

Expression of Interest-cum- Financial Bid

For

**Transaction Advisory Services for Operation, Management &
Maintenance of the Building Premises under the Project
“Stabilization of Ridge”, Developed by Shimla 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, Shimla Smart City Limited (SSCL) has developed a multi-level structure in close integration with the natural terrain of the Ridge area, Shimla's most iconic/heritage civic space. The project has been conceived and executed with a strong emphasis on compatibility with heritage aesthetics, ensuring that the structure complements the Ridge's historical character. The use of stone paving, aligned railings, and architectural treatments reinforces the visual harmony of the site while introducing modern functionality.

2. Overview of Multi Utility Three Storey Structure:

1st Floor: An open terrace-level platform has been constructed and is seamlessly integrated with the surrounding Ridge area. This space is envisioned for public congregation, open exhibitions, or cultural events and is structurally designed to accommodate moderate foot traffic loads.

Basement-I: Having a floor area of approximately (3522 x 937) cms (~115 x 30 ft), this level is proposed to be developed as a dedicated space for children's recreational activities, subject to its feasibility.

Basement-II: This floor is identical in size to Basement-I and is designated as a Commercial Hall, with scope for activities such as exhibition stalls, food kiosks, retail outlets or any other facilities.

Basement-III: This floor has an area (3488 x 602) cms or ~114 x 20 ft) and is also designated as a Commercial Hall, with similar structural features as Basement-II. The floor is suitable for lower-intensity commercial use such as storage, workshops, indoor display units or any other facilities. Additionally, extra open space around this level is available to create an ancillary open-use area, such as outdoor seating, waiting area, recreational space or any other facilities.

3. Proposal Objective

The objective of the assignment is to operate, manage and maintain the newly built three storey structure developed by SSCL at Ridge, Shimla for public use by utilizing efficiencies of Private partner under PPP mode. 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 operationalization of the building premises under the project "Stabilization of Ridge", developed under Shimla Smart City Ltd on PPP mode.

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 of each floor for required uses i.e. kids' zone, commercial activities, exhibitions, etc.
- iii. Determining optimal space utilization for multifunctional uses while maintaining circulation, crowd management, and aesthetic harmony with the Ridge.

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- iv. Ensuring design interventions do not compromise the historic/heritage value of the Ridge or surrounding natural terrain.
- v. 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.
- vi. Ensuring alignment with Municipal Corporation Shimla norms/ Smart City development guidelines.

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.
- 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"> Inception Report <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, SSCL)</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"> Preparation of Bid Documents (RFP/ Concession Agreement /other documents as may be required. <i>(Legally Vetted)</i>	Two weeks from acceptance of second deliverable.	20%
4	<ul style="list-style-type: none"> Selection of bidder/issue of award letter. <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	<ul style="list-style-type: none"> 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- Consultant/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 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 bidders shall be held on **18.09.2025 at 11.00 AM**. 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 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 –cum-Financial Bid 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 the building premises under the project “Stabilization of Ridge”, developed by Shimla 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

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Annexure I: BID SUBMISSION CHECKLIST

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

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

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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 for Transaction Advisory Services for Operation, Management & Maintenance of the building premises under the project "Stabilization of Ridge", developed by Shimla 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 the operationalization of the building premises under the project "Stabilization of Ridge", developed under Shimla Smart City Ltd on PPP mode. We have examined the EOI-cum-Financial Bid 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-cum-Financial Bid 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**

S.No	Name of Project	Name of Client	Experience/Sector	Estimated capital cost of Project	Supporting documents
(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					

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Annexure-VI

Details of Team (Key Personnel)

S.No.	Name	Designation	Qualification	Experience	No. of Assignments	Supporting documents
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 for Transaction Advisory Services for Operation, Management & Maintenance of the building premises under the project "Stabilization of Ridge", developed by Shimla 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

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

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