

**Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises  
Government of India**

**Request for Proposal (RFP)  
For  
Appointment of Consultant to prepare Critique for Fixation of Targets for Maharatna  
CPSEs**

The Department of Public Enterprises (DPE) under the Ministry of Heavy Industries and Public enterprises of the Government of India is the nodal department in matters of coordination, general policy of non-financial nature affecting all public sector industrial and commercial undertakings and matters relating to Memorandum of Understanding (MoU) mechanism for improving the performance of Public Sector Undertakings.

Department of Public Enterprises (DPE), Ministry of Heavy Industries, Government of India, invites RFP from interested consultants for providing consultancy services to DPE to prepare critiques for fixation of MoU Targets of Maharatna Central Public Sector Enterprises (CPSEs) (Annexure I). This RFP document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats and for easy understanding the RFP has been divided into different parts which are integral parts of RFP.

**PART I: GENERAL TERMS**

**1. GOALS OF THIS REQUEST FOR PROPOSAL**

The objective of this RFP is to solicit proposals from the interested bidders **who fulfill bidding criteria** to facilitate DPE in **preparation of critique** for fixing the MoU Targets of the Maharatna Central Public Sector Enterprises (CPSEs) for the Financial Year 2014-2015.

**2. RFP ISSUING AUTHORITY**

This RFP issued by the MoU Division of DPE, Ministry of Heavy Industries, is intended to short-list potential bidders. DPE decision with regard to the short-listing of bidders through this RFP shall be final and DPE reserves the right to reject any or all the bids without assigning any reason.

1.	Project Title	Selection of Consultant to facilitate DPE in <b>preparation of critique for fixation of MoU targets</b> for the Maharatna Central Public Sector Enterprises (CPSEs) for the Financial Year 2014-2015.
2.	Contact Person	Shri Anand Prakash (Assistant Director-MoU) Department of Public Enterprises Bhavan Public Enterprises Bhavan B1-14, 3 <sup>rd</sup> Floor, Room No. 309 CGO Complex, Lodhi Road, New Delhi- 110003. 011-24360841

3.	Department	Department of DPE, Ministry of Heavy Industries
6.	Contact Details	Department of Public Enterprises 14, 3 <sup>rd</sup> Floor Room No. 307, Block-14, CGO Complex New Delhi-110003 Email: <a href="mailto:mou-dpe@nic.in">mou-dpe@nic.in</a>
6.	Website	<a href="http://www.dpemou.nic.in">http://www.dpemou.nic.in</a>

### 3. TENTATIVE CALENDER OF EVENTS

The following table enlists important milestones and timelines for completion of bidding activities:

S.No.	Milestone	Date and time (dd-mm-yyyy;hh:mm)
1.	Issue of RFP	<b>07-06-2013</b>
2.	Pre-bid Meeting	<b>18-06-2013, 3:00P.M.</b>
3.	Last date for submission of written question by bidders <b>through email at mou-dpe@nic.in</b>	<b>19-06-2013</b>
4.	Response to the Queries (through email)	<b>21-06-2013</b>
5.	Last date for Submission of Proposal/ Response	<b>27-06-2013, 2:00P.M.</b>
6.	(a)Opening of RFP Responses	<b>27-06-2013, 3:00P.M.</b>
	(b)Finalization of technical bid	<b>As decided by DPE</b>
	(c)Opening of Financial bid	<b>As decided by DPE</b>
7.	Declaration of Short listed Firm	<b>As decided by DPE</b>

### 4. AVAILABILITY OF THE RFP DOCUMENTS

RFP can also be downloaded from the DPE website (<http://www.dpemou.nic.in/>). The bidders are expected to examine all instructions, forms, terms, tentative calendar of events, time frame, terms of reference, project requirements and other details in the RFP document, Failure to furnish complete information as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

### 5. Pre-Bid Meeting :

DPE will host a bidder's conference in Delhi at the address given under Contract Details Section 2 above. The Conference is tentatively scheduled as per the schedule given in

Section 3 above. A representative of the interested organizations may attend the bidder's conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the RFP. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the project.

