

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To,

Chief Executive Office,
J&K Economic Reconstruction Agency,
2nd Floor, ERA Commercial Complex Ram Bagh, Srinagar,
Jammu & Kashmir, India, 190009
Email: ceojkera@gmail.com

Sub: Submission of Expression of Interest for "Project Development and Management Consultancy services for Jammu Region."

Dear Sir/Madam,

In response to the Invitation for Expressions of Interest (EOI) No: **JKIDP/PDMC/Jammu/02** published on **21-09-2018** for the above purpose, we would like to express interest to carry out the above-proposed Consultancy services. As instructed, we attach 2 sets of the following documents in separate sealed envelopes:

1. Contact Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts/consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. In Case of Joint Venture (Association) Bidder (Format-7)
7. Assignment Specific Qualifications and Experience (Format-8)
8. Declaration (Format-9)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization duly signed by authorized signatory.

FORMAT – 2

S.No.	Contact Details	
1.	Name of Consulting Firm	
2.	Main areas of business	
3.	Type of Firm/ Company/ Joint Venture (JV)	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous or under any EAP program (ADB, World Bank, JICA etc.)? If yes, details thereof.	
5.	Address of registered office with telephone no., fax	
6.	Address of offices	
7.	Contact Person with telephone no.& e-mail ID	
8.	Details about the Board of Directors	
9.	Number of full time qualified staff	

Enclose-

1. Copy of Certificate of Incorporation and other details may be attached as Annexure .
2. Copy of Article of Association in respect of 3 above.
3. Declaration or Undertaking in respect of 4 above.
4. GST registration certificate

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields

Overview of the past experience of the Organization in all aspects related to Project Management/Design and Supervision Consultancy Services						
S.No.	Items	Number of Assignments	Order Value of each assignment in Crores of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclose completion Certificates)	Scheduled/ actual time of completion	Single entity or association (Details of share of assignment executed)
1	Similar assignments completed successfully in the last 10 years in similar geographical situations. 1. 2. 3.					
2	Experience of working with International financed Projects or other multilateral financed projects in India in the last 10 years. 1. 2. 3.					
3	List of ongoing assignments started during last 3 years 1. 2. 3.					

Enclose:

- i. Project description in brief;
- ii. Services rendered;
- iii. Work completion certificate from the Client for the work experience claimed above.

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 4

List of Experts/Consultants on Payroll						
S.No.	Name	Age	Designation	Qualification	Relevant Experience	Brief Nature of Work Done
1.						
2.						
3.						
4.						
5.						
6.						

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 5

Financial Strength of the Consulting firm / Joint Venture						
S.No.	Financial Year	Whether Profitable Yes/No	Annual Net Profit (in Rs. Crore)	Overall Annual Turnover (in Rs. Crore)		Annual Turnover from Consultancy services rendered in India (in Rs. Crore.)
				Sole/Lead Partner	Other Partner	
1.	2014-15					
2.	2015-16					
3.	2016-17					

Note:

1. Please enclose auditor's certificate in support of your claim
2. If balance sheet for FY 2017-18 is available, the same should be submitted

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous section.

S.No.	Description	No. of Pages

2. Additional information to support the eligibility (Not more than 2 pages).

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 7

Joint Venture (Association) details, if any

Sl. No.	Consultant	Acronym	Country of Incorporation	Joint Venture (JV)	EOI Submission Authorized By	Position

- Present the rationale for and benefits of working in association (JV) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached.
- Documentation regarding our Board of Directors has been attached.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

Signature of the applicant
Full name of applicant

Stamp & Date

If the team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.

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Assignment Specific Qualifications and Experience

- I. EOI shall demonstrate technical competence and geographical experience based on project reference entered here below:-

A. Technical Competence

Entity/ Consulting firm undertaken similar assignments, Provide details of past experiences working with similar project authorities.

B. Geographical Experience

Entity / Consulting firm assignments experiences in similar geographic areas.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts of quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's performance over the life of this assignment?

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4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

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5. Describe what social protection you have in place to safeguard the well-being of your proposed experts? Specially describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

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D. Other Information (maximum 500 words)

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E. Project References

Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects).

S.No.	Project	Period	Client	Country	Firm
1.					
2.					
3.					
4.					
5.					
6.					
7.					

PROJECT SUMMARY:

SL. No. 1	
Country/Region	
Start Date	

Completion Date	
Continuous/ Intermittent	
Client	
Funding Source	
Description	(indicate your role, input in person-months and value of services provided)

SL. No. 2	
Country/Region	
Start Date	
Completion Date	
Continuous/ Intermittent	
Client	
Funding Source	
Description	(indicate your role, input in person-months and value of services provided)

(Please insert more tables as necessary)

II. Comments on Terms of Reference

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III. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

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IV. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member
4	Letter of Association

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Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Project Development and Management Consultancy services for Jammu and Kashmir.

All the information provided herewith is:

- We, the undersigned, certify to the best of our knowledge, genuine and accurate:
- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, supported and administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed JV member is/ are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or Individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with provision under procurement rule.

Authorized Person's Signature
Full Name and Designation

Stamp & Date

Note: The declaration is to be furnished on the letter head of the organization.