



**Ministry of Urban Development
Government of India**

Request for Expression of Interest (REOI)

For

**Empanelment of HR Agencies for
Recruitment of Key Managerial Posts
(KMPs) by SPVs in Selected Smart Cities.**

May, 2016

Disclaimer

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This REOI Document is not an agreement and is neither an offer nor an invitation by the MoUD Representatives to any other party. The purpose of this REOI Document is to provide interested parties with information to assist the formulation of their Application pursuant to this REOI Document. This REOI Document includes statements, which reflect various assumptions and assessments arrived at by MoUD in relation to the Project. Such assumptions and statements, in this REOI Document do not purport to contain all the information that each Applicant may require. This REOI Document may not be appropriate for all persons, and it is not possible MoUD Representatives to consider the investment objectives, financial situation and particular needs of each party who reads or uses this REOI Document. The assumptions, assessments, information and statements contained in this REOI Document may not be accurate, adequate and complete and each Applicant should conduct its own enquiries and analyses, and should check the accuracy, reliability and completeness of the assumptions, assessments, information and statements in this REOI Document, and obtain independent advice from appropriate sources.

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The MoUD Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this REOI Document.

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1 INTRODUCTION

1.1 Background

- 1.1.1** The Ministry of Urban Development (MoUD) has rolled out Smart City Mission (SCM). The implementation of Mission will be carried out by a Special Purpose Vehicle (SPV) in the selected Smart Cities. These SPVs are established as a “Public Limited Company” under Companies Act, 2013.
- 1.1.2** The SPV in selected Smart Cities shall be required to appoint Key Managerial Posts (KMPs) i.e. Chief Executive Officer (CEO), Company Secretary (CS) and Chief Finance Officer (CFO) etc. as per requirements of Companies Act, 2013 and other relevant applicable Acts/Rules.
- 1.1.3** To provide assistance to the SPVs in recruitment of these KMPs, MoUD is proposing to shortlist Human Resource (HR) Agencies who will provide required manpower to the Smart City SPVs.
- 1.1.4** This shortlisting process is being undertaken to identify a panel of Human Resource Agencies who will be eligible for providing required manpower to the SPVs for recruitment of KMPs. However, it may be clarified that it is not binding on SPVs and if they wish so, they can go for recruitment of KMPs at their own.
- 1.1.5** *The selection will be made by following the Method of Fixed Budget Selection (FBS) Procurement.*

1.2 Terms of Reference

- 1.2.1** The HR agency’s services (“the Services”) include the following terms of Reference (ToR)
- 1.2.2** The HR agency is to recommend dedicated, well-qualified and experienced personnel as per the qualifications, job profile and experiences described against each position for SPV. The agency should adopt a transparent, competitive and gender sensitive process. This should also be clearly noted that these posts are contract posts with consolidated pay package with no other benefits and are not permanent in nature and are co-terminus with the project. The shortlisted HR Agencies will perform following tasks:
- i. Prepare a step by step process for selection of candidates.
 - ii. The process for recruitment, methodology of selection and work plan, which will be finalized in consultation and approval of the SPV of the Smart City.

- iii. Advertise the call for application by providing wide publicity through media and also direct and indirect contacts through professional network with professionals so as to get maximum possible response from competent candidates.
- iv. Screen the applications received to filter the best candidates for that post by following approved methodology.
- v. Undertake all necessary due diligence regarding the educational and technical/experience claims of the candidates.
- vi. Prepare a schedule of the recruitment and get it finalised in consultation with SPV.
- vii. Provide panel of 4 to 6 shortlisted candidate against each post. The panel should be accompanied by HR summary details indicating strengths and weaknesses of Shortlisted candidates who will be interviewed either through skype etc.) or offline by the Selection Panel of the SPVs.
- viii. Provide a list of all the candidates who had applied for that post along with their evaluation and sorting documents.
- ix. The indicative eligibility criteria of the proposed candidates to appointed are given below:

S. No.	Designation	Qualification	Minimum Experience	Expected Salary
1.	Chief Executive Officer (CEO)	Master in Business Administration from an Institute of repute like IIMs	15 years, experience in managerial capacity out of which 3 years should be in Urban sector. Strong Inter-personal and communication skills with ability to deal effectively with a wide range of stakeholders (users, public representatives elected/unelected, government officials, civil servants/technical staff, contractors/suppliers etc.)	commensurate with qualification and experience.
2.	Company Secretary (CS)	Member of Institute of Company Secretaries of India	5 years post qualification professional experience of dealing with legal and regulatory matters of the company and good knowledge of Companies Act	commensurate with qualification and experience
3.	Chief Finance Officer (CFO)	Chartered Accountant (CA)	10 years of post-qualification working experience in the Corporate sector finance/ accounts with good knowledge of requirement under Companies Act.	commensurate with qualification and experience

S. No.	Designation	Qualification	Minimum Experience	Expected Salary
4.	Any other post as requested by the SPV of the Smart City			

- x. The SPV may change the above qualification and experience and can add or delete the proposed candidate in the above indicative list.

1.2.3 The salary to be paid to HR agency for each position mentioned in para 1.2.2 is fixed at performance linked payment and commensurate with qualification and experience.

1.2.4 The amount of one-time success fee to be paid by SPV to the HR Agency will be 15 (fifteen) days salary of the selected candidate in consultation with the SPV.

1.2.5 The HR Agency will be paid success fee by SPV for successful recruitment of the recommended candidate as follows:

(a) 50% of one-time successful fee after 01 (one) month's successful service of the Candidate.

(b) Remaining 50% of one time successful fee after 03 (three) month's successful service of the Candidate.

1.2.6 Service tax will be paid extra and will be reimbursed by SPV after submission of proof of payments.

1.3 Availability of REOI Document

The document can be downloaded from the following website www.moud.gov.in and www.eprocure.gov.in

1.4 Validity of Applications

1.4.1 The Application shall be valid for a period of not less than 120 (one hundred and twenty) days from the Application Due Date hereinafter called "**Application Validity Period**". MoUD reserves the right to reject any Application, which does not meet this requirement.

1.5 Scope and Description of Shortlisting Process

1.5.1 MoUD proposes to adopt a single stage process to evaluate Applications received based on criteria set out in this REOI Document. Based on this evaluation undertaken, a panel of 15 (fifteen) HR Agencies is expected to be prepared. MoUD proposes to shortlist HR Agencies through this process. MoUD shall shortlist the 15 (fifteen) Applicants based on evaluation criteria as set out in Section 3 of this REOI document.

- 1.5.2** The purpose of shortlisting is to create a pool of HR Agencies that can provide CVs of eligible and suitable candidates to the selected smart City SPVs for recruitment. However, by virtue of getting shortlisted does not entitle shortlisted HR Agencies to claim their expenses incurred, if any, in the process of Shortlisting nor to claim for any assignment, whatsoever, it may be.

Schedule of Shortlisting Process

MoUD would endeavour to adhere to the following schedule:

Sr. No.	Event Description	Indicative Dates
1.	Date of Issue of REOI	13 th May 2016
2.	Last Date of Submission of EOI (online only)	6th June 2016 till 03.00 pm
3.	Date of opening of Applications (online)	6th June 2016 at 03.30 pm

1.6 Communications

All communications excluding the submission of Application shall be addressed to Email: to sajeesh.kr@gov.in and g.vijaykumar@nic.in.

2 Instructions to Applicants

B. General

2.1 Scope of Application

- 2.1.1 MoUD wishes to receive Applications from eligible entities for the Project in order to shortlist consultants.
- 2.1.2 The Applicant shall submit its Application in the form and manner specified in this REOI.

2.2 Eligible Applicants

- 2.2.1 The Applicant eligible for participating in the qualification process shall be Single Entity:
- 2.2.2 For the purpose of this REOI, a Business Entity shall mean an entity incorporated under the Indian Companies Act 1956/2013 or incorporated under equivalent law abroad or the Consultant should be a firm/LLP and should submit registration /incorporation under the governing legislation. The Consultant shall be required to submit a true copy of its Incorporation Certificate along with the Proposal.
- 2.2.3 **A Consortium of above such entities is not allowed.**
- 2.2.4 The Applicant should submit a Power of Attorney as per the format enclosed at **Appendix 2**, authorising the signatory of the Application to commit the Applicant.
- 2.2.5 An Applicant which has earlier been barred by MoUD or blacklisted by any state government or central government / department / agency in India/ from participating in Bidding Process shall not be eligible to submit an Application, if such bar subsists as on the Application Due Date. The Applicant shall be required to furnish an affidavit that there is no such bar imposed and existing as on the Application Due Date as per format provided in **Appendix 6**. In case the Applicant gets banned by MoUD blacklisted by any state government or central government / department / agency during the Shortlisting Period such Applicant shall cease to be Shortlisted with MoUD.
- 2.2.6 While submitting an Application, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

2.3 Change in Consortium Composition

Not Applicable

2.4 Number of Applications

Each Applicant shall submit only one (1) Application for the Project. Any Applicant, who submits or participates in more than one Application for the shortlisting will be disqualified.

2.5 Application Preparation Cost

The Applicant shall be responsible and shall bear all costs and expenses associated with the preparation of its Application and its participation in the Shortlisting. It is clarified that MoUD shall be not responsible or in any way liable for such costs, expenses regardless of the conduct or outcome of the Shortlisting.

2.6 Acknowledgement by the Applicant

- 2.6.1 It is desirable that each Applicant submits its Application after collection of required information and analysis or any other matter considered relevant by it.
- 2.6.2 It would be deemed that by submitting the Application, the Applicant has:
- Made a complete and careful examination of the REOI Document; and
 - Received all relevant information requested from MoUD.
- 2.6.3 MoUD shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

2.7 Right to Accept or Reject any of the Applications

- 2.7.1 Notwithstanding anything contained in this REOI Document, MoUD reserves the right to accept or reject any Application or to annul the Shortlisting Process or reject all Applications at any time, without assigning any reasons thereof and without any liability or any obligation, of any nature whatsoever, for such rejection or annulment.
- 2.7.2 MoUD reserves the right to reject any Application if:
- At any time, a material misrepresentation is made or discovered; or
 - The Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application.
- 2.7.3 Rejection of the Application by MoUD, as aforesaid, would lead to the disqualification of the Applicant.

2.8 Amendment of REOI Document

- 2.8.1 At any time prior to the Application Due Date, MoUD may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the REOI Document by the issuance of Addenda posted on the website: www.moud.gov.in and www.eprocure.gov.in.

- 2.8.2** In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, MoUD may, at its own discretion, extend the Application Due Date.

2.9 Clarifications

- 2.9.1** An Applicant requiring any clarification on the REOI Document may request MoUD online through mail at Email: sajeesh.kr@gov.in and g.vijaykumar@gov.in. The Applicants should send in their queries latest by the relevant date and time mentioned in Clause 1.7 'Schedule of Empanelment Process'. MoUD would endeavour to respond to the queries by the date mentioned in the Schedule of Empanelment Process. The responses will be uploaded on the website: www.moud.gov.in and www.eprocure.gov.in.

C. Preparation and Submission of Application

2.10 Language

2.10.1 The Application and all related correspondence and documents should be furnished by the Applicant with the Application may be in any other language provided that these are accompanied by appropriate translations of the pertinent passages in the English language by approved/authorized/licensed translator¹. Supporting material, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

2.11 Format and Signing of Application

2.11.1 The Applicant would provide all the information in terms of this REOI Document. Only those Applications shall be evaluated that are received in the required format and complete in all respects.

2.11.2 The Applicant shall submit digitally signed and complete Proposal comprising the documents and forms in accordance with Clause 2.12. The submission shall be done electronically only:

- (i) Online submission : The application shall be uploaded on the web portal www.eprocure.gov.in. Duly digitally signed. No physical submission of applications shall be accepted.

2.12 Sealing and Marking of Applications

2.12.1 An authorized representative of the Applicant shall digitally sign the submission letters in the required format. The authorization shall be in the form of a written power of attorney.

2.12.2 Each envelope shall contain the following (check-list):

a.	Letter of Application	Refer Appendix 1
b.	Power of Attorney for signing of application	Refer Appendix 2
c.	Details of Applicant	Refer Appendix 3
d.	Financial Capability of the Applicant	Refer Appendix 4
e.	Experience of Applicant	Refer Appendix 5

¹ Approved/authorized/licensed translator means certified by Government for document translation. The registration/certification number of the translator is mandatory to mention on the translated document along with full address, Phone number and mail-id.

f.	Affidavit certifying that Business Entity / Director(s) of Business Entity are not blacklisted / barred	Refer Appendix 6
g.	Proof of registration of the Applicant	-

2.12.3 If the envelope is not digitally sealed and marked as instructed above, MoUD assumes no responsibility for the misplacement or premature opening of the contents of the Application submitted online and such Application may at the sole discretion of MoUD, be rejected.

2.13 Application Due Date

2.13.1 The Applications should be submitted on or before time and mentioned in the Schedule of Shortlisting Process (refer Clause 1.7), to the address provided in Clause 1.9 in the manner and form as detailed in this REOI Document. Applications submitted by either facsimile transmission or telex shall not be accepted.

2.13.2 MoUD may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.8.1, uniformly for all Applicants.

2.14 Late Applications

No Application shall be accepted which is received after the Application Due Date. Any such Application received after the Application Due Date shall be summarily rejected and returned unopened.

2.15 Modifications/ Substitution/ Withdrawal of Applications

2.15.1 No Application shall be modified, substituted, or withdrawn by the Applicant after the Application Due Date.

D. Evaluation Process

2.16 Evaluation of Applications

2.16.1 No Application will be opened before the Application Due Date. Applications would be opened on any working day after Application Due Date and time.

2.16.2 The Applications, so received, would subsequently be examined and evaluated in accordance with the criteria set out in Section 3.

- 2.16.3** MoUD reserve the right to utilise the services of consultant/s or advisor/s, to assist in the examination, evaluation, and comparison of Applications.
- 2.16.4** MoUD reserves the right to reject any Application, if:
- a. At any time, a material misrepresentation is made or discovered; or
 - b. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.

2.17 Confidentiality

- 2.17.1** Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the Shortlisting Process. MoUD will treat all information submitted as part of Application in confidence and would require all those who have access to such material to treat the same in confidence. At the conclusion of the evaluation process, MoUD shall publish the list of Applicants who have been shortlisted.
- 2.17.2** MoUD shall not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

2.18 Tests of Responsiveness

- 2.18.1** Prior to evaluation of Applications, it shall be determined whether each Application is responsive to the requirements of the REOI Document. An Application shall be considered responsive if the Application:
- a. is received /deemed to be received by the Application Due Date including any extension thereof pursuant to Clause 2.13.2;
 - b. is signed, sealed and marked as stipulated in Clause 2.12.1;
 - c. contains all the information and documents as set out in Clause 2.12.2 and in the formats set out in this REOI Document; and
 - d. mentions the Application Validity Period as set out in Clause 1.4.
- 2.18.2** MoUD reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by MoUD in respect of such Applications.

2.19 Clarifications to Facilitate Evaluation

- 2.19.1** To facilitate evaluation of Applications, MoUD, at its sole discretion, seek clarifications in writing from any Applicant regarding its Application. Such clarifications shall be provided within the time specified by MoUD, as the case may be, for this purpose. Any request for clarifications and all clarifications shall be in writing.
- 2.19.2** If an Applicant does not provide clarifications sought under Sub-Clause 2.19.1 above within the prescribed time, its Application shall be liable to be

rejected. In case the Application is not rejected, MoUD may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation.

2.20 Conflict of Interest

- 2.20.1** MoUD requires that the Shortlisted Consultants provide professional, objective, and impartial advice and at all times hold paramount the interests of MoUD and/or the city/state for which consultancy services are provided, strictly avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Shortlisted Consultants shall not accept or engage in any assignment that would be in conflict with, or that may place it in a position of not being able to carry out the assignment for which it has been engaged.

E. Shortlisting and Notification

2.21 Shortlisting of Consultants

- 2.21.1** After the evaluation of Applications, MoUD shall prepare a list of top 15 (fifteen) Applicants who meet the qualification criteria as set out in this REOI Document. Other Applicants may be informed that their Applications have been unsuccessful.
- 2.21.2** The top 15 (fifteen) shortlisted Applicants would be duly notified that such Applicants are Shortlisted with MoUD (“Notification of Shortlisting”).

2.22 Validity of Shortlisting

- 2.22.1** The Shortlisting will be initially for the period of **36 (Thirty Six) months** from the date of Shortlisting. MoUD may renew the Shortlisting for an additional duration as decided by MoUD at its sole discretion. At the end of 36 months from the date of issue of Shortlisting list, MoUD may, at its sole discretion, consider additions/ modifications to be made to such Shortlisted list.

3 Criteria for Evaluation

3.1 Financial Capacity and Technical Experience of the Applicant

- 3.1.1 The Applicant should have a minimum average annual turnover of Indian Rs.02 **(two) crore** during the last 03 (three) financial years preceding the Application Due Date.
- 3.1.2 The Applicant should have a positive Net worth as per latest audited financial statements.
- 3.1.3 The Applicant shall enclose with its Application, certificate(s) from its Statutory Auditors stating its total revenues from professional fees during each of the past three financial years. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant
- 3.1.4 Past experience of at least 10 (ten) years and proven track record of hiring the personnel particularly for Key Managerial posts for at least ten PSUs/Public Limited Companies.
- 3.1.5 Proven track record of hiring at least 10 personnel for similar posts in PSUs/Public Limited Companies with at least one against each position as indicated in this REoI.
- 3.1.6 Reference from at least three clients for successful completion of the assignments with at least one from a PSU.
- 3.1.7 Performance certificate from at least three clients about competence of the candidates selected on recommendation of the HR agency.
- 3.1.8 The bidder should sign on each page of the document and enclosures of experience and other information as requested above

3.2 Evaluation of Applications

- 3.2.1 This section provides the details of evaluation process. The Applications will be evaluated on the basis of the following parameters:
 - a. Past Experience of Firm
 - b. Financial Strength of the Firm

3.2.2 The Applications will be evaluated on the basis of the following parameters:

S. No	Component	Max Marks
1	General Experience of the Firm: Number of years' experience.	10
2	Experience of the firm in providing manpower to number of State/Central Government Organizations and Autonomous Bodies, State/Central PSUs and Private Sector Enterprises of repute.	50
3	Reference from the clients for successful completion for the assignment.	10
4	Performance certificate from clients about competence of the candidate selected on recommendation of the Applicant's Agency	20
5	Pan India institutional set up of the firm	10
	Total	100

3.2.3 The minimum qualifying marks are 75 (Seventy Five) out of 100 (hundred).

3.2.4 The names of such Shortlisted firms with class and rank will be published by MoUD after due approval by the competent authority.

F. Fraud and Corrupt Practices

- a. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Shortlisting Process. Notwithstanding anything to the contrary contained in this REOI, MoUD shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Shortlisting Process.
- b. Without prejudice to the rights of MoUD under Clause 4.1 hereinabove, if an Applicant or Consultant, as the case may be, is found by the MoUD to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Shortlisting Process, or after the issue of the notification of Shortlisting, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by MoUD during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by MoUD to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a. “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Shortlisting Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Shortlisting Process or after the issue of the Notification of Shortlisting, as the case may be, any person in respect of any matter relating to the Shortlisting or Notification of Shortlisting, who at any time has been or is a legal, financial or technical consultant/ adviser of MoUD in relation to any matter concerning the Project;
 - b. “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Shortlisting Process;
 - c. “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Shortlisting Process;
 - d. “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the MoUD with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Shortlisting Process; or (ii) having a Conflict of Interest; and
 - e. “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Shortlisting Process.

G. Miscellaneous

- a. The Shortlisting Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Shortlisting Process.
- b. MoUD, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - a. Suspend and/or cancel the Shortlisting Process and/or amend and/or supplement the Shortlisting Process or modify the dates or other terms and conditions relating thereto;
 - b. Consult with any Applicant in order to receive clarification or further information;
 - c. Retain any information and/or evidence submitted to MoUD by, on behalf of and/or in relation to any Applicant; and/or
 - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- c. It shall be deemed that by submitting the Application, the Applicant agrees and releases MoUD, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- d. All documents and other information supplied by MoUD or submitted by an Applicant shall remain or become, as the case may be, the property of MoUD. MoUD will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- e. MoUD reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

Appendix 1: Format for Letter of Application

[On the Letter head of the Applicant]

Date:

To
Deputy Secretary (Smart City III)
Ministry of Urban Development
Government of India
Room No. 313, B Wing
Nirman Bhawan
Maulana Azad Road
New Delhi – 110108

Ref: **Shortlisting of HR Agencies for Recruitment of Key Managerial Posts (KMPs) by SPVs in Smart Cities.**

Dear Sir,

Being duly authorized to represent and act on behalf of
..... (Hereinafter referred to as “the Applicant”), and having gone through and fully understood all of the eligibility and qualification requirements and information provided, the undersigned hereby apply for Shortlisting for the captioned project.

We are enclosing our Application for Qualification in one (1) original, with the details as per the requirements of the REOI Document, for your evaluation.

We confirm that our Application is valid for a period of 120 (one hundred and twenty) days from (Application Due Date)

Yours faithfully,

(Signature of Authorised Signatory)
(Name, Title and Address)

Appendix 2: Format for Power of Attorney for Signing of Application

(On Non – judicial stamp paper of Rs 1000/- or such equivalent document duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for the **Shortlisting of HR Agencies for Recruitment of Key Managerial Posts (KMPs) by SPVs in Smart Cities.**, including signing and submission of all documents and providing information / responses to Ministry of Urban Development (“MoUD”), representing us in all matters before MoUD, and generally dealing with MoUD in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)

(Name, Title and Address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Note:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

Appendix 3: Format for Details of Applicant

1. Details of Applicant

a.	Name of applicant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation. (Attach Copy of incorporation certificate)	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	Service Tax Registration Number (attach copy).	:	
j.	Permanente Account Number (copy).		
k.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Shortlisting, it is proved that the information furnished by us is wrong, MoUD reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm

Date
Place

Name _____
Designation _____
Tel No. _____
Mobile No. _____

E Mail ID _____
Seal/Stamp of the Firm

Appendix 4: Format for Financial Capability of the Applicant

(Equivalent in Rs. crores)

Applicant*	------(Name of Applicant)				
FY	2012-13	2013-14	2014-15	Total	Average
Annual Turnover					
Net Profit					
<p>Financial Year 2014-15</p> <p>Total Assets _____</p> <p>Total Liabilities _____</p> <p>Net Worth _____</p> <p style="text-align: center;">Certificate from the Statutory Auditor</p> <p>This is to certify that the above information is as per audited balance sheet against the respective years.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm</p> <p>Date:</p> <p>(Signature, name and designation of the authorised signatory)</p>					

- # The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.
- * Any Applicant should fill in details as per the row titled Annual turnover, net profit Net Worth in the row below.

Appendix 5: Format for Experience of the Applicant

Attach the proof of document evidence with the following

S. No	Component
1	General Experience of the Firm: Number of years' experience.
2	Experience of the firm in providing manpower to number of State/Central Government Organizations and Autonomous Bodies, State/Central PSUs and Private Sector Enterprises of repute. (detail to be provided along with the certificate from the competent authority)
3	Reference from the clients for successful completion for the assignment. (detail to be provided along with the certificate from the competent authority)
4	Performance certificate from clients about competence of the candidate selected on recommendation of the Applicant's Agency (detail to be provided along with the certificate from the competent authority)
5	Pan India institutional set up of the firm (Zone/region wise Registered office Address along with phone Numbers and mail-id is mandatory)

Appendix 6: Format for Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted

(On a Stamp Paper of relevant value)

Affidavit

I M/s., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India from participating in Project/s, either individually or as member of a Consortium as on _____.

We further confirm that we are aware that as per Clause 2.7.2, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of Clause 2.2.6 at any stage of the Shortlisting Process or thereafter during the Shortlisting period.

Dated thisDay of, 201....

Name of the Bidder

.....
Signature of the Authorised Person

.....
Name of the Authorised Person