

**KFW**



**German Financial Cooperation with India**

***Feasibility Study cum Detailed Project Report (DPR)  
for a Coimbatore Mass Transit System***

**Invitation for Expression of Interest  
for**

***Consulting Services for Preparation of Feasibility Study and  
Detailed Project Report for a Mass Rapid Transit System in  
Coimbatore***

***CHENNAI METRO RAIL LIMITED,  
CMRL Depot, Admin Building,  
Koyambadu, Chennai 600107.  
(November 2017)***

## Invitation to submit Expression of Interest

1. **In the framework of the bilateral financial cooperation** with India the German Government is financing a project in order to develop a transport system for the city of Coimbatore. Funds have been earmarked for this project by the German bilateral Financial Cooperation, provided through KfW development bank, subject to the signing of a Financing Agreement for the below mentioned services.
  
2. **The Chennai Metro Rail Limited (CMRL), as Project Executing Agency (PEA)**, hereby invites qualified independent consulting firms to submit an Expression of Interest/prequalification document for consulting services required for the various levels for carrying out the services described under 4. CMRL is a joint venture of the Government of India (GoI) and the Government of Tamil Nadu (GoTN), for the construction of Metro Rail Phase 1 Project in Chennai city.
  
3. **The Description of Project:** The overall objective of the KfW Financial cooperation program “Climate-friendly Urban Mobility” is to enhance sustainable urbanization by improving urban public transport infrastructure, especially with regard to environment and climate change and to improve living conditions of the poor population. The objective of this specific project is to introduce an integrated and environment- and climate-friendly public transport System in Coimbatore. The objective of the study is to identify the potential corridors for Mass Transit operations and finalize the one most feasible and appropriate option for which detailed project report needs to be prepared.

The Project is aimed at introducing a fast, reliable and high capacity public transport system in Coimbatore that not only contributes to the reduction of transport related greenhouse gas (GHG) emissions, but also provide better access and modal choice to its users, promotes access by non-motorized transport (NMT), increases transport safety, and improves air quality.

The objective of the study is to identify the potential corridors for Mass Transit operations and finalize the one most feasible and appropriate option for which detailed project report needs to be prepared. The feasibility study cum Detailed Project Report is designed to be open to different options of Mass Rapid Transport (MRT) Systems for Coimbatore. Including implementation plan, detailed system specifications, block cost, economic and financial viability analysis for the most suitable option for Coimbatore. The outcome of the assignment is an Alternative Analysis Report and a Detailed Project Report (DPR) for the Project.

#### **4. Background information and requested services:**

Coimbatore City encompasses an area of 257.04 sq. km and the Local Planning area, encompassing Coimbatore Urban agglomeration and its peripheral area covers an area of 1287 sq.km. Population of Coimbatore city and Local Planning area in 2011 is 16.11 lakh and 19.20 lakh respectively. Keeping in view the growing importance of the transport sector in the City's overall development and also to improve the share of public transportation, GoTN has decided to implement the MRT system like Metrorail/Light Rail Transport(LRT) in Coimbatore City, following Chennai, as a measure to mitigate the increase in traffic.

In this context, in order to understand the Traffic and Transportation scenario within Coimbatore City, the CMRL has reviewed the latest comprehensive transportation planning report of Coimbatore City i.e. Comprehensive Mobility Plan (CMP) for Coimbatore Local Planning Area - 2015.

As part of CMP study, on the basis of the forecasted traffic, an integrated multi-modal mass transport system on various corridors has been suggested under short, medium and long term improvement measures. As part of Long term improvement proposal, Consultant has identified 136 km of Mass Transit Network and it consists of four corridors i.e. (i).Along Avinashiroad: From Kanniyur to Ukkadam Bus Stand (26 Km) (ii). Along Meetupalayam road: From Bilichi to Ukkadam Bus Stand (24 Km), (iii). Along Thadagamroad: From Karanampettai to Thannerpanthal (42 Km),(iv).Along Sathyamangalm road: From Ganeshapura to Karunyanagar (44 Km).

