



Infrastructure Corporation of Andhra Pradesh Limited (INCAP)

NOTICE INVITING

REQUEST FOR PROPOSAL (RFP)

FOR

Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC.

(January 2020)

(DUE DATE: 19 February 2020)

(This document is meant for exclusive purposes of submitting the Proposal against this RFP document and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued)

**Managing Director,
Infrastructure Corporation of Andhra Pradesh Limited (INCAP)
D.No. 7-104, A Block, I floor, Sri Anjaneya Towers, N.T.T.P.S**

Road , Ibrahimpatnam- 521456

Email: incapap@incap.co.in,

Web: www.incap.co.in

Request for Proposal

INFRASTRUCTURE CORPORATION OF ANDHRA PRADESH (INCAP)
D.No. 7-104, A Block, I floor, Sri Anjaneya Towers, N.T.T.P.S Road,
Ibrahimpattanam- Email: incapap@incap.co.in.

Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC.

Notice No. INCAP/P/Selection of Financial Consultant/APSFC/01/2020 dated.25/01/2020

REQUEST FOR PROPOSAL DOCUMENT

Proposals in the prescribed format are invited from suitable Applicant(s) for providing Transaction Advisory services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC.

1.	Name of the Consultancy assignment	Providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC.
2.	Name of the Authority	The Managing Director, Andhra Pradesh State Financial Corporation (APSFC), Vijayawada, A.P.
3.	Name of the Entity Undertaking Bid Process for Selection of Consultant for this Assignment	The Managing Director, Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP) # D.No. 7-104, A Block, I floor, Sri Anjaneya Towers, N.T.T.P.S Road , Ibrahimpattanam Email: incapap@incap.co.in Web: www.incap.co.in
3.	Last date & time for submission of Proposal (Proposal Due Date)	15.00 Hours IST on 19.02.2020

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4.	Date & time for opening Proposal	1600 Hours IST on 19-02-2020 in the Board Room of Infrastructure Corporation of Andhra Pradesh Ltd.
5.	Date & time for opening Financial Proposal	To be intimated later, only to the technically qualified applicant agencies
6.	Bid Processing Fee (Non-Refundable)	Rs.1,00,000/- (Rupees One Lakh only) In the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Infrastructure Corporation of Andhra Pradesh Ltd., payable at Vijayawada valid till 90 days from Proposal Due Date
7.	Bid Security Fee (Refundable)	Rs.2,00,000/- (Rupees Two Lakh only) In the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of Infrastructure Corporation of Andhra Pradesh Ltd., payable at Vijayawada valid till 90 days from Proposal Due Date
8.	Method of Selection (QCBS)	The selection shall be on the following basis: 1) Technical proposals of applicants shall be evaluated based on Minimum Eligibility & Technical Criteria. 2) The Financial bids of the technically qualified applicants only will be opened. 3) The Selected Applicant shall be the first ranked applicant (having the highest combined score)
9.	Validity of the Proposal	The proposal shall remain valid for a period of minimum 120 (one hundred and twenty) days from the last date of submission

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Acknowledgement

This document shall be returned duly signing each page by the authorized person accepting the terms and conditions.

It is expressly understood that the party has subscribed to this document with an express understanding that they will use this document only for the sole purpose of participating in the Qualification process for the **Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC** and must not be used for any other purpose. This document must not be passed to a third party except professional advisers assisting with this Proposal submission. The document may not be reproduced or communicated, in whole or in part, and its contents may not be distributed in written or oral form without written permission from the issuing Entity undertaking bid process (INCAP).

Signature of the issuing official of Entity undertaking Bid Process

Managing Director,
Infrastructure Corporation of Andhra Pradesh Ltd.
(INCAP)
D.No. 7-104, A Block, I floor, Sri
Anjaneya Towers, N.T.T.P.S Road,
Ibrahimpattanam
Email: incapap@incap.co.in,
Web: www.incap.co.in

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Disclaimer

The information contained in this Request for Proposal document (“**RFP**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP.

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The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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1. **INTRODUCTION**

1.1. **Background**

- 1.1.1. The Andhra Pradesh State Financial Corporation (APSFC) (the “Authority”) is a state level Development Financial institution established in 1956 for promoting Small and Medium Scale (SMEs) industries under the provisions of the State Financial Corporation’s Act, 1951. The Corporation is operating with 26 branches spread across Andhra Pradesh and Telangana.
- 1.1.2. In the wake of various issues like decreasing business, increasing NPAs, competition from banks, high cost of borrowings, bifurcation etc., Corporation has decided to appoint a reputed agency to study the current status of the Corporation and suggest a way forward for improvisation.
- 1.1.3. Infrastructure Corporation of Andhra Pradesh Ltd., (INCAP) which is a Government Corporation, under the control of Infrastructure & Investment Department, Government of Andhra Pradesh, has been providing project development and Transaction Advisory Services to the Government Departments/Government Agencies for implementation of various Consultancy and Infrastructure projects in the State.

