

Empanelment Notice for Electrical Consultants

MPIDC/CE/New Empanel Electrical/2024

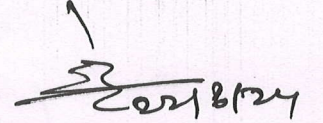
Date: 22/08/2024

M P Industrial Development Corporation Ltd. (MPIDC Ltd.) invites Applications for New Empanelment of Electrical Consultants under M P Industrial Development Corporation Ltd. (MPIDC Ltd.) as per the SOP and details provided on the Invest Portal of MPIDC (<https://invest.mp.gov.in>).

The detailed document for the same can be downloaded from <https://invest.mp.gov.in>

Note:

Any amendment regarding empanelment will be published on <https://invest.mp.gov.in> only and not in newspapers.



Chief Engineer

SOP for New Empanelment for Electrical works

MPIDC is aimed towards the development of Industrial Areas with the vision of emphasizing Industrial growth and investment in the state of Madhya Pradesh. MPIDC is planning to develop around new Industrial Areas in the upcoming time. The development of these Industrial Areas will involve world class Infrastructure planning and amenities including Projects based on Electrical Works. The criteria for selection of the Consultant for new empanelment for electrical works is as follows:

SOP for New Empanelment:

1. If a consultant wants to be empaneled under MPIDC under respective categories as defined by the authority, they need to apply through the application as published on www.invest.mp.gov.in. New applicants will require to submit a fee of Rs. 1,00,000/- in the form of DD in favor of MD, MPIDC along with the application documents.
2. The applicant needs to submit technical qualification documents through mail on empanelment@mpidc.co.in for evaluation as per the evaluation criteria specified by MPIDC in the application form. Applicant needs to specify the exact category in which they want to be empaneled/ category enhancement. Applications that are not clear will be rejected.
3. The Applications submitted by the end of the month will be assessed and evaluated for empanelment in the same criteria as defined in **Annexure C** (attached herewith). The evaluation criteria, scope of work and Payment Schedule is also attached herewith.
4. The bidder needs to clearly specify the Category (defined ahead in this document) in which they want to apply for empanelment / category enhancement in their Proposal. Applications that are not clear will be summarily rejected.

The selected consultants shall be informed through a letter of acceptance for consultancy services and the Category in which they are selected.

The final selection of any consultant shall be on the sole discretion of MPIDC and MPIDC reserves the right to reject any or all of the new empanelment proposal/ category/area enhancement proposal without assigning any reasons whatsoever.

Evaluation Criteria for New Empanelment**1) Definition of Categories**

- a) **Category -1:** General Consultancy Services including Route Survey, Planning, Detailed Project Report (DPR), Bid Process Management, Monitoring & Management of execution of Electrical Infrastructure Works upto 11 kV required in Industrial Areas of MPIDC but not limited to and also getting necessary approvals/permission required for execution of work from concerned electrical authorities on behalf of MPIDC in prescribed time limit.
- b) **Category -2:** General Consultancy Services including Route Survey, Planning, Detailed Project Report (DPR), Bid Process Management, Monitoring & Management of execution of Electrical Infrastructure Works upto 33 kV required in Industrial Areas of MPIDC but not limited to and also getting necessary approvals/permission required for execution of work from concerned electrical authorities on behalf of MPIDC in prescribed time limit.
- c) **Category -3:** General Consultancy Services including Route Survey, Planning, Detailed Project Report (DPR), Bid Process Management, Monitoring & Management of execution of Electrical Infrastructure Works upto 220 kV required in Industrial Areas of MPIDC but not limited to and also getting necessary approvals/permission required for execution of work from concerned electrical authorities on behalf of MPIDC in prescribed time limit.
- d) **Category -4:** General Consultancy Services including Route Survey, Planning, Detailed Project Report (DPR), Bid Process Management, Monitoring & Management of execution of Electrical Infrastructure Works above 220 kV required in Industrial Areas of MPIDC but not limited to and also getting necessary approvals/permission required for execution of work from concerned electrical authorities on behalf of MPIDC in prescribed time limit.
- e) **Category -5:** General Consultancy Services including Planning, feasibility study/ Detailed Project Report (DPR), Bid Process Management, execution of Power purchase agreement/PMC and/or SQC for Renewable Energy Power Project but not limited to and also getting necessary approvals/permission required for execution of work from concerned authorities on behalf of MPIDC in prescribed time limit.

