



**TAMIL NADU INFRASTRUCTURE DEVELOPMENT BOARD,
3RD FLOOR, CMDA BUILDING TOWER-II,
'THALAMUTHU-NATARAJAN MAALIGAI',
NO.1, GANDHI IRWIN ROAD, EGMORE,
CHENNAI – 600 008**

**REQUEST FOR QUALIFICATION (RFQ) FOR EMPANELMENT OF
CONSULTANCY FIRMS FOR VARIOUS SECTORS/SUB-SECTORS /
FUNCTIONAL AREAS**

July 2023

SECTION A. INVITATION FOR EMPANELMENT

1. Tamil Nadu Infrastructure Development Board (TNIDB), set up under the Tamil Nadu Infrastructure Development Act (TNID Act) 2012, is the nodal agency for infrastructure development in the State of Tamil Nadu. TNIDB plays a critical role in infrastructure development in the State by facilitating project development in a seamless, efficient and transparent manner.

2. The Board is a facilitator for infrastructure projects executed in the State of Tamil Nadu. The projects cover the 21 Sectors listed in Schedule-I of the Tamil Nadu Infrastructure Development Act, 2012 and will entail substantial investment. The projects will include both projects that are executed through the Public Sector as well as those implemented through the Public Private Partnership (PPP) mode. Details of the process of project development may be seen in the Tamil Nadu Infrastructure Development Act, 2012, Tamil Nadu Infrastructure Development Rules, 2012 and Tamil Nadu Infrastructure Development Board Regulations, 2013 and as amended thereof in the website of TNIDB (<https://tnidb.tn.gov.in/en/>). The procurement process for projects will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Rules framed there under including the Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement) Rules, 2012 and as amended thereof.

3. As per Regulation 6(1) of the Tamil Nadu Infrastructure Development Board Regulations, 2013, TNIDB has been empowered to create a panel of consultants whose services can be availed of by project sponsoring agencies.

4. Tamil Nadu Infrastructure Development Board's Regulation 6(3) specifies that empanelled consultancy firms may be used by TNIDB and/or project sponsoring Departments. The Terms of Reference and the methodology of selection and the commercial terms will vary with each project and will be decided by the concerned project sponsor.

5. In this regard, the Chief Executive Officer, TNIDB, proposes to empanel Consultancy Firms for assisting various Government Departments and Agencies implementing infrastructure projects and may require project advisory assistance from TNIDB. The empanelment is proposed to be done for the following Functional Areas and Sectors/Subsectors:

Functional Areas:

(Broad role for each of the functional area is provided in Section C)

FA1 - Technical/Engineering Consultants

FA2 - Detailed Feasibility Report (DFR) Consultants

FA3 - Transaction Advisors (PPP Projects)

FA4 - Architectural and Design Consultants – Single Empanelment across all Sector/Subsector

FA5 - Legal Firms – Single Empanelment across all Sector/Subsector

FA6 - Independent Auditors – Single Empanelment across all Sector/Subsector

FA7 – Management Consultants – Single Empanelment across all Sector/Subsector

For Functional Area 1 to 3, separate panels will be formed for each Sector/Sub-sector. For Functional Area 4 to 7, Single panel shall be formed across all the Sectors.

The sectors, sub-sectors and Functional Areas for which the empanelment is sought is given below:

Sector	Sub-Sector ¹	Functional Areas						
		Technical/ Engineering Consultants	Detailed Feasibility Report (DFR) Consultants	Transaction Advisors (PPP Projects)	Architectural and Design Consultants	Legal Firms	Independent Auditors	Management Consultants
A. Agriculture/ Food Processing	A1. Agriculture Infrastructure including Marketing and Post-harvest infrastructure, Food Processing & Marketing Infrastructure, Fisheries	✓	✓	✓				
	B1. Development of Satellite towns/Residential Townships	✓	✓	✓				
B. Commercial	B2. Land Monetisation Projects/Commercial/ Mixed-use/ Retail Developments/Warehousing	✓	✓	✓				
	B3. Industrial Estates including Industrial Parks and Special Economic Zones/ MSME/Industries/Clusters/ Knowledge Hubs	✓	✓	✓	✓	✓	✓	✓
	B4. City Gas Distribution	✓	✓	✓				
C. Energy	C1. Power Generation, Transmission and Distribution Systems (Renewable and Non-Renewable)	✓	✓	✓				
	C2. Gas and Gas Works	✓	✓	✓				
D. Social	D1. Affordable Housing/Slum Development/Industrial Housing	✓	✓	✓				

¹ TNIDB reserves the right to combine one or more sub-sectors under the respective sector for empanelment. Each Tick mark (✓) is to be considered as a Panel.