Accordingly, INCAP has undertaken this assignment for **“Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC”**

1.2. **Release of RFP Document**

- 1.2.1. The RFP document will be made available in the website of INCAP from the date of publication of RFP notification in the News Papers.
- 1.2.2. The Applicant agency needs to furnish, as part of its Proposal, a fee of Rs. 1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft issued by one of the Nationalised/ Scheduled Banks in India in favour of INCAP Ltd., payable at Vijayawada towards non-refundable Bid Processing Fee (the **“Bid Processing Fee”**). The Bid Processing Fee shall have its validity up to 90 (ninety) days from the Proposal Due Date (the **“Proposal Due Date”**).

1.3. **Validity of the Proposal**

- 1.3.1. The proposal shall remain valid for a period of minimum 120 (one hundred and twenty) days from the last date of submission of the RFP with a provision for extension on mutual consent basis.
- 1.3.2. The selection of the Consultant may get terminated even before validity period of 120 (one hundred and twenty) days for any reason whatsoever.
- 1.3.3. Selection is also liable for cancellation if at any stage it is found that the documents/information submitted in the Proposal is fraudulent.
- 1.3.4. INCAP shall have the right to terminate the selection by giving a written notice to the

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Consultant without any compensation if the selected Consultant becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company, provided that such termination will not prejudice or effect any right of action or remedy, which has accrued thereafter to INCAP.

14 Period of Contract

Period of contract to remain tentatively as 45 Days subject to final decision of Authority.

15 Brief description of the Selection Process

- 1.5.1. INCAP intends to select the Consultant(s) through a competitive bidding process in accordance with the procedure set out herein.
- 1.5.2. Weights are assigned to technical and financial criteria, and the bidder with the highest combined technical and financial score as per QCBS criteria will be declared as the winner.
- 1.5.5. The Consultant shall perform the services and carry out its obligations using skill and care with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices.
- 1.5.6. The failure of a Party to the agreement to fulfill any of its obligations as set out in the agreement shall not be considered to be a breach of, or default under, this Agreement in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.
- 1.5.7. The Parties undertake to act in good faith with respect to each other's rights under the Agreement and to adopt all reasonable measures to ensure the realization of the objectives of the Agreement.

16 Schedule of Selection Process

INCAP would endeavor to adhere to the following schedule:

	Event Description	Date
1.	Issue of RFP	25-01-2020
2.	Proposal Due Date	1500 hours IST 19-02-2020
3.	Opening of Technical Proposals	1600 hours IST 19-02-2020
4.	Opening of Financial Proposals	To be intimated later to technically qualified Applicants
5.	Last date for receiving queries/ clarifications	1700 hours IST 03.02.2020 (by email)
6.	Responses to queries	06.02.2020

*Note: queries/ clarifications be emailed to incapap@incap.co.in

17. Communications

- 1.7.1. Submission of Proposal in hard copies in response to this RFP through registered post/speed post/courier or hand delivered, should be addressed to:

The Managing Director,
Infrastructure Corporation of Andhra Pradesh Ltd.
(INCAP)
D.No. 7-104, A Block, I floor, Sri Anjaneya Towers,
N.T.T.P.S Road, Ibrahimpatnam
Email: incapap@incap.co.in, Web: www.incap.co.in

The Applicants are advised in their own interest to ensure that completed Proposals reach the office of INCAP at the address mentioned well before the date stipulated in the document. Proposals submitted through Telex / Telegraphic / Fax / email shall be summarily rejected.

Proposals received after the date and time stipulated in this RFP shall not be considered and shall be summarily rejected. **Any proposal received after the closing time for submission of proposals shall be returned unopened.** INCAP shall not be responsible for delayed receipt of Proposals.

All details including this RFP document, any Proposal Due Date extensions, clarifications, amendments, addenda, corrigenda, etc., in respect of this RFP will be uploaded in the website of INCAP and will not be published in newspapers.

- 1.7.2. All communications, including the envelopes, should contain the following information, to be marked as :

Notice No. INCAP/P/Selection of Consultant/APSFC/ 01/2020, dated: 25/01/2020

“Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC”

2. INSTRUCTIONS TO APPLICANTS

2.1. Scope of Proposal

2.1.1. Role of Consultant: Provide Consultancy services to the Andhra Pradesh State Financial Corporation for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC.

2.1.1.1 Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process in response to this invitation. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2.1.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by INCAP through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that INCAP decisions are without any right of appeal whatsoever.

2.1.1.3 The Applicant shall submit its Proposal in the form and manner specified in this Chapter-2 of the RFP. The Technical proposal shall be submitted in the form at Appendix-I and the Financial Proposal shall be submitted in the form at Appendix-II. Upon selection, the Applicant shall be required to enter into separate an agreement with the Authority.

2.1.2 SCOPE OF PROPOSAL

The Scope of Services for the detailed review shall comprise the following, but not limited to:

- a. Analyze Balance Sheets of Andhra Pradesh State Financial Corporation.
 - Study the existing status of the Corporation and analyze the problem areas.
- b. Identify all possible sources of revenue from future and risk associated therewith.
- c. Study the ways to reduce the Non-performing Assets and implementation of Innovative recovery procedures.
- d. Improve the Business Growth and Performance in the Andhra Pradesh State Financial Corporation by Diversification.
 - Exploring the possibilities to improve the business vis a vis introduction of new business models/schemes.
 - Examine the ways for revenue maximization.
- e. Borrowing Plan, Lending Strategy including Fund Management.
- f. Identifying Accounting Standards and Internal Procedure and study the best practices in similar situated organization.

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- g.** Re-Organization of Structure by incorporating new HR Planning/Resource Planning.
- Planning of efficient resource mobilization
 - Strategy for manpower planning
- h.** Identifying New Business Opportunities.
- i.** Asset Classification & Asset Management.
- j.** To develop a strategic direction to improve overall performance.
- k.** To develop problem specific tactics to achieve the organization goals.
- l.** Any other assignment relating to financial plan assigned by APSFC.

The Scope of work mentioned above is tentative and actual scope of work can vary based on requirements of Andhra Pradesh State Financial Corporation within the timelines of the Assignment.

2.1.2.1 Deliverables

S.No.	Name of the Deliverable	Description
1.	Inception Report	Initial Report covering broad analysis of the scope.
2.	Assessment Report	Assessment of present deficiencies and to go forward the future and remedies to suggest & way forward of the Process.
3.	Draft Report	Covering Entire Scope of Services
4.	Final Report	Covering Entire Scope of Services

2.1.2.2 Payment Schedule

S. No.	Description of Deliverables	Time-line (Weeks)	Payment against deliverable (% of Accepted fee)
1	Inception Report	5 days	5%
2	Assessment Report	15 days	10%
3	Draft Report	30 days	35%
4	Final Report	45 days	50%

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2.1.2.3 Key Personnel

The Applicant shall propose mandatory key personnel for the following positions:

Sl. No.	Position	Minimum Qualification	Total Experience
1.	Sr. Resource (Financial Expert)	Team Leader and Financial Expert - Minimum 15 years in relevant field. Education: MBA Finance IIM or CA/CMA/CFA Qualification; Must have experience in Business Strategy/Financing Strategy; Must be a full time employee of the bidder or an affiliate company	15 years
2.	Consultant	Minimum 4 years consulting experience; Education - MBA Finance IIM or CA/CMA/CFA Qualification; Must have experience in Business Strategy/Financing Strategy; Must be a full time employee of the bidder or an affiliate company	5 years

Note: 1) No Key Personnel should have attained the age of 75 (seventy five) years at the time of submitting the Proposal

2) The aforementioned key personnel shall not be substituted during the selected period. However, substitution shall be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

2.1.3 The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors\$ stating its total revenues from professional fees during each of the 3 (three) financial years preceding the PDD as per format at Form-3 of Appendix-I and the fee received in respect of each of the Eligible Assignments specified in the Proposal. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

2.1.4 The Applicant should submit a Power of Attorney as per the format at Form-7 of Appendix-I; provided, however, that such Power of Attorney would not be required if the Application/ Proposal is signed by a partner of the Applicant, in case the Applicant is a partnership firm or limited liability partnership.

2.1.5 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not

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be eligible to submit a Proposal either by itself or through its Associate.

- 2.1.6 An Applicant or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.
- 2.1.7 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

2.2 Minimum Eligibility Criteria for Selection

- 2.2.1 The Applicant shall be a company / a corporate body incorporated under the Companies Act, 1956 or the Companies Act, 2013 or a limited liability partnership (LLP) incorporated under the Limited Liability Partnership Act, 2008. Certificate of Incorporation/ Registration shall be furnished for the same.
- 2.2.2 The Applicant shall be a single entity applying for RFP process.
- 2.2.3 The Applicant should not have a conflict of interest that affects the RFP process. Any Applicant found to have a Conflict of Interest shall be disqualified.
- 2.2.4 Any entity which has been barred by the Central/ State Government, or any entity controlled by it, from participating in any project, and the bar subsists as on the date of RFP, would not be eligible to submit a RFP.
- 2.2.5 An Applicant, in the last 3 years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Applicant.
- 2.2.6 **Financial Capacity:** The Applicant should have an average annual revenue in India of not less than Rs. 100 crore (Rupees One hundred crore only) from professional fees over the last three financial years. The Applicant will be required to submit a statutory auditor certificate showing revenues for 3 financial years FY 2016-17, FY 2017-18 and FY 2018-19

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2.2.7 **Technical Capacity:**

Experience: The Applicant should have worked with at least 5 similar assignments with Banking Institutions/Financial Institutions in the last 5 years.

Completion Certificate from client needs to be submitted for all Eligible assignments

2.2.8 The consultancy firm must have a minimum of 5 (five) years of experience in providing consultancy services in relevant field.

2.2.9 The Applicant firms may note that mere meeting of the minimum eligibility criteria does not entitle them for selection. The applicants meeting the minimum eligibility criteria will be further short-listed for Evaluation. Technical Proposals of only those firms will be evaluated who meets the minimum eligibility criteria.

2.3 **Cost of Proposal**

2.3.1 The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to INCAP and the Authority etc. INCAP and the Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.4 **Acknowledgement by Applicant**

2.4.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from INCAP;
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of INCAP;
- d) Acknowledged that it does not have a Conflict of Interest in providing Consultancy services to the Authority.

2.4.2 INCAP shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by INCAP.

2.5 **Right to reject any or all Proposals**

2.5.1 Notwithstanding anything contained in this RFP, INCAP 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.

2.5.2 Without prejudice to the generality of Clause 2.5.1, INCAP reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by INCAP,

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the supplemental information sought INCAP for evaluation of the Proposal.

2.5.3 Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

2.5.4 Receipt of Proposal beyond the Proposal Due Date shall result in disqualification.

2.6 Amendment of RFP

2.6.1 At any time prior to the deadline for submission of Proposal, INCAP may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment.

2.6.2 The amendments will be communicated only on the website of INCAP and will not be published in the newspapers.

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

2.7 Preparation and Submission of Proposal

2.7.1 Language

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.7.2 Submission of Proposal

2.7.2.1. The Applicants shall submit the Proposal in two separate envelopes – one for the technical proposal and the other for the financial proposal. The technical proposal should be hard bound/spiraled and have all the pages numbered serially, by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of the RFP.

2.7.2.2. The Technical Proposal from the Consultants must contain the following documents:

- a. Letter of Proposal (Appendix I – Form 1)
- b. Index (giving list of contents and corresponding page numbers in the Proposal)
- c. Certificate of Incorporation/ Registration
- d. Bid Processing Fee
- e. Bid Security Fee
- f. Original and 1 (one) Copy of the Proposal

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- g. Particulars of the Applicant (Appendix I – Form 2)
- h. Financial capacity of the Applicant (Appendix I – Form 3)
- i. Summary List of assignments completed for Banking Institutions/Financial Institutions in the past 10 years (Appendix I – Form 4)
- j. Summary of Permanent Key Professionals (Appendix I – Form 5)
- k. CVs of Permanent Key Professionals (Appendix I – Form 6)
- l. Power of Attorney for signing Proposal or any documentary evidence for authorized signatory (Appendix I – Form 7)
- m. Approach and Methodology (Appendix I - Form 8)
- n. Other documents, if any

In case any bid not accompanying the above documents shall be summarily rejected by the INCAP as non-responsive.

- 2.7.2.3. The Technical Proposal from the Consultants must contain the documents as provided in the Clause 2.7.2.2. and shall be sealed in an envelope with the following inscription:

“TECHNICAL PROPOSAL”

“Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC”

- 2.7.2.4. The Financial Proposal from the Consultants must contain the Appendix II in the Consultant’s letter head and shall be sealed in an envelope with the following inscription:

“FINANCIAL PROPOSAL”

“Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC”

- 2.7.2.5. The Technical and Financial Proposals will be sealed in envelopes which will bear the address of INCAP, RFP Notice number, Consultancy name (as detailed in Clause 2.7.2.9) and the name and address of the Applicant. It shall bear on top, the following:

“Do not open, except in presence of the Authorized Person of INCAP”

If the envelope is not sealed and marked as instructed above, INCAP assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

- 2.7.2.6. The Proposals shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the original Proposal

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must be numbered and initialed by the person or persons signing the Proposal. Proof for authorization for the person signing the proposal shall be submitted.

- 2.7.2.7. The completed Proposal must be hand delivered on or before the specified time on Proposal Due Date. Proposals submitted by fax, telex, telegram, e-mail or any other format except as specified in this section shall not be entertained.
- 2.7.2.8. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, copy of contracts etc. will be entertained.
- 2.7.2.9. The above sealed envelopes of the Technical and Financial Proposals shall be put in another envelope which shall have the following inscription:

“REQUEST FOR PROPOSAL”

“Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC”

2.7.3 Proposal Due Date

- 2.7.3.1.** The completed Proposals should reach the under mentioned address before **1500 hours IST on 19/02/2020**

The Managing Director

Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP)

D.No. 7-104, A Block, I floor,

Sri Anjaneya Towers, N.T.T.P.S Road,

Ibrahimpattanam.

Web: www.incap.co.in

- 2.7.3.2. In case, the Proposal Due Date is an unscheduled holiday, the Proposal has to be submitted latest by the next working day. The time and venue of submission will remain unchanged. A receipt thereof should be obtained from the person specified therein.
- 2.7.3.3. INCAP may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.6 and will be communicated only on the website of INCAP and will not be published in newspapers.

2.7.4 Late Proposals

Proposals received by INCAP after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected. INCAP will not be responsible for any delay in receipt of Proposals.

Request for Proposal

2.7.5 **Modification/ substitution/ withdrawal of Proposals**

2751. The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by INCAP prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after 1500 hours IST of Proposal Due Date.
2752. The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.
2753. Any alteration / modification in the Proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by INCAP, shall be disregarded.

2.8 **Bid Security**

281. The Applicant shall furnish as part of its Proposal, a bid security of Rs. 2,00,000 (Rupees Two Lakh Rupees only) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of INCAP Ltd., payable at Vijayawada (the “Bid Security”), returnable not later than 15 (fifteen) days from signing of the agreement except in case of the two highest ranked Applicants as required in Clause 2.12.1 In the event that the first ranked Applicant commences the assignment as required in Clause 3.7, the second ranked Applicant, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case not later than 120 (one hundred and twenty) days from PDD. The Selected Applicant’s Bid Security shall be returned upon the Applicant providing the performance guarantee to the Authority. The Bid Security shall remain valid for up to 120 (One hundred and twenty) days from PDD.
282. Any Bid not accompanied by the Bid Security shall be rejected by INCAP as non-responsive.
283. The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
284. The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by this Authority as the mutually agreed pre-estimated compensation and damage payable to this Authority for, inter alia, the time, cost and effort of this Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
- (b) If an Applicant engages in any of the Prohibited Practices specified in Section 4 of this RFP;

Request for Proposal

- (c) If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
- (d) In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 2.12.1;
- (e) In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 3.6 and 3.7 respectively; or
- (f) If the Applicant is found to have a Conflict of Interest as specified in Clause 2.10.

2.9 Performance Security

291 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by this Authority as the mutually agreed pre-estimated compensation and damages payable to this Authority for, inter alia, the time, cost and effort of this Authority in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- (a) If an Applicant engages in any of the Prohibited Practices specified in Clause 4.1 of this RFP;
- (b) if the Applicant is found to have a Conflict of Interest as specified in Clause 2.10; and
- (c) if the Selected Applicant commits a breach of the Agreement.

292 An amount equal to 5% (five per cent) of the Agreement Value shall be deemed to be the Performance Security for the purposes of this Clause 2.9, which may be forfeited and appropriated in accordance with the provisions hereof.

293 Opening of Proposals

The Proposals will be opened at 1600 hours IST on 19/02/2020 at the following address. The applicant may depute their representatives to be present at the time of opening of the proposals received by the Authority.

The Managing Director,

Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP)

D.No. 7-104, A Block, I floor, Sri Anjaneya Towers,

N.T.T.P.S Road, Ibrahimpatnam

Email: incap@incap.co.in, Web: www.incap.co.in

210. Conflict of Interest

INCAP requires that Consultants provide professional, objective, and impartial advice and at all times hold INCAP interests paramount, strictly avoid conflicts with other Projects or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited.

Request for Proposal

2.11. Confidentiality

The selected Consultant and its personnel shall not, either during the term or after expiration of this proposal, disclose any proprietary or confidential information relating to the services, contract or business or operations of the INCAP, without the prior written consent of the INCAP. All documents submitted by the Consultant will be treated as confidential, and will not be returned to Consultant.

2.12 Negotiations

- 2.12.1 The Selected Applicant(s) may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. In case the Selected Applicant fails to reconfirm its commitment, INCAP and the Authority reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations
- 2.12.2 INCAP and the Authority will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.

3 CRITERIA FOR EVALUATION FOR TECHNICAL PROPOSAL

3.2 Technical Evaluation

The quality of consultancy services is of significant importance to INCAP and Authority. So the technical capabilities and past experience of the agency is more important for this assignment. Therefore, the agency will be selected based on Quality-cum-Cost-Based-Selection (QCBS) in the ratio of 80% (Technical) and 20% (Financial).

Applicants that have scored less than 80 marks in the technical evaluation will not qualify for opening their financial bids. The unopened financial bids of disqualified Applicants will be returned within 60 days from Proposal Due Date. The technical bid will be evaluated on a scale of 100 and the weightage for each criterion would be as follows:

S.No.	Criteria	Max. Marks	Criteria for awarding Marks	Supporting Documents to be submitted
1	Revenue of consulting firm	10		
	Average Revenue of consulting firm in India in the past 3 years.	10	<ul style="list-style-type: none"> • INR 100 Cr to 200 Cr- 3 Marks • INR 200 Cr to 300 Cr- 5 Marks • > INR 300 Cr- 10 Marks 	Appendix I – Form 3
2	Experience of the firm	40		
	Number of consultancy assignments delivered by the Applicant for Banking Institutions/Financial Institutions in the past 10 years Note: Documentary proof obtained from the client organization in support of the consultancy assignments delivered.	40	<ul style="list-style-type: none"> • 3 to 5 eligible assignments - 10 Marks • 5 to 8 eligible assignments - 20 Marks • More than 8 eligible assignments - 40 Marks 	Appendix I – Form 4

Request for Proposal

3	Experience of Key personnel	40		
3a	Team Leader and Finance expert – 1. Educational Qualification – 7 Marks 2. Overall Experience – 8 Marks 3. Eligible assignments – 10 marks	25		Appendix I – Form 6
3b	Consultant 1. Educational Qualification – 5 Marks 2. Overall Experience – 3 Marks 3. Eligible assignments – 7 marks	15		Appendix I – Form 6
4	Adequacy and quality of proposed approach, methodology and work plan in response to the Terms of Reference	10		Appendix I – Form 8
		100		

Request for Proposal

3.2 Eligible Consultancy assignment

For the purposes of determining Conditions of Eligibility and for evaluating the Proposals under this RFP, consultancy assignments shall be deemed as eligible assignments if the following conditions are met -

- a) Eligible similar or relevant assignments done by the consulting firm for Banking Institutions/Financial Institutions in the past 5 years, in similar or relevant assignments.

3.3. Evaluation of Proposals

The overall selection of the Applicants will be a Quality-cum-Cost-Based Selection (QCBS) and the following formula will be used for the evaluation of the bids. The Applicants having equal or more than 80 marks of the Technical Scores will be intimated regarding the date of financial bids opening. The unopened financial bids of unsuccessful Applicant agencies will be returned within 60 days from Proposal Due Date. The Evaluation of Applicants with technical scores equal or more than 80 marks will be calculated as: $S = (0.8)*T + (0.2)*(Fm/F * 100)$

Where

S = Combined score (Technical Score + Financial Score) of Applicant agency under consideration (calculated up to two decimal points)

T = Technical score for the Applicant agency under consideration

F = Financial Bid Value for the Applicant agency under consideration

Fm = Lowest Financial Bid Value among the financial proposals under consideration

The Selected Applicant shall be the first ranked Applicant (having the highest combined score).

3.4. Indemnity

The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority for an amount equal to two times of the value of the Agreement for any direct loss or damage that is caused due to any deficiency in services.

3.5 Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Authority to the Selected Consultant and the selected consultant shall, within 3 (three) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof to the Authority under intimation to INCAP . In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, the Selected Applicant to acknowledge the LOA, and the next highest ranking Applicant may be considered.

3.6 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Consultant, it shall execute the Agreement with the Authority within 7 (seven) days of issue of LOA. The Selected Consultant shall not be entitled to seek any deviation in the Agreement.

Request for Proposal

3.7 Commencement of assignment

The Consultant shall commence the Services within 3 (three) days of the date of the Agreement or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement as specified in Clause 3.5 or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the Bid Security of the first ranked Applicant shall be forfeited and appropriated in accordance with the provisions of Clause 2.8.4.

Request for Proposal

4 FRAUD AND CORRUPT PRACTICES

- 4.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the INCAP shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant 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. In such an event, INCAP shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to INCAP for, inter alia, time, cost and effort of INCAP, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.
- 4.2 Without prejudice to the rights of INCAP under Clause 4.1 hereinabove and the rights and remedies which Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by INCAP/Authority 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 LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by INCAP during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by INCAP 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.
- 4.3 For the purposes of this Section, 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 INCAP who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, 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 INCAP, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA 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 LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of INCAP 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;

Request for Proposal

- (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 INCAP and the authority administering this consultancy assignment 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 among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Appendix I

- a. Letter of Proposal (Appendix I – Form 1)
- b. Particulars of the Applicant (Appendix I – Form 2)
- c. Financial Capacity of the Applicant (Appendix I – Form 3)
- d. Summary List of assignments completed for Banking/Financial Institutions in the past 10 years (Appendix I – Form 4)
- e. Summary of Permanent Key Professionals (Appendix I – Form 5)
- f. CVs of Permanent Key Professionals (Appendix I – Form 6)
- g. Power of Attorney for signing Proposal or any documentary evidence for authorized signatory (Appendix I – Form 7)
- h. Approach and Methodology (Appendix I – Form 8)

Form 1
Letter of Proposal

(On Applicant's letter head)

(Date and Reference)

To,

The Managing Director

Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP)

D.No. 7-104, A Block, I floor, Sri Anjaneya Towers,

N.T.T.P.S Road, Ibrahimpatnam

Email: incapap@incap.co.in,

Web: www.incap.co.in

Sub: Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC

Dear Sir,

With reference to your RFP Document dated....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for **Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC)** for the subject consultancy assignment. The Proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Selection
3. I/We shall make available to INCAP any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of INCAP to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We to the best of our knowledge certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

Request for Proposal

6. 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 Consultant, without incurring any liability to the Applicants
7. I/We to the best of our knowledge certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed 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 offence that outrages the moral sense of the community.
8. I/We to the best of our knowledge 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 convicted by a Court of Law for any offence committed by us or by any of our Associates.
9. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the INCAP and/ or the Government of India in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.
10. 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 me or our Proposal is not opened or rejected.
11. I/We agree to keep this offer valid for 120 days from the Proposal Due Date specified in the RFP.
12. 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 Applicant)

Form 2**Particulars of the Applicant (pursuant to Clause 2.2)**

1.	<p>Title of Consultancy:</p> <p>Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC</p>		
2.	<p>State the following:</p> <p>Name of Company or Firm:</p> <p>Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):</p> <table border="1" data-bbox="325 864 1369 943"> <tr> <td data-bbox="325 864 895 943">Country of incorporation:</td> <td data-bbox="895 864 1369 943"></td> </tr> </table> <p>Registered address:</p> <p>i. PAN</p> <p>ii. Goods & Service Tax Registration Number</p> <p>Year of Incorporation:</p> <p>Year of commencement of business:</p> <p>Principal place of business:</p> <p>Brief description of the Company including details of its main lines of business</p> <p>Name, designation, address and phone numbers of authorised signatory of the Applicant:</p> <p>Name:</p> <p>Designation:</p> <p>Company:</p> <p>Address:</p> <p>Phone No.:</p>	Country of incorporation:	
Country of incorporation:			

Request for Proposal

3.	<p>For the Applicant, state the following information:</p> <p>(i) In case of non-Indian Firm, does the Firm have business presence in India? Yes/No</p> <p style="padding-left: 40px;">If so, provide the office address(es) in India.</p> <p>(ii) Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years? Yes/No</p>
	<p>(iii) Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in last five years? Yes/No</p> <p>(iv) Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years? Yes/No</p> <p>(v) Has the Applicant suffered bankruptcy/insolvency in the last five years? Yes/No</p> <p>Note: If answer to any of the questions at (ii) to (v) is yes, the Applicant is not eligible for this consultancy assignment.</p>
4.	<p>Does the Applicant's firm combine functions as a consultant or adviser along with the functions as a contractor and/or a manufacturer? Yes/No</p> <p>If yes, does the Applicant agree to limit the Applicant's role only to that of a consultant/ adviser to the INCAP and Authority and to disqualify themselves, their Associates/ affiliates, subsidiaries and/or parent organization subsequently from work on the projects in any other capacity? Yes/No</p>

Form 3**Financial Capacity of the Applicant (Pursuant to Clause 2.2.6)**

S. No.	Financial Year	Annual Revenue in India (Rs.in crores)
1.	2018-19	
2.	2017-18	
3.	2016-17	
	Average	

Certificate from the Statutory Auditor[§]

This is to certify that.(Name of the Applicant) had turnover from professional fees from advisory & consultancy services as shown above against the respective years on account of professional fees.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

- a) §** In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.
- b)** Definition of revenue is Management Consulting revenue excluding revenues from Audit, Tax and Assurance, project management, engineering/design consulting, outsourcing, etc

Note: Please do not attach any printed Annual Financial Statement.

Form 4**(Pursuant to Clause 3.1 and 3.2)**

Number of consultancy assignments delivered by the Applicant for Banking Institutions/Financial Institutions in the past 5 years						
S. No.	Title of the Assignment	Client Organization	Description of Project	Professional Fees Received (INR)	Start Date	End Date

Notes:

1. The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.
2. Documentary proof obtained from the client organization.

Form 5**Summary of Key Personnel
(Pursuant to Clause 2.1.2, 3.1 and 3.2)**

S. No.	Designation of Key Personnel	Name	Educational Qualification	Length of Professional Experience	Employment duration with present Firm	Number of Eligible Assignments
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						

Note:

1. Detailed CVs of the key personnel should be submitted as per format given in Form 6
2. Use separate rows in case of multiple CVs used for a particular designation

Form 6

Curriculum Vitae (CV) of Key Personnel (Pursuant to Clauses 2.1.2 and 3.1)

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:
6. Employment Record:

(Starting with present position, list in reverse order every employment held.)

7. Experience of the Personnel in relevant assignments

Name of project	
Activities performed	
Position held	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Key Personnel)

Place.....

Notes:

1. Use separate form for each Key Personnel

Form 7

Power of Attorney for signing of Proposal

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for Selection of Financial Consultant for Providing Transaction Advisory Services to Andhra Pradesh State Finance Corporation (APSFC) for the Project proposed or being undertaken by the (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participate in Pre-Bids and other conferences and providing information/ responses to INCAP, representing us in all matters before INCAP, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our proposal, and generally dealing with INCAP in all matters in connection with or relating to or arising out of our proposal for the said Project and/ or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF 20.....

For
(Signature, name, designation and address)

Witnesses:
1.
(Notarised)
2.

Accepted

.....

(Signature, name, designation and address of the Attorney)

Form 8
(pursuant to clause 3.1)

Proposed Methodology and Work Plan

The proposed methodology and work plan shall be described as follows:

1. Understanding of Scope of work (not more than two pages)

The Applicant shall clearly state its understanding of the scope of work and also highlight its important aspects. The Applicant may supplement various requirements of the scope of work and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the scope of work.

2. Methodology and Work Plan (not more than three pages)

The Applicant will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the scope of work. The Applicant will submit a brief write up on its proposed team and organisation of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. In case the Applicant is a consortium, it should specify how the expertise of each firm is proposed to be utilized for this assignment. The Applicant should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Consultancy Services.

Note: Marks will be deducted for writing lengthy and out of context responses.

APPENDIX – II

- a. Covering Letter (Appendix-II- Form 1)
- b. Financial Proposal (Appendix-II - Form 2)

Request for Proposal

Appendix II

Financial Proposal

(On Applicant's letter head)
Form-1

Covering Letter

(On Applicant's letter head)

(Date and Reference)

To,

.....
.....
.....

Dear Sir,

Subject: Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC

I/We,(Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm as Consultant for above.

I/We confirm that we are submitting our Financial Proposal for the subject consultancy assignment

I/We agree that this offer shall remain valid for a period of 120 (One twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.

Request for Proposal

APPENDIX-II

(See Clause 2.1.3)

Form-2

Financial Proposal

Item No.	Description	Amount(₹) INR ONLY
Project Name : Selection of Financial Consultant for providing Transaction Advisory Services to the Andhra Pradesh State Financial Corporation (APSFC) for preparing a Short-Term (3-5 years) and Long Term (10-15 years) Comprehensive Strategy Plan for APSFC.		
A.	BASIC COST OF SERVICES (excluding GST) In Indian Rupees in words: Rupees _____ _____ only	
B.	GOODS AND SERVICE TAX (GST)	
C.	TOTAL (including GST) In Indian Rupees in words: Rupees _____ _____ Only	

*Goods and Service taxes will be as per prevailing law

Note:

1. No escalation on any account will be payable on the above amounts during the currency of the agreement.
2. The financial evaluation shall be based on the above Financial Proposal. The basic cost in Item A shall, therefore, be the amount for purposes of evaluation.
3. The basic cost of services quoted shall be inclusive of all taxes (except Goods and Service Tax), incidentals, overheads, printing and binding of reports, expenditure related to presentations to be made during the execution of the assignment, boarding and lodging, travelling expenses, , sundries, all other items involving expenditure for execution of this assignment.

Request for Proposal

4. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
5. The Selected Consultant shall be the first ranked Applicant (having the highest combined score).
6. Any other charges not shown here are considered to have been included in the above costs.
7. The applicable service tax will be paid by Authority as per the bills submitted by the consultant.
8. In case Authority decides to abandon the project for any reason, the payment of the consultant shall be restricted up to the Stage the services have actually been provided by the Consultant. Fee structure and payment terms shall remain strictly as indicated above.
9. The payments shall be made by the Authority to the consultant after approval of the deliverables by Authority.
10. The payments shall be made to the consultant after submission of Invoice (in duplicate) along with advance stamp receipt.
11. The above quoted fee shall include all expenses and out of pocket expenses, etc. to be incurred by the consultant to complete the assignment.
12. Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the consultant the appropriate tax deduction certificate evidencing payment of such taxes.

I/We agree that this offer will be subject to the Terms & Conditions mentioned in the RFP.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Request for Proposal



Infrastructure Corporation of Andhra Pradesh Limited (INCAP)

D.No. 7-104, A Block, I floor, Sri Anjaneya Towers, N.T.T.P.S Road, Ibrahimpatnam

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