It is to be noted that the CMP has only identified the potential Corridor for MRT and that the actual technical option (whether BRT, LRT or Metro) would need to be finalized following the CMP based on a detailed study and consultations on the corridor. The final option is subject to validation based on detailed social, technical and commercial project feasibility. While pros and cons of various options have been studied with respect to cost, right-of-way, structural detail, system capacity, etc., CMP has concluded that further studies and detailing are required in finalizing choice of MRT system.

In this Context, in order to finalize the suitable MRT system(s) for Coimbatore City, the preparation of feasibility study cum DPR shall be carried out by CMRL through engagement of a reputed International Consultancy firm funded by German funding agency, KfW.

The proposed assignment will be prepared in two Stages: Stage 1 – Feasibility Stage & Stage 2: Detailed Project Report. The broad scope of work is indicated below:

### **Stage 1 - Feasibility Stage: Assessment and selection of an integrated MRT system solution for Coimbatore.**

The Consultant shall update the travel demand model based on CMP study inputs and primary survey data, calibrate and validate for base year travel conditions and to forecast the travel demand for the horizon period of 30 years at 5 year intervals. Based on present and future corridor demand, engineering feasibility, economic and financial viability, preliminary EIA/SIA impact assessment, etc., consultant shall prepare detailed plan for various MRT systems such as Metro-rail, LRT, BRT, conventional bus system, or a combination of systems. Furthermore, the Consultant shall prepare multi-criteria matrix based on various criteria for different available MRTS options and suggest suitable MRTS solutions for each corridor. The output will be a detailed Alternative Analysis Report.

### **Stage 2 - DPR Stage: Comprehensive DPR based on Feasibility Stage MRT system decisions.**

Consultant shall undertake the following key tasks;

- Verify the different alignment options and suggest suitable alignment options with respect to local condition and primary surveys data such as topographical survey, geotechnical investigations and other technical investigations;
- Assessment of land requirement and the cost of acquisition (Govt. land and private land) for construction of facilities like station areas, electric substations, maintenance depot and construction depots;
- Detailed planning for proposed MRT corridors, stations, depot, land acquisition and operational and maintenance plan, etc.;
- Detailed planning for various system components such as traction system, rolling stock, signaling, telecom, automatic fare collection, ventilation and air-conditioning, platform screen door, etc.;
- Assess environmental and social issues to prepare an environmental and social impact assessment (ESIA), environmental and social management plan (ESMP), Resettlement Action Plan, etc.;
- To prepare a detailed plan for multi modal integration;
- Legal and institutional arrangements;
- Estimate costs along with comprehensive economic and financial analysis, including identification of potential financing sources and a detailed financing plan.

**5. The consultant will work under the overall oversight of the Project Executing Agency (PEA) and in cooperation with all involved authorities/stakeholders. The services**

are to be provided by a team comprising of consultancy firms with relevant working experience in comparable projects in an international setting as well as in India. The expertise of the firm(s) have to cover all relevant aspects of assessing the feasibility cum detailed study of a MRT/LRT/ BRT system in Coimbatore, India, i.e. will have to have the technical (Mass Transit Construction specialist (Civil/Track/Alignment), Mass Transit operation expert, Transport Planner, Transport Modeler, Urban Planner, etc.), environmental and legal expertise required for the assignment, **preferably within India or other developing countries.**

The Consultant's team is expected to carry out the services mostly in Coimbatore and Chennai. Efficient management and backstopping services shall be made available. The Consultant's team will have to be structured in a way that the reports can be delivered in the given time frame.

**6. Consultants may associate themselves with other firms** to ensure that all required know-how and experience are available to them, particularly for ESIA, ESMP, RAP. The required expertise consists of long- term international experience (min. 8 yrs.) with the design of MRT, LRT or BRT-systems (covering design, implementation and operation/maintenance aspects) as well as Indian expertise in preparation, design, implementation of public MRT systems such as BRT, bus systems, Metro; non-motorized transport (NMT) etc. Relevant international experience as well as sufficient experience and familiarity of preparing an Indian DPR have to be ensured.

a. "Joint Venture (JV)" means an association with or without a legal personality, distinct from that of its members, of more than one Consultant, where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Employer for the performance of the Contract. The terms Joint Venture, Consortium and Association can be used interchangeably.

