

## **REQUEST FOR PROPOSALS**

### **Selection of Consultants/Organisation**

**for**

Detailed Investigation, Design and Preparation of Detailed Project Report of three Agriculture Mechanization Technology Centers at three locations in AP State.

**Issued by Department of Agriculture, Government of Andhra Pradesh**

**Project: Andhra Pradesh Irrigation and Livelihood Improvement Project –II & SMAM flexi funds**

## Letter of Invitation

**File No.AGC02-27025**

**Loan No ID-P-260**

**Guntur  
.07.2020**

All Eligible Consultants/Bidders

1. The Government of Andhra Pradesh (hereinafter called “Borrower”) has received financing from Japan International Cooperation Agency (JICA) toward the cost for construction of Agricultural Mechanisation Training Centers under *Andhra Pradesh Irrigation and Livelihood Improvement Project-II* (hereinafter called “the Project”).
2. The *Department of Agriculture, Government of Andhra Pradesh* now invites proposals to provide the consulting services for three locations for Detailed Investigation, Design, and Preparation of Detailed Project Report for three Agricultural Mechanization Technology Centers. More details on the services are provided in the Terms of Reference.
3. All *eligible Consultants/organizations* are invited to present a proposal for consulting services. The eligibility criteria is:

| Eligibility Criteria   | Proof Required   |
|--|--|
| The consultants/ organization shall have been in continuous business for last five years   | Copy of Certificate of Incorporation /Registration shall be furnished  |
| The consultants/Organization shall have valid PAN and GST Registration   | Copy of PAN Card and GST Registration Certificates   |
| Annual Turnover - The consultants/organization shall have annual average turnover of at least Rs 15 lakhs or above   | Copy of Audited Profit and Loss Statement, and Balance Sheet   |
| Liquid Asset - The Consultant/Organization shall have liquid asset ( cash on hand or access to credit) – Rs 3 lakh   | Copy of Audited Profit and Loss Statement, and Balance Sheet, Bank Statement, or other necessary document/evidence |
| Prior Experience relating to job– The consultant shall have experience of at least one Job relating to detailed engineering design of Educational Building or Training Centers | Copy of work order/certificate of completion shall be submitted  |
| The Consultant shall not have been blacklisted by Central, or any State Government   |  |

4. A firm/Organization will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP, in accordance with the applicable Guidelines for the Employment of Consultants under Japanese ODA Loans.

5. The RFP includes the following documents:

- Section 1 – Letter of Invitation
- Section 2 – Instructions to Consultants (including Data Sheet)
- Section 3 – Technical Proposal – Standard Forms
- Section 4 – Financial Proposal – Standard Forms<sup>4</sup>
- Section 5 – Terms of Reference
- Section 6 – Standard Form of Contract

8. Details of three proposals submission date, time and address are provided in Data sheet.

Yours sincerely,

Sd/-

Commissioner of Agriculture  
Department of Agriculture  
Office of Commissioner of Agriculture  
Old Mirchi Yard, Nallapadu Road, Guntur -522004  
Ph:8886614832

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## Instructions to Consultants

### A. General Provisions

#### 1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) “Applicable Guidelines” means the Guidelines for the Employment of Consultants under Japanese ODA Loans, specified in the Data Sheet, governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.
- (d) “Borrower” means the Government, Government agency or other entity that signs the Loan Agreement with JICA.
- (e) “Client” means the executing agency that signs the Contract for the Services with the selected Consultant.
- (f) “Consultant” means any entity or individual including a Joint Venture that may provide or provides the Services to the Client under the Contract.
- (g) “Contract” means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in paragraph 1 of the Form of Contract.
- (h) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not over-write, the provisions of the ITC.
- (i) “day” means calendar day.
- (j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other professional personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (k) “Government” means the government of the Client’s country.
- (l) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provide the shortlisted Consultants with all

information needed to prepare their Proposals.

- (m) “JICA” means Japan International Cooperation Agency.
- (n) “Joint Venture” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all businesses for and on behalf of any and all members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (o) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) is taken into account in the technical evaluation of the Consultant’s Proposal.
- (p) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (q) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (r) “ODA” means Official Development Assistance.
- (s) “Proposal” means the Technical Proposal or the Financial Proposal of the Consultant, or both.
- (t) “QCBS” means Quality- and Cost-Based Selection.
- (u) “RFP” means this Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SRFP.
- (v) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (w) “SRFP” means the Standard Request for Proposals.
- (x) “Sub-consultant(s)” means an entity or an individual to whom/which the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.
- (y) “TOR” (Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and

expected results and deliverables of the assignment.

## **2. Introduction**

- 2.1 The Borrower has received or has applied for an ODA Loan from JICA in the amount and with the signed date of the Loan Agreement specified in the Data Sheet toward the cost of the Project specified in the Data Sheet. The Borrower intends to apply a portion of the proceeds of the loan to eligible payments under the Contract for which the RFP is issued. Disbursement of an ODA Loan by JICA will be subject, in all respects, to the terms and conditions of the Loan Agreement, including the disbursement procedures and the Applicable Guidelines. No party other than the Borrower shall derive any rights from the Loan Agreement or have any claim to loan proceeds. The above Loan Agreement will cover only a part of the Project cost. As for the remaining portion, the Borrower will take appropriate measures for finance.
- 2.2 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from the shortlisted Consultants, in accordance with the QCBS method of selection.
- 2.3 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.4 The Consultants should familiarize themselves with the local conditions relevant to the Services and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional and is at the Consultants' expense.
- 2.5 The Client will timely provide at no cost to the Consultants the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

## **3. Conflict of Interest**

### **a. Impartiality**

- 3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and



acting without any consideration for future work.

**b. Conflict of Interest**

- 3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.

Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set forth below:

**Conflicting Activities**

- (a) Conflict between consulting activities and procurement of goods or non-consulting services: A Consultant that has been engaged to provide goods or non-consulting services for a project, or any of its affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods or non-consulting services. Conversely, a Consultant hired to provide consulting services for the preparation or implementation of a project, or any of its affiliates, shall be disqualified from subsequently providing goods or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

**Conflicting Assignments**

- (b) Conflict among consulting assignments: Neither a Consultant nor any of its affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant.

**Conflicting Relationship**

- (c) Relationship with Borrower's staff: A Consultant that has a close business relationship with the Borrower's professional personnel who are directly or indirectly involved in any part of: (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of such Contract, shall be disqualified.