## **6. EARNEST MONEY DEPOSIT**

A Refundable Earnest Money Deposit (EMD) of Rs. 25,000.00 (Twenty Fifty Thousand Rupees only) in the form of a Demand draft or a Pay Order drawn in favor of Drawing and Disbursing Officer, Department of Public Enterprises, payable at New Delhi has to be submitted along with the RFP Response. Bids received without or with inadequate EMD shall be liable to get rejected. EMD will be refunded within 45 days of award of work order to all bidders other than successful bidder.

## **7. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS**

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to Department of Public Enterprises, Ministry of Heavy Industries with the following contact person and address :-

Shri Anand Prakash  
Assistant Director (MoU Division)  
Department of Public Enterprises  
Public Enterprises Bhavan  
B1-14, 3<sup>rd</sup> Floor, Room No. 309,  
CGO Complex, Lodhi Road,  
New Delhi-11003  
PH- (011)24360841

The bids duly completed in all respect are to be submitted within the time prescribed. The bids received after due date will be rejected and no action will be taken on these bids. Further DPE, on its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the DPE website, in which case all rights and obligations of DPE and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **PART II: SCOPE OF SERVICES**

### **8. GENERAL BACKGROUND**

The Central Public Sector Enterprises (CPSEs) are Government companies in which the shareholding of the Central Government is more than 50% and their subsidiary companies as well as statutory corporations set up under specific Acts of Parliament

The Department of Public Enterprises (DPE) is the nodal department in the Government of India for Central Public Sector Enterprises (CPSEs). It is involved in policy formulation of

CPSEs and also lays down policy guidelines for performance improvement (and evaluation), increased autonomy/financial power delegation, personnel and management and on other related areas.

DPE is also the interface between the administrative Ministries/Departments and the CPSEs. The Memorandum of Understanding (MoU) as applicable to public sector enterprises is a negotiated document between the government and the management of the enterprise specifying clearly the objectives of the agreement and the obligations of both the parties. The main purpose of the MoU system is to ensure a level playing field to the public sector enterprises vis-à-vis the private corporate sector.

The process of finalizing the MoU starts with the issue of detailed Guidelines by the Department of Public Enterprises (DPE) on the basis of which the CPSEs submit their draft MoU after getting them approved by the respective Boards and the Administrative Ministries. A critique is prepared by examining and analysis the draft MoU for the assistance of Task Force. These draft MoUs are then discussed, improved and finalized during the MoU negotiation meetings of the Task Force Syndicates. Achievement of these targets forms the basis of Performance Related Pay (PRP), Grant of status, and Performance appraisal of Chief Executives. Next target fixation through MoU is due in January 2014 for the Financial Year (FY) 2014-15. The targets are fixed by independent body viz. Task Force having sectoral experts as its members.

## **9. TERMS OF REFERENCES (ToR) :**

### **a) Objective**

The objective of RFP is to invite interested candidates for providing consultancy services to DPE for finalizing the Critique Format of all Maharatna CPSEs and preparation of the critique of these CPSEs (Presently seven in number). The critiques will be a source documents for the task force members (an independent body for fixation and evaluation of MoU Targets) for the fixation of MoU Targets of Maharatna Central Public Sector Enterprises (CPSEs) for 2014-15.

### **b) Scope of work**

The methodology for preparing the Critiques must be based on MoU Guidelines for 2014-15. This may include but not restrict only to following:

01. Critiques format shall include all the possible Financial and Non Financial Parameters to evaluate and forecast the performance of the CPSEs.
02. The consultant will perform gap analysis, ratio analysis and basis of assumption on which the projections already made by the CPSEs for the Targets on financial parameters and compare it with -
  - a. Targets set in MoU Document
  - b. the actual performance of preceding two Financial years (FY 2011-12, FY 2012-13); so as to fix the financial MoU targets for 2014-15.

03. The consultant will also select each Financial/Non-Financial parameters including Physical parameters of MoU for the CPSEs keeping in view the sectoral and economical environment of the national and international peer companies.
04. Check the adequacy of the Targets set by CPSEs for MoU purpose.
05. Use of Trend Analysis of CPSEs and of the respective sector for forecasting the target of the CPSEs for financial parameters.
06. Impact of Grant/ subsidy in the financial performance.
07. Impact of pricing policies on the financial performance.
08. Impact of Project implementation /expansion plan/modernization.
09. Projected/Growth Rate anticipated by Regulatory Bodies/ Planning Commission and its impact in the projections of the CPSEs.
10. Previous years achievement against MoU target with respect to
  - a) Physical Target
  - b) Financial Target

**c) Support/Inputs to be provided by the ministry**

DPE will provide the consultant the previous year critique and current year MoU Documents submitted by CPSEs/Ministries and any other additional information which are required for the preparation of critique.

