

Expression of Interest (EoI)

“Engaging a consultant to address the implementation capacity gaps including contract management and corporate governance norms”

HIMACHAL PRADESH STATE ROADS TRANSFORMATION PROJECT (HPSRTP)

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES)**

**HIMACHAL PRADESH STATE ROADS TRANSFORMATION PROJECT
(HPSRTP)**

Loan No. IBRD-90660

Assignment Title: “Engaging a consultant to address the implementation capacity gaps including contract management and corporate governance norms

Reference No.: IN-HPRIDC -342885-CS-CQS

The Government of Himachal Pradesh has received financing from the World Bank toward the cost of the Himachal Pradesh State Roads Transformation Project (HPSRTP), and intends to apply part of the proceeds for consulting services.

The consulting service (“the Services”) assignment has goals and broad objectives as under: -

The overall objective of the required Consultancy Services is to study the current Organizational and Institutional Systems in HPRIDCL, HPPWD, and HPDOT, along with its suggested policy-based restructuring measures to improve the efficiency and performance of the system, to enable better economic growth in Himachal Pradesh. The Consultancy services will also be expected to build directly on the achievements and outputs of the studies already available with the department. The objective of this consultancy would be to prepare an implementation roadmap for the approved recommendations and provide handholding support to the HPRIDCL, HPPWD and HPDOT. In addition, the consultancy will also aim to address the implementation capacity gaps through requisite trainings, assist HPRIDCL in defining a robust governance framework for enhancing transparency and integrity in business processes.

In this regard, HPRIDCL needs to engage a consultant to address the implementation capacity gaps including contract management and corporate governance norms.

The indicative Terms of Reference (ToR) subject to modification & finalization before issuing of Request for Proposal (RFP), for the assignment shall be available at the following websites / URL:- (1) <http://himachalservices.nic.in/hpridc/> .

The Himachal Pradesh Road and Infrastructure Development Corporation Limited (HPRIDCL) now invite eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short-listing criteria are given in the Expression of Interest (EoI). The EoI includes the following documents: -

- (i) Section I: Instructions for submission of Expression of Interest and Guidelines for preparation of EoI.
- (ii) Section II: Eligibility and short-listing Criteria including Annexure-I to V.
- (iii) Section III. (Not attached: Can be downloaded from the website) The attention of interested Consultants is drawn to paragraphs 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” dated July 2016, revised November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on Conflict of Interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the CQS method set out in the Procurement Regulations for IPF Borrowers” July 2016, Revised November 2017 and August 2018 (“Procurement Regulations”).

The detailed “Request for Expression of Interest” can be downloaded from the following websites/ URL:- (1) <http://himachalservices.nic.in/hpridc>.

Further information can be obtained at the address below during office hours *i.e. 1000 to 1700 hours Indian Standard Time (IST) on any working day.*

Expressions of interest must be delivered in a written form to the address below (in person, or bypost) by **May 02, 2023 at 1500 hours (IST).**

Dated: **April 11, 2023**

Director (Projects)
HPRIDCL, Nirman Bhawan,
Nigam Vihar, Shimla (H.P.),
India PIN-171002.

Section-I	
Instructions for submission of Expression of Interest:	
1.	Consultant shall go through the guidelines given below and Section - II before preparing EoI Proposal.
2.	Consultant who meets short listing criteria given in Section - II, shall prepare EoI as per the guidelines. If the Consultant feels to submit certain information not covered in the guidelines would be in his interest, he may submit such information.
3.	Accomplished Expression of Interest (Application) must be submitted together with a Letter of Intent not later than 15:00 hours (IST) on May 02, 2023 . Documents in support of all qualification information shall be submitted with application. Proposal of EoI with qualification information shall be furnished on/before the due date of submission at the address shown under para 12 here below.
4.	The Application shall be basis of drawing up a shortlist of eligible consultants who will be invited to submit proposal for services required.
5.	All Applications shall be submitted in English.
6.	Power of attorney (on stamp paper duly notarized) of the person submitting the Expression of Interest (EoI) on behalf of the Applicant shall be attached. Joint Venture (JV) /Association shall not have more than 2 members. One of the members should be a Lead Member.
7.	The Consultant (including the individual members of any Joint Venture (JV) /Association) shall submit only one Proposal, either in its own name or as part of a Joint Venture member in another Proposal. If a Consultant, including any Joint Venture (JV) /Association member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
8.	The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, 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.
9.	HPRIDCL reserves the right to reject any Applications, without assigning any reasons thereof.
10.	The Applicant shall provide all the information sought under this REoI document. HPRIDCL will evaluate only those Applications that are received in the required format and complete in all respects. Incomplete and / or conditional Applications shall be liable to rejection.
11.	No claims whatsoever will be entertained if submission is not received by due date and time.
12.	Any submission must be addressed to the following: <i>Office of the Director (Projects), HPRIDCL, Nirman Bhawan, Nigam Vihar, Shimla (H.P.), India PIN-171002</i>

13.	<p>The Proposal of EoI must be submitted no later than: Date: May 02, 2023 Time: 15:00 hours (IST)</p> <p>Opening of the EoI Proposal,</p> <p>The opening shall take place at: Office of the Director (Projects), HPRIDCL, Nirman Bhawan, Nigam Vihar, Shimla (H.P.), India PIN-171002 Date: May 02, 2023 Time: 15:30 hours (IST)</p>
14.	The Consultant shall submit a signed and complete EoI comprising the documents and forms in accordance with EoI documents.
15.	An authorized representative of the Consultant shall sign the original submission letters in the required format for EoI submission and shall initial all pages. The authorization shall be in the form of a written power of attorney attached to the EoI Proposal.
16.	The signed EoI shall be marked “ ORIGINAL ”, and its two copies marked “ COPY-1 & COPY- 2 ” as appropriate. Copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
17.	The original and the copies of the EoI submission shall be placed inside of a sealed envelope clearly marked “ EoI PROPOSAL ”, for “Engaging a consultant to address the implementation capacity gaps including contract management and corporate governance norms”, reference number, name and address of the Consultant, and with a warning “ DO NOT OPEN UNTIL Date: May 02, 2023 Time: 15:30 hours (IST) ”
18.	The sealed envelopes containing the EoI submission original and copies shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “ DO NOT OPEN BEFORE Date: May 02, 2023 Time: 15:30 hours (IST) ”
19.	If the envelopes and packages with the EoI are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the EoI.
20.	<p>Any submission must be addressed to the following:</p> <p>Director (Projects) HPRIDCL, Nirman Bhawan, Nigam Vihar, Shimla (H.P.), India PIN-171002.</p>

Guidelines for Preparation of Expression of Interest	
	Following information shall be submitted using given formats and where no formats are specified, free format can be used.
1.	Complete name of firm, date of establishment and type of organization whether individual, Proprietorship, partnership, private limited company, public limited company etc. (Annexure I).
2.	Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address. For consultant of foreign registry, indicate if there is any branch office(s) established in India with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV/Association individually (Annexure I).
3.	If present firm is the successor to or outgrowth of one or more predecessor firms, fresh name(s) of former entity (ties) and year(s) of their original establishment with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV/Association individually (Annexure I).
4.	Present a brief narrative description of the firms. Information is to be furnished by sole applicant or members of JV/Association individually (Annexure I).
5.	List of not more than two (2) principals who may be contacted by this Office. Listed principals must be empowered to speak for him or for the firm on policy and contractual matters. Information is to be furnished by sole applicant or members of JV/Association individually. (Annexure I)
6.	Under this item, indicate financial figures from consultancy business for past 5 (five) financial years. (Annexure II)
6.	Organizational strength of consultant and its constituents in case of a JV/Association shall be given. (Annexure III)
7.	Consultant firm shall have experience in implementation capacity gaps including contract management and corporate governance norms. In case of JV/Association applicant, each member has to likewise give above information. Only those works which are done as prime consultant need to be reported. (Annexure IV)
8.	As many references from employers as the consultant (for each member in case of JV/Association) may choose shall be submitted.
9.	Required Key- Staff for the consultancy services. (Annexure V)
10.	An undertaking for supply of true information shall be given as per Annexure VI .

Section - II

Short Listing Criteria

A. ANNUAL TURN OVER

- (i) Annual Average turnover of last five financial years i.e. from 2017 -2018 to 2021- 2022 updated to the financial year 2021-22 shall be more than Rs. 2.00 crores. In case of JV/Association, the lead member shall have more than Rs. 1.50 crores of annual average turnovers (updated) to the financial year 2021-22. This threshold for each other member of JV/Association shall be more than Rs 1.00 crores.

For arriving at updated value, turnover of any financial year shall be multiplied by the enhancement/updating factor corresponding to that year given in the **Annexure-II**.

B. EXPERIENCE

The Consultant must have experience as follows:

- i. At least 10 years in transportation/infrastructure sector in the field of identifying capacity gaps, institutional strengthening, capacity building in Government Departments.
- ii. The experience of at least three projects in study/implementation of capacity gaps / contract management / corporate governance norms. For JV / Association (as a lead member) qualifying number for lead member would two project and for other partners it would be one project.
- iii. Experience in similar projects shall be given preference.
- iv. Experience of working in hilly terrain shall be given preference.
- v. Experience in externally aided projects shall be given preference.

C. ORGANISATIONAL STRUCTURE & PERMANENT STAFFING

- (i) At least 5-7 years in the field of consultancy services for road projects.
- (ii) Should have at least 4 no. of permanent Key Experts.

a. SIMILAR WORKS

A Project would qualify as similar Project, if it meets with following:

Experience in implementation of capacity gaps including contract management and corporate governance norms in externally aided projects.

Annexure - I

1. Expression of Interest Form for Consulting Firm or Joint Venture/Association (To be filled up by each of the constituent in case of a Joint Venture/Association)

Consultant	Date of Establishment	Country	Type of organization			
			Individual	Partnership	Corporation	Other
Name						

2. Corporate/ Registered Office/ Business Address/ Telephone Nos. / Cable Address/ e-mail address of the consultant and its branch offices for consultant (including members in case of JV/Association).
3. Consultant's former name and year of establishment (including that of members in case of JV/Association).
4. Narrative description of consultant firms if any (Use another sheet, if necessary).
5. Name of not more than two (2) principals who may be contacted with title, telephone number/fax number, E-mail address.

Annexure-II

Financial Statement of the last five financial years

Sl. No.	Particulars		2021-22	2020-21	2019-20	2018-19	2017-18
1	Annual turnover from Consulting business (INR Crores)	Lead Member					
		another member					
2	Net Profit (INR Crores)	Lead Member					
		Another member					

Notes:

- a. Values should be duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned.
- b. The amount shall be stated in Indian Rupees (INR).
- c. For the purpose of short listing, conversion to Indian Rupees shall be based average of the buying and selling rates of Reserve Bank of India as on the EoI Proposal submission date.
- d. In case the exchange rate for any currency is not available as per the provision of this section, then HPRIDCL reserves the right to use the rate available from an alternative source at its sole discretion.
- e. Enhancement/Updating Factor: -

Sr. No.	Year	Enhancement/ Updating factor
1	2021-22	1.000
2	2020-21	1.100
3	2019-20	1.210
4	2018-19	1.331
5	2017-18	1.464

Annexure-III

Organizational strength

Experts with Name	Total Strength	Engineers/ Specialist and institutional expert on payroll and having over 10 years of experience.	Engineers/ Specialist and institutional expert on payroll and having over 7 years of experience	Engineers/ Specialist and institutional expert experience in road sector only	Engineers/Specialist and institutional expert having				Remarks
					Doctorates	Post Graduates	Graduates	Diploma	
e.g.						MBA	Others		
Bioengineering Expert									
Ecological Expert									
Geotech Expert									
Hydro-geologist or Geology Expert									
Etc...									

Annexure-IV

Details of Experience:

Sr No.	Projects Name/Year	Type of e-PMS Services	Cost of Assignment (Rs. in Crore)	Client (With complete address, contact person, telephone No. Fax No. and E-mail address)	Fee in INR (Applicant's share in case of JV/ Association)	Duration in months	International Funding Agency	%age completion of assignment as on July31, 2021
1	2	3	4	5	6	7	8	9
1	Sole Consultant or for each of the Members in case of JV/Association							
	(a) Funded by World Bank							
	(b) Funded by Multi Doner bank (other than WB)							
	(c) India							
	(d) Others							

Note: **only those assignments shall be considered for which consultant has provided services as lead member in case that work is done by a JV/Association.**

Each assignment shall be supported by following details: -

Name of Overall assignment: _____

Location of Overall assignment: _____

Owner's Name and Address: _____

Completion (Actual/Estimated vis-à-vis Stipulated): _____

Description of assignment: _____

Description of Services provided by the firm: _____

Experience Certificate for satisfactory completion of assignment by the Client: _____

Authorized Signatory
Name of Client

Annexure-V

Key Experts for the consultancy services

Sr. No.	Specialization	Number required	Name	Name of firm	Education Qualification and Experience desired
1.	Team Leader	1			As per the requirement of Indicative terms of Reference
2.	Institutional cum HR Expert	1			-----Do-----
3.	Financial Management Expert	1			-----Do-----
4.	Project Management Expert	1			-----Do-----
5.	Motor Vehicle Specialist	1			-----Do-----
6.	Legal Expert (Institutions and Corporate Management)	1			-----Do-----

(Note: CV's of above Key Experts are required to be submitted with EoI proposals as per the requirement of Indicative terms of reference)

Annexure - VI

Undertaking

I certify that the information in the above Expression of Interest forms is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualify this application straightway.