**One Bid per Bidder**

- (d) Based on the "One Bid per Bidder" principle, which is to ensure fair competition, a Consultant, and any affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consultant shall not be allowed to submit more than one proposal, either individually as a Consultant or as a member of a Joint Venture. A Consultant (including its affiliate), if acting in the capacity of a Sub-

consultant in one proposal, may participate in other proposals, only in that capacity.

**Others**

(e) Any other form of conflict of interest other than (a) through (d) of this ITC 3.2.

**4. Corrupt and Fraudulent Practices**

4.1 It is JICA's policy to require that the Consultant and the Client, as well as the Borrowers under contracts funded with Japanese ODA Loans and other Japanese ODA, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, JICA;

- (a) will reject the result of evaluation of proposals if it determines that the Consultant evaluated as the highest-ranked has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (b) will recognize a Consultant as ineligible, for a period determined by JICA, to be awarded a contract funded with Japanese ODA Loans if it at any time determines that the Consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, another contract funded with Japanese ODA Loans or other Japanese ODA; and
- (c) will recognize a Consultant as ineligible to be awarded a contract funded with Japanese ODA Loans if the Consultant or Sub-consultant, who has a direct contract with the Consultant, is debarred under the cross debarment decisions by the Multilateral Development Banks. Such period of ineligibility shall not exceed three (3) years from (and including) the date on which the cross debarment is imposed.

“Cross debarment decisions by the Multilateral Development Banks” is a corporate sanction in accordance with the agreement among the African Development Bank Group, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and the World Bank Group signed on 9 April, 2010 (as amended from time to time). JICA will recognize the World Bank Group's debarment of which period exceeds one year, imposed after 19 July, 2010, the date on which the World Bank Group started operating cross debarment, as “cross

debarment decisions by the Multilateral Development Banks.” The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.

JICA will recognize a Consultant as ineligible to be awarded a contract funded with Japanese ODA Loans if the Consultant is debarred by the World Bank Group for the period starting from the date of issuance of this Request for Proposals up to the signing of the contract, unless (i) such debarment period does not exceed one year, or (ii) three (3) years have passed since such debarment decision.

If it is revealed that the Consultant was ineligible to be awarded a contract according to above, JICA will, in principle, impose sanctions against the Consultant.

If it is revealed that the Sub-consultant, who has a direct contract with the Consultant, was debarred by the World Bank Group on the sub-contract date, JICA will in principle require the Borrower to have the Consultant cancel the sub-contract immediately, unless (i) such debarment period does not exceed one year, or (ii) three (3) years have passed since such debarment decision. If the Consultant refuses, JICA will require the Borrower to declare invalidity or cancellation of the contract and demand the refund of the relevant proceeds of the loan or any other remedies on the grounds of contractual violation.

## 5. Eligibility

- 5.1 A shortlisted Consultant shall be incorporated and registered in any of the eligible source countries indicated in Section 7. In case a shortlisted Consultant is a Joint Venture, each Joint Venture member shall be incorporated and registered in any of the eligible source countries indicated in Section 7. In case a shortlisted Consultant forms a Joint Venture with other firms, each Joint Venture member shall be incorporated and registered in any of the eligible source countries indicated in Section 7.
- 5.2 A Consultant that has been determined to be ineligible by JICA in accordance with ITC 3.2 and ITC 4.1 above, shall not be eligible to be awarded a contract.
- 5.3 The Services that may be provided under the Contract and financed by JICA, shall have as their country of origin

any of the eligible source countries indicated in Section 7.

- 5.4 Consultants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

## **B. Preparation of Proposals**

### **6. Preparation of Proposals**

- 6.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 6.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- 6.3 The Proposal, as well as all related correspondence exchanged by the Consultant and the Client, shall be written in the language specified in the Data Sheet.

### **7. Proposal Validity**

- 7.1 The Data Sheet indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.
- 7.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

#### **a. Extension of Validity Period**

- 7.3 The Client will make its best effort to complete negotiations within this period. However, should the need arise, the Client may request, in writing, all Consultants to extend the validity period of their Proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Key Experts named in the Proposal.
- 7.4 Consultants who do not agree have the right to refuse to extend the validity of their proposals in which case their Proposals will not be further evaluated.

#### **b. Substitution of Key Experts at Validity Extension**

- 7.5 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to

the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

7.6 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected with JICA's prior consultation.

**c. Sub-Contracting** 7.7 The Consultant shall not subcontract the whole of the Services.

**d. Delayed Award** 7.8 If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial proposal validity, the amounts payable under the Contract shall be determined as follows:

(a) In the case of fixed price contracts, the amounts payable under the Contract shall be the price of the Financial Proposal adjusted by the factor specified in the Data Sheet.

(b) In the case of adjustable price contracts, to determine the amounts payable under the Contract, the fixed portion of the price of the Financial Proposal shall be adjusted by the factor specified in the Data Sheet.

(c) In any case, evaluation shall be based on the price of the Financial Proposal without taking into consideration the applicable correction from those indicated above.

## **8. Clarification and Amendments of RFP**

### **a. Clarification of RFP**

8.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission deadline date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry)

to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under ITC 8.2.

**b. Amendment of RFP**

8.2 The Client may amend the RFP by issuing an addendum in writing or by standard electronic means in sufficient time before the submission of Proposals. The addendum shall be sent to all shortlisted Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

8.3 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

**9. Preparation of Proposals – Specific Considerations**

9.1 While preparing the Proposal, the Consultant must give particular attention to the following:

(i) For the purpose of submitting a proposal, a shortlisted Consultant may enhance its expertise for the assignment either by:

(a) associating with other firms as Sub-consultants, in which case the Consultant shall be solely liable under the Contract and the other firms shall be not liable for the Contract, or

(b) forming a Joint Venture with other firms which substantially perform the Services and/or have experience contributing to the enhancement of the expertise of the Joint Venture, in which case the Consultant shall execute a major portion of the assignment, and the Consultant and the members of the Joint Venture shall be jointly and severally liable under the Contract.

(ii) When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member.

9.2 In the event that the Consultant constitutes a Joint Venture, the Consultant shall submit (i) a copy of the Joint Venture Agreement with its Technical Proposal, and

(ii) a power of attorney (executed by all members) that authorizes the designated lead or managing member of the Joint Venture to act for and on behalf of the Joint Venture and to legally bind such Joint Venture in any contractual or similar documentation. Any Joint Venture agreement and Joint Venture power of attorney shall be attached to TECH-1, Standard Forms (Section 3) and submitted as part of the Technical Proposal of such Consultant.

