

**SELECTION OF BIDDER**

**REQUEST FOR PROPOSALS**

RFP No: CSCL/SB/1

**Selection of Supplier for:**

**Supply and Installation of Smart Street Benches in ABD Areas – 10 No's**

**Client:**

**Coimbatore Smart City Limited**  
**Coimbatore**

# TABLE OF CONTENTS

Section 1. Letter of Invitation .....	
Section 2. Instructions to Bidder and Data Sheet.....	
A. General Provisions	
B. Preparation of Proposals.....	
C. Submission, Opening and Evaluation .....	
D. Negotiations and Award.....	
E. Data Sheet.....	
Section 3. Technical Proposal – Standard Forms .....	
Section 4. Financial Proposal - Standard Forms .....	
Section 5. Policy – Corrupt and Fraudulent Practices .....	
Section 6. Terms of Reference.....	
IV. Appendices .....	
Appendix A – Terms of Reference .....	
Appendix B - Form of Advance Payments Guarantee .....	

## PART I

### Section 1. Letter of Invitation

1. The Government of Tamil Nadu has proposed to implement various projects under Smart Cities Mission in Coimbatore Smart Cities through the Special Purpose Vehicles [SPVs] namely Coimbatore Smart City Limited. The Coimbatore Smart City Limited (Client) for Supply and Installation of Smart Street Benches in ABD Areas – 10 No's under Smart City Proposal
2. The Client now invites proposals to provide the following Bidder services (hereinafter called “Services”): **for Supply and Installation of Smart Street Benches in ABD Areas – 10 No's**. More details on the Services are provided in the Terms of Reference (Section 7).
3. This Request for Proposals (RFP) is open for all eligible and qualified firms that possess the requisite qualifications and experience.
4. A firm will be selected under *Least Cost Selection* procedures and would be required to submit a Full Technical Proposal in a format as described in this RFP, in accordance with the policies of the Government of India, The Government of Tamil Nadu and Tamil Nadu Urban Finance and Infrastructure Development Corporation
5. The RFP includes the following documents:

Section 1 - Letter of Invitation  
Section 2 - Instructions to Bidder and Data Sheet  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 - Policy – Corrupt and Fraudulent Practices  
Section 6 - Terms of Reference

Yours sincerely,

Managing Director  
Coimbatore Smart City Limited

## Section 2. Instructions to Bidder and Data Sheet

### A. General Provisions

#### 1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Bidder.
- (b) “Applicable Guidelines” means the policies of the Government of India under Smart City, Government of Tamil Nadu (Tender Transparency Act) and other applicable laws governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (d) “Client” means the implementing agency that signs the Contract for the Services with the selected Bidder.
- (e) “Bidder” means a legally-established professional Bidder firm or an entity that may provide or provides the Services to the Client under the Contract.
- (f) “Contract” means a legally binding written agreement signed between the Client and the Bidder and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (g) “Data Sheet” means an integral part of the Instructions to Bidder (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- (h) “Day” means a calendar day.
- (i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Bidder, Sub-Bidder
- (j) “Government” means the government of the Client’s country.
- (k) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Bidder’s proposal.
- (l) “ITC” (this Section 2 of the RFP) means the Instructions to Bidder that provides the Bidder with all information needed to prepare their Proposals.
- (m) “LOI” (this Section 1 of the RFP) means the Letter of

Invitation being sent by the Client to the Bidder.

- (n) “Non-Key Expert(s)” means an individual professional provided by the Bidder or its Sub-Bidder and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (o) “Proposal” means the Technical Proposal and the Financial Proposal of the Bidder.
- (p) “RFP” means the Request for Proposals to be prepared by the Client for the selection of Bidder, based on the SRFP.
- (q) “SRFP” means the Standard Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.
- (r) “Services” means the work to be performed by the Bidder pursuant to the Contract.
- (s) “Sub-Bidder” means an entity to whom the Bidder intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.
- (t) “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Bidder, and expected results and deliverables of the assignment.

## 2. Introduction

2.1 The Client named in the **Data Sheet** intends to select a Bidder, in accordance with the method of selection specified in the **Data Sheet**.

2.2 Bidder are invited to submit a Pre-qualification, Technical Proposal and a Financial Proposal, for Bidder services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Bidder.

2.3 The Bidder should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Bidder’ expense.

2.4 The Client will timely provide, at no cost to the Bidder, the inputs, relevant project data, and reports required for the preparation of the Bidder’s Proposal as specified in the **Data Sheet**.

## 3. Conflict of Interest

3.1 The Bidder is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Bidder has an obligation to disclose to the Client any

situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its Contract and/or sanctions by the Client.

3.2.1 Without limitation on the generality of the foregoing, the Bidder shall not be hired under the circumstances set forth below:

**a. Conflicting activities**

(i) Conflict between Bidder activities and procurement of goods, works or non-Bidder services: a firm that has been engaged by the Client to provide goods, works, or non-Bidder services for a project, or any of its Affiliates, shall be disqualified from providing Bidder services resulting from or directly related to those goods, works, or non-Bidder services. Conversely, a firm hired to provide Bidder services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-Bidder services resulting from or directly related to the Bidder services for such preparation or implementation.

**b. Conflicting assignments**

(ii) Conflict among Bidder assignments: a Bidder (including its Experts and Sub-Bidder) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder for the same or for another Client.

**4. Unfair Competitive Advantage**

4.1 Fairness and transparency in the selection process require that the Bidder or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided Bidder services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all Bidder together with this RFP all information that would in that respect give such Bidder any unfair competitive advantage over competing Bidder.

**5. Corrupt and Fraudulent Practices**

5.1 The Client requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section 6.

5.2 In further pursuance of this policy, Bidder shall permit and shall cause its agents, Experts, Sub-Bidder, sub-contractors, services providers, or suppliers to permit the Client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Client.

**6. Eligibility**

6.1 The Client permits Bidder (individuals and firms) from all countries to offer Bidder services for this project.

6.2 Furthermore, it is the Bidder's responsibility to ensure that its Experts, Sub-Bidder, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Client in the Applicable Guidelines.

6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:

**a. Sanctions**

6.3.1 A firm or an individual sanctioned by the Government of India or any other State Government within India shall be ineligible to be awarded this contract, or to benefit from any subsequent work under this contract.

**b. Prohibitions**

6.3.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country,; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

**c. Restrictions for Government-owned Enterprises**

6.3.3 None.

**d. Restrictions for public employees**

6.3.4 Government officials and civil servants are not eligible to be included as Experts in the Bidder's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the India , and they

(i) are on leave of absence without pay, or have resigned or retired;

(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring

(in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in India, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Bidder's Proposal.; and

(iii) their hiring would not create a conflict of interest.

**B. Preparation of Proposals**

**7. General Considerations**

7.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

**8. Cost of Preparation of**

8.1 The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or

- Proposal** liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.
- 9. Language** 9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder and the Client, shall be written in the language(s) specified in the **Data Sheet**.
- 10. Documents Comprising the Proposal** 10.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
- 10.2 If specified in the **Data Sheet**, the Bidder shall include a statement of an undertaking of the Bidder to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).
- 10.3 The Bidder shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
- 11. Only One Proposal** 11.1 The Bidder shall submit only one Proposal (refer Data Sheet).
- 12. Proposal Validity** 12.1 **The Data Sheet** indicates the period during which the Bidder's Proposal must remain valid after the Proposal submission deadline.
- 12.2 During this period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.
- 12.3 If it is established that any Key Expert nominated in the Bidder's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITC.
- a. Extension of Validity Period** 12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Bidder who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
- 12.5 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.
- 12.6 The Bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
- b. Substitution of Key Experts at Validity Extension** 12.7 If any of the Key Experts become unavailable for the extended validity period, the Bidder shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be

based on the evaluation of the CV of the original Key Expert.

12.8 If the Bidder fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal may be rejected.

**c. Sub-Contracting**

12.9 The Bidder shall not subcontract the whole of the Services.

**13. Clarification and Amendment of RFP**

13.1 The Bidder may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to Bidder. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to Bidder and will be binding on them. The Bidder shall acknowledge receipt of all amendments in writing.

13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Bidder reasonable time to take an amendment into account in their Proposals.

13.2 The Bidder may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

**14. Preparation of Proposals – Specific Considerations**

14.1 While preparing the Proposal, the Bidder must give particular attention to the following:

14.1.1 If a Bidder considers that it may enhance its expertise for the assignment by associating with other Bidder in the form of Sub-Bidder, it may do so.

14.1.2 The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Bidder's own estimates for the same.

14.1.3 If stated in the **Data Sheet**, the Bidder shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.

**15. Technical**

15.1 The Technical Proposal shall not include any financial

<b>Proposal Format and Content</b>	<p>information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Bidder is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the <b>Data Sheet</b> and using the Standard Forms provided in Section 3 of the RFP.</p>
<b>16. Financial Proposal</b>	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the <b>Data Sheet</b>.</p>
<b>a. Price Adjustment</b>	<p>16.2 A price adjustment is not possible for this assignment.</p>
<b>b. Taxes</b>	<p>16.3 The Bidder and its Sub-Bidder and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the <b>Data Sheet</b>. Information on taxes in the Client’s country is provided in the <b>Data Sheet</b>.</p>
<b>c. Currency of Proposal</b>	<p>16.4 The Bidder may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b>. If indicated in the <b>Data Sheet</b>, the portion of the price representing local cost shall be stated in the national currency.</p>
<b>d. Currency of Payment</b>	<p>16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.</p>

### **C. Submission, Opening and Evaluation**

<b>17. Submission, Sealing, and Marking of Proposals</b>	<p>17.1 The Bidder shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the <b>Data Sheet</b>, the Bidder has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Bidder shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.</p> <p>17.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “<b>TECHNICAL PROPOSAL</b>”, “[Name of the Assignment]”, reference</p>
--	---

number, name and address of the Bidder, and with a warning “**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**”

17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, reference number, name and address of the Bidder, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”

17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Bidder’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]**”.

17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

17.9 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

## **18. Confidentiality**

18.1 From the time the Proposals are opened to the time the Contract is awarded, the Bidder should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Bidder who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

18.2 Any attempt by Bidder or anyone on behalf of the Bidder to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Client’s sanctions procedures.

18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if a Bidder wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

## **19. Opening of Technical Proposals**

19.1 The Client’s evaluation committee shall conduct the opening of the, Technical Proposals in the presence of the Bidder’ authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored

until they are opened in accordance with Clause 23 of the ITC.

19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Bidder and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

**20. Proposals  
Evaluation**

20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

20.2 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

**21. Evaluation of  
Technical  
Proposals**

**21.1** The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

15.1.1 Bidder shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

**22. Financial Proposals  
for QBS**

22.1 Not Applicable.

**23. Public Opening of  
Financial  
Proposals (for  
QCBS, FBS, and  
LCS methods)**

23.1 After the technical evaluation is complete, The Client shall notify in writing those Bidder that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Bidder sufficient time to make arrangements for attending the opening. The Bidder's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Bidder's choice.

23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Bidder whose proposals have passed the minimum technical score. At the opening, the names of the Bidder, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies

of the record shall be sent to all Bidder who submitted Proposals and to the Client.

- 24. Correction of Errors** 24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- a. Time-Based Contracts** 24.1.1 If a Time-Based contract form is included in the RFP, the Client’s evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client’s evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
- b. Lump-Sum Contracts** 24.2 If a Lump-Sum contract form is included in the RFP, the Bidder is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.
- 25. Taxes** 25.1 The Client’s evaluation of the Bidder’s Financial Proposal shall exclude taxes and duties in the Client’s country in accordance with the instructions in the **Data Sheet**.
- 26. Conversion to Single Currency** 26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet**.
- 27. Combined Quality and Cost Evaluation**
- a. Quality- and Cost-Based Selection (QCBS)** 27.1 Not Applicable
- b. Fixed-Budget Selection(FBS)** 27.2 Not Applicable  
27.3 Not Applicable.
- c. Least-Cost Selection** 27.4 Applicable

## **D. Negotiations and Award**

### **28. Negotiations**

28.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the Bidder's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Bidder.

28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Bidder's authorized representative.

#### **a. Availability of Key Experts**

28.3 The invited Bidder shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Bidder's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Bidder.

28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Bidder, including but not limited to death or medical incapacity or the expert leaving the organization, or subsequently withdrawing concurrence given. In such case, the Bidder shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

#### **b. Technical negotiations**

28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

#### **c. Financial negotiations**

28.6 The negotiations include the clarification of the Bidder's tax liability in the Client's country and how it should be reflected in the Contract.

28.6.1 – Negotiations will be held as per the procurement guidelines of Tamil Nadu Transparency in Tenders Act, 1998 and RULES 2000 as amended from time to time.

### **29. Conclusion of Negotiations**

29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the Bidder's authorized representative.

29.2 If the negotiations fail, the Client shall inform the Bidder in writing of all pending issues and disagreements and provide a final opportunity to the Bidder to respond. If disagreement persists, the Client shall terminate the negotiations informing the Bidder of the reasons for doing so. The Client will invite the next-ranked Bidder to negotiate a Contract. Once the Client commences negotiations with

the next-ranked Bidder, the Client shall not reopen the earlier negotiations.

**30. Award of Contract**

30.1 After completing the negotiations the Client shall sign the Contract; publish the award information as per the instructions in the **Data Sheet**; and promptly notify the other Bidder through the website or standard electronic or written means.

30.2 The Bidder is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

## Instructions to Bidder

**E. Data Sheet**

<b>A. General</b>	
<b>ITC Clause Reference</b>	
<b>1 (c)</b>	<i>India</i>
<b>2.1</b>	<b>Name of the Client: Coimbatore Smart City Limited</b> <b>Method of selection: Least Cost Selection</b>
<b>2.2</b>	<b>Financial Proposal to be submitted together with Technical Proposal: Yes</b> <b>The name of the assignment is: Supply and Installation of Smart Street Benches in ABD Areas – 10 No's</b>
<b>2.3</b>	<b>A pre-proposal conference will be held: NO</b>
<b>2.4</b>	<b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b> Locations to install Smart benches in ABD areas 10's
<b>B. Preparation of Proposals</b>	
<b>2.5</b>	<b>This RFP has been issued in the English language.</b> <b>Proposals shall be submitted in English language</b> <b>All correspondence exchange shall be in English language.</b>
<b>2.6</b>	<b>The Proposal shall comprise the following for each packages:</b>  <b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b>  <b>1<sup>st</sup> Inner Envelope with the Technical Proposal</b> <b>AND</b>  <b>2<sup>nd</sup> Inner Envelope with the Financial Proposal</b>
<b>2.7</b>	<b>Statement of Undertaking is required</b> Yes
<b>2.8</b>	<b>Participation of Sub-Bidder, Key Experts and Non-Key Experts in more than one Proposal is permissible</b> No
<b>2.9</b>	<b>Proposals must remain valid for 90</b> calendar days after the proposal submission deadline.
<b>2.10</b>	<b>Clarifications may be requested no later than one week prior to the submission</b>

	<p><b>deadline.</b></p> <p>The contact information for requesting clarifications is: As above</p>
<b>2.11</b>	<b>Bidder may associate with other Bidder: Yes , A Consortium of 2 companies will be allowed</b>
<b>2.12</b>	<b>Estimated input of Key Experts' time-input: 3 months</b>
<b>2.13</b> for time-based contracts only	<b>Not Applicable</b>
<b>2.13 (a)</b>	<p>The Tender Scrutiny Committee as a whole will evaluate the Pre-Qualification proposals / Forms on the basis of their audited turnover, experience, projects executed, project experience, qualification and experience of key personnel, applying the evaluation criteria specified</p> <ol style="list-style-type: none"> <li>1. Be a registered company (under the Indian Companies Act) / Partnership Firm / Firm <i>Please attach a copy of the Registration Certificate.</i></li> <li>2. Have an <b>average annual turnover</b> of Rs 50 Lakhs audited during Accounting last three financial Years <i>Please attach a certificate from the Chartered Accountant.</i></li> <li>3. Should not hold any sanction / black-listing by any government / quasi government agency or any Multi-Lateral Donor Body (World Bank, ADB, JICA, etc.). The applying firm should not have been sanctioned / black-listed during the past 5 years (even if the sanction / black-list were subsequently withdrawn). <i>Please attach a self-declaration stating the above.</i></li> <li>4. The firm should have the experience team in related projects <i>Please attach relevant products made by the company and list of experts in the company in the area of product development</i></li> <li>5. Consortium allowed up to 2 members</li> <li>6. EMD</li> </ol> <p>Applying firms are required to provide documentary evidence of meeting <b>all</b> the above requirements. Self-certifications for the above are acceptable. Eligible firm's proposals will only be considered for technical and financial evaluation. The technical and price envelopes of others will not be considered and returned unopened after completing the selection process.</p>

<b>2.13 (b)</b>	An EMD of 1% of quoted value (Indian Rupees) in the form of DD from a Nationalized bank in India and drawn in favour of the Coimbatore Smart City Limited and payable at Coimbatore, must be submitted along with the Proposal.
<b>2.14</b>	The format of the Technical Proposal to be submitted is: FTP
<b>2.15</b>	<b>A price adjustment provision applies to remuneration rates:</b> No
<b>2.16</b>	<b>“Information on the Bidder’s tax obligations in the Client’s country can be found with Government of India.</b>
<b>2.17</b>	<b>The Financial Proposal shall be stated in the following currencies:</b> <b>Indian Rupees.</b>
<b>C. Submission, Opening and Evaluation</b>	
<b>2.18</b>	<b>The Bidder shall have the option of submitting their Proposals electronically.</b>
<b>2.19</b>	<b>The Bidder must submit for each package:</b> (a) <b>Technical Proposal:</b> one (1) original and 1 copy; + Electronic Copy in a CD / DVD / Pen Drive. (b) <b>Financial Proposal:</b> one (1) original.
<b>2.20 and 2.21</b>	<b>The Proposals must be submitted no later than:</b>  <b>Date:30.03.2017</b> <b>Time: 15:00 Hrs.</b>  Address: The Commissioner, Coimbatore Corporation Coimbatore -641 001  Phone : 0422-2390261 Fax: 0422-2390167 E-Mail:-commr.coimbatore@tn.gov.in  Contact person: The City Engineer, Coimbatore Corporation, Coimbatore
<b>2.22</b>	<b>An online option of the opening of the Technical Proposals is offered: Yes</b>  <b>The opening shall take place at:</b> Same as the Proposal submission address”  <b>Date: 30.03.2017</b> <b>Time: 15.00 Hrs.</b>
<b>2.23</b>	<b>In addition, the following information will be read aloud at the opening of the Technical Proposals N/A</b>
<b>2.24</b> (for FTP)	Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:

S.No.	Details of Experience	Sub Criteria	Score
1	Experienced Team members with proven projects in new product development of the consortium		
	a) Up to 2 members	15	20
	b) Up to 4 members	18	
	c) More than 4 members	20	
2	Exclusive design of smart street benches to be installed and features. Detailed project report with various features in Smart Street benches	80	80
	Aesthetics of the bench and usability	20	20
	Unique Features of the benches ( Each feature 5 points)	60	60
	Total		100
Total weight 100%			
Total points for the criteria: 100			
The minimum technical score (St) required to pass is: 75%			
<b>2.25</b>	<b>An online option of the opening of the Financial Proposals is offered: Yes</b>		
2.26	"The Client will select the Bidder quoted the lowest cost among those that passed the minimum technical score " Further, as quality is the principal selection criterion, the Coimbatore Smart City Limited does not bind itself in any way to select the firm offering the lowest price".		
<b>2.28 (LCS only)</b>	<p><b>Public Opening and Evaluation of Financial proposals</b></p> <p>After the evaluation of Technical Proposal is completed, the Client shall notify only those Bidders whose proposals have been short-listed of the same and the date and time for opening of financial proposals.</p> <p>The Financial Proposals shall be opened publicly in the presence of the Bidder' representatives who choose to attend. The name of the Bidder, the technical scores, and the proposed amount shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.</p> <p>The Consultancy Evaluation &amp; Review Committee will determine whether the Financial Proposals are complete, (i.e., whether they have costed all items of the corresponding Technical Proposals, if not the client will cost them and add their cost to the initial price), correct any computational errors, etc.</p> <p>The Bidder who has bid the lowest amount (L1) will be invited for discussions/</p>		

	negotiations / clarifications for the purpose of signing a Contract Agreement. Maximum one package will be awarded to a Bidder. If the quote of a particular Bidder is low in more than a package, right to select one package will be given to that particular Bidder. The next L-2 Bidder will be offered to work on the subsequent packages on the rate quoted by L-1 and if L-2 agrees to work on rate quoted by L-1 then work will be given to that bidder and this process will be repeated till the completion of allocation of packages on least cost basis.
<b>2.26</b>	For the purpose of the evaluation, the Client will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Client's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Bidder and which taxes are withheld and paid by the Client on behalf of the Bidder.
<b>2.27</b>	<b>The single currency for the conversion of all prices expressed in various currencies into a single one is:</b> Indian Rupees <b>The official source of the selling (exchange) rate is:</b> State Bank of India Selling Exchange Rate on the Closing Date and Time of Submission of Bid.
	<b>D. Negotiations and Award</b>
<b>2.29</b>	<b>Expected date and address for contract negotiations:</b> <b>Date:</b> After opening of Financial Bid. <b>Address:</b> As above.
<b>2.30</b>	<b>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</b> <b>Coimbatore Corporation and CMAs website.</b>
<b>2.31</b>	<b>Expected date for the commencement of the Services:</b> <b>Date:</b> After opening of Financial bid.

### **Section 3. Pre-qualification Proposal – Standard Forms**

Letterhead of Bidder

To  
The Managing Director  
Coimbatore Smart City Limited  
Coimbatore Corporation  
Coimbatore -641 001

**Subject: RFP for Supply and Installation of Smart Street Benches in ABD Areas- 10 No's**

Sir,

We, the undersigned, offer to provide the Bidder services for the above assignment in accordance with your Request for Proposal vide advertisement dated [Date]. We are hereby submitting our Proposal **for Supply and Installation of Smart Street Benches in ABD Areas** under Smart City Proposal

**The Proposal contains the following documents in separate sealed envelopes:**

Pre-Qualification – original + 2 copies + CD  
Technical Proposal – original + 2 copies +CD  
Financial Proposal – original  
Technical & Financial Proposal (in separate sealed cover)

**CD containing editable copy (MS-Word) of Pre-Qualification and Technical Proposal only (Not financial proposal)**

We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

### **Pre-qualification – Standard Forms**

#### **4A. General**

1. Name of the Bidder firm
2. Bidder firm's registered address in India
3. Bidder firm's address for correspondence regarding this project, including phone numbers (mention city code), fax numbers and email addresses
4. Details of the authorized signatory of the Bidder firm for communication regarding this project
  1. Name
  2. Designation
  3. Contact details of the authorized signatory
  4. Office Phone (Direct Line/ Extension) Number
  5. Fax Number
  6. Mobile Phone Number
  7. Email Id
5. Please mention the audited turnover of the Bidder Firm in the last three financial years (Lakhs INR)

**The above statement should be duly certified by the Chartered Accountants).**

**4B. Relevant project experience of the Bidder Firm- (IOT based Smart Product Development and activities related to terms of reference)**

Sl. No	Title of the project	Client name	Stage of project execution (completed/ under progress) as on date	Project cost	Any other relevant information

## Section 4. Technical Proposal – Standard Forms

{Notes to Bidder shown in brackets { } throughout Section 3 provide guidance to the Bidder to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

### NOTE TO BIDDERS

The Bidders may note the following for preparation of the Proposal Documents

1. Standard A4 size paper should be used for printing and all pages must be serially numbered.
2. Font size should be at least 11 for any popular font. Please use paper judiciously and print on both sides.
3. As part of technical proposal, please ensure adherence of the page limit. The client will not read any additional pages of information submitted. Please attach any additional information as a separate documents / annexure.

### CHECKLIST OF REQUIRED FORMS

<b>FORM</b>	<b>DESCRIPTION</b>	<b>Page Limit</b>
TECH-1	Technical Proposal Submission Form.	
TECH-2	Bidder's Organization and Experience.	
TECH-2A	A. Bidder's Organization	5 Pages
TECH-2B	B. Bidder's Experience	5 Pages
TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	25 Pages
TECH-4	Work Schedule and Planning for Deliverables	
TECH-2	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	5 Pages Per CV
Annexure		
PQ Proposal	Pre-Qualification Proposal should be submitted as a part of the Technical Proposal covering the PQ requirements as specified in this RFP.	

**FORM TECH-1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

---

{Location, Date}

---

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to **Supply and Installation of Smart Street Benches in ABD Areas- 10 No's** in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Client's policy in regard to corrupt and fraudulent practices as per ITC 5.
- (d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (e) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature *{In full and initials}*: \_\_\_\_\_

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

Name of Bidder :

In the capacity of: \_\_\_\_\_

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

Contact information (phone and e-mail): \_\_\_\_\_

## **FORM TECH-2**

### **BIDDER'S ORGANIZATION AND EXPERIENCE**

---

Form TECH-2: a brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment. For each assignment, the outline should indicate the names of the Bidder's Key Experts and Sub-Bidder who participated, the duration of the assignment, the contract amount, and the Bidder's role/involvement.

#### **A - Bidder's Organization**

1. Provide here a brief description of the background and organization of your company

#### **B - Bidder's Experience**

---

1. List only previous similar assignments successfully completed or awarded
2. Please list a maximum of 5 such assignments.
3. List only those assignments for which the Bidder was legally contracted by the Client as a company. Assignments completed by the Bidder's individual experts working privately or through other Bidder firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-Bidder, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

**FORM TECH-3 (FOR FULL TECHNICAL PROPOSAL ONLY)**

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE**

---

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }

**FORM TECH-4**

**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

N°	Deliverables <sup>1</sup> (D-..)	Months												
		1	2	3	4	5	6	7	8	9	.... .	n	TOTAL	
<b>D-1</b>	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5).....													
	6) delivery of final report to Client}													
<b>D-2</b>	{e.g., Deliverable #2:.....}													
<b>n</b>														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

**FORM TECH-5  
(CONTINUED)**

**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

---



---

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/Bidder to...  For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

{Day/month/year}

---

Name of Expert Signature Date

{Day/month/year}

---

Name of authorized Representative of the Bidder (The same who signs the Proposal) Signature Date

## **Section 4. Financial Proposal - Standard Forms**

{*Notes to Bidder* shown in brackets { } provide guidance to the Bidder to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

**FORM FIN-1  
FINANCIAL PROPOSAL SUBMISSION FORM (PACKAGE ....)**

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the Bidder services for [Insert title of assignment and package No] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)}{Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_  
 Name and Title of Signatory: \_\_\_\_\_  
 In the capacity of: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

---

**FORM FIN-2 SUMMARY OF COSTS**


---

Item	Cost
	{Bidder must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used}
	Indian Rupees only
<b>Cost of the Financial Proposal</b>	
Including:	
Cost for 1 smart street bench	
Total Cost for Supply and Installation of Smart Street Benches in ABD Areas- 10 No's	
Service Tax in India	
{insert type of tax e.g., VAT or sales tax}	
{e.g., income tax on non-resident experts} (i)	
Total Estimate	

**Footnote: Payments will be made in the currency(ies) expressed above (Reference to ITC 16.4).**



---

## Section 6. Policy – Corrupt and Fraudulent Practices

### “Fraud and Corruption

It is a requirement that Bidder, and their agents (whether declared or not), sub-contractors, sub-Bidder, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of contracts. In pursuance of this policy, the Client:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party<sup>1</sup>;
  - (v) “obstructive practice” is
    - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Client investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
    - (bb) acts intended to materially impede the exercise of the Client’s inspection and audit rights;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award or any of its personnel, or its agents, or its sub-Bidder, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a firm or an individual at any time, in accordance with prevailing procedures, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a contract, and (ii) to be a nominated sub-Bidder, supplier, or service provider of an otherwise eligible firm being awarded a contract.

---

<sup>1</sup>For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.



---

## **Section 7. Terms of Reference**

### **Bidder Services for Supply and Installation of Smart Street Benches in ABD Areas- 10 No's**

Coimbatore, known, as 'The Manchester of South India' is the head-quarters of Coimbatore district. It is the second largest city in Tamil Nadu and is located at a distance of 500 km. from Chennai. It houses numerous textile mills and small scale engineering units; and is also emerging as a hub of software industries. Historical reference of Coimbatore city dates back to 1200 AD. Ruled by Chera rulers, the city was developed as strategic town during the Nayakas rule of Madurai. In the year 1866, Coimbatore was constituted as a Municipal Town with an area of 10.88 sq.kms, and in the same year, the Madras-Podanur rail link passing through Erode was opened thus improving its connectivity to the region. The Coimbatore Corporation was upgraded from special grade Municipality to Corporation in the year 1981 and spreads over an area of 105.60 sq.kms.

The idea of Smart Bench is to create a unique design that provides self-sustaining green solar energy to power all large suites of applications such as cell phone charging, Wi-Fi Hot Spot Internet Connection, area LED lighting, sensor data gathering capabilities and temperature Control. The idea is to make streets and public properties smarter and greener with the proposed Smart Bench. Public spaces now a day want to support and attract the mobile generation by providing more charging device options than ever before.

Features to be included in the proposed smart benches

1- Mobile Device Charging

The Smart bench should be equipped with an independently developed wireless device charger and two smart USB connectors, providing fast charging for mobile devices whilst ensuring battery protection.

2- Mobile Internet

Internet access should be constantly available in smart benches near surrounding delivered by a superfast 4G mobile router.

3- Mobility

Autonomy and independent solar power should allow smart benches to be easily mounted anywhere, without the need for special infrastructure, machinery or cables.

4- Automatic Updates & Data Gathering

---

The smart bench should have in-built sensors which gather different sorts of information, including atmospheric conditions, number of users and component functionality.

5- Solar Powered Autonomy

Integrate solar panels should power smart benches entirely. Carefully optimizing its energy consumption, the smart benches should never shut down and should work autonomously regardless of weather conditions.

6- Temperature Controlled Seating

In-built cooling system ensures that the seat temperature remains pleasant in all weather conditions.

7- Ambient Lighting

The stylish adaptive lighting should illuminate a two-meter radius around the bench, enabling users to utilize its functions no matter how dark it gets.

8- Resistant to Vandalism

The smart bench should be bolted down and locked to prevent any unauthorized opening. If the smart bench is ever shut down, the internal tracking system should notify immediately.

9- High Quality Build Materials

Usage of High quality build materials should ensure protection against weather and vandalism.

10- The bench dimensions- Suggestive varying allowed for exceptionally new design :

Height - 51.2 cm

Width - 45 cm

Length - 178 cm

Weight – 68 kg

The bench dimensions are in line with those of standard street benches, allowing four people to sit on the bench simultaneously. The height of the bench is estimated to improve comfort, reduce the need for a back support and therefore allow better solar charging.

11- 3-year warranty covering any internal malfunctions or damage due to weather

Sl. No.	Activity	Payment (%)
1	Design and Technical Details submitted along with plan to install 10 smart benches	50% payment will be released
2	After Installation and working conditions	50% payment will be released

*\*Project timeline starts from the date of Letter of Award (LoA)*

The payment will become due on approval of the stage reports and on raising of bills/ invoice by the Bidder after the approval of the stage report. The processing time of the payment will be 60 days for final payment and 30 days for all other payments.

The Bidder should provide deliverables in the format as per the requirement of CMA/ ULBs/ TNeGA/TUFIDCO.

#### **Procedure for Monitoring & Review of the Assignment and Tender Scrutiny Committee**

The Bidder's work will be monitored and reviewed by a Consultancy Evaluation and Review Committee (CERC) under the Managing Director, State Coimbatore Smart City Limited, Government of Tamil Nadu. The composition of the Committee will be as follows:

- |     |   |          |
|-----|---|----------|
| i   | Managing Director, Coimbatore Smart City Limited                | Chairman |
| ii  | Representative from Commissionerate of Municipal Administration | Member   |
| iii | Other members as prescribed by Board/MD, CSCL                   | Member   |

The Bidder shall submit each of the above-mentioned deliverables as per the schedule mentioned above. This will be followed by a presentation to the CRC within a week, wherein, the CRC members shall give their comments and suggestions in the form of feedback. Subsequently, the Bidder will incorporate all such comments and suggestions in their next stage report.

**6. General**

- i) The details about the methodology and data outputs in respect of consultancy should be worked out in the bid offer by the Bidder firm.
- ii) All data collected by the Bidder shall be made available to the Client in proper organized format and this data shall remain the property of the Client.
- iii) The data collected and the research results of the Consultancy shall not be divulged to other agencies without the explicit approval of the Client.
- iv) All reports should be submitted in hard and soft copy. Reports should be in Microsoft Word format, maps and drawings should be in the compatible format of GIS facilities available with the Client.

---

STANDARD FORM OF CONTRACT

**Bidder's Services**

Time-Based

**CONTRACT FOR BIDDER'S SERVICES  
Time-Based**

**Project Name: RFP for Supply and Installation of Smart Street Benches in ABD Areas-  
10 No's Coimbatore Smart City Proposal**

**Contract No.** \_\_\_\_\_

**between**

The Managing Director  
Coimbatore Corporation  
Coimbatore -641 001

**and**

\_\_\_\_\_  
*[Name of the Bidder]*

**Dated:** \_\_\_\_\_

## I. Form of Contract

### TIME-BASED

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *Coimbatore Smart City Limited, Tamil Nadu* (hereinafter called the “Client”) and, on the other hand, *[name of Bidder]* (hereinafter called the “Bidder”).

#### WHEREAS

- (a) the Client has requested the Bidder to provide certain Bidder services as defined in this Contract (hereinafter called the “Services”);
- (b) the Bidder, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has applied for a grant from the Government of India under Smart City towards for Coimbatore toward the cost of the Services and intends to apply a portion of the proceeds of this to eligible payments under this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) Appendices:

Appendix A: Terms of Reference  
Appendix B: Key Experts  
Appendix C: Remuneration Cost Estimates  
Appendix D: Reimbursable Cost Estimates  
Appendix E: Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; Appendix A; Appendix B; Appendix C and Appendix D; Appendix E. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Bidder shall be as set forth in the Contract, in particular:

- (a) the Bidder shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Client shall make payments to the Bidder in accordance with the provisions of the Contract.



## II. General Conditions of Contract

### A. GENERAL PROVISIONS

#### 1. Definitions

- 1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) “Applicable Guidelines” means the Guidelines for Selection and Employment of Bidder under the rules of Government of India and Government of Tamil Nadu.
  - (b) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.
  - (c) “Client” means the implementing agency that signs the Contract for the Services with the Selected Bidder.
  - (d) “Bidder” means a legally-established professional Bidder firm or entity selected by the Client to provide the Services under the signed Contract.
  - (e) “Contract” means the legally binding written agreement signed between the Client and the Bidder and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
  - (f) “Day” means a working day unless indicated otherwise.
  - (g) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
  - (h) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Bidder, Sub-Bidder assigned by the Bidder to perform the Services or any part thereof under the Contract.
  - (i) “Foreign Currency” means any currency other than the currency of the Client’s country.
  - (j) “GCC” means these General Conditions of Contract.
  - (k) “Government” means the government of the Client’s country.
  - (l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Bidder’s proposal.
  - (m) “Local Currency” means the currency of the Client’s country.
  - (n) “Non-Key Expert(s)” means an individual professional provided by the Bidder or its Sub-Bidder to perform the Services or any part

thereof under the Contract.

- (o) “Party” means the Client or the Bidder, as the case may be, and “Parties” means both of them.
- (p) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (q) “Services” means the work to be performed by the Bidder pursuant to this Contract, as described in Appendix A hereto.
- (r) “Sub-Bidder” means an entity to whom/which the Bidder subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (s) “Third Party” means any person or entity other than the Government, the Client, the Bidder or a Sub-Bidder.

- 2. **Relationship between the Parties**

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Bidder. The Bidder, subject to this Contract, has complete charge of the Experts and Sub-Bidder, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
- 3. **Law Governing Contract**

3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4. **Language**

4.1. This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. **Headings**

5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. **Communications**

6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.
- 7. **Location**

7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Client may approve.
- 8. **Authorized Representatives**

9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Bidder may be taken or executed by the officials specified in the SCC.
- 9. **Corrupt and**

10.1. The Client requires compliance with its policy in regard to corrupt

**Fraudulent Practices** and fraudulent practices.

- a. Commissions and Fees** 10.2. The Client requires the Bidder to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Client.

## **B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

- 10. Effectiveness of Contract** 11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Bidder instructing the Bidder to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.
- 11. Termination of Contract for Failure to Become Effective** 12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
- 12. Commencement of Services** 13.1. The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.
- 13. Expiration of Contract** 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.
- 14. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 15. Modifications or Variations** 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 16. Force Majeure**
- a. Definition** 17.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-Bidder or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

**b. No Breach of Contract**

17.4. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

**c. Measures to be Taken**

17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by the Client, shall either:

- (a) demobilize, in which case the Bidder shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Bidder shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 48 & 49.

**17. Suspension**

18.1. The Client may, by written notice of suspension to the Bidder, suspend all payments to the Bidder hereunder if the Bidder fails to perform

any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Bidder to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Bidder of such notice of suspension.

## **18. Termination**

19.1 This Contract may be terminated by either Party as per provisions set up below:

### **a. By the Client**

19.1.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (30) calendar days' written notice in case of the event referred to in (f):

- (a) If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 49.1;
- (d) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Bidder fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2 Furthermore, if the Client determines that the Bidder has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Bidder, terminate the Bidder's employment under the Contract.

### **b. By the Bidder**

19.1.3 The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 49.1 within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.

- (b) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 49.1.
- (d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Client of the Bidder's notice specifying such breach.

**c. Cessation of Rights and Obligations**

19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Bidder's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25, and (iv) any right which a Party may have under the Applicable Law.

**d. Cessation of Services**

19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Bidder and equipment and materials furnished by the Client, the Bidder shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

**e. Payment upon Termination**

19.1.6 Upon termination of this Contract, the Client shall make the following payments to the Bidder:

- (a) remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and pursuant to Clause 42;
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

## **C. OBLIGATIONS OF THE BIDDER**

### **19. General**

**a. Standard of Performance**

20.1 The Bidder shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support

and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2 The Bidder shall employ and provide such qualified and experienced Experts and Sub-Bidder as are required to carry out the Services.

20.3 The Bidder may subcontract part of the Services to an extent and with such Key Experts and Sub-Bidder as may be approved in advance by the Client. Notwithstanding such approval, the Bidder shall retain full responsibility for the Services.

**b. Law Applicable to Services**

20.4 The Bidder shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-Bidder, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Bidder shall comply with the import of goods and services prohibitions in the Client's country when

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Client shall notify the Bidder in writing of relevant local customs, and the Bidder shall, after such notification, respect such customs.

**20. Conflict of Interests**

21.1 The Bidder shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**a. Bidder Not to Benefit from Commissions, Discounts, etc.**

21.1.1 The payment of the Bidder pursuant to GCC F (Clauses GCC 41 through 46) shall constitute the Bidder's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Bidder shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Bidder shall use its best efforts to ensure that any Sub-Bidder, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Bidder, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Bidder shall comply with the Client's Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Bidder in the exercise of such procurement responsibility shall be for the account of the Client.

- b. Bidder and Affiliates Not to Engage in Certain Activities** 21.1.3 The Bidder agrees that, during the term of this Contract and after its termination, the Bidder and any entity affiliated with the Bidder, as well as any Sub-Bidder and any entity affiliated with such Sub-Bidder, shall be disqualified from providing goods, works or non-Bidder services resulting from or directly related to the Bidder's Services for the preparation or implementation of the project, unless otherwise indicated in the **SCC**.
- c. Prohibition of Conflicting Activities** 21.1.4 The Bidder shall not engage, and shall cause its Experts as well as its Sub-Bidder not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
- d. Strict Duty to Disclose Conflicting Activities** 21.1.5 The Bidder has an obligation and shall ensure that its Experts and Sub-Bidder shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract.
- 21. Confidentiality** 22.1 Except with the prior written consent of the Client, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Bidder and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
- 22. Liability of the Bidder** 23.1 Subject to additional provisions, if any, set forth in the **SCC**, the Bidder's liability under this Contract shall be as determined under the Applicable Law.
- 23. Insurance to be Taken out by the Bidder** 24.1 The Bidder (i) shall take out and maintain, and shall cause any Sub-Bidder to take out and maintain, at its (or the Sub-Bidder's, as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the **SCC**, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Bidder shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.
- 24. Accounting, Inspection and Auditing** 25.1 The Bidder shall keep, and shall make all reasonable efforts to cause its Sub-Bidder to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.
- 25.2. The Bidder shall permit and shall cause its Sub-Bidder to permit, the Client and/or persons appointed by the Client to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Client. The Bidder's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Client's inspection and audit rights provided for under this Clause GCC 25.2 constitute a prohibited practice subject to contract termination (as well as to

a determination of ineligibility under the Client's prevailing sanctions procedures.)

**25. Reporting Obligations**

26.1 The Bidder shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

**26. Proprietary Rights of the Client in Reports and Records**

27.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Bidder for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Bidder shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Bidder may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

27.2 If license agreements are necessary or appropriate between the Bidder and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Bidder shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

**27. Equipment, Vehicles and Materials**

28.1 Equipment, vehicles and materials made available to the Bidder by the Client, or purchased by the Bidder wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Bidder shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Bidder, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

**A. BIDDER'S EXPERTS AND SUB-BIDDER**

**28. Description of Key Experts**

29.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Bidder's Key Experts are described in **Appendix B**.

29.2 If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in **Appendix B** may be made by the Bidder by a written notice to the Client, provided (i) that such adjustments shall not alter the original time-

input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 41.2.

29.3 If additional work is required beyond the scope of the Services specified in **Appendix A**, the estimated time-input for the Key Experts may be increased by agreement in writing between the Client and the Bidder. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 41.1, the Parties shall sign a Contract amendment.

**29. Replacement of Key Experts**

30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.

30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Bidder's written request and due to circumstances outside the reasonable control of the Bidder, including but not limited to death or medical incapacity. In such case, the Bidder shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

**30. Approval of Additional Key Experts**

31.1 If during execution of the Contract, additional Key Experts are required to carry out the Services, the Bidder shall submit to the Client for review and approval a copy of their Curricula Vitae (CVs). If the Client does not object in writing (stating the reasons for the objection) within twenty two (22) days from the date of receipt of such CVs, such additional Key Experts shall be deemed to have been approved by the Client.

The rate of remuneration payable to such new additional Key Experts shall be based on the rates for other Key Experts position which require similar qualifications and experience.

**31. Removal of Experts or Sub-Bidder**

32.1 If the Client finds that any of the Experts or Sub-Bidder has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Bidder's Expert or Sub-Bidder have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the Bidder shall, at the Client's written request, provide a replacement.

32.2 In the event that any of Key Experts, Non-Key Experts or Sub-Bidder is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Bidder to provide a replacement.

32.3 Any replacement of the removed Experts or Sub-Bidder shall possess better qualifications and experience and shall be acceptable to the Client.

**32. Replacement/ Removal of Experts – Impact on Payments**

33.1 Except as the Client may otherwise agree, (i) the Bidder shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed.

**33. Working Hours,**

34.1 Working hours and holidays for Experts are set forth in **Appendix B**. To account for travel time to/from the Client's country, experts carrying

**Overtime, Leave, etc.** out Services inside the Client's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Client's country as is specified in **Appendix B**.

34.2 The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in **Appendix B**, and the Bidder's remuneration shall be deemed to cover these items.

34.3 Any taking of leave by Key Experts shall be subject to the prior approval by the Bidder who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.

#### **E. OBLIGATIONS OF THE CLIENT**

#### **34. Assistance and Exemptions**

35.1 Unless otherwise specified in the **SCC**, the Client shall use its best efforts to:

- (a) Assist the Bidder with obtaining work permits and such other documents as shall be necessary to enable the Bidder to perform the Services.
- (b) Assist the Bidder with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (c) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (d) Assist the Bidder and the Experts and any Sub-Bidder employed by the Bidder for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (e) Assist the Bidder, any Sub-Bidder and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (f) Provide to the Bidder any such other assistance as may be specified in the **SCC**.

- 35. Access to Project Site** 36.1 The Client warrants that the Bidder shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Bidder and each of the experts in respect of liability for any such damage, unless such damage is caused by the wilful default or negligence of the Bidder or any Sub-Bidder or the Experts of either of them.
- 36. Change in the Applicable Law Related to Taxes and Duties** 37.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Bidder in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 41.1
- 37. Services, Facilities and Property of the Client** 38.1 The Client shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.
- 38.2 In case that such services, facilities and property shall not be made available to the Bidder as and when specified in **Appendix A**, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof pursuant to Clause GCC 41.3.
- 38. Counterpart Personnel** 39.1 The Client shall make available to the Bidder free of charge such professional and support counterpart personnel, to be nominated by the Client with the Bidder's advice, if specified in **Appendix A**.
- 39.2 If counterpart personnel are not provided by the Client to the Bidder as and when specified in **Appendix A**, the Client and the Bidder shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Client to the Bidder as a result thereof pursuant to Clause GCC 41.3.
- 39.3 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Bidder. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Bidder that is consistent with the position occupied by such member, the Bidder may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.
- 39. Payment Obligation** 40.1 In consideration of the Services performed by the Bidder under this Contract, the Client shall make such payments to the Bidder and in such manner as is provided by GCC F below.

#### **F. PAYMENTS TO THE BIDDER**

- 40. Ceiling Amount** 41.1 An estimate of the cost of the Services is set forth in **Appendix C**

(Remuneration) and **Appendix D** (Reimbursable expenses).

41.2 Payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the **SCC**.

41.3 For any payments in excess of the ceilings specified in GCC41.2, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.

#### **41. Remuneration and Reimbursable Expenses**

42.1 The Client shall pay to the Bidder (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Bidder in the performance of the Services.

42.2 All payments shall be at the rates set forth in **Appendix C** and **Appendix D**.

42.3 Unless the **SCC** provides for the price adjustment of the remuneration rates, said remuneration shall be fixed for the duration of the Contract.

42.4 The remuneration rates shall cover: (i) such salaries and allowances as the Bidder shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts' list in **Appendix B**, (iii) the Bidder's profit, and (iv) any other items as specified in the **SCC**.

42.5 Any rates specified for Experts not yet appointed shall be provisional and shall be subject to revision, with the written approval of the Client, once the applicable remuneration rates and allowances are known.

#### **42. Taxes and Duties**

43.1 The Bidder, Sub-Bidder and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the **SCC**.

43.2 As an exception to the above and as stated in the **SCC**, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Bidder or are paid by the Client on behalf of the Bidder.

#### **43. Currency of Payment**

44.1 Any payment under this Contract shall be made in the currency(ies) specified in the **SCC**.

#### **44. Mode of Billing and Payment**

45.1 Billings and payments in respect of the Services shall be made as follows:

- (a) *Advance payment.* Within the number of days after the Effective Date, the Client shall pay to the Bidder an advance payment as specified in the **SCC**. Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain

effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix E**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal instalments against the statements for the number of months of the Services specified in the **SCC** until said advance payments have been fully set off.

- (b) The Itemized Invoices. As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the **SCC**, the Bidder shall submit to the Client, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant to Clauses GCC 44 and GCC 45 for such interval, or any other period indicated in the **SCC**. Separate invoices shall be submitted for expenses incurred in foreign currency and in local currency. Each invoice shall show remuneration and reimbursable expenses separately.
- (c) The Client shall pay the Bidder's invoices within sixty (60) days after the receipt by the Client of such itemized invoices with supporting documents. Only such portion of an invoice that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Bidder, the Client may add or subtract the difference from any subsequent payments.
- (d) The Final Payment. The final payment under this Clause shall be made only after the final report and a final invoice, identified as such, shall have been submitted by the Bidder and approved as satisfactory by the Client. The Services shall be deemed completed and finally accepted by the Client and the final report and final invoice shall be deemed approved by the Client as satisfactory ninety (90) calendar days after receipt of the final report and final invoice by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Bidder specifying in detail deficiencies in the Services, the final report or final invoice. The Bidder shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount that the Client has paid or has caused to be paid in accordance with this Clause in excess of the amounts payable in accordance with the provisions of this Contract shall be reimbursed by the Bidder to the Client within thirty (30) days after receipt by the Bidder of notice thereof. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final invoice approved by the Client in accordance with the above.
- (e) All payments under this Contract shall be made to the accounts of the Bidder specified in the **SCC**.
- (f) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Bidder of any obligations hereunder.

**45. Interest on Delayed** 46.1 If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 45.1 (c), interest shall be paid to the Bidder

**Payments** on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

### **G. FAIRNESS AND GOOD FAITH**

**46. Good Faith** 47.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

### **H. SETTLEMENT OF DISPUTES**

**47. Amicable Settlement** 48.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

48.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 49.1 shall apply.

**48. Dispute Resolution** 49.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.



## II. General Conditions

### Attachment 1: Policy – Corrupt and Fraudulent Practices

#### “Fraud and Corruption

1.23 It is the policy to require that Bidder, and their agents (whether declared or not), sub-contractors, sub-Bidder, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of this contracts [footnote: In this context, any action taken by a Bidder or any of its personnel, or its agents, or its sub-Bidder, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Client:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party<sup>2</sup>;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation<sup>3</sup>;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party<sup>4</sup>;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party<sup>5</sup>;
- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Client investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

---

<sup>2</sup> For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes Client staff and employees of other organizations taking or reviewing selection decisions.

<sup>3</sup> For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

<sup>4</sup> For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

<sup>5</sup> For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

- (bb) acts intended to materially impede the exercise of the Client's inspection and audit rights;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award or any of its personnel, or its agents, or its sub-Bidder, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a firm or an individual at any time, in accordance with prevailing sanctions procedures<sup>6</sup>, including by publicly declaring such firm ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Client contracts, and (ii) to be a nominated<sup>7</sup> sub-Bidder, supplier, or service provider of an otherwise eligible firm being awarded a contract for the Client.

---

<sup>6</sup> A firm or an individual may be declared ineligible to be awarded a contract upon (i) completion of the sanctions proceedings as per its sanctions procedures,

<sup>7</sup> A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant's proposal for the particular services; or (ii) appointed by the Borrower.

### III. Special Conditions of Contract

[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(b) and 3.1	<b>The Contract shall be construed in accordance with the law of India.</b>
4.1	<b>The language is: English</b>
6.1 and 6.2	<p><b>The addresses are:</b></p> <p>Client :           The Managing Director, Coimbatore Smart City Limited  Attention :           _____</p> <p>Facsimile :           _____</p> <p>E-mail (where permitted): _____</p> <p>Bidder :           _____</p> <p>                          _____</p> <p>Attention :           _____</p> <p>Facsimile :           _____</p> <p>E-mail (where permitted) : _____</p>
8.1	<p><i>[Note: If the Bidder consists only of one entity, state "N/A";</i>  OR  <b>The Name of Bidder is</b> _____  <i>[insert name of the member]</i></p>
9.1	<p><b>The Authorized Representatives are:</b></p> <p><b>For the Client:</b>        <i>Tamil Nadu Urban Finance Infrastructure Development Corporation</i></p> <p><b>For the Bidder:</b>        <i>[name, title]</i> _____</p>
11.1	N/A
12.1	<p><b>Termination of Contract for Failure to Become Effective:</b></p> <p><b>The time period shall be Four Months</b></p>
13.1	<p><b>Commencement of Services:</b></p> <p><b>The number of Months - 3</b></p> <p>Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.</p>
14.1	<b>Expiration of Contract:</b>

	<b>The time period shall be 3 Months</b>
<b>21 b.</b>	<p><b>The Client reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods, works or non-Bidder services due to a conflict of a nature described in Clause GCC 21.1.3</b></p> <p>Yes</p>
<b>23.1</b>	<p><b>“Limitation of the Bidder’s Liability towards the Client:</b></p> <p>(a) <b>Except in the case of gross negligence or wilful misconduct on the part of the Bidder or on the part of any person or a firm acting on behalf of the Bidder in carrying out the Services, the Bidder, with respect to damage caused by the Bidder to the Client’s property, shall not be liable to the Client:</b></p> <p style="padding-left: 40px;">(i) <b>for any indirect or consequential loss or damage; and</b></p> <p style="padding-left: 40px;">(ii) <b>for any direct loss or damage that exceeds one times the total value of the Contract;</b></p> <p>(b) <b>This limitation of liability shall not</b></p> <p style="padding-left: 40px;">(i) <b>affect the Bidder’s liability, if any, for damage to Third Parties caused by the Bidder or any person or firm acting on behalf of the Bidder in carrying out the Services;</b></p> <p style="padding-left: 40px;">(ii) <b>be construed as providing the Bidder with any limitation or exclusion from liability which is prohibited by the applicable law in the Client’s country.</b></p>
<b>24.1</b>	<p><b>The insurance coverage against the risks shall be as follows:</b></p> <p><i>[Note: Delete what is not applicable except (a)].</i></p> <p>(a) <b>Professional liability insurance, with a minimum coverage of total ceiling amount of the Contract</b></p> <p>(b) <b>Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client’s country by the Bidder or its Experts or Sub-Bidder, with a minimum coverage of <i>in accordance with the applicable law in the Client’s country.</i></b></p> <p>(c) <b>Third Party liability insurance, with a minimum coverage of <i>in accordance with the applicable law in the Client’s country;</i></b></p> <p>(d) <b>employer’s liability and workers’ compensation insurance in respect of the experts and Sub-Bidder in accordance with the relevant provisions of the applicable law in the Client’s country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and</b></p> <p>(e) <b>insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the</b></p>

	Bidder's property used in the performance of the Services, and (iii) any documents prepared by the Bidder in the performance of the Services.
41.2	<p><b>Any indirect local taxes chargeable in respect of this Contract for the Services provided by the Bidder shall reimbursed by the Client to the Bidder.</b></p> <p><b>The amount of such taxes is _____</b> <i>[insert the amount as finalized at the Contract's negotiations on the basis of the estimates provided by the Bidder in Form FIN-2 of the Bidder's Financial Proposal.]</i></p>
43.1 and 43.2	<p>The Client warrants that the Client shall reimburse the Bidder, the Sub-Bidder and the Experts any indirect taxes, duties, fees, levies and other impositions imposed, under the applicable law in the Client's country, on the Bidder, the Sub-Bidder and the Experts in respect of:</p> <p>(a) any payments whatsoever made to the Bidder, Sub-Bidder and the Experts (other than nationals or permanent residents of the Client's country), in connection with the carrying out of the Services;</p> <p>(b) any equipment, materials and supplies brought into the Client's country by the Bidder or Sub-Bidder for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn by them;</p> <p>(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Client and which is treated as property of the Client;</p> <p>(d) any property brought into the Client's country by the Bidder, any Sub-Bidder or the Experts (other than nationals or permanent residents of the Client's country), or the eligible dependents of such experts for their personal use and which will subsequently be withdrawn by them upon their respective departure from the Client's country, provided that:</p> <p>(i) the Bidder, Sub-Bidder and experts shall follow the usual customs procedures of the Client's country in importing property into the Client's country; and</p> <p>(ii) if the Bidder, Sub-Bidder or Experts do not withdraw but dispose of any property in the Client's country upon which customs duties and taxes have been exempted, the Bidder, Sub-Bidder or Experts, as the case may be, (a) shall bear such customs duties and taxes in conformity with the regulations of the Client's country, or (b) shall reimburse them to the Client if they were paid by the Client at the time the property in question was brought into the Client's country.</p>
44.1	<b>The currency of payment shall be the following: <i>Indian Rupees</i></b>
45.1(a)	NA

45.1 (b)	<p>Itemized Invoices are to be presented every month.</p> <p>The Personnel Costs and the Support Costs shall be paid every month and be based on the attendance of the personnel.</p> <p>Other payments shall be made on successful submission of the deliverables.</p>
45.1(e)	<p><b>The accounts are:</b></p> <p>for foreign currency: <i>[insert account]</i>.</p> <p>for local currency: <i>[insert account]</i>.</p>
46.1	<p><b>The interest rate is:</b> <i>Savings Bank Rate followed by the State Bank of India.</i></p>
49.	<p><b>Disputes shall be settled by arbitration in accordance with the following provisions:</b></p> <ol style="list-style-type: none"> <li>1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions: <ol style="list-style-type: none"> <li>(a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to <i>The Managing Director, Coimbatore Smart City Limited</i>, for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names there from, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>The Managing Director, Coimbatore Smart City Limited</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</li> <li>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Bidder shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by <i>The Managing Director, Coimbatore Smart City Limited, Government of Tamil Nadu</i>.</li> <li>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to <i>The Managing Director, Coimbatore Smart City Limited, Government of Tamil Nadu</i>, to appoint a sole</li> </ol> </li> </ol>

	<p>arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure.</u> Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Bidder's home country [<i>Note: If the Bidder consists of more than one entity, add: or of the home country of any of their members or Parties</i>] or of the Government's country. For the purposes of this Clause, "home country" means any of:</p> <p>(a) the country of incorporation of the Bidder [<i>Note: If the Bidder consists of more than one entity, add: or of any of their members or Parties</i>]; or</p> <p>(b) the country in which the Bidder's [or any of their members' or Parties'] principal place of business is located; or</p> <p>(c) the country of nationality of a majority of the Bidder's [or of any members' or Parties'] shareholders; or</p> <p>(d) the country of nationality of the Sub-Bidder concerned, where the dispute involves a subcontract.</p>
	<p>5. <u>Miscellaneous.</u> In any arbitration proceeding hereunder:</p> <p>(a) proceedings shall, unless otherwise agreed by the Parties, be held in Chennai, Tamil Nadu, India;</p> <p>(b) the <i>English</i> language shall be the official language for all purposes; and</p> <p>(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</p>

## IV. Appendices

### APPENDIX A – TERMS OF REFERENCE

*[This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Bidder during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements; Client's input, including counterpart personnel assigned by the Client to work on the Bidder's team; specific tasks that require prior approval by the Client.]*

*Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Bidder's Proposal. Highlight the changes to Section 7 of the RFP]*

*If the Services consist of or include the supervision of civil works, the following action that require prior approval of the Client shall be added to the "Reporting Requirements" section of the TORs: Taking any action under a civil works contract designating the Bidder as "Engineer", for which action, pursuant to such civil works contract, the written approval of the Client as "Employer" is required.]*

**APPENDIX B - FORM OF ADVANCE PAYMENTS GUARANTEE***[See Clause GCC 41.2.1 and SCC 41.2.1]**{Guarantor letterhead or SWIFT identifier code}***Bank Guarantee for Advance Payment****Guarantor:** \_\_\_\_\_ *[insert commercial Bank's Name, and Address of Issuing Branch or Office]***Beneficiary:** \_\_\_\_\_ *[insert Name and Address of Client]***Date:** \_\_\_\_\_ *[insert date]* \_\_\_\_\_**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ *[insert number]* \_\_\_\_\_

We have been informed that \_\_\_\_\_ *[name of Bidder]* (hereinafter called "the Bidder") has entered into Contract No. \_\_\_\_\_ *[reference number of the contract]* dated \_\_\_\_\_ *[insert date]* \_\_\_\_\_ with the Beneficiary, for the provision of \_\_\_\_\_ *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of \_\_\_\_\_ *[insert amount in figures]* () *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Bidder, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ *[amount in figures]* () *[amount in words]*<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Bidder is in breach of their obligation under the Contract because the Bidder:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Bidder has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Bidder.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Bidder as indicated in certified statements or invoices marked as "paid" by the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Bidder has made full repayment of the amount of the advance payment, or on the \_\_\_ day of *[month]* \_\_\_\_\_, *[year]* \_\_, <sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed one year, in response to the Client's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

\_\_\_\_\_  
*[Signature]*

*{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}*