TENDER REFERENCE NO. Proj/T.NO.2/2020, DATED 18-05-2020

REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR
PREPARATION OF MASTER PLAN & DETAILED PROJECT REPORT FOR
DEVELOPMENT OF SIPCOT INDUSTRIAL PARKS IN MANALLUR, MANAKUDI
AND SAKKARAKOTTAI

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Date of Release of RFP</td>
<td>20-05-2020</td>
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<tr>
<td>Pre-bid Meeting over VC</td>
<td>29-05-2020 at 3:30 pm</td>
</tr>
<tr>
<td>Last Date for Proposal Submission</td>
<td>17-06-2020 before 3:00 pm</td>
</tr>
<tr>
<td>Date of Opening of Technical Proposal (EMD and Technical Proposal)</td>
<td>17-06-2020 at 3:30 pm</td>
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IMPORTANT NOTICE

This tender procedure is governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tender Rules, 2000 the Act and Rules shall prevail.
DISCLAIMER

Information contained in this Request for Proposal (“RFP”) document and/or subsequently provided to Applicants, whether verbally and/or in documentary form by or on behalf of State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT) or any of its employees or advisors (collectively referred to as “SIPCOT Representatives”), is provided to the Applicants on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by SIPCOT to any other party. The purpose of this RFP document is to provide interested parties with information to enable formulation of their proposal.

This RFP document does not purport to contain all the information each Applicant may require. The Applicants should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. SPICOT Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP document, award of the assignment, the information and any other information supplied by or on behalf of SIPCOT or otherwise arising in any way from selection process. The prospective Applicant will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act relevant for the working of the Applicant’s staff.
1 Introduction

State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT) is the infrastructure arm of Government of Tamil Nadu. The organization develops industrial complexes by providing basic and comprehensive infrastructure facilities for the industries to set up their units. SIPCOT has so far developed 23 Industrial Complexes/parks and 7 Sector Specific Special Economic Zones (SEZs) across Tamil Nadu in a total extent of about 34,000 acres spread over 15 districts. Further, SIPCOT also has land banks across the state for prospective and new age industries to enhance their manufacturing footprint in the state of Tamil Nadu.

SIPCOT envisages to develop 3 new industrial parks at the following locations

- Manallur, Tiruvallur District (692 acres)
- Manakudi, Ramanathapuram District (225 acres)
- Sakkarakottai, Ramanathapuram District (313 acres)

In this context, SIPCOT invites interested Applicants to submit their technical and financial offers in quality and cost-based selection (QCBS) for “Preparation of Master Plan & Detailed Project Report for Development of SIPCOT Industrial Parks in Manallur, Manakudi and Sakkarakottai”, in accordance with the scope of work, conditions and manner prescribed in this Request for Proposal (RFP) document.
2 Broad Scope of Services for the Consultant

2.1 Objective:
The objective of this consultancy is to prepare a Master Plan with suitable zoning and Detailed Project Report for firming up SIPCOT’s requirements in respect of development of the proposed industrial parks.

2.2 Broad Scope of Work:
The broad scope of services envisaged for the preparation of Master Plan & DPR is as follows:

- Collection and review of available data - land records, environment clearance and pre-feasibility documents, if any
- Site Analysis, Field surveys and Investigations etc.
- Market Study and Demand Assessment to arrive at the focused industrial sector, investment potential, inputs for plot sizing, product mix of basic infrastructure and sector specific infrastructure details to be developed in the park.
- Preparation of Master Plan with suitable zoning and associated infrastructure plan
- Study of special infrastructure requirements like Warehouse, Incubation facility, Testing Centre, Truck Parking Yard and other sector specific infrastructure
- Study of Internal & External Infrastructure (Roads, Water, Sewerage, Storm Water, Power, Solid Waste Management)
- Preparation of architectural concept plan - layouts, infrastructure plan, elevations, detailed structural design and drawings, detailed specifications and functional requirements
- Preparation of Bill of Quantities (BOQ) and detailed cost estimates
- Project Structuring & Financial modelling with suitable business plans for the proposed developments
- Listing of all project clearances from the statutory authorities and timelines required
- Project Implementation Plan
- Marketing & branding strategies

2.3 Key Personnel
The Applicant’s team shall consist of the following key personnel (the “Key Personnel”) who shall discharge their respective responsibilities as specified below:

<table>
<thead>
<tr>
<th>S No</th>
<th>Position</th>
<th>Desired Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>Shall co-ordinate and supervise the team for delivering the entire scope of work as defined in the RFP.</td>
</tr>
<tr>
<td>2</td>
<td>Market Analyst (2 personnel)</td>
<td>Shall be responsible for conducting market studies and identifying key industrial sectors, assess the investment potential, arrive at the development needs to serve as inputs for the master plan and suggest suitable marketing strategies.</td>
</tr>
</tbody>
</table>
Architect (2 personnel) | Shall be responsible for development of master plan, preparation of the conceptual design for the project confirming to the local byelaws and development control regulations, functional requirements etc.

Civil Engineer (2 personnel) | Shall be responsible for carrying out detailed engineering design, preparation and review of structural drawings and detailed cost estimates along with the Architect

Financial Analyst (2 personnel) | Shall be responsible for project structuring, business plan project viability analysis and implementation strategy

**Note:** One team of four experts (Market Analyst, Architect, Civil Engineer & Financial Analyst) will be responsible for the preparation of deliverables for Manallur Industrial Park and the other team of four experts (Market Analyst, Architect, Civil Engineer & Financial Analyst) will be responsible for the preparation of deliverables for Sakkarakottai & Manakudi Industrial Park. The common team leader will lead both the teams.

### 2.4 Conditions of Eligibility for Key Personnel

<table>
<thead>
<tr>
<th>#</th>
<th>Position</th>
<th>Educational Qualifications</th>
<th>Minimum Desired Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>Post Graduate in Planning/ Engineering /Science / MBA</td>
<td>Minimum 15 years of professional experience. Should have demonstrated the experience in leading the projects in the capacity of Team Leader/ Project Manager/ Project Director for large area development projects. Should have worked/ working as Team Leader for one large industrial project of minimum 200 acres (that includes preparation of master plan, detailed engineering design, detailed drawings and cost estimates for internal infrastructure and utilities of an Industrial Park/SEZ/Industrial Growth Centres)</td>
</tr>
<tr>
<td>2</td>
<td>Market Analyst (2 personnel)</td>
<td>Master’s in Real Estate Development/ MBA or equivalent</td>
<td>Minimum 10 years of professional experience. Should have demonstrated the experience in carrying out market surveys and advice on possible product mix for Industrial area projects.</td>
</tr>
<tr>
<td>3</td>
<td>Architect (2 personnel)</td>
<td>Master’s in Architecture/ Planning with Bachelors in Architecture</td>
<td>Minimum 10 Years of professional experience. He /she should have experience in preparation of conceptual master plans /layout plans for Industrial Parks / SEZ/ Industrial Growth Centres. He/She should also have experience of preparing DPRs for</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Qualification</td>
<td>Experience Requirements</td>
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<td>-------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Civil Engineer (2 personnel)</td>
<td>Postgraduate in Civil Engineering</td>
<td>Minimum 10 Years of professional experience. He/ She should have experience in designing, costing and finalization of specification &amp; functional requirement of similar industrial park/SEZ/Industrial Growth Centre projects with at-least one project of minimum 200 acres</td>
</tr>
<tr>
<td>5</td>
<td>Financial Analyst (2 personnel)</td>
<td>MBA Finance / CA/ CFA</td>
<td>Minimum 10 years of experience. Should have undertaken financial analysis for Industrial area projects.</td>
</tr>
</tbody>
</table>

a) The proposed team shall include experts and specialist in their respective areas of expertise and managerial / support staff such that the consultant should be able to complete the assignment within the specified time schedule.
b) The CV of the above personnel should be furnished in the format indicated in Annexure VI of the RFP Document.
c) The total duration of the assignment will be for a period of **18 weeks** for the submission of the final Master Plan and Detailed Project Report.

**Key personnel** will be considered key staff, only if they are full time employees of the company or the consortium partners or Experts contracted by the Applicant for this assignment and they should involve fully in the assignment and be available for all SIPCOT meetings.

