

Empanelment of Transaction



SRINAGAR DEVELOPMENT AUTHORITY, BEMINA BY-PASS, SRINAGAR
PHONES: 0194-2493191, 0194-2493199 FAX: 0194-2493180

NIT No: SDA/01 of 2022-2023 Dated: 16/04/2022

Vice Chairman, Srinagar Development Authority, invites Request for Proposal (RFP) for the Empanelment of Transaction Advisors on Srinagar Development Authority panel for undertaking projects under public private partnership format (hereafter referred as the "project". Services of empanelled Transaction Advisor may be utilized by the SDA by issuing project specific Terms of References (TOR) and requesting project specific financial bid. The TOR can include project specific requirements of Technical/ financial/legal professionals.

1. The complete bidding documents can be seen and downloaded from the website public procurement portal <http://jktenders.gov.in>.
2. The bidder shall submit their bids in electronic format on website <http://jktenders.gov.in>.
3. The dates for online bidding are tabulated below:-

Name of the Project	"Selection of Transaction Advisor for Empanelment with Srinagar Development Authority
Name of the Client	Srinagar Development Authority
Name and Address for submission of Proposals (Online)	Vice Chairman SDA, Office complex at Bemina, Srinagar
Name and Address for Correspondence with the Client	Office complex at Bemina Bye-pass Srinagar
Processing Fee	Processing Fee of Rs.10,000/- (Rupees Ten Thousand only) is to be submitted along with the bid.
Proposal Security	Proposal Security of Rs.1.00 lakh (Rupees One Lakh only) in the form of Bank Guarantee to be submitted along with the bid.
Period of Proposal Validity	180 days from Proposal Due Date or any extension thereof, sought by the Client.
Bidding Parameter	The Transaction Advisor scoring the maximum marks in the evaluation of Technical Proposal submitted according to the formula mentioned in RFP document.
Publishing date	16-04-2022
Pre-bid Meeting	Pre-bid meeting will be held on 22.04.2022 at 11 Hrs in the office chambers of Vice Chairman SDA.

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Bid submission date	25-04-2022
Proposal Due Date (Online)	The Proposal Due Date is 05.05.2022 till 1600 hours.
Opening of Proposals (Online)	07.05.2022 at 1100 hours in the office chambers of the Vice Chairman SDA at Bemina Srinagar
Issue of Letter of Award/ Empanelment (Award Letter)	Within 15 days from the date of Declaration of Empanelment List or any extension specified by Client, subject to approval by the competent authority of the Client/ Government of J&K.
Email address	sdasrinagar.jk.gov.in
Telephone No.	0194-2493191
Website	http://jktenders.gov.in .

4. Bid must be accompanied by all the pre-qualification documents, declaration from including cost of tender documents in the shape of Demand Draft and earnest money in the shape of CDR pledged to Srinagar development Authority and scanned copy of the same should be uploaded with the tender.
5. To participate in the bidding process, bidder must have (DSC) "Digital signature certificate" as per information technology Act-2000. The certificate will be required for digitally signing of the bids. The bidder can get the DSC from any approved vendor. The bidder, who already posses valid DSC not need to procure Digital Signature Certificate,.
6. Before submission of online tenders, bidder must ensure, the scanned copy of all the documents have been attached with the bid failing which their bid/offer shall be rejected without serving any notice.
7. The bidders have to submit their bids in electronic format with Digital Signature Certificate. No proposal will be accepted in physical format.
8. The SDA will not be responsible for any delay in online submission of bids, whatsoever, reasons may be.
9. The bids shall remain valid for 180 days from the last date of submission of bids/tenders.
10. All other terms and conditions/ eligibility can be seen at <http://jktenders.gov.in>.

Vice Chairman,
Srinagar Development Authority

Copy to the:-

01. The Vice Chairman, Srinagar Development Authority for information.
02. All Officers of SDA _____.
03. Deputy Director Publicity & Protocol, SDA, for information and necessary action. The said NIT may be got published once in the three leading local "Newspapers" of the valley.
04. Computer Programmer, SDA for information. The said NIT may be uploaded In SDA web site.

Request for Proposal (RFP) Document



Empanelment of Transaction Advisors

By

**Srinagar Development Authority
Government of Jammu & Kashmir**

For

Public Private Partnership (PPP) Projects

March,

2022

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DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to the Transaction Advisors ("Transaction Advisors"), whether verbally or in documentary form by or on behalf of SDA [hereinafter referred to as "Client"] through any of its employees, is provided to the Transaction Advisors on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP document is not an offer or invitation to any other party. The purpose of this RFP document is to provide the Transaction Advisors with information to assist the formulation of their Proposal submission. This RFP document does not purport to contain all the information each Transaction Advisor may require. This RFP document may not be appropriate for all persons and it is not possible for Client and its employees to consider the objectives, financial situation and particular needs of each Transaction Advisor. Client and its employees make no representation or warranty and shall incur no liability under the Law of Contract, Tort, the Principles of Restitution or unjust enrichment or otherwise for any loss, expense or damage, which may arise from or be incurred or suffered in connection with anything contained in this RFP document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP document and any assessment, assumption, statement or information contained therein or any matter deemed to form part of this RFP document, the award of the Proposal and any other information supplied by or on behalf of Client or their employees arising in any way from the Proposal process. Client may at its absolute discretion, but without being under any obligation to do so, amend or supplement the information in this RFP document. The information that Client is in a position to furnish is limited to this RFP document and the information available at the contact addresses given in Project Data Sheet.

This RFP document and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than, in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the Proposal process in accordance with this RFP document, the information contained in the RFP document shall not be divulged to any other party. The information contained in the RFP document must be kept confidential.