Sub-consultants shall not be part of the association of the Applicant and references of sub- consultants will not be considered for evaluation.

b. All bidders have to be experienced firms, defined as consulting firms that have delivered services for similar projects (similar means: experience as described in paragraph 13, criterion 1.1 and table E.1) and meet the requirements as per the evaluation criteria.

**7. Interested consultants must submit an Expression of Interest** written in English Language and shall provide the following information using the attached Standard Forms (Annex 1). The documents listed below are only necessary for the lead consultant and joint venture partners.

- (i) **Covering Letter**, comprising the firm's name, address, contact person, telephone, fax and email if applicable mention the association for this project with a letter of authorization to sign the Expression of Interest. Please fill out the Firm's Information Sheet, (Annex 1A).
  
- (ii) **Presentation of firms** showing about the firms, expertise, similar project experience and client references (max. 10 pages). In case of an association (JV/Consortium), it must include clear statements regarding the nature and type of the association as well as the competence and responsibilities of each association member (use form in Annex 1B).
  
- (iii) **Statements and Declarations:**
  - a) **Declaration of submitting a proposal in case of being short-listed**"; see annex 1 H.
  - b) **Statement of affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services.
  - c) **Declaration of Association** – presenting intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms (in case of local partners a fax copy of such letter of in-tend is sufficient). In case of an association **the competence and responsibilities** of each association member shall be stated (use form in Annex 1B).
  - d) **Declaration of Undertaking** - to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. Expression of Interest will be rejected if the interested Consultant has not submitted a Declaration of Undertaking with legal effect (use form in Annex 1C)
  - e) Certified statements of financial capacity of the lead consultant and all members of the association (if applicable) for the last available three years. Proof document: Profit and loss statement in English (similar to Annex 1D, printed on the letter head of the company and signed). Each statement page must be signed by the declaring consultant. Do not include full financial reports. The average annual turnover shall be at least INR 25.0 Crores over the last three years (see Annex 1D). Annex 1D shall be filled out by all members of the association / joint venture. Subcontractors do not need to submit financial records.
  - f) Submission of audited balance sheets and income statements for the last three (3) years to demonstrate the soundness of the consultant's financial position and its prospective long-term profitability

(iv) **List of Sector project references;** a maximum of twenty (20) relevant references on assignments of a similar size and nature not older than 10 years should be provided (see Annexure 1E, table 1.E(1)), with up to 6 projects will be rated for each experience activity (less than minimum projects will cause a reduction of points), with project details in the format as Annex 2.). A separate list of Project References in the environmental and social (E&S) fields of ESIA, ESMP, RAP etc. is required (see criteria 1.4 under § 13) – provide six (6) relevant references not older than 10 years (please use similar format as listed under Annex 1E); maximum 6 (6 projects will be rated, less projects will cause a reduction of points). Two E&S experience projects must be in accordance with international development financing guidelines. Note: if the bidder scores below 7 points in the E&S-section (see No. 13, Criteria 1.4), the bidder will not be shortlisted.

(v) **Brief CV** of consultant's key personnel who will provide monitoring and backstopping from the home office.

Interested consultants are requested to submit concise, clear, but substantial documents and to adhere to the above structure (Annex 3). Non-compliance with this invitation or faulty information shall lead to exclusion. **Any surplus of information not specific to the material requested will not be considered.**

(vi) **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts (Annex 1F). This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personnel that belong to the firm or have minimum a 3 year period of cooperation will get more points. Provide an overview of the development of the structure of the consultants' staff resources (Annex 1G)

**8. The prequalification proposal** shall be submitted in one original and one copy to the Project-Executing Agency i.e. CMRL.