2) Minimum Eligibility Criteria

A Consultancy firm can submit EOI for any or all categories mentioned above. The Consultancy firm must meet the following Minimum Eligibility Criteria:-

- a) Applicant should be well-established and professionally organized Consultancy Firm/individuals with at least 5 years' experience in the field of category for which application is submitted.
- b) Applicant should have an average annual turnover during last 3 (three) Financial years as mentioned below:
 - i. Category-1 - at least Rs 0.5 Crs.
 - ii. Category-2 - at least Rs 1 Crs.
 - iii. Category -3 - at least Rs 3 Crs.

- iv. Category - 4 - at least Rs 5 Crs.
 - v. Category-5 - at least Rs 4 Crs.
- c) The applicant should have valid Electrical Contractor Licensee (Class A) for the state of Madhya Pradesh on the date of issuance of RFP.
- d) Applicant should have experience of providing Consultancy Services with at least 01 Projects in the last 7 years:
- i. Costing more than Rs 1.00 Crs for Category 1
 - ii. Costing more than Rs 5 Crs for Category 2
 - iii. Costing more than Rs 50 Crs for Category 3
 - iv. Costing more than Rs 200 Crs for Category 4
 - v. Installed capacity of more than 10 MW for Category 5

Note – Similar works: Means the following;

Category 1, 2, 3, 4: Route Survey, Load estimation/ Calculation, preparation of BOQ, Cost Estimate, DPR, tender document, PMC/Supervision for electrical network/sub-station at 400 KV/220KV/ 132KV/ 33KV/ 11KV voltage class in the capacity of a prime consultant for MP State DISCOMS/ MPPTCL/MPIDC/MP State & Central Departments/ Undertakings.

Category 5: Planning, Feasibility Study/ Detailed Project Report (DPR), Bid Process Management/Power Purchase Agreement/PMC and/or Supervision for Renewable Energy Power Projects for Government Agencies/undertakings.

The similar work means successfully completion of work and getting certificates issued by the principal employer (Not below the rank Executive Engineer).

(for the purpose of this eligibility criteria the same shall be demonstrated by submitting certificate issued)

- e) Applicant should have Goods and Service Tax Registration in the category of Consultancy Services. However, such bidders who are not registered and are eligible for registration can also submit their bids after having applied for registration with appropriate authority. The bidder would be required to have valid GST registration at the time of signing of the Contract.

3) Marking Criteria

3.1 The Evaluation of the Proposal will be taken up separately for Each of the category, for which he intends to bid for, only if the applicant meets the minimum Eligibility Criteria for corresponding Category.

3.2 The applications will be examined by MPIDC which may call for clarifications/additional information from the Applicants which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated separately for each category for which the bid

is submitted based on the following parameters on a scale of 100.

Sr. No.	Marking Criteria	Max Marks - 100
1	Capability Statement	Max Marks - 10
a	Firm experience of Minimum 5 years in consultancy services	5
b	Firm experience of 5-10 years in consultancy services	7
c	Firm experience of 10-15 years in consultancy services	10
2	Work Experience	
2.1	Route Survey, Load estimation/ Calculation, preparation of BOQ, Cost Estimate, Tender document, DPR, PMC for electrical network/sub-station at 400 KV/220KV/ 132KV/ 33KV/ 11KV voltage class in the capacity of a prime consultant for MP State DISCOMS/ MPPTCL/MPIDC/MP State & Central Departments/ Undertakings. (Completed works in last 7 Financial years).	Max Marks - 60
a	For category 1	40 Marks for one project costing more than 1.00Cr. 10 marks for each additional project costing more than Rs 1.00 Crs.
b	For category 2	40 Marks for one project costing more than Rs. 5.00 Crs. 10 marks for each additional project costing more than Rs 5.00 Crs.
c	For category 3	40 Marks for one project costing more than Rs. 50.00 Crs. 10 marks for each additional project costing more than Rs 50.00 Crs.
d	For category 4	40 Marks for one project costing more than Rs. 200.00 Crs. 10 marks for each additional project costing more than Rs 200.00 Crs.
2.2	Category 5	
a	Planning, Feasibility Study/ Detailed Project Report (DPR), Bid Process Management/Power Purchase Agreement/PMC and/or Supervision for Renewable Energy Power project of minimum 10 MW capacity for Government Agencies/undertakings. (Completed works in last 7 Financial years).	40 Marks for one project of capacity more than 10 MW. 10 marks for each additional project of