Mere submission of a responsive Proposal does not ensure selection of the Transaction Advisor as Successful Transaction Advisor(s). The Client reserves the right to reject all or any of the Transaction Advisors or Proposals without assigning any reason whatsoever. The Client reserves all the rights to cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the RFP document, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

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1. INVITATION FOR PROPOSALS

1.1 Introduction

- 1.1.1 Srinagar Development Authority [hereinafter referred to as “SDA”] intends to create a panel upto 5 (five) Transaction Advisors under various infrastructure sectors, through open competitive bidding process.
- 1.1.2 This Request for Proposal (RFP) is for the Empanelment of Transaction on Srinagar Development Authority panel for undertaking projects under Public Private Partnership format (hereinafter referred as the “Project”). Services of the empanelled Transaction Advisor may be utilized by the SDA by issuing project specific Terms of References (ToR) and requesting project specific financial bid. The ToR can include project specific requirements of Technical/financial/ legal professionals.
- 1.1.3 A “Single Stage” bidding process is being followed for determining the Successful Transaction Advisors, wherein the Transaction Advisors would submit their Proposals on/ before the Proposal Due Date as mentioned in the Proposal Data Sheet. The Transaction Advisors shall submit the detailed Technical Proposals for the Proposal on SDA’s panel as set out in this RFP document.
- 1.1.4 This RFP document contains information about the process of Proposal, bidding process, proposal submission qualification, evaluation process and SDA.
- 1.1.5 A level of service, as specified in this RFP document would be maintained, during the Proposal period, by the successful Transaction Advisors.
- 1.1.6 Transaction Advisors would be required to submit Technical Proposals as per formats given in Appendix 1 to 8 of this RFP document. The Technical Proposal will be examined for substantive compliance or responsiveness to the Proposal requirements. SDA would evaluate the Technical Proposals as per the Proposal criteria mentioned in Clause 3 of the RFP Document and accordingly, the ranking of the Transaction Advisors shall be carried out.
- 1.1.7 The complete Proposals should be submitted on or before the Proposal Due Date as specified in Proposal Data Sheet, in the manner specified in the RFP document. SDA shall not be responsible for any delay in receiving the Proposal and reserves the right to reject any or all Proposals without assigning any reason thereof.

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2. BACKGROUND

2.1 Introduction

Srinagar Development Authority (hereinafter referred to as “Authority” or “SDA”), a statutory body Srinagar Development Authority under development Act 1970 has been established to deal with and satisfying the need for housing accommodation, residential and office accommodation in public sector.

2.2 Objective

SDA envisages the creation of panel to engage project preparation and transaction support consultants, having skills and experience to provide commercial, financial and legal services in support of PPP project preparation and transactions, for assignments which shall include but not limited to (i) carry out pre -feasibility studies; (ii) conduct project feasibility studies, assess PPP options; (iii) conduct financial analysis and modeling, and project structuring; (iv) prepare bidding documents and draft contracts; and (v) carry out the bidding process until signing of the contract with the prospective private sector proponent or concessionaire or as specified in the project specific Terms of Reference (ToR).

The panel of the Transaction Advisors, to be selected, shall assist the SDA in the infrastructure sectors as specified in Clause 2.3, on Public Private Partnership (PPP) mode, with the requisite speed and quality by providing requisite technical, financial and legal advisory services.

2.3 Identified Sectors for Transaction Advisors

Transaction Advisors having requisite Technical Capacities shall be empanelled for undertaking PPP projects in the following sectors: -

1. Housing
2. Commercial/ Retail
3. Any other Sector as may be required

2.4 Request for Proposal (RFP)

SDA invites Proposals (the “Proposals”) for selection upto 5 (five) Transaction Advisors (the “Transaction Advisor”) to be empanelled on the panel of SDA to carry out various assignments assigned and agreed upon by the SDA over a period of time. SDA intends to select the Transaction Advisor in accordance with the procedure set out herein. The RFP document can be downloaded from www.jktenders.gov.in.

2.5 Validity of the Proposal

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date, or any extensions thereof as specified by the Client from time to time.

2.6 Brief description of the Selection Process

SDA has adopted a Single stage selection process (collectively the “Selection Process”) in evaluating the Proposals. A technical evaluation will be carried out as specified in Clause 3.1.3. Based on this technical evaluation, a panel of short -listed Transaction Advisors shall be prepared. The ranking of the bidders shall be done on the basis of maximum number of points secured and upto 5 (five) Transaction

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Advisors shall be empanelled on the panel of the Srinagar Development Authority (the "Successful Transaction Advisors"). SDA reserves the right to reduce or increase the number of Transaction Advisors to be empanelled.

2.7 Scope of Work

Brief of scope of work to be carried out by the empanelled Transaction Advisors has been provided in Clause 9 of the RFP document. However, pursuant to Proposal, the services of the Transaction Advisors may be availed by the SDA by issuing project specific Terms of Reference (ToR) and requesting project specific financial bid which shall be limited amongst empanelled firms. The ToR can include project specific requirements of Technical/financial/ legal professionals.

2.8 Payment

All payments to the Transaction Advisor(s) shall be made in INR in accordance with the fee quoted by them and agreed upon between the SDA Department/Public Infrastructure Agency/ Board and the Transaction Advisor(s), during the currency of the Proposal. The Transaction Advisor(s) may convert Rupees into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Transaction Advisor.

2.9 Schedule of Selection Process

Srinagar Development Authority would endeavor to adhere to the schedule as mentioned in the Proposal Data Sheet.

2.10 Communications

The Proposal and any clarifications (as sought by the Client) should be addressed to the appropriate officials mentioned in the Project Data Sheet. The relevant information and documents related to the Proposal process like RFP, notices regarding bidding process, etc. shall be uploaded on, www.jktenders.gov.in for information and downloading.

3. EVALUATION AND PROPOSAL

3.1 Proposal / Evaluation Criteria

Srinagar Development Authority intends to create a panel upto 5 (five) Transaction Advisors for the infrastructure sectors specified in Clause 2.3. The Transaction Advisors shall be required to fulfil the following criteria, in order to be empanelled:

3.1.1.a Processing Fee

Processing Fee of INR 10,000/- (Ten Thousand only) in the form of Demand Draft in favour of the Srinagar Development Authority is to be submitted along with the bid. Proposals received without processing fee shall be summarily rejected.

