

Request for proposal for Appointing Project Monitoring Consultant (PMC) for the sub-scheme “Upgradation/ installation of Infrastructure for Environment Protection” under the plan scheme Indian Leather Development Programme (ILDLP)

1. Background

1.1 Leather sector is one of the fast growing industries in India. Leather tanning is considered as highly polluting industry. Most of the tanning units in the country are small-scale units, which cannot afford to spend on pollution control equipment such as Effluent treatment plants. In order to reduce burden on the smaller units, a concept of Common Pollution Control facilities such as Common Effluent Treatment Plants (CETP), Treatment Storage and/or Disposal Facility (TSDF) facility has come into practice.

1.2 In order to provide assistance to the tanning and leather goods industry to improve their environmental performance, the Department of Industrial Policy and Promotion (DIPP) has set aside a fund of Rs. 200 crores under the sub-scheme, “Up-gradation/Installation of Infrastructure for Environmental Protection” under Indian Leather Development Programme during 11th Five Year Plan. The sub-scheme is for strengthening infrastructure for environment protection in the leather sector. The sub-scheme targets leather clusters with high pollution level, which require strategic intervention by way of providing assistance to set up/up-grade environmental infrastructure to meet the pollution norms. The sub-scheme would broadly cover the following activities:

- i) Establishment/expansion/up-gradation of CETP.
- ii) Developing secure landfills.
- iii) Conversion of waste into some byproducts.
- iv) Any other techniques for hazardous waste management.

1.3 As the projects of the proposed nature would require very extensive project management efforts, DIPP proposes to engage the services of an agency that has proven experience of such projects as Project Monitoring Consultant (PMC) for the purpose of assisting DIPP in monitoring the projects approved under the scheme.

2. Eligibility

2.1 In case of company, it should provide Curriculum Vitae of at least one senior environmental expert and one cluster development experts having exposure to leather clusters. The individual expert or the experts of the company that would be attached with DIPP for the assignment by the company should have the following experience:

- i) Field level experience for setting up and monitoring of various environmental projects at a senior level position in various companies in his professional career.
- ii) Experience of working as Monitoring Agency to Government of India for any of the schemes related to infrastructure development on PPP basis.
- iii) Experience of techno-commercial appraisal of environmental infrastructure projects like CETPS, TSDF, etc
- iv) Assisted industry groups in developing and implementing environment infrastructure projects including identification of technology, structuring of the project SPV / institutional mechanism, assisting in financial closure and developing a revenue model.
- v) An understanding of regulatory framework related to environmental compliances in the leather sector.
- vi) Understanding and extensive experience of working with MSMEs, with an experience of working in at least one leather cluster.
- vii) Should have pan- India presence

3. Scope of work:

3.1 The Project Monitoring Consultant (PMC) would assist the DIPP in monitoring of projects under the scheme and shall, provide the following services:

- i) **Monitoring & Evaluation:** PMC would help the Department in setting milestones for monitoring the project at the time of approval of the project itself. It would devise suitable monitoring and evaluation mechanism for the projects under the scheme. PMC would monitor the

project progress of sanctioned projects under the scheme and submit quarterly progress reports to the DIPP.

- ii) Assisting the Government in periodical monitoring of the progress of the projects, and disbursement of funds to the SPVs and their utilization.
- iii) Through its monitoring and timely action, PMC would facilitate project SPVs in timely completion of projects as per the terms and conditions of the projects approved by DIPP.
- iv) Providing other need based advisory services to the Government in effective implementation of the scheme.

4. Location Scope:

The scheme would be implemented on all India basis depending on the demand from the industry.

5. PAYMENT TERMS:

5.1 The PMC would be paid professional fees for their services (including professional fee, travel, boarding and lodging, communication and other out of pocket expenses and taxes). The professional fee should be quoted as a percentage of the project cost. The project cost for this purpose shall be the project cost approved by the Steering Committee/Empowered Committee eligible for assistance under scheme “Upgradation/installation of infrastructure for Environment Protection”.

5.2 The professional fee would be in the form of success fee and no advance shall be paid. The proposed schedule of payment is as follows:

Fee Amount	Payment Milestones
20% of Professional Fee	On final approval of the Project by the Approval Committee and PMC submitting the milestones set for each project for monitoring.
20% of Professional Fee	On award of contracts by the SPV
20% of Professional Fee	On submission of first evaluation report

20% of Professional
SPV Fee

On filing of completion report of the Project by
seconded by PMC.

