalties, attorneys' fees and other costs of defence or investigation (i) related to or arising out of, whether directly or indirectly, (a) the breach by the Consultant of any obligations specified in relevant clauses hereof; (b) the alleged negligent, reckless or otherwise wrongful act or omission of the Consultant including

professional negligence or misconduct of any nature whatsoever in relation to Services rendered to the Client; (c) any Services related to or rendered pursuant to the Contract (collectively "Indemnified matter"). As soon as reasonably practicable after the receipt by the Client of a notice of the commencement of any action by a third party, the Client will notify the Consultant of the commencement thereof; provided, however, that the omission so to notify shall not relieve the Consultant from any liability which it may have to the Client or the third party. The obligations to indemnify and hold harmless, or to contribute, with respect to losses, claims, actions, damages and liabilities relating to the Indemnified Matter shall survive until all claims for indemnification and/or contribution asserted shall survive and until their final resolution thereof. The foregoing provisions are in addition to any rights which the Client may have at common law, in equity or otherwise.

13.3. **Governing Law and Jurisdiction:** The Contract shall be construed and interpreted in accordance with and governed by the Applicable Law of India and subject to relevant clauses hereof and the SC, the Courts at Chennai, India shall have jurisdiction over all matters arising out of or relating to the Contract.

13.4. **Waiver**

13.4.1. Waiver by either Party of any default by the other Party in the observance and performance of any provision of or obligations or under the Contract:

- i. shall not operate or be construed as a waiver of any other or subsequent default hereof or of other provisions or obligations under the Contract;
- ii. shall not be effective unless it is in writing and executed by a duly authorised representative of such Party; and
- iii. shall not affect the validity or enforceability of the Contract in any manner.

13.4.2. Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of the Contract or any obligation hereunder nor time or other indulgence granted by a Party to the other Party shall be treated or deemed as waiver of such breach or acceptance or any variation or the relinquishment of any such right hereunder.

13.5. **Survival: Termination of the Contract** (a) shall not relieve the Consultant or the Client of any obligations hereunder which expressly or by implication survive Termination hereof, and (b) except as otherwise provided in any provision of the Contract expressly limiting the liability of either Party, shall not relieve either Party of any obligations or liabilities for loss or damage to the other Party arising out of or caused by acts or omissions of such Party prior to the effectiveness of such Termination or arising out of such Termination.

13.6. **Notices:** Unless otherwise stated, notices to be given under the Contract including but not limited to a notice of waiver of any term, breach of any term of the Contract and termination of the Contract, shall be in writing and shall be given by hand delivery, recognised courier, mail, e-mail, or facsimile transmission and delivered or transmitted to the Parties at their respective

addresses specified in the SC. The notices shall be deemed to have been made or delivered (i) in the case of any communication made by letter, when delivered by hand, by recognised courier or by mail (registered, return receipt requested) at that address and (ii) in the case of any communication made by email, facsimile, when transmitted properly addressed to such telex number or facsimile number.

- 13.7. Severability: If for any reason whatever any provision of the Contract is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties will negotiate in good faith with a view to agreeing upon one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable. Provided failure to agree upon any such provisions shall not be subject to dispute resolution under the Contract or otherwise.
- 13.8. No Partnership: Nothing contained in the Contract shall be construed or interpreted as constituting a partnership between the Parties. Neither Party shall have any authority to bind the other in any manner whatsoever.
- 13.9. Language: All notices required to be given under the Contract and all communications, documentation and proceedings which are in any way relevant to the Contract shall be in the language specified in the SC.
- 13.10. Exclusion of Implied Warranties etc.: The Contract expressly excludes any warranty, condition or other undertaking implied at law or by custom or otherwise arising out of any other agreement between the Parties or any representation by any Party not contained in the Contract.
- 13.11. Agreement to Override Other Agreements: The Contract supersedes all previous agreements or arrangements between the Parties, including any memorandum of understanding entered into in respect of the contents hereof and represents the entire understanding between the Parties in relation thereto.
- 13.12. Counterparts: The Contract may be executed in two counterparts, each of which when executed and delivered shall constitute an original of the Contract.

III. Special Conditions of Contract

The Special Conditions of Contract

The Special Conditions (SC) of contract contains number of amendments and supplements to clauses in the General Conditions of the Contract.

