

**REQUEST FOR PROPOSALS**  
**RFP [Roc.No/232/C2/PTSLP/2013, dated 09.01.2017]**

***Country*** [Government of Tamil Nadu]

***Project Name*** [PTSLP]

***Loan #*** [691-N]

***Title of Consulting Services*** [Deployment of artificial reefs, two each in the off shore waters of three project districts, viz, Villupuram, Cuddalore, & Nagapattinam ]



## Section 1. Letter of Invitation

[if applicable, insert: RoC.No.232/C2/PTSLP/2013 ]

[insert: Chennai, dated 09.01.2017-]

[insert: Name and Address of Consultant]

Dear Mr./Ms.:

1. The [Post Tsunami Sustainable livelihood Programme] (hereinafter called “Borrower”) has received financing from the International Fund for Agricultural Development (hereinafter called “loan”) toward the cost of [**Deployment of artificial reefs, two each in the off shore waters of three project districts, viz, Villupuram, Cuddalore& Nagapattinam**]. The Borrower intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals is issued.
2. The [PTSLP] now invites proposals to provide the following consulting services: [**Deployment of artificial reefs, two each in the off shore waters of three project districts, viz, Villupuram, Cuddalore&Nagapattinam**]. More details on the services are provided in the Terms of Reference.
3. This Request for Proposal (RFP) has been addressed to the following shortlisted Consultants:  
[insert: List of Shortlisted Consultants]

It is not permissible to transfer this invitation to any other firm.

4. A firm will be selected under [insert: Selection Method]and procedures described in this RFP, in accordance with the policies of the International Fund for Agricultural Development
5. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to Consultants (including Data Sheet)
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Standard Forms of Contract

6. Please inform us in writing at the following address [insert address], upon receipt:
  - (a) that you received the Letter of Invitation; and
  - (b) whether you will submit a proposal alone or in association.

Yours sincerely,[insert: Signature, name, and title of Client’s representative]

*[Note to the Borrower: this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes, acceptable to the IFAD, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new reference paragraphs)]*

**Definitions**

- (a) “IFAD” means the International Fund for Agricultural Development.
- (b) “Client” means the agency with which the selected Consultant signs the Contract for the Services.
- (c) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- (d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that are the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (f) “Day” means calendar day.
- (g) “Government” means the government of the Client’s country.
- (h) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (i) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (j) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country.
- (k) “Proposal” means the Technical Proposal and the Financial Proposal.
- (l) “RFP” means the Request For Proposal to be prepared by the Client for the selection of Consultants, based on the SRFP.
- (m) “SRFP” means the Standard Request for Proposals, which must be used by the Client as a guide for the preparation of the RFP.

- (n) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (o) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.
- (p) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

## **1. Introduction**

- 1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the

Consultants.

**Conflict of Interest**

1.6 IFAD policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

**Conflicting activities**

(i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

**Conflicting assignments**

(ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets.

Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

**Conflicting relationships**

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the IFAD throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

**Unfair Advantage**

1.6.4 If a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all information that would in that

respect give such Consultant any competitive advantage over competing Consultants.

**Fraud  
and Corruption**

1.7 It is the IFAD's policy to require that Borrowers (including beneficiaries of IFAD loans), as well as consultants and their agents (whether declared or not), personnel, sub-contractors, sub-consultants, service providers and suppliers, under IFAD-financed contracts, observe the highest standard of ethics during the selection and execution of such contracts.<sup>1</sup> In pursuance of this policy, the IFAD:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party<sup>2</sup>;
  - (ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation<sup>3</sup>;
  - (iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party<sup>4</sup>;
  - (iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party<sup>5</sup>;
  - (v) "obstructive practice" is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the

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<sup>1</sup> In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

<sup>2</sup> "Another party" refers to a public official acting in relation to the selection process or contract execution. In this context "public official" includes IFAD staff and employees of other organizations taking or reviewing selection decisions.

<sup>3</sup> A "party" refers to a public official; the terms "benefit" and "obligation" relate to the selection process or contract execution; and the "act or omission" is intended to influence the selection process or contract execution.

