

# **Expression of Interest-cum- Financial Bid**

**For**

**Transaction Advisory Services for Operation, Management &  
Maintenance of various infrastructure created by Dharamshala  
Smart City Ltd. on PPP Mode**

**Issued by**

**HP INFRASTRUCTURE DEVELOPMENT BOARD, SHIMLA, HP**

*(This notice is open to all Consultants on the panel of HPIDB)*

## 1. Introduction

As an initiative of urban infrastructure development, Dharamshala Smart City Ltd. (DSCL) has undertaken several key infrastructure projects in Dharamshala. To ensure optimal operation, maintenance, management, and financial sustainability, DSCL proposes the selection of a private operator for the management of these facilities.

The projects include a mix of recreational, commercial, and transport-oriented infrastructure, aimed at improving the quality of public amenities, generating revenue, and providing enhanced services to residents and visitors alike.

## 2. Overview of Multi Utility Structure Developed by DSCL:

S.No.	Particular	Area in Sqm.	Remarks
1	Construction of Football Ground at Charan, Dharamshala	Total area – 8130 Turf area – 4606 Dress up & Toilet area - 273	Work under progress.
2	Construction of Re-creational Centre at Dharamshala	Total built up area – 3938 GF – 1219 1 <sup>st</sup> Floor – 1360 2 <sup>nd</sup> Floor – 1360	-do-
3	Construction of commercial complex at Charan, Dharamshala	Total Built up area – 1199 GF – 414 1 <sup>st</sup> Floor – 348 2 <sup>nd</sup> Floor – 437	-do-
4	Development of State of Art Multi Level parking near ISBT at Dharamshala	Total Built up area – 8632.90 GF – 874.60 1 <sup>st</sup> Floor – 1078.97 2 <sup>nd</sup> Floor – 1134.10 3 <sup>rd</sup> Floor – 1307.94 4 <sup>th</sup> Floor – 1412.43 5 <sup>th</sup> Floor – 1412.43 6 <sup>th</sup> Floor – 1412.43	-do-
5	Construction of Multilevel parking Mcleodganj, Dharamshala	Total Built up area – 2607 Basement 1 <sup>st</sup> - 548 Basement 2 <sup>nd</sup> – 548 Basement 3 <sup>rd</sup> – 548 Basement 4 <sup>th</sup> – 548 Basement 5 <sup>th</sup> – 287 GF – 128	-do-

## 3. Proposal Objective

The objective of the assignment is to ensure professional management and maintenance of multifunctional facilities such as the Recreational Centre, multi-storey parking and sports grounds, while promoting their optimal use. It seeks to provide safe, accessible and user-friendly spaces, ensure

financial sustainability through effective operations, and enhance the overall urban experience in Dharamshala.

The Consultant shall be responsible for conducting of Financial Feasibility Study, Preparation of Bid Documents (RFP and CA) and Bid Process Management etc. for selection of private operator for the multi-utility structure developed under DSCL on PPP mode. The Consultant will assist the HPIDB/DSCL in the selection of a private sector partner on PPP mode/other project implementation modality appropriate for the project and continue to assist till the Commercial Operations Date. (COD)

**4. Scope of Services -** The scope of work shall include, but is not limited to:-

**A. Feasibility Studies**

- i. Inception Report shall have to be prepared and submitted by the selected Consultant. Site visit, survey, collection of requisite data.
- ii. Assessing structural capacity and its suitability of the intended multilevel commercial activities.
- iii. Preparation of detailed Financial Feasibility Report under various options/ financial modelling/ structuring the project under PPP mode acceptable to the HPIDB/ Pr. Secy. (UD) to the GoHP –cum- Mission Director, SSCL.

**B. Bid Process Management**

- i. Preparation of Bid Documents: Draft all necessary bid documents, including the Request for Proposal (RFP), concession agreement, and other contract documents for the selection of service providers. Preparation of newspaper advertisement-up to the publication stage.
- ii. Bidder Selection: Assist HPIDB in the short listing of bidders, evaluation of technical and financial proposals, and final selection of the service provider(s).
- iii. Post signing of Concession Agreement providing guidance to the authority on interpreting specific clauses of the signed OM&M agreement related to handover procedures and operational commencement.

Assisting in coordinating between the authority and the selected operator to ensure a smooth transition, addressing any immediate operational issues or clarifications required by the operator.

**C. Legal Advice**

Offering Legal Advice on any matter relating to the assignment referred to it by HPIDB/Authority.

## 5. Timelines and Payment Milestones

S. No.	Deliverables/Milestones	Time for Consultant to submit the deliverable	% of the Total fees Payable
1	<ul style="list-style-type: none"> <li>Inception Report.</li> </ul> <i>(Further work on assignment shall depend upon the outcome of Inception Report acceptable to the HPIDB/ Pr. Secy. (UD) to the GoHP –cum- Mission Director, DSCL)</i>	Two weeks from signing of the agreement	10%
2	Financial Feasibility Report. Structuring/ Financial modelling of the Proposal etc.	Draft documents within Three weeks form acceptance of first deliverable.	
		Final documents within one week after acceptance of draft report.	20%
3	<ul style="list-style-type: none"> <li>Preparation of Bid documents (RFP/ Concession Agreement /other documents as may be required.</li> </ul> <i>(Legally Vetted)</i>	Two weeks from acceptance of second deliverable.	20%
4	<ul style="list-style-type: none"> <li>Selection of bidder/issue of award letter.</li> </ul> <i>(In case bids are not received for the selection of concessionaire in first call, the Transaction Advisor shall carry out bid process for second and third call at no extra cost to the HPIDB/Authority)</i>	As per RFP	20%
5	Signing of the Operation, Management and Maintenance contract with the selected bidder & submission of performance security by the selected Bidder.	As per RFP	20%
6	COD	As per CA.	10%

## 6. Eligibility Criteria for Consultants/Bidders

The interested Consultant/Bidder should meet the following minimum eligibility criteria:

- i. The Consultant/Bidder should have at least 10 years of experience in transaction advisory services relating to PPP.  
The Consultant/Bidder should have a team of qualified professional with expertises in financial, technical and legal aspects of PPP transactions.
- ii. The Consultant/Bidder shall be responsible for providing the services of a team of professionals as under:

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- **Team Leader-cum-Financial Expert-** MBA/CA, having at least 10 years of experience in financial modelling and structuring of PPP projects
- **Technical Expert (Infrastructure):** Should possess a degree of Bachelors/Masters degree in Civil Engineering and have at least 10 years of experience in PPP related work.
- **Legal Expert:** LLB, having at least 10 years of experience in PPP contracts/agreements and other legal aspects of PPP projects.

*(\*Full time deployment on site is not required, deployment/ site visits as per the scope of work to ensure achievement of deliverables shall be required.)*

## **7. General Terms and Conditions:**

- 7.1 Bid Validity: The bid shall be valid for 120 days.
- 7.2 Confidentiality: All information shared by the HPIDB will be treated as strictly confidential.
- 7.3 Right to Reject: The HPIDB reserves the right to accept or reject any or all proposals without assigning any reason.
- 7.4 Dispute Resolution: Any disputes arising will be subject to the exclusive jurisdiction of Court in Shimla.
- 7.5 EMD- Consultants/Bidders shall furnish EMD of **Rs 2.00 Lacs** EMD for the mentioned amount shall be paid to HPIDB in the shape of DD payable at Shimla. Proposals not accompanied by EMD shall be rejected as non-responsive. EMD of Successful Consultant/Bidder would be returned within one month of signing of the contract. The EMD will not carry any interest.
- 7.6 The EMD shall be forfeited by the HPIDB in the following events:
  - i. If Proposal is withdrawn during the validity period or any extension agreed by the Consultant/Bidder thereof.
  - ii. If the Proposal is varied or modified in a manner not acceptable to the HPIDB after opening of Proposal during the validity period or any extension thereof.
  - iii. If the Consultant/Bidder tries to influence the evaluation process.
  - iv. If the First ranked (L1) Consultant/Bidder withdraws his proposal.
  - v. In case the Consultant/Bidder, submits false information/certificate in terms of any documents supported to EoI.
  - vi. If the Consultant/Bidder fails to sign the contract in accordance with conditions of EOI on receipt of letter of award.

## **8. Tax Obligations of Consultants/Bidders**

The Consultants/Bidders shall fully familiarize themselves with the applicability of all types of taxes *(such as Income Tax/ GST)*. All such taxes, as prevailing on date of submission of the proposals, must be included by the Applicant in the Financial Proposal. It may be noted that the Consultant/Bidder shall have to be registered with GST and shall submit the proof of the same.

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## 9. PRE-BID CONFERENCE

A pre-bid meeting with the prospective Consultants/Bidders shall be held on **19.09.2025 at 11.00 A.M.** The Consultants/Bidders are required to send their queries **(in word document)** for the Pre-bid meeting prior by **15.09.2025 upto 03.00 P.M.**

## 10. Bid Submission Requirements

Interested Consultants/Bidders are required to submit the documents as part of their EoI as per Bid Submission Checklist **Annexure-I**.

## 11. Instructions for Bid Submission

Proposals are required to be submitted as per the following directions:

- i. The bids submitted should be unconditional and in accordance with the terms and conditions of this notice for the appointment of Transaction Advisor/Consultant. HPIDB reserves the sole right to accept or reject any or all proposals thus received without assigning any reasons thereof.
- ii. Failure by any Applicant(s) to provide all the information required in the proposal or any additional information requested by HPIDB may lead to rejection of the Applicant's proposal in its entirety.
- iii. In case it is found that during the course of the assignment or at any time before award of the assignment or after its execution and during the period of subsistence or after the period thereof, that one or more of the terms and conditions laid down in this Expression of Interest has not been met by the Consultant/Bidder or the Consultant/Bidder has made material misrepresentation or has given any materially incorrect or false information, the Consultant/Bidder shall be disqualified forthwith as the Transaction Advisor/Consultant.
- iv. List of Annexures to be enclosed with the proposal Cover shall be as per the Bid format **Annexure 1**.
- v. Consortium shall not be allowed.
- vi. In case Consultant wish to associate experts for this assignment, proper agreement between the parties be enclosed specifically to delineate respective responsibilities under this agreement, along with credential in this area, but main responsibility would be of the Empanelled Consultant.
- vii. There will be a penalty of 2% per week or part thereof (only working days), of the instalment due, for delay on the part of the Consultant, if any, in submission of deliverables subject to maximum 5% of the contract value.
- viii. Financial quote should be fixed i.e. fixed amount Bid shall be accepted only.
- ix. Payment Conditions – Payment shall be made after completion of Timelines and Payment Milestones and acceptance by HPIDB.

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- x. Proof of Bank Draft/Pay-order/digital payment etc. made to the HPIDB Account as a refundable EMD fee of **Rs 2.00 lacs**. In case of digital payment, a proof of the same may be attached with the bid.
- xi. In case project is not feasible under PPP mode, the same can be terminated/abandoned at inception/prefeasibility stage as the case may be. (Payment only up to the completed milestone shall be made to the Consultant.)
- xii. **Technical Bid** comprising of Credentials of team for doing this assignment and any other relevant details (Acceptable to the HPIDB), to be submitted in separate envelope, which should be super-scribed as ***“Technical Bid”***.
- xiii. **Financial Bid** shall be submitted in a separate envelope to be super-scribed as ***“Financial Bid”***. The financial bids of the technically qualified parties shall only be opened. Further, in case Financial Bid is not submitted in separate envelope and is accidentally opened during technical evaluation, the HPIDB reserves the right to accept or reject the same without assigning any reasons thereof.
- xiv. The complete bid submission, including all technical & financial must be securely bound. Loose documents, stapled papers are not acceptable and will be grounds for rejection.  
  
All pages of the Bids must be consecutively numbered. The Bid must include a Table of Content with cross reference for easy navigation.
- xv. Both the envelopes should be put into one single envelope to be super-scribed as ***“EOI-cum-Financial Bid for Transaction Advisory Services for Operation, Management & Maintenance of various infrastructure created by Dharamshala Smart City Ltd. on PPP Mode.”***

The EOI/Financial Bid shall be addressed to Chief General Manager, HPIDB, New Himrus Building, Circular Road, Shimla-171001, and should reach on or before **30.09.2025 upto 04.00P.M.** The HPIDB reserves the right to accept or reject any or all the Bids at any stage of the process or any of the terms without assigning any reasons thereof. For any further enquiry, please contact the undersigned.

**Chief General Manager**  
**H.P. Infrastructure Development Board**  
**New Himrus Building, Himland, Shimla-171001 (H.P.)**  
**Tel 0177-2626696, 2627312, E-Mail: [hpdb-hp@nic.in](mailto:hpdb-hp@nic.in)**

***(This notice is open to all Consultants on the panel of HPIDB)***

**Annexure I: BID SUBMISSION CHECKLIST**

<b>S. No.</b>	<b>Field</b>	<b>Details to be Provided by Bidder</b>	<b>*Page No.</b>
<b>1.</b>	<b>Consultant/Bidder Particulars</b>	Full legal name, Address, contact Details etc.	
<b>2.</b>	<b>Cover Letter</b>	As per Annexure II <i>(to be given on Consultant's letter head)</i>	
<b>3.</b>	<b>Authority Letter</b>	As per Annexure III <i>(to be given on Consultant's letter head)</i>	
<b>4.</b>	<b>Declaration</b>	As per Annexure IV	
<b>5.</b>	<b>Consultant/Bidder Experience</b>	As per Annexure V	
<b>6.</b>	<b>Details of Key Personnel</b>	As per Annexure VI <i>(Provide CVs of key team members, highlighting relevant experience)</i>	
<b>7.</b>	<b>Financial Proposal</b>	As per Annexure VII	
<b>8.</b>	<b>Summary of Costs</b>	As per Annexure VII (1)	
<b>9.</b>	<b>Proof of GST/PAN Registration</b>	Attach registration certificate	
<b>10.</b>	<b>Proof of Payment of EMD (Bank Draft/Pay-order/Digital Payment)</b>	Attach relevant proof	

*\* The aforementioned documents/ information from S. No. 1 to10 must be submitted in indexed form with proper page numbering.*

*(This notice is open to all Consultants on the panel of HPIDB)*



**ANNEXURE II****Cover letter**

*(To be given on Consultant's Letter Head)*

Date:

To

**The Chief General Manager**  
HPIDB, New Himrus Building  
Circular Building, Himland  
Shimla-2

**Subject: Regarding Submission of Expression of Interest-cum-Financial Bid of Transaction Advisory Services for Operation, Management & Maintenance of various infrastructure created by Dharamshala Smart City Ltd. on PPP Mode**

Sir,

In response to your EOI-cum-Financial Bid dated..... our firm hereby express the interest in providing comprehensive advisory services for the assignment relating to various options, financial modeling, Preparing Bid documents (*RFP and Operation & Management Contract*) and also bid process management etc. for selection of private operator for Operation Maintenance and Financial Sustainability of various infrastructure created by DSCL on PPP Mode. We have examined the EOI document and understand the scope of services, eligibility criteria and submission requirements.

We confirm that our firm meets all the specified criteria and possesses the necessary qualifications and experience to undertake this assignment. We commit to providing all required information and supporting documents as part of our submission.

We understand that HPIDB reserves the right to accept or reject any or all EOIs without assigning any reason.

Yours Faithfully,

*(Seal with Signature of Authorized Signatory)*

***(This notice is open to all Consultants on the panel of HPIDB)***

**ANNEXURE III****Authority letter**

*(To be given on Consultant's Letter Head)*

Date:

To

**The Chief General Manager**  
HPIDB, New Himrus Building  
Circular Building, Himland  
Shimla-2

**Subject: Authority Letter authorizing the person of the bidder to sign the proposal.**

Sir,

With reference to the Expression of Interest –cum- Financial Bid for the Transaction Advisor/Consultant dated....., Mr./Mrs. [Name of the authorized signatory to be appointed] is appointed as an authorized signatory on behalf of the consultant/firm.

Mr./Mrs. [Name of the authorized signatory to be appointed] as an authorized signatory will represent the consultant/firm for the purpose of bidding with respect to the Expression of Interest issued by HPIDB dated..... and will sign, submit and execute all documents on behalf of the consultant/firm.

Mr. /Mrs. [Name of the authorized signatory to be appointed] will be the authorized signatory of the consultant and all the acts done or documents executed by him/her shall be binding on the consultant/firm.

Yours Faithfully,

*(Seal with signatures of authorized signatory)*

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**ANNEXURE IV**

**Declaration**

“We certify that all information provided in this proposal is accurate and true to the best of our knowledge. We understand that any misrepresentation may lead to disqualification”.

We hereby confirm that we comply with all the stipulations of the EOI.

*(Seal with signatures of authorized signatory)*

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***Annexure-V*****Consultant/Bidder Experience**

<b>S.No</b>	<b>Name of Project</b>	<b>Name of Client</b>	<b>Experience/Sector</b>	<b>Estimated capital cost of Project</b>	<b>Supporting documents</b>
(1)	(2)	(3)	(4)	(5)	Please provide detailed breakup of experience and attach relevant documents to substantiate the experience claimed.
1					
2					
3					
4					
5					

***(This notice is open to all Consultants on the panel of HPIDB)***

**Annexure-VI****Details of Team (Key Personnel)**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>No. of Assignments</b>	<b>Supporting documents</b>
1		Team Leader-cum- Financial Expert				
2		Technical Expert				
3		Legal Expert				

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**Annexure -VII**  
**Financial Proposal**

To,

**The Chief General Manager**  
HPIDB, New Himrus Building  
Circular Road, Himland Shimla- 171 001

**Subject: EOI (Expression of Interest)-cum-Financial Bid of Transaction Advisory Services for Operation, Management & Maintenance of various infrastructure created by Dharamshala Smart City Ltd. on PPP Mode**

Sir,

I/We \_\_\_\_\_ Consultant/Bidder herewith submit the EOI-cum-Financial Proposal for selection of my/our Agency as Consultant/Bidder for Subject assignment. Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 120 days from the last date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address: Tel.: Nos. (O)

(R)

(M) E-mail:

Fax No:

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**Annexure VII (1)**  
**Summary of Costs**

<b>Item</b>	<b>Lump-sum Costs in Figure (INR)</b>	<b>Lump-sum Costs in Words</b>
1. Total all inclusive costs for Transaction Advisory Services		
2 GST payable		
Total amount of financial proposal including taxes		

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