Clause No	Insertion
1.1 (f)	The contract price payable in Indian Rupees is _____ (exclusive of GST).
1.1 (j)	The Member in-charge is [name of consultant].
1.1(n)	Performance security (i) The Consultant will furnish within fifteen (15) days of the issue of Letter of Award (LOA), an unconditional and irrevocable bank guarantee as Performance Security in the format given in "Annexure A" from a Scheduled

	<p>Commercial Indian Bank for an amount equivalent to 5 (Five) percent of the total cost of Financial Proposal under this Assignment.</p> <p>(ii) The Client shall have the right to claim under the Performance Security and appropriate the proceeds if any of the following occur:</p> <ul style="list-style-type: none"> a. the Consultant becomes liable to pay penalty. b) occurrence of any of the events listed in sub-clauses (a) through (f) of Clause 4.1 of the GCC; c) any material breach of the terms hereof; and/or d) without prejudice to paragraph above, the Consultant fails to extend the validity of the Performance Security or provide a replacement Performance Security in accordance with the provisions of this Contract.
1.4	The language is English.
1.5	The client address is [name, designation, telephone, facsimile, address].
1.5	The consultant address is [name, designation, telephone, facsimile, address].
1.7	The Authorized Representative for the client is [name, designation].
1.7	The Authorized Representative for the consultant is [name, designation].
1.8	<p>For domestic consultants/personnel and foreign consultants/personnel who are permanent residents in India The Consultants and the personnel shall pay the taxes, duties, fees, levies/expenses and other impositions levied under the existing, amended or enacted laws during life of this contract and the Client will perform such duties in regard to the deduction of such tax as may be lawfully imposed.</p> <p><GST shall be paid as per applicable rates.></p> <p>All other applicable taxes, levies, duties, etc., if any, shall be borne by Consultant.</p>
3.1	The date on which this Contract will come into effect is [date].
3.3.	< Insert Date of Expiration of Contract>
5.2.3	<p>The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 5.2.3</p> <p>Yes</p>
5.5	The Consultant shall not use this Assignment Data and Documents for purposes unrelated to this Contract without the prior written approval of the Client.
5.6	<p>Limitation of the Consultants' Liability towards the Client</p> <ul style="list-style-type: none"> a. Except in case of negligence or wilful misconduct on the part of the Consultants or on the part of any person or firm acting on behalf of the Consultants in carrying out the Services, the Consultants, with respect to damage caused by the Consultants to the Client's property, shall not be liable to the Client: <ul style="list-style-type: none"> i. for any indirect or consequential loss or damage; and ii. For any direct loss or damage that exceeds (i) the total payments for Professional Fees and Reimbursable Expenditure made or

	<p>expected to be made to the Consultants hereunder, or (ii) the proceeds the Consultants may be entitled to receive from any insurance maintained by the consultants to cover such a liability, whichever of (i) or (ii) is higher.</p> <p>b. This limitation of liability shall not affect the Consultants' liability, if any, for damage to Third Parties caused by the Consultants or any person or firm acting on behalf of the Consultants in carrying out the Services, subject, however, to a limit equal to the Contract Value.</p> <p>c. this limitation on liability shall not apply to losses or damages caused by the Consultant's fraud or wilful misconduct and liability in this case shall be actual as determined by the Good Industry Practice/Applicable law.</p>
5.7	<p>Risks and coverage</p> <p>(a) Third Party motor vehicle liability insurance as required under Motor Vehicles Act, 1988 in respect of motor vehicles operated in India by the Consultants or their Personnel or any Sub consultants or their Personnel for the period of consultancy.</p> <p>(b) Third Party liability insurance with a minimum coverage equivalent to the Contract value for the period of consultancy.</p> <p>(c) Professional Liability Insurance: Consultants will maintain at its expense, Professional Liability Insurance including coverage for errors and omissions caused by Consultant's negligence, breach in the performance of its duties under this Contract from an Insurance Company permitted to offer such policies in India, for a period of one year (s) beyond completion of Consultancy Services commencing from the Effective Date, (i) For an amount not exceeding total payments for Professional Fees and Reimbursable Expenditures made or expected to be made to the Consultants hereunder or (ii) the proceeds, the Consultants may be entitled to receive from any insurance maintained by the Consultants to cover such a liability, whichever of (i) or (ii) is higher The indemnity limit in terms of "Any One Accident" (AOA) and "Aggregate limit on the policy period" (AOP) should not be less than the amount of contract value. In case of Consortium, the Lead Member shall ensure that the sum total of insurance of individual partners shall be as per the requirements of the contract.</p> <p>(d) Employer's liability and workers' compensation insurance shall be in respect of the Personnel of the Consultants and of any Sub consultant, in accordance with the relevant revisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and all insurances and policies should start from the date of commencement of services and remain effective as per relevant requirements of contract agreement.</p> <p>(e) Any other insurance that may be necessary to protect the Client, its employees and its assets (against loss, damage or destruction, at replacement value) including rioting and all Force Majeure Events that are insurable.</p>

8.1	S.No	Stage of Report	Timeline (In Weeks)	Payment (%)
	1.			
	2.			
	3.			
	4.			
	5.			
8.5	< Insert Number of Days>			
9.2	<p>Dispute settlement: If any dispute or difference of any kind whatsoever arises between the parties in connection with or arising out of or relating to or under this Contract, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of thirty days from the date on which the above-mentioned dispute or difference arose, such dispute or difference shall be finally settled by arbitration. The arbitral tribunal shall consist of a sole arbitrator appointed by mutual agreement of the parties. In case of failure of the parties to mutually agree on the name of a sole arbitrator, the arbitral tribunal shall consist of three arbitrators. Each party shall appoint one arbitrator and the two arbitrators so appointed shall jointly appoint the third arbitrator. The seat of arbitration shall be Chennai and the arbitration shall be conducted in the English language. The Arbitration and Conciliation Act, 1996 shall govern the arbitral proceedings. The award rendered by the arbitral tribunal shall be final and binding on the parties. The amount payable per arbitrator in arbitration case shall be as per Arbitration council rules and procedures.</p>			
13.2	<p>The Consultant shall, subject to the provisions of the Contract, indemnify the Client for an amount not exceeding the value of the Contract for any direct loss or damage that is caused due to any deficiency in services.</p>			

Annexure A

FORMAT OF PERFORMANCE SECURITY DEPOSIT BANK GUARANTEE

{Guarantor letterhead or SWIFT identifier code}

(To be stamped in accordance with Stamp Act If any, of the Country of the issuing Bank)

Bank Guarantee No.....

Date.....

To

In consideration of _____ (hereinafter referred as the "Client", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s [name of consultants] a [type of company], established under laws of [country], having its office at (hereinafter referred as the "Consultant" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), an Assignment for _____ [name of assignment] vide the Client's Letter of Award no. Dated and the Contract to be executed for Rs. (Rupees), (hereinafter referred to as the "Contract of Consultancy services for _____) and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. (Rupees) to the Client for performance of the said Contract.

We [Name of Bank] incorporated under [law and country] having its Head Office at [address](hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand and or, all monies payable by the Consultant to the extent of Rs. [amount in figure and words] as aforesaid at any time up to [date] without any demur, reservation, contest, recourse or protest and/ or without any reference to the Consultant. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable until the Client discharges this guarantee.

The Client shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the Contract by the Consultant nor shall the responsibility of the bank be affected by any variations in the terms and conditions of the contract or other documents. The Client shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Client and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Client and the Consultant any other course or remedy or security available to the client. The Bank shall not be relieved of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them

or by reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence shown by the Client or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the client may have in relation to the Consultant's liabilities.

This Guarantee shall be irrevocable and shall remain in full force and effect until discharge by the Bank of all its obligations hereunder.

This Guarantee shall not be affected by any change in the constitution or winding up of the Consultant /the Bank or any absorption, merger or amalgamation of the Consultant /the bank with any other Person.

Notwithstanding anything contained herein above our liability under this guarantee is limited to Rs. [amount in figure and words] and it shall remain in force up to and including [date] and shall extend from time to time for such period(s), as may be desired by M/s [name of consultant] on whose behalf this guarantee has been given. Date this [date in words] day [month] of [year in 'yyyy' format] at [place].

WITNESS

1. [signature, name and address]
2. [signature, name and address]

[Official Address]

Designation

[With Bank Stamp]

Attorney as Per Power of Attorney No.

Dated

Strike out, whichever is not applicable.

The date will be fixed as indicated in SC