Deadline for receipt of the Expression of Interest at the office of the PEA is **30<sup>th</sup> day 06/01/2018 at 15 : 00 hrs / India Standard time**. Failure to respect these requirements will constitute a formal error and will result in the rejection of the Expression of Interest. For timely delivery, receipt of the application by the PEA is relevant. In case of deviations with regards to content the original shall prevail. Bid submission via e-mail is not allowed.

**Address of PEA**

Chennai Metro Rail Limited,  
CMRL Depot, Admin Building,  
Poonamalle High road, Koyambadu,  
Chennai-600107  
Ph: +9144 23792000, Fax: +9144 23792200  
Website: [www.chennaiemr.org](http://www.chennaiemr.org)

9. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.
10. The PEA either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by facsimile or e-mail to all parties, which have informed PEA about their participation. All bidders will be notified in writing, simultaneously and in good time, **not later than 14 calendar days prior** to expiry of the deadline for submission of bids. Queries by bidders must be raised and send to PEA not later than 21 days prior to expiry of the deadline.
11. It is planned to establish a short list of consultants who score more than 70%. If the shortlisted firms are more than five, then, in such a case, only the top five highest scoring consultants, not later than four weeks after the submission date, will be invited to submit their technical and financial proposal.
12. The evaluation procedure for the prequalification process will follow the latest version of the „Guidelines for Assignment of Consultants in Financial Co-operation Projects“(refer to homepage of KfW development bank [www.kfw-entwicklungsbank.de](http://www.kfw-entwicklungsbank.de)).
13. Only financially capable firms which have submitted the necessary statements (see 6 iii) satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table. Projects are only considered for evaluation, if the scope of services was at least 50% of the expected scope of these services:

| Criteria   | Maximum Score |
|--|---------------|
| <b>1. Evidence of relevant experience gained by consultants during the past ten years</b> ( <i>experience of the firm</i> )  | <b>60</b>     |
| 1.1 Experience in handling similar projects (reference projects) with key-focus on the following activities (technical): <ul style="list-style-type: none"> <li>• Feasibility Study / DPR for Mass Transit System incl. BRT, LRT, Metro rail, etc. At least one project experience for each of BRT/bus, LRT and Metro rail</li> <li>• Comprehensive Study / DPR for integrated Urban Public Transport Systems</li> </ul> | 30            |
| 1.2 Experience under various working-conditions in other developing/developed countries, under international development financing: <ul style="list-style-type: none"> <li>• 2 Countries – 4 Marks</li> <li>• For each additional developing/developed country 2 marks (up to maximum of 4)</li> </ul>   | 8             |
| 1.3 Experience with working-conditions in India preferably in the Urban Transport Planning especially Mass Transit Planning sector <ul style="list-style-type: none"> <li>• 2 Projects in urban transport planning – 4 Marks</li> <li>• 2 projects in MRT sector – 4 Marks</li> <li>• For each additional project 2 marks (up to maximum of 4)</li> </ul>  | 12            |



|   |           |
|---|-----------|
| <p>1.4 Assessment of experience in handling E&amp;S-issues in infrastructure projects (availability of E&amp;S expertise – regarding preparation of Environmental and Social Impact Assessments (ESIA, ESMF, ESMP etc.), to be listed in table 1E.</p> <p>Minimum required points for being potentially eligible for short-listing: 7 points.</p> <p>Minimum 2 projects with E&amp;S experience under international development financing guidelines for being potentially eligible for shortlisting.</p> | 10        |
| <p><b>2. Suitability for this specific project</b> (<i>experience of the available experts</i>)</p>   | <b>40</b> |
| <p>2.1 Assessment of available technical expertise in MRT planning, including environment and social expertise (ESIA, ESMP, RAP) in the company / consortium specific to this project – see annex 1 F</p>   | 30        |
| <p>2.2 Assessment of the personnel structure (human resource in general with respect to the project) in the company – see annex 1 G.</p>  | 10        |

- 14.** A short-list consisting of five highest ranked consultants (if given or less) scoring a minimum of 70 points is planned to be established. Short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.
- 15.** CMRL is not bound to select any consultant.
- 16.** The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.
- 17.** After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by CMRL.

