



BACKGROUND:

J&K SIDCO is a Nodal Agency of J&K Government for implementation of “Assistance to States for Developing Export Infrastructure and Allied Activities (ASIDE) Scheme”, Ministry of Commerce & Industry, Government of India.

J&K SIDCO now desires to prepare 30-40 Detailed Project Reports having direct and overwhelming linkage with Export, which would be considered for assistance under ASIDE during 12th Five Year Plan (2012-17).

PURPOSE:

The basic role of the Department of Commerce, Govt. of India, is to facilitate creation of an enabling environment and infrastructure for accelerated growth of exports and trade. The core functions of the Department are regulation, development and promotion of India’s International Trade and Commerce through formulation and implementation of appropriate International Trade & Commercial Policies. The long term vision of the Department is to make India a Major Player in the World Trade by 2020 and assume a role of leadership in the International Trade Organization commensurate with India’s growing importance.

The Department of Commerce, Govt. of India, has prepared a strategy of “Doubling India’s Exports” in the coming three years and also to double India’s share in Global Trade 2020 under Foreign Trade Policy (FTP 2009-14). In light of this, ASIDE Scheme implementation strategy during 12th Five Years Plan (2012-17) has been modified towards a “Basket Approach” wherein States/UTs have been given the liberty to prioritize from within this “Basket” instead of ASIDE being an Open-ended Scheme.

It is in this context that the J&K SIDCO is inviting Technical & Financial Proposals from competent agencies/firms who comply with the criteria laid down in the subsequent sections to render the services of Programme Management Consultant (PMC).



SCOPE OF WORK:

The detailed scope of the services is mentioned below:-

Part – A:

- Preparation of a comprehensive plan for the development of exports and trade in the State.
- To identify various export related products that can be manufactured in the State.
- To find out the constraints / barriers in the development of the Sector.
- Identification of factors / components for enhancement of export such as:-
 - Research & Development
 - Innovative ideas
 - Technology
 - Design
 - Quality Issues
 - Cost Competitiveness
 - Marketing Strategies
 - Target Market & Demand Analysis
 - Government Incentives etc.
- To identify standards / benchmarks for exports in other countries.
- Suggestions / strategies for enhancing export.
- To identify logistics constraints affecting export competitiveness.
- To prepare a strategy for creating Exports Oriented Cluster of Industries Export Hubs.
- To identify interventions and activities to be undertaken to implement Public Private Partnership (PPP) Projects.
- Entrepreneurial Education and Skill Development etc.



Part – B:

To identify and prioritize critical export infrastructure projects (30-40 in number) of decent size (say Rs. 5-15 crores each) having direct linkage with exports. Preferably such projects should not be covered under any other funding of Central Government Ministry / Department or its agency or State / UTs Plan Scheme.

Part – C:

Framing of 30-40 Detailed Project Reports based on scope as defined on “Part-A” and “Part-B” including preparation of Bill Quantities and Cost Estimates, basis of Design and Plan, Work Schedule, Building Material specified, Quality Control Measures etc.

(Upon the approval of the documents of “Part – A” & Part B” by J&K SIDCO).

TIME FRAME:

- For Part - A, Part -B and Part – C.
 - ❖ 180 days (6 months from the date of signing of contract by both parties).

All documents submitted will remain the property of J&K SIDCO.

COMPETENCY & EXPERTISE REQUIREMENTS:

The Programme Management Consultant (PMC) shall have following skills, expertise and experience etc. and must be supported by documentary evidence:-

- Agency must have expertise and resources in providing consultancy/ supervisory services for management and execution of infrastructure projects particularly Industrial Parks/Zones/Clusters promoted by Central/ State Government with cumulative cost of these infrastructure project should be atleast Rs. 100.00 crores in the last five years.
- Agency must have a strong undertaking of the policy priorities of Government of India especially on Cluster Infrastructure Development Schemes / Projects.



- Experience in establishment of SPVs and handholding such SPVs in execution of therein business plan.
- Experience in handling statutory and environmental management issues.
- List of personnel with at least one expert in legal, project financing, infrastructure planning and engineering skill development aspect etc., each to ensure that these inputs are made available to the projects under one roof.
- Experience in the study, surveying, planning and designing, preparation of estimates and supervision of similar nature of works within and outside country.
- Certified copies of the net worth of the company alongwith 3 years, Income Tax returns to be provided.
- Should have at least Rs.3.00 crores of turnover from Consulting/ Professional Services in each of the proceeding three years.
- Should have provided “Programme Management Consultant” services to the Government of India or State Government in similar capacity.
- Consultants/Organizations can apply as Consortium; however, J&K SIDCO will enter into the agreement with the lead Organization/Consultant during the application the lead Consultant/Organization should apply with details of other Consultant/Organization and their specific area of operation in the Consortium alongwith the Consortium Agreement letter.

Evaluation of only those proposals which are found eligible on the above parameters will be carried out as per parameters illustrated in Evaluation Criteria.

BRIEF DESCRIPTION OF SELECTION PROCESS:

- As per the two stage selection process the proposals comprises of technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out to list out technically qualified bids. In the second stage, financial evaluation will be carried out.
- Selection of agencies would be done on Combined Quality cum Cost Based Selection (QCBS).



TECHNICAL PROPOSAL:

The technical proposal (**Appendix 1: Form 1 to Form 5**) should be divided into the following sections:-

- Technical Proposals cover letter (**Form 1**).
- Particulars of the applicant alongwith Audited Financial Statements for the last three financial years (brouchers/ printed material could be provided as annexures) (**Form 2 - A & B**).
- Understanding the scope of work (**Form 3**).
- Experience in handling infrastructure Centric Schemes/Programmes of Government of India, Ministries / State Governments (**Form 4**).
- Proposed team of the assignment alongwith brief CVs (**Form 5**).
- Compliance to the technical criteria listed under Competency and Expertise Requirements section above (please provide documentary evidence in respect of compliance wherever possible).

FINANCIAL PROPOSAL:

The financial proposal (**Appendix 2: Form 1 to Form 2**) shall have the following:-

- Financial Proposal cover letter (**Form 1**).
- Financial Proposal (**Form 2**).
- Financial Proposal should indicate the lumsum professional fee chargeable.
- The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable Laws.
- The Financial Proposal should be un-conditional and valid for a period of 180 days from the date of signing of contract of both parties.



FEE PAYMENT SCHEDULE:

The fee payable to the selected Programme Management Consultant (PMC) shall be released in 3 (three) installments and in the manner indicated below:-

Milestone	Percentage of fee payable	Timelines
Mobilization Advance *	10%	After date of signing of contract
Submission of draft report	45%	3 months from the 1 st installment of fee
Final report	45%	3 months from the release of 2 nd installment of fee

* Being advance payment, adequate safeguards e.g. Bank Guarantee of equal amount of advance is to be provided by the qualifier.

Penalty of 10% shall be levied from every delay by more than a fortnight of the time frame for the milestone. However, the final authority to waive of a penalty shall lie exclusively with the Administrative Secretary, Industries & Commerce, Government of Jammu & Kashmir.

PROPOSAL SUBMISSION & OPENING:

- The applicant shall submit their proposal in a sealed envelope superscribed as “Expression of Interest for serving as Programme Management Consultant for Implementation of ASIDE Scheme” which shall contain two separate sealed envelopes marked as Envelope “A” (Technical Proposal) and Envelope “B” (Financial Proposal) alongwith a refundable Earnest Money Deposit (EMD) of Rs.50,000/- in favour of “General Manager (Finance), J&K SIDCO” in addition to a separate Demand Draft of Rs.3,000/- as a non-refundable bid document processing charges.
- The EMD of un-successful bidder would be returned to the applicant within 30 days of opening of financial bids. However, the EMD of successful bidder will be converted into Security Deposit which will be returned only after completion of the assignment.
- Every sheet and all forms completed in all respect shall be signed by the person/(s) duly authorized to sign on behalf of the applicants. Any/all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.



- The proposal may be addressed to:

**The Managing Director
J&M State Industrial Development Corporation Ltd.,
Draboo House, Rambagh, Srinagar.
Ph. No: 0194-2430036 Fax No: 0194-2440870**

Any proposal received after the closing time for submission of the proposals will be returned un-opened.

- The complete proposal should reach on or before 29.09.2012 at 4:00 PM.
- The Technical Proposals shall be opened at 4.30 PM on 29.09.2012 in the presence of bidders at Conference Room, J&K SIDCO, Rambagh, Srinagar.
- The Financial Proposals of the short-listed bidders shall be opened in the presence of the short-listed bidders at 10:00 AM on 06.10.2012. The Financial Proposals (Envelope “B”) in respect of bidders not short-listed shall be returned un-opened.

REJECTION OF EXPRESSION OF INTEREST:

The application will be categorically rejected if:-

- It is not received in proper sealed cover with superscription as indicated above.
- It is not in prescribed form and not containing all required detailed/ information/documents.
- It is not properly signed.
- It is received after the due date and time.
- Offer is received by fax or e.mail.
- Bid received without cost of bid document and Earnest Money Deposit.

EVALUATION CRITERIA:

- The evaluation of the agency will be done on Combined Quality cum Cost Based Selection (QCBS). The QCBS system analysis the Technical eligibility and Financial quote in the ratio of 50:50%.
- Agencies that have scored less than 60% in the technical evaluation will not be considered eligible for opening their financial bids. The technical bid will be evaluated on a scale of 100 and the weightage for each criterion would be as follows:-

S.No.	Criteria	Marks
1.	Past Experience of the Firm	50
a.	Past experience in assisting Government (Central State) in development/appraisal and implementation of infrastructure projects particularly Industrial Parks / Zones / Clusters	15
b.	Studies carried / projects implemented in J&K in Export Infrastructure Development in related Sectors.	15
c.	Experience in providing services as a Programme Management Consultant to the Government of India or State Government	20
2.	Qualification & Experience of Team Proposed for the Assignment	30
a.	Team leader with minimum 10 years of experience in Export Infrastructure Development and related Sectors	15
b.	<u>Core Team Members:</u> Multi-disciplinary team with experience in the relevant field	15
3.	Methodology & Work Plan	20

EVALUATION OF BIDS:

- On completion of the technical evaluation, the agencies who have obtained minimum 60% marks will be intimated and called for opening of financial bid.
- The agency quoting lowest financial bid will be selected.



DISCLAIMER:

J&K SIDCO shall not be responsible for last receipt of the applications for any reasons whatsoever and reserves the following rights:-

- To reject any / all applications without assigning any reasons thereof.
- To relax, alter or waive any of the conditions stipulated in this documents as deemed necessary in the best interest of the State Government and the objective of the assignment without assigning any reasons thereof.
- To include any other item in the scope of work at any time before the submission date of EoI.



APPENDIX 1

TECHNICAL PROPOSALS

FORM – 1

TECHNICAL PROPOSAL COVER LETTER

(On Applicants letter head)

_____, 2012

**The Managing Director,
J&K State Industrial Development Corporation Ltd.,
Draboo House, Rambagh, Srinagar.**

Sub: **Technical Proposal for appointment of Programme Management Consultant for Implementation of ASIDE Scheme.**

Sir,

We the undersigned are pleased to submit our technical proposal for appointment as Programme Management Consultant for implementation of ASIDE Scheme in accordance with your Expression of Interest published vide your No: _____ dt. _____ 2012.

We clarify that the information provided in the proposal is true to the best of knowledge and understand that any variation to the same may lead to rejection of our proposal.

We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

Yours Sincerely,

Authorized Signatory (in full & initials)

Name & Title of Signatory

Name of the Firm

Address



FORM 2 A

PARTICULARS OF THE APPLICANT

Name of Firm:

Legal Status (e.g. sole proprietorship or partnership)

Country of incorporation

Registration address

Year of incorporation

Year of commencement of business

Principal place of business

Name, designation, address & phone numbers of authorized signatory of the Applicant (please enclose Power of Attorney)

Name

Designation

Company

Address

Phone No.

Fax No:

E.mail address

If the applicant is Lead Member of a Consortium, State the following for each of the other:

Member Firms:

- i. Name of the Firm**
- ii. Legal Status and Country of Incorporation**
- iii. Registered address and Principal place of business**



FORM 2 B

FINANCIAL CAPACITY OF THE APPLICANT

Sl. No.	Financial Year	Annual Revenue (Rs.)
1		
2.		
3.		

Certificate from the Statutory Auditor

This is to certify that (name of the applicant) has received the payments shown above against the respective years on account of profession fees.

(Signature, name and designation of the authorized signatory)

Date:

Name and seal of the Audit Firm

Please provide audited financial statements including net worth of the Company for the last three financial years along with audited Balance sheets and Profit & loss Accounts (brochures / printed material could be provided as annexure).



FORM 3

SCOPE OF WORK

(Include details of Methodology and detailed work plan/time schedule)



FORM 4

Experience in handling infrastructure Centric Schemes/Programmes of Government of India Ministries/State Governments.

Name of the Project with Project location	Sponsoring Union Ministries / State Govt.	Project Cost and Professional Fee received	Date of Start and completion of the project	Description of the Service performed	Current status of the Project	Any other information

- Documentary evidence / completion certificate of the authorities concerned to be provided.



FORM 5

Curriculum Vitae (CV) for

PROPOSED PROFESSIONAL STAFF

Proposed Position : _____

Name of the firm : _____

Name of Staff : _____

Professional : _____

Date of Birth : _____

Years with Firm/Entity : _____ Nationality: _____

Membership in Professional Society: _____

Details of Task in this Assignment : _____

KEY QUALIFICATIONS:

[Give an outline of staff member's experience and training most pertinent to task on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page].



EDUCATION

[Summarize college/University and other specialized education of staff member giving name of institutions along with dates attended and degrees obtained. Use about one quarter of a page].

EMPLOYMENT RECORD:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about three quarters of a page].

PROFICIENCY IN LANGUAGE (DESCRIBE):

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ date: _____

[Signature of staff member and authorized representative of the Firm]

Day/Month/Year

Full name of Staff Member : _____

Full name of authorized representative: _____



APPENDIX 2

FINANCIAL PROPOSALS

FORM – 1

FINANCIAL PROPOSAL COVER LETTER

(On Applicants letter head)

_____, 2012

**The Managing Director,
J&K State Industrial Development Corporation Ltd.,
Draboo House, Rambagh, Srinagar.**

Sub: **Financial Proposal for appointment of Programme Management Consultant for Implementation of ASIDE Scheme.**

Sir,

We the undersigned are pleased to submit our financial proposal for appointment as Programme Management Consultant for implementation of ASIDE Scheme in accordance with your Expression of Interest published vide your No: _____ dt. _____ 2012.

Our Financial Proposal is unconditional and we acknowledge that any condition attached to the financial proposal shall result in rejection of our proposal. Our financial proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, upto expiration of the validity of the proposal.

We understand that you are not bound to accept any proposal you received.

Yours Sincerely,

Authorized Signatory (in full & initials)

Name & Title of Signatory

Name of the Firm

Address



FORM – 2

FINANCIAL PROPOSALS

Item	Cost (Rs.)
Cost of Financial Proposal for providing services as a Programme Management Consultant for Implementation of “Assistance to States for Developing Export Infrastructure and Allied Activities (ASIDE) Scheme” in the J&K State.	

Note:

- This cost is inclusive of profession fee, travel and boarding & lodging, communication and all other out of pocket expenses.
- The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the cost shown under Financial Proposal. However, applicants are informed that Central Service Tax is not applicable to the Jammu & Kashmir.

Authorized Signatory (in full & initials)

Name & Title of Signatory

Name of the Firm

Address

Seal / Stamps of the firm