

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

**INVITATION OF BIDS FOR ENGAGEMENT OF TRANSACTION
ADVISOR FOR MODERNISATION OF INTER-STATE CHECKGATES
THROUGH PUBLIC PRIVATE PARTNERSHIP (PPP).**

Finance Department, Government of Odisha (GoO) intends to modernise six interstate checkpoints in the State through the Public Private Partnership (PPP) mode. It is, therefore, proposed to engage a Transaction Advisor to prepare Terms of Reference, decide selection process, facilitate selection, prepare the concession agreement and capacity building of the Govt. Departments for proper monitoring of the implementation of the concession agreement. Agencies empanelled by the Department of Economic Affairs, Ministry of Finance, Government of India for engagement as Transaction Advisors for PPP Projects are only eligible to participate in the bidding. Proposals from the interested bidders should reach the Under Secretary to Government, Finance Department, Government of Odisha, Secretariat Building, Bhubaneswar-751001 on or before 17.00 Hrs. on 24th December, 2011. The bids will be opened at 11.30 Hrs. on 27.12.2011 in Finance Department Conference Hall, Odisha Secretariat Building, Bhubaneswar.

Government of Odisha reserve the right to accept or reject any bid without assigning any reason thereof. A pre-bid conference will be held in the Finance Department Conference Hall of Secretariat on 15.12.2011 at 11.30 Hrs.

For details of the Request for Proposal (RFP) please log on to www.orissagov.in/finance

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GOVERNMENT OF ODISHA

**REQUEST FOR PROPOSAL (RFP)
FOR**

**ENGAGEMENT OF A TRANSACTION ADVISOR
FOR**

**MODERNIZATION OF INTER-STATE CHECK GATES
THROUGH
PUBLIC PRIVATE PARTNERSHIP (PPP)**

November'2011

ISSUED BY:

Finance Department, Govt. of Odisha

website: <http://orissatax.gov.in>

www.orissa.gov.in

**‘REQUEST FOR PROPOSAL’ (RFP) FOR ENGAGEMENT OF
A TRANSACTION ADVISOR FOR MODERNIZATION OF INTER-STATE
CHECK GATES THROUGH PUBLIC PRIVATE PARTNERSHIP (PPP)**

1. General

This proposal is for engagement of a Transaction Advisor (herein after referred to as **Advisor**) to assist the Govt. of Odisha for selection of a Private Partner (**Agency**) for undertaking the modernization of seven interstate Check gates of the state through Public Private Partnership(PPP). Govt. of Odisha has set up check gates bordering the neighboring states to enforce various statutes and to check evasion of taxes like Sales Tax, Entry Tax, M.V. Tax, State Excise etc. administered by different govt. departments. Now, the process of verification of documents, computation of tax & penalty and its collection at the check gates is manual, discretionary and time consuming. There is an urgent need to improve the physical infrastructure at these check gates. Moreover, redesigning the processes and mechanization of the same through deployment of electronic gadgets etc. shall reduce the waiting time of the vehicles, ensure free flow of vehicles through the check gates and minimize the discretionary action of the officials.

The functions of various govt. departments working in the check gates are given in brief as under:-

Sl. No.	Name of the Department	Functions
1)	Commercial Tax Department	Checking the illegal movement of taxable goods. Collection of casual tax & penalty from the unregistered dealers, collection of way bills from the registered dealers. Collection of Penalty on transportation of excess taxable goods. Issue of transit pass

		for Out-to-Out vehicles
2)	Transport Department	Issue of temporary permits, checking of vehicles, collection of M. V. tax & penalty
3)	Excise Department	Checking of the illegal movement/ transportation of intoxicants /spirit/molasses etc.
4)	Food & Consumer Welfare Department	Checking of the illegal movement of controlled commodities
5)	Forest Department	Checking of the illegal movement of forest produce
6)	Regulated market committee	Checking of the illegal movement of notified agricultural produce