## **Annexure 1 - Standard Forms**

- 1A. Consultant Information Sheet.
  - 1B. Consultant's/Consortium's Competences for the Execution of the required Services.
  - 1C. Declaration of Undertaking
  - 1D. Average Annual Turnover.
  - 1E. Experience in Key Activities.
  - 1F. Personnel List
  - 1G. Structure of Consultant's Staff Resources
  - 1H. Declaration of Submitting a Proposal in Case of Being Shortlisted
- Annex 2. Firm's References.
- Annex 3. Structure of Consultant's Expression of Interest

**Annexure 1A. CONSULTANT INFORMATION SHEET**

Date: \_\_\_\_\_

Invitation for EXPRESSION OF INTEREST

|  |
|--|
| 1. Consultant's Legal Name   |
| 2. In case of JV/Association, legal name of each party:  |
| 4. Consultant's Registration and Year of Registration:   |
| 5. Consultant's Legal Address:   |
| 6. Consultant's Authorized Representative Information<br>Name:<br>Address:<br>Telephone/Fax numbers:<br>Email Address:   |
| 7. Attached are copies of original documents of:<br>Articles of Incorporation or Registration of firm named in 1, above.<br>In case of JVA, letter of intent to form JVA |

Please note that a written authorization needs to be attached to this sheet.

Each member of the consortium has to fill out a separate Annex 1 A.

**Annexure 1B. CONSULTANTS'/CONSORTIUMS' COMPETENCES FOR THE EXECUTION OF THE REQUIRED SERVICES**

| <b>Competences</b>           | <b>Leader</b> | <b>Member 2</b> | <b>Member 3</b> | <b>etc.</b> |
|------------------------------|---------------|-----------------|-----------------|-------------|
| <b>Relevant Competence 1</b> |               |                 |                 |             |
| <b>Relevant Competence 2</b> |               |                 |                 |             |
| <b>Etc.</b>                  |               |                 |                 |             |

Please use the above format to indicate the relevant competences related to this contract for each legal entity making this application. Show the relevant competence(s) of each legal entity by placing a tick (x) in the box corresponding to those competences in which the legal entity has significant experience. It should be indicated if a member is a joint venture partner or a sub-contracted firm.

The relevant competences shall be related to the required services as described under 4 of this invitation for an Expression of Interest. Sub-competences strictly related to the required services might be introduced.

## Annexure 1C. Declaration of Undertaking

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such ad-vantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines. (See "Guidelines for the Assignment of Consultants in German Financial Cooperation" and "Guidelines for the Award of Contracts for Supplies and Services in German Financial Cooperation").

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the country of India.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the Client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Client and/or KfW, the Client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

(Place)....., this ..... day of .....

Name of company & Seal

Signature(s)

**Annexure 1D. AVERAGE ANNUAL TURNOVER**

Consultant's Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

JVA Partner Legal Name: \_\_\_\_\_

| <b>Annual turnover data of <u>the last three fiscal years</u></b> |                     |                 |
|---|---------------------|-----------------|
| Year  | Amount and Currency | EURO equivalent |
| 1   |                     |                 |
| 2   |                     |                 |
| 3   |                     |                 |
| *Average Annual Turnover  | _____               |                 |

\*Average annual turnover calculated based on currency value in INR as total certified payments received for work in progress or completed

**Annexure 1 E:**

To provide an overview on the project experience and qualifications, all reference projects shall be listed in the summary table showing as far as the relevant **Project Activities** (aiming at evaluating relevant technical experience) and **Environmental and Social Activities** are part of the firms' references. The project references will be evaluated using the following two activities:

1. Feasibility Study / DPR for Mass Rapid Transit System incl. BRT, LRT, Metro rail, etc. (60% of Total Points under this criterion, for each project 3 Marks – Maximum 6 Projects )
2. Comprehensive Feasibility Study / DPR or City Mobility Plan for an integrated Urban Public Transport Systems (40% of Total Points under this criterion, for each project 3 Marks – Maximum 4 Projects )

Table 1E(1).: Project Experience in Key-activities

| Ref. No. [ ] | Project Name | Country / Region | Project Activity 1 | Project Activity 2 |
|--------------|--------------|------------------|--------------------|--------------------|
|              |              |                  |                    |                    |
|              |              |                  |                    |                    |

Table 1E(2).: Project Experience in Environmental and Social activities

Minimum required points for being potentially eligible for short-listing: 7 of 10 points

ALSO Minimum of 2 projects to be under international development financing guidelines in order to be short-listed

| Ref. No. [ ] | Project Name | Country / Region | Financing source | Project Activity |
|--------------|--------------|------------------|------------------|------------------|
|              |              |                  |                  |                  |
|              |              |                  |                  |                  |

**NOTE:**All projects listed under this section should predominantly include activities listed under point 1 – point 2. Only then points will be awarded! Project activity should briefly list the activity related to the relevant topic within the mentioned project.

**Annexure 1F. PERSONNEL LIST**

Please complete the format below for presenting the **project relevant** personnel resources (a presentation of a potential project team is not required. Use only one line per person! **Please list all relevant experts** in your company / consortium including freelancers\* covering expertise 1 – 10, to assess the relevant capacity in this respect! Do not name experts twice! Back-stoppers can be included in this list!

Table F.1

| No. | Expert | Education/Degree | Specialization** | Description of relevant expertise / relevant Projects*** | Years of Professional Experience | Years within the Firm | Regional Experience |
|-----|--------|------------------|------------------|--|----------------------------------|-----------------------|---------------------|
|     |        |                  |                  |  |                                  |                       |                     |

Project relevant expertise is pre-defined as follows (consultants are free to add additional expertise if they regard it as essentially necessary).

|  |   |
|--|---|
| 1) Urban Transport Planner (2 Key Professional+ 4 Support staff)<br>2) Mass Transit Construction Expert (2 Key Professional+ 4 Support staff)<br>3) Mass Transit Operation Expert (2 Key Professional+ 4 Support staff)<br>4) Transport Modeler/Planner(2 Key Professional+ 3 Support staff )<br>5) Urban Planner(2 Key Professional+ 2 Support staff)<br>6) Environmental and Social Expert (4 Key Professional+ 6 Support staff) | 7) Financial Expert (2 Key Professional+ 3 Support staff)<br>8) Transport Economist (1 Key Professional+ 1 Support staff)<br>9) Architect/Designer (2 Key Professional+ 2 Support staff)<br>10) Institutional Specialist(1 Key Professional+ 1 Support staff) |
|--|---|

Please include Brief CVs of proposed staffs in the Expression of Interest. However no evaluation will be made based on submitted brief CV, it is requested for best understanding of Expert only.

The number in bracket behind the individual expertise indicates the minimum number of experts to be listed to achieve maximum points

\* For associated free-lance experts (e.g. with retainer contracts or formal agreements). Complete column “years with firm” with “FE”. Please also state how many years of cooperation.

\*\*The specialization should describe the “core know-how” of the expert and not fields in which he has some knowledge.

\*\*\*Project relevant experiences shall be clearly related to the required services described under 4. Also state number of relevant projects.



**Annexure 1G. STRUCTURE OF CONSULTANT'S STAFF RESOURCES**

Only list technical experts (engineers, economists, sociologists (if required), etc.). Administrative or other support staff shall not be included!

| Staff Resources                                       | 2014                  |                                | 2015                  |                                | 2016                  |                                |
|---|-----------------------|--------------------------------|-----------------------|--------------------------------|-----------------------|--------------------------------|
|   | Total technical staff | Staff relevant to this project | Total technical staff | Staff relevant to this project | Total technical staff | Staff relevant to this project |
| <b>Permanent Staff</b>                                |                       |                                |                       |                                |                       |                                |
| <b>Other Staff</b>                                    |                       |                                |                       |                                |                       |                                |
| <b>Total</b>  |                       |                                |                       |                                |                       |                                |
| <b>Permanent staff as a proportion of total staff</b> | %                     | %                              | %                     | %                              | %                     | %                              |

Staff relevant to the project refers to form 1 F.