At least **50%** of the Key personnel should be permanent employees of the firm.
3 Qualification Criteria

In the first stage of technical evaluation, Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

3.1 Eligibility Criteria:

a) A Single Applicant should be a registered legal entity in India and should be in the business for more than 10 years. Enclose the copy of the incorporation certificate, certificate of registration and certificate for commencement of business.

b) In case of consortium:
   - Consortium of Firms are allowed with maximum of two partners
   - One of the partners shall be designated as Lead Firm and such partner shall be a registered legal entity in India and should be in existence for more than 10 years.
   - Other partner of the Consortium should be a registered legal entity in India and should be in existence for more than 5 years.
   - No partner of the Consortium should apply individually or be a partner of another consortium.
   - The Consortium partners individually should submit the documentary evidence from appropriate Authority. If the documentary evidence is not in English, then notarized English translation should be submitted.
   - The original Consortium Agreement / Memorandum of Understanding (MoU) should be submitted. The Consortium Agreement / Memorandum of Understanding (MoU) shall contain statement that all partners of the consortium shall be liable jointly and severally for the execution of the contract in accordance with the contract terms.

c) Technical Capacity: The Applicant (in case of consortium, combined experience) should have, over the past 10 (Ten) years preceding the date of submission of proposal for this RFP, undertaken a minimum of 5 (five) Eligible Assignments which are completed. These assignments should have been completed during the above-mentioned eligible time period.

   Eligible Assignments include: Advisory/ consultancy assignments awarded by the government, public sector / private entity in preparation of Master Plans / Development Plans or Techno-Economic Feasibility Study/ DPR/ DFR for SEZ / Industrial park / industrial growth center having a project area of at least 200 acres during the last ten years preceding proposal due date, shall be deemed as eligible assignment (the “Eligible Assignment”).

d) Also, at least one of the projects showcased should be successfully implemented. A successfully implemented project is the one where the Applicant has completed his contract with the client, the Industrial Park is developed with basic infrastructure facilities and other utilities as per the DPR prepared by the Applicant. A proof of evidence for the same has to be provided by the Applicant either in the form of a Client Certificate indicating the project is under implementation/completed implementation or any other evidence indicating that the Industrial Park is developed considering the DPR prepared by the Applicant.

e) Financial Capacity: The Applicant shall have received a minimum of INR 10 Crores
(Rs. Ten crore) per annum as professional fees during each of the three financial years preceding the date of release of this tender. For the avoidance of doubt, professional fees hereunder refer to fees received by the Applicant for providing advisory or consultancy services to its clients.

Note:

1. The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total revenues from professional fees during each of the past three financial years and the fee received in respect of each of the Eligible Assignments specified in the Proposal. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant. The Applicant shall also enclose Audited Balance Sheet and P&L statements for the past three financial years as proof.

2. The claimed experience should be supported by project completion certificates issued by the concerned authorities/clients or self-certification certified by the Statutory Auditor towards documentary evidence.

f) The Single Applicant / all partners of the consortium should submit copy of valid PAN Card.

g) The Single Applicant / all partners of the consortium should have valid GST Registration. Copy of GST Certificate to be submitted.

h) The Single Applicant / all partners of the consortium should not have been blacklisted by any State or Central Government in India. An undertaking must be submitted in support of the same.

i) The Single Applicant/ any one of the Consortium Partner should have full-fledged permanent office in Chennai. The Applicant should furnish Chennai Office Address (or) the Applicant should give an undertaking to setup office at Chennai within 15 days from the date of issue of Letter of Award, if selected.

Only those proposals that qualify the Eligibility Criteria will be considered for the next stage of evaluation.

3.1.1 Evaluation of Technical Proposal

It is a two-stage evaluation procedure. The Technical Proposal will be evaluated on the basis of Applicant’s experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. The Applicants will be invited to make presentation on the above over video conferencing. Only those Applicants whose Technical Proposals score 70 points or more out of 100 shall be considered for evaluation of the Financial Proposal.

The scoring criteria to be used for evaluation shall be as follows:
<table>
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<tr>
<th>S No</th>
<th>Criteria</th>
<th>Max Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Relevant Experience of Applicant</td>
<td>45 marks</td>
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<tr>
<td></td>
<td>Master Plan/Detailed Feasibility Report for eligible assignments</td>
<td>45 marks</td>
</tr>
<tr>
<td></td>
<td>• 2 projects – 15 marks;</td>
<td></td>
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<tr>
<td></td>
<td>• Every extra project 2.5 marks each subject to a cap of 7.5 marks</td>
<td></td>
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<tr>
<td></td>
<td>Detailed Project Report (includes detailed engineering design and cost estimates) for eligible assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2 projects – 15 marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Every extra project 2.5 marks each subject to a cap of 7.5 marks</td>
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<tr>
<td>2</td>
<td>Presentation</td>
<td>25 marks</td>
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<tr>
<td></td>
<td>Approach &amp; Methodology to be adopted for this assignment with detailed workplan – 15 Marks</td>
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<tr>
<td></td>
<td>Presentation of Relevant Case Study of a Successful Implemented Project – 10 Marks</td>
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<tr>
<td>3</td>
<td>Relevant Experience of Key Personnel</td>
<td>30 marks</td>
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<tr>
<td></td>
<td>Team Leader – 8 marks</td>
<td></td>
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<tr>
<td></td>
<td>Market Analyst – 6 marks (3 marks per personnel)</td>
<td></td>
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<tr>
<td></td>
<td>Architect – 6 marks (3 marks per personnel)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Civil Engineer – 6 marks (3 marks per personnel)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Analyst – 4 marks (2 marks per personnel)</td>
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<td>Each key personnel shall be awarded marks in the following proportions</td>
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<td></td>
<td>• 20% for general qualification and</td>
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<td></td>
<td>• 80% for relevant experience based on the number of eligible projects and adequacy of scope</td>
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### 4 Language of the Proposal

The Proposal prepared by the Applicant as well as all correspondences and documents relating to the Proposal shall be in English language only. If the supporting documents are in a language other than English, the notarized translated English version of the documents should also be enclosed. Proposal received without such translation copy will be rejected.
5 Consortium Agreement

a) Consortium between firms not exceeding two firms will be allowed. Memorandum of Understanding (MoU) shall be furnished along with Technical proposals. If the successful Consultant is a Consortium/JV, they shall produce a Consortium agreement at the time of signing of contract.

b) The MoU shall authorize one of the partners of the consortium as Lead Partner. This authorization shall be evidenced by the submitting of Power of Attorney signed by the legally authorized signatories of all the partners.

c) The Lead Firm of consortium shall be authorized to incur liabilities and receive instruction for and on behalf of him and all partners of the consortium and entire execution of the contract including payment shall be done exclusively with the Lead Partner. All correspondence will only be made with the Lead Partner.

6 Availability of RFP Documents

a) RFP document can be downloaded from www.tenders.tn.gov.in/ www.sipcot.in at free of cost. For the downloaded tender document, the Applicant should give a declaration for not having tampered the Tender document downloaded (as per Annexure IX).

7 Pre-Bid Meeting

Pre-bid meeting will be held at 3.30 PM on 29-05-2020 via video conferencing, during which the prospective Applicants can get clarifications about the tender. The Applicants shall send their queries in writing to pmu@sipcot.in at least one day prior to the pre-bid meeting date. The applicants who wish to attend the pre bid meeting are requested to send their representatives details (Name, Designation, Phone No and Email ID) to pmu@sipcot.in at least one day prior to the pre-bid meeting date. The link will be shared with the Applicant’s representative by email. The Applicants are advised to check www.tenders.tn.gov.in / www.sipcot.in for up-to-date information like change in date / venue etc., of pre-bid meeting as SIPCOT may not be able to identify and communicate with the prospective Applicants at this stage. Non-attending of pre-bid meeting is not a disqualification.

8 Clarification on the RFP Document

Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification may be sent in writing to “The Managing Director, State Industries Promotion Corporation of Tamil Nadu Limited, 19-A, Rukmani Lakshmi Pathy Salai, Egmore, Chennai 600 008” or through e-mail to pmu@sipcot.in. The Managing Director, will review the same and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin which will be uploaded on www.tenders.tn.gov.in, www.sipcot.in. The Managing Director will neither make nor be
responsible for any oral instructions. Request for clarification should be brought to the notice of the Managing Director, in writing, before 48 hours of the opening of the tender.

9 Amendment of the RFP Document

SIPCOT whether on its own initiative or as a result of a query, suggestion or comment of an Applicant, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be uploaded on www.tenders.tn.gov.in, www.sipcot.in and the same will be binding on all Applicants, as the case may be.

10 Authorization of the Applicant

The Proposal should be signed and sealed on each page by the Applicant or by the person who is duly authorized for the same by the Applicant. A Power of Attorney indicating the Authorized Signatory would be required in case the signing authority is not Director/Partner on the Board of Directors of the Applicant.