**d) Final output from the consultant**

The output required from the consultant is final critique in the form of soft copies as well as hard copies inclusive of the workings, assumptions, source of obtaining information, different methodology used for reaching logical conclusion and these documents will remain the property of DPE and will not be used for any other purpose other than those intended under RFP without obtaining permission of DPE. DPE will issue completion certificate to this effect and consultancy shall stand completed on acceptance of the critique by DPE.

**10. TIME FRAME:**

The MoU documents such as Draft MoU which includes the anticipated target of current financial year and projections (MoU Target) of next financial year, Corporate Plan, Annual Plan and Annual Report of previous financial year from CPSEs will be received up to 30th November which will be the reference documents for preparation of critique. The work will be initiated by consultant based on Draft MoU Documents. Draft MoU will also be forwarded through

administrative ministries up to 15<sup>th</sup> December, 2013 and changes, if any are to be suitably incorporated. The consultant has to submit the draft of critique before 26<sup>th</sup> December; 2013. The consultant has to submit the Final Critiques on or before 13<sup>th</sup> January 2014.

The consultant shall ensure timely completion of the milestones mentioned in the study. There will be a penalty @ 0.5% of total value of work awarded for every day of delay in non-achieving the milestones of work order. In case of non-submission of final report within 13<sup>th</sup> January, 2014, the Consultant has to refund the entire amount released by this department together with a penal rate of interest @ 15%.

The background information regarding the activities being undertaken by the Department of Public Enterprises including those in the fields mentioned above are available on the DPE website (<http://www.dpemou.nic.in/>) and additional information will also be provided by DPE if required. The undersigned may be contacted in case further information in this regard is required.

### **PART III: BIDDING TERMS AND PRE-QUALIFICATION CRITERIA**

#### **11. CONDITIONS UNDER WHICH THIS RFP IS ISSUED**

- i. This RFP is not an offer and is issued with no commitment, Department of Public Enterprises reserves the right to withdraw the RFP and change or vary any part thereof at any stage. Department of Public Enterprises also reserves the right to disqualify any bidder, should it be so necessary at any stage. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not 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.
- ii. DPE 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.
- iii. 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 DPE or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and DPE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
- iv. Department of Public Enterprises reserves the right to withdraw this RFP, if it is in the best interest of the Government of India.

- v. Timing and sequence of events resulting from this RFP shall ultimately be determined by Department of Public Enterprises.
- vi. No oral conversations or agreements with any official, agent, or employee of Department of Public Enterprises shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of Department of Public Enterprises shall be superseded by the definitive agreement that results from this RFP process. Oral communications by Department of Public Enterprises to bidders shall not be considered binding on Department of Public Enterprises, nor shall any written materials provided by any person other than Department of Public Enterprises.
- vii. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against Department of Public Enterprises or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures ( other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- viii. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

## **12 RIGHTS TO THE CONTENT OF THE PROPOSAL**

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the pre-Qualification proposal will become the property of Department of Public Enterprises and will not be returned after opening of the pre-qualification proposal. Department of Public Enterprises is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. Department of Public Enterprises shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

## **13. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

## **14. EVALUATION OF PROPOSALS**

The bidders' proposals in the bid document will be evaluated as per the requirements specified in the RFP and adopting the qualification criteria spelt out in this RFP. The Bidders are required to submit all required documentation in support of the qualification criteria specified in RFP. DPE will constitute a Consultancy Evaluation Committee (CEC) to monitor the progress/completion of assignment, to confirm whether the assignment is carried out as per agreed ToR, to assess the quality of the deliverables, to accept/reject any part of critique prepared, to levy appropriate liquidated damages or penalty if the critique is not prepared as per the TOR and if the quality of services is found inferior than for any such deficiency related to the preparation of critique, the decision of CEC will be final. CEC take corrective action for the timely completion of assignment.