Finance Department, Govt. of Odisha (here in after referred to as “**Authority**”) intends to modernize seven number of interstate check gates through Public Private Partnership (PPP) mode. The Private Partner is required to develop the infrastructure such as lanes with Low Speed Weigh In Motion (WIM) bridges, Vehicle Counter and classifier, Infrared sensor, Vehicle image grabber camera with infrared illuminator, Surveillance camera, Lane controller, Boom barriers etc. , facilities of parking, warehouse, unloading platform, public convenience etc. and redesign the processes and develop the required software for automation of the processes. Besides, the modernization of the border check gates is aimed at augmenting the revenue collection by plugging loopholes/malpractices through systemic changes conforming to the statutory Acts and Rules and reducing the waiting time of commercial vehicles passing through the check gates. The brief profile of the check gates proposed to be modernized on PPP mode is given as under:-

- **Girisola Checkgate :-**

Girisola is one of the major check gates in Odisha in terms of traffic and revenue. The checkgate is located in Ganjam district bordering Andhra Pradesh on N.H. 5 (Kolkata to Chennai). Different deptt. like Transport, Commercial Taxes, Excise,

Forest , F & C & RMC operate at the checkgate. 14.071 acres of land has already been acquired for the Checkgate. Some development work has been undertaken.

- **Jamsolaghat Checkgate :-**

It is one of the major check gates situated in Mayurbhanj district on the border with Jharkhand state on N.H.6. 31.09 acres of land is available. Existing infrastructure need to be upgraded and new infrastructure has to be created. Different deptt. like Transport, Commercial Taxes, Excise, Forest , F & C & RMC operate at the check gate.

- **Sunki Checkgate :-**

The Checkgate is located in Koraput district bordering Andhra Pradesh at a distance of 69 K.Ms from Koraput town. At that Checkgate, the C.T., MV, Forest Deptts & RMC are functioning. Requisition has already been filed before the local Tahasildar for Alienation of 17.19 Acres of land. It is proposed to develop a modern green field Checkgate.

- **Gobindpur Checkgate:-**

The Gobindpur checkgate is situated in Jharsuguda district on N.H.200 bordering Chhatisgarh. An area of 3.20 acres of land is under the possession of C.T.D. Different deptts. like Transport, C.T are functioning here. Some development works are underway.

- **Kerada checkgate :-**

This check gate is situated in Rayagada district which is half a kilometer away from Andhra border on a major district road. Different deptts. like Transport, C.T, Forest, RMC are functioning here. Requisition has already been filed with the local Tahasiladar for Alienation of 2.55 Acres of Land. It is proposed to develop a modern green field Checkgate .

- **Birahandi Checkgate :-**

This checkgate is situated in Koraput district on N.H.43 bordering Chhatisgarh. Different deptts. like MV, CTD, RMC are functioning here. It is proposed to develop a modern green field Checkgate at a new location.

- **Nalda checkgate:-**

This checkgate is located in Keonjhar district on N.H.215 bordering Jharkhand. Mainly Vehicles loaded with minerals like Iron Ore, manganese and chrome ore pass through the Checkgate. An area of 27.840 acres of land is under the possession of C.T.D. Different departments like Transport, C.T, Forest & Mining are functioning here. A modern green field Checkgate will be developed on the land.

The Authority proposes to procure the service of one Transaction Advisor (hereinafter referred to as "**Advisor**") to assist the Authority in selecting a Private Partner through a competitive bidding process and award a concession to modernize and operate the seven numbers of Inter-state check gates during the concession period. The Advisor to be engaged by Authority will assist in all matters of modernization of inter-state check gates (hereinafter referred as **projects**), carry out "due diligence" on behalf of Authority and undertake the entire range of activities given hereinafter. A map indicating the location of the Checkgates proposed to be modernized on PPP mode is given in Annexure .

