

NOTICE INVITING EXPRESSION OF INTEREST

No. CCSU/GAD/2015-16/062

Dated: 12.06.2015

Subject: Notice inviting Expression of Interest (EOI) for appointment of Project Management Consultant for Infrastructure development of Cotton College State University

CCSU invites Expression of Interest (EOI) from reputed consultancy firms/ consortium of firms having experience in relevant Project Management Consultancy services in Master Plan, Preparation of Detailed Project Report (DPR), design, engineering and implementation up to Defect Liability Period. CCSU will shortlist competent consultancy firms/ consortium of firms to participate in competitive bidding for Project Management Consultancy.

Eligibility:

The following eligibility/qualification criteria will be used to shortlist the applicants (single firm/ joint venture/ consortia):

- a) The applicants may be an independent single firm or in joint venture or a consortium/ association with other firms.
- b) In the case of a joint venture/consortium, it must be clearly stated in the EOI who the proposed "Lead Partner" will be. The Lead Partner should demonstrate adequate experience in Project Management Consultancy in similar Infrastructure/Housing Projects in India and/or in Developing Countries having individual project cost of minimum **INR 1,000 Million (100 Crores) in the last 10 Years**, as well as experience in non-physical components such as capacity building, public awareness, and institutional development. In case of a JV, all the partners shall be singly and severally liable.
- c) The consultant(s) (singly or jointly) should have experience in projects of comparable size, complexity, and technical specialty in India and other developing countries as well as experience in developed countries. The consultant(s) (singly or jointly) will exhibit experience in Academic Infrastructure Projects consisting of preparation of Master Plan, Detailed Project Reports (DPR's), development of engineering designs, preparation of bid documents, technical and financial evaluation of bids, construction supervision, GIS mapping, institutional and capacity building and development and implementation of public awareness campaigns.
- d) The Lead Partner should have the capability to handle Human Resources, besides having Project Delivery Capability, National/International Expertise, and Financial Capability.
- e) Each one of the partners will exhibit experience of donor-funded projects and working for reputable regional/international organizations (multilateral & bilateral) in India.
- f) The Lead Partner/Firm should have an annual average turnover of minimum of **INR 1000 Million (100 Crores) for the last three years ending March 2015** and that each of the partners should have an annual average turnover of minimum of **INR 120 Million (12 Crores) for the last three years ending March 2015**. The intending firm(s) must be profit-making and should not have incurred a loss in the last three financial years ending March 2015.
- g) The firm(s) interested in getting shortlisted may intimate the Registrar, CCSU in writing about their technical capabilities by providing the following, which will be used to evaluate and shortlist the Consultants:
 - (1) List a minimum of three similar assignments completed successfully in the last 10 Years with brief project description, relevance, information of cost of the services, cost of project, employer and funding agency;
 - (2) Company profile and a list of permanent employees, number of years of association of each employee with the company and their relevant skills;
 - (3) Project delivery capability in other states having similar conditions within India;
 - (4) Company registration certificate(s) and document(s) of Latest Annual Report and audited accounts;
 - (5) Document(s) clearly showing last Three (3) Years' annual turnover figures;
 - (6) Eligibility Statement

Only eligible firms having requisite qualifications will be considered for short-listing who will be invited to submit their detailed proposals for the consulting services. The evaluation of the detailed proposals will be done through the Quality and Cost Based Selection (QCBS) method. Consulting firms barred from participating in any

project funded by the Government of India/ any State Government of Union of India or multilateral development Bank (such as JICA, ADB, World Bank, AFDB, IDB & EBRD etc.) on the date of submission of their EOI, will not be eligible to participate in this project. Furthermore, the firm will be excluded, if debarred during the period from the date of beginning of actual selection process up to the contract signing. Besides, the consulting firm will be excluded if any of its joint venture/ consortium partners is debarred. A declaration to that effect will have to be furnished by each applicant.

Firms with following special experience in Consultancy shall have added advantage in the short-listing process: a) Infrastructure of University b) Infrastructure of Educational Institute of repute c) Infrastructure of College.

Only the firms/ joint ventures / consortia having experience and eligibility as per the criteria given below and the first 5 candidates in order of marking will be considered for short listing in the light of the evaluation criteria approved by the competent authority. The weightage for various parameters for Technical Bid Evaluation will be indicated in the document entitled "Request for Proposal". After submission of the EOI, change in the Lead consultant and/or joint venture/ consortium partnership, will not be permitted.

Evaluation Criteria

Sr. No.	Information Sought	Total Marks
A)	Company Information	
i.	Consortium/ Association Partners	5
ii.	Turnover in the last three years, i.e. 2012-13, 2013-14, 2014-15	10
iii.	No. of Years of Experience of the Company/ Working on Projects in the Infrastructure or related field(s) in India/ Developing and Developed Countries (experience of Lead Partner + other JV members may be provided separately)	10
B)	Project Management Skills	
	5 nos. of Projects to be evaluated, each having 5 marks. Projects in cities of comparable size and population will be given higher weightage (experience of lead partner + other JV members may be considered)	25
C)	Technical Expertise (professional staff): Technical experts having experience in areas of setting up of infrastructure starting from Master Plan to grounding of Civil, Electrical and Mechanical components of the Project. Short CVs of Key Project staff that will be proposed for this project having relevant project experience shall be provided. CVs should not be more than 1 page	35
D)	Experience in India and/or Developing Countries (on-going as well as completed projects)	10
E)	Experience in working for bi-lateral donor agency funded projects	5

The complete EOI indicating the applicant's interest in taking up the assignment with all relevant information as above in the **Forms 1 to 5**, with copies of relevant documents for verification and full contact address shall be submitted in three hard copies and one soft copy to the address mentioned below on or before 15th July, 2015 by 15.00 hrs. No application will be received after the deadline. CCSU reserves the right to ACCEPT or REJECT any or all of the proposals without assigning any reason whatsoever.

An editable file in MS Word format is also provided for facilitating easy submission of proposal(s). However, no alteration is allowed except for entering the required data. Proposals are liable to be rejected if any such alteration in text or conditions is resorted to. A certificate to that effect is also to be signed.


 Registrar
 Cotton College State University
 Panbazar, Guwahati - 781001, Assam

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Registrar
Cotton College State University
Panbazar, Guwahati-781001, Assam

Expression of Interest

[Letterhead paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no., and fax no.]

Date:

To: The Registrar
Cotton College State University,
College Hostel Road, Panbazar, Guwahati
PIN-781001, Assam, India
Phone- 0361-2733530, 2733502 (Fax)
Email- registrar@ccsu.ac.in

Sub: Expression of Interest for appointment of Project Management Consultant for Infrastructure development of Cotton College State University

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in the Notice Inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be prequalified and short-listed by yourselves as a submitter of proposal for the Project Management Consultancy services for Infrastructure development of Cotton College State University.
2. Attached to this Expression of Interest (EOI) are copies of original documents defining:
 - (a) The Applicant's legal status; and
 - (b) The place of incorporation/ organization/ institution (for applicants who are corporations /organizations/institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Cotton College State University (CCSU) authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest (EOI), and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest (EOI) will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by CCSU to verify statements and information provided in this Expression of Interest (EOI), such as the human resources, experience, and competence of the Applicant.
4. CCSU and its authorized representatives may contact the following:

Experience inquiries	
Contact	Telephone Email
Personnel inquiries	
Contact	Telephone Email
Financial inquiries	
Contact	Telephone Email



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5. This Expression of Interest is made with the full understanding that:
- (a) All information submitted in this Expression of Interest (EOI) for qualification and selection for short-listing will be subject to verification at the time of submitting the proposal by short-listed applicants;
 - (b) CCSU reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
 - (c) CCSU shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
6. The undersigned declares that the statements made and the information provided in this Expression of Interest is complete, true, and correct in every detail.
7. Certified that no alteration has been done in content as incorporated in the PDF file.

Signature

Name:

For and on behalf of


Registrar
Cotton College State University
Panbazar, Guwahati-781001, Assam

A. COMPANY INFORMATION

General Information

Each individual firms/ joint ventures / consortia applying for pre-qualification and selection for short-listing are requested to complete the information as per this form. Nationality information should be provided for each of the owners or applicants who are partnerships or individually-owned firms.

1	Name of Firm	
2	Head Office Address	
3	Telephone	Contact
4	Fax	
5	Place of incorporation/ registration	Year of incorporation/ registration

Nationality of owners¹

	Name	Nationality
1		
2		
3		
4		
5		

General Experience Record

Name of Applicant

All individual firms are requested to complete the information in this form. The information supplied should be the annual profits after taxes, and they should be converted to Indian Rupees (INR) if they were not in Indian Rupees at the rate of exchange at the end of the period reported. Information in this Form shall be the same as the information on the corresponding items of "Financial Capability" (Form (5)).

Financial Data (related to activities of consulting services only)

(Unit: INR)

Year	Annual Turnover	Profit After Taxes
1		
2		
3		

¹To be completed by all owners of partnership or individually-owned firms.


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B. PARTICULAR EXPERIENCE RECORD

To qualify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the "Notice Inviting Expression of Interest". In addition, the information provided on the particular experience is used for ranking and selection of qualified applicants for short-listing.

On a separate page, using the format of Form (3a), the Applicant is requested to list out all contracts in which consulting services were or are being provided by the Applicant for "Related Field Projects" as defined in the "Notice Inviting Expression of Interest" during the last Ten (10) Years. The information is to be summarized, using Form (3a), for each contract completed or under execution, by the Applicant or by each partner in case of Consortium. The value should be based on the currencies of the contracts converted into Indian Rupees, at the date of substantial completion, or for current contracts at the time of award.


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Details of Consulting Services Contracts for Related Field Projects

All individual firms are requested to provide the information in the following form. Use a separate sheet for each contract.

Name of Applicant			
	Serial Number of contract	Number ___ of total ___ contracts presented in Form (3a) by the Applicant	
1	Name of contract		
	Country where contract is executed		
2	Name of employer		
3	Employer's address and telephone number		
4	Special features of the project for which consulting services were provided under this contract		
	Infrastructure or Related Field Project	Features	
5	Contract role: Sole contractor _____ Subcontractor _____		
6	Value in specified currencies at completion, or on date of award for current contracts: · Total Contract Amount: _____ (amount & name of currency) · Sub-Contract Amount (if the role was that of a sub-contractor): _____ (amount & name of currency) · Responsible Contract Amount (if the role was that of a partner in a consortium): _____ (amount & name of currency) _____ (percentage of share)%		
7	Date of award	Date of completion	
8	Total Man/Months of service provided by the Applicant (or each party) and Contract/Subcontract duration (years and months) -----Man/months -----years -----months		
9	Man/Months provided by the Applicant (or each partner) under this contract (Add rows for additional experts (and delete unnecessary rows) if more than one expert was provided in the same area of expertise)		
	Area of Expertise	Experts engaged in the area in the left	
		Total Man/ Months provided by the expert in the left for this contract and duration	
		Name & years of experience in the profession as of the time of assignment	Degrees/diploma and Area of specialty as of the time of assignment
			_____ Man/Month From _____ to _____
			_____ Man/Month From _____ to _____
			_____ Man/Month From _____ to _____


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Personnel Capabilities

Name of Applicant

In-house core competent skilled manpower is essential to contract execution. For specific areas of expertise, the applicants should provide the name of at least one employee (employed by the Applicant, i.e., on the payroll in the past one year) in any one of the specified areas of expertise. He/she shall have to meet the qualification requirements for his/her designated area of expertise that are stipulated in the Notice Inviting Expression of Interest. The data on their experience should be supplied in separate sheets using one Form (4a) for each.

1	Area of Expertise:
	Name of the Employee
	Name of the Employer
2	Area of Expertise:
	Name of the Employee
	Name of the Employer

Summary: Core Skilled Manpower

Name of Applicant

Area of Expertise	
<i>Employee information</i>	1. Name
	2. Date of birth
	3. Professional qualifications (Education-University and/or diploma, year of graduation or completion, degree or diploma earned; Publications; Association with professional societies, Professional certifications if any)
<i>Present employment</i>	4. Name of employer
	Address of employer
	Employed since : _____ (Month Year)
	Telephone
	Contact (manager / personnel officer)
	Fax
	Job title of candidate
	Years with present employer

Summarize professional experience over the last 10 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company / Project / Position / Relevant professional experience

Financial Capability

Name of Applicant

Applicants should provide financial information to demonstrate that they meet the requirements stipulated in the Notice Inviting Expression of Interest. Each applicant or partner of a consortium must fill up this form. If necessary, use separate sheets to provide complete banker information. A copy of the balance sheets and statement of profit and losses should be attached herewith.

Banker	Name of banker
	Address of banker
	Telephone Contact name and title
	Fax

Summarize actual assets and liabilities in Indian Rupees (INR) equivalent (at the rates of exchange current at the end of each year) for the previous three years.

Financial Information in Indian Rupees equivalent	Actual: Previous Three Years (use the accounting year of the applicant or partner)		
	Accounting Year 1	Accounting Year 2	Accounting Year 3
<i>1. Total Assets</i>			
<i>2. Current Assets</i>			
<i>3. Total Liabilities</i>			
<i>4. Current Liabilities</i>			
<i>5. Sales</i>			
<i>Of which consulting services only</i>			
<i>6. Ordinary Profits</i>			
<i>Of which consulting services only</i>			
<i>7. Profits After taxes</i>			
<i>Of which consulting services only</i>			

Attach audited financial statements for the last three accounting years (for the individual applicant or each partner of a consortium) or financial statements certified by a registered accountant and supported by copies of tax returns, if audits are not required by the laws of their countries of origin.

Firms owned by individuals and partnerships, may submit their balance sheets certified by a registered Chartered Accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin.


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