3.1.1.b Proposal Security

The Transaction Advisor shall submit a proposal security of Rs. 1.00 Lakh (Rupees One lakh only) in the form of an irrevocable and unconditional Bank Guarantee (BG) or Demand Draft in favour of the Srinagar Development Authority. The BG should be valid for a period of 180 days, however, shall be extended by the bidder, as desired by SDA. The proposal security of the unsuccessful bidders shall be returned within a period of 30 days from the notification of the empanelled Transaction Advisors.

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3.1.2 Minimum Eligibility Criteria

(a) Applicant

Applicant must be a legal entity under the Companies Act or a registered firm and in prior existence for at least 10 (ten) years before the date of issuance of this RFP document (completed 10 years as on 1st January, 2022).

(b) Financial Capacity

The applicant shall have an average annual turnover of not less than Rs.50 (fifty) crore from professional fees* in the last 05 (five) financial years. Last 05 Financial Years ending 31st March 2021 and the preceding 4 Financial Years from this date.

*For the avoidance of doubt, professional fees hereunder refer to fees received by the Applicant for providing advisory or consultancy services to its clients. Fees for auditing, accounts and similar consultancy shall not be accounted towards the professional fees hereunder.

Note: Turnover certificates should be duly certified by the statutory auditor or by a Chartered Accountant.

(c) Transaction Advisory Experience

The applicant shall have completed Transaction Advisory service in the following sectors, with any Central/ State Government/ Government Agencies in India and abroad, as its Client.

(i) Projects under Core Infrastructure; and (core sector would be deemed to include real estate, housing, power, roads and bridges, telecom, airports, railways, metro rail, industrial Park/ estates, logistic parks, irrigation, water supply & sanitation (sewerage, drainage & solid waste)

Projects under Social Infrastructure sectors including Health, Education, Tourism and Skill Development sectors. For avoidance of doubt, the completed Transaction Advisory means where at -least Approval from the Government Authority or Notice of Award (NOA)/ Letter of Intent (LOI) has been issued to Private Sector Player and the scope of the Transaction Advisor includes all the 4 (four) activities i .e. (i) project structuring, (ii) Financial Advisory, (iii) Legal Advisory and (iv) Bid Process Management Or successful completion certificate of these 4 (four) activities issued by the Client.

Legal Advisory services shall include preparation of concession agreements and other legal documents of the projects including their vetting, etc.

Note: In support of the claim, the applicant has to submit either the certificate of completion of the activities or substantially completed duly issued by the Client or duly certified and verified by the Authorized Signatory of the bidder, in the prescribed format attached at Appendix 5.

(d) Human Resource

Preceding the proposal due date, the applicant must have at least 10 (Ten) sound full

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time experienced professional staff comprising of technical, financial and legal professionals providing transaction advisory services.

Note-1: Human Resource (Professional Personnel) details to be certified & verified by the Chief Executive Officer and the Head of Human Resources Department of the Applicant and counter certified by the Authorized Signatory of the bidder.

(e) Non Blacklisting/ Debarment

The applicant should not be debarred / blacklisted by the any of its client in the last 5 (five) years and an undertaking in this regard shall be submitted by the applicant with the proposal.

3.1.3 Criteria & Scoring Pattern for Proposal

Bids of the applicants who have passed the minimum eligibility criteria as mentioned in clause 3.1.1 and 3.1.2 shall be further considered for evaluation as mentioned below:

Maximum Number of Projects

The proposals of the Transaction Advisors shall be ranked according to the maximum marks obtained by them and the Top 5 (Five) shall be shortlisted for empanelment.

S.No.	Criteria	Total Marks	Marking System
	The Applicant must have provided Transaction Advisory Services in the Infrastructure Sector to State / Central Governments / UTs for Infrastructure Projects in the Real Estate/ Housing/ Roads & Highways and Urban Transport, Water/ Sanitation (Sewerage, Drainage and Solid Waste Management)	35	<ul style="list-style-type: none">➤ 1 to 2 projects : 5 marks➤ 3 to 4 projects: 15 marks.➤ 5 to 6 projects: 25 marks.➤ 7 projects or more : 35 marks
2.	The Applicant must have provided Transaction Advisory Services to State / Central Governments / UTs for Projects in the Healthcare, Education & Skill Development and Tourism	35	<ul style="list-style-type: none">➤ 1 to 2 projects : 5 marks➤ 3 to 4 projects: 15 marks.➤ 5 to 6 projects: 25 marks.➤ 7 projects or more : 35 marks
3.	The Average Annual Turnover of the Applicant over the last 05 (Five) Financial Years ending at 31 st March 2022 backwards shall not be less than Rs.50 (Fifty) Crores.	20	<ul style="list-style-type: none">➤ INR 50 crores : 5 marks.➤ INR 51-70 crores : 10 marks.➤ INR 71-90 crores : 15 marks.➤ INR 91 Crores & Above : 20 marks.

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4.	The Firm shall have at least 10 (Ten) in house full time sound professional staff members comprising of technical. Financial and legal professionals	10	<ul style="list-style-type: none">➤ 26 nos and above : 10 marks➤ 21 to 25 nos : 8 marks.➤ 16 to 20 nos : 6 marks.➤ 10 to 15 nos : 4 marks..
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Note: In support of the claim, the applicant has to submit the certificate of completion of the activities duly issued by the Client or duly certified and verified by the Authorized Representative/ Signatory, in the prescribed format attached.

3.2 Conflict of Interest

Srinagar Development Authority requires that Transaction Advisor(s) provide professional services and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other Project s or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Transaction Advisors, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below.

3.3 Number of Proposals

A Transaction Advisor is eligible to submit only one Proposal. A Transaction Advisor applying individually or as a member of a consortium shall not be entitled to submit another proposal either individually or as a member of any consortium, as the case may be.