11 Submission of the Proposal in Two Cover System

(a) Applicants must submit their proposal along with the EMD and Bid Processing Fees.

(b) Every page of the terms and conditions of the RFP document should be signed and sealed and enclosed with the submission, in token of having accepted the RFP conditions. Failing which the proposal will be rejected summarily.

(c) Proposals should be submitted in two parts:

Part I
- Technical Proposal (to contain document in support of Eligibility and Technical Evaluation) with all relevant forms as given in the Annexure-XIII

Part II
- Financial Proposal (to contain the financial quote in lumpsum)

(d) Applicants should ensure submission of all documents along with Part-I and Part II as per the Check list given in Annexure -XIII.

(e) A soft copy of Part-I should be provided in a Compact Disc/USB Flash Drive. This is only for reference purposes and in case of discrepancies between the two, hard copy submission shall prevail.

(f) Applicants are requested to submit Part I and Part II in a separate sealed cover superscripting as Part I and Part II respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “RFP for the Selection of Consultants for Master Plan & Detailed Project Report for development of SIPCOT
Industrial Park at Manallur, Manakudi and Sakkarakottai” addressed to “The Managing Director, State Industries Promotion Corporation of Tamil Nadu Limited, 19-A, Rukmani Lakshmipathy Salai, Egmore, Chennai 600 008”, containing the name and address of the Applicant. **Proposals submitted with unsealed cover would summarily be rejected.**

(g) Tenders should be dropped only in the tender box kept at Reception of “State Industries Promotion Corporation of Tamil Nadu Limited, 19-A, Rukmani Lakshmipathy Salai, Egmore, Chennai 600 008” on or before **3.00 PM of 17-06-2020**. Proposals will not be received by hand.

(h) Alternatively, the tenders can be submitted through registered post/ courier so as to reach the above address on or before **3.00 PM of 17-06-2020**. Tenders received after the specified time will not be considered and SIPCOT will not be liable or responsible for any postal delays/ any delay in courier service.

(i) A proposal once submitted shall not be permitted to be altered or amended.

**12 Earnest Money Deposit and Bid Processing Fee**

a) The Proposal should be accompanied by an Earnest Money Deposit (EMD) to the value of INR 2,00,000 in the form of a Demand Draft only drawn on any Indian Nationalized/Scheduled Commercial Bank in favor of “SIPCOT Ltd.”, payable at Chennai. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful Applicants.

b) The Earnest Money Deposit will be retained in the case of successful Applicant and it will not earn any interest and will be dealt with, as provided in the terms and conditions of the tender.

c) Any request of the Applicant, under any circumstances claiming exemption from payment of EMD will be rejected and their price offer will not be opened.

d) The amount remitted towards EMD is liable to be forfeited in case the Applicant fails to execute the contract after submission of the proposal or after acceptance of the offer by SIPCOT or fail to sign the Agreement or to remit the Security Deposit.

e) The Proposal should be accompanied by a Bid Processing Fee to the value of INR 20,000 in the form of a Demand Draft only drawn on any Indian Nationalized/Scheduled Commercial Bank in favour of “SIPCOT Ltd.”, payable at Chennai. It is a non-refundable payment.

**13 Validity of the Proposal**

The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date (the “PDD”).
14 Opening and Evaluation of the Proposal

(a) The proposals received up to 3.00 PM as per the office clock on 17-06-2020 will be taken up for opening. Proposals received after specified date and time will not be accepted. Only the Technical Proposal will be opened by the Managing Director or by the Person/Committee authorized by him at 03.30 PM on the same day in the presence of the available Applicants/ representatives of the Applicants who choose to be present. The Technical Proposal shall be verified to contain all the necessary forms along with the EMD and the Bid Processing Fee. If any of the forms are found to be not confirming with the Checklist in the Annexure XIII, those bids shall not be considered for evaluation.

(b) The Managing Director or Person/Committee authorized by him will inform the attested and unattested corrections, before the Applicants and sign all such corrections in the presence of the Applicants. If any of the Applicants or agents not present then, in such cases the Person/Committee will open the tender of the absentee Applicant and take out the unattested corrections and communicate it to them. The absentee Applicant should accept the corrections without any question whatsoever.

(c) If the date fixed for opening of the proposal happens to be a Government holiday, the sealed tenders will be received up to 3.00 PM on the next working day and opened at 03.30 PM on the same day.

(d) The Technical proposal will be evaluated by a Technical Evaluation Committee (TEC) of State Industries Promotion Corporation of Tamil Nadu Limited in terms of the qualification criteria. The Committee shall comprise of the members as appointed by the Managing Director of SIPCOT. The Committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished, including the past performances.

(e) SIPCOT will verify the credentials/ supporting documents, etc., submitted by the tenderers with the concerned departments/ agencies/ clients before opening of Part II cover and in case if any discrepancy is found, their Tender will be rejected, and their Part-II Cover will not be opened.

(f) Any adverse/not satisfactory remarks on the performance of previous works will entail disqualification of the tender.

(g) The Applicants declared as qualified by the Committee, will be informed the date of their technical presentation which will be conducted over video conference.

(h) Post completion of the presentations of all the qualified bidders, the date of opening of Part II (Price bid) shall be intimated.
15 Price Offer

(a) The Price bid should be kept only in the Part II cover.

(b) The price bid should be prepared as per Annexure-XII.

(c) GST should be quoted separately as per the price bid format.

(d) The fee quoted should be inclusive of travel, boarding, lodging and other incidentals in connection with the completion of the assignment.

(e) The price should be neatly and legibly written both in figures and words.

(f) In case of discrepancy between the fee quoted in words and figures, lowest of the two shall be considered.

(g) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.

(h) The contract is for a period of **18 weeks** from the date of signing of the agreement.

16 Evaluation of the Financial Proposal

a) The Financial Proposal will be evaluated in accordance with Tamil Nadu Tender Transparency Rules 2000 as amended from time to time.

b) The evaluation shall include State Goods & Service Tax (SGST), Central Goods & Service Tax (CGST) and Integrated Goods & Service Tax (IGST) and other applicable duties / levies.

c) Each Financial Proposal will be assigned a Financial Score (SF). For financial evaluation, the total cost indicated in the Financial Proposal, will be considered.

d) The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

\[
SF = 100 \times \frac{FM}{F}
\]

\((F = \text{amount of Financial Proposal})\)

e) Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

\[
S = ST \times Tw + SF \times Fw
\]
Whereas, S is the combined score, and Tw and Fw are weights assigned to Technical Proposal (80% weightage) and Financial Proposal (20% weightage) that shall be 0.80 and 0.20 respectively.

f) The Selected Applicant (R1) shall be the Applicant having the highest combined score. The second highest Applicant (R2) shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Applicant withdraws or fails to comply with the requirements stated in this document.

17 Award of Contract

a) The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal but will be for re-confirming the obligations of the Consultant under this RFP. Issues such as understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations.

b) The Contract will be awarded after successful negotiations, with the selected Applicant. If negotiations fail, the Client will invite the Applicant whose score is next higher to R1 and ranked as R2 for Contract negotiations. If negotiation with R2 fails the above process will continue with R3, R4 and so on till all the technically qualified firms are covered. Upon successful completion, the Client will promptly inform the other Applicant that their proposals have not been selected.

c) Upon finalization of Selected Applicant, SIPCOT will issue the Letter of Acceptance.

18 Security Deposit

a) On receipt of the Letter of Acceptance from SIPCOT, the successful Applicant should remit a Security Deposit (SD) of 5% of the contract value in the form of a Demand Draft or Bank Guarantee drawn on any Indian Nationalized/Scheduled Commercial Bank in favour of “SIPCOT Ltd.”, payable at Chennai within 10 (Ten) working days from the date of receipt of letter of acceptance. The Validity of the Security Deposit shall be till a period of 60 days beyond the completion of the services by the Applicant.

b) The EMD shall be returned to the successful Applicant when the Applicant furnishes the Security deposit and signs the Agreement.

c) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the Applicant shall be forfeited, besides cancelling the communication of acceptance of the Tender.

d) Security Deposit amount remitted will not earn any interest.

19 Service Level Agreement

a) The successful Applicant should execute a Service Level Agreement (SLA) as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law.
on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the Applicant will be forfeited besides cancellation of the Tender.