						capacity more than 10 MW.
3	Manpower Strength					
Sl.	Position	No of Staff	Minimum Qualification and Experience			Max Marks -10
a	Team Leader	1	For category 1,2,3,4: B.E. / B. Tech (Electrical) with a minimum of 20 years of professional experience in relevant category. For Category 5: B.E. / B. Tech (Electrical) with a minimum of 20 years of relevant professional experience in Renewable Energy Power Projects.			20 years of experience – 5 marks.
b	Electrical Engineer		For category 1,2,3,4: B.E. / B. Tech (Electrical) with minimum 10 years of professional experience in relevant category. For category 5: B.E. / B. Tech (Electrical) with a minimum of 10 years of relevant professional experience Renewable Energy Power Projects.			10 years of experience – 5 marks.
4	Financial Strength					
	Average turnover in last three Financial Years (in INR)					
	Category 1	Category 2	Category 3	Category 4	Category 5	Max Marks - 20
a	Upto Rs 0.5 Cr	Upto Rs 1 Cr	Upto Rs 3 Cr	Upto Rs 5 Cr	Upto Rs 4 Cr	10
b	More than Rs 0.5 Cr and upto Rs 1 Cr	More than Rs 1 Cr and upto Rs 3 Cr	More than Rs 3 Cr and upto Rs 5 Cr	More than Rs 5 Cr and upto Rs 7 Cr	More than Rs 4 Cr and upto Rs 7 Cr	15
c	Above Rs 1 Cr	Above Rs 3 Cr	Above Rs 5 Cr	Above Rs 7 Cr	Above Rs 7 Cr	20

Applicant should satisfy the qualifying criteria on their own merits and not as a sum total of their sub- agencies. Joint Ventures / Consortium / MOU shall not be entertained in any category.

Separate Technical evaluation will be carried out for each category for which the bidder has bid for. Based on the above evaluation, bidders scoring 60 marks in each category shall only be considered for empanelment under the subsequent category.

Authority reserves the right to lower the qualifying marks in case fewer applications are received.

Team Composition

The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The key expertise required as the minimum is prescribed below:

S.No.	Positions	Experience (yrs)	Qualification
a	Team Leader	20	For category 2, 3, 4: B.E. / B. Tech (Electrical) with a minimum of 20 years of professional experience in relevant category. For Category 5: B.E. / B. Tech (Electrical) with a minimum of 20 years of relevant professional experience in Renewable Energy Power Projects.
b	Electrical Engineer	10	For category 1, 2, 3, 4: B.E. / B. Tech (Electrical) with minimum 10 years of professional experience in relevant category. For category 5: B.E. / B. Tech (Electrical) with a minimum of 10 years of relevant professional experience Renewable Energy Power Projects.
c	Civil Engineer	10	B.E. / B. Tech (Civil) with minimum 10 years of professional experience in civil works of relevant category.
d	Junior Engineer (Civil & Electrical)	5	Diploma in (Civil/Electrical) with minimum 5 years of professional experience in relevant category.

(Note: Apart from above key personnel, other experts/manpower required for the successful planning & implementation of the project would have to be deployed as directed by the client.)

General Conditions and Scope of Work for all Categories

1. Period of Empanelment

- a) The empanelment of the Consultants will be for a period of 5 (Five) Years from the date of Resolution(Sanction). However, the client reserves the rights to cancel the empanelment of any or all the consultant(s) and request a fresh proposal for empanelment at any time.
- b) The client reserves the right to extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of the client in this regard would be final.
- c) The empanelment of the Consultants will remain in force for the purpose of completion of all works Allotted during the currency of the empanelment until they have been completed.

2. Litigation History

The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last seven (7) years ending. A consistent

history of litigations against the Applicant may result in failure of the application at the desertion of MPIDC.