Sector	Sub-Sector ¹	Functional Areas						
		Technical/ Engineering Consultants	Detailed Feasibility Report (DFR) Consultants	Transaction Advisors (PPP Projects)	Architectural and Design Consultants	Legal Firms	Independent Auditors	Management Consultants
	D2. Education related infrastructure including Library	✓	✓	✓				
	D3. Health Infrastructure	✓	✓	✓				
	D4. Land Reclamation Projects	✓	✓	✓				
	D5. Sports Infrastructure	✓	✓	✓				
E. Transport	E1. Roads, Bridges, including Rail over and under Bridges and By-passes	✓	✓	✓				
	E2. Urban Transportation System, bus terminals, multi-level parking facilities	✓	✓	✓				
	E3. Ports and Harbour, Inland Waterways	✓	✓	✓				
	E4. Airport Related Infrastructure	✓	✓	✓				
F. Tourism	F1. Tourism and Hospitality Projects	✓	✓	✓				
	F2. Recreational Infrastructure	✓	✓	✓				
G. Water and Sanitation	G1. Drinking and Industrial Water supply systems, Desalination Plants	✓	✓	✓				
	G2. Irrigation including Dams, Irrigation Structures, Canals	✓	✓	✓				
	G3. Solid Waste Management	✓	✓	✓				
	G4. Wastewater, Sewerage Treatment Systems, Storm Water Drainage Systems, Flood Mitigation Works	✓	✓	✓				

6. TNIDB reserves the right to:

6.1 Empanel nil or any number of Firms under any Panel.

6.2 Combine one or more sub-sectors under the respective sector for empanelment

6.3 Empanel firms on the basis of Cost of the Project

7. Interested consultancy firm(s) must provide all the relevant information (in English language only) as per the prescribed format.

8. Firms shall apply individually only. No Consortium is allowed.

9. The RFQ document, details can be downloaded from the website: <https://tntenders.gov.in/nicgep/app>; and <https://tnidb.tn.gov.in/en/> under the notifications tab.

10. The information and the details received will be evaluated based on the criteria given and qualified consultancy firm(s) will be short-listed for the proposed Functional Area and Sector/Sub Sector as applicable. The consultancy firms will be shortlisted / selected in accordance with the procedures set out in the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act 43 of 1998) and Rules made thereunder.

11. The Application must be submitted online through the e-Procurement process as specified in the RFP on or before 15.00 hours on **05-09-2023**. The Applicant shall furnish as part of its Application, a Tender Fee (non-refundable) of Rs.20,000/- (Rupees Twenty Thousand Only) to be paid through e-procurement portal.

12. A Virtual pre-proposal conference will be held on **08-08-2023** at **11.00 Hrs** to clarify queries, if any. Applicants interested to attend the pre-proposal conference can do so through the below link:

Link - [Click here to join the meeting](#)

13. The bidders may send their queries regarding this RFQ/ Empanelment addressed to the Additional Director, Tamil Nadu Infrastructure Development Board/ Joint Secretary to Government, Finance (Infrastructure Cell) Department, 3rd floor, CMDA Building Tower-II, 'Thalamuthu-Natarajan Maaligai', No.1, Gandhi Irwin Road, Egmore, Chennai –600 008 at least two days prior to the pre-proposal conference. Phone No: 044-28550155/255/355/455, E-mail id: soinfra.findpt@tn.gov.in, fininfracell@gmail.com.

14. Any change in the RFQ, corrigendum, minutes of the pre-proposal conference, etc., will only be uploaded in the websites: <https://tntenders.gov.in/nicgep/app>

SECTION B. INSTRUCTIONS FOR APPLICATION PROCESS

1 Definitions

- 1.1 In this document, the following words and expressions have the meaning hereby assigned to them.
- 1.2 APPLICANT means a Firm submitting its Application for Empanelment.
- 1.3 BOARD means Tamil Nadu Infrastructure Development Board (TNIDB).
- 1.4 PUBLIC AGENCY shall have the same meaning as in Section 2(o) of Tamil Nadu Infrastructure Development Act, 2012.
- 1.5 A FIRM means a partnership firm / a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under the applicable laws of its country of origin.
- 1.6 EMPANELLED CONSULTANCY FIRM shall mean applicants who have been empanelled in each stream of Sector/ Sub-Sector and Functional Area

2 General Eligibility Criteria:

- 2.1 Applicant should have experience in advising in the development of infrastructure projects in the proposed Sectors/Sub-sectors/Functional Areas.
- 2.2 Applicant:
 - a. shall have been in business in India for at least 7 (seven) years prior to the submission of its Application for the empanelment; and
 - b. shall have an operational office in India at the time of submission of its Application for the empanelment (Proof shall be attached).