Rating will be as follows:

Total staff: larger than 150 – 100 % of the points; between 150 and 100 – 60 % of the points; between 100 and 50 – 40 % of the points; Below no points;

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## **Annexure 1H: Sample Declaration of Submitting a Proposal in Case of Being Shortlisted**

### **Declaration of Submitting a Proposal in Case of Being Shortlisted**

Project (name and country): Ten-  
der Ref./ Project ID:

We hereby declare that in the event that *[insert the name of the Applicant]* is shortlisted by the Employer to participate in the tendering phase for the assignment named above, *[insert the name of the Applicant]* shall submit a proposal, subject to the details of the tender documentation, and technical and financial practicability.

*[Insert the following text if the Application includes one or several Sub-Consultants, whose qualifications should be considered by the Employer in the pre-qualification process:*

“We request that the qualifications of the following Sub-Consultant(s) shall be considered by the Employer in the pre-qualification process,

*[List Sub-Consultants here]*

If short-listed, we undertake to submit a proposal that includes all of the above Sub-Consultants.

**Annexure 2 FIRM'S REFERENCES / PROJECT REFERENCES**

**Relevant Services Carried Out in the Last Ten Years That Best Illustrate Qualifications**

**EXPERIENCE**

Please provide information contained in the table below summarizing the **major relevant projects related to this project** carried out in the course of the past 10 years by the legal entity or entities making this application.

Table E2: Consultants specific Experience

| Ref   | Project title |                             | ...  |                      |                |   |                   |                         |
|---|---------------|-----------------------------|--|----------------------|----------------|---|-------------------|-------------------------|
| Consortium member                                   | Country       | Investment value (INR/ EUR) | Value of the Consultancy carried out by the member (INR/EUR) | No of staff provided | Name of client | Origin of funding   | Dates (start/end) | Name of partners if any |
| ...   | ...           | ...                         | ...  | ...                  | ...            | ...   | ...               | ...                     |
| Description of project                              |               |                             |  |                      |                | Type of services provided   |                   |                         |
| ...   |               |                             |  |                      |                | ...   |                   |                         |
| Name and Address of Client including Contact Person |               |                             |  |                      |                | Name of Client:<br>Address of Client:<br>Contact Person:<br>Telephone number:<br>Email-Address: |                   |                         |

Authorized Signature: \_\_\_\_\_

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

**Note!**

If it is found, that the information provided in any of the project references is deceptive and incorrect (i.e. listing services which were not carried out by the Consultant or the description is significantly misleading) the Consultant will be excluded from further evaluation.

## **Annexure 3: Structure of Consultant's Expression of Interest**

### **Table of Content**

1. Covering Letter
2. Consultant's Information Sheet
3. JV/Association Information Sheet (if applied)
4. Presentation of firms
  - 4.1 Consultant's/Consortium's Competences for the Execution of the required Services
5. Statements and Declarations
  - 5.1 Declaration of Undertaking
  - 5.2 Declaration of Submitting a proposal in case of being Shortlisted
  - 5.3 Declaration of Association (if applied)
  - 5.4 Declaration of Affiliated Firms
6. Evidence of Financial Capacity
  - 6.1 Average Annual Turnover
  - 6.2 Certified Statements of Financial Capacity (Audited Balance Sheet and Income Statement)
7. Proof of Technical Qualifications and Experience Abroad
  - 7.1 Project References
  - 7.2 List of Consultant's Personnel
  - 7.3 Personnel Structure
  - 7.4 CVs of Personnel Proposed for monitoring