3. Scope of Services to be Performed by the Consultant

a. For Category 1, 2, 3, 4:

1. Discussions with the client about the specific requirements and conceptualization of the assigned work.
2. Route Survey of 220KV and/or 132KV and/or 33KV and/or 11 kV and/or 0.415kV Voltage Lines and its approval from concerned authorities.
3. Preparation of Drawings, Load Calculation, cost estimates, Detailed Project Report for construction of power transmission and/or distribution line, sub-stations (220KV and/or 132KV and/or 33KV and/or 11 kV and/or 0.415kV) or any other work required for the project.
4. Obtaining necessary approvals/permission required for execution of work from concerned electrical authorities in prescribed time limit.
5. Preparation of tender document and assistance during bid process.
6. Preparation of working drawings with all details for proper execution of the work. The approvals of MPIDC/concerned authorities are required on all drawings, specifications, documents, etc. and Consultant shall be responsible for providing modifications, incorporation of suggestions etc.
7. Site Supervision to review and ensure approved design compliance by the executing agency.
8. Preparation and planning of the construction program to complete the project.
9. Inspection & verification of all materials & equipment relevant to lines and substations through Design, drawings and specifications.
10. Progress Monitoring through Project Execution plan.
11. Witness & verification of site acceptance test/pre-commissioning test of substations & line component & equipment.
12. Preparing monthly project report or as required by client.
13. Maintain site order book and other documents as required by client.
14. Identify construction delay and recommend to MPIDC, remedial measures to expedite the progress.
15. To carry out activities related to installation, commissioning, charging and handover of assets to concerned authorities.
16. To assist the MPIDC for any cost variation and its impact on design during construction stage, related to drawing & design.
17. Checking measurement of works at site and verifying the invoices of executing agency.
18. The consultant shall attend all the review meetings related to project conducted by MPIDC time to time without any extra cost and shall also be available for any clarifications and bring out any issues related to construction work which may lead to difficulties, litigation, delays etc. including outstation meetings/ reviews for which no extra shall be made.
19. The consultant shall be responsible for the supervision/ checking, rectification through contractor (if Required) in Defect liability period(DLP) of the project .the consultant should inform the same to the department time to time.
20. Submit the DPR with route survey, designs and estimations, tender document etc for the scheme (Hard copy minimum 3 sets and Soft copy including AutoCAD file).
21. Preparation of As-Built drawings for the construction (Hard and Soft copy including AutoCAD file).
22. Authorized licensed drawings software shall be used & license copy shall be providing in tender submission.

23. Prevailing Schedule of Rates (SOR) and Guidelines from concerned electrical authorities shall be used.
24. Ensure engaging the required key professionals for the services.

b. For Category 5:

1. Discussions with the client about the specific requirements and conceptualization of the assigned work.
2. Detailed land survey and necessary tests required.
3. To Carry out resource mapping for renewable power projects.
4. To carry out connectivity analysis with the state power transmission infrastructure.
5. To analyze the regulations and policies related to development of Renewables power projects.
6. To analyze potential usage of Renewable power generated from project.
7. To analyze the feasibility of the project.
8. To analyze aspects related to RESCO & Captive RE Power Plant and provide recommendations to MPIDC.
9. Preparation of Detailed project report consisting of drawings, cost estimates, economic analysis etc.
10. Obtaining necessary approvals/permission/registration required for execution of work from concerned authorities in prescribed time limit.
11. Preparation of technical specifications, drawings, tender document and assistance during bid process.
12. Site Supervision to review and ensure approved design compliance by the executing agency.
13. Preparation and planning of the construction program to complete the project.
14. Inspection & verification of all materials & equipment through Design, drawings and specifications.
15. Witness & verification of site acceptance test/pre-commissioning test of substations & line equipment component.
16. Progress Monitoring through Project Execution plan, detailed GANTT chart of the project.
17. Preparing monthly project report or as required by client.
18. Maintain site order book and other documents as required by client.
19. Identify construction delay and recommend to MPIDC, remedial measures to expedite the progress.
20. To assist the MPIDC for any cost variation and its impact on design during construction stage, related to drawing & design.
21. Checking measurement of works at site and verifying the invoices of executing agency.
22. To carry out activities related to installation, commissioning, commercial operation and handover of assets to concerned authorities.
23. The consultant shall attend all the review meetings conducted by MPIDC from time to time without any extra cost and shall also be available for any clarifications and bring out any issues related to construction which may lead to difficulties, litigation, delays etc. including outstation meetings/ reviews for which no extra shall be made.
24. The consultant shall be responsible for the supervision/ checking, rectification through contractor (if Required) in Defect liability period(DLP) of the project, the consultant should inform the same to the department time to time
25. Submit the DPR with plans, designs and estimations, tender document etc for the scheme (Hard copy minimum 3 sets and Soft copy including AutoCAD file).
26. Ensure engaging the required key professionals for the services.