20 Project Deliverables, Timeline & Payment Terms

Each deliverable shall be produced in 3 volumes corresponding to each industrial park i.e. separate deliverables for Manallur, Manakudi and Sakkarakottai parks.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Project Milestone</th>
<th>Timeline in days</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Submission of Inception Report</strong> : Detailed Approach &amp; Methodology, Workplan, Site Related Data Collection and Review, Identification of any critical issues</td>
<td>T (Letter of Award) + 2 Weeks</td>
<td>10%</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Submission of Interim Report</strong> : Should contain findings on Site Survey and Analysis, Market Study and Demand Assessment, Identification of Potential Sectors, Investment Potential, Plot sizing requirements, Product Mix identification, etc.</td>
<td>T+6 weeks</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Submission of Draft Master Plan &amp; Draft DPR</strong> : Should contain details on conceptual layout plans, preliminary engineering drawings and block cost estimates, preliminary project structuring, business plan and implementation strategy</td>
<td>Within 6 weeks from approval of Interim report</td>
<td>30%</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Submission of Final Master Plan and Detailed Project Report</strong> : Should contain details on Final master plan, Finalized engineering drawings, BOQs, Detailed Estimates, Final Project Structuring Model and Implementation Strategy</td>
<td>Within 6 weeks from approval of Draft Master Plan and DPR</td>
<td>40%</td>
</tr>
</tbody>
</table>

21 Force Majeure

a) The successful Applicant shall not be liable for penalty or termination for default if and to the extent that it’s delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
b) For purposes of this clause, “Force Majeure” means an event beyond the control of the tenderer and not involving the successful Applicant’s fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the SIPCOT Chennai in its capacity as a buyer, wars or revolutions, terrorist attacks, fires, floods, epidemics, quarantine restrictions and freight embargoes.

c) If a Force Majeure situation arises, the Applicant shall promptly notify the SIPCOT Chennai in writing of such condition and the cause thereof. Unless otherwise directed by the SIPCOT Chennai in writing, the tenderer shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22 Penalty

a) If the successful Applicant fails in the due performance of his contract within the time fixed by the SIPCOT or any extension thereof, the successful Applicant shall be liable to pay penalty for the delay in delivery of products of the mentioned area at the rate of ½ % of the Agreement cost per week subject to the maximum of 10% of the Agreement cost.

23 Termination of Contract

SIPCOT reserves right to terminate of the contract at any time during the validity period on account of non-fulfillment of contract on any count. This will be in addition to SIPCOTs right to allot the contract to another tenderer at the risk and cost of the Applicant.

24 General Conditions

(a) Conditional proposal in any form will not be accepted.

(b) SIPCOT reserves the right to relax or waive or amend any of the RFP conditions.

(c) The right of final acceptance of the proposal is entirely vested with SIPCOT and reserves the right to accept or reject any or all the Applicants in part or in totality or to negotiate or to withdraw/ cancel/ modify this proposal without assigning any reason whatsoever.

(d) After acceptance of the proposal by SIPCOT, the Applicant will have no right to withdraw his proposal.

(e) The successful Applicant shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein nor shall take a new partner without written consent of SIPCOT provided nevertheless any such consent shall not relieve the Applicant from any obligation, duty or responsibility under the contract.

(f) Any notice regarding any problems, to the Applicant shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.
(g) In the course of discussion and instruction SIPCOT may disclose information of confidential and proprietary nature relating to the industrial parks, knowhow, to the Applicant. Such information shall be considered as confidential.

25 Arbitration

(a) In case of any dispute in the proposal, including interpretation if any on the clauses of the bid or the agreement to be executed, the matter shall be referred by SIPCOT/ Applicant to an arbitrator who shall be selected by the Applicant from the panel of arbitrators approved by SIPCOT the same within 15 days, from the date of receipt of the letter from the SIPCOT along with the panel. If there is no reply from the Applicant within 15 days, SIPCOT shall choose any of the arbitrators from the panel of arbitrators referred to above. The remuneration for the arbitrator and other expenses shall be shared equally by SIPCOT and the Applicant.

(b) The venue of the Arbitration shall be at the Head office of SIPCOT, Chennai. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.

(c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the Court at Chennai city only.

26 Jurisdiction of the Court

Any dispute arising out of non-fulfillment of any of the terms and conditions of Service Level Agreement (SLA) signed by the Successful Applicant or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Chennai only.

We agree to the above terms and conditions.

SIGNATURE OF THE APPLICANT:
DATE:
NAME IN BLOCK LETTERS:
DESIGNATION:
ADDRESS:
27 Terms of Reference

State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT) is the infrastructure arm of Government of Tamil Nadu. The organization undertakes development of industrial complexes by providing basic and comprehensive infrastructure facilities for the industries to set up their units. SIPCOT has so far developed 23 Industrial Complexes/parks and 7 Sector Specific Special Economic Zones (SEZs) across Tamil Nadu in a total extent of about 34,000 acres spread across 15 districts. Further, SIPCOT also has land banks across the state for prospective new age industries to enhance their manufacturing footprint in the state of Tamil Nadu.

Site 1 : Manallur

SIPCOT has identified land for Industrial Park in Manallur, Tiruvallur district, in an extent of about 692 acres. The site has been identified in the Manallur and Soorapundi Villages in the Gummidipoondi Taluk, Thiruvallur District, for the development of the Industrial Park (IP). Within the industrial park, SIPCOT has now proposed to develop the first of its kind, state-of-art E-Vehicle Park in an extent of 300 acres. The project site is situated abutting the Madharpakkam – Gummidipoondi Road, which connected with the Grand Northern Trunk Road (NH-5) in Gummidipoondi. The distance between project site and Gummidipoondi is 10km. There are number of major and minor industrial units functioning in the Gummidipoondi Taluk.

Site 2 : Manakudi

SIPCOT has obtained permission for 224.65 acres of land at SF.No.211/2, A. Manakudi, Ramanathapuram district for the establishment of the Park. The proposed project envisages setting up of Textile Processing Park along with common water system through desalination plant and common effluent treatment plant with marine discharge facilities at Manakudi. The site is located at the coastal area of Ramanathapuram district adjoining North eastern part of Bay of Bengal. The site is about- 90 km from Madurai Junction, 119 km from Madurai Airport, 150 km from Tuticorin port and 383 km from Cochin port. The enter upon permission
already granted by the District Administration and the possession was taken over. The alienation proposal was sent to CLA by the District Administration for approval.

Site 3: Sakkarakottai

A total of 312.64 acre comprising of 121 Hectares (298.87 acres) in Sakkarakottai Village and 5.57 Hectares (13.77 acres) in Pattinamkathan Village, together form this new Industrial park. The following park will come under the Ramanathapuram Taluk in Ramanathapuram district and is currently in the possession of SIPCOT.
27.1 **Objective**

The objective of this consultancy is to prepare a Master Plan with suitable zoning and Detailed Project Report for the purpose of firming up the SIPCOT’s requirements in respect of development of the proposed Industrial Parks.

27.2 **Detailed Scope Of Work**

27.2.1 **Study of available data and regulations**

- Physical site details- The available data on layout, size, shape, existing structures, etc. will be shared with the successful Consultant. The Consultant shall analyze the existing details of layout, and collect the additional data, if required and map all relevant details pertaining to the site and location such as existing infrastructure utilities, amenities, facilities, etc. Consultant shall collect the available data with SIPCOT and collect other secondary data from other sources relevant to the project. The consultant shall also identify the additional data and collect the same from the concerned authorities.

- Study Land Use and Development Control regulations~ Master plans, zonal plans, building byelaws, permitted land use and Floor Area Ratio (FAR)/ Floor Space Index (FSI) at the site, rules for obtaining permissible FAR/ FSI, etc. Guideline value of land as per classification of the land, market rates as per latest registration in the immediate vicinity of the land under study.

- Study and analyze all relevant laws including Environmental, Development Control Regulations & any other applicable laws/ rules and regulatory framework that will govern or pose restrictions & affect development of land use including land classification, zoning, setbacks, restrictions, open areas, parking requirements etc. and apply the same for the project.

- Previous studies, if any, undertaken by SIPCOT for these parks will be shared with the selected bidder.

27.2.2 **Site Analysis, Field Surveys and Investigations**

**Site Analysis**

The Consultant Team shall make field visits to the Site to ascertain the physical aspects of the Site. The consultant shall carry out an analysis of the identified site and its surroundings. The site analysis shall include

- Location Study
- Hinterland Connectivity (Road, Rail, Port and Airport)
- Condition of existing roads and traffic pattern
- Socio-economic profile
- Available social infrastructure
- Existing and proposed developments in the region
- Land use pattern, Catchment study
- Existing visible utilities
- Details of nearby water sources, power and status of availability for the project
- Identification of environmentally/ecologically sensitive areas
The above information shall be supported with the data reference and maps of relevant scale (wherever applicable).

