ANDHRA PRADESH ECONOMIC DEVELOPMENT BOARD

NOTICE INVITING
REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF CONSULTANT FIRMS ON RETAINER BASIS FOR ASSISTING ON INVESTMENT PROMOTION, FACILITATION, EXTERNAL ENGAGEMENT AND OTHER RELATED ACTIVITIES
(APRIL 2019)
(PROPOSAL DUE DATE: 14-05-2019)

Mode of Selection: Quality cum Cost based Selection (QCBS)

Administrative Officer
Andhra Pradesh Economic Development Board
Lake View House, Raj Bhavan Road
Hyderabad – 500082, India
Tel: +91-40-23320481/91
Web: www.apedb.gov.in

(This RFP document is meant for exclusive purpose of submitting the proposals against this RFP document and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued)
Andhra Pradesh Economic Development Board

REQUEST FOR PROPOSAL (RFP)  

Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities

Notice No. APEDB/001/ Admin/HR/2019

Andhra Pradesh Economic Development Board (APEDB) invites proposals for selection of consultancy firms of repute on retainer basis to assist in investment promotion, facilitation, external engagement and other related activities.

Interested firms may download the RFP document from the website of APEDB at www.apedb.gov.in.

Proposal Due Date is 1700 hrs. IST on 14-05-2019. All other details and further information including any Proposal Due Date extensions, clarifications, amendments, addenda, corrigenda, etc., will be uploaded only on the website of APEDB. Hence, the prospective bidders are requested to visit the website of APEDB regularly for any updates.

For any queries please send e-mail to admin@apedb.co.in or contact +91 40 23220481/91
**ANDHRA PRADESH ECONOMIC DEVELOPMENT BOARD**  
LAKE VIEW HOUSE, RAJ BHAVAN ROAD, HYDERABAD – 500082, India  
Tel: +91-40-2332 0481/91 Fax: +91-40-2332 0491 Web:  
[www.apedb.gov.in](http://www.apedb.gov.in)

**SELECTION OF CONSULTANCY FIRMS ON RETAINER BASIS FOR ASSISTING IN INVESTMENT PROMOTION, FACILITATION, EXTERNAL ENGAGEMENT AND OTHER RELATED ACTIVITIES**

**RFP Notice No. APEDB/Selection of Consultant Firms/12/04/2019, Dt: 16-04-2019**

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<th>Date of issue of RFP</th>
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<th>Date &amp; time for opening of Technical Proposal</th>
<th>Mode of selection</th>
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<td></td>
<td>Andhra Pradesh Economic Development Board</td>
<td></td>
<td>1700 hrs. IST on <strong>14-05-2019</strong></td>
<td>1730 hrs. IST on <strong>14-05-2019</strong> at the office of Andhra Pradesh Economic Development Board, Lake View House, Raj Bhavan Road, Hyderabad 500082 India</td>
<td>Quality cum Cost Based Selection (QCBS) Technical – 80% and Financial- 20%</td>
</tr>
<tr>
<td>2</td>
<td>Name of Authority</td>
<td>Andhra Pradesh Economic Development Board</td>
<td>Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities at the offices of APEDB.</td>
<td>1700 hrs. IST on <strong>26-04-2019</strong></td>
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**Method of Selection**

The selection shall be on the following basis:

1) The Applicants should meet the minimum eligibility criteria.

2) Technical proposals of Applicants who meet the minimum eligibility criteria shall be evaluated. (**Technically Qualified Applicants**).

3) The financial bids of only the Consultancy Firms whose technical proposals are accepted will be opened.
4) The Applicants with top three combined scores will be selected as Consultant Firms for the purposes of and subject to the terms and conditions of this RFP ("Selected Applicants"), and the two Selected Applicants with higher financial bids will be asked to match that of the lower financial bid quoted by the first selected Consultant Firm. (Further details in relation to the selection process may be referred to in this RFP).

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<td>During the process of evaluation of the Technical Proposal, the Applicant will be required to make a presentation on its proposal covering implementation approach &amp; methodology, key personnel, relevant experience, etc. The date, time and venue of the presentation will be intimated at a later date.</td>
</tr>
<tr>
<td>10</td>
<td>Date and time of opening of Financial Proposal</td>
<td>Will be informed to Technically Qualified Applicants by e-mail.</td>
</tr>
<tr>
<td>11</td>
<td>Proposal Processing Fee (Non Refundable)</td>
<td>Rs.10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft issued by any of the Scheduled Banks in India in favour of the Chief Executive Officer, Andhra Pradesh Economic Development Board, payable at Vijayawada (any details to be provided on the website of APEDB). The Proposal Processing Fee shall remain valid for 90 (Ninety) days after the PDD.</td>
</tr>
<tr>
<td>12</td>
<td>Validity of Proposal</td>
<td>The Proposal shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date.</td>
</tr>
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<td>Earnest Money Deposit (Refundable)</td>
<td>INR 5,00,000 (INR Five Lakhs only) in the form of Demand Draft in favor of “Chief Executive Officer, Andhra Pradesh Economic Development Board, payable at Vijayawada.</td>
</tr>
<tr>
<td>13</td>
<td>Performance Bank Guarantee</td>
<td>INR 50,00,000 (INR fifty Lakhs only) in the form of performance bank guarantee in favor of the Chief Executive Officer, Andhra Pradesh Economic Development Board, payable at Vijayawada by the selected Applicants.</td>
</tr>
</tbody>
</table>
Acknowledgement:
This document shall be returned duly signed on each page by the Authorized Signatory accepting the terms and conditions.
It is expressly understood that the party has subscribed to this document with an express understanding that it will use this document only for the sole purpose of participating in the process of selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities for the state of Andhra Pradesh and must not be used for any other purpose. This document must not be passed to any third party except for professional advisors assisting with this proposal submission. The document may not be reproduced or communicated, in whole or in part, and its contents may not be distributed in written or oral form without the prior written permission from the issuing Authority.

Sd/- Administrative Officer
Signature of the issuing Authority

Andhra Pradesh Economic Development Board
Lake View House, Raj Bhavan road,
Hyderabad – 500082, India
Tel: +91-40-23320481/91 Fax: +91-40-2332 0491
Web: www.apedb.gov.in
DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP document is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the
Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever. The Applicant shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or in submission of the Proposal, regardless of the conduct or outcome of the selection process.
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1 INTRODUCTION

1.1 Background

1.1.1 The Government of Andhra Pradesh has a vision to develop the state to be among the three best states of India by 2022, the foremost state in the country by 2029 and a global destination by 2050, with the overall aim of promoting inclusive growth, social well-being and the happiness index. To achieve this vision, the state has to promote accelerated economic development.

1.1.2 The state seeks to achieve double digit growth over a sustained period of time through well planned structural shift of economy to industrial and services sector, which requires considerable investments in various sectors of the urban and rural economy, in particular, the industrial and infrastructure sectors of economy. The fast paced growth in urbanization also requires considerable investment in the urban infrastructure and services for enhancing the value proposition of the cities and towns. In addition, the development of the new Greenfield capital city of Amaravati requires significant investments. The rapid development of rural economy will need sustained interventions to promote the agro based industry in the state.

1.1.3 For achieving the desired goals of all round economic growth and employment generation, a globally competitive investment climate capable of quickly responding to fast changing global economic and technological scenario needs to be established in the state. The Government of Andhra Pradesh has thus established the Andhra Pradesh Economic Development Board (APEDB) (the “Authority”) by way of the Andhra Pradesh Economic Development Board Act, 2018 (Act No. 21 of 2018) to assist the said State Government in achievement of the aforesaid objectives and realization of the vision of the state.

1.1.4 The Authority seeks to select Consultant Firms (the “Consultant Firm” or “Consultancy Firm” or the “Applicant” used interchangeably in the document) through a competitive selection process to assist it, at any of its offices, with strategic planning and policy, investment promotion through engagement with national and international investors, project facilitation, assist in project appraisal, setting up special purpose vehicles, incubating and coordinating futuristic initiatives and other functions and activities of the APEDB. This will enable the Authority to effectively realize the vision of the Government of Andhra Pradesh. Further, the Authority seeks to select 3 (three) Consultant Firms in order to ensure there is diversity in the resources for a better discharge of the functions of APEDB in a targeted manner and to ensure maximum outreach in the investment promotion, facilitation and other functions and activities of APEDB.

1.1.5 In the said backdrop, the Authority has decided to carry out the process for selection of the Consultant Firms based on Quality cum Cost Based Selection (QCBS). The QCBS method is adopted and adequate weightage is
given to the required level of expertise from the Applicants. The weightage given to technical and financial scores are in the ratio of 80:20. The three Applicants scoring the highest combined score, as per the evaluation process in this RFP document, will be selected for award of said Consultancy as per the provisions of this RFP.

Accordingly, the Authority invites Proposals from interested international and national firms to participate in the selection process for selection of consultancy firms on retainer basis, at any of the offices of the Authority, for assisting in investment promotion, facilitation, external engagement and other related activities for the state of Andhra Pradesh. The Consultancy Firm is expected to undertake the consultancy assignment in accordance with the Terms of Reference (the “ToR”) specified in the Schedule to this RFP (collectively the “Consultancy”).

1.2 Request for Proposals
1.2.1 The Authority invites separate proposals for the said Consultancy, from the interested international and national firms in the form of sealed envelopes containing Technical Proposal & Financial Proposal (the “Proposal”) for selection of the Consultant Firms.

1.2.2 The Authority intends to select the Consultant Firm through QCBS in accordance with the procedure set out herein.

1.3 Due diligence by Applicants
1.3.1 Applicants are encouraged to inform themselves fully about the Consultancy and the local conditions before submitting the Proposal by sending queries to the Authority (by email only).

1.4 Release of RFP Document
1.4.1 The RFP document will be made available on the website of the Authority from the date of publication of RFP notification.

1.5 Proposal Processing Fee
The Applicant shall furnish, as a part of each Proposal, a non-refundable proposal processing fee (the “Proposal Processing Fee”) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft issued by any of the Scheduled Banks in India in favour of the Andhra Pradesh Economic Development Board, payable at Vijayawada (any details of the same shall be uploaded on the website of APEDB). The Proposal Processing Fee shall have its validity up to 90 (ninety) days from the Proposal Due Date (the “PDD”).

1.6 Validity of the Proposal
The Proposal shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. In exceptional circumstances, prior to the expiry of the original proposal validity period, the Authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, the Applicants will not be permitted to modify their submitted proposals.
1.7 Brief description of the Selection Process

The Authority intends to select the Consultancy Firms through a competitive bidding process in accordance with the procedure set out herein.

This RFP document will be used to select 3 (three) Consultancy Firms to provide consultancy services on a retainer basis (as per the scope defined in Clause 2.1). The selection will be according to the combined score based on the Evaluation Criteria (detailed in Clause 3.1). Each selected Consultancy Firm is expected to deploy 2 (two) Engagement Partners, 1 (one) Engagement Manager, 2 (two) Consultants and any additional resources required from time to time, to provide retainer consultancy services to the Authority.

The Authority has adopted a 2 (two) stage selection process (collectively the “Selection Process”) in evaluating the proposal comprising technical and financial proposals to be submitted in 2 (two) separate sealed envelopes. In the first stage, a Technical Evaluation will be carried out as specified in this RFP. Based on this Technical Evaluation, a list of short-listed Qualified Applicants shall be prepared. In the second stage, a Financial Evaluation of the Proposal will be carried out as specified in this RFP. Proposals will finally be ranked according to their combined technical and financial scores as specified in this RFP. The top three ranked Applicants (the “Selected Applicants”) will be invited to enter into separate Agreements with the Authority through issuance of Letters of Award (the “LoA”) to each of the Selected Applicants, while the other ranked Applicants will be kept in “Reserve”.

1.8 Currency conversion rate and payment

1.8.1 For the purposes of evaluation of Proposals, all payments to the Consultancy Firm shall be made in Indian Rupee in accordance with the provisions of this RFP and the Agreement. The Consultancy Firm may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consultancy Firm.

1.9 Communications

1.9.1 Submission of Proposal(s) in hard copy in response to this RFP through registered post/speed post/ courier or hand delivered, shall be addressed to:

Administrative Officer,
Andhra Pradesh Economic Development Board,
Lake View House, Raj Bhavan Road, Hyderabad – 500082
E-mail: admin@apedb.co.in

The Applicants are advised in their own interest to ensure that completed Proposal(s) reaches the office of Authority at the address mentioned above well before the date stipulated in the document. Proposals submitted through Speed post/ Registered Post /Courier/ Hand delivered will be accepted. Proposals submitted through Telex / Telegraphic / Fax / e-mail will not be considered and summarily rejected. Proposals received after the date and time stipulated in this RFP will not be considered and shall be summarily rejected.
1.9.2 The official website (the “Official Website”) of the Authority is: [http://www.apedb.gov.in](http://www.apedb.gov.in). All details including this RFP document, any Proposal Due Date extensions, clarifications, amendments, addenda, corrigenda, etc., in respect of this notification will be uploaded only to the website of the Authority and will not be communicated individually or published in Newspapers.

1.9.3 All communications, including the envelopes, shall contain the following text, to be marked at the top in bold letters:

**Notice No. APEDB/001/ Admin/HR/2019**

**SELECTION OF CONSULTANCY FIRMS ON RETAINER BASIS FOR ASSISTING IN INVESTMENT PROMOTION, FACILITATION, EXTERNAL ENGAGEMENT AND OTHER RELATED ACTIVITIES**
2 INSTRUCTIONS TO APPLICANTS

A. GENERAL

2.1 Scope of Proposal

2.1.1 Detailed description of the objectives, scope of services and other requirements relating to this Consultancy are specified in this RFP. In case an Applicant possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process individually (the “Sole Firm”) in response to this invitation. The term Applicant (the “Applicant”) means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of the Consultant Firm shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given.

2.1.3 The Applicant shall submit its Proposal in the form and manner specified in this RFP. The Technical Proposal shall be submitted in the form(s) at Appendix-I and the Financial Proposal shall be submitted in the form at Appendix-II. Upon selection, the Applicants shall enter into an Agreement with the Authority and shall deliver the services as per the Terms of Reference (ToR) in the Schedule.

2.1.4 Key Personnel

a) The “Consultancy Team” and the individual members of the Consultancy Team to be deployed by each of the Selected Applicants may be required to work at any of the offices of APEDB. The Consultancy Team shall consist of the following key personnel (the “Key Personnel”) as specified below:

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<th>S. No.</th>
<th>Position Description</th>
<th>Number of Key Personnel</th>
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<tr>
<td>1</td>
<td>Engagement Partners / Directors (2 working days per month) (However, to be available as when and required)</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Engagement Manager (100% time)</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Consultants (100% time)</td>
<td>2</td>
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b) The Applicant shall propose 2 (two) engagement partners from at least 2 (two) practice areas, such as:

- Government Advisory
- Infrastructure Advisory
- Industrial Sector Advisory such as
  - Real Estate
c) The names with qualification and experience details of all the Key Personnel shall be indicated as in the format for the Technical Proposal at Appendix I - Form 6.

d) It should be noted that the Authority may request the Selected Applicants to deploy additional resources as and when required based on additional work requirements. Additional resources (Engagement Manager and Consultants) shall be deployed on the man-month rates quoted in this RFP. Experience and qualifications of additional resources that may be required to be deployed on Authority’s request are as indicated below. No CVs are required to be submitted along with this proposal. Authority will make the selection of additional resources based on the CVs that will be asked at the time of deployment. Applicant shall quote for any additional Partner/Director, who may be required to be engaged by the Authority, in their financial proposal.

<table>
<thead>
<tr>
<th>Additional Resource</th>
<th>Minimum qualification and experience</th>
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| Engagement Partner / Director | - Minimum Experience- 15 years  
- Bachelors Degree/B.Tech from reputed institutions such as IIT/MIT/Havard, etc. + MBA / PGDM / Post Graduate degree from reputed institutions, with experience in Management Consultancy.  
- Should have strong experience of advising / working with Government agencies in India for atleast 10 years.  
- Should have experience of working on Investment Promotion/Economic Development engagements  
- Functioned as Project Partner / Director in organizing at-least three (3) large State Investment Summits, with participation of minimum 1000 delegates. |

### 2.2 Conditions of Eligibility of Applicants

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

2.2.2 To be eligible for evaluation of its Proposal, the Applicant shall fulfil the following:

(A) Technical Capacity:-
i. The Applicant should have worked on at least 5 (five) Retainer Consultancy Assignments with a Government Agency (Central/State other than Andhra Pradesh) in the last 5 (five) years before PDD, completing at least 12 (twelve) man-months of retainer consultancy per assignment. Value of each assignment should be more than Rs 1 crores.

ii. The Applicant should have worked on at least 5 (five) Retainer Consultancy Assignments with a Government Agency of the state of Andhra Pradesh in the last 4 (four) years before PDD completing at least 12 (twelve) man-months of retainer consultancy per assignment with value of each assignment should be more than Rs 1 crores.

iii. The Applicant should have completed at least five (5) Development Finance Institution/Multilateral Bank/Official Development Assistance funding agency sponsored assignments such as The World Bank, International Finance Corporation (IFC), United Nations, Asian Development Bank (ADB), KfW, GIZ, JICA, JBIC, Department of International Development (DFID), Asian Infrastructure Investment Bank (AIIB) in India in the last 3 (three) years before PDD.

iv. The Applicant should have served as Consultants / Knowledge Partner on at least five (5) projects for any State or National Governments for their investment promotion program, including conduct of Investment Summits, with consulting fees of INR 1 crore for each assignment in the last 5 (five) years before PDD.

v. The Applicant should have international presence with a minimum of 10 offices located in foreign countries. The Applicant should be able to mobilize their international resources from the indicated offices for investment promotion and other functions and activities of APEDB.

vi. One (1) of the Key Personnel being deployed to have project portfolio experience in infrastructure and/or other sectors.

(B) Financial Capacity: The Applicant shall have minimum Annual Total Turnover of Rs.200 crore (Rupees Two Hundred Crore only) or USD 30 million (United States Dollar Thirty Million only) from Consultancy Services in each of the 3 (three) financial years preceding the PDD.

(C) Availability of Key Personnel: The Applicant shall offer and make available all Key Personnel meeting the requirements specified in sub-clause (D) below. The Key Personnel shall be permanent employees of the Applicant as on PDD.

(D) Conditions of Eligibility for Key Personnel**: Each of the Key Personnel must fulfil the Conditions of Eligibility as specified below.
<table>
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<tr>
<th>Key Personnel - position</th>
<th>Minimum qualification</th>
<th>Professional experience (years)</th>
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| Engagement Partner / Director (2-days per month) (However, to be available as and required) | ▪ Bachelors Degree/B.Tech from reputed institutions such as IIT/MIT/Havard, etc. + MBA / PGDM / Post Graduate degree from reputed institutions, with experience in Management Consultancy.  
▪ Should have strong experience of advising / working with Government agencies in India for atleast 10 years.  
▪ Should have experience of working on Investment Promotion/Economic Development engagements  
▪ Functioned as Project Partner / Director in organizing at-least three (3) large State Investment Summits, with participation of minimum 1000 delegates. | 15 |
| Engagement Manager (100% time) | ▪ Bachelors Degree/B.Tech from reputed institutions such as IIT/MIT/Havard, etc. + MBA / PGDM / Post Graduate degree from reputed institutions, with experience in Management Consultancy.  
▪ Should have worked as Engagement Manager on at-least 5 consulting engagements for a Government Agency (Central/State).  
▪ Should have experience of investment promotion engagements and been involved in organizing atleast one (1) large State Investment Summit, with participation of minimum 1000 delegates.  
▪ Exposure to Andhra Pradesh policies is desirable. | 10 |
| Consultant (100% time) | ▪ Bachelors Degree/B.Tech from reputed institutions such as IIT/MIT/Havard, etc. + MBA / PGDM / Post Graduate degree from reputed institutions, with experience in Management Consultancy.  
▪ Should have experience of investment promotion / economic development engagements, and been involved in | 5 |
<table>
<thead>
<tr>
<th>Key Personnel - position</th>
<th>Minimum qualification</th>
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<td></td>
<td>organizing at least one (1) large State Investment Summit, with participation of minimum 1000 delegates.</td>
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<tr>
<td></td>
<td>Should have experience of working in Andhra Pradesh and be familiar with the Investment Promotion objectives, policies and initiatives of the State.</td>
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**It may be noted that in the event that any of the Key Personnel are required to deployed at any of the offices of APEDB in other countries, the respective successful Applicants have to ensure that the such Key Personnel are eligible to work as per the legal requirements of the countries (including appropriate and applicable visa requirements, etc.) where such Key Personnel may be deployed.**

(E) **Conditions of Eligibility for Firms:**

All Applicants shall have a registered office in India. For proof of registration the Applicant needs to submit a copy of the Certificate of Incorporation as per the Companies Act 1956/2013 or other duly registered documents indicating the incorporation/existence of the said entity and a copy of the PAN card issued to them by Income Tax Department, Government of India.

2.2.3 The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its Annual Total Turnover during each of the 3 (three) financial years preceding the PDD as per format mentioned in this RFP. In the event that the Applicant does not have a Statutory Auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant. In case the annual accounts for the latest financial year are not audited and therefore the Applicant cannot make the said certificate available, the Applicant shall provide the Annual Total Turnover for 3 (Three) financial years preceding the penultimate financial year of the PDD.

2.2.4 The Applicant shall enclose with its Proposal, non-refundable Proposal Processing Fee as specified in this RFP.

2.2.5 The Applicant shall submit a Power of Attorney as per the format provided in this RFP, however, such Power of Attorney would not be required if the Proposal is signed by an authorized partner of the Applicant, in case the Applicant is a Partnership Firm or Limited Liability Partnership entity.

2.2.6 Any entity which has been barred by the Central Government/ any State

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5. No separate annual financial statements should be submitted.
Government/ a statutory authority / a public sector undertaking of India, as the case may be, from participating in any project and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

2.2.7 An Applicant or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.

2.2.8 While submitting a Proposal, the Applicant shall attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

2.3 Conflict of Interest

2.3.1 The Authority requires that Consultant Firms and their Key Personnel provide professional, objective, and impartial advice and at all times hold the Authority’s interests paramount, strictly avoid conflicts with other Projects or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, the Consultancy Firms and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited.

2.4 Number of Proposals

2.4.1 No Applicant shall submit more than one Proposal for the Consultancy.

2.5 Cost of Proposal

2.5.1 The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiations, visits to the Authority, if any, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.6 Acknowledgement by Applicant

2.6.1 It shall be deemed that by submitting the Proposal, the Applicant has:
   a) made a complete and careful examination of the RFP;
   b) received all relevant information requested from the Authority;
   c) acknowledged that it does not have a Conflict of Interest; and
   d) agreed to be bound by the undertaking provided by it under and in terms hereof.

2.6.2 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any
information or data given by the Authority.

2.7 Right to reject any or all Proposals

2.7.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.7.2 Without prejudice to the generality of Clause 2.7.1 above, the Authority reserves the right to reject any Proposal if:

2.7.3 at any time, a material misrepresentation is made or discovered, or

2.7.4 the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

2.7.5 Misrepresentation by/ improper response by/delay or non-submission of supplemental information required from the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the Selected Applicants get disqualified/rejected, then the Authority reserves the right to consider the Applicant in Reserve, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

B. DOCUMENTS

2.8 Contents of the RFP

2.8.1 This RFP comprises the Disclaimer set forth herein above, the information provided in the Data Sheet above, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with the provisions in this RFP:

Request for Proposal

1 Introduction
2 Instructions to Applicants
3 Criteria for Evaluation
4 Fraud and corrupt practices
5 Miscellaneous

Schedules

Schedule: Terms of Reference

Appendices:

Appendix-I Technical Proposal

Form 1: Letter of Proposal
Form 2: Particulars of the Applicant
Form 3: Statement of Legal Capacity
Form 4: Power of Attorney for the Authorized Signatory
Appendix-II Financial Proposal

2.9 Clarifications required by Applicant

2.9.1 Applicants requiring any clarification on the RFP may send their queries by e-mail to admin@apedb.co.in with a subject line – Queries concerning RFP – Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities, before the time and date mentioned in the Schedule of Selection Process as mentioned in this RFP.

2.9.2 The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this RFP shall be construed as obliging the Authority to respond to any question or to provide any clarification.

2.10 Amendment of RFP

2.10.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/Amendment and posting it on the official website at www.apedb.gov.in.

2.10.2 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

C. PREPARATION AND SUBMISSION OF PROPOSAL

2.11 Language

2.11.1 The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly in the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it shall be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.12 Format and signing of Proposal

2.12.1 The Applicant shall provide all the information sought under this RFP. The
Authority would evaluate only those Proposals that are complete in all respects and are received in the specified forms.

2.12.2 The Applicant shall prepare one original set of each Proposal (together with originals/copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked “ORIGINAL”. In addition, the Applicant shall submit 1 (One) copy of the Proposal, along with Documents, marked “COPY”. In the event of any discrepancy between the original and its copy, the original shall prevail. Additionally, a soft copy in MS Word or PDF format of the Technical Proposal shall be submitted in a DVD/Pen drive. In case of any discrepancy between the soft copy and hard copy, the hard copy shall prevail.

2.12.3 The Proposal and its Copy shall be hard bound/spiralled documents and the covering letters of the Proposal shall be signed by the Authorized Signatory of the Applicant. All pages of the original Technical Proposal and Financial Proposal shall be numbered and initialled by the person signing the Proposal. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized signatory (the “Authorized Signatory”) as detailed below:

a) by the proprietor, in case of a proprietary firm; or
b) by an authorized partner, in case of a partnership firm and/or a limited liability partnership entity; or
c) by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation.

A copy of the Power of Attorney certified under the hands of an authorised partner or director of the Applicant and notarized by a notary public in the form specified in Appendix-I (Form-4) or a Board Resolution authorizing the Signatory shall accompany the Proposal.

2.12.4 Applicants shall note the Proposal Due Date, as specified in this RFP, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of documents received by the closing time of Proposal Due Date as specified in this RFP. Subsequent to the Proposal Due Date any unsolicited material if submitted by the Applicants will be summarily rejected. For the avoidance of doubt, the Authority reserves the right to seek clarifications under and in accordance with the provisions of this RFP.

2.13 Technical Proposal

2.13.1 Applicants shall submit the Technical Proposal in the formats provided under Appendix-I to this RFP (the “Technical Proposal”).

2.13.2 While submitting the Technical Proposal, the Applicant shall, in particular, ensure that it contains:

a) Copy of Certificate of Incorporation/related registered documents (as
applicable) of the Applicant
b) Copy of Applicant’s PAN card
c) Proposal Processing Fee as specified in this RFP
d) All forms in Appendix I and Appendix II are in the prescribed formats and signed by the prescribed signatories;
e) Power of Attorney for the Authorized Signatory is executed as per Applicable Laws, if applicable or Board Resolution;
f) CVs of all Key Personnel have been included; Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down in this RFP; No alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
g) The CVs have been recently signed and dated by the respective Key Personnel and countersigned by the Applicant’s Authorized Signatory. The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the Period of Consultancy specified in the RFP;
h) Key Personnel proposed have good working knowledge of English language;
i) Key Personnel proposed would be available for the Period of Consultancy indicated in the TOR;
j) Key Personnel who have not attained the age of 65 (sixty five) years at the time of submitting the Proposal;
k) The Proposal is responsive in terms of Clause 2.19.3.

2.13.3 Failure to comply with the requirements spelt out in this RFP shall make the Proposal liable to be rejected.

2.13.4 If an individual Key Personnel makes a false averment regarding his/her qualification, experience or other particulars, or his/her commitment regarding availability for the Consultancy is not fulfilled at any stage after signing of the Agreement, he/she shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.

2.13.5 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.13.6 The proposed team shall be composed of Key Personnel specified in this RFP. Other competent and experienced personnel in the relevant areas of expertise and support personnel may be added as required for successful completion of this Consultancy. The CV of each such Key Personnel and additional personnel, if any, shall be submitted in the format at Form-10 of Appendix-I.

2.13.7 The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities
hereunder nor will it affect any rights of the Authority thereunder.

2.13.8 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions as mentioned this in this RFP have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith, if not yet appointed as the Consultant Firm either by issue of the LoA or entering into of the Agreement, and if the Selected Applicant has already been issued the LoA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Applicant as the case may be.

2.14 Financial Proposal

2.14.1 Applicants shall submit separate financial proposal in the format at Appendix-II (the “Financial Proposal”) clearly indicating the total cost per month of the Consultancy (Appendix-II) in both figures and words, in Indian Rupees (INR), and signed by the Applicant’s Authorized Signatory. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

2.14.2 While submitting the Financial Proposal, the Applicant shall ensure the following:

i. All the costs associated with the Consultancy shall be included in the Financial Proposal. These shall normally cover remuneration for all the Key Personnel, accommodation, travel fare including air fare to be undertaken with respect to activities of APEDB, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

ii. The Financial Proposal shall take into account all expenses and tax liabilities (except Goods and Services Tax) as per Applicable Laws. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

iii. Costs (including break down of costs) shall be expressed in INR.

2.15 Submission of Proposal

2.15.1 The Applicants shall submit the Proposal in hard/spiral bound form with all pages numbered serially. Each page of the submission shall be initialled
by the Authorised Signatory of the Applicant as per the terms of the RFP. In case the Proposal is submitted on the document downloaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document.

2.15.2 Each Proposal shall be in hard copy form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorized Signatory of the Applicant as per the terms of the RFP. Soft copies of the Technical Proposal in MS Word or PDF formats shall also be submitted in a DVD/Pen Drive.

2.15.3 The Proposal shall be sealed in an envelope which shall bear the address of the Authority, RFP Notice number, Consultancy name as indicated in this RFP, and the name and address of the Applicant. The envelope shall bear on top, the following text:

“Do not open, except in presence of the Authorized Person of the Authority”

If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

2.15.4 The Proposal envelope shall contain two separate sealed envelopes; one clearly marked ‘Technical Proposal’ and the other clearly marked ‘Financial Proposal’. The envelope marked “Technical Proposal” shall contain:

a) Copy of Certificate of Incorporation of the Applicant  
b) Copy of Applicant’s PAN Card  
c) Proposal in the prescribed format (Form-1 of Appendix-I along with Forms 2 to 10 of Appendix-I and supporting documents); and  
d) Proposal Processing Fee as specified in this RFP  
e) Hard Bound/Spiralled Original and 1 (one) Copy of the Technical Proposal  
f) DVD/Pen Drive containing soft copy of the Technical Proposal in MS Word or PDF formats  

The envelope marked “Financial Proposal” shall contain the financial proposal in the prescribed format (Appendix-II).

2.15.5 The Technical Proposal and Financial Proposal shall be printed and signed by the Authorized Signatory of the Applicant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialled by the person signing the Proposal.

2.15.6 The completed Proposal must be delivered to the address mentioned in this RFP on or before the specified time on Proposal Due Date. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.
2.15.7 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant shall be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, etc. will be entertained.

2.15.8 The total cost per month of the Consultancy quoted in the Financial Proposal shall be firm throughout the Period of Consultancy and shall include discharge of all obligations of the Consultancy Firm under the Agreement.

2.16 Proposal Due Date

2.16.1 Proposal shall be submitted on or before the specified time on Proposal Due Date specified in this RFP at the address provided in this RFP in the manner and form as detailed in this RFP.

2.16.2 In case, the Proposal Due Date is an unscheduled holiday, the Proposal has to be submitted latest by the next working day. The time and venue of submission will remain unchanged or will be as subsequently specified on the website (www.apedb.co.in). A receipt thereof should be obtained from the person specified therein.

2.16.3 The Authority may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of the RFP uniformly for all Applicants. It will be communicated only on the website of Authority and will not be published in Newspapers.

2.17 Late Proposals

2.17.1 Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

2.18 Modification/ substitution/ withdrawal of Proposals

2.18.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant after the Proposal Due Date specified in this RFP.

2.18.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with the provisions of this RFP, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

2.18.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

D. EVALUATION PROCESS

2.19 Evaluation of Proposals

2.19.1 The Authority shall open the Proposals, at the time and place specified in this RFP and in the presence of the Applicants who choose to attend. The
envelopes marked ‘Technical Proposal’ shall be opened first. The envelopes marked ‘Financial Proposal’ shall be kept sealed for opening at a later date.

2.19.2 Proposals for which a notice of withdrawal has been submitted in accordance with the provisions of this RFP shall not be opened.

2.19.3 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP (Refer Technical Proposal Response Checklist). The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
   a) the Technical Proposal is received in the forms specified at Appendix-I;
   b) it is received by the Proposal Due Date including any extension thereof pursuant to the provisions of this RFP;
   c) it is accompanied by the Proposal Processing Fee and Earnest Money Deposit as specified in this RFP;
   d) it is signed, sealed, bound together in hard cover or spiral bound and marked as stipulated in the applicable provisions of this RFP;
   e) it is accompanied by the Power of Attorney or Board Resolution as specified in the applicable provisions of this RFP;
   f) it does not contain any condition or qualification;
   g) it contains all the information (complete in all respects) as requested in the RFP; and
   h) it is not non-responsive in terms hereof.

2.19.4 The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

2.19.5 The Applicant shall make a presentation of their credentials and the proposed methodology for conducting the study, before the Authority. The date, time & venue of the presentation will be intimated to Applicants separately.

2.19.6 After the Technical Evaluation is completed, the Authority will notify by email to those Applicants who have been found to be Qualified Applicants or were considered for Financial Evaluation. The Financial Proposal of non-responsive proposal or those not meeting the Technical Evaluation Criteria (not Qualified Applicants) will be returned unopened after completion of the Selection Process. The Authority, by email, will notify Qualified Applicants, the date, time and location for opening the Financial Proposals. Applicants’ attendance at the opening of Financial Proposals is optional. After the Technical Evaluation, the Authority shall prepare a list of Applicants in terms of Clause 3.2 for opening of their Financial Proposals. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The Financial Evaluation and final ranking of the Proposals shall be carried out in terms of the provisions of this RFP.

2.19.7 Applicants are advised that Selection will be entirely at the discretion of the
Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection under this RFP.

2.19.8 Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its consultants, employees, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

2.19.9 Aside of the conditions that are specified in the RFP, the Authority would consider as part of Selection Process of the Consultancy Firm, quality of the services offered by the Applicant, the ability to deliver the services as per the Schedule to this RFP, past experience of the Applicant, the time which will be taken to deliver the services, etc.

2.20 Confidentiality

2.20.1 Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the Selection Process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.21 Clarifications required by Authority

2.21.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time and manner specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

2.21.2 If an Applicant does not provide clarifications sought under this RFP within the specified time and manner, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

E. APPOINTMENT OF CONSULTANCY FIRMS

2.22 Award of Consultancy

2.22.1 After selection, a Letter of Award (the “LoA”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 3 (three) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof. In the event the duplicate copy
of the LA duly signed by the each of the Selected Applicants is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, Applicant in Reserve may be considered.

2.23 Execution of Agreement

2.23.1 After acknowledgement of the LoA as aforesaid by the Selected Applicant, it shall execute the Agreement within a period of 7 (Seven) days. It may be noted that said Agreement shall contain the particulars of the engagement between the Authority and Selected Applicant.

2.24 Commencement of Consultancy

2.24.1 The Selected Applicant shall commence the Services within 7 (Seven) days of the signing of the Agreement, or such other date as may be mutually agreed duly intimating the same to the Authority. If the Selected Applicants fail to either sign the Agreement as specified in this RFP or commence the Consultancy as specified herein, the Authority may invite the Applicant in Reserve for negotiations.

2.25 Proprietary data

2.25.1 Subject to the provisions of this RFP, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. The Applicants are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultancy Firms to the Authority in relation to the Consultancy shall be the property of the Authority.

2.26 Earnest Money Deposit

2.26.1 An Earnest Money Deposit (EMD) in the form of a Demand Draft issued by any of the Scheduled Banks in India in favor of the Chief Executive Officer, Andhra Pradesh Economic Development Board, payable at Vijayawada, for the sum of Rs 5,00,000/- (Rupees five Lakhs Only) shall be required to be submitted by each Applicant.

2.26.2 The EMD in original shall be placed in an envelope and marked as —EMD— [RFP for Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities at the offices of APEDB] and —Not to be opened except in the presence of evaluation committee. This envelope shall be placed along with the ‘original’ Technical Proposal.

2.26.3 Bids received without the specified Earnest Money Deposit will be summarily rejected.

2.26.4 The Authority will not be liable to pay any interest on Earnest Money Deposit. Bid security of Pre-Qualified but unsuccessful Applicants shall be returned, without any interest, post issuance of the work order to the Selected Applicants or if the selection process is cancelled by the Authority.
The Selected Applicants’ Earnest Money shall be returned, without any interest, after 2 months of issuance of the work order.

2.26.5 The Authority will be entitled to forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to the Authority in regard to the RFP without prejudice to the Authority’s any other right or remedy under the following conditions:

i. If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP;

ii. If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;

iii. In the case of the Selected Applicant, if the Selected Applicant fails to accept the work order within the specified time limit, or

iv. If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to the Authority.

2.27 Performance Bank Guarantee

2.27.1 Successful applicants shall be required to submit a performance bank guarantee of INR 50,00,000 (fifty lakhs) towards performance security. It shall be retained for the duration of the engagement.

2.27.2 Terms of performance bank guarantee shall be discussed and detailed at the time of discussion of the Agreement with the successful Applicants.
3 CRITERIA FOR EVALUATION

3.1 Evaluation of Technical Proposals

3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of Applicant’s experience, its understanding of TOR, proposed methodology and the experience of Key Personnel ("Technical Evaluation"). Only those Applicants whose Technical Proposals get a score of 75 marks or more out of 100 shall qualify (the “Qualified Applicant”) for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score ($S_T$).

3.1.2 The scoring criteria to be used for evaluation shall be as follows:

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Technical Capacity of the Applicant</td>
<td>60</td>
</tr>
<tr>
<td>1.1</td>
<td>The Applicant should have worked on at least 5 (five) Retainer Consultancy Assignments with a Government Agency (Central/State other than Andhra Pradesh) in the last 5 (five) years before PDD, completing at least 12 (twelve) man-months of retainer consultancy per assignment. Value of each assignment should be more than Rs 1 crores. (3 marks per project)</td>
<td>15</td>
</tr>
<tr>
<td>1.2</td>
<td>The Applicant should have worked on at least 5 (five) Retainer Consultancy Assignments with a Government Agency of the state of Andhra Pradesh in the last 4 (four) years before PDD completing at least 12 (twelve) man-months of retainer consultancy per assignment with value of each assignment should be more than Rs 1 crores. (3 marks per project)</td>
<td>15</td>
</tr>
<tr>
<td>1.3</td>
<td>The Applicant should have completed at-least five (5) Development Finance Institution/Multilateral Bank/Official Development Assistance funding agency sponsored assignments such as The World Bank, International Finance Corporation (IFC), United Nations, Asian Development Bank (ADB), KfW, GIZ, JICA, JBIC, Department of International Development (DFID), Asian Infrastructure Investment Bank (AIIB) in India in the last 3 (three) years before PDD. (3 marks per project)</td>
<td>15</td>
</tr>
</tbody>
</table>
1.4 The Applicant should have served as Consultants / Knowledge Partner on at least five (5) projects for any State or National Governments for their investment promotion program, including conduct of Investment Summits, with consulting fees of INR 1 crore for each assignment in the last 5 (five) years before PDD. *(3 marks per project)*

<table>
<thead>
<tr>
<th>2.0</th>
<th>Financial Capacity of the Applicant</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Average annual total turnover of Consultancy Firm in last three financial years of more than Rs. 200 crore and less than Rs. 300 crore.</td>
<td>1</td>
</tr>
<tr>
<td>2.2</td>
<td>Average annual total turnover of Consultancy Firm in last three financial years of more than Rs. 300 crore and less than Rs. 350 crore</td>
<td>3</td>
</tr>
<tr>
<td>2.3</td>
<td>Average annual total turnover of Consultancy Firm in last three financial years of more than Rs. 350 crore</td>
<td>5</td>
</tr>
</tbody>
</table>

3.0 Resource Deployment *(marks to be awarded based on compliance and suitability to requirements)*

<table>
<thead>
<tr>
<th>3.1</th>
<th>Engagement Partner / Director</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Engagement Manager</td>
<td>5</td>
</tr>
<tr>
<td>3.3</td>
<td>Consultant 1</td>
<td>5</td>
</tr>
<tr>
<td>3.4</td>
<td>Consultant 2</td>
<td>5</td>
</tr>
</tbody>
</table>

4.0 Understanding of ToR and proposed methodology

<table>
<thead>
<tr>
<th>4.1</th>
<th>Understanding of Scope of Work</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td>Approach and methodology to be adopted</td>
<td>10</td>
</tr>
</tbody>
</table>

**Grand Total** 100

3.2 Short-listing of Applicants

All the Applicants ranked as aforesaid, shall be short-listed for Financial Evaluation in the second stage. However, if the number of such Qualified Applicants is 3 (three) or less, the Authority may, in its sole discretion, qualify the Applicant(s) whose technical score is less than 70 (seventy) marks; provided that in such an event, the total number of Qualified and short-listed Applicants is less than 3 (three).

3.3 Evaluation of Financial Proposal

3.3.1 In the second stage, the financial evaluation will be carried out as per this Clause 3.3 *(“Financial Evaluation”)*. Each Financial Proposal will be
assigned a financial score ($S_F$).

3.3.2 For financial evaluation, the total cost indicated in the Financial Proposal, excluding Additional Costs, will be considered.

3.3.3 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of Consultancy. The lowest Financial Proposal ($F_M$) will be given a financial score ($S_F$) of 100 points. The financial scores of other Proposals will be computed as follows:

\[
S_F = 100 \times \frac{F_M}{F}
\]

($F =$ amount of Financial Proposal)

3.4 Combined and final evaluation

3.4.1 Proposals will finally be ranked according to their combined technical ($S_T$) and financial ($S_F$) scores as follows:

\[
S = S_T \times T_w + S_F \times F_w
\]

3.4.2 Where $S$ is the combined score, and $T_w$ and $F_w$ are weightages assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively.

3.4.3 The Applicants with top 3 (three) combined scores will be chosen as Selected Applicants for the purpose of this RFP and the Selected Applicants with higher financial bids will be asked to match the lowest financial bid. In case the said Selected Applicants do not agree to match with the lowest financial bid, the Authority can reject the said Selected Applicants and proceed with the Applicants with next highest combined score.

3.4.4 The Selected Applicants will be the first three ranked Applicants (having the highest combined score). The other ranked Applicants shall be kept in Reserve. The Applicants in Reserve shall be invited to enter into Agreement with the Authority in case one or more of the Selected Applicants withdraw(s), or fail(s) to match the lower financial bid as mentioned in Clause on 3.4.3 above or fail(s) to comply with the requirements specified in this RFP, as the case may be. The Authority may select lesser than 3 (three) Selected Applicants, if after due process, it is found that lesser than 3 (three) Applicants have qualified the Selection Process as laid down in this RFP.
4 FRAUD AND CORRUPT PRACTICES

4.1. The Applicants and their respective officers, employees, consultants and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an Agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process.

4.2. Without prejudice to the rights of the Authority under Clause 4.1 hereinabove and the rights and remedies which the Authority may have under the LoA or the Agreement, if an Applicant or any of its Key Personnel, as the case may be, is found by the Authority to have directly or indirectly or through an Agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA or the execution of the Agreement, such Applicant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 5 (five) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through a Consultant, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

4.3. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

(a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;
(b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

(c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;

(d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

(e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.
5 MISCELLANEOUS

6.1 The Selection Process and the Agreement shall be governed by, and construed in accordance with, the laws of India and the Courts of Andhra Pradesh shall have exclusive jurisdiction in respect of all disputes arising under, pursuant to and/or in connection with the Selection Process and the Agreement.

6.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
   a) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
   b) consult with any Applicant in order to receive clarification or further information;
   c) retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Applicant; and/or
   d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.

6.3. It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Authority, its employees, Consultants and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

6.4. All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.

6.5. The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.
SCHEDULE: TERMS OF REFERENCE (TOR)

(See Clause 1.1.5)

SELECTION OF CONSULTANCY FIRMS ON RETAINER BASIS FOR ASSISTING IN INVESTMENT PROMOTION, FACILITATION, EXTERNAL ENGAGEMENT AND OTHER RELATED ACTIVITIES
SCHEDULE: TERMS OF REFERENCE

1. Background
The Government of Andhra Pradesh has a vision to develop the state to be among the three best states of India by 2022, the foremost state in the country by 2029 and a global destination by 2050, with the overall aim of promoting inclusive growth, social well-being and the happiness index. To achieve this vision, the state has to promote accelerated economic development.

The state seeks to achieve double digit growth over a sustained period of time through well planned structural shift of economy to industrial and services sector, which requires considerable investments in various sectors of the urban and rural economy, in particular, the industrial and infrastructural sectors of economy. The fast paced growth in urbanization also requires considerable investment in the urban infrastructure and services for enhancing the value proposition of the cities and towns. In addition, the development of the new Greenfield capital city of Amaravati requires significant investments. The rapid development of rural economy will need sustained interventions to promote the agro based industry in the state.

For achieving the desired goals of all round economic growth and employment generation, a globally competitive investment climate capable of quickly responding to fast changing global economic and technological scenario needs to be established in the state. Towards these ends, the Government, has established the Andhra Pradesh Economic Development Board by way of the Andhra Pradesh Economic Development Board Act, 2018 for strategic planning and policy, investment promotion through engagement with national and international investors, project facilitation, project appraisal, setting up special purpose vehicles, incubating and coordinating futuristic initiatives and other functions and activities as mentioned in the Andhra Pradesh Economic Development Board Act, 2018. It shall also function as a platform for thematic research, for studying futuristic trends of growth and modelling of various schemes for balanced inclusive growth.

2. Scope of Proposal
The Selected Applicants would have to assist the Authority in achieving the following objectives and undertake any other work assigned by the Authority from time to time during the Period of Consultancy and submit the deliverables accordingly:–

(A) Strategic Planning and Policy
   a. Assist the Authority in conducting strategic analysis of national and global development trends and identifying strategies that would facilitate creation and management of an ecosystem for sustainable high growth trajectory.
   b. Assist the Authority in providing a platform for bringing leading national and international business leaders, economists, academicians and knowledge leaders to advise the Government.
c. Assist the Authority in creating Knowledge Bank for strategic planning, policy analysis, data analytics and action-research essential for sustaining high rates of growth and successful completion within the committed timelines with focus on investment flows, their efficacy in terms of value addition, employment generation and wealth creation.

d. Assist the Authority in securing policy and programmatic integration and co-ordinating preparation and prioritisation of pipeline of projects related to economic sectors like infrastructure, industrial development, energy, information and communication technologies, tourism, skill development, higher education, technical education etc.,

e. Assist the Authority in identifying potential sources of financing and facilitation of early launch and accelerated execution of projects.

f. Assist the Authority in working through various departments and ensure alignment of state policies with the existing and emerging policies at the centre.

(B) Investment Promotion & Project Facilitation

a. Assist the Authority in facilitating investments in the state and in becoming one-stop shop and a single point interface for all investors seeking opportunities in Andhra Pradesh and acting as a dynamic interface between the external world of investors and the Authority, government agencies and departments.

b. Assist the Authority in promoting Andhra Pradesh as the ideal investment destination through various means including conducting road shows, meetings, seminars and programmes, advertisement, printing promotional material, dissemination of information etc., in India and abroad, in coordination with the concerned departments.

c. Assist the Authority in providing hand holding services to the entrepreneurs throughout their investment process in the State, with a view to facilitate ease of doing business in the State.

d. Assist the Authority in proactively market projects to investors and facilitate their approval by the regulatory authorities.

e. Assist the Authority in creating an internal Investment Friendliness Standard for the departments (along the lines of ‘EASE OF DOING BUSINESS’), through a combination of process indicators and investor surveys.

f. Assist the Authority in drafting memorandum of understanding, agreements etc., on behalf of the Government for promoting investments into the state and for attaining other objectives of the Board.

(C) External Engagement with National/International Investors and Other Governments
a. Formulate and execute an annual Investment strategy and business plan for attracting investments from new geographies /key partner countries to Andhra Pradesh.

b. Assist the Authority in providing one-stop interface for all investors – sector wise & infrastructure wise & the enabling the Authority to act as a single point interface between investors and the government departments.

c. Assist the Authority in facilitating the implementation of comprehensive set of measures to improve the ease of doing business with time-bound and transparent resolution of issues during the project execution and commissioning phases.

d. Assist the Authority in facilitating effective inter-departmental co-ordination for multi-sector investments aiming for higher returns and predictable project completion timelines, including but not limited to industrial corridors, growth nodes, capital city development, etc.

e. Assist the Authority in catalysing effective knowledge management and technology transfer essential for innovation, entrepreneurial development and economic growth.

f. Assist the Authority in providing one-stop interface for all external engagements with foreign governments or investment related issues with the Government of India.

g. Assist the Authority in monitoring priority projects of the Government and provide timely feedback required for corrective action.

(D) Project Appraisal

a. Assist the Authority in creating a robust institutional apparatus that would inspire the confidence of national and international investors through uniform, fair and transparent appraisal and promotion procedures and consistent assessment and support during the execution phases of the projects.

b. Assist the Authority in identifying priority projects for Public-Private Partnership conduct techno-economic appraisal of major projects and provide appropriate advice to the Government on all aspects of PPP project approval, execution and monitoring.

(E) Financial Resource Mobilization

a. Assist the Authority in mobilization of resources (financial, knowledge and intellectual capital) required for sustaining high growth momentum - internal, multilateral bodies, private sector, PPP, institutional and retail investors and diaspora – in alignment with the departmental strategies through various means, including by setting up of Special Purpose Vehicles (SPVs).

b. Assist the Authority in enabling high-yielding investments and high efficiency levels through synergies and coordination with multiple stakeholders.
c. Assist the Authority in administering Investment Facilitation Fund; Innovation Fund; Viability Gap Fund; Project Development Fund, Capacity Development Fund etc.

d. Assist the Authority in mobilising Corporate Social Responsibility (CSR) resources in harmony with the government’s overall development strategy.

(F) **Setting up Special Purpose Vehicles**

a. Assist the Authority in coordinating and facilitating establishment of SPVs involving multi departmental functions – Industrial corridors, Financial Services, Capital City, Smart Cities, Science Centres, Educational and Research Centres etc., as well as those required for soft infrastructure and ecosystem development.

b. Assist the Authority in promotion of Venture Funds and other investment strategies to encourage private investments in industrial development and economic activities, either directly or in association with national and international concerns / institutions engaged in operation of venture funds, investment funds and other funds.

(G) **Any other functions assigned by the Authority:**

a. The Consultants have to carry out any other function as directed by the Authority from time to time, with a view to bring about the accelerated economic development of the State.

3. **Team Composition**

The Applicant shall propose key personnel for the following mandatory positions:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Position</th>
<th>Number of Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Engagement Partner / Director (2 days per month) (However, to be available as and when required)</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Engagement Manager (100% time)</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Consultants (100% time)</td>
<td>2</td>
</tr>
</tbody>
</table>

4. **Payment Schedule**

The payments will be made to the successful Consultant Firms after completion of every month on submission of, a monthly report of deliverables submitted to the Authority for that particular month, time and attendance statement for that particular month and invoice (in duplicate), by the said Consultant Firms.

5. **Period of Consultancy**

The period of Consultancy (the “**Period of Consultancy**”) will be for a period of 24 (twenty four) months from the commencement of services as indicated in Clause 2.24 of this RFP. An escalation of upto 5% will be provided at the end of 12 months. The Authority may choose to extend the services beyond the above
mentioned period of 24 months based on mutual agreement with successful Applicants, not exceeding another 12 months.

6. Availability of Consultancy Team

6.1 The Consultancy Team shall be available at the offices of the Authority (as required by the Authority) on all the working days of the Government of Andhra Pradesh, and on public holidays also as and when necessary as required by the Authority. This is necessary since the Consultancy Team needs to support the Authority continuously throughout the period of the consultancy. The attendance of the personnel will be monitored by the Authority. All the personnel of the Consultancy Team shall necessarily put in not less than 22 working days in any calendar month.

7. Replacement of the personnel

The Authority may allow the Applicants to replace the personnel deployed with prior notice of at least 15 (fifteen) days. It may be noted that the Authority may also require the Applicant to replace any of the personnel deployed by said Applicant. The Consultancy Firm shall propose 3 (three) names for replacement duly furnishing the qualifications and experience of the said personnel. The said qualifications and experience shall be as provided at the time of submission of RFP. The Authority will have the option of choosing from amongst them after due interaction, if considered necessary by the Authority and at the cost of the Consultancy Firm.

8. Meetings

8.1 The Authority may review any or all the Key Personnel of the Consultancy Firm, any or all of the documents, and advice forming part of the Consultancy, in meetings and conferences which will be held by the Authority.

8.2 The Project Lead and/or respective personnel shall be available as required by the Authority and make formal presentations to the Authority on the work done. They shall be available for periodic/regular review, as required by the Authority.

8.3 The Authority may, in its discretion, require any of the Key Personnel from the Consultancy Firm to participate in any meetings/conferences/seminars.
APPENDICES
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Reference in RFP</th>
<th>Status (Submitted/Not Submitted)</th>
<th>Comments (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Proposal Processing Fee</td>
<td>Clause 1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Earnest Money Deposit</td>
<td>Clause 2.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Technical Proposal Response Checklist</td>
<td>Clause 2.19.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Photocopy of the Certificate of Incorporation and PAN Card of the Applicant</td>
<td>Clause 2.2.2 [E]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Letter of Proposal</td>
<td>Form-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Particulars of the Applicant</td>
<td>Form-2</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Statement of Legal Capacity</td>
<td>Form-3</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Power of Attorney for the Authorized Signatory</td>
<td>Form-4</td>
<td></td>
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</tr>
<tr>
<td>9.</td>
<td>Financial Capacity of the Applicant</td>
<td>Form-5</td>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td>Particulars of Key Personnel</td>
<td>Form-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Proposed Methodology and Work Plan</td>
<td>Form-7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Abstract of Assignments of the Applicant for Conditions of Eligibility and Technical Evaluation</td>
<td>Form-8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Assignments of Applicant for Conditions of Eligibility (Technical Capacity) and Technical Evaluation</td>
<td>Form-9</td>
<td></td>
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</tr>
<tr>
<td>14.</td>
<td>Curriculum Vitae (CV) of Key Personnel</td>
<td>Form-10</td>
<td></td>
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<tr>
<td>15.</td>
<td>Soft copy of the Technical Proposal</td>
<td>Clause 2.13.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX – I: TECHNICAL PROPOSAL

Form-1: Letter of Proposal

(On Applicant’s letter head)

(Date and Reference)

To

Administrative Officer,
Andhra Pradesh Economic Development Board,
Lake View House, Raj Bhavan Road,
Hyderabad-500082 India

Sub: Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities

Dear Sir,

With reference to your RFP Document dated ............... , I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities. The proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.

2. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.

3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

4. I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

6. I/We declare that:
   a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
b) I/We do not have any conflict of interest in accordance with provisions of the RFP Document;

c) I/We have not directly or indirectly or through an Consultant engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in applicable provisions of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant Firms, without incurring any liability to the Applicants in accordance with the applications provisions of the RFP document.

8. I/We certify that in regard to matters other than security and integrity of the country, we or any of our associates or key personnel or consultants have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

9. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

10. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.

11. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/or the Government of India] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.

12. The Proposal Processing Fee of Rs. 10,000 (Rupees Ten Thousand Rupees) in the form of a Demand Draft is also attached, in accordance with the RFP document.

13. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

14. I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Proposal Due Date specified in the RFP.
15. A Power of Attorney in favour of the Authorized Signatory to sign and submit this Proposal and documents is attached herewith in Form-4.

16. I/We have studied RFP and all other documents carefully. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

17. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Proposal which shall be binding on us.

18. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)
(Name and seal of the Applicant)
## Form-2: Particulars of the Applicant

| 1.1 | **Title of Consultancy:** Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities |
| 1.2 | **State whether applying as Sole Firm:** |
| 1.3 | **State the following:** |
|   | • Name of Company or Firm: |
|   | • Legal status (e.g. incorporated private company, unincorporated business, partnership etc.): |
|   | • Country of incorporation: |
|   | • Registered office address: |
|   | • Particulars of all offices in foreign countries: |
|   | • Year of Incorporation: |
|   | • PAN No.: |
|   | • GST No.: |
|   | • Principal place of business: |
|   | • Brief description of the Company including details of its main lines of business: |
|   | • Name, designation, address and phone numbers of Authorized Signatory of the Applicant: |
|     |   • Name: |
|     |   • Designation: |
|     |   • Company: |
|     |   • Address: |
|     |   • Phone No.: |
|     |   • Fax No.: |
|     |   • E-mail address: |
| 1.4 | **For the Applicant, state the following information:** |
| (i) | Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last three years? **Yes/No** |
| (ii) | Has the Applicant/Member ever failed to complete any work awarded to it by any public authority/entity in last five years? **Yes/No** |
(iii) Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years?

Yes/No

(iv) Has the Applicant or any of its members suffered bankruptcy/insolvency in the last five years?

Yes/No

**Note:** If answer to any of the questions at (i) to (iv) is yes, the Applicant is not eligible for this Consultancy.

1.5 Does the Applicant’s firm/company combine functions as a consultant or adviser along with the functions as a contractor and/or a manufacturer?

Yes/No

If yes, does the Applicant agree to limit the Applicant's role only to that of a consultant/adviser to the Authority and to disqualify themselves, their Associates/affiliates, subsidiaries and/or parent organization subsequently from work on this Project in any other capacity?

Yes/No

1.8 Does the Applicant’s firm intend to borrow or hire temporarily, personnel from contractors, manufacturers or suppliers for performance of the Consulting Services?

Yes/No

If yes, does the Applicant agree that it will only be acceptable as Consultant, if those contractors, manufacturers and suppliers disqualify themselves from subsequent execution of work on this Project (including tendering relating to any goods or services for any other part of the Project) other than that of the Consultant?

Yes/No

If yes, have any undertakings been obtained (and annexed) from such contractors, manufacturers, etc. that they agree to disqualify themselves from subsequent execution of work on this Project and they agree to limit their role to that of consultant/adviser for the Authority only?

Yes/No

(Signature, name and designation of the Authorized Signatory)

For and on behalf of ........................................
Form-3: Statement of Legal Capacity
(To be forwarded on the letter head of the Applicant)

Ref. Date:
To,
Administrative Officer,
Andhra Pradesh Economic Development Board,
Lake View House, Raj Bhavan Road,
Hyderabad-500082 India

Dear Sir,

Sub: Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities

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

I/We have agreed that ..................... (insert individual’s name) will act as our Authorized Signatory/ will act as the Authorized Signatory on our behalf and has been duly authorized to submit our Proposal. Further, the Authorized Signatory is vested with requisite powers to furnish such Proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory) For and on behalf of.....................
Form-4: Power of Attorney for the Authorized Signatory

Know all men by these presents, we, ............................................... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms................................................................... son/daughter/wife and presently residing at .............................................., who is presently employed with us and holding the position of ...................... as our true and lawful attorney (hereinafter referred to as the "Authorized Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities proposed by the Andhra Pradesh Economic Development Board (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all agreements and undertakings consequent to acceptance of our Proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

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

IN WITNESS WHEREOF WE, ....................... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ................. DAY OF ..................., 2019

For ..........................................................

(Signature, name, designation and address)

Witnesses:
1.
2.

Notarised

Accepted

..........................................................

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

Notes:
The mode of execution of the Power of Attorney shall be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same shall be under common seal affixed in accordance with the required procedure. The Power of Attorney shall be executed on a non-judicial stamp paper of ₹ 100 (one hundred) and duly notarized by a notary public.

Wherever required, the Applicant shall submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Apostille certificate.
## Form-5: Financial Capacity of the Applicant

<table>
<thead>
<tr>
<th>Particulars</th>
<th>FY2016-17</th>
<th>FY2015-16</th>
<th>FY2014-15</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INR Crores or US$ million</td>
<td>INR Crores or US$ million</td>
<td>INR Crores or US$ million</td>
<td>INR Crores or US$ million</td>
</tr>
<tr>
<td>Overall Total Turnover:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certificate from the Statutory Auditor**

This is to certify that ...............(name of the Applicant) has an Annual Total Turnover shown above against the respective Financial Years.

Name of the auditor:

Seal of the auditor:

Date:

(Signature, name and designation of the **Authorized Signatory of the Statutory Auditor**)

### Note:

1.) Please do not attach any printed Annual Financial Statements.
2.) The certificate from the Statutory Auditor should clearly specify the Annual Total Turnover.
3.) In case the annual accounts for the latest financial year are not audited and therefore the Applicant cannot make it available, the Applicant shall provide the Annual Total Turnover for 3 (three) financial years preceding the penultimate financial year of PDD.

---

1 In case the Applicant does not have a Statutory Auditor, it shall provide the certificate from its Chartered Accountant that ordinarily audits the annual accounts of the Applicant.
Form-6: Particulars of Key Personnel

<table>
<thead>
<tr>
<th>Position of Key Personnel as per the Clause 2.1.4 of the RFP</th>
<th>Name</th>
<th>Education Qualification</th>
<th>Length of Professional Experience (years)</th>
<th>Present Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement Partners/ Directors</td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>Engagement Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form-7: Proposed Approach and Methodology

The proposed methodology and work plan shall not exceed 20 (twenty) pages and shall be described as follows:

1. Clear understanding of the investment landscape in Andhra Pradesh covering policy landscape, investment promotion, challenges and future plan for industrial development (not exceeding 3 (three) pages).
2. Approach and Methodology for carrying out this assignment, outlining its approach toward achieving each of the objectives laid down in the TOR with elements covering those mentioned in Schedule: Terms of Reference. The Applicant shall submit a brief write up on its Key Personnel and their organization to deliver the Consultancy.
3. The Applicant will be required to make a presentation during the process of evaluation of the Technical Proposal. The Presentation must cover implementation approach & methodology, Key Personnel, relevant experience, etc. The date, time and venue of the presentation will be intimated individually at a later date.
APPENDIX-I

Form-8: Abstract of Assignments of the Applicant for Conditions of Eligibility (Technical Capacity) and Technical Evaluation

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of assignment</th>
<th>Name of Client</th>
<th>Central/State Govt./DFI #</th>
<th>Total Man-months as Retainer Consultant</th>
<th>Professional Fee Charged (INR Crore)</th>
<th>Period of assignment (YYYY - YYYY)</th>
<th>Remarks if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#Development Finance Institution/Multilateral Bank/Official Development Assistance funding agency such as The World Bank, International Finance Corporation (IFC), United Nations, Asian Development Bank (ADB), KfW, GIZ, JICA, JBIC, Department of International Development Bank (DFID), Asian Infrastructure Investment Bank (AIIB)

The Applicant shall provide details of only those projects that have been undertaken by it under its own name. Applicant shall provide the following details/documentary proof for the evaluation:

a. Copy of Work Order/Contract/Agreement received/entered into from/with the client
b. Copy of Letter of Intent (LoI)/ Letter of Award (LoA) received from the client
c. Professional Fee received for the assignment as certified by Statutory Auditor

d. Completion Certificates received from the Client or completion of assignment certified by Statutory Auditor (if available)

*The names and chronology of Eligible Assignments included here should conform to the assignment wise details submitted in Form-9 of Appendix-1

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2 The Applicant should provide details of only those Eligible Assignments that have been undertaken by it under its own name

3 In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.
**Note:** The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.
**Form-9: Assignments of Applicant for Conditions of Eligibility (Technical Capacity) and Technical Evaluation**

<table>
<thead>
<tr>
<th>Category*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Name:</td>
</tr>
<tr>
<td>Location within Country:</td>
</tr>
<tr>
<td>Name of Client:</td>
</tr>
<tr>
<td>Address of Client:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Name of Associated Consultants, if any</td>
</tr>
<tr>
<td>Name of Senior Staff involved and functions performed:</td>
</tr>
<tr>
<td>Detailed Narrative Description of Project:</td>
</tr>
<tr>
<td>Description of actual services provided by your staff:</td>
</tr>
</tbody>
</table>

*Please define the category of assignment as per Clause 2.2.2(A).*

**Notes:**

1. Use separate sheet for each Eligible Assignment.
2. The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.
3. Exchange rate for conversion of US$ shall be as per Clause 1.8.
APPENDIX-I

Form-10: Curriculum Vitae (CV) of Key Personnel

1. Proposed position:
2. Name of Firm:
3. Name of Personnel:
4. Date of Birth:
5. Nationality:
6. Educational qualifications:
   (With degree, institution and year of completion)
7. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
8. Employment record:
   (Starting with present position, list in reverse order every employment held by staff member since graduation and tenure)
9. Work undertaken that best illustrates relevant experience and capability to handle the tasks assigned:

<table>
<thead>
<tr>
<th>Name of project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of client</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Main project features</td>
</tr>
<tr>
<td>Activities performed</td>
</tr>
<tr>
<td>Position held</td>
</tr>
</tbody>
</table>

Certification:

10. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

Place..............................  (Signature and name of the Key Personnel)

(Signature and name of the Authorized Signatory of the Applicant)

Notes:
1. Use separate form for each Key Personnel
2. The names and chronology of assignments included here should conform to the assignment-wise details submitted in Form-9 of Appendix-I.
3. CV shall be signed by both the Key Personnel concerned and by the Authorized Signatory of the Applicant.
APPENDIX – II: FINANCIAL PROPOSAL

Financial Proposal

(On Applicant’s letter head)

(Date and Reference)

To,
Administrative Officer,
Andhra Pradesh Economic Development Board,
Lake View House, Raj Bhavan Road,
Hyderabad-500082 India

Dear Sir/Madam,

Sub: Selection of consultancy firms on retainer basis for assisting in investment promotion, facilitation, external engagement and other related activities

We offer to provide the above mentioned retainer consultancy services as provided below.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Number of resources</th>
<th>Availability</th>
<th>Rate per man-month (INR)</th>
<th>Total cost per man-month (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(B) * (C) * (D)</td>
</tr>
<tr>
<td>Engagement Manager</td>
<td>1</td>
<td>100% time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant</td>
<td>(Indicate cost per consultant and then quote then total cost)</td>
<td>2</td>
<td>100% time</td>
<td></td>
</tr>
</tbody>
</table>

Total cost per month (except GST*)

*GST will be as per prevailing law

Additional resources

<table>
<thead>
<tr>
<th>Additional Resource</th>
<th>Man-month rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement Partner / Directors</td>
<td></td>
</tr>
</tbody>
</table>
Note:

1. All resources to be deployed by Selected Applicants shall work in the designated APEDB offices during all APEDB office working days in a month which is mandatory irrespective of above man- days charged.

2. The Selected Applicant shall deploy additional resources (Engagement Manager and Consultant) if required by the Authority with the same terms and conditions of engagement and man-month rates as quoted in financial proposal.

3. The aforesaid fee payable to the Consultant Firm will cover the costs of all local travel, telephone/fax, etc. No additional charges in respect thereof will be due or payable.

4. All other charges are considered to have been included in the above fee, except applicable taxes (GST etc.)

5. The payments will be made to the Consultant Firm as per provisions under the Terms of Reference in this RFP.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)