(i) The Joint Venture Agreement shall identify the lead member. All members in a Joint Venture shall sign the Proposal unless the lead member is nominated to do so in the power of attorney.

(ii) Consultants shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

**10. Technical Proposal Format and Content**

10.1 The Technical Proposal shall provide the information indicated in the following paragraphs from (i) to (vii) using the attached Standard Forms (Section 3). The Following table summarizes the content and recommended number of pages. A page is considered to be one printed side of A4 or letter size paper.

Voluminous Technical Proposals substantially exceeding the number of pages indicated below may not be evaluated.

|   |   |
|---|---|
| Experience of the firm                                  | (i) about two (2) pages introducing the Consultant’s organization and general experience (Form TECH-2A).<br><br>(ii) about twenty (20) pages of relevant completed projects illustrating the Consultant’s relevant experience (Form TECH-2B). No promotional material should be included. |
| Comments on terms of reference                          | no limit, but to be concise and to the point (Form TECH-3A).  |
| Comments on counterpart staff and facility requirements | about two (2) pages (Form TECH-3B).   |

|   |  |
|---|--|
| General approach and methodology, work plan                                     | about fifty (50) pages inclusive of charts and diagrams (Form TECH-4). |
| List of proposed Key Expert team and Summary of CV particulars                  | (Form TECH-5)  |
| Key Experts' CVs  | about five (5) pages for each Key Expert's CV (Form TECH-6)            |
| Expert schedule   | (Form TECH-7)  |
| Work Schedule   | (Form TECH-8)  |
| Acknowledgement of Compliance with the Guidelines for Employment of Consultants | (Form TECH-9)  |

- (i) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of Joint Venture, for each member, on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of Sub-consultants/ Experts who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted individually as corporate entity or, as a lead firm or one of members within a Joint Venture. Assignments completed by individual Experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Joint Venture members, but can be claimed by the Experts themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3).Comments and



suggestions on the Terms of Reference and on requirements for counterpart staff and facilities will be evaluated as part of the Technical Proposal and applicable amounts will be included in the Financial Proposal.

- (iii) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, staffing for training, work plan, and organization and Expert schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4. The work plan should be consistent with the Work Schedule (Form TECH-8) which will show in the form of a bar chart the timing proposed for each activity.
- (iv) The list of the proposed team by area of expertise, the position that would be assigned to each team member, their tasks and a summary of essential CV information (Form TECH-5).
- (v) CVs of the Key Experts signed by the Key Experts themselves or by the authorized representative submitting the proposal (Form TECH-6). In case of CVs signed by the authorized representative, should the firm be ranked first, copies of the same CVs signed by the Key Experts must be submitted to the Client prior to commencement of contract negotiations.
- (vi) Estimates (man-months) of the Experts needed to carry out the assignment (Form TECH-7). The man-months input should be indicated separately for home office and field activities.
- (vii) The Acknowledgement of Compliance with the Guidelines for Employment of Consultants (Form TECH-9). The Consultant's authorized representative shall sign and date this Form on behalf of the Consultant.

10.2 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non responsive.

## **11. Financial Proposals Format and Content**

- 11.1 (i) The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP.

The minimum number of man-months required to carry out the Services is indicated in the Data Sheet for information. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.

- (ii) The Financial Proposal requires completion of four forms, Forms FIN-1 to FIN-3 and Form FIN-5, shown in Section 4.
  - a. Form FIN-1 is the Financial Proposal Submission Form.
  - b. Form FIN-2 summarizes the proposed cost(s) by currency(ies). It shall list all costs associated with the assignment, including remuneration for Experts and reimbursable expenses indicated in the Data Sheet. The total amounts of remuneration and reimbursable expenses in Form FIN-2 shall be consistent with those amounts in Forms FIN-3 and FIN-5.
  - c. The amounts stated under provisional sums and for contingency in FIN-2 must be the exact amounts and in the same currency as specified in the Data Sheet for such cost. The exact amounts and the currency of provisional sums and contingency, and the applicable payment schedule will be determined during contract negotiations.
  - d. Form FIN-3 shows the remuneration.
  - e. Form FIN-5 shows details of reimbursable expenses.
  - f. All activities and items described in the Technical Proposal must be priced. For non-remuneration (e.g. reimbursable expenses) related omissions, any activities or items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items provided for in the Financial Proposal.
  - g. For remuneration related costs, for evaluation purposes only, if less than the minimum number of man-months specified in the Data Sheet is

provided in the Technical Proposal, the relevant Financial Proposal will be adjusted to reflect the difference between the so proposed number of man-months and the number of the minimum man-months. Such an adjustment will be made for each of the international Experts and local Experts through adding the amount obtained as follows:

$$A_{ad} = (M_{min} - M_{pro}) \times RR_h \quad \text{where:}$$

$A_{ad}$ : Amount adjusted

$M_{min}$ : Minimum number of man-months as specified in DS 11.1 (i)

$M_{pro}$ : Number of man-months proposed

$RR_h$ : The highest remuneration rate per month in each category (international or local Experts) among all the Proposals

**a. Taxes**

11.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless otherwise stated in the Data Sheet. Information on taxes in the Client's country is provided in the Data Sheet. Any local taxes will be excluded at financial evaluation, but they will be discussed at Contract negotiations, and applicable amounts will be included in the Contract.

**b. Currency of Proposal and Payment**

11.3 Consultants may express the price of their services in Japanese Yen and/or in the other internationally traded currency(ies) stated in the Data Sheet, singly or in combination. Consultants may state the portion of their price representing local cost in the currency of the Client's country.

11.4 Payments under the Contract shall be made in the currency or currencies in which the Financial Proposal of the selected Consultant is expressed.

**C. Submission, Opening and Evaluation**

**12. Submission, Receipt, and Opening of Proposals**

12.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITC 10 and 11. The submission can be

done by mail or by hand.

- 12.2 The original Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 3 and FIN-1 of Section 4, respectively, including required attachments, if any. [See ITC 9.2 above.]
- 12.3 The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. Copies of the Technical Proposal shall be prepared in the number indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 12.4 An authorized representative of the Consultants shall initial all pages of Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Financial Proposal shall be marked “ORIGINAL.”
- 12.5 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL.” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the Loan number and the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Loan, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE** [*insert the time and date of the submission deadline indicated in the Data Sheet*]”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-

responsive.