3.4 Cost of Proposal

The Transaction Advisor shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process. The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3.5 Acknowledgement by Transaction Advisor

It shall be deemed that by submitting the Proposal, the Transaction Advisor has:

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

Srinagar Development Authority shall not be liable for any omission, mistake or error on the part of the Transaction Advisor in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP document or the

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Selection Process, including any error or mistake therein or in any information or data given by the Client.

3.6 Right to reject any or all Proposals

Notwithstanding anything contained in this RFP document, the Srinagar Development Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Further, the Client reserves the right to reduce the number of Transaction Advisors to be empanelled.

3.6.1 Srinagar Development Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation made by the Transaction Advisor is uncovered or comes to the knowledge of the Client or
- (b) the Transaction Advisor does not provide, within the time specified by the Client, the supplemental information sought by the Client for evaluation of the Proposal.

3.6.2 Such misrepresentation/ improper response may lead to the disqualification of the Transaction Advisor. If such disqualification / rejection occurs after the proposals have been opened and the highest-ranking Transaction Advisor gets disqualified / rejected, then the Client reserves the right to take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the Selection Process.

3.7 Amendment of RFP document

3.7.1 At any time prior to the deadline for submission of Proposal, Srinagar Development Authority may, for any reason, at its own initiative, modify the RFP document by the issuance of Addendum/ Amendment.

3.7.2 All such addendums/ amendments will be posted on the website along with the revised RFP document containing the amendments and will be binding on all Transaction Advisors.

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

3.8 Language

The Proposal and all related correspondence and documents shall be written in English language. If any supporting document attached to the Proposal is in any other language, the same will be supported by an English translation and in case of any ambiguity the translation, original as translated by Srinagar Development Authority shall prevail.

3.9 Format and signing of Proposal

3.9.1 The interested Transaction Advisor(s) shall provide all the information sought under this RFP document. The Client would evaluate only those Proposals that are received in the specified forms and are complete in all respects.

3.9.2 The interested Transaction Advisor(s) shall prepare one original set of the Proposal (together with Documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL".

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- 3.9.3** The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Transaction Advisor who shall initial each page, in blue/ black ink. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by a duly authorised person holding the Power of Attorney (the "Authorised Representative"), in case of a Limited Company or a Corporation. A copy of the Power of Attorney certified under the hands of a partner or Director of the Transaction Advisor or a notary public on the specified form, shall accompany the Proposal.
- 3.9.4** Transaction Advisors should note the Proposal Due Date, as specified in Proposal Data Sheet, for submission of Proposals. Transaction Advisors are reminded that no supplementary material will be entertained by the Client, and that evaluation will be carried out only on the basis of documents received by the closing time of Proposal Due Date as specified in Proposal Data Sheet. Transaction Advisors will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

3.10 Technical Proposal

- 3.10.1** Transaction Advisors shall submit the technical proposal in the formats attached in the RFP document.
- 3.10.2** Failure to comply with the requirements spelt out in this Clause shall make the Proposal liable to be rejected. If a Transaction Advisor makes an averment regarding his qualification, experience or other particulars and it turns out to be false, or his/ her commitment regarding availability for the Project is not fulfilled at any stage after signing of the Memorandum of Agreement, the Transaction Advisor shall be debarred from participation in any future Project of the Client for a period of two years. The Proposal of the Transaction Advisor may also be liable to cancellation in such an event.
- 3.10.3** The Client reserves the right to verify all statements, information and documents, submitted by the Transaction Advisor in response to the RFP document. Failure of the Client to undertake such verification shall not relieve the Transaction Advisor of its obligations or liabilities hereunder nor will it affect any rights of the Client there under.
- 3.10.4** In case it is found during the evaluation or at any time before Proposal or after its execution and during the period of subsistence thereof, that the Transaction Advisor(s) has made a material misrepresentation or has given any materially incorrect or false information, the Transaction Advisor(s) shall be disqualified forthwith, if not yet appointed for Proposal as the Transaction Advisor(s) either by issue of the Letter of Proposal and if the Transaction Advisor has already been issued the letter of Proposal, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP document, be liable to be terminated, by a communication in writing by the Client, without the Client being liable in any manner, whatsoever, to the Transaction Advisor(s), as the case may be.

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3.11 Submission of Proposals

3.11.1 Sealing and Marking of Proposal

Scanned copy of cost of RFP document in shape of Bank Receipt must be uploaded with the Technical Proposal documents of the RFP.

The original Bank Receipt (cost of document) and relevant technical documents of RFP etc be submitted to the tender opening authority by Responsive Transaction Advisors only before empanelment.

“Technical Proposal “shall be as follows: (Technical Proposal in Original)

Appendix 1: Covering Letter along with processing fee of Rs.10,000/ - (Rupees Ten Thousand only) & proposal security of Rs. 1.00 (one) lakh

Appendix 2: Power of Attorney for Authorized Signatory

Appendix 3: Letter of Undertaking

Appendix 4: General Information on the Bidder / Bidders

Appendix 5: Minimum Eligibility Data Sheet

Appendix 6: Minimum Eligibility Experience Data Sheet

Appendix 7: Transaction Advisory Experience Certificate Format

Appendix 8: Project Data Sheet for Evaluation & Scoring

Note:

- (i)** The applicant has to upload soft copy (PDF version) of the whole bid submitted.
- (ii)** The applicant has to separately upload the soft copy (editable version) of the Experience sheets (Appendix 5), which can be used by the Client for its evaluation purpose. However, the information provided in the hard form shall prevail upon the information provided in soft copy.

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3.12 Proposal Due Date

- 3.12.1 Proposal should be submitted on the Proposal Due Date specified in the Proposal Data Sheet, at the address provided in Proposal Data Sheet in the manner and form as detailed in this RFP document.
- 3.12.2 SDA may, in its sole discretion, extend the Proposal due date by issuing an Addendum in accordance with provisions of this RFP uniformly for all Transaction Advisors.

3.13 Late Proposals:

Any Proposal received by Client after 1600 hours on the Proposal Due Date will not be accepted.

4. EVALUATION PROCESS

4.1 Evaluation of Proposals

- 4.1.1 SDA shall open the Proposals online at a time, date and venue specified in the Proposal Data Sheet.
- 4.1.2 Proposals for which a notice of withdrawal has been submitted in accordance with the provisions of the RFP document shall not be opened. Prior to evaluation of Proposals, SDA will determine whether each Proposal is responsive to the requirements of the RFP.
- 4.1.3 SDA reserves the right to reject any Proposal which is non - responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by SDA in respect of such Proposals.
- 4.1.4 SDA would subsequently examine and evaluate Proposals in accordance with the Selection Process specified in this RFP and the criteria set out in this RFP.
- 4.1.5 After the technical evaluation, the Client would prepare a list of shortlisted Transaction Advisors. List of Shortlisted Transaction Advisors shall be uploaded on SDA website.
- 4.1.6 Transaction Advisors are advised that Selection will be entirely at the discretion of SDA. Transaction Advisors will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given by the Client.
- 4.1.7 Any information contained in the Proposal shall not in any way be construed as binding on the Client, its agents, successors or assigns, but shall be binding against the Transaction Advisors if the Consultancy is subsequently awarded to it.

4.2 Confidentiality:

Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidders shall not be disclosed to any person not officially concerned with the process. Srinagar Development Authority will treat all information submitted as part of all Proposals in confidence and will insist that all who have access to such material treat it in confidence. SDA will not divulge any such information unless it is ordered to do so by any Government authority that has the power under law to require its disclosure or due to statutory compliances

4.3 Clarifications

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

4.3.2 If a Transaction Advisor does not provide clarifications sought under Sub - Clause 4.3.1 above within the specified time, its Proposal shall be liable to be rejected.

In case the Proposal is not rejected, the Client may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Transaction Advisor shall be barred from subsequently questioning such interpretation of the Client.

4.4 Award of Proposal

After selection, an Award Letter / Letter of Proposal shall be issued, in duplicate, by SDA to the Selected Transaction Advisors and the Selected Transaction Advisor(s) shall, within 15 (fifteen) days of the receipt of the Award Letter, sign and return the duplicate copy of the Award Letter in acknowledgement thereof. In the event the duplicate copy of the Award Letter duly signed by the any of the Selected Transaction Advisor is not received by the stipulated date, SDA may, unless it consents to extension of time for submission thereof, cancel the Award Letter/ / Letter of Proposal issued to it.

5. FRAUD AND CORRUPT PRACTICES

5.1 The Transaction Advisors and their respective officers, employees, agents and advisers and consortium members shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Client shall reject a Proposal without being liable in any manner whatsoever to the Transaction Advisors, if it determines that the Transaction Advisors has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process, then the Client shall disqualify the Transaction Advisor from this Selection Process.

5.2 Without prejudice to the rights of the Client under Clause 5.1 hereinabove and the rights and remedies which the Client may have under the Award Letter or the Memorandum of Agreement, if a Transaction Advisor(s) is found by SDA to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Award Letter or the execution of the Memorandum of Agreement, such Transaction Advisors shall not be eligible to participate in any tender or RFP document issued by the Client for a period of 2 (two) years from the date on which such Transaction Advisor is found to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

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

- (a)** “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Selection Process or the Award Letter or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the Award Letter or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award Letter or the Agreement, who at any time has been or is a legal, financial or technical Transaction Advisor/ adviser of the Client in relation to any matter concerning the Project;
- (b)** “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c)** “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- (d)** “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e)** “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement with other Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

6. MISCELLANEOUS

- 6.1** The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at J&K shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 6.2** SDA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- (a)** suspend and/or cancel the Selection Process and/ or amend and/ or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;

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- (b) consult with any Transaction Advisor in order to receive clarification or further information;
- (c) retain any information and/ or evidence submitted to SDA by, on behalf of and/ or in relation to any Transaction Advisor; and/ or
- (d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Transaction Advisor.

6.3 It shall be deemed that by submitting the Proposal, the Transaction Advisor agrees and releases SDA, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

7. DISPUTE RESOLUTION

Vice Chairman SDA shall decide on any dispute arising on account of the Proposal process and also as provided in the project specific Terms of Reference (ToR) issued by the mandating authority.

8. PROPOSAL DATA SHEET

Name of the Project	"Selection of Transaction Advisor for Empanelment with Srinagar Development Authority
Name of the Client	2.10.1 Srinagar Development Authority
Name and Address for submission of Proposals (Online)	The Vice Chairman SDA, Bemina Srinagar
Name and Address for Correspondence with the Client	The Vice Chairman SDA, Bemina Srinagar
Processing Fee	Processing Fee of Rs.10,000/ - (Rupees Ten Thousand only) is to be submitted along with the bid.
Proposal Security	Proposal Security of Rs.1.00 lakh (Rupees One Lakh only) in the form of Bank Guarantee to be submitted along with the bid.
Period of Proposal Validity	180 days from Proposal Due Date or any extension thereof, sought by the Client.