<sup>4</sup> "Parties" refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

<sup>5</sup> "Party" refers to a participant in the selection process or contract execution.



investigation or making false statements to investigators in order to materially impede a IFAD investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

- (bb) acts intended to materially impede the exercise of the IFAD's inspection and audit rights provided for under paragraph 1.7.1 below.
- (b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the Loan were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the IFAD to address such practices when they occur; and
- (d) will sanction a firm or an individual at any time, in accordance with prevailing IFAD's sanctions procedures<sup>a</sup>, including by publicly declaring such firm or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a IFAD-financed contract, and (ii) to be a nominated sub-consultant<sup>b</sup>, sub-contractor, supplier, or service provider of an otherwise eligible firm being awarded a IFAD-financed contract.

1.7.1. In further pursuance of this policy, Consultants shall permit the IFAD to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and

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<sup>a</sup> A firm or an individual may be declared ineligible to be awarded a IFAD-financed contract upon completion of the IFAD's sanctions proceedings as per its sanctions procedures.

<sup>b</sup> A nominated sub-consultant, supplier, or service provider is one which either has been (i) included by the Consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the Consultant's proposal for the particular services; or (ii) appointed by the Client.

to have them audited by auditors appointed by the IFAD.

- 1.8 Consultants, their agents (whether declared or not), personnel, sub-contractors, sub-consultants, service providers and suppliers shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the IFAD in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.
- 1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).
- Eligibility** 1.10 A firm or an individual sanctioned by the IFAD in accordance with the IFAD Policy on Anticorruption and Fraud shall be ineligible to be awarded a IFAD-financed contract, or to benefit from a IFAD-financed contract, financially or otherwise, during such period of time as the IFAD shall determine.
- Eligibility of Sub-Consultants** 1.11 In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.
- Origin of Goods and Consulting Services** 1.12 Goods supplied and Consulting Services provided under the Contract may originate from any country except if:
- (i) as a matter of law or official regulation, the Borrower's country prohibits commercial relations with that country; or
  - (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any imports of goods from that country or any payments to persons or entities in that country.
- Only One Proposal** 1.13 Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including

individual experts, to more than one proposal.

- Proposal Validity**
- 1.14 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
- 2. Clarification and Amendment of RFP Documents**
- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3. Preparation of Proposals**
- 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.
- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP.

Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

(b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

(c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

**Language**

(d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet. If Reference Paragraph 3.1 indicates two languages, the language in which the proposal of the successful Consultant will be submitted shall govern for the purpose of interpretation. It is desirable that the firm's Personnel have a working knowledge of the Client's national language.

**Technical  
Proposal  
Format and  
Content**

3.4 Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of

Section 3).

- (ii) For the STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c) (ii)).
- (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- (g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.

3.5 The Technical Proposal shall not include any financial

information. A Technical Proposal containing financial information may be declared non responsive.

**Financial Proposals**

3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

**Taxes**

3.7 The Consultant may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on nonresident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.

3.8 Consultants may express the price of their services in a maximum of three freely convertible currencies, singly or in combination. The Client may require Consultants to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.

3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

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

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The

authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the Loan/TA number and the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Loan, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE***[insert the time and date of the submission deadline indicated in the Data Sheet]*". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.



- 5. Proposal Evaluation**
- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.
- Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the IFAD issues its "no objection".
- Evaluation of Technical Proposals**
- 5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- Financial Proposals for QBS**
- 5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under para. 6 of these Instructions.
- Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS)**
- 5.4 After the technical evaluation is completed and the IFAD has issued its no objection (if applicable), the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the

Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants and the IFAD.

- 5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be

considered, and the selected firm is invited for negotiations.

- 6. Negotiations**
- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- Technical negotiations**
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.
- Financial negotiations**
- 6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability in the Client’s country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.
- Availability of Professional staff/experts**
- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties

agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

- |                                       |     |   |
|---------------------------------------|-----|---|
| <b>Conclusion of the negotiations</b> | 6.5 | Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.  |
| <b>7. Award of Contract</b>           | 7.1 | After completing negotiations the Client shall award the Contract to the selected Consultant, publish in UNDB on line and in the Development Gateway the award of the Contract, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.   |
|                                       | 7.2 | The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.  |
| <b>8. Confidentiality</b>             | 8.1 | Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the IFAD's antifraud and corruption policy. |