12.6 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with ITC 8.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.

### **13. Substitution and Modifications**

13.1 The Consultants may substitute, or modify their Proposal after it has been submitted by sending a written notice, duly signed by an authorized representative. The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notice must be:

(a) prepared and submitted in accordance with ITC 12.1 through ITC 12.6, and in addition, the respective envelopes shall be clearly marked "SUBSTITUTION," "MODIFICATION;" and

(b) received by the Client prior to the deadline prescribed for submission of Proposal, in accordance with ITC 12.6.

13.2 The Client shall open the Technical Proposals immediately after the deadline for their submission. The envelopes with the Financial Proposals shall remain sealed and securely stored.

13.3 First, envelopes marked "SUBSTITUTION" shall be opened. The envelopes containing the Substitution Technical Proposal and/or Substitution Financial Proposal shall be exchanged for the corresponding envelopes being substituted, which are to be returned to the Consultant unopened. Only the Substitution Technical Proposal, if any, shall be opened. Substitution Financial Proposal will remain unopened in accordance with ITC 13.2. No envelope shall be substituted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Technical Proposal opening.

13.4 Second, envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding modification notice contains a valid authorization to request the modification and is read out at the opening of Technical

Proposal. Only the Technical Proposals, both Original as well as Modification, are to be opened and read out at the Technical Proposal opening. Financial Proposals, both Original as well as Modification, will remain unopened in accordance with ITC 13.2.

## **14 Proposal Evaluation**

14.1 Except for the written communications for clarification of the Proposals, from the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

The evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and JICA issues its "concurrency."

### **a. Evaluation of Technical Proposals**

14.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the RFP in particular the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

14.3 After the technical evaluation is completed, the Client will notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP, and return their Financial Proposals unopened.

### **b. Public Opening of Financial Proposals**

14.4 The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, informing them of the technical scores obtained by their Technical Proposals, and indicating the date, time and location for opening the Financial Proposals. The expected date for the public opening of the Financial Proposals is indicated in the Data Sheet; the opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is

optional.

14.5 Financial Proposals shall be opened in the presence of the Consultants' representatives who choose to attend. The name of the Consultants; and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants and JICA.

**c. Evaluation of  
Financial  
Proposals**

14.6 The evaluation committee will review the detailed content of each Financial Proposal and the congruency of the Technical and Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- (i) complete (i.e., whether Consultants have priced all items of the corresponding Technical Proposal); in case of material omissions of reimbursable items, the Client will price them by application of the highest unit cost of the omitted item in the Financial Proposals of the Consultant (or an unit cost reasonably estimated by the Client) and the quantity omitted, and add their cost to the offered price, and correct any arithmetical errors. When correcting computational errors, in case of discrepancy between (a) a partial amount and the total amount the partial amount shall prevail; (b) words and figures, the words shall prevail. The evaluated total price (ETP) for each Financial Proposal will be determined. The ETP excludes non-competitive components (i.e. contingencies, provisional sums and local indirect taxes). The ETP will be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
- (ii) in compliance with the requirements set forth in the Data Sheet, each Financial Proposal must include provisional sums and contingencies in the amounts specified in the Data Sheet and the validity period of the Consultants' Proposals must accord with the validity period indicated in the Data Sheet. Provision for a discount in any Financial Proposal is not permissible and the ETP for each Financial Proposal will be determined without applying any

discount.

- 14.7 The lowest evaluated Financial Proposal will receive the maximum score of 100 marks. The score for each other Financial Proposal is inversely proportional to its ETP and will be computed as follows:

$$S_f = 100 \times F_m / F \quad \text{where:}$$

$S_f$  is the financial score of the Financial Proposal being evaluated,

$F_m$  is the ETP of the lowest priced Financial Proposal,

$F$  is the ETP of the Financial Proposal under consideration

- 14.8 Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by normally applying a weight as specified in the Data Sheet respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant. After such final ranking, the first-ranked Consultants will be invited for contract negotiations.

## D. Negotiations and Award

### 15. Negotiations

- 15.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.
- 15.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.
- a. Availability of Key Experts** 15.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITC 7.5. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.
- 15.4 Notwithstanding the above, the substitution of Key



Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

- b. Technical Negotiations**
- 15.5 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
- c. Financial Negotiations**
- 15.6 The financial negotiations will include a clarification of the Consultant's tax liability in the Client's country, and how it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services.
- 15.7 The financial negotiations will, as necessary, fine-tune duration of the Expert's inputs and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown or agreed otherwise in the Financial Proposal but without significant alterations. The unit rate of Expert remuneration and specific unit rates for reimbursable expenses will not be subject to negotiations.
- 16. Conclusion of the negotiations**
- 16.1 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract.
- 16.2 If negotiations fail, the Client may, subject to prior consultation with JICA, terminate the negotiations informing the Consultant of the reasons for doing so. The Client will then invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.
- 17. Award of Contract**
- 17.1 After completing negotiations the Client shall award the Contract to the selected Consultant and notify the other Consultants who have submitted proposals that they were

unsuccessful.

17.2 The Consultant is expected to commence the Services on the date and at the location specified in the Data Sheet.

17.3 Consultants who were not awarded the Contract may request a debriefing in writing or in a meeting from the executing agency after Contract award in respect of their Proposal.

## **18. Publication**

18.1 After a Contract is determined to be eligible for JICA's financing, the following information may be made public by JICA:

- (i) the names of all Consultants who submitted Proposals,
- (ii) the technical points assigned to each Consultant,
- (iii) the offered prices of each Consultant,
- (iv) the overall ranking of the Consultants,
- (v) the name and address of the successful Consultant, and
- (vi) the award date and amount of the Contract.

## **19. Confidentiality**

19.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The use by any Consultant of confidential information related to the process may make it subject to JICA's rules related to corrupt or fraudulent practices.



