Request for Proposal

For

Selection of Professional Consulting Agency to provide Advisory services for Investment Promotion, Investment Tracking, and Program Management for Industries and Commerce Department, Government of Andhra Pradesh

(Bid Due date 31.05.2018)

Mode of Selection: Quality and Cost Based Selection (QCBS)
### Request for Proposal – Key dates

**Tender Notice No. DOI-20/3/2017-PLG & ACC-DOI Dt.16.05.2018**

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<th>No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of the consultancy assignment</td>
<td><strong>Selection of Knowledge Partner to provide Advisory services for Investment Promotion &amp; Investment Tracking to Industries and Commerce department, Govt. of Andhra Pradesh</strong></td>
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<td>2</td>
<td>RFP Issue Date</td>
<td><strong>10.00 AM, 16.05.2018(Wednesday)</strong></td>
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<td>3</td>
<td>Submission of clarifications</td>
<td><strong>Clarifications on RFP to be submitted to <a href="mailto:svgiridhararao@gmail.com">svgiridhararao@gmail.com</a> latest by 19.05.2018</strong></td>
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<td>4</td>
<td>Pre-Bid Date</td>
<td><strong>11.00 AM, 21.05.2018</strong></td>
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<td>5</td>
<td>Last date &amp; time for submission of Proposal (Bid Due Date) (BDD)</td>
<td><strong>03.00 PM, 31.05.2018</strong></td>
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<td>6</td>
<td>Date &amp; time for opening of Part I Pre-qualification and Technical Proposal</td>
<td><strong>4.00 PM, 31.05.2018</strong></td>
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<td>7</td>
<td>Date and Time of opening of Part II Financial proposal</td>
<td><strong>4.00 PM, 07.06.2018</strong></td>
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<td>8</td>
<td>Proposal Processing Fee (Non Refundable)</td>
<td><strong>INR 10,000 (INR Ten thousand only) in the form of DD in favour of “Commissioner of Industries &amp; Commerce Department, Government of Andhra Pradesh” payable at Vijayawada</strong></td>
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<td>9</td>
<td>Earnest Money Deposit (Refundable)</td>
<td><strong>INR 5,00,000 (INR Five Lakhs only) in the form of DD in favor of “Commissioner of Industries &amp; Commerce Department, Government of Andhra Pradesh” payable at Vijayawada</strong></td>
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<td>10</td>
<td>Performance Bank Guarantee</td>
<td><strong>INR 50,00,000 (INR fifty Lakhs only) in the form of performance bank guarantee in</strong></td>
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favor of “Commissioner of Industries & Commerce Department, Government of Andhra Pradesh” payable at Vijayawada to be submitted by the selected bidder.

**Note:** Validity of Proposal shall be 60 days from the Bid Due Date (BDD)

**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 Department 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 invitation by the Department to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Department in relation to the Consultancy. Such assumptions, assessments and statements do not support 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 Department, 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 Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Department, 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 Department 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 Department 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 Department is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Department reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

Time and Quality is of essence. The Department reserves the right to go ahead with the bid process in case of single bidder. It is also not bound to accept the lowest financial offer and may negotiate with the most technically qualified bidder.

The Applicant shall bear all its 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 Department 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 Department 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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Introduction

1.1 Background

1.1.1 Andhra Pradesh envisions itself to be a globally competitive State and accordingly has embarked on the journey to become the economic engine of the country by targeting double digit growth. The State is working towards its vision on a mission mode based approach.

1.1.2 It is now planned to take priority sector based investment promotion approach to sustain and speed up the economic growth of the state. The state intends to further sharpen and retain its existing competitive advantage and wants to identify new growth and investment opportunities, initiatives, projects and programs to enhance employment to its broad human base.

1.1.3 In line with the aforementioned objective, Commissioner of Industries & Commerce, Government of Andhra Pradesh (hereinafter referred to as ‘The Department’) invites bids from eligible professional consulting agencies (hereinafter referred to as ‘Applicants’) to provide “Investment Promotion, Investment Tracking and Program Management Advisory Services to Industries and Commerce Department (hereinafter referred to as ‘Department’), Govt. of Andhra Pradesh”

1.1.4 The applicants will provide the services in accordance with the Terms of Reference of this RFP (Request for Proposal). The scope of work can be expanded/reduced as required with consequent increase or decrease in number of resources as per the rates discovered through this RFP.

1.2 Request for Proposal

1.2.1 The Department invites bids for engaging professional consulting agency for providing “Investment Promotion, Investment Tracking, and Program Management Advisory Services for Industries and Commerce Department“ through an open competitive
bidding process in accordance with the procedure set out herein. The details on the scope of services are provided in the Terms of Reference (TOR) of this RFP.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the bids. Written queries can be sent to the department by date and time specified in this RFP.

1.4 Validity of the Bids

The Proposal shall be valid for a period of 60 days from the Bid Due Date (the “BDD”). In exceptional circumstances, prior to the expiry of the original proposal validity period, the department may request applicants to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, applicants will not be permitted to modify their bids submitted already.

1.5 Consultancy period

The Applicant will be required to provide services for a period of 24 months. An escalation of upto 5% will be provided at the end of 12 months. The Department may choose to extend the services beyond the 24-month based on mutual agreement with successful Applicant, not exceeding another 12 months.

(* The escalation will be on the basis of person to person for all key personnel, based on the performance to the satisfaction of the Department as decided by the department person-wise.)

1.6 Brief Description of Selection Process

1.6.1 The Department has adopted a two stage selection process (collectively the “Selection Process”) in evaluating the bids comprising technical and financial bids to be submitted in 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 applicants shall be prepared. In the second stage, a financial evaluation will be carried out as specified in this RFP. The Financial Proposal of the eligible and technically qualified bids will only be opened for consideration under QCBS evaluation. Bids will finally be ranked according to their combined technical and financial scores as specified in Section 2.22 of RFP (Quality and Cost Based System (QCBS) of evaluation in the ratio of 70:30 (70% technical and 30% financial)). The first ranked Applicant shall
be selected for negotiation (the “Selected Applicant”) while the second ranked Applicant will be kept in reserve.

1.6.2 The Proposal evaluation process is detailed in this RFP. The details of eligibility criteria (experience and financial) are provided in Section 2.22 of this RFP.

1.7 Currency for payment
1.7.1 All payments to the Applicant shall be made in INR in accordance with the provisions of this RFP.

1.8 Schedule of Selection Process
The department would endeavor to adhere to the key dates as provided in the beginning of the RFP.

1.9 Communications
1.9.1 All communications including the submission of Proposal should be addressed to:
Commissioner of Industries & Commerce Department
Address: First Floor, Government Regional Printing Press Buildings, Mutyalampadu, Vijayawada - 520011
Phone No. : 0866-2530775, 9640063145
Email: svgiridhararao@gmail.com

1.9.2 The Official Website of the department is: http://www.apindustries.gov.in

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

SELECTION OF PROFESSIONAL CONSULTING AGENCY TO PROVIDE INVESTMENT PROMOTION, INVESTMENT TRACKING, AND PROGRAM MANAGEMENT ADVISORY SERVICES TO INDUSTRIES AND COMMERCE DEPARTMENT, GOVT. OF ANDHRA PRADESH
Instructions to Applicants

2.1 Scope of the Bid

2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. Any firm / company that has necessary requisite experience and capabilities required for undertaking this assignment, can participate in the Selection Process in response to this RFP. The manner in which the Proposal is required to be submitted, the manner it is evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the department 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 and that the department’s decisions are final and binding without any right of appeal whatsoever.

2.1.3 The Applicant shall submit its bids in the form and manner specified in this Section of the RFP. The Technical bid shall be submitted in the forms at Appendix-I and the Financial bid shall be submitted in the form at Appendix-II.

2.2 Eligibility of Applicants – Pre-qualification Criteria

2.2.1 Applicants must read carefully the pre-qualification criteria provided herein. Bids of only those Applicants who satisfy the pre-qualification criteria will be considered for technical evaluation.

2.2.2 To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following the pre-qualification criteria:

i. Consulting Agency/ Applicant should be a registered firm/company/partnership with at least 3 years of presence in India.

ii. Any entity which has been barred by the Central Government or State Government in the last 3 years for poor performance or unfair practices will not be eligible to bid. Additionally 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 Department 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.

iii. Consulting Agency must have consulting services revenue of \textbf{Rs. 100 Crore} and above in the last three financial years (2014-15, 2015-16 and 2016-17). This should exclude any sale/supply of equipment/product/software, etc (A certificate from Chartered Accountant should be submitted).

iv. Consulting Agency / Applicant must have experience in Investment Promotion and Program Management in Industries sector for minimum of 2 States in India in the last three (3 years)

v. The agency must have earned profits and paid income tax in the preceding two years.

2.2.3 The Applicant should submit a Power of Attorney as per the format in Appendix-I; provided,

2.2.4 While submitting a Proposal, the Applicant should 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/relevant information.

2.3 \textbf{Number of Bids}

No Applicant or its Associate shall submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application.

2.4 \textbf{Cost of Bids}

The Applicants shall be responsible for all of the costs associated with the preparation of their bids and their participation in the Selection Process including subsequent negotiation, visits to the department, etc. Industries & Commerce Department will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.5 \textbf{Visit to the Department and verification of information}

Applicants are encouraged to submit their respective bids after visiting the Commissionerate of Industries & Commerce, Government of Andhra Pradesh and ascertaining for themselves the availability of any relevant documents and other data,
Applicable Laws and regulations or any other matter considered relevant for the preparation of the bids.

2.6 **Acknowledgement by Applicant**

2.6.1 It shall be deemed that by submitting the bids, the Applicant has:

i. made a complete and careful examination of the RFP;
ii. received all relevant information requested from the department;
iii. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the department as per Clause 2.5;
iv. satisfied itself about all matters, things and information, including matters referred to in Clause 2.5 herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
v. acknowledged that it does not have a Conflict of Interest; and
vi. agreed to be bound by the undertaking provided by it under and in terms hereof.

2.6.2 Department shall not be liable for any omission, mistake or error 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 in this RFP.

2.7 **Right to reject any or all Bids**

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

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

i. at any time, a material misrepresentation is made or discovered, or
ii. the Applicant does not provide, within the time specified, the supplemental information sought for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the bids have been opened and the highest ranking Applicant gets disqualified / rejected, then department reserves the right to
consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the department, including annulment of the Selection Process.

2.8 Contents of the RFP

2.8.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued:

Request for Proposal

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

Schedules

1. Schedule 1 – Terms of Reference

Appendices

1. Schedule 1 – Technical Proposal
2. Schedule 2 – Financial Proposal

2.9 Clarifications

2.9.1 Applicants requiring any clarification on the RFP may send their queries in writing (email) before as mentioned in the key dates in the beginning of the RFP. The department shall endeavour to respond to all queries before 3 days of the submission date. Replies to all such queries shall be posted on the Official Website without identifying the source of queries.

2.9.2 Department reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.9 shall be construed as an obligation to respond to any question or to provide any clarification.

2.10 Pre-Bid Meeting

Pre-Bid Meeting shall be conducted as per the schedule provided in this RFP.
2.11 Amendment of RFP

2.11.1 At any time prior to the deadline for submission of Proposal, the department 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.

2.11.2 All such amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.

2.11.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the department may, in its sole discretion, extend the BDD.

2.12 Language

Bids with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on 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 must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.
2.13 Format and signing of Proposal

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

2.13.2 Department shall prepare one original set of the 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 copies, the original shall prevail.

2.13.3 The Proposal, and its copy, shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal.

2.13.4 Applicants should note the BDD, as specified in Clause 1.8, for submission of Bids. Except as specifically provided in this RFP, no supplementary material will be entertained, and that evaluation will be carried out only on the basis of Documents received by the closing time of BDD as specified in Clause 2.17.1. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.
2.14 Earnest Money Deposit

2.14.1 An Earnest Money Deposit (EMD) in the form of a Demand Draft, from a scheduled Indian Bank in favor of Commissioner of Industries & Commerce, Government of Andhra Pradesh, payable at Vijayawada, for the sum of Rs 5,00,000/- (Rupees five Lakhs Only) shall be required to be submitted by each Applicant.

2.14.2 The EMD in original shall be placed in an envelope and marked as —EMD– [RFP for Selection of Professional Consulting Agency to provide Investment Promotion, Investment Tracking and Program Management Advisory Services to Industries and Commerce Department, Govt. of Andhra Pradesh] and —Not to be opened except in the presence of evaluation committee. This envelope shall be placed along with the ‘original’ Technical Proposal.

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

2.14.4 Department 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 Applicant or if the selection process is cancelled by Client. The selected Applicants’ Earnest Money shall be returned, without any interest, after 2 months of issuance of the work order.

2.14.5 Department will be entitled to forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to Department in regard to the RFP without prejudice to Department’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 Client.
2.15 **Performance Bank Guarantee**

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

2.15.2 Terms of performance bank guarantee shall be discussed and detail at the time of contract discussion.

2.16 **Technical Proposal**

2.16.1 Applicants shall submit the technical proposal in the formats at Appendix-I (the “Technical Proposal”).

2.16.2 While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

i. all forms are submitted in the prescribed formats and signed by the prescribed signatories;
ii. CVs of all Key Personnel have been included;
iii. key Personnel have been proposed in line with Conditions of Eligibility for key personnel
iv. no alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
v. the CVs have been recently signed and dated, by the respective Personnel and countersigned by the authorized representative of Applicant;
vi. the CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
vii. Key Personnel proposed have good working knowledge of English language;
viii. Key Personnel would be available for the period indicated in the TOR;
ix. Bid Processing Fee: Demand Draft of Rs. 10,000/- (inclusive of all taxes) in favor of Commissioner of Industries & Commerce Department, Government of Andhra Pradesh to be accompanied

2.16.3 Failure to comply with the requirements spelt out in this Clause 2.16 shall make the Proposal liable to be rejected.
2.16.4 If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment for a period of 3 (three) years. The award of this Consultancy to the Applicant will also be liable to cancellation in such an event.

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

2.16.6 The proposed team shall include experts and specialists (the “Key Personnel”) in their respective areas of expertise such that the Consultant should be able to complete the Consultancy within the specified time schedule. The CV of each Key Personnel should be submitted in the format in Appendix-I.

2.16.7 Department 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 Department to undertake such verification shall not relieve the Applicant of its obligations or liabilities here under nor will it affect any rights of Department there under.

2.16.8 In case it is found during the evaluation or at any time before issuance of LOA or after its issuance, that one or more of the eligibility conditions 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 by issue of the LOA and if the Selected Applicant has already been issued the LOA, 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 Department without Department being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case maybe.
2.17 Financial Proposal

2.17.1 Applicants shall submit the financial proposal in the format at Appendix-II (the “Financial Proposal”) clearly indicating the cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant’s authorized representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

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

i. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, air fare, 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 GST. GST shall be excluded from the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

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

2.18 Submission of Proposal

2.18.1 The Applicants shall submit the Proposal in a bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of this RFP.

2.18.2 The Proposal will be sealed in an outer envelope which will bear the address of DEPARTMENT, Consultancy name as indicated at Clause 1.9.1 and 1.9.2 and the name and address of the Applicant. It shall bear on top, the following:

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

If the envelope is not sealed and marked as instructed above, DEPARTMENT 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.
2.18.3 The aforesaid outer envelope will contain two separate sealed envelopes, one clearly marked ‘Technical Proposal’ and the other clearly marked ‘Financial Proposal’. The envelope marked “Technical Proposal” shall contain the Application in the prescribed formats in Appendix I and supporting documents. The envelope marked “Financial Proposal” shall contain the financial proposal in the prescribed format at Appendix-II.

2.18.4 Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the Technical Proposal and Financial Proposal must be numbered and initialed by the person signing the Proposal.

2.18.5 The completed Proposal must be delivered on or before the specified time on BDD. Bids submitted by fax, telex, telegram or e-mail shall not be entertained.

2.18.6 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 should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.

2.18.7 The rates quoted shall be firm throughout the period of performance of the assignment.

2.19 Bid Due Date

2.19.1 Bids should be submitted on the BDD specified at Clause 1.8 the address provided in Clause 1.9 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.

2.19.2 The department may, in its sole discretion, extend the BDD by issuing an Addendum in accordance with Clause 2.11 uniformly for all Applicants.

2.20 Late Bids

Bids received by DEPARTMENT after the specified time on BDD shall not be eligible for consideration and shall be summarily rejected.
### 2.21 Modification/ substitution/ withdrawal of Bids

2.21.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by DEPARTMENT prior to BDD. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the BDD.

2.21.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.18, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

2.21.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the BDD, unless the same has been expressly sought for by DEPARTMENT, shall be disregarded.

### 2.22 Evaluation of Bids

2.22.1 DEPARTMENT shall open the Bids on the date & time specified in Clause 1.8 and at the place specified in Clause 1.9 and in the presence of the Applicants who choose to attend. The envelopes marked “Technical Proposal” shall be opened first to assess the compliance to Pre-qualification condition, followed by technical evaluation and presentation. The envelopes marked “Financial Proposal” shall be kept sealed for opening at a later time.

2.22.2 Bids for which a notice of withdrawal has been submitted in accordance with Clause 2.21 shall not be opened.

2.22.3 Prior to evaluation of Bids, DEPARTMENT will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

i. The applicants meets the pre-qualification criteria

ii. the Technical Proposal is received in the forms specified at Appendix-I and is accompanied by the Earnest Money Deposit;

iii. the Technical proposal is received in bound form as defined in Clause 2.18.1;

iv. it is received by the BDD including any extension thereof pursuant to Clause 2.19;
v. it is signed, sealed, bound together in hard cover and marked as stipulated in Clause 2.18;
vii. it contains all the information (complete in all respects) as requested in the RFP;
ix. it strictly does not contain any financial information that may affect the evaluation of financial proposal

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

2.22.5 As part of the evaluation, the Pre-Qualification Bids submitted should fulfill the pre-Qualification Criteria. In case an Applicant does not fulfill the pre-Qualification Criteria, the Proposal of such an Applicant will not be evaluated further.

2.22.6 DEPARTMENT shall subsequently examine and evaluate Bids in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Clause 3 of this RFP.

2.22.7 After the technical evaluation, DEPARTMENT shall prepare a list of qualified Applicants in terms of Clause 3.1 for opening of their Financial Bids. The opening of Financial Bids shall be done in presence of respective representatives of prequalified Applicants who choose to be present. DEPARTMENT 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 Bids shall be carried out in terms of Clauses 3.2 and 3.3 and overall disclaimers provided at the start of the RFP.
2.22.8 Applicants are advised that Selection shall be entirely at the discretion of DEPARTMENT. Applicants shall be deemed to have understood and agreed that DEPARTMENT shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

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

2.23 Confidentiality

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 process or is not a retained professional adviser advising DEPARTMENT in relation to matters arising out of, or concerning the Selection Process. DEPARTMENT shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. DEPARTMENT 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 to enforce or assert any right or privilege of the statutory entity and/or DEPARTMENT or as may be required by law or in connection with any legal process.

2.24 Clarifications

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

2.24.2 If an Applicant does not provide clarifications sought under Clause 2.24.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, DEPARTMENT 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 DEPARTMENT.
2.25 **Negotiations**

The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP and methodology shall be discussed during negotiations. In case the Selected Applicant fails to reconfirm its commitment, DEPARTMENT reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.

2.26 **Indemnity**

The applicant / consultancy firm shall, subject to the provisions of the Agreement, indemnify the Department, for an amount not exceeding value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

2.27 **Award of Consultancy**

Generally, after selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by DEPARTMENT to the Selected Applicant and the Selected Applicant shall, within 7 (seven) 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 LOA duly signed by the Selected Applicant is not received by the stipulated date, DEPARTMENT may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Applicant may be considered.

2.28 **Commencement of the Consultancy**

Generally, the Consultant shall commence the Consultancy within 15 (fifteen) days from the date of issuance of LOA, or such other date as may be mutually agreed. If the Consultant fails to commence the assignment as specified herein, DEPARTMENT may invite the second ranked Applicant for negotiations. In such an event, the LOA may be cancelled/terminated.

2.29 **Proprietary data**

2.29.1 Subject to the provisions of Clause 2.23, all documents and other information provided by DEPARTMENT or submitted by an Applicant to DEPARTMENT shall remain or become the property of DEPARTMENT. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. DEPARTMENT will not return any Proposal
or any information related thereto. All information collected, analysed, designed, developed, processed or in whatever manner provided by the Consultant to DEPARTMENT in relation to the Consultancy shall be the property of DEPARTMENT.

2.29.2 All Knowledge/Data which come to their notice as part of engagement shall not be used outside without permission of the Department

2.29.3 The Correspondence both Physical and Electronic shall be in the name of the Department.

2.29.4 Dedicated official Mail ID will be provided by the Department which shall alone be used for all correspondence associated with the engagement.

2.29.5 The Consultancy shall not promote their Company in these correspondences and shall not disclose their Identity in any manner.

**Evaluation of Bids**

**3.1 Evaluation of Technical Bids and Short-listing of Applicants**

3.1.1 Technical bids of only those applicants who fulfill the pre-qualification criteria without any condition shall be evaluated.

3.1.2 The Technical Proposal will be evaluated on the basis of Applicant’s experience. Only those applicants whose Technical Bids score 60 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (ST). The Applicants ranked as aforesaid, shall be prequalified and short-listed for financial evaluation in the second stage.

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

<table>
<thead>
<tr>
<th>S.No</th>
<th>Criteria</th>
<th>Maximum marks</th>
<th>Marking Scheme</th>
</tr>
</thead>
</table>
| 1    | Experience of assisting State Governments in India in Investment Promotion / Summits | 15 marks      | Experience of working on Investment Promotion programs (not less than investment of Rs 25,000Cr in each program as MoUs) with State Governments in last 4 years ending March 2018.  
  • 10 or more programs – |
<table>
<thead>
<tr>
<th>S.No</th>
<th>Criteria</th>
<th>Maximum marks</th>
<th>Marking Scheme</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>15 marks</td>
<td>• 7-9 programs – 10 Marks&lt;br&gt;• 3-6 programs – 5 Marks</td>
</tr>
<tr>
<td></td>
<td>Experience in Investment banking, Merger &amp; Acquisition, Project Appraisal</td>
<td>15 marks</td>
<td>Support to any organization (Govt or Pvt) in Investment banking in last 3 (Three) years – 5 Marks&lt;br&gt;Support to any organization (Govt or Pvt) in Merger &amp; Acquisition in last 3 (three) years – 5 &amp; above Organizations – 5 Marks&lt;br&gt;3-4 Organizations – 3 Marks&lt;br&gt;1-2 Organizations – 1 Mark&lt;br&gt;Support to any organization (Govt or Pvt) in Project Appraisal (More than 500 Cr) – 5 &amp; above Organizations – 5 Marks&lt;br&gt;3-4 Organizations – 3 Marks&lt;br&gt;1-2 Organizations – 1 Mark</td>
</tr>
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</table>

**Key Personnel – 40 marks**

<table>
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<tr>
<th>S.No</th>
<th>Criteria</th>
<th>Maximum marks</th>
<th>Marking Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engagement Partner(1)</td>
<td>15 marks</td>
<td>• 2 mark for qualification and length of experience, Nil for non-compliance&lt;br&gt;• 6 marks for working in the capacity of Engagement Partner/Project Director on</td>
</tr>
<tr>
<td>S.No</td>
<td>Criteria</td>
<td>Maximum marks</td>
<td>Marking Scheme</td>
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<td>------</td>
<td>---------------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>investment promotion assignment for at least 2 years in last five(5) years;</td>
<td></td>
<td>• 5 Marks for international experience of 2 years or more.</td>
</tr>
<tr>
<td></td>
<td>• 2 Mark for working on Policy Formulation with any State Govt/Central Govt for at least 2 years in the last 4 Years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Investment Promotion, Tracking, Policy Formulation Experts(4)</td>
<td>15 marks</td>
<td>• 3 mark for qualification and length of experience, Nil for non-compliance</td>
</tr>
<tr>
<td></td>
<td>• 6 marks for working on investment promotion assignment for at least two(2) years in the last 5 years;</td>
<td></td>
<td>• 3 marks for working on Policy Formulation for any State Govt/Central Govt</td>
</tr>
<tr>
<td></td>
<td>• 3 Marks for Experience of at least one (1) year in the state</td>
<td></td>
<td>• 6 marks for at least 6 projects in Government /Pvt advisory, 4 marks for</td>
</tr>
<tr>
<td></td>
<td>Project Appraisal Expert (1)</td>
<td>10 Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2 marks for qualification and length of experience, Nil for non-compliance</td>
<td></td>
<td></td>
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</tbody>
</table>
### 3.2 Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried. For financial evaluation, total man-month cost indicated in the Financial Proposal (excluding Service Tax) will be considered. Each Financial Proposal will be assigned a financial score (SF). The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other bids will be computed as follows:

\[
SF = 100 \times \frac{FM}{F}
\]

\((F = \text{amount of Financial Proposal})\)
3.3 Combined and Final Evaluation

3.3.1 Bids will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

\[ S = ST \times TW + SF \times FW \]

Where, TW and FW are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

3.3.2 The Selected Applicant shall be the Applicant having the highest combined score. The second highest Applicant shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Applicant withdraws, or fails to comply with the requirements specified in Clauses 2.25 and 2.28, as the case may be.
**Fraud and Corrupt Practices**

4.1.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, DEPARTMENT 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.

4.1.2 Without prejudice to the rights of DEPARTMENT under Clause 4.1.1 hereinabove and the rights and remedies which DEPARTMENT may have under the LOA, if an Applicant or Consultant, as the case may be, is found by DEPARTMENT 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, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by DEPARTMENT during a period of 3 (three) years from the date such Applicant or Consultant, as the case may be, is found by DEPARTMENT to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

4.1.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

i. “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 DEPARTMENT who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA, before or after the execution thereof, at any time prior to the expiry of 1 (one) year from the date such official resigns or retires from or otherwise ceases to be in the service of DEPARTMENT, 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, as the case may be, any person in respect of any matter relating to the Consultancy or the LOA, who at any time has
been or is a legal, financial or technical consultant/adviser of DEPARTMENT in relation to any matter concerning the Consultancy;

ii. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

iii. “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;

iv. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by DEPARTMENT 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

v. “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.

Miscellaneous

5.1.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Vijayawada shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

5.1.2 DEPARTMENT, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

i. 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;

ii. consult with any Applicant in order to receive clarification or further information

iii. retain any information and/or evidence submitted to DEPARTMENT by on behalf of and/or in relation to any Applicant; and/or

iv. 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.
5.1.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases DEPARTMENT, its employees, agents 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.

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

5.1.5 DEPARTMENT reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

Schedule 1 – Terms of Reference (TOR)

6.1 Introduction

The new State of Andhra Pradesh has envisioned itself to be a globally competitive State and embarked on the journey to become the economic engine of the country to emerge as the leading global investment destination by 2050. In line with its vision, Government of Andhra Pradesh has accorded top priority to industrial growth and accordingly identified select sectors as industrial growth engines. To further sharpen and retain its existing competitive advantage and to identify new growth and investment opportunities, initiatives, projects/programs to enhance employment to its broad human base etc., Commissioner of industries and Commerce is in t process of selection of Professional Consulting Agency to provide investment promotion, investment tracking and program management advisory services to the Industries and Commerce department

6.2 Scope of Work

Following is the scope of work for the engagement:
6.2.1 **Investment Strategy**

1. Formulate and execute an annual Investment strategy and business plan for attracting investments from new geographies /key partner countries to Andhra Pradesh

2. Identify the branding initiatives taken up by other states and chalk out a strategy to establish Andhra Pradesh as a “**Distinctive investment brand**”

3. Assist in updation/developing new policy/regulations to enhance Industrial development and for improving investments in the state, as may be required

4. Assist in organizing investor meets, road shows (national & international), sectoral seminars and participation in national and international events.

5. Assist in review of investment proposals for Mega projects to be placed to Business Advisory Committee, State Investment Promotion Committee (SIPC), State investment Promotion Board (SIPB) for any special incentives

6. Coordinate with the national and international trade agencies, diplomatic missions, Foreign Consulates, High Commissions and embassies for meetings to discuss investment opportunities

7. Liaison with the Government of India for complying with various requirements in getting approvals for fund/grant disbursement for industrial infrastructure development

8. Sensitization of Industry/potential beneficiaries on the various GoAP industrial promotion scheme and its benefits through workshops/roadshows/campaigns.

9. Support in all the investor after care activities carried out at Industries department like Tracking of Investments etc.,

10. Formulate strategies & assist implementation for MSME development including the Cluster Development, Marketing support, Transfer of Technology, Quality Certification, Credit support, Preparation of District profiles etc.

11. Provide trainings to the various stakeholders like the dept officers, MSME associations etc.
6.2.2 Knowledge Management

1. Preparation of content for promotional materials and marketing collaterals such as sector profiles, district profiles, Andhra Pradesh competitiveness profile, investor guide, project profiles, industrial corridors and profiles on key clusters

2. Preparation and circulation of investment newsletter (monthly) incorporating the promotional efforts and investment opportunities, export potential etc., in the state.

3. Preparation of content for road shows and investor summit

4. Support in designing, developing various marketing tools, collaterals and publicity materials etc.,

5. Prepare content that is compatible for digital media
   a. Assist the Media and PR partner with relevant content for publicity
   b. Event specific content
   c. Contribute overall intellectual input which would best showcase the event.
   d. Designing and developing knowledge content for collaterals and publicity materials
   e. Preparation of knowledge content for event specific collaterals, invitation letters and event flyer
   f. Assist in providing content for the website; Design of the content is not in the purview of the Applicant

6.2.3 Research and Outreach programs

1. Conduct research on a continual basis to identify potential target companies who are looking to invest and expand in the region and who should be targeted to promote Andhra Pradesh.

2. Leverage country-based desks/trade agencies for direct focus on investors to facilitate investment

3. Assist the state to participate in multi-lateral forums, trade fairs and conferences; collaborate with global embassies, chambers of commerce and business councils.
4. Support the department in facilitating dialogues with Investors, including handholding of high value Investors from contact to conversion

6.2.4 Road shows planning and Execution

1. For the Identified target countries, Provide suggestions on the formation of delegations (number of delegations and geographies) and execute International outreach to set up meetings, roundtables and seminars

2. Preparation of delegation matrix (focus sectors, embassies, trade bodies, educational and R&D institutes, identification of large companies in focus sectors etc.)

3. Identification and connecting with Indian corporates having presence in target countries as well as the other way around

4. Preparation of relevant collaterals and drafting of letters (request for meetings) to be sent to embassies and consulates abroad

6.2.5 Knowledge Partner support for State Investment Summit

1. Define the road map and action plan for organizing the Sunrise AP Investment Meet in Andhra Pradesh, devise the summit agenda, activities and structure

2. Organize one to one meetings for identified prospective foreign and Indian investors before the summit and during the days of the summit

3. Help in identification of partners for key projects and assist in designing project specific MoUs to be signed at the summit.

4. Documentation of meetings during the preparation stage and documentation of all seminars, meetings, conference, proceedings during the days of event.

5. Help in organizing Discussion forums, Networking meetings, Panel Discussions, Conventions etc.

6. Suggest promotional plan for the event across the world and provide assistance for Summit planning.

7. Design the seminar, schedule the topics, prepare background paper on each session and identification of speakers, etc.

8. Identify and approach partner organizations, agencies for the Summit.
9. Preparation for panel discussions/discussion forums and other knowledge event related activities.

10. Coordinate with industry forum, event partner, design agency with the organizing of the Summit

### 6.2.6 Post Summit Support

1. Send Thank You letters to the key participants
2. Follow up with investors
3. Organize meetings within and outside the country where leads are identified
4. Create a future strategy report on the required infrastructure, manpower and systems to create a more robust Investment Promotion Body for Andhra Pradesh

### 6.2.7 Investment Promotion – Lead generation and Conversion (Investment grounding support)

1. Provide a database of potential investors from India and abroad and carry out a contact program to reach out to them
2. Identify at least 30 potential investors (and in addition relevant trade associations in key target countries) and prepare thumbnail profiles and contact details of targeted investors
3. Maintain a database of leads and investment interest registered by various investors in the road shows and/or state sessions
4. Identify and assess the implementation issues for the projects and organize one-to-one meeting with the investors and govt. officials to resolve the same
5. Help assist the designing project specific MoUs/ Investment Intentions document/Strategic Partnership documents

### 6.2.8 Investment Tracking, Monitoring and Management

a. Provide assistance in follow up with investors and in tracking progress of MOU & projects
b. Provide tracking assistance for monitoring cases from lead generation to hand holding them to reach commercial production stage
c. Assist in managing data on the State Investment Tracker system:
• Synchronize investment data across various departments in the State with the help of the existing system developer to track all investments in State

• Monitoring of Projects through online Project Monitoring System Portal and co-ordination activities with other departments to address issued, wherever necessary

d. Assist in addressing the investor’s grievances received through helpline, grievance redressal system and relationship managers

e. Assist and educating potential investors on single desk portal (SDP) and helping investors to get necessary clearance through this online portal.

f. Support in tracking of employment generated by the Industries sector in the state

g. Maintain regular engagement with investors to manage relationship

6.2.9 Program Management activities

1. Support in data analysis of Incentives disbursed and in budgetary requirement projections for next 2 years

2. Support in promotion of exports and help the state to sustain its double digit growth

3. Assist the department in promotion of MSME through conducting MSME day events, selection of top performing MSMEs for issuance of various state awards etc.,

4. Support department in state level review meetings, district-level conferences, preparation of presentations, participation of national/International forums, etc.,

The scope of work in this section is not exhaustive and the Consultant shall undertake other tasks as may be necessary or incidental to accomplish the objectives outlined in this RFP.

6.3 Deliverables

Applicant is required to undertake activities as required in above mentioned scope of work. Applicant is also required to submit a Monthly progress report on activities undertaken.

Such report shall necessarily contain consultancy-wise and personnel-wise performance. The performance against deliverables set by the consultancy for themselves or as assigned from time to time by the Department shall be reported.

The monthly /Quarterly /Half-yearly/Annual outcomes of the consultancy shall be separately reported.
The Department may prescribe the template for submission of such progress reports from time to time as felt necessary by the department.

All key Personnel shall necessarily furnish weekly work out-turn report to the Department, which will be reviewed by the Department.

6.4 Payment Schedule

The payment schedule linked with the deliverables for this assignment is as follows:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Milestone</th>
<th>Monthly Fee (inclusive of out of pocket expenses and all applicable taxes excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upon submission of monthly invoice with Progress Report for the previous month (“Monthly Progress Report” or “MPR” to be submitted in the second week of every next month)</td>
<td>Amount quoted in Financial Proposal of the Applicant</td>
</tr>
</tbody>
</table>

6.5 Availability of Consultancy Team

The consultancy team shall be available in Vijayawada on all the working days of Govt. of AP, and on public holidays also as and when necessary as felt necessary by the department. This is necessary since the agency needs to support the department continuously throughout the consultancy period.

The attendance of the personnel will be monitored by the Department or an authority/authorities so specified by the Department.

All the personnel of the Consultancy shall necessarily put in not less than 22 working days in any calendar month.

6.6 Replacement of the personnel

The department may allow the Agency to replace the personnel deployed with prior notice of atleast 15 days in advance. The Agency shall propose 3 names for replacement duly furnishing the qualifications and experience as provided at the time of submission of RFP with personnel with similar or more qualification & experience. The Department will have the option of choosing one amongst them after due interaction if necessary as felt by the department at the cost of the Agency.
6.7 **Penalty clause**

The deficiency may attract notices to the Consultant or may attract suitable penalty of certain percentage (not exceeding 10%) of monthly payment of the particular person/persons as decided by the Department.

However, the department or authority or authorities so authorized by the department shall communicate the deficiency in writing to the team leader and upon receipt of the memorandum on deficiency, the Agency shall furnish its reply within 7 days of receipt of such memorandum. Upon receipt of reply from the Agency, the decision of the department shall be final and undisputable and binding.

6.8 **Work outside Vijayawada**

**Travel:** The actual travel fare by III Class AC in train or any other mode not exceeding the fare by III AC in train will be paid to the personnel. The journey by Flight in economy class will be allowed with pre-sanction in writing by the department for which the personnel shall furnish a request in writing duly mentioning the need for such air travel and the decision of the department shall be final.

**Hotel limits:** The actual cost not exceeding Rs 2000/- per day. In particular instances wherever felt necessary the department in its sole discretion may allow higher cost.

**Food limits:** The expense for the food has to be borne by the personnel only.

**Claim:** The claim for the above expenses shall be furnished within 90 days of such travel and it shall be settled by the department in not exceeding 30 days after receipt of such claim. The decision of the department on every such claim shall be final and binding.

6.9 **CONSULTANCY TEAM**

The Consultant shall form a multi-disciplinary team (the “Consultancy Team”) for Undertaking this assignment. The following Personnel whose Qualification & experience are briefly described herein would be considered for evaluation of the Technical Proposal:

The technical proposal scoring at least 60 points shall only be considered responsive for financial evaluation.
<table>
<thead>
<tr>
<th>S.No</th>
<th>Position</th>
<th>No. of Resources</th>
<th>Minimum eligibility requirements</th>
</tr>
</thead>
</table>
| 1.   | Engagement Partner/Management Representative (Full time — on Site) | 1               | • Educational Qualification – B.E/B.Tech from Reputed Institutions like IIT/MIT/Harward etc+ MBA from Reputed Institutions like IIM/Harward etc  
  • Length of Professional Experience - at least 20 (twenty) years.  
  • Should have been involved in the capacity of Engagement partner/Project Director on advisory assignments for investment promotion for any State/Central Government department in India. At least 5 (five) such projects undertaken in last three (3) years preceding the Bid Due Date.  
  • Should have led minimum of 3 large Investment Promotion Summits in capacity of Engagement Partner/Project Director for any State Government /Central Government department in India in last two (2) years preceding the Bid Due Date.  
  • Should have international experience of providing strategy services, sector competitiveness, investment promotion support in at least 2 countries in last five (5) years preceding the Bid Due Date |
| 2.   | Investment Promotion Expert (Full time — on Site) | 4               | • Educational Qualification – B.E/B.Tech + MBA From reputed Institutions like IIM/Harward etc  
  • Length of Professional Experience - at least Ten (10) years.  
  • Should have managed advisory assignments for investment promotion in the country in last 2 (two) years.  
  • Should have strong experience in investment promotion, Tracking, Policy formulation, MSME development, program management in industries |
<table>
<thead>
<tr>
<th>S.No</th>
<th>Position</th>
<th>No. of Resources</th>
<th>Minimum eligibility requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>sectors for any State Government / Central Government department in India at least for three (3) years in the last Five (5) years</td>
</tr>
</tbody>
</table>
| 3    | Project Appraisal Expert (Full time – on Site) | 1               | • Educational Qualification – CA/MBA  
• Length of Professional Experience – at least five (5) years  
• Should be in the permanent payroll of the firm for the last two (2) years  
• Should have experience in Project Analysis of Big projects for at least Two years |
| 4    | Trade promotion expert (Full time – on Site) | 1               | • Educational Qualification: MBA from reputed Institutions like IIM/Harvard etc.  
• Experience: At least five (5) years in which not less than 2 shall be in Trade promotion |

**NOTE:** The department reserves the right to extend the scope of the work by including new sectors and for utilizing the services of the consultant for sectoral investment promotion work based upon the rates quoted in this tender.
6.10 **Meetings**

6.10.1 Department may review any or all the personnel of the Consulting Agency, any or all of the documents, and advice forming part of the Consultancy, in meetings and conferences which will be held by Industries & Commerce Department.

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

6.10.3 Department may, in its discretion, require the Consultant to participate in extended meetings, the Consultant shall, on a best endeavour basis provide such services at the offices of the Department.
Appendix 1 – Technical Proposal

FORM 1 - Letter of Technical Proposal Submission
(On Applicant’s letter head)

(Date and Reference)

To,
Commissioner, Industries & Commerce Department
Government Regional Printing Press
Mutyalampadu, Vijayawada - 520011

Sub: Selection of Professional Consulting Agency to provide Investment Promotion, Investment Tracking and Program Management Advisory Services for Industries and Commerce Department.

Dear Sir,

1. With reference to the RFP Document, We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Selection of Professional Consulting Agency to provide Investment Promotion, Investment Tracking and Program Management Advisory Services for Industries and Commerce Department, Government of Andhra Pradesh

2. We acknowledge that the Department will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Consultancy.

4. We shall make available to the Department any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

5. We acknowledge the right of the Department to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. 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
Department or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public Department nor have had any contract terminated by any public Department for breach on our part.

7. We declare that:
   a. We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Department;
   b. We do not have any conflict of interest in accordance with Clause 4.1.3 of the RFP Document;
   c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Department or any other public sector enterprise or any government, Central or State; and
   d. We hereby certify that we have taken steps to ensure that in conformity with the provisions of Clause 4 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.

8. 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, without incurring any liability to the Applicants in accordance with Clause 2.7 of the RFP document.

9. We declare that we are not an Associate of any other Applicant applying for Selection as a Consultant.

10. 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 Department in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Consultancy.

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

12. We agree to keep this offer valid for 45 (Forty Five) days from the BDD specified in the RFP.

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

14. We agree and undertake to abide by all the terms and conditions of the RFP Document.
In witness thereof, 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 – Pre-Qualification Particulars of the Applicant

1 Consulting Agency/ Bidder should be a registered firm/company/partnership with at least 5 years of presence in India

<table>
<thead>
<tr>
<th>Name of the Firm / Applicant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Address</td>
<td></td>
</tr>
<tr>
<td>Year of Incorporation</td>
<td></td>
</tr>
<tr>
<td>Location in India</td>
<td></td>
</tr>
</tbody>
</table>

Certificate of Incorporation and Registration of the Applicant should be submitted

2 Consulting Agency/ Bidder should not be barred by any Central / State Government / Public Sector undertaking in India.

Self-Certificate (on company letter-head signed by authorized signatory) that the Applicant is a registered firm and has not been barred by any central/ State/ Public Sector undertaking in India for poor performance or unfair practices. If at any time it is found out that the applicant did not have the capabilities as enumerated in the RFP, Industries and Commerce department may put the Applicant in the negative list without prejudice to any other civil/ criminal action under the law and forfeiture of the earnest money deposit and in due course the performance guarantee in lieu of penalty.

3 Consulting Agency must have a cumulative revenue from consulting services (and related activities of Rs. 100 Crore and above in the last three financial years (2014-15, 2015-16 and 2016-17). (A certificate from Chartered Accountant should be submitted).

<table>
<thead>
<tr>
<th>S.No</th>
<th>Year</th>
<th>Turnover (INR) from consulting services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2016-2017</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2015-2016</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2014-2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cumulative annual turnover</td>
<td></td>
</tr>
</tbody>
</table>
4. Experience of Consulting Agency / Applicant must have experience in Investment Promotion, Policy Formulation, Program Management in Industries sector for minimum 2 States in India in the last three (3 years) to be included along with Supporting documents from client (Work order / Completion Certificate). Form 4 to be used for providing details.

5. EMD as prescribed

FORM 3 – Power of Attorney

(The Applicant should submit a Power of Attorney as per the format, provided, however, that such Power of Attorney would not be required if the Proposal is signed by a partner or Director (on the Department of Directors) of the Applicant)

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/ retained by us and holding the position of ....................................... as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) 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 Bids for Selection of Knowledge partner to provide Investment promotion advisory services, Industries and Commerce Department, Government of Andhra Pradesh, including but not limited to signing and submission of all Bids and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Department of Industries & Commerce, representing us in all matters before the Department, signing and execution of all contracts and undertakings consequent to acceptance of our Bids and generally dealing with the Department in all matters in connection with or relating to or arising out of our bids for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Department.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative 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 Authorised Representative 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 ......................, 2018

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

(Signature, name, designation and address)
Witnesses:
1.
2.
Notarised
Accepted
........................................
(Signature, name, designation and address of the Attorney)

Notes:

**FORM 4 – Minimum Qualifying Experience**

Experience of Consulting Agency / Applicant must have experience in Investment Promotion, Program Management in Industries sector for minimum 2 States in India in the last three (3 years)

Highlight relevant experience in following format

<table>
<thead>
<tr>
<th>Assignment Name:</th>
<th>Approx. value of the Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of completed assignment (months):</td>
</tr>
<tr>
<td>Location within the Country:</td>
<td>Start / Completion Date</td>
</tr>
<tr>
<td>Name and Address of Client:</td>
<td>Total number of staff-months:</td>
</tr>
<tr>
<td>Name of Project Manager involved and functions performed</td>
<td></td>
</tr>
<tr>
<td>Description of Actual Services Provided by Your Staff:</td>
<td></td>
</tr>
</tbody>
</table>

- Kindly provide supporting documents such as contract/work order/completion certificate copy etc.
# FORM 5 – Particulars of Key Personnel

<table>
<thead>
<tr>
<th>S.N o</th>
<th>Name of the Key Personnel</th>
<th>Position of Key Personnel</th>
<th>Education Qualification and Length of Experience</th>
<th>Present employment (Date from - )</th>
<th>Relevant experience as per clause 2.2 of RFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Engagement Partner 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Investment promotion expert 1</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Investment promotion expert 2</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>Investment Promotion Expert 3</td>
<td></td>
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<tr>
<td>5.</td>
<td>Investment Promotion Expert 4</td>
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</tr>
<tr>
<td>6.</td>
<td>Project Appraisal Expert 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Trade Promotion Expert 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FORM 6– CVs of Key Personnel

<table>
<thead>
<tr>
<th>Name / Designation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed position in the project</td>
<td></td>
</tr>
</tbody>
</table>

#### Education

<table>
<thead>
<tr>
<th>Employment Record</th>
<th>From</th>
<th>To</th>
<th>Company</th>
<th>Position held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Brief profile

<Years of experience>

#### Languages

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

#### Work Undertaken that Best Illustrates Capability to Handle the Task Assigned

<table>
<thead>
<tr>
<th>Year:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Client:</td>
<td></td>
</tr>
<tr>
<td>Position Held:</td>
<td></td>
</tr>
<tr>
<td>Main features:</td>
<td></td>
</tr>
<tr>
<td>Activities Performed:</td>
<td></td>
</tr>
</tbody>
</table>

**Provide only relevant experience.**

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

________________________
Date:________________________

Signature of staff member/ Authorized signatory     Day/Month/Year
FORM 7– Experience in Investment Promotion

Provide supporting documents such as contract/work order copy / completion certificate from the client(s)

1  Experience of assisting State Governments in India in Investment Promotion / Summits – 10 projects

<table>
<thead>
<tr>
<th>Assignment Name:</th>
<th>Approx. value of the Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of completed assignment (months):</td>
</tr>
<tr>
<td>Location within the Country:</td>
<td>Start / Completion Date</td>
</tr>
<tr>
<td>Name and Address of Client:</td>
<td>Total number of staff-months:</td>
</tr>
<tr>
<td>Name of Project Manager involved and functions performed</td>
<td></td>
</tr>
<tr>
<td>Description of Actual Services Provided by Your Staff:</td>
<td></td>
</tr>
</tbody>
</table>

2  Experience of consulting projects related to Investment Banking,Merger&Acquisition,Project appraisals

<table>
<thead>
<tr>
<th>Assignment Name:</th>
<th>Approx. value of the Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of completed assignment (months):</td>
</tr>
<tr>
<td>Location within the Country:</td>
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</tr>
<tr>
<td>Name and Address of Client:</td>
<td>Total number of staff-months:</td>
</tr>
<tr>
<td>Name of Project Manager involved and functions performed</td>
<td></td>
</tr>
<tr>
<td>Description of Actual Services Provided by Your Staff:</td>
<td></td>
</tr>
</tbody>
</table>
FORM 8– Approach & Methodology

The A&M should clearly elaborate a

a. Clear understanding of the investment landscape in Andhra Pradesh covering policy landscape, Investment Promotion, challenges and future plan for industrial development (not exceeding 3 pages)
b. Approach & Methodology for Investment Promotion initiatives (including MSME promotion)
c. Approach & Methodology for Investment Summit activities
d. Approach & Methodology for Investment Tracking
e. Approach & Methodology for efficient tracking of the Investment Proposals
f. Approach & Methodology for training the department officers on all the above items.

Total A&M should not exceed 20 pages.
FORM 9 – Work Plan and Team Deployment
Appendix 2 – Financial Proposal

(On Applicant’s Letter Head)

(Date and Reference)

To,

Commissioner, Industries & Commerce Department

First Floor,

Government Regional Printing Press Buildings,

Mutyalampadu,

Vijayawada - 520011

Sub: Selection of Professional Consulting Agency to provide investment promotion, investment tracking and program management advisory services for Industries and Commerce Department, Government of Andhra Pradesh

We the undersigned, offer to provide the consulting services for the work cited under subject in accordance with your Request of Proposal dated ______ 2018, and our Proposal (Technical and Financial Proposal). Our financial proposal is Rs.----------- (Rupees ----------- only) inclusive of all applicable taxes (excluding GST).

Following are the details of our Financial Proposal:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Personnel</th>
<th>Key Position in the project</th>
<th>Availability (Man-Month) (A)</th>
<th>Man-Month rate (B)</th>
<th>Amount C = A*B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.No</td>
<td>Name of Key Personnel</td>
<td>Position in the project</td>
<td>Availability (Man-Month) (A)</td>
<td>Man-Month rate (B)</td>
<td>Amount C = A*B</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>6</td>
<td></td>
<td>Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount (per month)**

<table>
<thead>
<tr>
<th>Financial Proposal Amount (in words): Rupees per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________</td>
</tr>
</tbody>
</table>

We agree to provide services for a period of 24 months, and understand that an escalation of upto 5* % will be provided at the end of 12 months on the above rate quoted.

(* The escalation will be on the basis of person to person for all key personnel, based on the performance to the satisfaction of the Department as decided by the department person-wise.)

We understand that in case additional resources are required to be deployed at any time during the 24 month period, the man-month rate for the resource will be as per the rate quoted in the table above, based on the experience of the resource.

We agree that this offer shall remain valid for a period of 60 (Sixty) days from the Bid Due Date or such further period as may be mutually agreed upon. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

Note: The Financial Proposal is to be submitted strictly as per form given in the RFP.