2.3 Financial Criteria:

- 2.3.1 The Applicant should have an average revenue (defined as consulting/advisory services fees) of at least Rs.5.00 Crores in the last 3 (three) completed financial years. Fees received from tax/ audit advisory or tax/ audit consultancy or tax/ audit services will not be considered (except in case of Independent Auditors, for whom revenue from audit advisory/audit consultancy/audit services will be considered). The Applicant should also have positive net worth in each of the last 3 completed financial years as on 31st March of the respective financial year.
- 2.4 An Applicant which has earlier been blacklisted or debarred by the Government of India, Government of Tamil Nadu, any other Governments, any PSU of Central Government or State Government or any other Public Sector or Urban Local Bodies (ULBs) in India or Multilateral Agencies shall not be eligible to submit an Application. The Applicant shall be required to furnish an affidavit that there is no such bar imposed and existing as on the Application Due Date as per format provided.

3 General information:

- 3.1 The validity of empanelment will be initially for a period of 2 years extendable by additional period of 2 years.
- 3.2 Empanelment does not necessarily mean that a job will be assigned to the Empanelled Consultancy Firms. The Government Departments/Agencies may, if necessary, call for tenders from the empanelled list of consultants on Quality cum Cost Based Selection (QCBS)/ Least Cost Selection (LCS) method for engagement to provide services.
- 3.3 Successful applicants should note that the usage of this empanelment is not mandatory on the Government Departments /Agencies. In cases where the Government Departments/Agencies use this empanelment to engage the services of a Consultancy Firm and it is found that the empanelled consultancy firm so appointed is not performing the services in a satisfactory manner and Tamil Nadu Infrastructure Development Board receives three 3 (three) or more

written complaints from Government Departments/Agencies, then the said Empanelled Consultancy Firm will be debarred from providing services to the Government of Tamil Nadu and its Departments/ Agencies and all such empanelment in the name of the firm shall be cancelled. The Empanelled Consultancy Firm will be given an opportunity to present its case to the Tamil Nadu Infrastructure Development Board before cancellation of its empanelment.

- 3.4 Further communication will be made with/ clarifications may be sought from the Consultancy Firms, if required before empanelment.
- 3.5 All information submitted will be the property of Tamil Nadu Infrastructure Development Board and will not be returned.
- 3.6 The cost incurred by the Applicants in preparing and submitting this application, in providing clarification or attending discussions, conferences in connection with process of empanelment shall be borne by the consultancy firms and in no case will, the Tamil Nadu Infrastructure Development Board, be responsible or liable for these costs regardless of the conduct or outcome of the process.

4 Application Submission Procedure

- 4.1 The Application must be submitted online through the e-Procurement portal. The Applicant may also refer to below instructions:
 - a. The RFQ document is uploaded in the e-procurement portal <https://tntenders.gov.in/nicgep/app>. Prospective Applicants shall register themselves in the e-procurement Portal (<https://tntenders.gov.in/nicgep/app>) and submit the Applications electronically through e-procurement portal.
 - b. It is mandatory for the Applicant to possess a valid Class-3 Signing and Encryption Digital Signature Certificate in the name of the entity submitting an Application to complete the e-procurement process as per the provisions of Government of India IT Act 2000 with latest amendments.
 - c. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://tntenders.gov.in/nicgep/app> under the link "Information about DSC".
 - d. The website has user manuals with detailed guidelines on enrolment and participation in the online Bidding process. The user manuals can be downloaded for ready reference.
 - e. The Applicants are requested to download the e-procurement help manual and user manuals from the Portal for reference.
 - f. The registered Applicant can log into the e-procurement portal and download the Forms and RFQ document /corrigendum as applicable and go through them carefully.
 - g. Applicant shall go through the RFQ documents and get ready with all relevant documents in pdf/xls/rar formats as indicated therein. In the Application, Bidder may attach an index page wherever necessary, in the beginning, which indicates the details of the files/ documents that follow the index page against Application content indicated. This shall also help for easy reference later.
 - h. Applicants shall be ready with their Applications in filled-in form well in advance to avoid last minute rush/ glitches during submission and once the Application is ready in all aspects, they may choose the freeze option to submit the Application finally and thereafter they shall get a Bid acknowledgement receipt, only after which the submission is complete, indicating the Successful submission of the Bid.
 - i. Applicant can do the re-submission of the Application any number of times, till the closure of bid.