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Bidding Parameter	The Transaction Advisor scoring the maximum marks in the evaluation of Technical Proposal submitted according to the formulae mentioned in RFP document.
Pre-bid Meeting	Pre-bid meeting will be held on 22.04.2022 at 11 Hrs in the Conference Hall of Vice Chairman SDA.
Proposal Due Date (Online)	The Proposal Due Date is 05.05.2022 till 1600 hours.
Opening of Proposals (Online)	07.05.2022 at 1100 hours in the office of the Vice Chairman SDA at Bemina Srinagar
Issue of Letter of Award/ Empanelment (Award Letter)	Within 15 days from the date of Declaration of Empanelment List or any extension specified by Client, subject to approval by the competent authority of the Client/ Government of J&K.
Email address	sdasrinagar.jk.gov.in
Telephone No.	(0194)2493191
Website	jktenders.gov.in

9. TERMS OF REFERENCE (ToR)

I. Role of Transaction Advisor

The Transaction Advisor shall:

- i. Provide commercial, financial and legal services in support of PPP project preparation and transactions, which shall include but not limited to (i) carry out pre-feasibility studies; (ii) conduct project feasibility studies, assess PPP options, (ii i) carry out Value for Money (VfM) analysis (iv) conduct financial analysis and modeling, and project structuring; (v) prepare bidding documents and draft contracts; (vi) carry out the bidding process until signing of the contract with the prospective private sector proponent or concessionaire and (vii) provide advisory services until the financial close of the project or as & when required, etc. Project identification, development and implementation activities of various projects and would comprise activities (ii) to (x) below.
- ii. Coordinate with the SDA in identification and development of Housing and Commercial projects.
- iii. Help structure projects to enable recovery of the investments made in such projects through innovative business and commercial practices such as commercial sale of real estate, levy of user charges/fee/toll facilitating financial contribution under the various schemes of Government of India and

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exploitation of development rights/ concessions etc., as appropriate under the applicable laws.

- iv. Proactively market the structured projects to potential investors, both domestic and foreign, at appropriate stages.
- v. Structure and market the projects in such a manner that various forms of aid, grant etc. from the Government of India, national and international institutions etc. can flow into the projects.
- vi. Assist in providing all services including inter alia, selection of technical consultants, concessionaires, independent engineers etc. and preparation, scrutiny, legal vetting & certification of essential documents including bid documents, contracts, bank guarantees etc. , subject to terms and condition of the project specific ToR.
- vii. Propose institutional structures required for implementation of projects and operation & maintenance thereof with private sector financing and recommend a suitable project management agency for the purpose of ensuring that the project is structured and executed in line with the specifications as stipulated in the Detailed Feasibility and Investment Banking Report (DFIBR) and / Techno Economic Feasibility Report (TEFR) or other appropriate report.
- viii. Assist the project mandating authority in establishing eligibility, if possible, of the projects for financial assistance of World Bank/Asian Development Bank/ other multilateral and bilateral agencies.
- ix. Project monitoring activities and related consultancy services during the execution/ construction period of the project, however, subject to terms and conditions laid down by the mandating authority under the project specific Terms of Reference (ToR)
- x. If desired by the Client or mandating authority mobilize financial resources for the projects on behalf of the operator/ contractor/ U.T. Government or a Special Purpose Vehicle established for the project. Terms and condition for this role of Transaction Advisor including scope of work, payment schedule, etc., shall be finalized separately on case to case basis by the mandating authority.

II. . Performance Security

No Performance Security for empanelment. However, mandating Authorities, while issuing project specific ToR, shall ask for project specific Performance Security in accordance with law.

III . Allocation of Projects Amongst the Panel of Transaction Advisors

- (i) For the allocation of projects, amongst the panel of transaction advisors, project specific terms of reference shall be prepared by respective mandating authority and provided to the empanelled transaction advisors. Mandating Authority shall carry out Cost Based Selection (CBS) i.e. on the basis of the laid down terms and conditions, the empanelled Transaction Advisors shall submit their financial proposal and the transaction advisor

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quoting the lowest financial quote i.e. L1 will be selected for the project. Fees will be released as per the payment schedule defined in the project specific Terms of Reference (ToR). Mandating Authority shall have the right to ask for Project Specific Sectoral Expert (s) and additional manpower/ professionals.

IV. Technical Consultants.

The respective project mandating authority may decide to engage external technical consultants if required having expertise/ specialization in various areas/ subjects and for carrying out the detailed feasibility studies, preparation of Detailed Project Report/ s etc., which may be considered essential during the course of development and implementation of projects. The Transaction Adviser will assist the respective project mandating authority in selection and appointment of the External Technical Consultant(s). Project specific Technical Consultant/s, will be hired through open and competitive bidding process or through the Transaction Advisor.

In case, external consultants are hired through open competitive bidding process, then in pursuance of mutual decision taken under this provision, the respective project mandating authority shall enter into appropriate contractual arrangement with such consultants and directly make payments to such consultants. The respective project mandating authority shall not be under any obligation to route the payments of consultants through the Transaction Advisor and the respective project mandating authority shall be at liberty to follow its applicable rules and procedures for the selection of consultants.

V. Project Development Fees.

The Project Development Fees shall be as per the financial proposal submitted by the Transaction Advisor for particular project (s) and as per payment schedule defined in the project specific ToR issued by the respective project mandating authority. Payments due to Transaction Advisor can be paid through Cheque/ DD/Banker's cheque/ NEFT/RTGS, as agreed between the Transaction Advisor and the mandating authority.

VI. Deliverables.

All the deliverables shall be the property of the mandating authority and shall be used by the mandating authority at its sole discretion. However, Transaction Advisor shall be responsible for all the information provided under the deliverables.

VII. Blacklisting / Debarring.

The project mandating authority shall submit its detailed recommendations, as per the applicable norm/procedures of the State Government or the mandating

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Authority, for debarring / blacklisting of Transaction Advisor to Srinagar Development Authority. Subsequently, the blacklisting / debarment orders shall be issued by the SDA, giving the nature of misconduct and the period of blacklisting for the same.

VIII. Validity of the Panel.

The Panel of Transaction Advisors shall be valid for a period of 3 (three) years, but the same can also be terminated earlier by the Client without disclosing any reason, by giving one months' prior written notice. The validity of the Proposal can be extended beyond 3 years on the same or mutually agreed terms & conditions.

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10. TECHNICAL FORMATS

APPENDIX 1: COVERING LETTER

Ref. No. /

Date:

To,

The Vice Chairman,
Srinagar development Authority
Bemina Srinagar

Subject:-Selection of Transaction Advisor for Empanelment on Srinagar Development Authority.