**Field Surveys & Investigations**

**a) Topographic Survey:** The Consultant shall undertake physical survey of the project site so as to identify and get (i) all physical features of the Site, (ii) its approach roads, roads traversing through Site and abutting roads, (iii) existing infrastructure networks (electrical, sewerage, telephone, water supply, drainage etc.), (v) street furniture & other facilities (light poles, hoardings, kiosks, medians etc.), (vi) vegetation (trees and shrubs), (vii) other physical features like damp areas, pits, rocky areas, hillocks/hills, natural drains, streams and other water bodies etc., and (viii) built-up features such as temples/shrines/other buildings and transferring of GPS station point to a bench marking concrete pillar of 0.6 m x 0.6 m x 2.1 m (below GL -1.20 m) at every 200 acres peripheral. Survey Grids of 10m x 10m can be adopted for the purpose of topography survey. The Site Survey drawings of appropriate readable scale shall be submitted in both Hard and Soft Copies (AutoCAD) with area statement and detailed legend.

**b) Geo-Technical Investigations:** As the location of boreholes and other necessary geotechnical investigations for detailed designs are dependent on the spatial planning / detailed master planning of various zones of the project, the same shall be conducted by the consultant as required for the project designs, in due course of the project. Necessary soil investigation shall be carried out at the Site to assess the nature of soil. The soil tests would be undertaken in sufficient detail so as to arrive at the safe bearing capacity (design parameter). The number of boreholes shall be in accordance with the stipulations of the relevant IS (Indian Standards) codes. The consultant shall discuss the number of boreholes and trial pits and locations of the same on site with Client before proceeding to the investigations. The boreholes shall be spread uniformly within the Project Site to determine the (SPT-N) values at every 1.5 meters depth. Soil samples taken from boreholes shall be classified and index properties shall be determined and presented. The boreholes shall be carried out till reaching the refusal / hard strat or upto 15 meters, whichever is achieved earlier. Necessary trial pit sampling also to be done along with necessary engineering properties of the soil such as CBR etc. The soil test report, findings and recommendations for foundations / design of foundation shall be submitted as a report in both Hard and Soft Copies.

**c) Preparation of base map:** Base Map for the Project Site shall be prepared (CAD and GIS formats) showing the (i) Site boundary as obtained from the Topographic Survey and compilation of FMB sketches collected from SIPCOT Officers, (ii) Existing settlements in the vicinity and within the Site (if any), (iii) Existing road network within and in the vicinity of the Site, (iv) Existing physical features such as water bodies, streams, hills/hillocks, rocky areas, Forests etc., (v) Administrative boundaries of villages / Mandal / districts that fall within the Site, (vi) Built up features such as temples/shrines etc. (vi) Contour Map with levels of 1 m intervals using plot levels taken at site based on MSL as directed by SIPCOT officers. All the layers should be flexible and hard copies of the maps shall be provided as per the combination of various layers as required by SIPCOT officers (Layout + Topography, Layout + Contour, Layout + Topography + Contour, etc.)

27.2.3 Market Analysis & Infrastructure demand assessment

**a) Benchmarking, stakeholder consultations and market study analysis**

- The Consultant shall hold consultations with Industry Groups/Associations to ascertain the necessary spatial, infrastructural and environmental needs of the Project.
Prepare a list of sector stakeholders and the primary meetings conducted with the private companies and industry associations.

- Market Study shall bring out the proposed Product Mix for the Site in terms of the various sector segments proposed at the Site and the necessary allied social, physical and environmental management infrastructural needs such as Zero Liquid Discharge (ZLD) based Common Effluent Treatment Plants (CETPs). Necessary technical infrastructure needs such as testing laboratories, quality certification centers etc. shall also be identified.

- Space demand assessment shall be carried out for the all the identified project components (zone-level as well as plot-level space demands)

- Socio economic benefits of the Project shall be estimated including employment potential, estimated investment, estimated turnover and estimated export potential

- Special infrastructure requirements to market the project to targeted companies. Identify services that could help the project attract investors, such as retail, community level facilities and so on, or that could exploit location-specific resources;

- An analysis of the regulatory and policy scenario and institutional mechanism along with the incentives offered by the Central/State Government. In addition, the consultant will identify policy incentives available as per Central and State Government policies for applicable industries to promote industrialization (sector specific policies / support programmes, etc.)

- Inventory of existing, on-going and proposed land use, industry and infrastructure development initiatives in the vicinity of the proposed project area;

- Study the upcoming and proposed major infrastructure developments in the hinterland.

- Carry out SWOT analysis

- Consultant shall examine similar hubs / estates being planned elsewhere and benchmark the proposed industrial region in terms of
  - Land usage mix with the area under commercial, recreational, public and semi-public amenities
  - Support infrastructure such as truck terminals, warehouses, service units, parking, testing labs, training and research centers etc.
  - Business facilities such as convention Centre, conference halls, exhibition centers.
  - Social infrastructure such as medical facilities, community centers, post office, banks, etc.
  - Current sale/ lease terms, Current occupancy levels, Absorption Periods, Target market tapped
  - Demand Assessment

b) Infrastructure Demand

Infrastructure demand assessments shall be carried out for all identified infrastructure components. Based on the product mix and the industrial / social...
facilities defined in the market study analysis, the consultant shall quantity the following infrastructure requirements for proposed industrial park

- Road network along with capacity by assessing the traffic expected from the proposed facilities.
- Estimate the water demand for Industrial and domestic demand based on the defined product mix. Identify the water source and assess it capacity to meet the required demand.
- Estimate the wastewater demand from the proposed facilities. Identify the disposal point for the waste water
- Estimate the power demand for the Industrial, commercial, social and other supporting infrastructure facilities. Identify nearest source for drawing the power.

**27.2.4 Preparation of master plan**

**a) Conceptual Master Plan**

The Consultant shall prepare the Conceptual Site Master Plan Options considering the Vision for the project, the project needs and the project setting / environment. The Site Master Plan shall address the needs of the various project components both in terms of access to physical/social infrastructure, as well as the physical environment needs duly keeping in view of the guidelines/ regulations and Client/ Government vision.

1. In Manallur, 300 acres has been earmarked for EV Park. In Manakudi, within the Industrial park, a desalination plant will be set up. The DPR for the desalination plant is not in the scope of this RfP. The consultant should ensure the area earmarked is shown in the base map and the overall master plan.
2. The Consultant shall prepare at least 3 Conceptual Site Master Plan options, each of which shall constitute the following:
   i. Land use zoning plan covering the siting of various Manufacturing zones, Technical Infrastructure zones, Amenity zones, Utility zones, township, Environmental management infrastructure zones, Green areas, R&D facilities, primary/secondary road network and other project components
   ii. Proposed external linkages covering – road, rail, water, power etc.
3. Carry out preliminary planning and sizing of identified external infrastructure links/component and prepare block cost estimates for the same
4. Carry out broad internal infrastructure planning for identified infrastructure components
5. Prepare block cost estimates for project development covering internal and external infrastructure.
6. The Consultant shall hold discussions with Client to freeze the preferred Conceptual Master Plan for further detailing in the next Study stage
7. Provide necessary project drawings, presentations and other details
8. Attend meetings with Client, Government, Stakeholders etc. and make presentation(s) on the above as required by SIPCOT

b) Detailed Master Plan

Consultant shall prepare the Detailed Site Master Plan for the preferred Conceptual Site Master Plan covering the following -

1. Overall illustrative master plan at a scale of 1:2500 illustrating general delineation of proposed land uses, building massing, vehicular and pedestrian circulation, open space relationships, and development character
2. Land use mix and land area allocation for various uses in a form of land use map with illustrative building footprints and tabulation of land areas.
3. Detailed Road Network Map showing the primary, secondary and tertiary roads. Circulation plan at the level of arterial, sub-arterial and collector street network, including site ingress/egress, vehicular circulation patterns, pedestrian circulation and vehicular parking
4. Detailed Infrastructure Map showing the siting of all identified infrastructure components (such as water supply, power supply, storm water drainage, solid waste management etc.) duly consulting with prospective industries and specialists in the field to arrive at the appropriate scale of infrastructure.
5. Green Areas Map showing all the proposed green belts, green buffers
6. Urban Design guidelines to supplement statutory development control regulations to bring about a cohesive development pattern and design element in to the development.
7. Numbered plot plan with sizing for each developable parcel within the proposed development.
8. Schematic representation of key design features within the development like gateways, key nodes, junctions, plazas etc., as a guidance for development by the clients in the future.
9. Open space and landscape strategy with typical details for three typologies of landscape – maintained parks and gardens with hardscape, softscape and street/park furniture; basic ground covered landscape areas with shrubs and planting; natural areas with native vegetation and managed landscapes.
10. Final land and building area statement with ground coverage, FSI, building mass and bulk metrics.
11. Comprehensive Site Master Plan illustrating all of the above

c) Study of requirement of External Infrastructure

The Consultant shall study the existing external linkages, assess the requirement of the external linkages for the project and furnish detailed reports for each of the external infrastructure covering but not limited to the following:

1. Road Connectivity- Consultant should study the present condition of the access road leading to the project site. Traffic studies need to be carried out to assess the existing traffic density. Generated traffic and induced traffic shall be estimated and the
condition of the existing access road to be provided along with suggestions for improvement.

2. **Water** – Based on the identified source of water, the consultant shall design the facilities required for drawing the water from the source to the proposed facility which includes water sourcing, pumping, conveyance, storage and treatment.

3. **Power** – Consultant shall provide the details for drawing the power from the identified substation to the proposed facility.

### 27.2.5 Detailed Engineering Design and Cost Estimates

The consultant should carry out detailed engineering drawings for the identified internal and external infrastructure components and shall prepare cost estimates for the components required for developing the project. Standard schedule of rates of Government of Tamil Nadu shall be used for estimating the cost.

An external linkages map showing all the identified external links for the entire project.

#### a) Detailed Engineering & Design of Basic Infrastructure

The Consultant shall carry out detailed engineering and designs for all identified site development infrastructure components covering but not limited to:

1. Site Boundary & Entrance Plaza(s)
2. Hierarchical Road Network design supported with cross sections and design specifications, detailed drawings.
3. Water Supply System design (conveyance systems for fresh water, fire water, recycled water) supported with detailed network drawings and design specifications
4. Power Supply System design supported by detailed distribution drawings and Captive/ Alternative Power Plant details if necessary, for the project.
5. Wastewater Conveyance System (both effluent and sewage) design supported with detailed drawings, line diagrams of proposed treatment systems (ZLD based CETP and STP),
6. Storm Water Management System design supported with necessary drawings – including treatment before outfall; to also specify the outfall details
7. The Consultant shall furnish line estimates of cost for all the above infrastructure components
8. The detailed designs for each component shall be supported with working drawings with detailed specifications which are good for tendering

#### b) Detailed Cost Estimates & Technical Specifications of Basic Infrastructure

1. The Consultant shall prepare Detailed BoQs, Cost Estimates for all the basic infrastructure components covering civil, electrical and mechanical items.
2. Carry out Rate Analysis and prepare detailed cost estimates as per prevailing Standard Schedule of Rates (SSR) and Standard data of GoTN. Comparative quotes (at least 3) shall be provided for the items those are not available in the SSR.
3. Detailed technical specifications shall be prepared and the consultant shall provide assistance to client while preparation of tender Documents for works

c) Planning & Detailed Engineering Design of Common/ Support Infrastructure

The Consultant shall provide architectural and detailed engineering design services for the support facilities taken up by the Authority under this category. The Consultant shall assess the detailed requirements of built up area and various components and amenities to be incorporated for each of the Support Facility Buildings in consultation with prospective stakeholders. The Consultant shall collect information on such facilities developed and operational at other similar industrial parks, analyse with reference to the functional requirements of this proposed park and arrive at the optimum built up area and components to be planned.

The consultant shall prepare conceptual plan for the support infrastructure facilities like

- Administrative building cum service center
- Common Amenities
- Laboratory cum testing Centre
- R& D facility and Incubation Centre
- Training center
- Warehousing Facility
- Truck Parking Yard
- Industry Sector specific infrastructure

In case of Manakudi Industrial Park, detailed project report for Common Effluent Treatment Plant of approximate capacity of 20 MLD with marine discharge (50%) should also be prepared.

Evolution of conceptual design for the buildings will be based on the space requirements & State of the Art specifications and in conformity with the norms in vogue. The buildings shall be planned incorporating modern architectural concepts with good light & ventilation. Development of Architectural drawings will be based on the conceptual designs duly incorporating the changes as suggested by the Authority. Preparation of line estimates for the works including the developmental works and all components / features will be as per the specifications stipulated. Preparation of drawings necessary for submission to statutory bodies for sanction, giving floor wise plans, elevations, sections, etc., for the buildings along with the layout plan.

Preparation of structural analysis, designs & drawings i.e. foundation detail plans, plans indicating details of columns, beams, slabs, stair cases, and other structural components requiring detailing, all reinforcement details, structural calculations/ analysis and all relevant details necessary for proper execution of the work. The structural drawings shall be proof checked by any IIT or an agency approved by SIPCOT.

Preparation of detailed and abstract estimates for Civil, Electrical, Water Supply, Sanitary, HVAC, internal and external services, interiors and other specialized and miscellaneous items necessary for inclusion in the schedule of quantities for commencement and completion of the work. Prior approval shall be obtained
from the Authority for the specifications of the items of work, the schedule of finishes, etc., or each scheme before finalization of the detailed estimates in respect of the above services. Rate analysis should be worked out following Standard data & Standard Schedule of Rates of State, P.W.D. and local market rates for non-schedule items of work.

The working drawings for each project shall be for various components in respect of buildings and services including interiors based on the structural details required for execution and during construction.

27.2.6 Financial Viability Analysis

Develop a financial feasibility model by taking into account the proposed development mix, broad costs for development, broad project structuring, technical data and Demand assessment made by the consultant and conducting a sensitivity analysis by taking into account various factors that could impact the development including pricing, income and cost assumptions, EBIDTA cash flows over the project period, and assessment of project returns (NPV, Payback method and IRR) and would touch the following areas:

- Estimate project revenues by assessing space absorption pattern and determining lease rent / User fee
- Estimate Project Capex, periodic asset replacement/maintenance expenditure
- Estimate operating expenses.
- Project cash flow considering project execution period, phasing and funding mix
- Assessing financial viability with a horizon of 20-year period with IRR, NPV, Payback period
- Understanding the lender’s comfort by using Debt service coverage ratios
- Sensitivity analysis based on variations in absorption pattern, revenue streams, project cost, debt cost and O&M assumptions.

27.2.7 Project Structuring

Different implementation options shall be analyzed based on the viability and sensitivity analysis. The following details shall be captured under this section.

- Identify all income streams, financially structure the project and to work out the financial viability indicators of the project by considering different revenue models.
- Examine and establish the feasibility of financing the project on various modes with least support/no support from SIPCOT including the PPP route
- Examine and suggest suitable legal and institutional framework for the project development.
- The consultant shall examine the advantages and disadvantages of different modes/method by which the project could be implemented
- Draw the implementation strategy for the project where the details regarding the responsibilities involved in the project development and operation stage shall be identified and listed.
27.3 **Deliverables**

All the documents, drawings as per the deliverables described below should be submitted both in hard copies 3 Sets and in soft copies (both in PDF and editable formats).

27.3.1 **Inception Report (Maximum of 40 pages)**

- Inception report should throw light on the approach and methodology to be adopted for the market study and demand assessment, identification of development needs and the product mix, master planning exercise and engineering design.
- It should detail the clear workplan to be adopted for execution of the assignment within the stipulated time frame of 18 weeks.
- It should detail the preliminary understanding of the consultant, based on the review of the data collected from SIPCOT and the results from preliminary site investigation.
- It should throw light on the potential issues/identified issues during the first 2 weeks of the commencement of the assignment.