- j. The Application shall be submitted online not later than the date and time specified in the Application Schedule or Corrigendum, if any published. The e-procurement portal shall automatically close/ lock the submission process promptly by the date and time specified in the tender.
 - k. If the Application is not fully submitted before the closing date and time and the Application submission is still in progress and could not be completed before the closing date and time, the Application will not be considered as successfully submitted and shall not be taken up for evaluation. Hence the Applicant should be cautious to submit the Application well in advance to avoid failure in the complete submission of their Application.
 - l. For all activities during the submission/ opening of Application and in subsequent processing of the Application, the server time indicated at the top of the e-Portal, shall be final. The local system time shall not be taken into account in any case.
 - m. The e-procurement system shall issue a Bid acknowledgement receipt which is the final proof for successful submission of the Application.
 - n. In case the RFQ is retendered, then it is mandatory for the Applicant to submit its Application again on the e-procurement portal
 - o. Applicant may contact the Helpdesk Ph. No. 044-24461505 at National Informatics Centre for support on the e-procurement portal.
- 4.2 The information and the details received as part of the Application(s) will be evaluated and qualified consultancy firm(s) only will be shortlisted and empanelled.

5 Instructions for Preparation of Application

- 5.1 Interested Applicant(s) must provide all the relevant information (in English language only) as per the prescribed format.
- 5.2 All information requested for in the enclosed forms should be furnished against the respective column in the format. If information is furnished in separate documents, reference to the same shall be given against the respective column. If there is no information to be provided, it shall also be mentioned as 'Nil' or 'No such case'. If a particular query is not applicable in the case of the Applicant, it shall be stated as 'Not applicable'. No column should be left blank. However, Applicant(s) are cautioned that non-submission of complete information called for in the required formats or making any change in the prescribed forms/ formats may result in the application being summarily rejected.
- 5.3 Copies of the References, information, work orders and completion certificates issued by the respective clients certifying the suitability, technical know-how, experience or capability of the applicants shall be submitted by the Applicant which may be verified by Tamil Nadu Infrastructure Development Board, if considered necessary.
- 5.4 The applicants are advised to attach any additional information which is considered necessary in regard to proving their capabilities. No further information will be entertained after submission of the Application unless it is called for by Tamil Nadu Infrastructure Development Board.
- 5.5 Applicants are required to submit their Applications with a tender fee (non-refundable) of Rs.20,000/- (Rupees Twenty Thousand only) to be paid through e-procurement portal.
- 5.6 Applicants applying for empanelment, will have to submit relevant experience for each sub-sector(s)/Functional Areas.
- 5.7 The Applicant should submit the Application online through e-procurement portal only.
- 5.8 The Application should comprise of following forms and documents as per the submission format mentioned in table below:

S. NO	FORM NO	PARTICULARS OF FORM	SUBMISSION FORMAT
(i)	Not Applicable	Tender Fee of INR 20,000/-	To be paid through e-procurement portal
(ii)	Form-1	Application for Empanelment under Various Sectors/Sub-sector/ Functional Area	PDF
(iii)	Form-2	Particulars of the Applicant	PDF
(iv)	Form-3	Statement of Legal Capacity	PDF
(vi)	Form-4	Power of Attorney for Signing of Application	PDF
(viii)	Form-5	Financial Capability of Applicant	PDF
(xi)	Form-6	Affidavit Certifying that Entity / Director(s) of Entity are not Blacklisted	PDF
(xii)	Form- 7	Summary of Sector/Subsector/Functional Area wise relevant experience	Excel
(ix)	Form -8	Sector/Sub-sector/Functional Area wise project description sheet and relevant proof of completion	PDF
(x)	Form -9	Summary of key personnel available with the Applicant	PDF
(xi)	Form – 10	Curriculum Vitae of Key Personnel	PDF
(xii)		Incorporation Certificate/Certificate of Registration of the Applicant	PDF
(xii)		Audited Balance Sheet and Profit & Loss Account for last 3 completed financial years	PDF