## Instructions to Consultants

### DATA SHEET

Paragraph Reference																
<b>1.1</b>	<p>Name of the Client: The Principal Secretary / Project Director PTSLP, 100, Anna Salai, Guindy, Chennai- 32 <u>Email: <a href="mailto:tnifad@yahoo.com">tnifad@yahoo.com</a></u></p> <p>Method of selection: Least Cost Selection (LCS)</p>															
<b>1.1.a</b>	<p>The name of the bidding process is: Request for Proposal (RFP)</p> <p>The identification number of the bidding process is: <b>RoC/No/232/C2/PTSLP/2013, dated 09.01.2017</b></p> <p>The number and identification of lots comprising this bidding process is: <b>No of lots: 2</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Identification code No.</th> <th style="width: 20%;">Name of the district</th> <th style="width: 15%;">No of sites</th> <th style="width: 15%;">Bid Security in Rs.</th> <th style="width: 35%;">Period of completion</th> </tr> </thead> <tbody> <tr> <td>PTSLP/AR/Deployment /LOT/01</td> <td>Villupuram &amp; Cuddalore</td> <td style="text-align: center;">4 sites</td> <td style="text-align: center;">20,000/-</td> <td style="text-align: center;">2 months</td> </tr> <tr> <td>PTSLP/AR/Deployment /LOT/02</td> <td>Nagapattinam</td> <td style="text-align: center;">2 sites</td> <td style="text-align: center;">10,000/-</td> <td style="text-align: center;">1 month</td> </tr> </tbody> </table>	Identification code No.	Name of the district	No of sites	Bid Security in Rs.	Period of completion	PTSLP/AR/Deployment /LOT/01	Villupuram & Cuddalore	4 sites	20,000/-	2 months	PTSLP/AR/Deployment /LOT/02	Nagapattinam	2 sites	10,000/-	1 month
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PTSLP/AR/Deployment /LOT/02	Nagapattinam	2 sites	10,000/-	1 month												
<b>1.2</b>	<p>Financial Proposal to be submitted together with Technical Proposal: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Name of the assignment is: <b>Deployment of artificial reefs, two each in the off shore waters of three project districts, viz, Villupuram, Cuddalore &amp; Nagapattinam</b></p>															
<b>1.3</b>	<p>A pre-proposal conference will be held: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> [If yes, indicate date, time, and venue] 25.01.2017 @11.00 am at PMU Chennai_</p> <p>The Client's representative is: The Project Director _____ Address: PTSLP, 100, Anna Salai , Guindy- Chennai-32 _____ Telephone: 044-2200008 _____ Facsimile: _____ E-mail: <a href="mailto:tnifad@yahoo.com">tnifad@yahoo.com</a> _____</p>															

1.4	<p>The Client will not assist the firm in obtaining Statutory and Government clearances with regard to the transportation of fabricated reefs in barge along offshore waters. However, letter of authorization shall only be given by the project, on request.</p> <p>Berthing of barge and port formalities (including vehicle entry fees in all transit points) should be taken care by the bidder.</p> <p>Representatives of PTSLP, Scientists from CMFRI and community people shall accompany during the deployment. CMFRI will assist in identifying the deployment sites.</p>
1.6.1 (a)	<p>The Client envisages the need for continuity for downstream work:  Yes ___ No <input checked="" type="checkbox"/> [If yes, outline in the TOR the scope, nature, and timing of future work]</p>
1.14	<p>Proposals must remain valid 90 days after the submission date, i.e. until: <u>01.05.2017</u> for LOT 01&amp; LOT 02.</p>
2.1	<p>Clarifications may be requested not later than <u>15</u> [Insert number] days before the submission date.</p> <p>The address for requesting clarifications is: PTSLP, 100, Anna Salai, Guindy-Chennai-32  E-mail: tnifad@yahoo.com</p>
3.1	<p>Proposals shall be submitted in the following language: English</p>
3.3 (a)	<p>Shortlisted Consultants may associate with other shortlisted Consultants: Yes ___  No <input checked="" type="checkbox"/></p>
3.4	<p>The format of the Technical Proposal to be submitted is: FTP ----, or STP <input checked="" type="checkbox"/> [check the applicable format]</p>
3.4 (g)	<p>Training is a specific component of this assignment: Yes ___ No <input checked="" type="checkbox"/> [If yes, provide appropriate information]:</p>
3.7	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes <input checked="" type="checkbox"/> No</p>
3.8	<p>Consultant to state local cost in the national currency: Yes <input checked="" type="checkbox"/> No _____</p>
4.3	<p>Consultant must submit the original and nil__ copies of the Technical Proposal, and the original of the Financial Proposal.</p>
4.5	<p>Submission of Bids: Bids should be submitted to the address mentioned in 1.1 of this data sheet on or before 01.02.2017 @ 15.00 hrs.</p>

4.6	The Client shall open the Technical bid on 01.02.2017 at 16.00 hrs
5.2 (a)	<p>The Simple Technical Proposal should consists of the following documents:</p> <ul style="list-style-type: none"> <li>• Relevant documents showing experience in deployment of artificial reefs &amp; other similar assignments for a total contract value not less than Rs.30.00 lakh in past three years.FORM TECH-2.</li> <li>• A copy of satisfactory completion certificate of previous assignments (any three assignments for a period from 01.04.2013 to till date) awarded by other Departments/ projects.</li> <li>• Financial stability (solvency) of Rs.30.00 lakh for the period 2016-17.</li> <li>• A copy of ownership or lease agreement for a barge of 110 MT minimum capacity in the name of the bidder should be enclosed.</li> <li>• Live barge insurance certificate should be enclosed.</li> <li>• A copy of Certificate of Registration at Commercial Taxes Department indicating Tax Payer's Identification Number (TIN) number.</li> </ul> <p>The bidder has to submit copies of supporting documents, self attested by the bidder, listed above. Non-submission of any of the above documents will render the technical proposal being rejected as non-responsive.After detailed evaluation of the above technical qualification schedule, price bids of the Bidders complying to the technical qualifications listed above alone shall be opened.</p>
5.7	<p>The formula for determining the financial scores is the following: Bidders, who satisfy the technical qualification, their financial bids will be opened, considered and the bidder who has quoted the lowest financial bid will be invited for the award of contract.</p>

## Technical Proposal - Standard Forms

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

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.14 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

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

We remain,

Yours sincerely,

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

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

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



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

- 
- 1 *[In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”]*
  - 2 *[Delete in case no association is foreseen.]*

PTSLP JAN 2017

PTSLP JAN 2017

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

(PTSLP/AR/Deployment /LOT/.....)

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Sl.No.	Name of the contract	Employer details	Contract amount in INR	Contract period	whether completed/ Estimated completion date	Nature of work executed

Relevant documents to be submitted in proof of the above experience.

## Section 4. Financial Proposal - Standard Forms

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

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.14 of the Data Sheet.

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

We remain,

Yours sincerely,

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

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

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

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

- 
- 1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
  - 2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution."

**Form FIN-2: Summary of Costs (PTSLP/AR/Deployment /LOT/.....)**

Item	Rate in Rs. ( in figures) per offshore site	Rate in Rs. ( in words) per offshore site
1. Transportation charges including hire & fuel charges for barge, crane, tipper lorries, winch equipments for placing fabricated artificial reefs from port stack yard to the deployment site complete		
2. Statutory fees at port including, berthing fee , vehicle entry fee for cranes & lorry, ground rent for berth, bar channel fees, shipping fee complete		
3. Labour charges complete for loading the reefs from port stack yard to berth, lifting to barge, & placing on sea bed.		
4. Insurance charges of general liability for loss of life and damage of reefs during transportation and deployment of reefs.		
5. Service Tax (15 %)		
Deployment cost per site		
Final deployment cost for ... sites( no of sites* x Total cost per site)		

\* No of sites for LOT 01&02 - refer data sheet 1.1.a

Rate comparable will be the final deployment cost for each LOT.

There should not be any cutting / over writing. Any and every alteration in the rates should be signed in ink otherwise, the offer will not be considered

## **Section 5. Terms of Reference**

### **Deployment of artificial reefs, two each in the off shore waters of three project districts, viz, Villupuram, Cuddalore & Nagapattinam**

#### **1. PREAMBLE**

Artificial reefs are structural modules deployed in the sea bottom to increase the surface area, for various marine organisms/fishes to create shelter and to breed and feed. The Modules will be deployed in the sea, away from the shoreline at the proper location based on the sea survey and feasibility study. Once the reefs are deployed, marine organisms and fishes starts to feed and breed upon that place and thereby fishery production increases.

The project proposes to fabricate and deploy six artificial reefs, two each in three project districts, viz, Villupuram, Cuddalore& Nagapattinam.

Accordingly, the Central Marine Fisheries Research Institute (CMFRI) was engaged to identify six feasible offshore sites and to suggest suitable artificial reef modules for deployment.

Artificial reef modules have been finalized and tender has ready been processed for the fabrication of artificial reefs.

Now, the project proposes to call "Request of Proposals" from the eligible firms/contractors for undertaking the work of deployment of artificial reefs.

#### **2. OBJECTIVE**

The main objective is to deploy six artificial reefs, two each for three project districts, from the fabrication site specified by PTSLP to the predetermined offshore locations identified by the CMFRI.

#### **3. SCOPE OF WORK**

As, it is very tedious to transport heavy weight reef modules on FRP boats from seashore, it will be appropriate if fabricated modules in the seashore are transported into the off shore by fishing trawlers or barges from the nearest fabrication sites.

In view of the above, the services of contractors / firms are likely to be utilized for the deployment purpose.

In this endeavor, sealed quotations are invited for **the deployment of artificial reefs** by the Principal Secretary/ Project Director, PTSLP, 100, AnnaSalai, Guindy, Chennai- 600032 as detailed below.

Identification code No.	Name of the district	No of sites	Bid Security in Rs.	Period of completion
PTSLP/AR/Deployment /LOT/01	Villupuram & Cuddalore	4 sites	20,000/-	2 months
PTSLP/AR/Deployment /LOT/02	Nagapattinam	2 sites	10,000/-	1 month

The scope of the work includes

- Transportation of fabricated reefs from the fabrication site to the harbour for loading into barge.
- Loading of fabricated reefs (225 modules for each site) in barge.
- Transportation of reefs to the offshore deployment sites identified by the CMFRI.
- Deployment of reefs at the specified latitude & longitude with desired orientation, as stated in 3.4 of this ToR.

### 3.1. DETAILS OF BID DOCUMENT

The bid document consists of two separate covers.

**Part-I Technical bid** along with Earnest Money Deposit mentioned above in the form of DD drawn in favour of “The Project Director, IFAD assisted PTSLP” payable at Chennai. **Technical proposal form duly filled** (form TECH 1 & 2 enclosed in data sheet) with necessary technical qualification & experience details should be submitted.

**Part-II: Price Bid.** This shall contain the price in figures and words. **Financial proposal form duly filled** (form FIN- 1 & 2 enclosed in data sheet) should be submitted. The cost indicated should include the cost, as per the scope of work.

For each lot, both the technical and price bids should be placed in a single outer envelope clearly specifying the Name of the work & lot no.

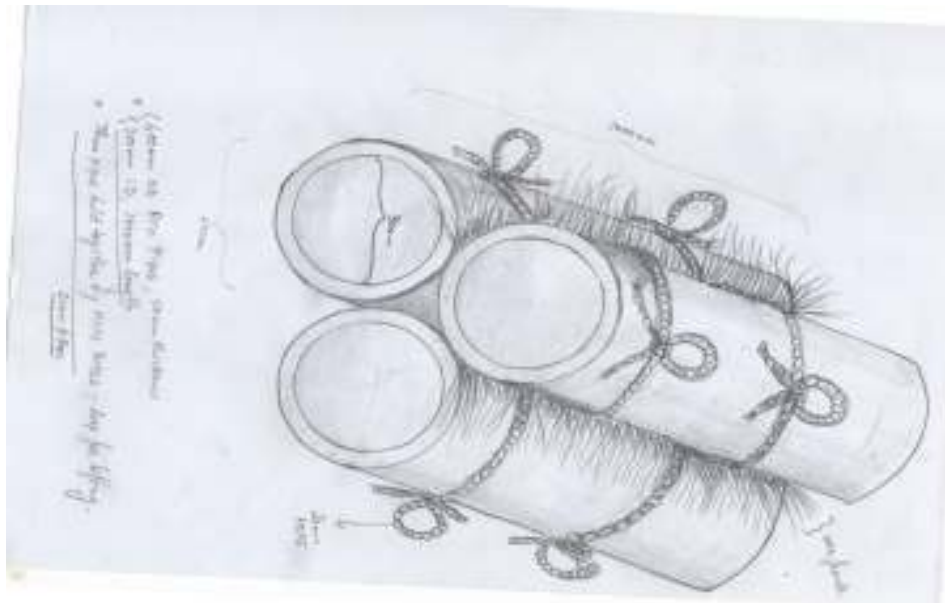
Each bidder shall submit only one bid for one contract. Each bidder can participate in more than one contract.

If the Bidder is participating in more than one lot (contracts), bidder has to submit separate bid including price clearly specifying the Name of the work & lot no at the outer envelope cover.

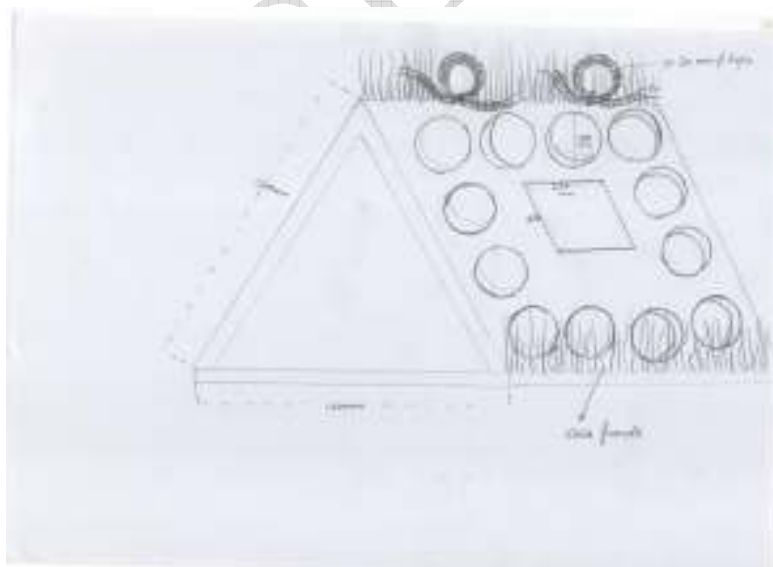
### 3.2. DETAILS OF MODULES

Each artificial reef include 225 modules of three different specifications .i.e., Grouper fish modules, Reef fish modules & well ring modules, as designed below.

- Grouper fish modules - 75 numbers

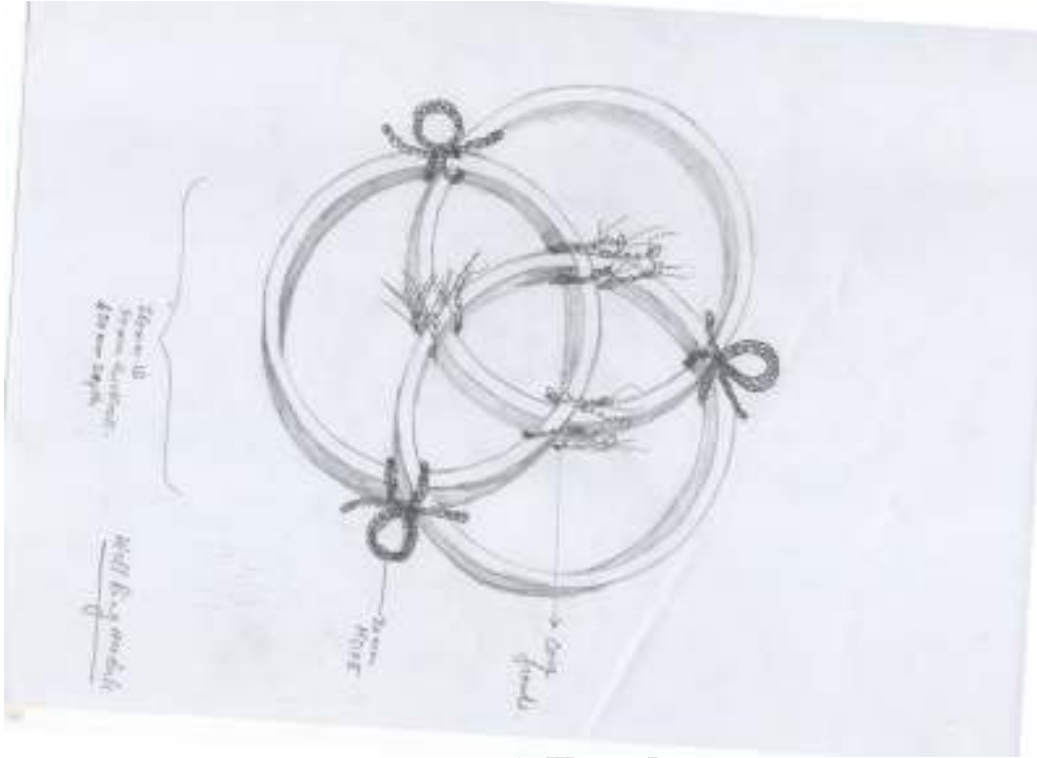


- Reef fish modules - 100 numbers





- Well ring modules - 50 numbers



Total of 225 modules weighing 110 Tonnes have to be deployed at one site. For each districts 450 modules are to be deployed.

### 3.3. FABRICATION SITES

S.No	Name of the district	Fabrication site
1	Villupuram	Cuddalore Port.
2	Cuddalore	Cuddalore Port.
3	Nagapattinam	Nagapattinam Port

### 3.4. DEPLOYMENT SITES

S.No	District	Village	Latitude (N)	Longitude (E)	Depth (m)
1	Villupuram	Goonimedukuppam	12° 03' 941"	79° 54' 668"	10.00
2		Mudaliar kuppam	12° 03' 285"	79° 54' 283"	10.00
3	Cuddalore	Periyakuppam	11° 36' 273"	79° 47' 798"	12.30
4		Ayyampettai	11° 34' 901"	79° 47' 778"	12.60
5	Nagapattinam	Chavadikuppam	11° 15' 594"	79° 55' 281"	32.00
6		Thoduvai	11° 12' 478"	79° 52' 069"	10.00

### 3.5. FACILITIES TO BE USED

Heavy vehicles shall be used for the transportation of fabricated reefs from the fabrication site to the harbour. Crane or Excavator shall be used for loading of modules into barges. Contractor can own or hire these facilities.

Care shall be taken to ensure the safe loading and deployment of the modules and safety of labours involved in these. Contractor is responsible for any damage of the fabricated reefs during loading, unloading, transportation & deployment process. Barges of minimum carrying capacity of 110 MT with hydraulic winches shall be used for deployment of heavy weight structural modules. Barge berthing charges and barge fuel cost shall be borne by the bidder. Modules should be deployed at the designated reef site in the desired orientation.

### 4. ELIGIBILITY CRITERIA (TECHNICAL QUALIFICATION)

The bidders who satisfy the following criteria are eligible to apply.

- The detailed profile of the bidder with supporting documents.
- Relevant documents showing experience in deployment of artificial reefs & other similar assignments for a total contract value not less than Rs.30.00 lakh for past three years.
- A copy of satisfactory completion certificate of previous assignments (any three assignments for a period from 01.04.2013 to till date) awarded by other Departments/ projects.

- Financial stability (solvency) of Rs.30.00 lakh for the period 2016-17.
- A copy of ownership or lease agreement for a barge of 110 MT minimum capacity in the name of the bidder should be produced. Insurance of the Barge should be in live.
- A copy of Certificate of Registration at Commercial Taxes Department indicating Tax Payer's Identification Number (TIN No).