4. Recording of Measurements and Other Liabilities

1. All record and running measurements of the works shall have to be entered by the engineers of the consultant in Measurement Books which will be issued by the MPIDC.

2. Overall responsibility of correctness of all the measurements shall be of the consultant.
3. All tests for quality control shall have to be supervised by the engineers of the consultant.
4. Tests of finished works and materials shall be at laboratory / site lab of the contractor.

5. Payment Terms and Schedule

The Consultants Fees shall be fixed as specified below, inclusive of all the overhead expenses and taxes excluding GST which will be paid over and above the quoted rate. MPIDC shall pay fee to consultants as:

Projects costing upto Rs 5 Crs	<ul style="list-style-type: none"> • 1.6 % of the estimated cost of project (ON GOVERNING SOR) for preparation of DPR. • 2.5 % of the estimated cost of project (ON GOVERNING SOR) for Approval from the Concerned Authorities & Bid Process Management Services. • 2.0 % of the EXECUTED cost of project (ON GOVERNING SOR INCLUDING TENDER PREMIUM) for Monitoring & Management Services during Execution
Projects costing above Rs 5 Crs and upto Rs 50 Crs	<ul style="list-style-type: none"> • 1.6 % of the estimated cost of project (ON GOVERNING SOR) for preparation of DPR. • 2.0 % of the estimated cost of project (ON GOVERNING SOR) for Approval from the Concerned Authorities & Bid Process Management Services. • 2.0 % of the EXECUTED cost of project (ON GOVERNING SOR INCLUDING TENDER PREMIUM) for Monitoring & Management Services during Execution
Projects costing above Rs 50 Crs and upto Rs 100	<ul style="list-style-type: none"> • 1.6 % of the estimated cost of project (ON GOVERNING SOR) for preparation of DPR. • 1.0 % of the estimated cost of project (ON GOVERNING SOR) for Approval from the Concerned Authorities & Bid Process Management Services. • 2 % of the EXECUTED cost of project (ON GOVERNING SOR INCLUDING TENDER PREMIUM) for Monitoring & Management Services during Execution
Projects costing more than Rs 100 Crs	<ul style="list-style-type: none"> • 1.25 % of the estimated cost of project (ON GOVERNING SOR) for preparation of DPR. • 1.0 % of the estimated cost of project (ON GOVERNING SOR) for Approval from the Concerned Authorities & Bid Process Management Services. • 1.5 % of the EXECUTED cost of project (ON GOVERNING SOR INCLUDING TENDER PREMIUM) for Monitoring & Management Services during Execution.
For category 5*	<ul style="list-style-type: none"> • 1.6 % of the estimated cost of project (ON GOVERNING SOR) for preparation of DPR & Bid Process Management Services • 2.0 % of the EXECUTED cost of project (ON GOVERNING SOR INCLUDING TENDER PREMIUM) for Project Management (PMC), Supervision and Quality Control Services (SQC) Services <p>* In case the project is limited or closed at feasibility stage, the lumpsum payment of Rs 15 Lacs will be made for the deliverables.</p>

Schedule:

Stage	Work Particulars	Payment
Preparation of DPR & Bid Process Management Services		
1.	On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost.	20% of the total fees payable
2.	Preparation of D.P.R. on the basis of Detailed drawings, specifications and schedule of quantities, estimate of cost and preparation of tender documents.	40% of the total fees payable less payment already made at Stage 1
3.	On incorporation Client's suggestions and submitting DPR for approval from the Client/concerned electrical authorities/statutory authorities, if required.	50% of the total fees payable less payment already made at Stages 1 & 2
4	On approval from concerned electrical authorities/statutory authorities.	70% of the total fees payable less payment already made at Stages 1 to 3
5	On inviting, receiving and analyzing tenders; advising Client on appointment of Contractors	80% of the total fees payable less payment already made at Stages 1 to 4
6	On approval of execution drawing and details required for commencement of work at site	100% of the total fees payable less payment already made at Stages 1 to 5
Monitoring & Management Services during Execution		
1	On completion of 20% of the financial progress	20 % of the total fees payable
2	On completion of 40% of the financial progress	40 % of the total fees payable less payment already made
3	On completion of 60% of the financial progress	60 % of the total fees payable less payment already made
4	On completion of 80% of the financial progress	80 % of the total fees payable less payment already made
5	On completion of the work (Charging, handover to concerned authorities, etc.)	100 % of the total fees payable less payment already made