Section 2. Option B: QCBS - Instructions to Consultants - Data Sheet

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|               |   |
|---------------|---|
|               | <p>facilitate the preparation of the Proposals:</p> <ul style="list-style-type: none"><li>• Project Overview of APILIP-II</li><li>• Objectives of APILIP-II</li></ul> |
| <b>4.1(c)</b> | A list of debarred firms and individuals is available at the World Bank's website: <a href="http://www.worldbank.org/debarr">www.worldbank.org/debarr</a>             |
| <b>6.3</b>    | Proposals shall be submitted in the following language:<br><i>English</i>   |

|                        |   |
|------------------------|---|
| <p><b>7.1</b></p>      | <p>Proposals must remain valid _____ <i>90 days</i></p>   |
| <p><b>7.8(a)</b></p>   | <p>The price of the Financial Proposal shall be adjusted by the following factor:<br/><br/><i>Not Applicable</i></p>  |
| <p><b>7.8(b)</b></p>   | <p>Not Applicable</p>   |
| <p><b>8.1</b></p>      | <p>Clarifications may be requested upto one day before proposal submission deadline date.<br/>The address for requesting clarifications is:<br/><br/>Commissioner of Agriculture<br/>Department of Agriculture<br/>Office of Commissioner of Agriculture<br/>Old Mirchi Yard, Nallapadu Road, Guntur -522004<br/><br/>Email – apnrm2014@gmail.com</p>             |
| <p><b>11.1 (i)</b></p> | <p>Minimum numbers of man-months for Experts are:<br/><br/>6.5 Months<br/>(Excluding the support staff)<br/>- Experts: _____</p> <hr/> <p>The reimbursable cost shall include the following (not limited):</p> <p>(1) a per diem allowance in respect of Experts of the Consultant for every day in which the Experts shall be absent from their home office;</p> |

appropriate means of transport and the most direct practicable route;

|                    |   |
|--------------------|---|
|                    | <p>(3) land transportation including vehicle rental;</p> <p>(4) cost of international or local communications such as the use of telephone and facsimile required for the purpose of the Services;</p> <p>(5) cost, rental and freight of any equipment required to be provided by the Consultants for the purposes of the Services;</p> <p>(6) cost of printing and dispatching of the reports to be produced for the Services;</p> <p>(7) miscellaneous administrative and support costs including office operations, support personnel and translation;</p> <p>(8) provisional sums; and</p> <p>(9) cost of such further items required for purposes of the Services not covered in the foregoing.</p> |
| <b>11.1 (ii) c</b> | <p>Not Applicable</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>   |
| <b>11.2</b>        | All Taxes and Duties are applicable as per the prevailing laws, acts, etc   |
| <b>11.3</b>        | Indian Rupee Only   |
| <b>12.3</b>        | Number of copies of the Technical Proposal: 2 Copies _____  |
| <b>12.5</b>        | <p>Time and date of the Proposal submission deadline:</p> <p>Time : 3.00 PM (IST)</p> <p>Date : 25<sup>th</sup> August 2020</p>   |



**12.6** Consultants must submit the original and all copies of the Technical Proposal, and the original Financial Proposal to the Client to the following address:

**(The failure to submission of supporting document relating to eligibility may lead to rejection of the proposal without any further correspondences)**

Commissioner of Agriculture  
Department of Agriculture  
Office of Commissioner of Agriculture  
Old Mirchi Yard, Nallapadu Road, Guntur -522004

**13.2** Criteria, sub-criteria, and point system for the evaluation are:

**a. Evaluation Process**

- The consultants/ organization shall have been in continuous business for last five years - **Pass/Fail**

For this, the organization shall provide the relevant documents such as Certificate of incorporation/Registration/MOA as applicable, PAN Card, etc.

- The consultants/organization shall have annual average turnover of at least Rs 15 Lakhs or above – **Pass/Fail**

( Audit certificate of last three years shall be furnished )

- The Consultant/Organization shall have liquid asset ( cash on hand or access to credit) – Rs 3 lakh - **Pass/Fail**

( evidence for this shall be furnished – Bank Statement, Audit reports, etc)

- The consultant shall have experience of at least one Educational Building investigation, design and preparation of DPR.– **Pass/Fail**

*The consultant/organization must meet the above eligibility criteria. The consultant/organization, who does not meet all the above criteria shall not be considered for further evaluation.*

Criteria, sub-criteria, and point system for the **Technical evaluation** are:

**Total Score – 100**

**1. Experience of Consultants/Organization relevant to the assignments  
– 25 Points**

- Detailed Investigation and Design of Educational Building
  - 3 jobs in last 10 years - 25 Points
  - 2 jobs in last 10 years - 20 Points
  - 1 job in last 10 years - 15 Points

**2. Adequacy of Proposed Methodology and Work Plan – 15 Points**

- Technical Approach and Methodology – 6 points
- Work Plan – 6 points
- Organization and Staffing – 3 points

**3. Human Resources - 60 Points**

The CVs of Key Experts as mentioned in Terms of Reference shall only be evaluated.

- Team Leader - 25 Points
- Senior Architect– 20 Points
- Structural Engineer– 15 Points

The total of three above criteria – **100 points**

**The minimum score to be considered for next level of evaluation is 70 Points.**

The Sub- criteria of evaluation are as follows:

**Team Leader – 25 Points**

Academic Qualifications – 5 point

Post Graduation in Civil Engineer/Building/Structure – 5 points

Bachelor in Civil Engineering - 3 points

Work Experience – 20 Points

- a. Total Work Experience – 20 years and more – 5 points
  - 15 years – 4 points
  - 10 years – 3 points
- b. Experience of similar projects – 3nos in last ten years – 15 points