27.3.2 **Interim Report (Site Analysis and Market Demand Assessment)**

i. **Site Analysis**

- The survey and analysis of hinterland connectivity (Rail, Road etc.), existing Infrastructures like water sources, drainage, power, to analyze the site surroundings to design conforming existing environmental and social issues and surrounding features.

ii. **Catchment Profile Analysis:**

- Socio-economic profile of the catchment area (existing and expected in near future) Key industrial, commercial, residential, institutional, landmarks in the catchment area and their potential impact. Local expertise of the people should be examined.
- Availability of social infrastructure in terms of proximity to existing and proposed educational facilities, healthcare facilities, entertainment and recreational facilities.
- Availability of raw materials and existing ancillary facilities and power and water availability proximity to the major industrial cities should be explored.

iii. **Topographical Survey, Geo-technical investigations report and Preparation of base map** – as per scope of work shared above.

iv. **Benchmarking assessment** – relevant case studies with details as given in the scope.

v. **Market Study and Analysis** - Market assessment should comprise of the following but not limited to:

- It should consist of detailed market assessment of the catchment areas and identify the existing and emerging opportunities with reference to the proposed development on the subject land parcel.
- Based on the detailed market assessment undertaken the consultant shall indicate the potential sectors that Industrial Park shall be housing and specific product mix including the basic internal infrastructure and sector specific special infrastructure like Warehouses, Cold Storage, Incubation & Testing facilities, Truck Parking yards, etc.
• Inputs from the Market Study shall enable the Architect in arriving at the optimal zoning, plot sizes to be carved out of the existing park and the alignment of the roads, water supply lines, sewerage network, etc. accordingly.
• The report should also discuss the investment potential of identified sectors in the upcoming years in the current region indicating the total timeline to be targeted for complete absorption of the industrial plots.

27.3.3 Draft Conceptual Master Plan and DPR
It should contain details on conceptual layout plans, preliminary engineering drawings and block cost estimates, preliminary project structuring, business plan and implementation strategy

27.3.4 Final Master Plan and DPR
Should contain the Final Master Plan clearly indicating various zones and layouts, Finalized engineering drawings, BOQs, Detailed Cost Estimates, Final Project Structuring Model, Implementation and efficient marketing strategy.
ANNEXURES
Annexure I - Technical Proposal Covering Letter

Date: ____________

From,

Name:
Address:
Ph:
Fax:
E-mail:

To,

The Managing Director,
State Industries Promotion Corporation of Tamil Nadu Limited,
19-A, Rukmani Lakshmipathy Salai, Egmore,
Chennai - 600 008.

Sir,


Ref: Your Tender Notice Dt. ..........

With reference to your tender notice, we submit herewith our sealed tender for the “RFP for Selection of Consultant for Preparation of Master Plan and DPR for SIPCOT Industrial Parks at Manallur, Manakudi and Sakkarakottai”.

We enclose the following documents:

1) RFP Document duly signed in each page and enclosed with Technical Proposal in token of accepting the Tender conditions.
2) Demand Draft for INR 20,000/- in favor of “SIPCOT Ltd.” payable at Chennai towards bid processing fee.
3) Demand Draft for INR 2,00,000 in favor of “SIPCOT Ltd.” payable at Chennai towards EMD
4) Authorization letter/ Power of Attorney from the Applicant for the person to sign the proposal.

5) Details of the Applicant (as per Annexure-II)

6) The copy of certificate of incorporation/registration and copy of Memorandum and Articles of Association.

7) Copy of Registered Partnership deed, in case of Partnership Firm.

8) Copy of PAN allotment Certificate/ PAN CARD issued by Income Tax Department in case of Indian Company.

9) Copy of GST Registration certificate.


11) Form for Technical Eligibility as per Annexure – IV (a)

12) Relevant experience of the Company/Firm as per Annexure- IV(b)

13) Work Orders / Completion Certificates in support of respect of all clauses of qualification criteria.

14) Approach work plan and methodology as per Annexure - V

15) CVs of the personnel to be deployed as per Annexure - VI

16) Team composition and tasks assigned as per Annexure – VII

17) Declaration for not having blacklisted either by SIPCOT or by any other Govt. agencies (as per Annexure-VIII).


19) Notarized translated English version of the documents in a language other than English/Tamil, if any.

Yours faithfully,

SIGNATURE OF THE APPLICANT

Encl: As stated above
# Annexure II - Details of the Applicant

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>Description/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Name of Applicant</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td><strong>Contact Details</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registered Office Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone No.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax</td>
<td></td>
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<tr>
<td></td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td><strong>Incorporation Details</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incorporation Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date of Incorporation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Authority</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td><strong>Name of Authorized Signatory</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Position</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td><strong>Number &amp; Address of Offices</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Chennai</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outside Chennai</td>
<td></td>
</tr>
</tbody>
</table>
# Annexure III – Annual Turnover Certificate

**ANNUAL TURN OVER CERTIFICATE**

The Annual turnover of M/s ............................................................... for the past three years are given below and certified that the statement is true and correct.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Year</th>
<th>Turnover (Rs. in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>f)</td>
<td>2016-2017</td>
<td></td>
</tr>
<tr>
<td>g)</td>
<td>2017-2018</td>
<td></td>
</tr>
<tr>
<td>h)</td>
<td>2018-2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average annual turnover</td>
<td></td>
</tr>
</tbody>
</table>

Note: Annual Turnover in each of the three consecutive financial years will be considered i.e. F.Y. 2016-17, F.Y. 2017-18 and F.Y. 2018-19.

**DATE:**

**SIGNATURE OF THE APPLICANT**

**SIGNATURE OF CHARTERED ACCOUNTANT**

(With seal and Address)
## Annexure IV (a) - Format for Firm’s Technical Eligibility

<table>
<thead>
<tr>
<th>#</th>
<th>Project Details</th>
<th>Consultancy Assignment Duration</th>
<th>Project Area (in Acres)</th>
<th>Proof of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>[Project Name :</td>
<td>[Start : mm/yy End : mm/yy]</td>
<td>[Yes/No] Type of Supporting Document : Client Certificate/Auditor Certificate Reference Page No. :</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Client :</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type of Assignment : Master Plan/DFR/DPR, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Cost : ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Successfully Implemented Project

Project Name :

Client :

Brief Scope of Services:

Start :   End :

Project Value :

Consultancy Fee :

Proof of Implementation : Client Certificate clearly indicating the stage of implementation of the project and that the project has been implemented based on the Master Plan/DFR/DPR prepared by the Consultant, has to be provided.

---

**SIGNATURE OF THE APPLICANT**
Annexure IV (b) – Format for Firm’s Relevant Experience for Technical Evaluation

Relevant Services Carried Out in the Last Ten Years That Best Illustrate Qualifications
(Using the format below, provide information on each reference assignment for which your Firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.)

<table>
<thead>
<tr>
<th>Assignment Name:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location within Country:</td>
<td>Professional Staff Provided by Your Firm/entity (Profiles):</td>
</tr>
<tr>
<td>Name of Client:</td>
<td>No. of Staff:</td>
</tr>
<tr>
<td>Address:</td>
<td>No. of Staff-Months; Duration of Assignment:</td>
</tr>
<tr>
<td>Start Date (Month/Year):</td>
<td>Completion Date (Month/Year):</td>
</tr>
<tr>
<td>Approx. Value of Services (In Rs/ US$):</td>
<td></td>
</tr>
<tr>
<td>Name of Associated Consultants, if any:</td>
<td>No. of Months of Professional Staff, provided by Associated Consultants:</td>
</tr>
<tr>
<td>Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:</td>
<td></td>
</tr>
<tr>
<td>Narrative Description of Project:</td>
<td></td>
</tr>
<tr>
<td>Description of Actual Services Provided by Your Staff:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The claimed experience should be supported by project completion certificates issued by the concerned authorities/clients or self-certification certified by the Statutory Auditor towards documentary evidence. Only completed projects will be considered for evaluation.
Annexure V – Description of Approach, Methodology & Workplan

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN

(Understanding of Project)

a) Understanding of TOR, Technical Approach and Methodology
b) Work Plan

Understanding of TOR, Technical Approach and Methodology: The Applicant should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The Applicant should highlight the problems to be addressed along with their importance and explain the technical approach the Applicant would adopt to address them. The Applicant should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan: The Applicant 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 in the form of bar chart and consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan. A list of the final documents, including reports, presentations, data, etc. to be delivered as outputs, should be included here.