- 5.9 All documents submitted should be signed by the Authorized Signatory, either through a Digital Signature Certificate (DSC) or in wet ink.
- 5.10 TNIDB reserves the right to reject an Application in case any of the forms are not submitted or are not in a position to be accessed due to any reason, whatsoever.
- 5.11 The Application must be duly signed by the Authorized Signatory as detailed below:
- a. In case of a partnership firm and/or a limited liability partnership (LLP):
 - Either by a Partner/ Designated Partner (in case of LLP), holding the power to do all such acts, deeds and things on behalf of the Partnership Firm/ LLP, delegated by the other Partners by way of a resolution, extracts of which issued by a Partner/ DP (in case of LLP) shall be submitted as part of the Application; or
 - By a person duly authorized by a Partner/ Designated Partner (DP), holding the power to do so, by way of a notarised Power of Attorney executed in his/ her name.
 - b. In case of a Limited Company/ Private Limited Company or a Corporation:
 - Either by a Director, holding the power to do all such acts, deeds and things on behalf of the Company/ Corporation, delegated by way of a General or Specific Board Resolution for signing of Proposals/ Applications, extracts of which issued by a Director/ Company Secretary of the firm shall be submitted as part of the Application; or

- By a person duly authorized by a Director in the firm, holding the power to do so, by way of a notarised Power of Attorney executed in his/ her name.

The power of attorney, wherever applicable should be notarised by a notary public and shall accompany the Application.

- 5.12 The Applicant should submit a Power of Attorney as per the format enclosed, authorising the signatory of the Applicant to sign and submit this Application.
- 5.13 All financial information shall be stated in Indian Rupee only.
- 5.14 Application should be indexed, and each page of the Application shall be serially numbered, in case of submission of published documents, the first page of the document shall be numbered.
- 5.15 The applicants must provide all the relevant documents in English language as per the prescribed format.
- 5.16 Applicant should mention the Names, Address and Contact Details of the 'Key Contact Person' who would act as the point of contact in Form-2. Any further communication by the Board or by the Govt. Departments/ Agencies using/ referring to the empanelment, shall be addressed to such person(s). Post empanelment, the empanelled consultants are required to inform of changes in the point of contact, as and when it arises to TNIDB, failing which TNIDB shall not be held responsible for non-receipt of communication sent by TNIDB or by the Govt. Departments/ Agencies using the empanelled list.
- 5.17 Applicants are requested to ensure that the experiences cited in the Forms 7 & 8 are relevant to the sub-sectors under the main sector for which the empanelment Application is being submitted. Similarly, Curriculum Vitae of Key personnel, who have more than 10 years of relevant experience in proposed sector/sub-sector/functional area is to be provided in Form 10

6 Right to Accept or Reject any of the Applications

- 6.1 TNIDB reserves the right to reject or accept any one or all Applications and to annul the process and reject all the Applications at any point in time without assigning any reason(s) thereof and without incurring any liability thereby to the affected Applicants or without informing them of the grounds for such action by TNIDB.
- 6.2 TNIDB reserves the right to reject any Application if:
 - a) At any time, a material misrepresentation has been made or discovered; or
 - b) The Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application;
 - c) Rejection of the Application by TNIDB, as aforesaid, would lead to the disqualification of the Applicant.

SECTION C. Empanelment of Consultancy Firms for various Sectors/ Sub-Sectors/ Functional Areas:

1. Broad role of the Empanelled Consultancy Firms

Types of Advisors	Expected Role	Output (Not limited to)
<p>Technical/ Engineering Consultants</p>	<p>Assistance in preliminary/detailed engineering designs.</p> <p>Assistance in the preparation of detailed /block cost estimates and drawings.</p> <p>Assistance in the review/vetting of engineering designs, drawings and cost estimates.</p> <p>Assistance in the review / preparation of environmental and social impact assessments.</p> <p>Assistance in the review/preparation of life cycle costs</p> <p>Assistance in the preparation/review of financial analysis and economic analysis.</p> <p>To conduct an independent technical assessment of a project or technical due diligence.</p> <p>Provide an independent verification that the Design of the various components in conformance with the related codes and technical standards.</p> <p>Prepare/review the design criteria, design assumptions, specifications, drawings, and construction methodologies.</p> <p>Prepare/review quality control / quality assurance plan.</p>	<ul style="list-style-type: none"> ➤ Technical feasibility report; ➤ Preparation of detailed designs; ➤ Block Cost Estimates; ➤ Impact Assessment studies; ➤ Environmental and Social Impact Assessment studies; ➤ Detailed Project study reports; ➤ Preliminary social and environmental feasibility analysis; ➤ Review and vetting of Drawings; ➤ Review, inspection and monitoring of Construction Works; ➤ Review/ conducting tests as per the standards; ➤ Construction Supervision; ➤ Prepare/ review of RA bills and payment recommendation; ➤ Prepare/ review “as-built” drawings; ➤ Review, inspection and monitoring of O&M; ➤ Issuance of progress reports and completion certificates; ➤ Assistance in dispute resolution.
<p>Detailed Feasibility Report Consultants (DFR)</p>	<p>Market/ Demand assessment studies- Primary and secondary.</p> <p>Preparation/review of pre-feasibility studies/ detailed feasibility studies.</p> <p>Preparation /review of Project structuring options.</p> <p>Preparation/review of financial analysis and business plan.</p>	<ul style="list-style-type: none"> ➤ Feasibility reports/Feasibility studies; ➤ Environmental and Social Impact Assessment studies; ➤ Market assessment; ➤ Quantification of contingent liabilities; ➤ Detailed Project study reports; ➤ Preliminary social and environmental feasibility analysis; ➤ Risk assessment report; ➤ Project structuring and financial analysis;