## **15. LANGUAGE OF PROPOSALS**

The proposal and all correspondence and documents shall be written in English.

## **16. ELIGIBILITY CRITERIA**

The consultant should have extensive and proven mix of skill and expertise in the relevant field. Previous financial and non- financial experience is desirable. The consultant must meet the following minimum criteria:

### **1. In case of Professional firm (CA, CMA & CS ):-**

- (a) The firm should have minimum 10 partners & having experience in Finance & Management and should be in existence for last 15 years.**
- (b) The firm should have given consultancy to CPSEs/Government/Public Limited Companies other than work of Audit Nature.**
- (c) Gross annual revenue from Consultancy should not be less than Rs 50 Lacs. during last three years.**

### **2. In case of Academic institutions**

**In addition to the (b) & (c) condition above, the academic institutions in Finance & Management, should be in accreditation for a period of 15 years with AICTE/UGC/NBA /any other competent Government Authorities.**

**3. Any other consultancy firm, not belong to (1) or (2) having Fifteen years of experience in providing consultancy in the area of Finance & Management to CPSEs/ Government /Public Limited Companies and fulfilling (b) & (c) condition above.**



## **17. SELF CERTIFIED DOCUMENTARY EVIDENCE TO BE SUBMITTED IN SUPPORT OF ELIGIBILITY WITH TECHNICAL PROPOSAL**

- a) Copy of Contract/ work orders along with completion certificate indicating the details of previous assignment completed, client, value of assignment, / proportionate value in use of projects/assignment in process date and year of award.
- b) Registration / Accreditation Certificate
- c) Detailed resume of the team leader and team members indicating the details of qualifications and professional experience.
- d) Completion certificates of projects undertaken.
- e) Gross Annual Revenue from consultancy during last three years
- f) An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
- g) A certificate regarding non-disclosure/sharing of confidential information with third parties.
- h) Duly filled check list as given in Annexure IV of the RFP.

## **18. PROPOSAL SUBMISSION**

Interested consultant should submit both technical and financial proposals in two parts as per the Schedule mentioned in Section 3 viz. Tentative Calendars of Events.

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”. Financial Proposal to indicate a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both the envelopes containing the Technical and Financial proposals shall be placed into an outer envelope and sealed along with Performance Bank Guarantee. This outer envelope shall bear the title of the assignment “Appointment of Consultant to facilitate DPE in fixing the MoU Targets for the Maharatna Central Pubic Sector Enterprises (CPSEs) for the Financial Year 2014-2015.

## **TECHNICAL PROPOSAL CONTENT**

Technical proposal should be prepared considering the terms of Reference, Detailed Approach & Methodology, Activity Schedule & Deliverables, Time period and any other information to highlight the capability of the consultant.

Technical Proposal must include:

- a. Brief description about the consultant mentioning the year of incorporation, number of year of professional service, qualification of team leader and number of person who will work for this assignment and approach/ method logy regarding the assignment.
- b. Consultants experience: In addition to overall experience of the consultant, details of specific consultancy projects/studies undertaken may be provided including Assignment /

project name, description of services provided, approx. Value of assignment , country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees). The details of the experience of the assignments having value not less than Rs. Three lakh has to be given in the Format as per Annexure-II.

- c. Technical Proposal should be a complete document and should be bound as a volume. The documents should be page numbered and duly signed by Authorized Representative who has the capacity to sign along with Authorization Letter.

## **ii. FINANCIAL PROPOSAL CONTENT**

- Financial proposal (in Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Services.
- The lump sum quote should be inclusive of all expenses which consultant may incur while executing the assignment including Travel, Boarding & Lodging as required.
- The format of financial bid is given in Annexure III.

## **19. PRESENTATION**

**The consultant are required to make a presentation of their credentials and the proposed methodology for preparation of Critiques for the Maharatna CPSEs, before the Consultancy Evaluation Committee at New Delhi, CGO Complex, New Delhi – 110003 and the duration of presentation will be of twenty minutes tentatively. The date, time & venue of the presentation will be intimated separately. The Committee will assess the presentation broadly on the following criteria:-**

### **A) General Criteria :**

- a) Experience and capabilities of handling similar projects as Consultant.
- b) Understanding of CPSEs.
- c) Team Qualification and Manpower commitment to the RFP.
- d) Relevant Experience of the consultant.
- e) Research capabilities.

### **B) Specific Criteria :**

The methodology for preparation of Critiques for FY 2014-15 with special emphasize on the following activities:

- a) Use of Trend Analysis of CPSEs and of the respective sector for forecasting the target of the CPSEs for financial parameters.
- b) Impact of Grant/ subsidy in the financial performance.
- c) Impact of pricing policies on the financial performance.
- d) Projected/Growth Rate anticipated by Regulatory Bodies/ Planning Commission.

e) Previous years achievement against MoU target with respect to :

- 1) Physical Targets
- 2) Financial Targets

The MoU Guideline for FY 2013-14 will be available for reference in the website (<http://www.dpemou.nic.in/MOUFiles/MoU2013-14.doc>).

## 20. THE EVALUATION OF PROPOSAL

The technical proposal will be evaluated as per the following criteria.

S.No.	Description	Break up of marks
1	<b>Past <u>relevant</u> Experience in work of consultancy(except audit) in Govt./PSU/Public Ltd Company</b>	40 Marks
1.1	Past relevant experience of consultancy (except Audit ) in terms of no of assignments <ul style="list-style-type: none"> <li>• Number of assignments: Less than 5 (<b>5 Marks</b>)</li> <li>• Number of assignments: Less than 10(<b>10 Marks</b>)</li> <li>• Number of assignments: Less than 20(<b>15 Marks</b>)</li> <li>• Number of assignments:20 &amp; above (<b>20 Marks</b>)</li> </ul> <b>Marks will be awarded based on work order of assignments of consultancy, enclosed along with the Technical proposal. For above purpose, each assignment value should not be less than Three Lacs.</b>	
1.2	<b>Gross Revenue from consultancy</b> <ul style="list-style-type: none"> <li>• Upto 50 Lacs (<b>10 Mraks</b>)</li> <li>• Above 50 Lacs (<b>20 Marks</b>)</li> </ul>	
2	<b>Skills &amp; Competencies</b>	20 Marks
2.1	Team Leader's Professional Experience <ul style="list-style-type: none"> <li>• Between 10 and 15 yrs(<b>5Marks</b>)</li> <li>• Above 15 years(<b>10) Marks</b>)</li> </ul>	
2.2	Team leader qualification <ul style="list-style-type: none"> <li>• Post-Graduation (<b>5 Marks</b>)</li> <li>• Professional qualification (<b>10 Marks</b>)</li> </ul>	
3	<b>Team Size</b>	10Marks
3.1	Team size including team leader for RFP with post graduation & professional experience : Up to <b>4 (5Marks)</b>	

	More than 4 (10Marks)	
4.	<b>Presentation</b>	30 Marks
<b>Total</b>		<b>100 Marks</b>

- **Evaluations will be based on documentary evidence submitted by the applicant with respect to evaluation/selection criteria.**
- The technically qualified consultants will be ranked based upon their marks.
- The financial proposals of consultants getting 70% marks in the evaluation of technical proposal only will be opened and the final selection will be made based upon the lowest cost quoted in financial proposal of the selected bidders.
- Professional qualification includes CA/ICWA/CS, MBA(2Years), Phd in relevant field and equivalent qualification.

## 21. General Terms and Conditions

- (i) Data provided for the preparation of critiques are confidential in nature. The consultant should not share the data without DPE's permission. A certificate regarding none sharing/informing of confidential data to third party is to be given by the consultant along with Technical Proposal.
- (ii) At the time of submission of bid, the bidder has to ensure that each page is duly signed by the bidder or his duly authorized representative. In case the bid is signed by the authorized representative, a letter of authorization should be enclosed with the bid.
- (iii) The bidding institution(s) should provide professional, objective and impartial advice and at all times hold the client's interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.
- (iv) Rates quoted shall remain firm till completion of works.
- (v) The jurisdiction in case of disputes shall be the Courts of Delhi/New Delhi.
- (vi) The bidder should be registered under relevant Laws /Acts of the country.
- (vii) The first installment of 40% of the sanctioned amount against work order would be released on the satisfactory preparation of Draft critique by the Consultant as per the terms and conditions of RFP and accepted by DPE.
- (viii) The second installment of 50% would be released after the submission of the final critique by the Consultant and accepted to DPE.