2. **Background**

2.1 The Authority intends to develop the Projects under Public-Private Partnership (PPP) basis with a view to modernizing the operations to ensure transparency and reduce the waiting time of the vehicles at seven numbers of inter-state check gates and for that, concession agreement is required to be signed between the Authority and the Private Partner. The Authority hereby invites bids for engagement of Transaction Advisor to prepare 'Terms of Reference', decide selection process, facilitate selection, prepare the concession agreement to be signed between the Authority and the Private Partner, capacity building of the Govt. Depts involved for proper monitoring of the implementation of the concession agreement.

3. **Objective**

- 3.1 At present the check gates are managed by the permanent / contractual / outsourced staff on the existing infrastructure.
- 3.2 The overarching objective of this assignment is to develop a comprehensive Public-Private Partnership (PPP) mechanism at the seven inter-state check gates to carry out various functional operations in an efficient, transparent & hassle-free manner.
- 3.3 The Private Partner will develop the infrastructure at the inter-state check gates i.e. multilane with 'weigh in motion' (WIM) bridge facilities, parking space, ware house, resting room, unloading platform, public convenience, and health facilities etc. The private partner shall recover the capital and operating costs through levy of user charges on the commercial vehicles during the concession period.
- 3.4 The Private Partner will design, finance, construct, operate, maintain and transfer the infrastructure including the IT infrastructure after the concession period in utmost functional state to the Authority.
- 3.5 The enforcement of statutory functions under the Odisha VAT Act, 2004 the Central Sales Tax Act 1956, the M.V. Act, the Bihar Odisha Excise ACT 1915 and the NDPS Act, 1978 and other Statutes as directed by the Authority, however, will continue to rest with the respective statutory authorities. The user fee collection, data entry, management, provision of security guards, cleaning operation and other activities as specified by the Authority will be carried out by the Private Partner. A goods vehicle is expected to take only 10-15 minutes to cross the border check gate after the modernization.

4. Scope of the Work

- 4.1 The Advisor will conduct traffic survey, prepare 'Term of Reference,' decide selection process, facilitate selection, prepare the concession agreement to be signed between the Authority and a Private Partner,

capacity building of the relevant govt. departments for proper monitoring of the implementation of the concession agreement.

4.2 The Advisor will make evaluation plan and assist with evaluation and improved services of Inter-state check gates as mentioned above.

4.6 The Advisor will prepare the legal, commercial and financial guidance documents, to assist the Authority in selection of the Private Partner by adopting the PPP structure appropriate for the Project and to continue to assist till signing of the concession agreement.

4.7 The Advisor will prepare a technically feasible and financially viable investment proposal that would address the principal issues related to project risks. The Advisor will also finalise the cost Recovery Model so as to fix the user charges.

4.8 The Advisor will provide assistance in negotiation with one or more parties prior to signing of the contract, monitor and advise on bidder performance against any conditions precedent to financial closure and management of other advisory inputs and overall management of the transaction to ensure signing of a concession agreement and for its successful implementation.

5 . **Process**

5.1 **Methodology:** The Advisor shall make the recommendations based on (i) Diagnostic survey of the locations (ii) Interactions with the stakeholders (iii) Best Practices elsewhere.

5.2 **Working Conduct**

The consultants/ experts engaged by the Advisor will work in close association with the Commissioner of Commercial Taxes, Odisha and Transport. Commissioner, Odisha and other concerned Deptt. of Govt. of Odisha.

6. **Task Outputs/Deliverable**

The tasks to be undertaken by the Transaction Advisor are:

6.1 Physical Packaging

- Develop a set of technically feasible options to address the key operational issues at inter-state check gates.
- Identifying issues that could have commercial and financial implications.
- Preparation of the project cost estimate.
- Preparation of the project implementation schedule/ time line.

6.2 Strategic Packaging

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

6.3 Investment Packaging & Cost Recovery

- Develop a financial model for the Project to improve the financial / commercial viability of the project;
- Estimate the financial impact of various provisions in the Agreement.
- Optimize the project structure under various implementation options; and
- Estimate the basic bidding rate, for evaluation of the reasonableness of the financial proposals.
- Develop the business plan for the project.
- Finalisation of the cost Recovery Model.
- Develop a cash flow model to make the user fee reasonable, without undue enrichment of the Private Partner.

6.4 Process Packaging

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

6.5 Delivery System Packaging

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

The above mentioned task outputs/deliverables are sketched out based on current knowledge. There may be need for flexibility during the assignment as more information about the project emerges. This can be discussed and mutually agreed during the course of the assignment.

7. Requirement from the Transaction Advisor

- 7.1 The Advisor will be required to provide services of three qualified consultants/ experts on three interdependent functions viz. technical, financial and legal involved in this assignment. The consultants/ experts would have wide experience in project preparation and appraisal in the field of road transportation operations and its relevant sector functioning in public-private partnerships, investment promotion, policy and legal issues. The consultant will be required to establish a local office either at Bhubaneswar or Cuttack if none is in place currently.
- 7.2 All the prospective Transaction Advisors must have been empanelled in the "Panel of Transaction Advisors for PPP projects" notified by Ministry of Finance, Department of Economic Affairs, Govt. of India.

7.2.1 **A Project Manager cum Team Leader** shall have minimum B.E./ B.Tech./ B.Sc. (Civil Engineering) qualification and a minimum of five years post qualification experience in the field of infrastructure projects such as roads, highways, expressways etc. She/ he should have familiarity with the requirements for PPP projects from the perspective of both the Govt. and the investors. Familiarity with Indian investment environment and regulations is an essential qualification for the Team Leader. She/ he must have had direct experience with at least one PPP concession contract.

7.2.2 Along with the Project Manager-cum-Team Leader, the Transaction Advisor should provide services of two more Consultants/ Experts in the field of **Financial Management and Legal Affairs** during the period of assignment. The Financial Management Consultant/ Expert should be a Chartered Accountant/ Cost Accountant/ MBA (Finance)/ Master in Finance & Control with minimum of five years of post-qualification experience in the field of infrastructure projects. The Legal Consultant / Expert shall have a minimum qualification of LLB with minimum five years of post-qualification experience in the corporate legal affairs.

7.2.3 The advisor should confirm that there is no conflict of interest in taking up this Transaction Advisory assignment. The advisor has to give an undertaking for the tendering panel members or consortia that they/ their affiliates will not bid for the project.

7.2.4 In case the panel members form a consortium, change of the composition of the consortium shall not be permitted by the Authority.

8. **Duration of Services**

The Transaction Advisor will work for the Authority for a period of 8 months from the date of signing of the Agreement.

The schedule of key deliverables vis-a-vis its time limit is given as under:-

Sl.No.	Key deliverables	Time limit w.e.f. the signing of the Agreement
1)	Traffic survey, stakeholder consultation and preparation of draft project report.	D +12 weeks

2)	Submission of final project report including financial modeling	D+ 16 weeks
3)	Finalization of bid documents and invitation of bids	D +21 weeks
4)	Evaluation of the bids	D+ 28 weeks
5)	Signing of concession agreement	D+ 32 weeks
D- Date of signing of agreement between the Authority and the T.A.		

9.1. Financial Proposal

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

Format for Financial Proposal

Sl. No.	Name of the Project	Fee	Service Taxes	Total Fee
1	Fee for advisory services for modernization of Inter-state check gates at Girisola, Jamsolaghat, Kereda, Govindapur, Nalda, Birahandi,, Sunki through PPP in the State of Odisha.			

9.2 Payment Terms shall be as under:-

Stage I	Preparation of draft project report	10% of the agreement value
Stage II	Submission of final project report including financial modeling	10%
Stage III	Finalisation of bid documents and invitation of bids	20%
Stage IV	Evaluation of the bids	10%
Stage V	Signing of concession agreement	50%

Note:

1. Fee structure and payment terms shall remain strictly as indicated above. Fee shall be quoted as a fixed amount in Indian Rupees. Conditional proposal shall be summarily rejected.
2. The above quoted fee shall include all expenses such as legal fees and out of pocket expenses, etc. to be incurred by the Transaction Advisor to complete the assignment.
3. Service Taxes as applicable shall be indicated by the Transaction Advisor on total fee separately.
4. **The bids shall be evaluated on least cost basis.**

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

10. Terms and Conditions

- 10.1 The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal
- 10.2 All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).
- 10.3 The Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). The Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability.
- 10.4 Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by the Authority may lead to rejection of the Applicant's proposal in its entirety.
- 10.5 Wherever required by applicable laws, the Authority shall deduct taxes at source, from the amounts payable, and shall provide to the Transaction Advisor the appropriate tax deduction certificate evidencing payment of such taxes.
- 10.6 The Transaction Advisor shall submit to the Authority two (2) copies of the final output envisaged in the Scope of Services including the RFP and the model concession agreement. All the reports and agreements shall be submitted on CDs (2 sets) containing all basic as well as processed data.
- 10.7 In case of difference in Original and copy of submission, the Original shall prevail.
- 10.8 The applicant will submit a security deposit @5% of the quoted price along with the financial proposal. The security deposit will be in shape of Bank Guarantee valid for not less than one year issued by any Nationalized Bank. The Bank Guarantee will be returned to the unsuccessful bidders

after tendering process is over, however, the bank guarantee of the successful bidder will be retained till completion of the assignment. In case of delay in execution as decided by the Authority the Bank Guarantee will be invoked.

11. Contents of Proposal

Once submitted, the proposal, including the composition of the consulting team, cannot be altered without prior written consent of the Authority. The proposal should be submitted in two sets: one original and one copy in the prescribed formats as under **Para 12.**

12. Technical Information

FORM TECH INFO-1: Letter of Proposal Submission with Power Of Attorney

FORM TECH INFO -2: Comments and Suggestions on the TOR

FORM TECH INFO -3: Description of Approach, Methodology and Work
Plan

FORM TECH INFO -4: Team Composition and Task Assignment/Jobs

FORM TECH INFO -5: CV of three Proposed Professional Staff

FORM TECH INFO -6: Information regarding any conflicting activities

Financial Proposal

FORM FIN-1: Financial Proposal Submission Letter

FORM FIN-2: Format for Financial Proposal

Standard Format for submission of the Proposal is enclosed with this RFP.

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

12.1 Transmittal Letter and Title Page

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

12.2 Table of Contents

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

12.3 Proposal Contents

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

12.4 Team Identification

Identify each key professional by name, primary responsibilities and title, address of offices, telephone and fax numbers and email address.

12.5 Services and Work Plan

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

12.6 Qualifications and Experience

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

12.7 Power of Attorney

An authorized person of the applicant shall sign the proposal, on behalf of the applicant. The Power of Attorney of the authorized person should be on stamp paper duly notarized or Board resolution should be submitted along with the proposal. All necessary forms and statements for the various miscellaneous

provisions explained in this document must be completed, properly signed, and submitted with the proposal.

12.8 Undertaking regarding conflict of Interest

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

12.9 Proposal Validity Period

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

13. Submittal of Proposals

The Applicants are required to submit the price proposal in a sealed envelope containing the '**Financial Proposal**'.(Form FIN 1 & Form FIN-2) The financial figure should be **laminated/covered with transparent adhesive tape**. The technical information as mentioned in para-12 shall be submitted with the sealed financial proposal. The envelope containing sealed financial proposal and technical information should be properly marked indicating the contents proposal for "**Proposal for Transaction Advisor**". Written responses to the RFP must be prepared as specified to form, content, and sequence as stated in earlier sections of this Request for Proposal. No additions or changes to a proposal shall be allowed after the submittal date.