Note: Clear articulation, description and Extent of compliance to technical requirements specified in the scope of work to be submitted along with Strength of the Applicant to provide services including examples or case studies of similar solutions deployed for other clients.
## Annexure VI – Curriculum Vitae for Key Personnel

### Curriculum Vitae for proposed Professional Staff

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Proposed Position [only one candidate shall be nominated for each position Expert]</td>
</tr>
<tr>
<td>2.</td>
<td>Name of Staff [Insert full name]</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>4.</td>
<td>Nationality</td>
</tr>
<tr>
<td>5.</td>
<td>Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment]</td>
</tr>
<tr>
<td>6.</td>
<td>Total No. of years of experience</td>
</tr>
<tr>
<td>7.</td>
<td>Total No. of years with the firm</td>
</tr>
<tr>
<td>8.</td>
<td>Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory)</td>
</tr>
<tr>
<td>9.</td>
<td>Certifications and Trainings attended</td>
</tr>
<tr>
<td>10.</td>
<td>Details of Involvement in Projects (only if involved in the same):</td>
</tr>
<tr>
<td>11.</td>
<td>Membership of Professional Associations</td>
</tr>
<tr>
<td>12.</td>
<td>Employment Record [Starting with present position list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]</td>
</tr>
<tr>
<td>13.</td>
<td>Work Undertaken That Best Illustrates Capability to Handle the Tasks Assigned</td>
</tr>
<tr>
<td>14.</td>
<td>Name of the Assignment:</td>
</tr>
<tr>
<td>15.</td>
<td>Year:</td>
</tr>
<tr>
<td>16.</td>
<td>Location:</td>
</tr>
<tr>
<td>17.</td>
<td>Main Project Features:</td>
</tr>
<tr>
<td>18.</td>
<td>Positions Held:</td>
</tr>
<tr>
<td>19.</td>
<td>Activities Performed:</td>
</tr>
</tbody>
</table>

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative:
# Annexure VII – Team composition and Tasks Assigned

## TEAM COMPOSITION AND TASK ASSIGNED

<table>
<thead>
<tr>
<th>Resource Category</th>
<th>Name of Staff with qualification &amp; experience</th>
<th>Area of Expertise</th>
<th>Position Assigned</th>
<th>Tasks Assigned as part of the current assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Market Analyst -1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Market Analyst -2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Architect – 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Architect – 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Civil Engineer – 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Civil Engineer – 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Analyst- 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Analyst - 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURE OF THE APPLICANT**
Annexure VIII – Certificate

CERTIFICATE

Date: __________

Certified that M/s.........................................................../ the firm /company or its partners / shareholders have not been blacklisted by SIPCOT or by any other Government Agencies in India.

SIGNATURE OF THE APPLICANT

(with seal and address)
Annexure IX – Declaration

Declaration Form

Date: __________

a) I/We ………………………………………………………………………………… having our office at …………… do declare that I/We have carefully read all the conditions of tender sent to me/us by SIPCOT, for the tenders floated vide tender ref.no._____________________ for the “Selection of Consultant for Preparation of Master Plan and DPR for SIPCOT Industrial Parks at Manallur, Manakudi and Sakkarakottai”

b) I/We have downloaded the tender document from the internet site www.tenders.tn.gov.in, www.sipcot.in and I /We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected, and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with SIPCOT or prosecuted.

SIGNATURE OF THE APPLICANT

(WITH SEAL AND ADDRESS)
# Annexure X – Format for Clarification on Tender Document

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Reference(s) (Section, Page)</th>
<th>Content of Tender requiring Clarification</th>
<th>Points of clarification required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPLICANT'S REQUEST FOR CLARIFICATION**

<table>
<thead>
<tr>
<th>Name and Address of the Organization submitting request</th>
<th>Name and Position of Person submitting request</th>
<th>Contact Details of The Organization / Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tel: 044 – 28554787</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 044– 28553746/42177333</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:pmu@sipcot.in">pmu@sipcot.in</a>; <a href="mailto:projecteva@sipcot.in">projecteva@sipcot.in</a></td>
</tr>
</tbody>
</table>

**SIGNATURE OF THE APPLICANT**

(WITH SEAL AND ADDRESS)
Annexure XI – Financial Proposal

FINANCIAL PROPOSAL

From,
Name:
Address:
Ph:
Fax:
E-mail:

To,
The Managing Director,
State Industries Promotion Corporation of Tamil Nadu Limited,
19-A, RukmaniLakshmipathySalai, Egmore,
Chennai 600 008.

Sir,


Ref:– Our Technical Proposal submitted for the above-mentioned work.

----

In continuation of our above Technical Proposal, we submit herewith the Financial Proposal for Request for Proposal for “Selection of Consultant for Preparation of Master Plan and DPR for SIPCOT Industrial Parks at Manallur, Manakudi and Sakkarakottai” as specified in this RFP document. We agree to abide by the terms and conditions stipulated by SIPCOT and also agree to complete the entire contract, at the fees quoted by us. The fee quoted and approved by SIPCOT in this proposal will hold good as per RFP conditions.

Yours faithfully,

SIGNATURE OF THE APPLICANT
Annexure XII - Price Bid (Lumpsum)

Name of Work: Request for proposal for selection of Consultant for Preparation of Master Plan and DPR for SIPCOT Industrial Parks at Manallur, Manakudi and Sakkarakottai

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Price (INR)</th>
<th>GST</th>
<th>Total (inclusive of all taxes in INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of Master Plan &amp; Detailed Project Report for development of SIPCOT Industrial Park at Manallur, Manakudi and Sakkarakottai - Lump sum fee for providing services including out of pocket expenses and all other expenses.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Amount in Words Rupees ……………………………………………………………
………………………………………………………………………………………………………………
………………………………………………………………………………………………………………….)
Declaration

We have reviewed all the terms and conditions of the Tender document and would undertake to abide by all the terms and conditions contained therein.

I / We hereby declare that there are, and shall be, no deviations from the stated terms in the Tender Document. We are ready to undertake the assignment with the rates quoted above for the specified area.

Signature of Applicant with Company seal.

Note:
1. The rate shall be quoted as per the above format. Taxes should be indicated separately.
2. The rates shall be quoted in figure and words and only one rate shall be quoted for each industrial park.
3. Conditional tenders will not be accepted, and rates once fixed shall be valid for the entire period of the contract.
4. In case of discrepancy in the rates quoted between figures and words, the lowest will prevail.
# Annexure XIII – Checklist of Documents

## CHECKLIST OF DOCUMENTS

### Documents to be enclosed in Part-I:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Checklist</th>
<th>Enclosed (Yes/No)</th>
<th>Reference in the Bid (Page No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A covering letter on your letter head addressed to The Managing Director, SIPCOT. (as per Annexure-I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>RFP document duly signed in each page and enclosed in token of accepting the RFP conditions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Demand Draft for Rs. 20,000/- in favor of “SIPCOT Ltd.” payable at Chennai towards bid processing fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Demand Draft for Rs. 2,00,000/- in favor of “SIPCOT Ltd.” payable at Chennai towards EMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Authorization letter/ Power of Attorney from the Applicant for the person to sign the proposal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Details of the Applicant (as per Annexure-II)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>The copy of certificate of incorporation/registration. Additionally, a copy of Memorandum of Understanding to be submitted in case of Consortium.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Copy of Registered Partnership deed, in case of Partnership Firm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Copy of PAN allotment Certificate/ PAN CARD issued by Income Tax Department in case of Indian Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Copy of GST Registration certificate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>The Auditor certified Turnover statement along with Annual Report / certified copies of Balance Sheet, Profit &amp; Loss statement for the last 3 consecutive financial years i.e. 2016-17, 2017-18 and 2018-19.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Form for Technical Eligibility as per Annexure IV (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Checklist</td>
<td>Enclosed (Yes/No)</td>
<td>Reference in the Bid (Page No.)</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>13.</td>
<td>Relevant experience of the Company/Firm as per Annexure IV (b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Work Orders /Completion Certificates in support of Qualification criteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Approach work plan and methodology as per Annexure V</td>
<td></td>
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</tr>
<tr>
<td>16.</td>
<td>CVs of the personnel to be deployed as per Annexure – VI</td>
<td></td>
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<td>17.</td>
<td>Team composition and tasks assigned as per Annexure – VII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Declaration for not having black listed either by SIPCOT or by any other govt. agencies (as per Annexure-VIII).</td>
<td></td>
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</tr>
<tr>
<td>19.</td>
<td>Declaration for not having tampered the Tender documents downloaded from the website <a href="http://www.tenders.tn.gov.in/www.sipcot.in">www.tenders.tn.gov.in/www.sipcot.in</a> (as per Annexure-IX).</td>
<td></td>
<td></td>
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<td>20.</td>
<td>Notarized translated English version of the documents in a language other than English/Tamil, if any.</td>
<td></td>
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</table>

**Documents to be enclosed in Part-II**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Checklist</th>
<th>Enclosed (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A covering letter on the letter head addressed to The Managing Director, SIPCOT (as per Annexure-XI)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Price Bid as per Annexure-XII of the Tender document</td>
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<tr>
<td>3.</td>
<td>Declaration as per format given above</td>
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</tbody>
</table>

Note: Tenders submitted in unsealed cover would summarily be rejected.

SIGNATURE OF THE APPLICANT