## 5. PRICE BID

- The quoted price shall be fixed, firm & binding and not subject to any cost escalation whatsoever on any account till the completion of job.
- Contractor shall fully understand the scope of work and detailed specification of the work before quoting price.
- The rates should be quoted in the Form FIN-2, Summary of costs in the data sheet and should be submitted on the letter pad of the bidder.
- The contractor should work out the probable rates for the transportation charges, statutory charges, labour charges & Insurance charges per site after understanding the scope of the work.
- The contractor should arrive at the total cost of deployment per site.
- Further, the contractor should eligibly write the grand total at the bottom of the table depending on the number of sites for each lot.
- **Grand total of Financial Proposal will be considered for the award of contract**
- There should not be any cutting / over writing. Any and every alteration in the rates should be signed in ink otherwise, the offer will not be considered.
- Statutory deductions shall be made at source as per prevailing rules.

## 6. EARNEST MONEY DEPOSIT EMD

Bidder must submit the EMD as mentioned in clause 3 above in the form of **DD drawn in favour of "The Project Director, IFAD assisted PTSLP" payable at Chennai**, along with the technical bid. The EMD amount will be returned to unsuccessful bidders only after finalization of contract. For successful bidder it will be returned after the execution of agreement on award of contract. It may be noted that

no interest will be paid while returning E.M.D/ Security deposit.

## **7. SECURITY DEPOSIT**

The successful bidder shall have to deposit a security deposit equivalent to 5% initially before signing the contract for due performance. The security deposit can be submitted in any of the alternative forms. Either in the form of **DD drawn in favour of "The Project Director, IFAD assisted PTSLP" payable at Chennai** or bank guarantee from any of the Nationalized bank in the form enclosed in Annexure-III in favour of **"The Project Director, IFAD assisted PTSLP" payable at Chennai**. The security deposit shall be retained with the project for a period of one month.

## **8. PROCEDURE FOR SELECTION**

- The bidder will be selected based on Least Cost Selection (LCS) method.
- Technical Proposals will be scrutinized by the Bid Scrutiny Committee. The award will be for the technical proposal with the least cost.
- The price bid for those, only who qualify in the technical bid, will be evaluated.
- The bidder who has quoted the lowest financial bid will be awarded for contract.

## **9. SELECTION BASED ON LEAST- COST SELECTION (LCS) METHOD.**

Bidders, who satisfy the technical qualification, their financial bids will be opened, considered and the bidder who has quoted the lowest financial bid will be invited for the award of contract.

## **10. TERMS OF PAYMENT**

The value of work done will be payable to the contractor according to satisfactory completion of work subject to the certification by PTSLP.

The position where the reefs are deployed should be verified and certified by the Scientist, CMFRI.

Any damage/ breakage of the fabricated reefs during loading, unloading, transportation & deployment will be charged, in the final payment.

## **11. SUCCESSFUL DEPLOYMENT**

The deployment will be considered as successful when the contractor deploys fabricated reefs (225 modules for each site) at the specified latitude & longitude coordinates (Clause 3.4 ) identified by the Central Marine Fisheries Research Institute (CMFRI).

The Scientists from CMFRI or his/her representative will be present during the deployment and assist in deploying the reef modules at the exact GPS locations identified.

## **12. PORT FORMALITIES**

Berthing of barge and port formalities should be taken care by the bidder. Statutory clearances and Government clearances with regard to the transportation of reefs in barge should be taken care by the bidder.

## **13. PENALTY FOR THE DELAYED WORK**

In case of delay of 30 days beyond the stipulated one month period or further extended period, as mutually agreed for reasons recorded, **Rs. 500/-** per day will be levied and collected as penalty. In case of delay between 31-60 days, **Rs. 750/-** per day will be levied and collected as penalty. In case of delay beyond 60 days, **Rs. 1000/-** per day will be levied with the option to cancel the work order, Security deposit forfeited and contractor black listed in addition to the penalty.

Any constraint in meeting the objectives due to natural calamities or other reasons shall be referred to the PMU immediately.

## **14. GENERAL**

The technical and financial proposals should be submitted in 2 separate sealed covers superscribed as

- a. Technical proposal for the deployment of artificial reefs at the two offshore sites in ----- district (**PTSLP/AR/DEPLOYMENT/LOT/---**)
- b. Financial proposal for the deployment of artificial reefs at the two offshore sites in ----- district (**PTSLP/AR/DEPLOYMENT/LOT/---** )

Both the technical and price bids should be placed in an outer envelope clearly specifying the Name of the work & lot no.