14. Evaluations and Selection Process

14.1 Evaluation of Financial Proposal

For financial evaluation, total cost of financial proposal will be considered. This however, does not include (i) service tax, which is reimbursable (ii) any taxes and duties payable in respect of expatriate key personnel. The Authority will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices

in local currency (Indian Rupee). The selection of Transaction Advisor shall be made on **Least Cost Method**. The applicant quoting the lowest fee shall be considered. The Authority will notify the successful applicant in writing by registered letter, e-mail or facsimile.

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

14.2 Cancellation/ Rejection of Proposal

The authority has the right to cancel/ reject the tender process without assigning any reasons thereof.

15. Last Date for Submission of Proposal

Last Date for Submission of Proposal is **17.00** hrs. on **24.12.2011** .

The Authority will not consider any proposals received beyond the schedule.

PROPOSAL - STANDARD FORMS

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

**The Principal Secretary to Govt.
Finance Department, Govt. of Odisha,
Bhubaneswar-751001.**

Dear Sir,

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

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

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

Full Signature & initials of the Authorized signatory

Name:
Designation
Name ,Style & seal of the Agency/Firm
Address:.....

FORM TECH INFO-1

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

A - On the Terms of Reference

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

B - On Inputs and Facilities to be provided by the Govt. of Odisha

[Comment here on Inputs and facilities to be provided by the Govt. of Odisha Employer to consultants including: administrative support, office space, equipment, data, etc.]

Full Signature & initials of the Authorized signatory

Name:
Designation
Name ,Style & seal of the Agency/Firm
Address:.....

**FORM TECH INFO-2
DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT/JOB**

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

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

- a) Technical Approach and Methodology,
 - b) Work Plan, and
 - c) Organization and Staffing,
- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) Work Plan. The consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
- c) Organization and Staffing. The consultant should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

Full signature and initials of the Authorized signatory

Name:
Designation
Name ,Style & seal of the Agency/Firm
Address:.....

FORM TECH INFO-3

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff

Sl. No.	Name of Staff	Name of Private Partner	Area of Expertise	Position / Task assigned for this job

Full Signature & initials of the Authorized signatory

Name:
Designation
Name ,Style & seal of the Agency/Firm
Address:.....

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

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

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

Date:

Place:

[Full signature and initials of staff member or authorized representative of the staff]

Name:
Designation
Name ,Style & seal of the Agency/Firm
Address:.....

FORM TECH INFO-5

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

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

Full Signature & initials of the Authorized Signatory

Name:
Designation
Name ,Style & seal of the Agency/Firm
Address:.....

FORM TECH INFO-6

UNDERTAKING

We hereby solemnly declare that our organization/ any individual has not been convicted by court of law / ever blacklisted by any Central/ State Governments/ PSU/ agencies.

Full Signature & initials of the Authorized Signatory

Name:
Designation
Name ,Style & seal of the Agency/Firm
Address:.....

FORM FIN 1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To

**The Principal Secretary to Govt.
Finance Department, Govt. of Odisha,
Bhubaneswar-751001.**

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for **Transaction Advisor** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

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

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

We remain,

Yours sincerely,

Full Signature & initials of the Authorized Signatory

Name:

Designation

Name ,Style & seal of the Agency/Firm

Address:.....

FORM FIN-2

FORMAT FOR FINANCIAL PROPOSAL

Sl. No	Name of the Project	Fee in Rs.	Taxes in Rs.	Total Fee in Rs.
1	Fee for advisory services for modernization of Inter-state check gates at Girisola, Jamsolaghat, Sunki, Kereda, Govindapur, Nalda, Birahandi in the State of Odisha through PPP			

Full Signature & initials of the Authorized Signatory

Name:

Designation

Name ,Style & seal of the Agency/Firm

Address:.....