Types of Advisors	Expected Role	Output (Not limited to)
		<ul style="list-style-type: none"> ➤ Value for money (VfM) assessment; ➤ Cost benefit analysis including financial IRR; ➤ Socio economic benefit analysis including economic IRR; ➤ Risk assessment and risk allocation.
Transaction Advisors (PPP Projects)	<p>Preparation/review of bid documents/EOI/RFQ/RFP/Concession Agreements/ State Support Agreements, etc.</p> <p>Assist the project sponsor/TNIDB in the transaction advisory process.</p> <p>Assist the project sponsor/TNIDB in reaching out to potential investors for PPP projects.</p>	<ul style="list-style-type: none"> ➤ Formulation of tender documents; ➤ Drafting concession agreements; ➤ Assistance in conducting the Bid Process, preparation of Bid Evaluation Report and signing of Concession Agreement.
Architectural and Design Consultants	<p>Preparation/review of architectural designs for projects of importance, iconic structures, commercial, institutional and recreational structures.</p> <p>Preparation /assistance in the structural /MEP and allied engineering services.</p> <p>Preparation/assistance in the detailed /block costing.</p> <p>Preparation/review of detailed drawings and tender documents.</p>	<ul style="list-style-type: none"> ➤ Architectural Designs; ➤ Detailed Structural Drawings/ Design Calculations; ➤ Detailed Electrical/ Mechanical Drawings/ Design Calculations; ➤ Detailed BoQs and Tender Documents; ➤ Good for tender drawings; ➤ Working drawings; ➤ Block Cost Estimates; ➤ Preliminary social and environmental feasibility analysis; ➤ Environmental and social impact assessments.
Legal Firms	<p>Preparation /assistance to the project sponsor /TNIDB in formulating PPP documents viz., bid documents, concession agreements, supporting agreements, etc,</p> <p>Assist in project structuring and implementation structures.</p>	<ul style="list-style-type: none"> ➤ Formulation/ vetting of Bid documents, Concession agreements, allied/ support agreements; ➤ Legal vetting of documents; ➤ Review of project structuring and implementation arrangements.
Independent Auditors	<p>Certify the accuracy and correctness of any financial calculations or claims required to be made regarding the project.</p>	<ul style="list-style-type: none"> ➤ Verification of the records and invoices; ➤ Preparation and submission of project reports as agreed upon or quarterly progress reports; ➤ Confirming the accuracy of all financial calculations or claims, both during construction and O&M stage.
Management Consultants	<p>Assist the Departments in various activities as mentioned in next column</p>	<ul style="list-style-type: none"> ➤ Efficiency Improvement Studies ➤ Preparation of Strategies/Action Plans

Types of Advisors	Expected Role	Output (Not limited to)
		<ul style="list-style-type: none"> ➤ Organisational structuring/restructuring ➤ Risk Management ➤ Mergers and acquisitions ➤ Digital transformation ➤ Project Management ➤ Business Process Reengineering ➤ Transaction Advisory Services ➤ Investment Advisory

2. Empanelment Evaluation Criteria

2.1 The Evaluation Committee appointed by the Chief Executive Officer (CEO), Tamil Nadu Infrastructure Development Board will carry out its evaluation based on the details submitted by the Applicant.

