REQUEST FOR PROPOSAL FOR PREPARATION OF A DPR

Ministry of Mines, Government of India invites proposals from qualified and experienced consulting firms for the preparation of a Detailed Project Report (DPR) on setting up an autonomous Centre in Delhi, for providing techno-economic advice to the Ministry on issues concerning the mining and mineral sectors and to promote sustainable development of these sectors.

The details of the proposed project can be found in the RFP document available for download at Ministry’s website http://mines.gov.in. The bids must be submitted as per instructions given in the RFP document latest by 1500 hrs of 17.7.2014. A pre-bid meeting will be held on 24.6.2014 at 1500 hrs.

For further details you may contact the Under Secretary, Metal-IV Section, Ministry of Mines, Room No.522, 5th Floor, 11th Block, CGO Complex, Lodhi Road, New Delhi-110003. Tel: 011-24369480, Fax: 011-24367641, email: abha.mishra@nic.in

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RFP

To engage a Consultant to prepare a DPR on setting up an ‘Autonomous Centre’ for techno-economic advice and evolving policy options under the Ministry of Mines

New Delhi
May 2014
NOTICE INVITING REQUEST FOR PROPOSALS (RFP)

Request for Proposal for a Consultant by Ministry of Mines

26/5/2014

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[Signature of bidder with date and seal]
Government of India

Ministry of Mines
Shastri Bhawan
New Delhi - 110001

NOTICE INVITING REQUEST FOR PROPOSALS (RFP)

Preamble

Ministry of Mines intends to engage a reputed consultant to prepare a Detailed Project Report (DPR) for creating an autonomous Centre for techno-economic advice and evolving policy options for the consideration of the Government, with the objective of sustainable development of the mineral sector. The proposed Centre will function as a Registered Society, independent of the government. It would also take up technical studies for the stakeholders in the mineral and mining sectors in support of its objectives.

The RFP is invited in a two bid format, consisting of ‘technical’ and ‘financial’ components respectively.

The Schedule of Bidding Process is as given below:

<table>
<thead>
<tr>
<th>Event Description</th>
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<tbody>
<tr>
<td>1 Date of publishing the RFP</td>
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<td>6 Opening of technical bids</td>
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<td>Within 30 days of bid due date</td>
</tr>
<tr>
<td>9 Validity of bids</td>
<td>180 days from due date of submission of bids</td>
</tr>
</tbody>
</table>

Project information and broad scope of work is enclosed. Service providers interested may submit their bid in accordance with the rules and regulations and guidelines notified by the Ministry in this regard, to the Under Secretary, Ministry of Mines, Metal-IV Section, Room No.522, 5th Floor, 11th Block, C.G.O. Complex, Lodhi Road, New Delhi- 110003, on or before 1500 Hrs of 17/7/2014, the bid due date.

The qualified bids will be evaluated in accordance with the procedure prescribed in the bid document and the successful bidder will be communicated the decision in writing.

[Signature of bidder with date and seal]
NOTICE INVITING REQUEST FOR PROPOSALS (RFP)

Request for Proposal to engage a consultant by Ministry of Mines

1. Ministry of Mines, Government of India, proposes to engage a Consultant to prepare a Detailed Project Report (DPR) on setting up a “Centre for techno-economic advice” in Delhi, as a Registered Society, independent of the Government and within the arm’s length principle, for rendering techno-economic advice to address various issues concerning the mineral and mining sectors. The proposed Centre will function as a ‘think tank’ of domain experts from the core sectors and would undertake technical studies for strategic planning and for evolving innovative policy options for the consideration of the government and stakeholders, with the objective of sustainable development of the Indian mineral and mining sectors.

2. Scope of work

Planning and development of a well structured Detailed Project Report (DPR) on the creation of an autonomous Centre under the Ministry of Mines for techno-economic advice, with clearly defined scope, aim and objectives, vision and mission statement, work plan, road map for future growth, budgeting, outcomes and justification.

3. Submission of Bid:

Reputed consultancy firms/institutions with requisite experience in providing such services as given under the scope of work (para 2), are invited to submit their bids in two parts (Part-I: Technical Bid & Part-II: Financial Bid), complying with the given terms and conditions, for consideration as a consultant, by quoting a lump sum fee inclusive of all taxes and all expenses including travelling, boarding and lodging charges, out of pocket expenses etc. for rendering the services detailed under scope of work (para 2), to the following address, latest by 03:00 p.m. of 17/7/2014, in the prescribed format for tender document.

Under Secretary, Metal-IV Section,
Ministry of Mines,
Room No. 522
5th Floor, 11th Block,
C.G.O. Complex, Lodhi Road,
New Delhi- 110003
Tel. 011- 24369480
Fax. 011- 24367641

[Signature of bidder with date and seal]
4. Interested consultants may download the tender document containing all the requisite details from the website http://mines.gov.in of Ministry of Mines, between 26/5/2014 and 17/7/2014. A non-refundable fee of Rs.1000/- (Rupees one thousand only) is payable by demand draft from a scheduled bank, drawn in favour of PAO, Ministry of Mines, payable at New Delhi, towards the cost of tender documents, at the time of submission of bid documents.

5. The bidders shall be required to deposit a refundable earnest money deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) by demand draft from any scheduled bank drawn in favour of the PAO, Ministry of Mines, payable at Delhi, along with their bid document.

6. The last date and time for submission of bids is 3:00 p.m. of 17/7/2014.

7. The technical bids will be opened in the presence of representatives of the bidder who are present at 04:00 p.m. on the last date for submission of bids (17/7/2014), in the office of the Under Secretary, Ministry of Mines, Room No.522, 5th Floor, 11th Block, C.G.O. Complex, Lodhi Road, New Delhi-110003. The representative of the bidder shall come along with a letter of authority from their respective Bidders to attend/participate in the bid opening.

8. The bids should be unconditional and conditional bids would be out rightly rejected. Ministry of Mines reserves the sole right to accept or reject any or all bids without assigning any reason thereof.

9. A pre-bid meeting shall be held on 24/06/2014 for any clarifications regarding the bidding. The bidders may also send their queries in writing or by email at least 3 days prior to the pre-bid meeting at the following address:

Under Secretary, Metal-IV Section,
Ministry of Mines,
Room No. 522
5th Floor, 11th Block,
C.G.O. Complex, Lodhi Road,
New Delhi- 110003
Tel. 011- 24369480
Fax. 011-24367641
Email: abha.mishra@nic.in

[Signature of bidder with date and seal]
BACKGROUND, SCOPE OF WORK, INSTRUCTION TO BIDDERS & BID FORMATS

1.0 Background

Ministry of Mines, Government of India proposes to engage a consultant to prepare a Detailed Project Report (DPR) for setting up a Centre for techno-economic advice, as an autonomous Registered Society, independent of the Government and within the arm’s length principle, with the core members made up of domain experts drawn from varied fields of mining and mineral sectors. The proposed Centre would provide techno-economic advice to the Ministry and stakeholders, to address issues and concerns impacting the mineral and mining sectors. Further, it would also undertake specific studies for the ministry and sponsored studies for the stakeholders, to support sustainable development of the core sectors and with a view to provide long-term perspective for the natural resources sector, in accordance with the policy prescriptions enunciated in the National Mineral Policy 2008.

2.0 Scope of Work

The Detailed Project Report (DPR) on setting up of the Centre shall be built up on the following critical themes:

1. Executive Summary
2. Statement on purpose for creation of the Centre as an independent body
3. Name and an introduction for the proposed Centre
4. An analysis of existing set up within the Ministry for R & D and policy initiatives and their mandated roles and responsibilities vis-à-vis the proposed Centre.
5. An analysis of functioning of similar strategic-planning and policy making bodies in the mineral and mining sectors, in mineral rich countries like, Canada, Australia South Africa and elsewhere and their net benefits, to devise future growth plan for the Centre.
6. Reasons and justifications for its creation
7. Aims & Objectives of the Centre
8. Vision and Mission of the Centre
9. List of probable stakeholders
10. Memorandum of Association (MoA) for the Centre
11. Articles of Association (AoA) for the Centre
12. Rules & Regulations and Bye-laws for the Centre
13. Proposed Office Bearers of the Centre and eligibility criteria for their selection [names of likely stakeholders (Government/Public/Private

[Signature of bidder with date and seal]
14. Organizational Structure (staff requirement & Pay Scales), to be developed in a phased manner-starting with a minimum core staff and need based engagement of domain experts as consultants, on contractual basis to phased expansion in the next ten years.
15. Capital investment, requirement of Infrastructure/ Equipments and office space.
16. Work plan/functions proposed for the Centre for next five years and projection for next ten years, to be given in phases. This will include identification of core activities for the Centre in relation to the National Mineral Policy 2008.
17. Budget and Annual expenditure for the Centre.
18. Financial Plan for next ten years- income generation from core activities for long term growth and sustenance of the Centre.
19. Analysis of benefits and possible beneficiaries of the Centre.
20. Roadmap for future growth of the Centre
   (a) Sustenance and Growth strategy for next ten years
   (b) Proposed work plan/action plan for phased development
   (c) Action plan for internal revenue generation
21. SWOT analysis
22. Contact Details
23. Registered Address of the Centre
24. Glossary of terms used.

3.0 Eligibility

3.1 The basic eligibility criteria for the bidder are as follows:

3.1.1 The bidder shall be a reputed Service provider(s)/ Consultant(s) having their establishment in India and **must be registered under the relevant laws and rules** in India.

3.1.2 The bidder shall have in its name a valid **PAN** (Permanent Account Number) with Income Tax Authority in India.

3.1.3 The bidder shall have in its name a valid **Service Tax Registration Number** in India.

3.1.4 Government undertakings, autonomous institutes desirous of participating in the bidding process shall do so in accordance with the latest rules and regulations and guidelines notified by the Government of India in this regard.

[Signature of bidder with date and seal]
3.2 **Bidder's Experience and Credential Requirement:**

3.2.1 The bidder must have successfully completed at least three assignments, of rendering similar services, complete with the process of participation in open competitive bidding for a fee not less than Rupees 10.00 lakhs (Rupees ten lakhs only) each, during the last five years, ending 31st March of the previous financial year (2012-13). Details to be provided with proof as per Annexure-I.

3.2.2 The bidder in its name must have achieved an average annual financial turnover certified by a registered Charted Accountant of not less than Rs 1.00 crore (Rupees one crore only) turnover in the last 3 (three) financial years from services of similar nature, ending 31st March of the previous financial year (2012-13). Details to be provided with proof as per Annexure-II.

3.2.3 Since the DPR requires technical, legal and financial inputs, the bidder is required to have on its rolls the requisite professionals/experts and/or have access to the required technical expertise, specifically in the fields of Geology, Mining Engineering, Metallurgy, Environmental Science, Mineral Economics, Legal, Management/ Administration and Finance, which broadly constitutes the core areas of interest. Besides, the bidder should also have access to competent people experienced in administration, legal and financial matters, for the required inputs. Details to be provided with proof as per Annexure-III.

3.2.4 The bidder should not have been involved in any unfair activity/practice, should not have been charged with financial and criminal misconduct and not black listed for any other reason from participating in Government biddings. An affidavit in this regard is to be submitted as per the format given at Annexure-IV.

4.0 **Submission of Bid**

4.1 **Language of Bid:**

The bid document prepared by the Bidder and all correspondence and documents related to the bid process, shared by the Bidder with the client (Ministry), shall be in English language only.

4.2 **Documents Comprising the Bid:**

4.2.1 The selection of a Consultant for preparation of a DPR on setting up of a Centre for techno-economic advice will follow the two bid system comprising a technical bid and a financial bid.

4.2.2. The bid, duly completed and signed by the Bidder, together with the mandatory attachments, shall comprise the bid document and shall be prepared and submitted as per the following procedure on or before the bid due date and time.

[Signature of bidder with date and seal]
4.2.3 The Technical Bid and the Financial Bid are submitted in two separate sealed envelopes.

4.2.4 Technical Bid

Envelope-1 is to be superscribed “Technical Bid” and shall contain the following documents to qualify for participation in bidding:

1. Demand Draft for Rs. 20,000/- towards EMD
2. Details of payment towards bid document fee (Rs.1000/-).
3. Power of Attorney- the bidder shall submit “Power of attorney” in accordance with the format placed at Annexure-V
4. Copy of certificates to prove (a) Company Registration, (b) PAN Number, (c) Service Tax Registration Number as per Annexure-VI (a) & (b)
5. Documents to prove experience and credentials as per para 3.0:
   (a) Copy of certificate from clients to prove satisfactory execution of a minimum of three projects by the consultant, costing not less than Rs. 10 lakhs each. Refer Annexure-IV
   (b) Certificate of Annual Turnover of the consultant certified by a Chartered Accountant. Refer Annexure-II
   (c) Affidavit regarding free from financial and criminal misconduct charges and blacklisting from participation in Government bidding as per the format given under Annexure-III.

6. Bid Document duly signed by authorized person of the Bidder, on each page as a mark of acceptance of terms & conditions of the same.

Absence of any one of the above documents, non-compliance with the given format, submission of incomplete documents and false claims will disqualify the bidder from participating in the bidding process.

7. For Technical evaluation the bidder shall submit the following documents in addition to all the above documents:
   (a) Track record. Details of DPR’s executed in the past five years and proof of their satisfactory completion (certificate from the clients) as per the format given under Annexure-VII.
   (b) Proof of technical competency in executing the project. (To be submitted as per Annexure-III).
   (c) Clarity regarding scope of work, deliverables, methodology on executing the project with timelines. (A descriptive note along with flowchart, etc to be submitted for evaluation).

4.2.5 Financial Bid

Envelope - 2: This envelope is to be superscribed “FINANCIAL BID” and shall contain only the Financial Bid Form with the price quote, which should be an all inclusive lump sum figure, duly completed and signed by the Bidder, free of any terms and conditions and submitted in a sealed envelope, in the format given at Annexure-VIII.

[Signature of bidder with date and seal]
4.2.6 The sealed Envelope-1 (Technical Bid) and Envelope-2 (Financial Bid), prepared as detailed above, are to be enclosed in a third envelope (Envelope-3) superscribed “Bid for selection of a consultant for preparing a DPR on setting up of a Centre for techno-economic advice under Ministry of Mines” and to be submitted at the given address on or before the bid due date.

4.2.7 In the event of envelopes not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and the consequent losses, if any, suffered by the Bidder.

4.2.8 Bids received in any other format and alternate bids submitted shall not be considered.

**4.3 Format and Signing of Bid**

4.3.1 The Bidder shall prepare and submit Technical and Financial Bids in original, along with a duplicate copy.

4.3.2 The bid shall consist of all the documents listed under para 4.2 and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract and accompanied by the Bid Submission Form as per Annexure-IX and letter of consent given at Annexure-X. The letter of authorization shall be through power of attorney accompanying the Bid and submitted as per Annexure-II, in Envelope-I (Technical Bid). All pages of the bid shall be initialed by the person or persons signing the bid.

4.3.3 Any alteration, omission, addition, interlineations, erasures or overwriting shall be valid only if they are duly initialed by the person or persons signing the bid.

4.3.4 The “Bid offer” shall remain valid for a period of not less than 180 days from the last date for submission of the bid. A “Bid” valid for a period lesser than this shall be rejected by the Ministry.

**4.3.5 Submission of bid**

4.3.6 The sealed envelope (Envelope-3) containing “TECHNICAL BID”(Envelope-1) & “FINANCIAL BID” (Envelope-2), duly sealed, along with all the mandatory documents shall be submitted in hard copy to the:

| Under Secretary, Metal-IV Section,  |
| Ministry of Mines,  |
| Room No.522,  |
| 5th Floor, 11th Block,  |
| C.G.O. Complex, Lodhi Road,  |
| New Delhi- 110003  |
| Tel. 011- 24369480  |
| Fax. 011- 24367641  |

[Signature of bidder with date and seal]
4.3.7 The Bid will be received between 10.00 hours and 1600 hours on all working days between 26/5/2014 and 16/7/2014 and up to 1500 Hrs on 17/7/2014, at the above address.

4.3.8 Bids received by the Authority after the specified time of the Bid Due Date will not be considered and shall be summarily rejected.

4.3.9 Bids submitted by any other means like Fax, email, Soft Copy etc. will not be accepted.

5.0 AMENDMENT OF BID DOCUMENT

5.1 Ministry of Mines reserves the right to modify the Bid Document by “Amendment” for any reason whatsoever at any time prior to the last date of submission of Bid. The “Amendment” along with this Bid Document shall thereafter become part of the Bid document.

5.2 After the last date of submission of Bid, the bidder (s) shall not be allowed to modify it.

5.3 Ministry of Mines reserves its right to accept or reject any or all bids or any part of the bid without assigning any reason whatsoever and it shall not be liable for any compensation to expenses/loss incurred by the bidder in the process in whatever manner it may be.

6.0 Bid Evaluation Methodology

6.1 The bids complying with all the eligibility criteria mentioned under para 3.0 of the Bid document shall only be considered for evaluation.

6.2 The bid should be submitted as per the directions and the format given in the tender document, complete in all respects and accompanied by the requisite earnest money deposit (bid security) and attachments indicated in the tender document. Refer para.4.0.

6.3 The bids received will be opened on the prescribed date and time and it is the responsibility of the bidder or his representative to be present during the process. No prior notice in this regard will be issued unless there is any change in the already published date, time or venue.

6.4 The bids received will be evaluated in two phases. First, the technical bids will be evaluated to shortlist technically sound candidates and thereafter, their financial bids evaluated to select the consultant for awarding the contract.

[Signature of bidder with date and seal]
6.5 Evaluation of Technical Bid

6.5.1 A technical evaluation committee constituted by the Ministry will evaluate the technical bids.

6.5.2 The technical bids will be evaluated on a scale of 1 to 100 with a cut off score of 60 to qualify. The technical capability will be assessed according to the following scheme:

(a) Past experience in preparing DPRs: Maximum 40 marks
(b) Technical and professional competency: Maximum 30 marks
(c) Approach and methodology in executing the project: Maximum 30 marks

6.5.3 Bidders, who score the cutoff mark (60 marks) or above in technical evaluation alone will be eligible to take part in the financial bidding.

6.6 Evaluation of Financial Bids

6.6.1 A committee constituted by the Ministry will evaluate the Financial Bids.

6.6.2 The Ministry shall inform the date, time and venue of opening the Financial proposals to the qualified participants after completing the evaluation of the Technical proposals. The Financial Bids of technically qualified bidders (those who have scored 60 marks or more) alone will be opened on the prescribed date and time and it is the responsibility of the bidder or his representative to be present during the process.

6.6.3 The technically qualified bidder who has quoted the lowest of all inclusive lump sum amount in the Financial bid proposal, will be awarded the letter of contract for executing the project.

6.6.4 It may be noted that the Ministry of Mines is not under any obligation to accept the lowest bidder and reserves the right to reject any or all the bids without assigning any reason whatsoever at its sole discretion.

7.0 Language of the Bid

All documents relating to the Bid shall be in English language only.

8.0 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his Bid and the Ministry of Mines will under no circumstance be responsible or liable for those costs and / or will not reimburse any expenditures / costs whatsoever it may be.

[Signature of bidder with date and seal]
9.0 Bid Security/ Earnest Money Deposit (EMD):

9.1 INR 20,000/- (Rupees Twenty Thousand only) as Earnest Money / Bid Security is to be submitted along with the bid documents in the form of Demand Draft drawn from a scheduled bank in favour of PAO, Ministry of Mines, New Delhi. The EMD should remain valid for 45 days beyond the validity of the bid (validity of the bid is 180 days from due date of submission). The bid security should be submitted as per the prescribed format given in the Bid Document.

9.2 Earnest Money / Bid Security of the unsuccessful bidders shall be refunded without any interest accrued within one month of finalisation of the bid.

10.0 One Bid per Bidder

10.1 Each Bidder shall be allowed to submit only one Bid. A bidder who submits more than one Bid will be disqualified.

10.2 The RFP/Bid is not transferable.

11.0 Bid Validity

11.1 The required validity of the “Bid offer” is for a period not less than 180 days from the last date for submission of the bid.

11.2 In exceptional circumstances, prior to expiry of the original time limit, Ministry of Mines may request the bidders to extend the period of validity for a specified additional period. The request and the bidder's responses shall be made in writing. A bidder agreeing to the request will not be required or permitted to modify his “Bid” but will be required to extend the bid validity and the validity of bid security for the additional period as requested.

12.0 Correspondence

All correspondence in this regard shall be addressed to the Under Secretary, Ministry of Mines, Room No.522, 5th Floor, 11th Block, C.G.O. Complex, Lodhi Road, New Delhi- 110003. email: abha.mishra@nic.in

13.0 Legal Jurisdiction

The matter relating to any dispute or difference arising out of this Bid and subsequent contract awarded based on the Bid Document, if any, shall be subject to the Competent Court of Law within New Delhi.

[Signature of bidder with date and seal]
14.0 Schedule of Bidding Process

The Authority shall endeavour to adhere to the following Schedule of Bidding:

<table>
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<td>Validity of bids</td>
<td>180 days from due date of submission of bids</td>
</tr>
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</table>

General conditions of contract

15.1 The following Terms & Conditions shall be applicable during execution of the work by the successful consultant by the Ministry of Mines.

15.2 It shall be confirmed that the terms and conditions laid down in this chapter shall be acceptable to the bidder.

15.3 The language of the bid/ offer and all correspondences between the Ministry of Mines and the successful bidder shall be in English only.

15.4 Definitions

In the Bid Document, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise demands.

i) ‘Accepting Authority’ shall mean the Ministry of Mines and includes its authorized representative or any other person empowered on their behalf by Ministry of Mines.

ii) ‘Approved’ shall mean approval in writing including subsequent written confirmation of previous verbal approval(s).

[Signature of bidder with date and seal]
iii) ‘Employer/ Ministry of Mines’ wherever referred in the document, mean the Ministry of Mines, Government of India or its authorised representative or any other officer specially deputed for the purpose.

iv) “Discrepancy” – In the event of any discrepancy in words and figures, the description in words shall prevail.

v) “Rupees’ shall mean the lawful currency in India.

vi) “Singular & Plural” words imparting the singular and plural meanings also mean the plural and singular where the context so requires.

vii) “Works’ shall mean the scope of services / works required to be executed in accordance with the Bid Document.

viii) The “Government” shall mean the “Government of India” or an authorized representative/agency/department of the “Government of India”.

ix) “Consultant” or “Service provider(s)” shall mean the successful bidder (whose bid has been accepted by the Ministry of Mines and a written intimation has been given by the Ministry of Mines to this effect and shall include his legal representative, successors and permitted assigns.

15.5 Duration of contract

Upon receipt of a written Letter of Award from the Ministry of Mines, the successful bidder shall perform the services with due diligence and in accordance with the schedules agreed to herein, for each sub activity.

The timelines for the performance of Services by the Successful Consultant under the agreement shall be as follows:-

<table>
<thead>
<tr>
<th>(i)</th>
<th>Submission of draft DPR</th>
<th>Four months from date of award of contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>Completion of review and modifications of the draft DPR by the client (Ministry)</td>
<td>One month from submission of draft DPR</td>
</tr>
<tr>
<td>(iii)</td>
<td>Final submission of the DPR</td>
<td>Six months from date of award of contract</td>
</tr>
</tbody>
</table>
15.6 **Consultancy fees and Terms of Payment**

The total fees hereunder shall not exceed the amount quoted in Financial bid (Part-II) and agreed upon by the Ministry of Mines in the award letter, till the date of completion of the Agreement and shall include all costs, taxes and expenses in the performance of the Services.

**The contract amount will be paid in one lump sum** on satisfactory completion of the project and submission of the Final DPR, as judged by the employer.

15.7 **Officer-in-charge**

Ministry of Mines or his authorized representative shall act as Officer-In-charge for the contract.

15.8 **Confidentiality**

The Service provider and their personnel shall not disclose any propriety or confidential information relating to the Project Services, to anyone without the prior written consent of the Employer.

15.9 **Limitation of Liabilities**

Employer shall in no way be responsible for any liabilities arising out of the Bidder’s contractual obligation with their personnel, experts, engineers, subcontractors, licensors, collaborators, vendors or subsidiaries.

15.10 **Conditions on Termination of contract**

The Ministry of Mines or its authorized representative shall have the right to terminate this contract in part or in full under any of the following circumstances:-

a) When the consultant fails to deliver the project within the stipulated date and time.

b) When the consultant has been found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair practices.

c) In the event of non-performance / or unsatisfactory performance by the consultant.

d) If the consultant becomes bankrupt or otherwise insolvent.

e) When both parties mutually agree to terminate the contract.

f) Any special circumstances, which must be recorded to justify the cancellation or termination of a contract.

[Signature of bidder with date and seal]
Annexure–I

Format for Submission of Information towards eligibility criteria

(To be filled in by the bidder)

DETAILS OF SIMILAR TYPE OF PROJECTS, COSTING NOT LESS THAN Rs. 10.00 LAKH EACH, COMPLETED DURING LAST THREE YEARS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Brief Title of Assignment</th>
<th>Employer Name &amp; Address</th>
<th>Year of completion</th>
<th>Fee in Rs. Lakhs</th>
<th>Other information, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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</table>

Documentary evidence in the form of certified copies of work orders and completion certificates (both required) from the clients along with a brief description of the project executed should be submitted separately for each assignment.

Authorized Signature, Name & Designation

Date:
Place:

[Signature of bidder with date and seal]
Annexure–II

Format for Submission of Information towards eligibility criteria
(To be filled in by the bidder)

FINANCIAL TURNOVER OF THE BIDDER FOR LAST THREE YEARS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>ITEMS</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Turnover through consultancy during each of the last three financial years (up to March, 2013).*</td>
<td>Turnover (INR) FY: 2010-11 2011-12 2012-13</td>
</tr>
<tr>
<td>ii)</td>
<td>Copies of annual audited accounts statement for last 3 years submitted</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

*Turnover should be certified by the firm’s chartered accountant and auditor that it is from consultancy for each given financial year.

Signature of Owner/Authorised Representative of the Bidder

Date:

Place

[Signature of bidder with date and seal]
### Format for filling up Technical and Managerial Competency

The bidder is required to provide details of technical/managerial/financial expertise proposed to be involved in the project to evaluate their technical capability:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Field</th>
<th>Name of Technical/Managerial person involved</th>
<th>Qualification</th>
<th>Field of Specialization</th>
<th>Experience in years</th>
<th>Whether on the rolls of the company or not</th>
<th>Projects handled in last five years</th>
<th>Brief Bio-data (To be submitted separately for each individual)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Geology</td>
<td></td>
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<td>2</td>
<td>Mining</td>
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<td>3</td>
<td>Metallurgy</td>
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<td>4</td>
<td>Environmental Science</td>
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<td>5</td>
<td>Mineral Economics</td>
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<td>6</td>
<td>Law</td>
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<td>7</td>
<td>Management Administration</td>
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<tr>
<td>8</td>
<td>Finance</td>
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</tbody>
</table>

Signature of Owner/Authorised Representative of the Bidder

Date:

Place:
Annexure-IV

FORMAT OF AFFIDAVIT

(To be submitted on a Ten Rupee Non-judiciary Stamp Paper)

I …………………….the undersigned, son/daughter of ……………………is the authorized signatory for M/s...................................for participating in this bidding, hereby solemnly affirm and declare that:

1. Our firm M/s...............................................has not been penalised or has ever been found involved in any financial or criminal misconduct by the Government or any other Agency, in India or abroad.

2. And also, our firm has never been blacklisted from participating in Government bidding in the past.

DEPONENT

VERIFICATION:

Verified at ______________, this the ______ day of __________ 2014. That the contents in the above affidavit is true and correct to the best of knowledge and belief. No part of this affidavit is wrong and nothing material has been concealed there from.

DEPONENT

Attested by Notary Public.
FORMAT OF POWER OF ATTORNEY

(Format for the Notarized and Legalized Power of Attorney for Authorised Signatory dealing the Bid on behalf of the Bidder)

(To be executed on Non-Judicial Stamp Paper of appropriate value)

I _____________________________on behalf of M/s (Name & address of the Bidder) would like to declare as below:-

WHEREAS I HEREBY AUTHORISE Mr./Ms _______________ to act as my Attorney and to look after the affairs pertaining to the Bid against the Bid Reference No. …… , issued by the Ministry of Mines.

AND WHEREAS the above named person, Mr./Ms. __________ is sufficiently capable and knowledgeable about all the affairs related to the said Bid and is capable of handling them and decision taken by him shall be binding on the Bidder.

Attested by:-

Name of the Person: _____________________________ (CEO of the Bidder)
Designation:

For and on behalf of : _____________________________ (Name of the bidder)
Annexure–VI (a)

(To be filled in by the bidder)

Format for submission of information towards eligibility criteria

DETAILED INFORMATION ABOUT THE BIDDER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>ITEMS</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Name of the Bidder</td>
<td></td>
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<tr>
<td>ii)</td>
<td>Legal Status</td>
<td></td>
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<tr>
<td>iii)</td>
<td>(a) Postal address of the Registered Office</td>
<td>a)</td>
</tr>
<tr>
<td></td>
<td>(b) Telephone no.(s)</td>
<td>b)</td>
</tr>
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<td></td>
<td>(c) Fax No.(s)</td>
<td>c)</td>
</tr>
<tr>
<td></td>
<td>(d) Web site, email, if any</td>
<td>d)</td>
</tr>
<tr>
<td>iv)</td>
<td>a) Name of the authorized representative,</td>
<td>a)</td>
</tr>
<tr>
<td></td>
<td>b) Designation and postal address.</td>
<td>b)</td>
</tr>
<tr>
<td></td>
<td>c) Telephone.</td>
<td>c)</td>
</tr>
<tr>
<td>v)</td>
<td>Any other information, if necessary</td>
<td></td>
</tr>
</tbody>
</table>

* Authorized Signature,
  Name & Designation

Place:

Date:

[Signature of bidder with date and seal]
Annexure–VI (b)

Format for Submission of Information towards eligibility criteria

*(To be filled in by the bidder)*

**DETAILED INFORMATION ABOUT THE BIDDER**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>ITEMS</th>
<th>DETAILS</th>
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<tbody>
<tr>
<td>i)</td>
<td>Name of the Company</td>
<td></td>
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<td>ii)</td>
<td>Year of incorporation of the company under companies Act.</td>
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<td>iii)</td>
<td>Banker’s Name and Address</td>
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<td>iv)</td>
<td>Firm’s Registration Number (under company Act) &amp; Company Act)</td>
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<td>v)</td>
<td>Permanent Account Number (PAN)</td>
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<tr>
<td>vi)</td>
<td>Service tax registration no.</td>
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<td>vii)</td>
<td>Any other information</td>
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</tbody>
</table>

Certified attested copy of certificates/documents, as applicable to be enclosed.

Authorized Signature, Name & Designation

Date:

Place:

[Signature of bidder with date and seal]
Format for giving the Track Record of the bidder for the past 10 years for Technical Evaluation

<table>
<thead>
<tr>
<th>S. No.</th>
<th>From</th>
<th>To</th>
<th>Name of the Organization/ Govt. Dept/ Company for which the DPR was made</th>
<th>Name of the Project</th>
<th>A brief description of the Project (to be given separately for each project undertaken)</th>
<th>Technical and management Staff engaged in the project</th>
<th>Total Cost of the project</th>
<th>Present Status (Pending/ Ongoing/ Complete)</th>
<th>Relevant testimonials/ Documents to be produced separately to support the claim</th>
<th>Remarks if any</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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</tbody>
</table>

Signature of Owner/Authorised Representative of the Bidder

Date:

Place:
Format for Submission of Financial bid

FORMAT–I

(To be filled in by the bidder)

FINANCIAL BID

<table>
<thead>
<tr>
<th>SI No</th>
<th>ITEM</th>
<th>Firm Price (INR) in both numerical and words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Inclusive Fee for Scope of services of the consultant in accordance with Section- 2.0.</td>
<td>(Rupees)</td>
</tr>
<tr>
<td>2</td>
<td>Service Tax etc as applicable</td>
<td>(Rupees)</td>
</tr>
<tr>
<td></td>
<td>Total Firm Price</td>
<td>(Rupees)</td>
</tr>
</tbody>
</table>

Signature of Owner/ Authorised Representative of the Bidder

Date:

Place:
ANNEXURE – IX

FORMAT FOR BID SUBMISSION FORM

Ref.No…………………… Date:....................

From:
Name & address of the consultant

To
The Under Secretary
Ministry of Mines
Metal-IV, Room No.522
5th Floor, Block-11, C.G.O. Complex
Lodhi Road, New Delhi- 110003

Bid Reference No. .................................................................

Sir,

We the undersigned, through this letter are submitting our Bid for selection as a consultant for the Ministry of Mines. The undersigned is authorized to sign the “BID SUBMISSION FORM” and to finalise any contractual Terms & Conditions against the “Bid Document”. Power of Attorney as per format placed at Annexure-II is enclosed.

2. We confirm acceptance of all the provisions and Terms & Conditions of Consultancy including “Scope of Work” and “Terms & Conditions”. Copy, of the BID DOCUMENT duly signed is enclosed as a mark of acceptance.

3. We authorize Ministry of Mines to proceed with due diligence necessary to verify the information presented by us in connection with the selection of consultant.

4. We confirm the veracity of the information presented in response to the Bid Document.

5. We have not participated in this bidding process through another bidder either directly or through its subsidiaries and/or affiliates.

6. We confirm that validity of the Proposal/Letter of consent is 180 days from the last date given for submission of bid.

Our Proposal is binding upon us.
We understand that you are not bound to accept any proposal you receive.

Yours sincerely

Encl: As Above

Authorized Signature

[Signature of bidder with date and seal]
FORMAT FOR LETTER OF CONSENT

Ref.No………………………… Date:…………………………

From:
Name & Address of the consultant

To
The Under Secretary
Ministry of Mines
Metal-IV, Room No. 522
5th Floor, Block-11, C.G.O. Complex
Lodhi Road, New Delhi- 110003

Bid Reference No. ………………………………………………………

Sir,

We, the undersigned, through this letter are submitting our “Letter of Consent” for considering as a consultant for “Preparing a Detailed Project Report (DPR)” on setting up a Centre of domain experts for providing techno-economic advice to the Ministry of Mines on issues concerning the mineral and mining sectors and for under taking specific studies for the Ministry and stakeholders, for the sustainable development of the mineral sector.

The undersigned is authorized to sign the Letter of Consent, make presentation and to finalize any contractual Terms & Conditions against the bid.

Ministry of Mines is authorized to proceed with due diligence necessary to verify the information presented by us in connection with the selection as Service Provider. We also confirm that we shall attend meetings and make presentation, as and when required.

Yours sincerely

Authorized Signature
Name and Designation

[Signature of bidder with date and seal]
Disclaimer

The information contained in this Request for Proposal document (the “RFP”) and/or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) 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 Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP.

This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.

This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.

The assumptions, assessments, statements and information contained in the Bidding Documents, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be 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 law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder 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, completeness or reliability of the RFP and any assessment, assumption, statement or information

[Signature of bidder with date and seal]
contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

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

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

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid 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 Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

__________________

[Signature of bidder with date and seal]