Dear Sir,

1. With reference to the RFP Document for the captioned Project, I/ we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Transaction Advisor for the same. The Proposal is unconditional and unqualified.
2. Processing Fee of Rs.10,000/ - (Rupees Ten Thousand only) is attached in the form of Demand Draft No._____ dated_____ drawn on in favour of the Srinagar Development Authority.. Proposal Security of Rs.1,00,000 / - (Rupees One Lakh) is attached in the form of Unconditional and Irrevocable Bank Guarantee No._____ , dated_____ issued by in favour of Client payable at Srinagar.
3. All information provided in the Proposal is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
4. This statement is made for the express purpose of appointment as the Transaction Advisor for the aforesaid Project.
5. I/We shall make available to the Client any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
6. I/We acknowledge the right of the client to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
7. I/We certify that in the last 5 (five) years, I/ we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Client or a judicial pronouncement or arbitration award against the Transaction Advisor, or have been expelled from any project or contract nor have had any contract terminated for breach on our part.
8. I/We declare that:
 - (a) I/ We have examined and have no reservations to the RFP Documents, including any Addendum thereto, issued by the Client;

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- (b)** I/ We do not have any conflict of interest in accordance with provisions of the RFP Document;
 - (c)** I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or Request for Proposal issued by or any agreement entered into with the Client or any other public sector enterprise or any government, Central or State; and
 - (d)** I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
 - (e)** I/ We hereby declare that if appointed as the Selected Transaction Advisor, I/We shall be liable to fulfill all the obligations enumerated in this RFP document and Agreement.
- 9.** I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Transaction Advisor, without incurring any liability to the Transaction Advisors in accordance with the provisions of RFP document.
- 10.** I/We certify that we have not been convicted by a Court of Law or indicted or otherwise have adverse orders passed against us by a regulatory Authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offense that outrages the moral sense of the community.
- 11.** I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge -sheeted by any agency of the Government or Advisors convicted by a Court of Law for any offense committed by us or by any of our Associates.
- 12.** I/We further certify that no investigation by a regulatory Authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
- 13.** I/We hereby irrevocably waive any right or remedy, which we may have at any stage at law or however otherwise, arising to challenge or question any decision taken by SDA, in connection with the selection of Transaction Advisor or in connection with the Selection Process itself in respect of the above mentioned Project.
- 14.** I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/ we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
- 15.** I/We agree to keep this offer valid for a period of 120 (One hundred and twenty) days or for a longer period on any further extension being sought by the Client, from the Proposal Due Date specified in the RFP.
- 16.** In the event of my/ our firm being selected as the Transaction Advisor, I/ we agree to enter into an Agreement in accordance with the provisions of the RFP. We agree not to seek any changes in the aforesaid form and agree to

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abide by the same.

17. I/We have studied the RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Client or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
18. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the Authorised
Signatory) (Name and seal of the Transaction Advisor)

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APPENDIX 2: Power of Attorney for Authorised Signatory

(On a Stamp Paper of relevant value)

POWER OF ATTORNEY

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. (name and address of residence) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for the Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant
Signature of Attorney
(Name, Title and Address of the Attorney)

Attested

Executant

Notes:

1. To be executed by the sole Bidder.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

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APPENDIX 3: Letter of Undertaking

Date:

To

The Vice Chairman
Srinagar Development Authority.
Bemina Srinagar

Subject: **Selection of Transaction Advisor for Empanelment on Srinagar Development Authority.**

We hereby agree and undertake as under:

- (i) That, notwithstanding any conditions, whether implied or mentioned in our Technical Proposal, we agree to the terms and conditions as contained in the RFP document provided to us.
- (ii) That if empanelled and for the specific project (s) mandated to us, we/ our affiliates/ consortium members will not bid for the same project (s) and / or rate the proposed project (s).

We hereby represent and confirm that our proposal is unconditional. Dated this..... Day of 2022

Name of the Transaction Advisor

Signature of the Authorized

Person Name of the Authorized

Person

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APPENDIX 4 : General Information on the Bidder / Bidders

1. (a) Name :
- (b) Country of incorporation :
- (c) Address of the corporate headquarters and its branch office(s), if any, in India :
2. Details of individual(s) who will serve as the point of contact / communication for the Client within the Company:
 - (a) Name :
 - (b) Designation:
 - (c) Company :
 - (d) Address :
 - (e) Telephone Number
 - (f) Fax Number :
 - (g) E-Mail Address :

Signed

(Name of the Authorised Signatory) For and on behalf of (Name of the bidder)

Designation:

Place:

Date:

To be enclosed:

1. Documents certifying Bidder's legal status i.e. Certificate of incorporation / registration.
2. Latest brochures/ organization profiles, etc.

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APPENDIX 5 : MINIMUM ELIGIBILITY DATA SHEET

Clause				Compliance Details by Applicant		
						Status of Compliance (Y for Yes and N for No)
3.1.1.a	Processing Fee	Rs. 10,000/ - (Rupees Ten Thousand only)	DD/Banker Cheque payable at Srinagar in favour of Srinagar development Authority	Details of DD/ Banker's Cheque to be added	Attached at page no.	
3.1.1.b	Proposal Security	Rs. 1,00,000/ - (Rupees One lakh only)	Irrevocable and Unconditional Bank Guarantee in favour of SDA with an initial validity of 180 days	Details of BG to be added		
3.1.2	(a) Applicant	Applicant must be a legal entity under Companies Act Or a registered firm and in prior existence before the date of Issuance of this RFP document.	Certificate of Incorporation/Registration	Details to be added	Certified copy (ies) attached at pages to	

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3.1.2	(b)Financial Capacity	The applicant shall have an average annual turnover of not less than Rs. 50 (fifty) crore from the professional fees* in last 05 (financial years". ending 31 st March 2021 and the preceding 4 Financial Years from this date. *For the avoidance of doubt, professional fees hereunder refer to fees received by the Applicant for providing advisory or consultancy services to its clients.	Turnover certificates should be duly certified by the statutory auditor or by a Chartered Accountant		Certified copy (ies) attached at pages... to....	
3.1.2 (C)	Transaction Advisory Experience	The applicant shall have completed Transaction Advisory service in the following sectors, with any Central/ State Government / Central Government Agencies /UTs in India and abroad, as its Client. (i) Projects under	In support of the claim, the applicant has to submit the certificate of completion of the activities duly issued by the Client or duly certified and verified by the Authorised Representative/ Signatory, in the prescribed format attached as	Details Provided in Appendix 5.1.2	Details in the prescribed format are at pages..... to	

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		<p>Core Infrastructure (ii) Projects under Social Infrastructure; and For avoidance of doubt, the completed Transaction Advisory means where at - least Approval from the Government Authority or Notice of Award (NOA)/ Letter of Intent (LOI) has been issued to Private Sector Player and the scope of the Transaction Advisor includes all the 4 (four) activities i.e. (i) project structuring, (ii) Financial Advisory, (iii) Legal Advisory and (iv) Bid Process Management. Legal Advisory services shall include preparation of concession agreements and other legal documents of the projects including their vetting, etc.</p>				
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3.1.2 (d)	Human Resources	Preceding the proposal due date, the applicant must have at least 10 (ten) full time professional staff including technical, financial and legal professionals (with at -least one Legal sector) providing transaction advisory services.	Note-1: Human Resource (Professional Personnel) details to be certified & verified by HR Department or the Authorized Representative/ Signatory. Note-2: In case, legal advisory services are being done through outsourcing, then the Transaction Advisor shall provide details of the outsourced agency/firm along -with copy of the agreement with the said firm/ agency	HR Certificate is attached at page no.... Details of the outsourced Legal agency / firm along- With copy of the agreement with the said Legal firm/ Agency is at page no.... (to be deleted if, irrelevant)		
3.1.2 (e)	Non Blacklisting / Debarment	The applicant should not be debarred / blacklisted by the any of its client in the last 5 (five) years	An undertaking in this regard shall be submitted by the applicant with the proposal.	Copy of the undertaking is at pages.... to		

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APPENDIX 6: Experience Data Sheet

I. Projects under Core Infrastructure Sector

S N	Client Details			Category of Core Infrastruct ure	Project Details / Descripti on	Date of issuan c e of work order	Scope of Advisory Services Completed				Date of completi on of mandate d Work by Transacti on Advisor	Date of Issua n ce of LOA/ LOI to Privat e Secto r Player	Supporting document attached
	Central / State Govt.	Name of Depart ment	Contact Person Departmen t's complete Address including Telephone no./ Fax No./ Email/ Web Address				Project Structur ing	Financi al Adviso ry	Legal Advisor y	Bid process Manage ment			
1													Copy of Experience certificate in format prescribed in appendix 5.1.3 is at page no ... to Copy of work order is at page no..... to

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														Copy of LoA is issued to PSP is at page no... to
2														To be filled as per above
3														To be filled as per above
4														To be filled as per above
5														To be filled as per above

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ii. Projects under Social Infrastructure Sector

S · N	Client Details			Category of Core Infrastruct ure ure	Project Details/ Descriptio n on	Date of issuanc e of work order	Scope of Advisory Services Completed				Date of comple tion of mandat ed Work by Transac tion Advisor	Date of Issuan ce of LOA/ LOI to Privat e Sector Player	Supporting document attached
	Central / State Govt.	Name of Depart ment	Contact Person Department t's complete Address including Telephone no./ Fax No./ Email/ Web Address				Project Structur ing	Financi al Advisor ry	Legal Advisor y	Bid process Manage ment			
1													<p>Copy of Experience certificate in format prescribed in appendix 5.1.3 is at page no ... to</p> <p>Copy of work order is at page no..... to</p> <p>Copy of LoA is issued to PSP is at</p>

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													page no... to
2													To be filled as per above
3													To be filled as per above
4													To be filled as per above
5													To be filled as per above

APPENDIX 7 : Transaction Advisory Experience Certificate Format

Ref No.....
Dated.....

To Whomsoever It may concern

It is certified that M/ s (Transaction Advisor Details) were mandated as Transaction Advisor for (Project Details) on Public Private Partnership (PPP) mode by (Client Details) vide mandate

letter no..... dated.....

The scope of completed Transaction Advisory Services included; (i) Project Structuring

- (ii) Financial Advisory Services
- (iii) Legal Advisory Services including preparation of concession agreements and other legal documents of the projects including their vetting, etc.
- (iv) Bid Process Management

Legal Advisory services were provided by the Transaction Advisor through..... (add in -house expertise) or (add outsourced legal agency details).

M/ s (Transaction Advisor) have completed their above mandated scope of Work on (Date) a nd Notice of Award (NOA) / Letter of Intent (LOI) has been issued to M/ s..... (Selected Bidder) – the Private Sector Player through reference no....., dated.....

(To be issued by the Client) or
(Duly certified and verified by the Authorised
Signatory of the Bidder)

Empanelment of Transaction Advisor

APPENDIX 8 : Project Data Sheet for Evaluation and Scoring

Transaction Advisory Experience

S N	Project description	Capital Cost (In Cr.)	Individualy/ JV	Infrastructure Sector	Client Scope of Work	Scope of Advisory Services Completed (Fill Y for Yes and N for NO)				Status Remarks		Supporting Documents		
						Project Structuring	Financial Advisory	Legal Advisory	Bid Process Management	Service/ Mandate (Completed/ Ongoing)	Project Status (NOA/ CA)	Client certificate as per Appendix 5.1.3 is at page no....	Mandate letter is at page no....	Copy of LoA issued by client to PSP is at page no....
1														
2														
3														
4														

Note:

Projects where all the 4 (four) activities have been completed should be added first and thereafter in the order of maximum of the 4 (four) activities completed to be added. The list of projects shall also include the projects mentioned in Appendix 6.