2.2 The Applicant meeting the below evaluation criteria shall be empanelled:

a. Applicant shall:

- have been in business in India for at least 7 (seven) years prior to the submission of its Application for the empanelment; and
- have an operational office in India at the time of submission of its application for the empanelment.

b. The Applicant should have undertaken advisory assignments related to development of infrastructure projects in the proposed Sectors/Sub-sectors/Functional Areas in India or abroad and only such assignments shall be considered for evaluation. Applicant's experience on projects / assignments undertaken in the previous 10 years prior to the Application Due Date shall be considered for evaluation.

c. The Applicant should have completed atleast 3 assignments for each of the proposed sub-sectors under any of the functional areas. As a proof completion of the assignment, the Applicant is required to submit Completion Certificate(s) issued by the client or a Certificate issued by the Chartered Accountant certifying receipt of 100% professional fee for the assignment. **(Copy of LOI/ LOA/ Work Order/ Agreement to be provided along with the proof of Completion).**

d. The Applicant should have an average revenue (defined as consulting/advisory services fees) of at least Rs.5.00 Crores in the last 3 (three) completed financial years. The Applicant should also have should also have positive net worth in each of the last 3 completed financial years as on 31st March of the respective financial year.

e. The Applicant should have submitted all the required documents specified and applicable as per Section B clause 5.8 of this RFQ.

Form - 1
APPLICATION FOR EMPANELMENT
(To be forwarded on the letterhead of the Applicant)

Ref. Date:

To,
The Chief Executive Officer,
Tamil Nadu Infrastructure Development Board (TNIDB),
3rd floor, CMDA Building Tower-II,
'Thalamuthu-Natarajan Maaligai', No.1,
Gandhi Irwin Road, Egmore,
Chennai – 600 008.
Phone : 044-28550155/255/355/455
Email ID : soinfra.findpt@tn.gov.in

Dear Sir,

**Sub: RFQ FOR EMPANELMENT OF CONSULTANCY FIRMS FOR VARIOUS SECTORS/
SUB-SECTORS/FUNCTIONAL AREAS**

I/We, the Applicant, apply for the following Sectors/ Sub-sectors/ Functional Areas*:

S. No.	Sector	Sub-Sectors	Functional Area
1.			
2.			
3.			
4.			

Insert additional rows if required

*(*Applicant to mention all sectors/ Sub-sectors/ functional areas under which empanelment is sought under this Application)*

Our experience pertaining to the above Sectors/ Sub-sectors/ Functional Areas is submitted as part of this Application.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of.....

Form – 2 -Particulars of the Applicant

1.1.	State the following:	
	Name of the Applicant	
	Legal status	
	Country of incorporation	
	Registered address	
	Year of Incorporation	
	Year of commencement of business	
	Principal place of business	
	Name, designation, address and phone numbers of authorized signatory of the Applicant	
	Name	
	Designation	
	Company	
	Address	
	Phone No.	
	Fax No.	
	E-mail address	
	Name, designation, address and phone numbers of Key Contact Person of the Applicant	
	Name	
	Designation	
	Company	
Address		
Phone No.		
Fax No.		
E-mail address		
1.2.	For the Applicant, state the following information:	
	i.	In case of non-Indian Firm, does the Firm have business presence in India? Yes/No
		If so, provide the office address(es) in India.
	ii.	Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years prior to the Application Due Date? Yes/No
	iii.	Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in the last five years prior to the Application Due Date? Yes/No
	iv.	Has the Applicant been blacklisted by any Government Department/Public Sector Undertaking in the last five years prior to the Application Due Date? Yes/No
	If answer to any of the questions at (ii) to (iv) is yes, the Applicant is not eligible for this Empanelment	
1.3.		

	(Signature, name and designation of the authorized signatory) For and on behalf of _____
--	---

Incorporation Certificate/Certificate of Registration of the Applicant as the case may be, to be enclosed.

Form - 3
Statement of Legal Capacity

(To be forwarded on the letterhead of the Applicant)

Ref. Date:

To,
The Chief Executive Officer,
Tamil Nadu Infrastructure Development Board (TNIDB),
3rd floor, CMDA Building Tower-II,
'Thalamuthu-Natarajan Maaligai',
No.1, Gandhi Irwin Road,
Egmore, Chennai – 600 008.
Phone : 044-28550155/255/355/455
Email ID : soinfra.findpt@tn.gov.in

Dear Sir,

***Sub: RFQ for EMPANELMENT OF CONSULTANCY FIRMS FOR VARIOUS SECTORS/
SUB-SECTORS/ FUNCTIONAL AREAS***

I/We hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFQ document.

I/We have agreed that (insert individual's name) will act as the Authorised Representative and has been duly authorized to sign and submit this Application, as the Authorised Signatory, on our behalf.