20% of Professional
Fee

On final evaluation report for the project
completed.

6. Submission of Proposal:

All interested and eligible organizations are hereby invited to submit the Proposal in two parts, as under:

6.1 Format of proposal

Part-I:

Documents named as "**Technical Proposal**"

- ▶ containing documents such as detailed profile of the organization with areas of expertise, experience in training activities, previous work of monitoring
- ▶ a copy of this TOR document duly signed on each page as a token of acceptance of all the terms & conditions of this tender
- ▶ Non-refundable 'Demand Draft' of Rs. 1000/- (Rupees One Thousand only) in favour of "Pay and Accounts Officer, Department of Industrial Policy and Promotion, New Delhi payable at New Delhi.

Part-II:

Documents named as "**Financial / Commercial Proposal**"

- ▶ The applicant organization should submit the quotation of professional fee as a percentage of the project cost as detailed above in para 5.
- ▶ A letter of authorization shall be indicated by written power-of-attorney accompanying the Proposal. The Proposal shall be typed and printed in indelible ink and shall be signed by the Applicant Organization or a person or persons duly authorized to bind the Applicant Organization to the Contract. All pages of the Proposal, including all Photostat copies, except for un-amended printed literature, shall be initialed by the person or persons signing the Proposal.

- ▶ Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the Proposal.

6.2. Sealing and Marking of Proposals

The Applicant Organization shall seal all parts of the Proposal in separate inner envelopes duly marking the envelopes as **“Technical Proposal”** and **“Financial / Commercial Proposal”**. The applicant organization shall enclose a copy of this TOR document duly signed & stamped by the person or persons signing the Proposal on each page as a token of acceptance of all the terms & conditions of this tender. Both the sealed envelopes should be kept in an outer envelope and marked on the top as **“Appointment of Project Monitoring Consultant (PMC) for the sub-scheme “Upgradation /installation of infrastructure for environment protection”**. Properly sealed within an outer cover and addressed to reach the following address by Registered Post/ Speed Post:-

**Shri R.K. Malik,
Director
Department of Industrial Policy and Promotion,
Ministry of Commerce & Industry,
Government of India,
Room No. 252
Udyog Bhawan
New Delhi – 110 107**

- ▶ The inner envelopes shall also indicate the name and address of the Applicant organization.
- ▶ If the outer envelope is not sealed and marked as required, DIPP will assume no responsibility for the Proposal's misplacement or premature opening.
- ▶ The proposal should be submitted by Registered post/speed post only. Telex, cable, email or facsimile Proposals will not be accepted in any circumstances.
- ▶ The last date for the receipt of the proposal is **15th September, 2010** or a month from the date of publication of the advertisement (whichever is later)
- ▶ The application received after the last date will not be considered in any circumstances.

6.3 The Proposal shall be typed or legibly written in ink and signed by the authorized signatory of the Applicant who shall initial all the alteration, omission, additions, or any other amendments made to the Proposal in blue ink.

6.4. Together with the proposal, the following details are to be sent:

- I. Full particulars of the Organization/Company/ Institution on their financial strength, constitution/ownership, organizational structure, manpower, registration and main activities of the prospective consultant (ANNEXURE I & II ;
- II. Unabridged annual report or audited financial account for the last five years along with latest income tax clearance certificate and solvency certification from bankers;
- III. Names and short CVs including field of specialization of each of the proposed key personnel to be deployed on the assignment (ANNEXURE – III & IV);
- IV. The CV should be recent and duly signed by the concerned Persons and countersigned by the Applicant in blue ink. Unsigned/not countersigned CV shall be rejected;
- V. The CV shall contain an undertaking from the Key Person and other professionals intended to be engaged in the proposed evaluation study about his/her availability for the entire period of report preparation;
- VI. Details of major assignments of a similar nature including those undertaken for the Government during the last five years. Briefs/ gists of reports of such evaluation done must be provided with further details whether these reports were finally accepted by the Sponsoring Agency / Ministry / Department and the details of remuneration paid for them.
- VII. Methodology: A detailed plan indicating how the firm proposed to carry out the proposed study. The plan should include the rationale behind the intended methodology and number/type of personnel proposed to be deployed for the assignment.

7. Evaluation of Bids

7.1 The bids shall be opened on the same day at 3.00 p.m (last date for receipt of bid). The representatives of the interested bidders may like to be present during

opening of bids. The technical bids will be opened first and evaluated to assess whether the bids meet the eligibility conditions as stipulated or not. The financial bids of only those agencies that meet the eligibility conditions will be opened for evaluation. The lowest financial bidder shall be selected as the PMC for the scheme.

7.2 Evaluation Criteria: - The evaluation would be Quality and Cost based. The technical proposal would be evaluated first and points would be allotted to each of the bidders as follows:

- i) The minimum Technical Score to be obtained for considering Financial Proposal shall be 70 points:

SI No.	Criteria	Points
1	Experience of working as Monitoring Agency to Government of India for any of the schemes related to infrastructure development on PPP basis.	10
2	Experience of techno-commercial appraisal of environmental infrastructure projects like CETPS, TSDF, etc	20
3	Assistance to industry groups in developing and implementing environment infrastructure projects including identification of technology, structuring of the project SPV / institutional mechanism, assisting in financial closure and developing a revenue model.	20
4	Understanding of regulatory framework related to environmental compliances in the leather sector.	15
5	Understanding and extensive experience of working with MSMEs, with an experience of working in at least one leather cluster.	10
6	Should have presence in at least 3 leather clusters of Kanpur, Chennai and Kolkatta.	10

7	Field level experience for setting up and monitoring of various environmental projects at a senior level position in various companies in professional career.	15
	Total	100

- ii) The financial evaluation would be done for only those proposals which qualify technically. The financial evaluation would be based on the total cost to Office of DC(MSME) which shall include the cost of carrying out the services as well as those taxes, duties, fees, levies and other charges;
- iii) The lowest financial proposal (FP_{Min}) will be given a score of 100 points. The financial scores of the other financial proposals (S_F) will be calculated as;

$$S_F = 100 \times FP_{Min} / FP$$

S_F = Financial score of other financial proposals

FP_{Min} = Price of lowest financial proposal

FP = Price of the proposal under consideration

- iv) The weights given to Technical and Financial proposals are $W_T = 0.70$ and $W_F = 0.30$ respectively;
- v) Proposals will be ranked according to their combined technical and financial scores using the weights mentioned above;

$$S = S_T \times W_T + S_F \times W_F$$

Where;

S = Final combined score

S_T = Technical score

W_T = weight given to technical score

S_F = Financial score

W_F = weight given to financial score

- vi) The firm achieving the highest combined technical and financial scores would be called for negotiations;

7.3 In the event of a tie in the final combined scores, the consultants having the lower financial quote amongst the two would be given preference and would be called for negotiation

8. DURATION AND PHASING

The overall duration of consultancy is till completion of the task from the date of issue of the LOI. While the phasing shall be decided on mutual basis, it is expected that all the execution work shall complete by 31.3.2012.

9. General Terms and conditions of Work:

9.1 At the commencement of the contract, the organization is required to maintain the same team throughout the project duration unless otherwise requested by DIPP. In the event of one of the members of the team leaving the consultant / consulting organization, a professional with identical / similar profile is required to be deputed in consultation with DIPP. All events shall be reported to DIPP prior to any decision.

9.2 Prior to the commencement of the contract, the applicant organization is required to sign an agreement on non-disclosure, confidentiality and IPR to which access is provided to the consultant's resources

9.3 No other charges shall be incurred by DIPP other than those specified herein and the party shall be responsible for insurance and any other statutory requirements of the personnel deputed carrying out the activities to accomplish the objective & scope of DIPP.

9.4 Payment shall be released subject to acceptance of deliverables & certification of milestones as per the deliverables by designated officials of DIPP.

9.5 The Applicant organization should give the commercial terms without any price in the technical bid. The Price Bid should have the total price of the bid inclusive of taxes, if any. No other payment will be considered if not mentioned in the

price bid. No subjective condition will be accepted in the price bid. Such conditions, if any, may be highlighted in the technical bid under “Exception”.

9.6 The decision of the Competent Authority of DIPP will be final in selecting the PMC and no further queries will be entertained.

10. Court Jurisdiction:

The disputes, if any, arising between PMC and DIPP shall be resolved amicably, failing which it shall be referred to an Arbitrator, mutually acceptable to both parties, appointed by the Secretary, DIPP as per the relevant provisions under Arbitration and Conciliation Act, 1996. Alternatively, this shall be subject to the exclusive jurisdiction of courts at Delhi/New Delhi.

11. Clarification:

For any further clarification, please contact Shri R. K Malik (Director, DIPP, Room no. 252, 2nd floor, Udyog Bhawan, New Delhi (Tel: 011-23061951) or Mr. Benedict Ekka , Under Secretary, DIPP, Room No. 417, 4th Floor , Udyog Bhavan, New Delhi 110 107 (Tel: 011- 23063651) .The detailed guidelines for the schemes are available on the website of the Department at www.dipp.nic.in.

Particulars of the Firm

1.	Title of Consultancy:
2.	
2.1	Name of the Company or Firm
2.2	Legal Status (e.g. incorporated private company: unincorporated business, partnership etc.):
2.3	Country of incorporation:
2.4.	Registered Address:
2.5.	Year of Incorporation:
2.6.	Year of commencement of business:
2.7.	Principal place of business:
2.8.	Brief description of the Company including details of its main lines of business (50 words):
2.9. (i)	Annual financial turnover of the firm during last three years
(ii)	Net profit in last three years.
2.10.	Organizational structure including total manpower (part time /full-time professionals, skilled /unskilled etc.).
2.11.	Any other relevant information.
2.12.	Name, designation, address and phone numbers of Authorized Signatory of the applicant: Name: Designation: Company: Address: Phone No. & Fax No. E-mail address:
3. (i)	In case of non-Indian company, does the company have business presence in India? If so, provide the office address (es) in India.
(ii)	Has the applicant been penalized by any organization for poor quality of work or breach of contract in the last five years? (Yes / No)

(iii)	Has the Applicant ever failed to complete any work awarded to it by any public entity / Department of Industrial Policy and Promotion in the last five years? <p style="text-align: right;">(Yes / No)</p>
(iv)	Has the Applicant been blacklisted by any Government Department/ Public Sector Undertaking in the last five years? <p style="text-align: right;">(Yes /No)</p>
(v)	Has the Applicant suffered bankruptcy / Insolvency in the last five years? <p style="text-align: right;">(Yes / No)</p>
Note: If answer to any of the question at (ii) to (v) 'yes', the Applicant is not eligible for this consultancy assignment.	

ANNEXURE II

Experience of the Firm

Sr. No	Name of Project / Assignment	Estimated capital cost of Project/Assignment (in Rs.....cr./US \$ million)	** Payment received by the Applicant (in Rs. million)
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			
6			
7			

*The applicant should provide details of only those projects that have been undertaken by it under its **own name**.

**Exchange rate should be taken as Rs. 47/- (Forty Seven) per US \$ for converting to Rupees.

***Studies of similar nature and studies done in related sectors may be indicated / highlighted as such.

****Attach a single page summary containing the brief particulars of each project including similar projects undertaken.

ANNEXURE III

Particulars of Key / Dedicated Persons

S.No	Designation of Key /dedicated Persons	Name	Educational Qualification(s)	Length of professional Experience	Present Employment Name of Employed Firm Since	*Relevant /similar Assignments
(1)	(2)	(3)	(4)	(5)	(6) (7)	(8)

* For each assignment indicate

Name of the Consultancy Project /Assignment; Name of Consulting firm where employed at the time of assignment; Description of services performed by the Key Personnel (including designation); Name of client and Address; Name, telephone No. and Fax No. of client's representative(s); Start date and finish date of the services (month / Year); Brief description of the assignment.

Notes:

Use separate sheet for each Eligible Project / Assignment

Attach a single page summary containing the brief particulars of each project / Assignment

Exchange rate should be taken as Rs. 47 (Forty Seven) per US \$ for converting in Indian Rupees.

Curriculum Vitae (CV) of Key Persons

1. Name of Personnel:

2. Date of Birth

3. Nationality

4. Educational Qualifications:

5. Employment Record:

(Starting with present position, list in reverse order every employment held)

6. List of projects / Assignments on which the Personnel has worked.

Project /Assignment Name / Description of Project assignment performed.

7. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

1. I am willing to work on the Project/ Assignment and I will be available for entire duration of the Project / Assignment as required.

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

(Signature and name of the Professional)

Place

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