



**National Highways & Infrastructure Development Corporation Limited**  
(A Public Sector Undertaking under the Ministry of Road, Transport & Highways, Govt. of India)

PTI Building, 3rd Floor,  
4, Parliament Street,  
New Delhi-110001

F. No. NHIDCL/HQ/Financial Consultant /2017-18

Dated:2.11.2017

**Subject: Request for Expression of Interest for empanelment of Financial Consultants for evaluation of bids in NHIDCL for the year 2018-19 and 2019-20.**

National Highways and Infrastructure Development Corporation Limited was incorporated on 18<sup>th</sup> July, 2014 as a fully owned company under the Ministry of Road Transport & Highways, Government of India. The company promotes, surveys, establishes, designs, builds, operates, maintains and upgrades National Highways and Strategic Roads including interconnecting roads in parts of the country which share international boundaries with neighbouring countries.

Apart from Headquarters office at New Delhi, ten branch offices (Accounting Units) of NHIDCL are currently operational at present in Agartala (Tripura), Itanagar (Arunachal Pradesh), Dehradun (Uttarakhand), Jammu (J&K), Guwahati (Assam), Shillong (Meghalaya), Gangtok (Sikkim), Imphal (Manipur), Aizwal (Mizoram), Dimapur (Nagaland), Port Blair (Andaman & Nicobar Islands) and Kathmandu (Nepal). For evaluation of bids received in HQ for various works i.e Civil Work, Authority Engineer, DPR etc, this office intends to draw a panel of Financial Consultant from reputed firms of **Chartered Accountants/ Cost Accountant/ Financial Consultancy Firms** having its branch office /HQ in Delhi NCR, subject to fulfilment of the required **Essential Qualifications** (Annexure-I), as per the **Scope of work** enclosed (Annexure-II) for reference. The panel of Financial Consultant will be valid initially for a period of two years i.e. 2018-19 and 2019-20, extendable for a further period of two years at the discretion of NHIDCL on the same terms and conditions. The work of bid evaluation shall be assigned to the empanelled financial consultant on roster basis.

The eligible Firms are requested to submit (1) a Demand Draft of Rs. 1,000/- (Rupees one Thousand only) drawn in favour of "National Highways & Infrastructure Development Corporation Limited" as cost of Bid Document (2) Self attested documents in support of their fulfilling the essential qualifications mentioned in Annexure - I and proposal for EOI in the Annexure-III, duly signed by their Authorised Signatory and addressed to Director(A&F) NHIDCL, 3rd floor, PTI Building, 4-Parliament Street, New Delhi- 110001 on or before 30.11.2017 (upto 15:00 hrs). The proposal not submitted in the prescribed pro-forma are liable to be rejected.

(Sanjay Jaju)  
Director (A&F)

Encl: As above

**Annexure-I****Essential Qualification****1. Relevant self attested documents in support of fulfilling Minimum Eligibility criteria to be enclosed for technical qualification:**

<b>Sl. No.</b>	<b>Requirement</b>	<b>Minimum Requirement</b>
1.	Length of Experience of the firm to provide Financial Consultancy Services for bid evaluation in a Government Organisation/ Central or State PSU dealing in Infrastructure /Construction/ Highway sector.	5 Years (Proof to be enclosed)
2.	Providing similar services i.e Financial Consultancy Services for bid evaluation to the PSU and/ or Government Organization during the last five years.	At least 2 PSU/ Government Organizations in last 5 years. (copy of work order and completion certificates are to be enclosed)
3.	Profile of the key personnel as per the scope of work who will be responsible for evaluating the bids	Possessing minimum 6 years of post qualification experience by all the key personnel. (Details of past experience may be enclosed)
4	Sound Financial standing of the Applicants/ Firms in terms of Average annual financial turnover, during the last three years i.e. 2014-15, 2015-16 and 2016-17, (Certificate duly signed by CA must be enclosed )	Minimum 50 lakhs

**2. The proposals so received from the applicants/ firms shall be evaluated on the following criteria. Only those firms shall be considered for empanelment that would score a minimum of 60 marks out of 100 marks :-**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Marks</b>
1.	Length of Experience of the firm to provide Financial Consultancy Services for Bid Evaluation in a Government Organisation/ Central or State PSU dealing in Infrastructure /Construction/ Highway sector.	<b>Maximum 20 marks as follows:</b> i. Above 20 years = 20 marks ii. From 15 to 20 years = 15 marks iii. From 10 to 15 years = 10 marks iv. From 05 to 10 years = 05 marks
2	Providing of similar services i.e Financial Consultancy Services for bid evaluation to the PSU and/ or Government Organization during the	<b>Maximum 10 marks as follows:</b> i) More than 8 clients- 10 Marks ii) 6 clients to 8 clients: 8 Marks iii) 4 clients to 5 clients: 5 Marks

	last five years.	iv) 2 clients to 3 clients: 2 Marks
3	Number of qualified key personnel engaged in the firm, having experience stipulated in scope of work (The applicants/ firms have to furnish CVs of the key personnel engaged by the firm).	<b>Maximum 20 marks as follows:</b> i) 12 and above persons - 20 Marks ii) Upto 12 persons - 15 marks iii) Upto 09 persons - 10 marks iv) Upto 06 persons - 08 marks v) 03 persons - 05 marks
4	Number of Financial Expert / Legal Expert as per scope of work ,engaged in the firm having additional educational qualification of B. Tech (Civil) in addition to Chartered Accountant/ Cost Accountant/ Law degree. (The applicants/ firms have to submit proof thereof along with their proposals).	<b>Maximum 10 marks as follows:</b> i. 03 and above persons - 10 Marks ii. For 2 persons - 08 marks iii. For 01 persons - 05 marks
5.	Level of Client Satisfaction (Certificate from client's organization to be attached)	<b>Maximum 20 marks as follows:</b> (Only First 4 Certificates shall be considered for evaluation).  i. 5 marks for each client Certificate with Outstanding/ Excellent, ii. 3 marks for Very Good, and iii. 2 marks for satisfactory service.
6.	Sound Financial standing of the Applicants/ Firms in terms of Average annual financial turnover, during the last three years i.e. 2014-15, 2015-16 and 2016-17, (Certificate duly signed by CA must be enclosed )	<b>Maximum 20 marks as follows:</b> i. More than 05 Crore = 20 Marks ii. Upto 05 Crore = 18 Marks iii. Upto 04 Crore = 16 Marks iv. Upto 03 Crore = 12 Marks v. Upto 02 Crore = 08 Marks vi. Upto 01 Crore = 04 Marks vii. Below 50 lakhs zero (0) Marks

3. The Pre Bid Meeting shall be held on 20.11.2017 at 3.00 pm at the NHIDCL, HQ at 3<sup>rd</sup> Floor, PTI Building, 4-Parliament Street, New Delhi-110001

4. National Highways & Infrastructure Development Corporation Limited, reserves all rights to reject one or all the proposals without assigning any reason thereof.

5. The empanelled firm shall keep NHIDCL indemnified throughout the empanelment period against any loss arising out of any action/omission/commission initiated on the basis of the report/ professional advice provided by the Consultant.

The empanelled agency shall be required to submit an Indemnity Bond as per the format provided in Annexure-IV.

## **Annexure-II**

### **(A) Scope of work**

1. Financial Consultant will have to evaluate RFPs/Bids for appointment of Civil Work Contractors/DPR's Consultant/Authority Engineer/Independent Engineer etc. for the project being implemented and submit a report or report(s) to NHIDCL in a time bound manner as specified in point 5 below.
2. The Financial Consultant will be paid bid evaluation fees of Rs.10,000/- (Rupees Ten Thousand Only) +applicable GST per bidder in a bid.
3. The Number of Bids to be evaluated by each Financial Consultant is likely to be up to ten for each project.
4. All RFPs/ Bids shall be evaluated strictly as per criteria provided in the RFP/ Bid document.
5. The Financial Consultant will be given two working days to examine one bid, four working days for examining two bids and seven days (five working days & two non-working days) for evaluating more than two bids (excluding discussion & Report submission time for maximum 3 working days).
6. In case of delay, an amount of Rs.500/- per day of delay will be recovered from the payable amount subject to maximum 50% of total fees otherwise admissible to Financial Consultant.
7. The Financial Consultant will carry out evaluation of RFPs / Bids only at NHIDCL premises under the supervision of concerned NHIDCL officers.
8. The Financial Consultant shall provide a Technical team including the following for evaluation:

S. No.	Key Personnel	Minimum Professional Qualification and Experience
1.	Technical Expert	B.Tech (Civil Engineering) with 6 years' experience
2.	Financial Expert	Chartered Accountant/ Cost Accountant with 6 years' experience
3.	Legal Expert	LLB with 6 years' experience

### **(B) Consultation Services**

The firm shall on request of NHIDCL issue necessary advice on matters requiring professional opinion, in addition to the report required to be submitted for bid evaluation.

### **(C) Mode of Payment**

The Assignment fees @ Rs. 10,000 per bidder (plus applicable GST) shall be released to the firm on the successful completion and acceptance of the bid evaluation report in NHIDCL. NHIDCL shall generally release the payment within 15 days of receipt of bill duly certified by the concerned Technical Division, however NHIDCL shall not pay interest on any delayed payment.

**(D) General Terms and conditions**

- (i) Resolution of dispute: NHIDCL reserves the right to cancel any or all the bids without assigning any reason. The decision of Director (A&F), NHIDCL shall be final in case of any disputes.
- (ii) Blacklisting on breach of confidentiality: The firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this assignment to any other agency without the prior written consent of NHIDCL and shall maintain safe custody of the records and vouchers provided during the term of engagement, failing which the firm shall be liable to be blacklisted.
- (iii) Integrity: Each of the key personnel so deployed must maintain highest standards of integrity and ethics.
- (iv) Performance Guarantee : The consultancy firms who will qualify for empanelment have to submit Performance Security of Rs.1,50,000/- (Rupees One Lakhs Fifty Thousand Only) within seven (7) days from the date of issue of LOA, in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi or Bank Guarantee issued in favour of Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi covering two months in addition to the initial period of empanelment. On subsequent renewal/ extension of the empanelment, the FDR/ BG shall accordingly be renewed by the successful bidder for two months in addition to the extended empanelment period.

**Pro-forma for submitting EOI**

1. Name of Financial Consultancy Firm /Agency : \_\_\_\_\_  
(Attach certificate of registration)
2. Name of proprietor/Director of Company/Firm/Agency:
3. Full Address of Regd. Office:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.  
FAX No.  
E-Mail Address
4. Full address of Operating Branch:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.  
FAX No.  
E-Mail Address
5. PAN/GIR No.  
.....  
(Attach attested copy)
6. GST Registration No.  
.....
7. Length of Experience of the firm to provide Financial Consultancy Services in a Government Organisation/ Central or State PSU dealing in Infrastructure /Construction/ Highway sector. \_\_\_\_ Years

8. Providing of similar services i.e Financial Consultancy Services (Bid evaluation) to the PSU and/or Government Organization during last 5 years:

Sr. No.	Details of client along with address, telephone and FAX numbers	Duration of Contract	
		From	To
1.			
2.			
3.			
4.			
5			
6			
7			
8			
9			

9. Number of qualified key personnel engaged in the firm, having requisite experience stipulated in scope of work (The applicants/ firms have to furnish CV's of the key personnel engaged by the firm):

Sr. No.	Key Personnel	Technical Expert Financial Expert / Legal Expert	Educational qualification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

10. Number of Financial Expert / Legal Expert /engaged in the firm having educational qualification of B. Tech (Civil)/ Diploma in (Civil) in addition to Chartered Accountant / Cost Accountant/ Law degree. (The applicants/ firms have to submit proof thereof along with their proposals).

Sr No.	Key Personnel	Financial Expert / Legal Expert	Detail of educational qualification of B. Tech (Civil)/ Diploma in (Civil) in addition to Chartered Accountant/ Cost Accountant/ Law degree
1			
2			
3			
4			
5			

11. Level of Client Satisfaction (Certificate from client's organization to be attached)  
(Attach attested copy)

Sl. No.	Details of client along with address, telephone and FAX numbers	Duration of Contract		Grading		
		From	To	Outstanding/ Excellent	Very Good	Satisfactory
1.						
2.						
3.						
4.						

12. Financial turnover of the Company/Firm/Agency for the last three Financial  
(Attach a certificate duly certified by the Chartered Accountant.

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2014-15		
2015-16		
2016-17		

13. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

## **Indemnity Bond**

(To be stamped as an agreement with the duty payable in the location where it is executed)

THIS DEED OF INDEMNITY ("Deed") executed at this day of \_\_\_\_\_ Two Thousand and \_\_\_\_\_ by, <Financial Consultant> (Hereinafter referred to as "Consultant", which expression shall, unless it is repugnant to the subject or context thereof, includes its successors, nominees and assigns).

in favour of

National Highways and Infrastructure Development Corporation Limited, a company incorporated under the Companies Act 2013 and having its registered office at Room No. 509, Transport Bhawan, 1-Parliament Street, New Delhi-110001 hereinafter referred to as "NHIDCL", which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns).

### **WHEREAS**

In consideration of having applied for empanelment as Financial Consultant in NHIDCL vide letter No. \_\_\_\_\_ dated \_\_\_\_\_, and subsequent approval of NHIDCL vide its letter No. \_\_\_\_\_ dated \_\_\_\_\_ for empanelment of the firm for FY 2018-19 and 2019-20, the Consultant hereby agree to provide its services as per the Expression of Interest and scope of work specified in the RFP dated 2.11.2017 issued by NHIDCL.

The Consultant hereby undertakes that it shall take all reasonable endeavours to indemnify and to keep indemnified NHIDCL from any loss arising out of any action/ omission/ commission taken by NHIDCL on the basis of the report/ professional opinion provided by them. Further, the consultant also undertake to provide its services in a time bound manner and indemnify NHIDCL for any loss caused due to delay submission of report

The disputes arising out of this Indemnity shall be settled as per laws of India and within the jurisdiction of courts of New Delhi only.