Further, the Authorised Signatory is vested with requisite powers to furnish such Application and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of

Form - 4
Format for Power of Attorney for Signing of Application

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)

Know all men by these presents, We, (name of the Firm along with the address of its registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. (name of the individual along with his/ her residential address) who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Signatory”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for EMPANELMENT OF CONSULTANCY FIRMS FOR VARIOUS SECTORS/ SUB-SECTOR/ FUNCTIONAL AREAS (the “Empanelment”) including but not limited to signing and submission of all documents and providing information / responses to Tamil Nadu Infrastructure Development Board (“TNIDB”), representing us in all matters before TNIDB, and generally dealing with TNIDB in all matters in connection with or relating to or arising out of our application for Empanelment .

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted
.....
(Signature, name, designation and address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

Form-5

Financial Capability of Applicant

(To be enclosed by the Applicant \$)

Year	2020-21	2021-22	2022-23	Average
(Rupees in Lakhs)				
Revenue from Advisory Services/ Consultancy Fees [#]				
Net worth [#]				
Certificate from Chartered Accountant				
<p>This is to certify that (name of the Applicant) has received the payments shown above in the respective financial years on account of Revenue from Advisory Services/ Consultancy fees only.</p>				
<p>Name of the Chartered Accountant with his/ her ICAI registration number:</p>				
<p>Seal of the audit firm:</p>				
<p>Date:</p>				
<p>(Signature, name and designation of the Authorized signatory)</p>				

The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.

\$ Applicant to enclose copies of Audited Balance Sheet and Profit & Loss Statement for the last 3 financial years

Form-6

**Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted
(On a Stamp Paper of relevant value)**

We M/s. , (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any State Government or Central Government / Department / Agency/ PSU in India or any Multilateral Agency from participating in Project(s), either individually or as member of a Consortium as on _____ (Application Due Date).

We further confirm that we are aware that as per SECTION B - Clause 6.2 (b), our Application for Empanelment would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of, but not limited to SECTION C - Clause 2 at any stage of the empanelment process.

Dated thisDay of, 2023

Name of the Applicant

.....
Signature of the Authorised Signatory

.....
Name of the Authorised Signatory

Form - 7

Project Experience - Summary of Sector/ Sub-sector/ Functional Area wise relevant experience

Form 7 is to be provided in excel sheet format which can be downloaded from the below link

[Link - Form 7 - Project Experience.xlsx](#)

Form - 8

Sector/ Sub-sector/ Functional Area wise project description sheet

Project Name	Country
Project location within the country	Professional staff provided by your firm
Name of the client	Professional staff months provided by your firm
Address and contact person (Client) Phone No: Fax No. Email id:	Value of consultancy assignment
Start Date: End Date:	Project Cost:
Name of the Key professional of your firm involved in the assignment	
Detailed narrative description of project:	
Description of actual services provided	

Attachments:

Completion Certificate issued by the client /Certificate issued by the Chartered Accountant certifying receipt of 100% professional fee for assignment. **(Copies of LOI/ LOA/ Work Order and Agreement clearly specifying the scope of work is also to be provided along with the proof of completion)**

Signature of the authorized signatory of Applicant

Form - 9

Summary of Key Personnel available with Applicant

(Summary and CV of personnel with 10+ years of experience are only to be provided)

Sl. No.	Name of Key Personnel	Qualification	Total no. of years of experience (Post-Qualification)	Area of Expertise/ Specialization	Years with the firm
1.					
2.					
3.					
4.					
5.					

Signature of the authorized representative of Applicant

Form No. 10

Curriculum Vitae of Key Personnel:

1.	Name of the Firm	:			
2.	Name of Staff	:			
3.	Date of Birth	:			
4.	Nationality	:			
5.	Personal address	:			
	Telephone No.	:			
	Fax No.	:			
	E.mail.id.	:			
	Personal address	:			
	Telephone No.	:			
	Fax No.	:			
	E.mail.id.	:			
6.	Education	:			
		:			
7.	Other training	:			
8.	Languages	:			
9.	Membership in Professional Societies	:			
10.	Countries of work experience	:			
11.	Employment Record				
	From:		To:		
	Employer:				
	Position held and description of duties				
	From:		To:		
	Employer				
	Position held and description of duties				
	From:		To:		
	Employer				
	Position held and description of duties				

12	Work undertaken which best illustrates capabilities for Sector/Sub Sector/Functional Area				
	(i)				
	(ii)				
	(iii)				

Certification

I undersigned, certify that to the best of my knowledge and belief this resume correctly describes myself, my qualification and my experience. I understand that any wilful misstatement described herein may lead to disqualification or dismissal, if employed.

Signature of the staff member

Date:

Signature of the authorized signatory of Applicant:

Full name of the authorized signatory:

Date: