

## Haryana State Industrial & Infrastructure Development Corporation Limited

### Bid Document

for

Consultancy Services for selecting developer as joint venture partner for identification of coal block; filing application for allocation of the same; and, subsequent development & mining of the allocated Coal Block, for power generation

Place of deposition of Bids	Haryana State Industrial & Infrastructure Development Corporation Limited, C-13 & 14, Sector 6, Panchkula
Time & Date for submission of Technical & Financial Bids	15 <sup>th</sup> April,2009 at 1430 hours
Time & Date for opening of Technical Bids	15 <sup>th</sup> April,2009 at 1500 hours
Time & Date for Pre-bid Conference	09 <sup>th</sup> March,2009 at HSIIDC office,C-13 & 14,Sector-6, Panchkula at 1200 hours

Haryana State Industrial & Infrastructure Development Corporation Limited

C-13 & 14, Sector 6, Panchkula

Phone: 0172 – 2590481-83, Fax: 0172 – 2590474

URL: [www.hsiidc.org](http://www.hsiidc.org), Email: [info@hsiidc.org](mailto:info@hsiidc.org)

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## **1. Introduction:**

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Haryana State Industrial & Infrastructure Development Corporation Limited (HSI IDC) is a State Government Undertaking engaged in development of Industrial infrastructure in the State of Haryana. HSI IDC also grants loans to facilitate development of industries in the state.

The Corporation now plans to apply for allocation of a Coal Block outside Haryana for power generation under the government dispensation / captive generation route. Since the Corporation does not have the requisite expertise in the field, it intends to associate with some private developer with requisite experience as joint venture partner for identifying the Coal Block, filing application for allocation of Coal Block, and subsequent development and mining of the said Coal Block, through a Special Purpose Vehicle (joint venture company of HSI IDC and private developer). HSI IDC may set up a power generation plant in collaboration with Haryana Power Generation Corporation Limited (HPGCL) for utilizing the coal block.

HSI IDC invites bids from the consultants for providing consultancy services for selection of the developer, as indicated above.

## **2. Scope of Work:**

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The scope of the work shall include but not limited to the list below:

- i. Preparing Expression of Interest inviting applications from the private developers for identifying a Coal Block, filing application for allocation of Coal Block, and subsequent development & mining of the allotted Coal Block, through a Special Purpose Vehicle (joint venture company of HSI IDC and private developer).
- ii. Assist the Corporation in selecting the private developer.
- iii. Prepare Joint Venture Agreement/Memorandum of Understanding setting out responsibilities of the developer (joint venture partner)/HSI IDC with respect to the above.

### **3. Bidding Process:**

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HSI IDC is issuing this Bid Document for inviting “bids” comprising **Technical Bid** and **Financial Bid** from the consultants so as to select the Consultant for the aforesaid assignment.

Each Bidder shall submit only one Bid. The bidders would be required to submit their bids in two parts – Part A (Technical bid) & Part B (Financial bid).

3.1 Part A (technical bid) will contain the earnest money deposit and all documents & information as under:

#### **1. Company profile**

Details giving historical background, revenue earned from consultancy work during the last three years.

#### **2. Experience:**

Number of consultancy works undertaken during the last three years including those in the related industry along with documentary proof, list of clients, details of such studies/assignments thereof.

#### **3. Team:**

Details of team members including names, qualifications, location and experience and responsibilities for the proposed study.

Infrastructure facilities like Infotech support, in addition to capabilities to outsource expertise/infrastructure, interoffice networking, conferencing and access to database/library.

4. Any other detail/information that may be considered useful/important.

3.2 Eligibility Criteria: The eligibility criteria for the Technical Bids is as listed out below:

- Reputed consulting firm should be registered under the Companies Act,
- The Consulting firm must have at-least five years experience in transaction advisory/consultancy business. Should have successfully handled at-least one assignment in the related field.
- The consulting firm must have minimum annual turnover of not less than Rs. 10 crore for last three years through consultancy business.

- The firm should also be have sector specific experience and in house capability to manage the assignment.

The Technical bid shall be submitted in a separate sealed envelope, which would be super subscribed with the words “**Technical bid – Selection of Consultant for Coal Block**”.

The bidders will be accorded an opportunity to make a presentation to HSIIDC, if required, to demonstrate their expertise & capabilities in undertaking the proposed assignment.