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>- 2 nos in last ten years – 10 points</li> <li>- 1 no in last ten years – 5 points</li> </ul> <p><u>Senior Architect– 20 Points</u></p> <p>Academic Qualifications – 5 point</p> <p style="padding-left: 20px;">Masters Degree in Relevant Field – 5 points</p> <p style="padding-left: 20px;">Bachellor Degree in Archetecture– 4 points</p> <p>Work Experience – 15 Points</p> <ul style="list-style-type: none"> <li>c. Total Work Experience – 20 years and more – 5 points <ul style="list-style-type: none"> <li>15 years – 4 points</li> <li>10 years – 3 points</li> </ul> </li> <li>d. Experience of similar projects – 3nos in last ten years – 10 points <ul style="list-style-type: none"> <li>- 2 nos in last ten years – 7.5 points</li> <li>- 1 no in last ten years – 5 points</li> </ul> </li> </ul> <p><u>Structural Engineer – 15 Points</u></p> <p>Academic Qualifications – 5 point</p> <p style="padding-left: 20px;">Masters Degree in Structural Engineering – 5 points</p> <p style="padding-left: 20px;">Bachellor Degree in Civil Engineering – 4 points</p> <p>Work Experience – 10 Points</p> <ul style="list-style-type: none"> <li>a. Total Work Experience – 15 years and more – 5 points <ul style="list-style-type: none"> <li>10 years – 4 points</li> <li>5 years – 3 points</li> </ul> </li> <li>b. Experience of similar projects – 3nos in last ten years – 5 points <ul style="list-style-type: none"> <li>- 2 nos in last ten years – 4 points</li> <li>- 1 nos in last ten years – 3 points</li> </ul> </li> </ul> |
| <p align="center"><b>14.1</b></p> | <p>Expected date (month/year) for public opening of technical Proposals:</p> <p>Date – 25<sup>th</sup> August 2020 at 4:00 PM(IST)</p> <p>Commissioner of Agriculture<br/> Department of Agriculture<br/> Office of Commissioner of Agriculture<br/> Old Mirchi Yard, Nallapadu Road, Guntur -522004</p>  |
| <p align="center"><b>14.2</b></p> | <p>Expected date and address for opening of Financial cover(with prior intimation to the bidding organizations):</p> <p>Date – 03<sup>th</sup> September 2020 at 12:00 NOON(IST)</p> <p>Venue:</p>  |

|  |  |
|--|--|
|  | <p>Commissioner of Agriculture<br/>Department of Agriculture<br/>Office of Commissioner of Agriculture<br/>Old Mirchi Yard, Nallapadu Road, Guntur -522004</p> |
|--|--|

Section 3. – Technical Proposal – Standard Forms

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**Section 3. Technical Proposal - Standard Forms (to be enclosed separately for each location in separate covers)**



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**Form TECH-1: Technical Proposal Submission Form**

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert name of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

[If the Consultant is a joint venture, insert the following: We are submitting our Proposal as a joint venture with: [Insert a list with full name and the legal address of each member, and indicate the lead member]. We have attached a copy [insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”] signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: [Insert a list with full name and address of each Sub-consultant.]

We hereby declare that:

- (a) All the information provided and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 7.1.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) We meet the eligibility requirements as stated in ITC 5, and we confirm our understanding of our obligation to abide by JICA’s policy in regard to corrupt and fraudulent practices as per ITC 4.

- (e) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC 7.5 and ITC 15.4 may lead to the termination of Contract negotiations.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature [*in full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant [*company's name or JV's name*]:

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information [*phone and e-mail*]: \_\_\_\_\_

[*For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached*]



## **Form TECH-2: Consultant's Organization and Experience**

---

### **A - Consultant's Organization**

*[Provide here a brief (two pages) description of the organization and general experience of the Consultant and, if applicable, each joint venture member for this assignment.]*

### B - Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm and each joint venture member for this assignment, was legally contracted either individually as a corporate entity or as a lead firm or one of members within a joint venture, for carrying out consulting services similar to the ones requested under this assignment. Use about 20 pages.]*

|  |   |
|--|---|
| Assignment name:   | Approx. value of the contract (in current US\$ or Euro):  |
| Country:<br>Location within country:                       | Duration of assignment (months):  |
| Name of Client:  | Total N <sup>o</sup> of man-months of the assignment:   |
| Address:   | Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):   |
| Start date (month/year):<br>Completion date (month/year):  | N <sup>o</sup> of professional man-months provided by the joint venture members or Sub-consultants: |
| Name of joint venture member or Sub-consultants, if any:   |   |
| Narrative description of Project:                          |   |
| Description of actual services provided in the assignment: |   |

Firm's Name: \_\_\_\_\_

**Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client**

---

**A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to enhance performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities).]*

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## Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

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*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (about 50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,*
  - b) Work Plan, and*
  - c) Organization and Staffing,*
- 
- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Staffing for training should also be explained, if so required in the TOR. Please do not repeat/copy the TOR in here.*
  - b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*
  - c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the Key Experts and Non-Key Experts, and proposed technical and administrative support staff. You shall also specify if you will be the lead firm in a joint venture or in an association with Sub-consultants. For joint ventures, you must attach a copy of the joint venture agreement or a letter of intention to form a Joint Venture, as specified in Form TECH-1.]*



**Form TECH-6: Curriculum Vitae (CV) for Proposed Key Experts**

**1. General**

|  |   |
|--|---|
| <b>Position Title and No.</b>                    | [e.g., K-1, TEAM LEADER] [ <i>Note: Only one candidate shall be nominated to each position.</i> ] |
| <b>Name of Key Expert</b>                        | [Insert full name]  |
| <b>Name of the Firm proposing the Key Expert</b> |   |
| <b>Date of Birth</b>                             | [day/month/year]  |
| <b>Nationality</b>                               |   |
| <b>Country of Citizenship/Residence</b>          |   |

**2. Education:** [*List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained*]

\_\_\_\_\_

\_\_\_\_\_

**3. Employment record relevant to the assignment:** [*Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.*]

| <b>Period</b>            | <b>Employing organization and your title/position.<br/>Contact information for references*</b>                              | <b>Country</b> | <b>Summary of activities performed relevant to the Assignment</b> |
|--------------------------|---|----------------|---|
| [e.g., May 2005-present] | [e.g., Ministry of ....., advisor/consultant to...<br><br>For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister] |                |   |
|                          |   |                |   |
|                          |   |                |   |

\*Contact information for references is required only for assignments during the last 3 years.

**4. Membership in Professional Associations and Publications:**

\_\_\_\_\_

**5. Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

\_\_\_\_\_

**6. Adequacy for the Assignment:**

**Detailed Tasks Assigned on Consultant’s Team of Experts:**

*[List major deliverables/tasks as in TECH- 5 in which the Expert will be involved]*

**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**

**7. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) this CV correctly describes my qualifications and my experience;
- (ii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Expert Schedule in Form TECH-7 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof;
- (iii) I am committed to undertake the assignment within the validity of Proposal;
- (iv) I am not part of the team who wrote the terms of reference for this consulting services assignment;
- (v) I am, pursuant to Clauses 3 and 4 of the ITC, eligible for engagement.

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of Key Expert or authorized representative of the firm]*<sup>1</sup> *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

<sup>1</sup> This CV can be signed by an authorized representative of the Consultant provided that if the Consultant’s proposal is ranked first, a copy of the CV signed by the Key Expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.

### Form TECH-7: Expert Schedule<sub>1</sub>

| N <sup>o</sup>         | Name of Expert /Position /Category(International or Local) | Professional Expert input (in the form of a bar chart) <sup>2</sup> |   |   |   |   |   |   |   |   |    |    |                 |   | Total man-month input |                       |       |  |  |
|------------------------|--|---|---|---|---|---|---|---|---|---|----|----|-----------------|---|-----------------------|-----------------------|-------|--|--|
|                        |  | 1   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12              | n | Home                  | Field <sup>3, 4</sup> | Total |  |  |
| <b>Key Experts</b>     |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
| ex.                    | Mr. XYZ<br>Project Manager<br>(International)              | [Home]  |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
|                        |  | [Field]   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
| 1                      |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
| 2                      |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
|                        |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
| n                      |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
|                        |  |   |   |   |   |   |   |   |   |   |    |    | <b>Subtotal</b> |   |                       |                       |       |  |  |
| <b>Non-Key Experts</b> |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
| 1                      |  | [Home]  |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
|                        |  | [Field]   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
| 2                      |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
| n                      |  |   |   |   |   |   |   |   |   |   |    |    |                 |   |                       |                       |       |  |  |
|                        |  |   |   |   |   |   |   |   |   |   |    |    | <b>Subtotal</b> |   |                       |                       |       |  |  |
|                        |  |   |   |   |   |   |   |   |   |   |    |    | <b>Total</b>    |   |                       |                       |       |  |  |

- 1 For Key Experts, the input should be indicated individually for the same position as required under Clause 14.2 of the Data Sheet; for Non-Key Experts it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).
  - 2 Months are counted from the start of the assignment. For each Expert indicate separately the input for home and field work.
  - 3 One (1) month equals twenty two (22) working days. One (1) working day shall be not less than eight (8) hours. National holidays and holidays are locally recognized days. [to be identified and confirmed at the contract negotiation]
  - 4 Field work means work carried out at a place other than the Expert’s home office; i.e. normal place of business.
- Full time input  
 Part time input



**Form TECH-8: Work Schedule**

| Nº | Activity <sup>1</sup> | Months <sup>2</sup> |   |   |   |   |   |   |   |   |    |    |    |   |
|----|-----------------------|---------------------|---|---|---|---|---|---|---|---|----|----|----|---|
|    |                       | 1                   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| 1  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 2  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 3  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 4  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 5  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|    |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| n  |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |

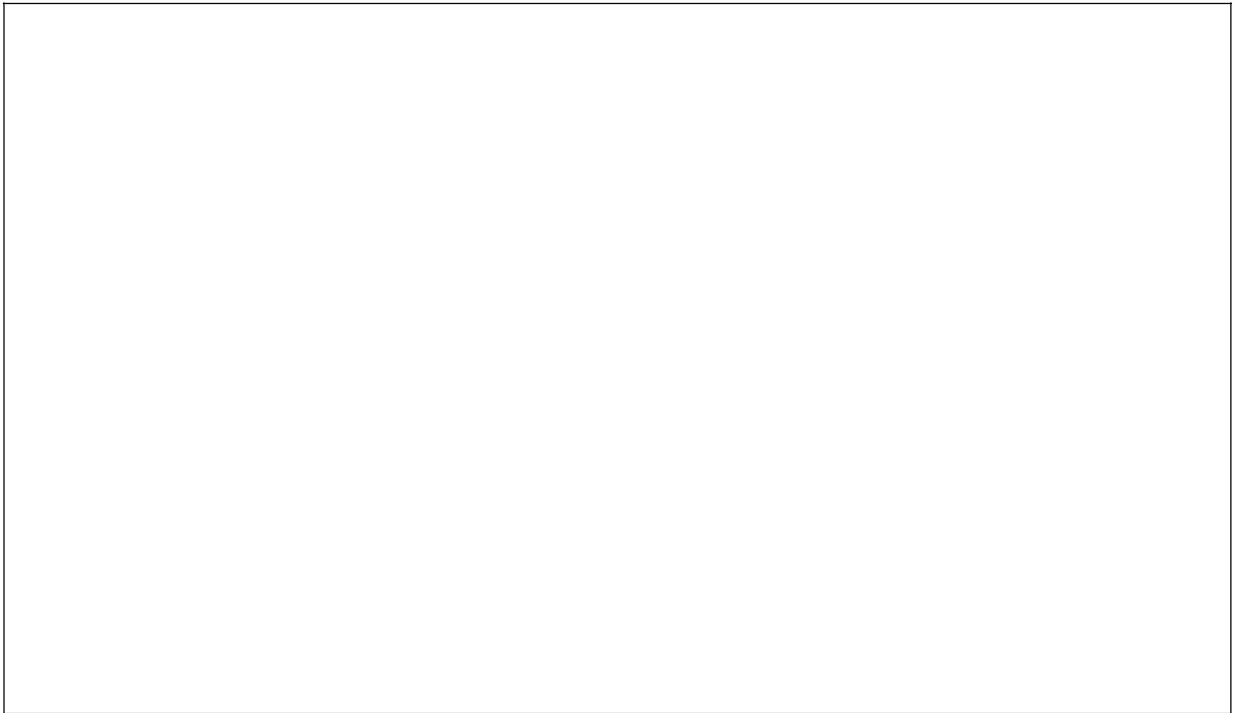
- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.



Section 4. – Financial Proposal – Standard Forms

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**Section 4. Financial Proposal - Standard Forms(to be enclosed separately for each location in separate covers)  
Both the covers should be enclosed in one cover super scribed with the Topic “Proposal for AMTCs, at three locations- Not to be opened till due date on 25.08.2020  
Financial proposal shall be opened after 03.09.2020**



**Form FIN-1: Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [insert name of assignment] in accordance with your Request for Proposal dated [insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 7.1 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [in full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

- 1 Amounts must coincide with the ones indicated under Total in Form FIN-2. This amount is inclusive of the local indirect taxes, which shall be confirmed during negotiations, and included in the Contract price.

**Financial Proposal (Fin -1)**

The consulting agency needs to provide the proposed budget for

| S.No                              | Particulars              | No of person days | Cost per day (Rs.) | Total amount (Rs.) | Remarks |
|-----------------------------------|--------------------------|-------------------|--------------------|--------------------|---------|
| <b>A. Cost of Human Resources</b> |                          |                   |                    |                    |         |
| 1                                 | Team Leader              |                   |                    |                    |         |
| 2                                 | Architect                |                   |                    |                    |         |
| 3                                 | Structural Engineer      |                   |                    |                    |         |
| 4                                 | Geo-Technical Engineer   |                   |                    |                    |         |
| 5                                 | Draft Person             |                   |                    |                    |         |
| 6                                 | Cost Estimator           |                   |                    |                    |         |
| 7                                 | Surveyors                |                   |                    |                    |         |
| <b>B. Investigation Cost</b>      |                          |                   |                    |                    |         |
|                                   |                          |                   | Unit               | Per unit Cost      | Amount  |
| 1                                 | Topographic Survey       |                   |                    |                    |         |
| 2                                 | Geo-technical Survey     |                   |                    |                    |         |
|                                   |                          |                   |                    |                    |         |
| <b>C. Reimbursable</b>            |                          |                   |                    |                    |         |
| 1                                 | Transportation           |                   |                    |                    |         |
| 2                                 | Consumable               |                   |                    |                    |         |
| 3                                 | Communications           |                   |                    |                    |         |
| 4                                 | Report Production        |                   |                    |                    |         |
| 5                                 | Rental of Equipment, etc |                   |                    |                    |         |
|                                   |                          |                   |                    |                    |         |
|                                   | Total (Without GST)      |                   |                    |                    |         |

## Section 5. Terms of Reference

### 1 Background Information

The Government of Andhra Pradesh is implementing “Andhra Pradesh Irrigation and Livelihood Improvement Project Phase -II (APILIP –II)” from 21<sup>st</sup> December 2017 with assistance from Japan International Cooperation Agency (JICA). The project envisages the rehabilitation and improvement of one major, 19 medium and 445 minor irrigation projects besides improving the livelihoods of farmers through agriculture, animal husbandry and fisheries interventions. The Project Management Unit (PMU), Water Resources Department, Government of Andhra Pradesh is the executing Agency.

The objective of the project is “to increase the local productivity, strengthen institutional and marketing capacities by rehabilitating existing irrigation systems, supporting integrated farming systems and strengthening value chain development, thereby contributing toward improvement of livelihoods of farmers and other rural communities in the state of Andhra Pradesh”.

The project covers five major components viz. (i) Rehabilitation of Irrigation Projects (ii) Participatory Irrigation Management (iii) Promotion of Farmer Producer Organisations (iv) Livelihood Support Programme and (v) Pilot Programmes.

Under Pilot Programmes, there are provisions to establish Agriculture Mechanization and Technology Centres (AMTC) at two locations with the objectives of promotion of agricultural mechanization and related technologies. This shall be achieved by technical training on operation and maintenance of farm machinery to farmers and entrepreneurs, who intends to establish customer support units (CSUs) to provide operation and maintenance services. .

For establishment of AMTC, the selection of sites has been made at two locations funded under JICA and one location funded under SMAM flexi funds viz.

Seed Multiplication and Adaptation Farm, Samralakota, East Godavari District and Agricultural College, Naira, Srikakulam District and One location at Seed Farm, Thangadancha, Kurnool District . At each site, about one hectare of land has been earmarked and is being made available. The following infrastructures are planned to be constructed on both locations:

| Particulars             | Details   | Sizes   |
|-------------------------|---|---|
| Training Hall           | Training Room (2 Nos.) and<br>Conference Hall (1 No.) | 80 m <sup>2</sup> x 2 rooms<br>200 m <sup>2</sup> *1 Room |
| Administrative Building | Room for Director                                     | 30 m <sup>2</sup> x1 room                                 |

|                                 |                               |                               |
|---------------------------------|-------------------------------|-------------------------------|
|                                 | Room for Administrative Staff | 30 m <sup>2</sup> x1 room     |
|                                 | Room for Faculties, etc.      | 20 m <sup>2</sup> x 2 rooms   |
| Workshop and Seeding Facilities | Workshop for Training         | 200 m <sup>2</sup>            |
| Hostel and Dining Hall          | Hostel (for Trainees)         | 18 m <sup>2</sup> x 40 rooms  |
|                                 | Dining Hall and Pantry        | 200 m <sup>2</sup> (60 seats) |

In order to construct these infrastructures, Department of Agriculture under Andhra Pradesh Irrigation and Livelihood Improvement Project -II (funded by JICA) and SMAM, intends to engage suitable organization to execute the necessary survey, design, cost estimation, and preparation of Detailed Project Report for three locations.

## **2. Objective of the Consulting Service**

The objective of the consulting service is to execute necessary survey (topographic, and geo-technical), engineering design (architectural and structural), preparation of detailed quantity and cost estimation and Detailed Project Report for three AMTCs.

## **3. Scope of Works**

The scope of works under this consulting service will include development of a DPR with a well-planned layout including roads, amenities and landscaping, structurally designed structures and cost estimates ready for tendering for the three AMTCs on 1 ha area at identified locations. This shall include topographic survey and geotechnical investigations on the project sites (number of holes/tests locations based on the prevailing practices), architectural design and drawings, foundation design, structural design of various members and drawings, layout and design of utilities (water, plumbing, sanitation, electrical), bill of quantities, cost estimates etc. The drawings should be approvable by respective local authorities if required. The DPR must have all needful drawings and cost estimates, good for tendering.

4. **Project Period:** Three months for all three locations (for completing total scope of works) .

## **5. Deliverables for all the three locations:**

- Draft DPR – covering cost estimation and all drawings shall be submitted within 2.5 months from the signing of the contract
- Final DPR – covering all deliverables, shall be submitted within 3 months from the signing of the contract. Comments shall be made available within 10 days by the client.

### Ownership of Data and Reports

The Department of Agriculture shall be the owner of the outputs and other deliverables of the consultancy. The consultant will have no right of claim to the assignment or its outputs. Any report/document/material produced as part of these assignments shall be deemed to be the property of the Department of Agriculture funding the assignment. The “Consultant” will not have any claim over such outputs and will not use or reproduce the contents of the documents without the explicit written permission of the Department of Agriculture

### VIII. Payment schedule

| S.No | Milestone   | Payment (% of total contract) |
|------|---|-------------------------------|
| 1    | Inception report approved                                       | 10%                           |
| 2    | Submission of Geo-technical Investigation and Topography Survey | 20%                           |
| 3    | Draft Report  | 40%                           |
| 4    | Final Reports submitted   | 30%                           |
|      | TOTAL   | 100%                          |

COMMISSIONER OF AGRICULTURE