



CAPACITY BUILDING FOR URBAN DEVELOPMENT
Ministry of Urban Development
Government of India

Request for Expression of Interest

for

Empanelment of Consulting Firms For Providing
Technical Assistance To Selected Smart Cities in
Improvement in Revenue from Advertisement Tax

May, 2016

Disclaimer

The information contained in this Request for Expression of Interest (“REOI”) document or subsequently provided to Applicant/s, whether verbally or in documentary form by or on behalf of the Capacity Building for Urban Development (CBUD) Project of Ministry of Urban Development (“MoUD”), or any of their representatives, employees or advisors (collectively referred to as “MoUD Representatives”), is provided to Applicant(s) on the terms and conditions set out in this REOI Document and any other terms and conditions subject to which such information is provided.

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 for Empanelment 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 for 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.

MoUD Representatives make no representation or warranty and shall incur no liability to any person, including any Applicant or Bidder, under any law, statute, rule or regulation or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages cost or expense which may arise from or be incurred or suffered on account of anything contained in this REOI Document or otherwise, including the accuracy, reliability or completeness of the REOI Document and any assessment, assumption or information contained therein or deemed to form part of this REOI Document or arising in any way with qualification of Applicants for participation in the Bidding Process.

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.

Table of Contents

DISCLAIMER	1
TABLE OF CONTENTS	2
1 INTRODUCTION	4
1.1 Background	4
1.2 Objective and Brief Terms of Reference	4
1.3 Availability of REOI Document	5
1.4 Validity of Applications	5
1.5 Scope and Description of Empanelment Process	5
1.6 Schedule of Empanelment Process	6
1.7 Pre-Application Conference.....	Error! Bookmark not defined.
1.8 Communications.....	6
A. General	6
1.9 Scope of Application	Error! Bookmark not defined.
1.10 Eligible Applicants.....	6
1.11 Number of Applications.....	7
1.13 Acknowledgement by the Applicant.....	7
1.14 Right to Accept or Reject any of the Applications.....	8
1.15 Amendment of REOI Document.....	8
1.16 Clarifications	8
B. Preparation and Submission of Application	9
1.17 Language	9
1.18 Submission of Application	9
1.19 Sealing and Marking of Applications.....	9
1.20 Application Due Date.....	10
1.21 Late Applications.....	10
C. Evaluation Process	10
1.22 Opening of Applications	10
1.23 Evaluation of Applications	10
1.24 Confidentiality	11
1.25 Tests of Responsiveness.....	11
1.26 Clarifications to Facilitate Evaluation	11
1.27 Conflict of Interest.....	12
D. Empanelment and Notification	12
1.28 Empanelment of Consultants.....	12

2	CRITERIA FOR EVALUATION	12
2.1	Evaluation of Applications.....	12
3	FRAUD AND CORRUPT PRACTICES.....	15
4	PRE-APPLICATION CONFERENCE.....	ERROR! BOOKMARK NOT DEFINED.
5	MISCELLANEOUS	17
	Appendix 1: Format for Letter of Application.....	18
	Appendix 2: Format for Power of Attorney for.....	19
	Appendix 3: Format for Details of Applicant.....	20
	Appendix 4: Experience of the Firm in implementing financial reforms in ULBs/ Para statal bodies	21
	Appendix 4A: Format of Assignment Details of the Applicant	21
	Appendix 5: Experience of the Applicant in undertaking similar assignments.	23
	Appendix 5A: Format of Assignment Details of the Applicant	23
	Appendix 6: Experience of the Applicant in undertaking assignments relating to improvement of internal revenues from taxes and fees in ULB.....	25
	Appendix 6A: Format of Assignment Details of the Applicant	25
	Appendix7: Experience of the Applicant in framing guidelines for regulations of municipal taxes including Public/Tax Payers Dispute Redress mechanism....	27
	Appendix 7A: Format of Assignment Details of the Applicant	27
	Appendix 8: Format for Affidavit Certifying that Entity / Director/s of Entity are not blacklisted.....	29
	Annexure A- List of Cities.....	30

1 INTRODUCTION

1.1 Background

- a) The Ministry of Urban Development (MoUD), Government of India has rolled “Smart City” Mission and “AMRUT” missions.
- b) Under the AMRUT mission improvement in Municipal Taxes and Fees is one of the reforms which inter alia provides to achieve full potential of advertisement revenue by making a policy for destination specific potential having dynamic pricing module
- c) Under the Smart City Mission (SCM), 20 Cities have been included for development as Smart Cities in the first phase. 13 of these 20 cities have requested for technical assistance to improve their internal revenues from Advertisement collection. (The list of cities is enclosed at Annexure ‘A’)
- d) This Empanelment process is being undertaken to identify a panel of consultants who will be eligible for selection & subsequent award of contract by respective States/Urban Local Bodies to provide technical assistance in improvement of Advertisement collections.

1.2 Objective and Brief Terms of Reference

1.2.1 Objective

The objective of the assignment is to achieve full potential of advertisement revenue by making a policy for destination specific potential having dynamic pricing module.

1.2.2 Scope of work:

The broad scope of work is given below and detailed scope of work will be available in Term of Reference to be given in the RFP:

- Diagnostic study with focus on the following:
 - Current Legal and Policy review to identify constraints which prevent ULB from maximising the revenue potential from advertisement.
 - Market assessment to identify sites that have potential for advertisement including mobile display. Identify vulnerable sites prone to illegal/unauthorised display of advertisement
 - Licensing/tendering and allotment procedure to identify the shortcomings/gaps in the current system and recommend the steps to bridge the gap.

- Revenue collection process for realisation of revenues. Detection of unauthorised or non-conforming hoardings and staff responsibilities for procurement, revenue collection status and enforcement activities.
- Prepare comprehensive guidelines to improve from Advertisement Tax especially policy for destination specific potential having dynamic pricing module. The guidelines should also include Advertisement Tax and License Fee structure with their periodical revision. Guidelines should also include policy framework, procurement framework, revenue collection system, transparency, use of technology, rate revision methods and linkage to market rates and advanced commercial practise.
- Provide technical assistance to ULB introducing technology and in preparing and maintaining computerized data base for all Advertisement sites . which may include their Location, Type, Size, Advertisers, Period of Contract, Contract Value and Demand Collection Book

1.3 Availability of REOI Document

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

1.4 Validity of Applications

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 or all the Applications without assigning any reason whatsoever.

1.5 Scope and Description of Empanelment Process

- a) 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 a panel of consultants shall be prepared.
- b) MoUD proposes to empanel eligible consultants through this process. MoUD shall rank the Applicants based on evaluation criteria as set out in Section 3 of this REOI document.
- c) **The details of Cities are at Annexure “A”.**
- d) The purpose of Empanelment is to create a pool of consulting firms that can provide technical support to States/ULBS in improving their Advertisement collections. However, by virtue of getting shortlisted with Ministry does not entitle shortlisted consultancy firms to claim their expenses incurred, if any, in the process of shortlisted nor to claim for any assignment, whatsoever, it may be.

- e) The States/Urban Local Bodies will invite technical and financial proposals from selected shortlisted consultancy firms following the model RfP provided to States/ULBs by MoUD.

1.6 Schedule of Empanelment Process

MoUD would endeavour to adhere to the following schedule:

Sr. No.	Event Description	Indicative Dates
1.	Date of Issue of REOI	10 th May 2016
2.	Last Date of Submission of EOI (online only)	1st June 2016 till 03.00 pm
3.	Date of opening of Applications (online)	1st June 2016 at 03.30 pm

1.7 Communications

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

2 Instructions to Applicants

A. General

2.1 Scope of Application

- a) MoUD shall receive Applications from eligible entities for the Project in order to create a pool of consultants for empanelment.
- b) The Applicant shall submit its Application in the form and manner specified in this REOI. It is expected that a separate selection process would be undertaken by the States, UTs and ULBs to appoint consultants for the city-specific projects. The successful bidder emerging from such selection process shall be required to enter into city-specific contracts with the concerned government entity. The payment for the assignment shall be made by MoUD on recommendations by the respective State/ULBs.

2.2 Eligible Applicants

- a) Only Single Business Entity shall be eligible for participating in the qualification process. Consortium is not allowed.

- b) For the purpose of this REOI, a Business Entity shall mean a company incorporated in India under the provisions of the Companies Act, 2013 or under the equivalent law in case of a foreign Company. Copy of such Registration Certificate should be submitted along with the Application.
- c) A firm declared ineligible by the International Bank for Reconstruction and Development (IBRD), Washington, D.C., U.S.A., or the International Development Association, Washington, D.C., U.S.A Bank (“Bank”) in accordance with the Bank Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants or debarred from providing consultancy services by and government agency in India shall be ineligible to submit an Application.
- d) An Applicant should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award against the Applicant nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant. In case the Applicant during period of Empanelment, fails to perform on any legal agreement, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award against the Applicant, or been expelled from any project or agreement or have had any agreement terminated for breach by such Applicant, such Applicant shall cease to be empanelled with MoUD.
- e) 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 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 empanelment will be disqualified..

2.4 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 empanelment. 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 empanelment.

2.5 Acknowledgement by the Applicant

- a) It is desirable that each Applicant submits it’s Application after collection of required information and analysis or any other matter considered relevant by it.

- b) It would be deemed that by submitting the Application, the Applicant has:
 - a. Made a complete and careful examination of the REOI Document; and
 - b. Received all relevant information requested from MoUD.
- c) MoUD shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

2.6 Right to Accept or Reject any of the Applications

- a) Notwithstanding anything contained in this REOI Document, MoUD reserves the right to accept or reject any Application or to annul the Empanelment 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.
- b) 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 additional information or clarification required for evaluation of the Application.
- c) Rejection of the Application by MoUD, as aforesaid, would lead to the disqualification of the Applicant..

2.7 Amendment of REOI Document

- a) 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.
- b) Any Addendum thus issued will also be posted on the website: www.moud.gov.in.
- c) 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.

2.8 Clarifications

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.

B. Preparation and Submission of Application

2.9 Language

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. Supporting material, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the translated in English language shall prevail.

2.10 Submission of Application

- a) 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. **The Application shall be submitted in maximum 100 pages.**
- b) The Applicant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms in accordance with Clause 2.12. **The submission shall be done electronically on the portal www.eprocure.gov.in.** Proposals submitted by any other means will be rejected.

2.11 Sealing and Marking of Applications

- a) 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 scanned and uploaded together with the Application as per Appendix 2.
- b) The Application shall contain the following (check-list):
 - a. Letter of Application Refer Appendix 1
 - b. Power of Attorney for signing of the Application Refer Appendix 2
 - c. Details of Applicant Refer Appendix 3
 - d. Experience of the Firm in implementing financial reforms in ULBs/Para statal bodies Refer Appendix 4 and 4A
 - e. Experience of Applicant in undertaking assignments for improvement in Revenue from Advertisement Tax. Refer Appendix 5 and 5A
 - f. Experience of the Applicant in undertaking assignments relating to improvement in internal Refer Appendix 6 and 6A

- revenues from taxes and fees in ULBs
- g. Experience of the firm in framing guidelines for regulations of municipal taxes including Public//Taxpayers dispute redress mechanism Refer Appendix 7 and 7A
- h. Format for Affidavit Certifying that Entity/Directors(s) of Entity not Blacklisted and Proof of registration of the Applicant Refer Appendix 8

2.12 Application Due Date

- a) The Application or its modifications must be uploaded on the portal no later than the deadline mentioned in the Schedule of Empanelment Process (refer Clause 1.7), or any extension to this deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline. Applications submitted by either facsimile transmission or telex shall not be accepted.
- b) 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 (a), uniformly for all Applicants.

2.13 Late Applications

The electronic system will not accept any Application or its modification for uploading after the deadline.

C. Evaluation Process

2.14 Opening of Applications

The MoUD evaluation committee shall conduct the opening of the Applications online after the Application submission deadline.

2.15 Evaluation of Applications

- a) The Applications, so received, would subsequently be examined and evaluated in accordance with the criteria set out in Section 3.
- b) MoUD reserve the right to utilise the services of consultant/s or advisor/s, to assist in the examination, evaluation, and comparison of Applications.

- c) MoUD reserves the right to reject any or all the Applications, 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.

2.16 Confidentiality

- a) Information relating to the examination, clarification, evaluation, and recommendation for the Empanelled Applicants shall not be disclosed to any person not officially concerned with the Empanelment 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 Empanelled.
- b) 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.

2.17 Tests of Responsiveness

- a) 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 non responsive if the Application:
 - a. is not received online as indicated at 2.11;
 - b. is not digitally signed with the submission letters as stipulated in Clause 2.12 (a);
 - c. does not contains all the information and documents as set out in Clause 2.12 (b) and in the formats set out in this REOI Document; and
 - d. does not mentions the Application Validity Period as set out in Clause 1.4.
- b) 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.

2.18 Clarifications to Facilitate Evaluation

- a) 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.
- b) If an Applicant does not provide clarifications sought under Sub-Clause 2.19 (a) 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.

2.19 Conflict of Interest

- a) 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.

D. Empanelment and Notification

2.20 Empanelment of Consultants

- a) After the evaluation of Applications, MoUD shall prepare a list of Applicants who meet the qualification criteria as set out in this REOI Document. Other Applicants may be informed that their Applications have been unsuccessful.
- b) The empanelled Applicants would be duly notified that such Applicants are empanelled with MoUD (“Notification of Empanelment”).
- c) The Empanelment of panel of consultants will be initially for the period of 36 (Thirty Six) months from the date of Empanelment. MoUD may renew the shortlist for an additional duration as decided by MoUD at its sole discretion.
- d) The MoUD reserves the right to make additions in the panel after following due process.

3 Criteria for Evaluation

3.1 Evaluation of Applications

- a) This section provides the details of evaluation process. The Applications will be evaluated on the basis of the following parameters:
 - a. General Experience of the Firm: Number of years’ experience
 - b. Organisational Strength – Total Staff Strength

- c. Staff having experience of carrying out similar assignments and having performed tasks related to the assignment: Number of such staff.
- d. Experience of the firm in implementing financial reforms in ULBs/para statal bodies: Number of assignments.
- e. Experience of the firm in undertaking assignment for Improvement in Revenue from Advertisement Tax: Number of assignments.
- f. Experience of firm in undertaking assignments relating to improvement of internal revenues from taxes and fees in ULBs: Number of assignments.
- g. Experience of the firm in framing guidelines for regulations of municipal taxes including Public/Taxpayers dispute Redress mechanism: Number of Assignments.
- b) The Applications will be evaluated on the basis of the following parameters for each of the three respective areas:

S.No.	Parameter	Maximum Marks
1.	General Experience of the Firm	10
2.	Organisational Strength – Total Staff Strength	10
3.	Staff having experience of carrying out similar assignments and having performed tasks related to the assignment	10
4	Experience of the firm in implementing financial reforms in ULBs/para statal bodies	10
5	Experience of the firm in undertaking assignment for Improvement in Revenue from Advertisement Tax.	25
6	Experience of firm in undertaking assignments relating to improvement of internal revenues from taxes and fees in ULBs	25
7	Experience of the firm in framing guidelines for regulations of municipal taxes including Public/Taxpayers dispute Redress mechanism	10
Total		100

- a) **The Applicants (firm) who secure a score of 75 marks or more out of 100 shall be considered for further Empanelment.**
- b) **After evaluation of the Applications received from other Applicants and scoring of the same, the Applicants, with at least 75 marks shall be ranked in descending order of the scores secured. The names of such empanelled firms shall be published by MoUD.**

- c) The list of empanelled firms shall be provided to States/ ULBs, for issuing RFP for selection on QCBS.

4 Fraud and Corrupt Practices

- 4.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment 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 Empanelment Process.
- 4.2 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 Empanelment Process, or after the issue of the notification of Empanelment, 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.
- 4.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- a. “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Empanelment Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the Notification of Empanelment as the case may be, any person in respect of any matter relating to the empanelment or Notification of Empanelment, 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 Empanelment 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 Empanelment 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 Empanelment 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 Empanelment Process.

5 Miscellaneous

- 5.1 The Empanelment 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 Empanelment Process.
- 5.2 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 Empanelment Process and/or amend and/or supplement the Empanelment 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.
- 5.3 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.
- 5.4 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.
- 5.5 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
Dy. Secretary (SC)-III, CBUD
Ministry of Urban Development
Government of India
Room No. 202 C Wing
Nirman Bhawan, Maulana Azad Road
New Delhi – 110108

Ref: **EOI for Improvement in Advertisement Tax in selected 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 Empanelment 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 100/- 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 **“Improvement in Revenue from Advertisement Tax in selected Smart Cities”**, including signing and submission of all documents and providing information / responses to CBUD, 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:

- *To be executed by the Applicant.*
- *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.	:	
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 (copy).	:	
j.	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
k.	Name and details (Tel / Mobile / E mail) of contact persons	:	

2. Organisational Strength (staff strength in numbers)

Total Staff Strength of Organisation	
Staff having experience of carrying out similar assignments and having performed tasks mentioned in the TOR	

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 Empanelment, 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 _____ Name _____

Place _____ Designation _____
 Tel No. _____
 Mobile No. _____
 E Mail ID _____
 Seal/Stamp of the Firm

Appendix 4: Experience of the Firm in implementing financial reforms in ULBs/ Para statal bodies

Category No.	Criteria ¹	Number and Name of Cities
1	Experience of the firm in implementing Financial Reforms in ULBs/para statal Bodies. (Substantially Completed only¹)	

Appendix 4A: Format of Assignment Details of the Applicant

List projects (not more than 11) as mentioned in Appendix 5 .

Experience of the firm in implementing Financial Reforms in ULBs/para statal Bodies (Substantially Completed only)

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Value of the contract per city (in current INR):
Start date (month/year): Completion date (month/year):	

¹ The Claims of completion shall be self-certified. A copy of work order/ agreement to be submitted with this Application. MoUD may seek clarifications, if required, as per Clause 2.19.

² Substantially completed shall be considered in case the Applicant has completed Draft Final Report.

Narrative description of Project:

Description of actual services provided by your staff within the assignment:

Notes: Use separate sheet for each Eligible Project

Appendix 5: Experience of the Applicant in undertaking similar assignments

Category No.	Criteria ¹	Number and Name of Cities
1	Experience of the firm in undertaking similar assignments of Improvement in Improvement in Revenue from Advertisement Tax. (Substantially Completed only)	

Appendix 5A: Format of Assignment Details of the Applicant

List projects (not more than 11) as mentioned in Appendix 6.

Experience of the firm in undertaking similar assignments of Improvement in Revenue from Advertisement Tax **(Substantially Completed only)**

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Value of the contract per city (in current INR):
Start date (month/year): Completion date (month/year):	

¹ The Claims of completion shall be self-certified. A copy of work order/ agreement is required to be submitted with this Application. MoUD may seek clarifications, if required, as per Clause 2.19.

Narrative description of Project:

Description of actual services provided by your staff within the assignment:

Notes: Use separate sheet for each Eligible Project

Appendix 6: Experience of the Applicant in undertaking assignments relating to improvement of internal revenues from taxes and fees in ULB.

Category No.	Criteria ¹	Number and Name of Cities
1	Experience of the firm in undertaking relating to improvement of internal revenues from Taxes and fees in ULBs. (Substantially Completed only²)	

Appendix 6A: Format of Assignment Details of the Applicant

List projects (not more than 11) as mentioned in Appendix 7.

Experience of the firm in undertaking relating to improvement of internal revenues from Taxes and fees in ULBs (Substantially Completed only)
--

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Value of the contract per city (in current INR):

¹ The Claims of completion shall be self-certified. A copy of work order/ agreement is required to be submitted with this Application. MoUD may seek clarifications, if required, as per Clause 2.19.

² Substantially completed shall be considered in case the Applicant has completed Draft Final Report.

Start date (month/year):	
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Notes: Use separate sheet for each Eligible Project

Appendix 7: Experience of the Applicant in framing guidelines for regulations of municipal taxes including Public/Tax Payers Dispute Redress mechanism.

Category No.	Criteria ¹	Number and Name of Cities
1	Experience of the firm in framing guidelines for regulations of municipal taxes including Public/Taxpayers dispute Redress mechanism. (Substantially Completed only²)	

Appendix 7A: Format of Assignment Details of the Applicant

List projects (not more than 11) as mentioned in Appendix 8.

Experience of the firm in framing guidelines for regulations of municipal taxes including Public/Taxpayers dispute Redress mechanism (Substantially Completed only)
--

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Value of the contract per city (in current INR):
Start date (month/year): Completion date (month/year):	

¹ The Claims of completion shall be self-certified. A copy of work order/ agreement required to be submitted with this Application. MoUD may seek clarifications, if required, as per Clause 2.19.

² Substantially completed shall be considered in case the Applicant has completed Draft Final Report.

Narrative description of Project:

Description of actual services provided by your staff within the assignment:

Notes: Use separate sheet for each Eligible Project

Appendix 8: 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 address 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, as on _____.

We further confirm that we are aware that as per Clause 2.7 (b), 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 (f) or 2.2 (g) any stage of the Empanelment Process or thereafter during the Empanelment period.

Dated thisDay of, 201....

Name of the Applicant

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Annexure A- List of Cities

S.No.	State	Name of City/Cities
1.	Odisha	Bhubaneshwar
2.	Maharashtra	Pune, Solapur
3.	Rajasthan	Jaipur, Udaipur
4.	Gujarat	Surat
5.	Kerala	kochi
6.	Madhya Pradesh	Jabalpur
7.	Tamil Nadu	Coimbatore, Chennai
8.	Andhra Pradesh	Kakinada, Vizag
9.	Punjab	Ludhiana