3.3 Financial Bid - Part B (Financial bid) shall contain the Schedule of Fee for the assignment attached with the bid document. Bidder shall quote lump-sum fee in the “Schedule of Fee” for the total scope of work. The fee should be quoted both in figures and in words (English). The lump-sum fees shall be inclusive of all taxes, duties, royalties etc. as applicable and all expenses and the fee so quoted shall remain firm till submission of the final report. The price part shall be duly signed and stamped on each page.

The Financial bid shall be submitted in a separate sealed envelope, which would be super subscribed with the words “**Financial bid – Selection of Consultant for Coal Block**”.

The bids both Technical as well Financial will be opened and assessed by a Technical Committee, which will submit its recommendations to the Committee constituted by the State Government for the purpose, for a final approval.

3.4 Earnest Money: All consultants are required to pay Rs. 1,00,000/- as Earnest Money in the form of demand Draft drawn in favor of HSIIDC and payable at Chandigarh/Panckula. The Earnest Money would be refunded to those bidders who fail to qualify. Please note that the bids, which does not include the Earnest Money, would be rejected as non-responsive.

3.5 Submission of bid - The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the Contract/ Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

Both the separate sealed envelopes for Part A (technical bid) and Part B (financial bid) shall be put in one common envelope, sealed and super-subscribed with the words - “**Bid for Selection**”

of Consultant for Coal Block (Part A & Part B)” and submitted within the due date & time specified.

Please note that Prices should not be indicated in the Technical Bid and should be quoted only in the Financial Bid.

***(Note: HSIIDC shall have the right to accept or reject any application without assigning any reasons)***

#### **4. Last date:**

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Last date for submission of the bids complete in all respects is by 1430 hours on 15<sup>th</sup> April,2009

#### **5. Date & Time of opening of Technical bids:**

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The Technical bids will be opened on 15<sup>th</sup> April 2009 at 1500 hours in the HSIIDC's Office at C – 13 & 14, Sector 6, Panchkula. Bids received beyond the due date or those received in torn or open condition shall not be opened and returned unopened.

#### **6. Evaluation Criteria:**

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6.1 The two-stage selection procedure shall be adopted that will proceed as follows:

The first stage proposal will consist of Technical Bid & second stage will be Financial Bid. Financial Bids of only qualified Bidders based on evaluation of the Technical Bids shall be opened. A decision as to whether or not a Bidder is qualified will be based on the Bidder's experience, financial standings, technical & general capabilities as demonstrated by Bidder's response to the requirements of the Bid Document.

6.2 Technical bid evaluation criteria: Technical Bids of Bidders would be evaluated on the basis of the following criteria:

1. **Background of the Bidder(s)/ Consortium Members** - While short listing the Bidders, greater importance would be attached to the relevant background of the Bidders, factors such as the nature of business, reputation and track record, quality of the past experience in carrying out assignments relating to coal industry will be evaluated to ascertain whether the credential of the Bidder would be acceptable to HSIIDC. Management Structure of the Bidders will also be assessed to ensure that there is a team of professionals capable of carrying out the assignment in a desirable manner with quality inputs.
2. **Methodology/Work Plan for the assignment** - The paramount factor for short-listing the Bidders would be the understanding of the assignment, the experience and track record of

the consultant in handling similar assignments would be preferred. The proposed methodology / work plan, thus, would be a critical feature in assessing the competence and suitability of the Bidder to handle the assignment.

3. **Credentials of the key personnel/Availability of skill sets** - This would be evaluated closely by HSIIDC to assess the suitability of the bidder for the execution of the assignment.

### 6.3 Various parameters and their respective weights for evaluation are given below:

The Technical bids shall be rated based on the information provided in the bid and presentation to be made by the bidders. Bidders scoring a minimum of 60% on aggregate and at least 50% in each of individual parameter will be considered technically qualified and will be ranked based on the rating marks scored. The parameters for Rating Marks would be as under:

Sr. No.	Description	Weightage
1.	Background of the bidder(s) / Consortium members	40%
2.	Methodology / Work Plan for the assignment	30%
3.	Key personnel/Availability of skill sets	30%

On the basis of the above evaluation/rating criteria for Technical Bids, the bidders would be ranked.