- (ix) The Final Installment of 10% would be released within 3 months from the date of submission of Final Critique.
- (x) The representative of the consultant may have to be present in the MoU Negotiation Meetings of Maharatna CPSES.
- (xi) The successful bidder will have to submit Performance Bank Guarantee equivalent to 10 % of value of project awarded with validity up to 30<sup>th</sup> April 2014.

## **22. DATE FOR SUBMISSION OF PROPOSAL**

The last date for submission of proposal is as per the tentative schedule mentioned in Section 3. Submission of proposals should be addressed to:

<p>Shri Anand Prakash Assistant Director (MoU Division) Department of Public Enterprises Public Enterprises Bhavan B1-14, 3<sup>rd</sup> Floor, Room No. 309, CGO Complex, Lodhi Road, New Delhi-11003 PH- (011)24360841</p>
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**List of Maharatna Central Public Sector Enterprises (CPSEs)**

- 1) OIL & NATURAL GAS CORPORATION LIMITED (ONGC)**
- 2) INDIAN OIL CORPORATION LIMITED (IOCL)**
- 3) NTPC LIMITED (NTPC)**
- 4) STEEL AUTHORITY OF INDIA LIMITED (SAIL)**
- 5) COAL INDIA LIMITED (CIL)**
- 6) BHARAT HEAVY ELECTRICALS LIMITED (BHEL)**
- 7) GAIL(INDIA) LIMITED (GAIL)**

**TECHNICAL BID FORMAT**  
(To be submitted in separate Sealed Envelope)

**A) Experience in Consultancy work in Govt/PSUs**

S. No	Name of Entity with complete communication address.	Order No. & Date	Scope of Consultancy work	Date of award of contract & Contract Period	Value of Contract	Actual Date of completion	Person /Project authority who could be contacted for further information

**B) Skill & Competencies & Team Size**

S. No	Name of the Team Leader/Member	Qualification/ Professional Qualification	No. of Years Experience	Details of Experience	Remarks

**C) Gross Annual Revenue (in Rs.)**

Financial Year	Gross Annual Revenue/Turnover	Revenue/ Turnover from consultancy business	Remarks
2010-11			
2011-12			
2012-13			

(Seal & Signature of Bidder)

Please attach details along with documents.

**FINACIAL BID FORMAT**  
**(To be submitted in a separate Sealed Envelope)**

<b>S.No.</b>	<b>Nature of Work</b>	<b>Fees Quoted (Inclusive of all Taxes and Travelling Allowances)</b>
<b>1.</b>	<b>Preparation of Critique for Fixation of MoU Targets for Maharatna CPSEs</b>	
	<b>Total</b>	

**(Fees in Words): Rs.**

**(Signature & Seal of Bidder)**



**Check list of Documents**

The bids shall be accompanied with the followings:-

- |   |                                       |
|---|---------------------------------------|
| 1) DD/Pay Order towards EMD   | <input type="text" value="Yes / No"/> |
| 2) Firm/Institution's registration/Accreditation certificate.   | <input type="text" value="Yes / No"/> |
| 3) Copy of Work Orders.   | <input type="text" value="Yes / No"/> |
| 4) Copy of Completion certificates along with value.  | <input type="text" value="Yes / No"/> |
| 5) Resume of Team Leaders & Team members with supporting Documents  | <input type="text" value="Yes / No"/> |
| 6) Undertaking that that the Firm/Institution is not blacklisted by any Government Institution/CPSE/SLPE/Local Authority. | <input type="text" value="Yes / No"/> |
| 7) Authority Letter, if any.  | <input type="text" value="Yes / No"/> |
| 8) Duly Audited copy of Annual Accounts of Last Three Years.  | <input type="text" value="Yes / No"/> |
| 9) Performance Bank Guarantee.  | <input type="text" value="Yes / No"/> |
| 10) Non Disclosure Certificate  | <input type="text" value="Yes / No"/> |
| 11) Duly Filled Format (As Given in Technical bid)  | <input type="text" value="Yes / No"/> |