- **GST SHALL BE PAID AS APPLICABLE**
- Standard deduction will be made as applicable.
- A performance security @ 5% of the estimated cost of the project is to be submitted in form of Fixed Deposit or Bank Guarantee in the prescribed format from Scheduled Nationalizes

bank by consultant and shall be released after successful completion of work and after recommendation of engineer-in-charge.

- A Security deposit @ 5% of the estimated cost of the project will be deducted from each invoice raised and shall be released after successful completion of Defect Liability Period and after recommendation of engineer-in-charge.

Part – 2

Prescribed Forms / Annexure

Covering letter format

(On the letter head)

To
Managing Director
MPIDC Ltd., 21, Arera Hills,
Bhopal

Sub: Application for “Empanelment of Consultant for Providing Consultancy Services” in the jurisdiction of MPIDC Ltd.

Having examined all the details given in Application document and Pro-forma for the above Consultancy works, I/we hereby submit application for New Empanelment under Category

1. I / We hereby certify that all the statements made and information furnished in the enclosures is true and correct.
2. I / We have furnished all information and details necessary for application and have no further pertinent information to supply.
3. I / We also agree that MPIDC authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
5. I / We agree that the discretion and decision of the MPIDC in respect of the Empanelment of the Consultants is final and binding.

Date
Enclosures:
1.
2.
Etc.

Signature(s) of Applicant(s) with seal

Application Form for Empanelment
Information to be furnished by the Applicant

Sl. No.	Particulars	Details
1.	Name of Organization	
2.	Address	
3.	Contact Person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	E-mail ID	
8.	Organization Details	Filled as per Annexure 3
9.	Details of Directors/Partners/Proprietors	Filled as per Annexure 4
10.	List of Consultancy Assignments completed	Filled as per Annexure 5
11.	List of Consultancy Assignments in progress	Filled as per Annexure 6
12.	Financial Status	Filled as per Annexure 7
13.	List of equipment available with the firm /individual	Filled as per Annexure 8
14.	Litigation/ Arbitration	Filled as per Annexure 9
15.	Affidavit	Filled as per Annexure 10
16.	Specify the Category applied for	

Organizational Details

Sl. No.	Parameter	Details
1.	<u>Organizational Set-up:</u> <ul style="list-style-type: none"> • Place of Incorporation • Year of Establishment/ Incorporation/ Registration • Status of Firm (Proprietorship/Partnership/Limited/Any other) • Name of Directors/Partners/Proprietors • Empanelment with Govt. Organizations (Mention names along with copies of Certificates) 	
2.	<u>Employee Strength: (CV NOT TO BE ENCLOSED)</u> <ul style="list-style-type: none"> • Electrical Engineer (mention nos. here) • Transmission system/Distribution system Designers (mention nos. here) • Civil Engineers (mention nos. here) 	Mention Details Here

Signature of the Applicant
Name & Designation

Place :

Date :

Details of Directors /Partners /Proprietors

Sl. No.	Name of Partners /Directors/Proprietors	Academic Qualifications	Designation	Address/ Phone/Fax /e Mail

Signature of the Applicant
Name & Designation

Place :

Date :

Annexure 5

List of Consultancy Assignments Completed in Last 7 Years

Category:									
Name of Work/Project with address	Short description of Consultancy assignment	Name and address of Owner / Client	Value of Work / Project	Date of Start of Work/Project		Date of Completion of Work / Project		Liquidated Damages, if any, imposed on Consultant	Any other relevant information
				Stipulated	Actual	Stipulated	Actual		

Note :

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements and Completion Certificates.
2. Applications received without necessary documentary evidence are liable to be rejected.
3. Separate Annexure 5 should be submitted for each category Applicant has applied for demonstrating similar projects of that category.

Signature of the Applicant
Name & Designation

Place :
Date :

List of Major Consultancy Assignments in Progress

Category:									
Name of Work/Project with address	Short description of Consultancy assignment	Name and address of Owner / Client	Value of Work / Project	Date of Start of Work/Project		Date of Completion of Work / Project		Liquidated Damages, if any, imposed on Consultant	Any other relevant information
				Stipulated	Actual	Stipulated	Actual		

Note:

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.

Signature of the Applicant
Name & Designation

Place :
Date :

Financial Status

Sl. No.	Financial Year	Turnover (Consultancy Fee) (Rs.)	Profit/Loss(-) (Rs.)

(Note: Annual turnover shall be consultancy fee received from consultancy services provided by the bidder and it should be demonstrated by submitting certificates issued by Chartered Accountant)

1. Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Signature of the Applicant
Name & Designation

Place :

Date :

List of Equipment Available With The Firm

Sl. No.	Name of Equipment	Type	Nos.
1.	Computers		
2.	Printers		
3.	Plotters		
4.	Software's		

Signature of the Applicant
Name & Designation

Place :
Date :

Litigation/Arbitration

Year	Contract Identification and Matter in Dispute	Value of Pending Claim in INR or any other currency

Signature of the Applicant
Name & Designation

Place :
Date :

Affidavit

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs.100/- DULY CERTIFIED BY NOTARY)

Affidavit of Mr.S/o
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorized signatory of M/s.having its Head Office /Regd. Office at
2. That the information / documents / Experience certificate(s) submitted by M/s.....along with this Application for Empanelment of Consultants to MPIDC are genuine and true and nothing has been concealed.
3. I shall have no objection in case MPIDC verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case MPIDC demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, MPIDC at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me /M/s.....from participating in any future tenders/EOI/applications.

Deponent

I,, the Proprietor / Authorized signatory of M/s., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthisday of

Deponent

PERFORMANCE SECURITY

To,
..... (Name of Employer)
..... (Address of Employer)

WHEREAS(Name and address of Contractor) (Hereinafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. Date to execute (Name of Contract and description of Works) (hereinafter called "the Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of [amount of guarantee]* (in words), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

Our liability under this Bank Guarantee shall not exceed Rs.(Rs.only) & we further declare that this Bank Guarantee will be valid fromto and we declare that this Bank Guarantee will be renewed automatically; we undertake to renew this Bank Guarantee on our own till the matter is settled & fully discharged by the Managing Director, M.P. Industrial Development Corporation Ltd. The liability of the importer shall not be discharged in any account without the consent of the Executive, M.P. Industrial Development Corporation Ltd., in writing.

Signature, Name and Seal of the guarantor _____
Name of Bank _____ Address _____
Phone No., Fax No., E-mail Address, of Signing Authority Date _____

* An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.

GENERAL TERMS AND CONDITIONS

1. Penalties

a) In case of delay in execution of the assigned work by the agency, the Department may impose a penalty, as per specified norms. If the delay is beyond stipulated time then the Department may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. Department may debar and blacklist the Agencies for applying in its future empanelment also".

b) If any of the services performed by the Agencies fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent (such as inadequate interactions with the Department), negligent (such as quality of deliverables not up to the mark), non supportive attitude (such as non- engagement of adequate resources in the prescribed time frame), of the Agencies and the Department decides to abort the contract because of such failure, then a sum up to 10% of the value of the contract shall be recovered from the Agencies. This shall be without prejudice to other remedies available under law and this agreement with the Department.

2. GENERAL TERMS AND CONDITIONS OF AGREEMENT

The following terms and conditions are of a general nature, and are given here only for the information of the applicant.

2.1 Nativity

The organization must be incorporated in India.

2.2 Relationship

a) Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the "Department" and the "Applicant". No partnership shall be constituted between Department and the applicant by virtue of this empanelment nor shall either party have powers to make, vary or release agreement obligations on behalf of the other party or represent that by virtue of this or any other empanelment a partnership has been constituted, or that it has any such power. The applicants shall be fully responsible for the services performed by them or on their behalf.

b) Neither party shall use the other parties name or any service or proprietary name, mark or logo of the other party for advertising or promotional purpose without first having obtained the other party's prior written approval.

2.3 Right to rejection and Right to annulment

The Department reserves the right to reject any request for empanelment and to annul the empanelment process and reject all such requests at any time prior to empanelment, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

2.4 No obligation

Empanelment with the Department does not guarantee that any or all applicants shall be awarded any project / assignment as a result of this empanelment.

2.5 Confidentiality

Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the applicants who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the empanelment process may result in the rejection of their application.

2.6 Governing Language

All documents relating to agreement shall be written in English/Hindi Language.

2.7 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

2.8 Jurisdiction of Courts

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Bhopal only.

2.9 Amendment

At any time prior to deadline for submission of applications, the Department may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all applicants.

2.10 Agency's Obligations

a) The Agency is obliged to work closely with the Department's staff, act within its own authority and abide by directives issued by the Department.

b) The Agency will abide by the job safety measures prevalent in India and will free the Department from all demands or responsibilities arising from accidents or loss of life the cause of which is the Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the Department responsible or obligated.

c) The Agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.

d) The Agency will treat as confidential all data and information about the Department, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Department.

2.11 The Department may withdraw/cancel/terminate the empanelment at any time during the empanelment period.

2.12 The Department reserves the right to analyze the work of the empaneled agency any time during the period of empanelment. If found unsatisfactory, the empanelment/agreement may be cancelled.

Annexure B

SOP for Selection of Empaneled Consultant for various Electrical Projects of MPIDC

The criteria for selection of the Consultant from the empaneled list are defined as follows:

A) Publication of Requirement of Consultant by MPIDC:

The list of proposed Industrial area(s) works will be provided through the website www.invest.mp.gov.in, and requirement for the services will be published on the same. Also, the empaneled consultants will be informed about the requirement through Mail/ SMS. The Consultants Empaneled under MPIDC will be able to participate only for Projects falling under their eligible Category and Area.

B) Selection Process:

The empaneled consultants will be required to give a presentation on a scheduled date for required services of particular Industrial Area before the Technical Committee as formed by MPIDC.

The Technical Committee shall place the recommendation to the Managing Director, MPIDC for final selection. The presentation will be evaluated on the basis of marking scheme (out of 100 marks) as specified for each of the Industrial area as per the requirement of that project. The marking breakup shall also be published on the website www.invest.mp.gov.in. The sample of generalized marking criteria is attached below. The marking scheme may include projects specific criteria also for marking.

Sno	Name of Applicant	Study of Project Location and nearby area and visiting site	Experience of Similar Work completed within last 07 years	Methodology & Work Plan	Expertise of Resources proposed for the specific task /assignment	Total Marks
		(25 Marks)	(40 Marks)	(20 marks)	(15 marks)	(100 marks)

Note: For any specific project, subject matter expert will be required and appropriate marking for that will be kept for selection of consultant.

C) Key points for the presentation:

- The presentation of Consultants in case of feasibility study/DPR shall include detailed strategy. The consultant shall analyze the Project site through GIS/ Google satellite Images and prepare a broad conceptual methodology for the project.

- In case of requirement of Monitoring & Management Services /PMC/SQC consultant for a particular Industrial Area, the presentation shall include the methodology for the same including team composition with sector experts.

Note: 1. Each consultant shall give the presentation for not more than 03 Industrial Areas as suitable for them for which they propose to provide consultancy services. The consultant selected through this process can be given maximum 03 projects. Once selected for 03 projects, the same consultant can't participate for the next selection process till their services are satisfactorily completed. At a time, one consultant shall not be working for more than 03 projects for MPIDC. In case of special conditions, any consultant based on their qualification may be given chance for providing consultancy services for additional project.

2. In case sufficient no. of participation is not available for any project, then empaneled consultant from higher project cost category may be selected for the same through similar procedure.

D) Final Selection of Consultant for any Project:

The selected consultants shall be informed through a letter of acceptance for consultancy services of the particular Industrial Area. The agreement for the same shall be executed by Executive Engineer of respective Industrial Area.

The final selection of any empaneled consultant shall be on the sole discretion of MPIDC and MPIDC reserves the right to reject any or all of the presentation proposals/ new empanelment proposal/ category enhancement proposal without assigning any reasons whatsoever.