Based on the Part A of the bids i.e. Technical bids submitted, the bidders shall be invited for giving a presentation to demonstrate their capabilities and expertise to handle the assignment.

**6.4 Financial Bid Evaluation Criteria:** Financial Bids of only the qualified bidders in the Technical Bids, shall only be opened and evaluated, with prior intimation. In the event of the top ranked bidder's (based on Technical Bids evaluation criteria) financial quote being higher than the lowest quote, it will be given opportunity to match the lowest quoted financial bid. In case the bidder agrees to lower its financial bid to match the lowest financial quote, it will be awarded the assignment. Otherwise, the next ranked bidder (on Technical evaluation criteria) will be asked to negotiate on the above lines & so on.

### 6.5 Award of Contract

After completing negotiations and awarding the assignment, HSIIDC shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

The consultants will sign a contract after fulfilling all the formalities/pre-conditions, if any, mentioned in the Letter of Intent, within 15 days of issuance of the Lol.

#### **7. Validity of bid:**

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Bid submitted by the bidder shall remain valid for a minimum period of three months from the date of opening of the bid.

#### **8. Terms of Payment & time scheduling for the assignment**

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The successful bidder shall be required to complete the assignment within three months (180 days) from the date of signing of the contract. The scheduling of assignment and terms of payment of the bid amount, shall be as indicated below:

1. On signing of the contract:	5%	-
2. On floatation of the Expression of Interest:	15%	Within 30 days of 1
3. On finalization of the private developer:	40%	Within 75 days of 1
4. On execution of the Joint venture Agreement:	40%	Within 180 days of 1

#### **9. Performance Security**

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9.1 The selected Consultant shall carry out the services in conformity with general professionally and technically accepted norms relevant to such assignments and which are to the entire satisfaction of HSIIDC.

9.2 In the event of any deficiency in services, the Consultant shall promptly redo the same at no additional fees to the HSIIDC.

9.3 Within seven days of issue of the Letter of Intent from HSIIDC, the selected Consultant shall furnish to HSIIDC performance security amounting to ten percent (10%) of the Contract Price for the entire assignment period.

9.4 Failure of the Consultant to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security.

9.5 No interest will be paid by the purchaser/consultant on the performance security deposit.

## **10. Liquidated Damages (Penalty Clauses)**

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10.1 If the Consultant requires an extension of time in completion of any of the deliverable, as per the time schedule indicated under "Terms of payment and schedule for the Assignment" at sr.no.8 above, he shall apply in writing to HSIIDC, which has placed the work order, for the same immediately after the Consultant becomes aware of the eventuality but not after the stipulated date of completion of work.

10.2 Extension in the period may be granted with or without liquidated damages by HSIIDC.

10.3 In case of extension in the period of completion of assignment with liquidated damages the recovery shall be made on the basis of the work completed, as agreed to between the two parties in the contract agreement.

10.4 The maximum amount of liquidated damages shall be 10%.

**10.5 Forfeiture of Performance Security** - The performance security submitted by the consultant would be forfeited if the consultant fails to deliver the deliverables as per terms laid down in this document even after the expiry of one week from the maximum delay allowable as per point no. Liquidated Damages mentioned above or in case of breach of contract, in addition to the liquidated damages.

**10.6 Release of Performance Security** - The performance security would be released only after the expiry of one month from the date of expiry of complete assignment or completion of the same, whichever is later.

## **11. General Conditions:**

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**11.1 Addenda/Corrigenda** - Addenda/Corrigenda may be issued by HSIIDC to the bid document prior to opening of bid to clarify documents or to reflect modification to the terms of bid document. Each bidder shall acknowledge receipt of the same and attach a copy of each

addendum/corrigendum along with the bid after signing and stamping on each page. All addenda/corrigenda shall form part of the bid document.

**11.2** Should HSIIDC find it necessary to seek any clarification or call for discussion on the bid, the bid shall comply with the same within the specified time.

**11.3** The bid documents shall remain the property of HSIIDC.

**11.4** Canvassing in any form by the bidder or by any other agency acting on behalf of the bidder after submission of bid may disqualify the said bidder.

**11.5** HSIIDC shall not be liable for any obligation until such time HSIIDC has communicated to the successful bidder its decision on award of the contract.

**11.6** At the time of bid opening, HSIIDC will allow only authorized representative of the Bidders is advised to depute representative duly authorized by him.

**11.7** The person signing the bid shall state his capacity as also the source of his ability to bind the Bidder. The Power of Attorney or Authorization or other document constituting adequate proof of the ability of the signatory to bind the Bidder, shall be annexed to the bid.

**11.8 Cost Of Bidding** - The bidder shall bear all direct and indirect costs associated with the preparation of delivery/submission of their tender, participating in discussions etc. including costs and expenses related with visits to the site(s) and HSIIDC's offices. HSIIDC will in no case be responsible or liable for reimbursement of those cost and expenses regardless of the outcome of the bidding process.

**11.9** The bidder shall prepare and submit the proposed completion schedule, bar chart for various activities to be performed in accordance with the overall completion date.

**11.10 Confidentiality of Documents** - The bid documents are non-transferable. The Bid document is and shall remain the exclusive property of HSIIDC without any right to the bidder to use the same for any purposes except for the purpose of bidding.

**11.11 Owner's Rights** - Owner reserve the right to accept or reject the bid in whole or part, or to reject the bid with or without assigning any reasons. Such decision by the owner shall bear no liability whatsoever consequent upon such decisions.

All questions and clarifications related to bid document shall be addressed in writing to:

**The Managing Director,  
Haryana State Industrial & Infrastructure Development Corporation Limited  
C-13 & 14, Institutional Area,  
Sector 6, Panchkula.  
Phone: 0172-2590324, 2590475  
Fax: 0172-2590352  
www.hsiidc.org**

## **Technical Proposal - Standard Forms**

### **A. LETTER OF PROPOSAL SUBMISSION**

Managing Director  
Haryana State Industrial & Infrastructure Development Corporation Limited,  
C 13 & 14, Sector 6,  
Panchkula

Subject: Selection of developer for Coal Block - Part A (Technical Bid)

Dear Sir:

We, the undersigned, offer to provide the consulting Assignment/job for the consultancy work for selection of developer for Coal Block. We are hereby submitting our Proposal, which includes this Technical Bid, and a Financial Bid sealed under a separate envelope.

We also understand you are not bound to accept any Proposal you receive and agree to abide by the terms & conditions of the bid document.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## B. CONSULTANT'S ORGANIZATION AND EXPERIENCE

### 1 - Consultant's Organization

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

### 2 - Consultant's Experience

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

a.	Firm's name:	
b.	Assignment/job name:	
c.	Description of Project:	
d.	Approx. value of the contract (in Rupees):	
e.	Country:	
f.	Location within country:	
g.	Duration of Assignment/job (months):	
h.	Name of Employer:	
i.	Address:	
j.	Total No of staff-months of the Assignment/job:	
k.	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
l.	Start date (month/year):	
m.	Completion date (month/year):	
n.	Name of associated Consultants, if any:	
o.	No of professional staff-months provided by associated Consultants:	
p.	Name of senior professional staff of your firm involved and functions performed.	
q.	Description of actual Assignment/job provided by your staff in the Assignment/job:	

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

### FORM TECH-3

#### 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 may also 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 result. 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 HSIIDC), and delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology, showing understanding of the assignment and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule.

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

**Financial Proposal Submission Form:**

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The Managing Director,  
Haryana State Industrial & Infrastructure Development Corporation Limited,  
C – 13 & 14, Sector 6,  
Panchkula

Subject: Consultancy Services for selection of Coal Block Developer – Part B (Financial Bid)

Dear Sirs:

We, the undersigned, offer to provide the Consultancy Services for selection of Coal Block Developer, in accordance with your Expression of Interest dated ..... and our Technical Bid.

Our attached Financial Bid is for the sum of Rupees .....\_(in words)  
i.e. Rs...../- (in figures).

This amount is inclusive of all taxes & expenses. We hereby confirm that the Financial Bid is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal. Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the assignment.

We also understand that HSIIDC is not bound to accept any bid Proposal received by it and are agreeable to all the terms & conditions of the Bid Document.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Firm:

**Format for Quoting the Financial Bid**

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Name of the Assignment: Consultancy Work for hiring of Coal Block Developer

Name & address of the bidder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee quoted for the assignment (in lumpsum inclusive of all taxes) Rs. \_\_\_\_\_ (in words)  
Rs. \_\_\_\_\_/- (in figures)

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Firm: