

**SELECTION OF AGENCY FOR
PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF
NEW EXCISE POLICY FOR THE STATE OF ANDHRA PRADESH**



REQUEST FOR PROPOSAL

**SELECTION OF AGENCY FOR
PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF
NEW EXCISE POLICY FOR THE STATE OF ANDHRAPRADESH**

RFP Notification No.: APUIAML/RFP/EPD/CS/2024; Dated 13/08/2024

**ANDHRA PRADESH URBAN INFRASTRUCTURE ASSET MANAGEMENT LIMITED
(APUIAML)**

For Queries: Contact – Mr. Siddhartha Ambaty Division head (Special Projects)

Phone No: 9704077779, Email ID – Siddhartha.ambaty@apurban.in

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SCHEDULE OF RFP PROCESS

Sl. No.	Event Description	Date
1	Name of work	Request For Proposals(RFP) for Selection of Consultant for formulation of New Excise policy for the state of Andhra Pradesh
2	Notification no.	
3	Date of Publishing on website	13/08/2024, 3.00 PM
	Date of Downloading start of RFP from website	13/08/2024, 3.00 PM
4	Last date for Submission of Technical Bid + Financial Quote	16/08/2024, 3.00 PM
5	Opening of Technical Bids	16/08/2024, 4.00 PM
6	Invitation for Presentation	17/08/2024, 4.00 PM
	Zoom Link for the Presentation will be shared with the contact number, email as furnished in the proposal document	
7	Opening of Financial Bids	19/08/2024, 3:00 PM
8	Letter of Award (LOA)	After acceptance of Competent Authority
9	RFP Application Fees (non-refundable)	INR 10,000 (Rupees ten Thousand) + GST

- Any addendum / corrigendum to the RFP Document shall be intimated to all Applicants / Agencies through APUIAML website www.apurban.com only.
- The Client shall not be responsible for any non-receipt of Bids before the scheduled closing date & time of submission of bids.
- Failure to fill in and sign the all the required Annexures (including incomplete information /

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document) shall make the Bid invalid. The Agency(s) is/are requested to submit its/their bid document in the given format only (including supporting documents). Any discrepancy in the submitted documents and/or submission of any irrelevant document shall result in the disqualification of the respective Agency from the bidding process.

- Interested Agencies may obtain further information about this requirement from the office of APUIAML. RFP Documents can be downloaded online by the participating Agencies electronically at www.apurban.com
- The RFP shall be filled in English Language and all entries must be typed / written in blue / black ink. Initials of the Authorized representative of the Agency must be attested to all erasers and alterations made while filing the proposal. Over writing of figures in the Price Proposal is not permitted. Failure to comply with any of these conditions may lead to the Proposal invalidation.
- Client shall not be responsible for any costs or expenses incurred by the Agency(s) in connection with the preparation and delivery of Proposal, including costs and expenses related to transport etc. The client reserves the right to cancel, terminate, change or modify this procurement / Bid Process and / or requirements of proposal stated in the RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
- The Proposal / bid shall be valid for a period of not less than 180 days from the Bid Due Date (the "BDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the Client may request the Agency to extend the period of validity for a specified additional period. The request for such an extension shall be made in writing. However, Agencies will not be permitted to modify their submitted bids after the BDD.
- RFP Application Fees: The participating Agency/s will have to pay RFP Application fee (non-refundable) of Rs. 10,000/- + 18% GST through online payment to following current account no:
Beneficiary Name: Andhra Pradesh Urban Infrastructure Asset Management Limited
Bank Name: Union Bank of India
Bank Address: Labbipet Branch, Vijayawada 520010
Account Number: 034311100004067
Account Type: Current Account
IFSC Code: UBIN0803430

Submit copy of the proof of payment along with payment reference number along with the Bid/Proposal. Failure to submit a copy of the proof of payment along with the payment reference number, the Agency will be disqualified. No other mode of payment will be accepted.

- APUIAML will take either Performance Security of 5% of contract value or deduct Retention money @ 5% from the invoices of the Consultant which will be released on successful completion of the Assignment. The Threshold limit for Performance Security or Retention money would be minimum contract value of Rs.10 lakhs paid along with last bill.
- In case of Work / Service contract, the contractor would be required to take Contractor's All Risk Insurance equivalent to 125% of the Contract value and Performance Security in the form of Bank Guarantee equivalent to 5% of contract value.

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INTERPRETATION

In the interpretation of this RFP, unless the context otherwise requires:

- i. The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa.
- ii. A reference to any gender includes the other gender.
- iii. A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof.
- iv. The terms "include" and "including" shall be deemed to be followed by the words "without limitation", whether or not so followed or defined.
- v. Any reference to a person shall include such persons, successors and assignees.
- vi. A reference to a "writing" or "written" includes printing, typing, lithography, scanning and other means of reproducing words in a visible form.
- vii. Any date or period set forth in this RFP shall be such date or period as maybe extended pursuant to the terms of this RFP.
- viii. The terms "hereof", "herein", "hereto", "hereunder" or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article,
- ix. In case of any inconsistency between the terms mentioned in the RFP and the literary term, the meaning best construed in furtherance of the objectives of this RFP shall prevail.
- x. Where there is a discrepancy between amount in figures and in words, the amount in words shall prevail.

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DISCLAIMER

- I. The information contained in this **RFP (“Document”)** or subsequently provided to Agencies (Applicants / agencies), whether verbally or in documentary or any other form by or on behalf of CEO, APUIAML (hereinafter referred to as **“Client”**) or any of its employees, representatives, advisors or Consultants is provided to Agency(s) on the terms and conditions set out in this Document and any other terms and conditions subject to which such information is provided.
- II. This Document is neither an agreement nor an offer by the Client to the prospective Agency(s) or any other person. The purpose of this Document is to provide interested parties with the information that may be useful to them in the formulation & submission of their Proposal pursuant to this Document.
- III. This Document includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Request for Proposal towards SELECTION OF AGENCY FOR PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF NEW EXCISE POLICY FOR THE STATE OF ANDHRA PRADESH by the selected Agency / Agency selected through a competitive bid process. The purpose of this RFP is to provide the Agency(s) with information that may be useful to them in formulation of their bids (including Price Bids) (the **“Bids”**) pursuant to this RFP document and for no other purpose.
- IV. This Document may not be appropriate for all persons, and it is not possible for the Client and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this document. The assumptions, assessments, statements and information contained in this document may not be complete, accurate, adequate or correct. Each Agency should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Document and obtain independent advice from appropriate sources. Information provided in this Document to the Agencies may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion of the law expressed herein.
- V. The Client and its employees/ officers/ advisors/ consultants make no representation or warranty and shall have no liability to any person including any Agency under any law, statute, rules or regulations 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 Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Document or arising in any way in this Selection Process / RFP Process (hereinafter defined).
- VI. The possession or use of this Document in any manner contrary to any applicable law is expressly prohibited. The Agencies shall inform themselves concerning and shall observe any applicable legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this Document shall be construed as final commercial, legal, financial or tax advice.
- VII. The Client also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from the reliance of any Agency upon the statements and information contained in this Document.
- VIII. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Document.
- IX. The issue of this Document does not imply that Client is bound to select an Agency or to award work to the Selected Agency, as the case may be, for the subject project and the Client reserves right to reject all or any of the Proposal without assigning any reasons whatsoever.
- X. Laws of the Republic of India are applicable to this Document.

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1. LETTER OF INVITATION

To,
Interested Agency(s)

**Sub: Selection of Agency/Company for
PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF NEW
EXCISE POLICY FOR THE STATE OF ANDHRA PRADESH**

The broad Scope of Work / details of the services required to be provided by the Selected Agency are given in Terms of Reference (TOR) Section 5 of this document (hereinafter referred to as the "**Project**").

1.1 Proposal submission must be received not later than the Bid Due Date specified in the "**Schedule of RFP Process**" in the manner specified in this RFP Document.

The Original Hard Copies shall be submitted on or before the due date specified at the address given below clearly mentioning the name of the project and the services for which they are intending to bid for **Providing consultancy services for formulation of new excise policy for the state of Andhra Pradesh**

To
The CEO,
APUIAML
4th Floor, NTR administrative block,
Vijayawada, Andhra Pradesh - 520013

1.2 This RFP has following sections*:

Section – 1	Letter of Invitation
Section – 2	Instructions to Applicants
Section – 3	Data Sheet
Section – 4	Preparation, Submission and Evaluation of Proposals
Section – 5	Terms of Reference
Section – 6	Formats for Proposal Submission (Annexures)

1.3 The Agency for providing its services for the said Assignment will be selected on the basis of the **Quality and Cost Based Selection (QCBS)** method and procedures described in this Tender Document. The Financial Proposals (Price Proposals) of only those Agencies, who qualify the eligibility (technical & financial capability) criteria as mentioned in this RFP shall be processed further.

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- 1.4** The Proposals shall be filled in English Language and all entries must be typed and written in blue/black ink. Initials of the Authorized representative (Power of Attorney) of the Applicant must be attested at all erasers and alterations made while filling the Proposal. Failure to comply with any of these conditions may lead to the Proposal invalidation.
- 1.5** The Client shall not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to transport, postage, survey etc. The Client reserves the rights to cancel, terminate, change or modify this procurement / RFP process and / or requirements of proposal as stated in the RFP at its sole discretion, without assigning any reason or providing any notice and without being liable in any manner for the same.
- 1.6** The Proposal shall be valid for a period of not less than one hundred and eighty (180) days from the Bid Due Date (the "**BDD**"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the Client may request the Applicants to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Applicants will not be permitted to modify/alter their submitted proposals post submission of bids.

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2. INSTRUCTIONS TO APPLICANTS

- 2.1** The Client has adopted a Single stage with Two-Part process (hereinafter referred to as the “**Selection Process / RFP Process**”) for selection of Agency(s), for award of the project. RFP have to be submitted hard copy in two sealed envelopes i.e. first envelope Technical Bid as Part I and in second envelope Financial Bid as Part II. The Technical Proposal to be submitted by Applicants shall comprise of technical and financial capability documents and other requisite documents/clarifications as per the terms of this RFP. The Financial Proposal, of only those Applicants whose Technical Proposal qualify the evaluation process as per terms hereof, shall be opened for further processing.
- 2.2** Applicants are encouraged to inform themselves fully about the project and other conditions before submitting their Proposals.
- 2.3** Broad description of the objectives, scope of services, deliverables and other requirements relating to this Assignment are specified in this RFP. In case, an Applicant possesses the requisite experience and capabilities required for undertaking the Assignment, it is invited to participate in the Selection Process either solely or as a consortium of entities (the “**Consortium**”), where it is to be noted that the Applicants bidding individually cannot be a member of a Consortium or vice versa. The Consortium should enter into binding Agreement specifying the roles which should be submitted along with the bid
- 2.4** Proposals shall be prepared and submitted in the manner elaborated in this RFP as per the formats/annexures provided.
- 2.5** No Applicant or its Associate shall submit more than one Proposal for the project.
- 2.6** Any entity which has been blacklisted by any Department or Agency of the Central Government, any State Government, any Statutory Client or any Public Sector undertaking, as the case may be, from participating in any project, and the prohibition subsists as on or before the last date of submission of the Bid, would not be eligible to submit the Bid either by itself or through its Associate.
- 2.7** Each Applicant shall submit a Power of Attorney as per the format provided at Annexure: 6 authorizing the signatory of the Proposal to commit and bind the Applicant.
- 2.8** It shall be deemed that by submitting the Proposal, the Applicant has:
 - I. made a complete and careful examination of the RFP.
 - II. received all relevant information requested from the Client.
 - III. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Client or relating to any of the matters referred to in the RFP.
 - IV. satisfied itself about all matters, things and information, including matters referred herein, necessary and required for submitting an informed Application and performance of all of its obligations there under.
 - V. acknowledged that it does not have a Conflict of Interest.
 - VI. Agreed to be bound by the undertaking and all other documents provided by it under and in terms hereof; And
 - VII. Satisfied with the project conditions and made a complete and careful examination of the same.
- 2.9** The Client shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including

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any error or mistake therein or in any information or data given by the Client.

- 2.10** The Proposal of an Applicant shall be liable for disqualification in the Preparation of documentation of the following:
- a) If the Applicant refuses to accept the correction of errors in its Proposal,
(or)
 - b) at any time, a misrepresentation is made or information sought is not disclosed or suppressed,
(or)
 - c) the Applicant does not provide, within the time specified by the Client, the supplemental information sought by the Client for evaluation of the Proposal or does not respond to any queries raised by the Client,
(or)
 - d) If the applicant submits a conditional Proposal which would affect unfairly the competitive provision of other firms who submitted substantially responsive proposal and/or is not accepted by the Client.
 - e) If the Applicant submits multiple proposals for the subject Project.

2.11 QUERIES AND CLARIFICATIONS

The Agencies are requested to study this entire RFP document in detail. If the Agencies have any queries related to the RFP or on the proposed Project, they may submit such queries to the Client in writing or e-mail to Siddhartha.ambaty@apurban.in or before the Clarification(s) due date specified in the **“Data Sheet / Schedule of RFP”**. All such queries received, and clarifications provided by the Client shall be informed by uploading on www.apurban.com mentioning as Addendum / Corrigendum for the subject title of the RFP without identifying the names of the Agencies. agencies are requested to keep themselves updated on the same and the Client takes no responsibility on any claims of non-information.

2.12 AMENDMENT TO RFP

- a) At any time prior to the due date for submission of Proposal, the Client may, for any reason, whether at its own initiative or otherwise, modify the RFP document by issuing Addendum / Corrigendum.
- b) In order to provide the Agencies with reasonable time for taking an amendment into account, or for any other reason, Client may, in its sole discretion, extend the BDD.
- c) The above changes & amendments if any will be notified on www.apurban.in or by email from authorized person for the Project.

2.13 CONFLICT OF INTEREST

The Client requires that the Agency(s) provide professional, objective, impartial advice and at all times hold Client's interest's paramount, avoid conflicts with other projects / assignments or its own interests, and act without any consideration for future work. The Agency(s) shall not accept or engage in any assignment / project that would be in conflict with its prior or current obligations to other Client(s) / APUIAML(s), or that may place it in a position of not being able to carry out the project in the best interests of the Client.

An Agency shall not have a conflict of interest that may affect the Selection Process (the **"Conflict of Interest"**). Any Agency found to have a Conflict of Interest shall be disqualified.

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An Agency shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- a) A constituent of such Agency is also a constituent of another Agency; (or)
- b) Such Agency or its Associate receives or has received any direct or indirect subsidy or grant from any other Agency or its Associate; (or)
- c) Such Agency has the same legal representative for purpose of this application as any other Agency; (or)
- d) if an Agency is engaged by the Client to provide goods or works or services and if the Associate(s) of such firm is engaged for providing services for the same project and vice versa.
- e) If an Agency submits multiple Proposals either individually or as a member of any Consortium and vice versa.
- f) such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant

Conflicting relationships Relationship with the APUIAML's staff:

An Agency (including its Experts and Sub-Agency) that has a close business or family relationship with a professional staff of APUIAML Agency for which the consultancy bid is invited or APUIAML, who are directly or indirectly involved in any part of (i) The preparation of the Terms of Reference for the assignment, (ii) In the selection process for the Contract. (iii) The supervision of the Contract. may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the APUIAML throughout the selection process and the execution of the Contract

2.14 MODIFICATIONS/ SUBSTITUTION / WITHDRAWAL OF PROPOSALS

2.14.1 The Applicant may modify, substitute or withdraw its Proposal after submission, provided that written notice of the modification, substitution or withdrawal is received by the Client prior to the BDD. No Proposal shall be modified, substituted or withdrawn by the Applicant on or after the BDD.

2.14.2 Any alteration / modification in the Bid or additional information supplied subsequent to the BDD, unless the same has been expressly sought for by the Client shall be disregarded.

2.15 REJECTION OF PROPOSALS

2.15.1. Notwithstanding anything contained in this RFP, the Client reserves the right to reject any Proposals and to annul the RFP Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons. In the preparation of documentation that the Client rejects or annuls all the Proposals, it may, in its discretion, invite all eligible Applicants to submit fresh Proposals hereunder or may take such other steps as it may deem fit in its sole discretion in any manner.

2.15.2. If the Applicant has submitted any documents, created or originating from outside the Republic of India, such as work experience certificate(s), financial detail(s), power of attorney(s), undertaking(s), documentary evidence(s), qualifying document(s), etc. (collectively "Foreign Documents") then the Applicant, before any such Foreign Document(s) are sent to India for

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the purpose of applying towards this Project/ Assignment, shall be required to get each and every page of such Foreign Document(s), duly authenticated/ embossed/ legalized/ notarized from the Indian Embassy/Indian High Commission situated in the country from where such Foreign Document(s) were created or are originating from. Such authentication/ embossment/ legalization/ notarization from the Indian Embassy/Indian High Commission shall also apply to all such document(s) that are in a language other than English, which shall compulsorily be required to be translated (as the true translated copies of the original) by a duly certified/ authorized /qualified translator, supported by the affidavit of the said translator, certifying the correctness of the English translation. In case of any inconsistency between the original Foreign Document and its English translation, the later shall prevail and be held binding on such Applicant. However, in the case of Foreign Document(s) created or originating from countries that have signed, ratified and have made operational the Hague Convention abolishing the requirement of legalization for foreign public documents, 5 October, 1961 - "Hague Legalization Convention, 1961" and other applicable provisions thereto, the Applicants may affix an 'Apostille' sticker on each and every page of their Foreign Document(s) [including all commercial document(s) duly notarized]. Thereafter, the Applicant shall be compulsorily required to get all such "Apostille" Foreign Document(s) approved, certified and attested from the Indian Embassy /Indian High Commission in that country where the 'Foreign Document(s)' were created or are originated from or the Ministry of External Affairs, Government of India, New Delhi and the Agency/s shall follow any other norms/guidelines laid by the Ministry of External Affairs, Government of India.

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3. DATA SHEET

RFP Details		
S. No	Key Information	Details
1	Project/ Assignment	PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF NEW EXCISE POLICY FOR THE STATE OF ANDHRA PRADESH
2	Client	Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML)
3	Assignment location	Vijayawada
Proposal Conditions and Evaluation		
4	Eligibility Criteria	<ol style="list-style-type: none"> 1. Agency must be proprietor/Partnership/Company/NGO/a partnership firm/an LLP/a Consortium registered with Shops & Establishment Act or Companies Act / Registered under Society Act. 2. Agency must have been involved in at least one engagement related to review/formulation of the excise policy framework by states within India and/or Countries outside India in last 5 years as on the Bid submission date. The bidder needs to submit the documentary evidence such as copy of work order, onboarding letter, completion certificates/ experience certificate, etc. 3. The Agency must have been involved in at least one engagement related to the State Excise with liquor manufacturing companies in India. The bidder needs to submit the documentary evidence such as copy of work order, onboarding letter, completion certificates/ experience certificate, etc. 4. Agency must not have defaulted with APUIAML, ILFS or GoAP in the last Five (5) Years. 5. The average annual turnover from consulting assignments during the last three years, ending 31st March of the previous financial year, should be at least INR 100 crores (copies of last three years audited financial shall be submitted along with the bid). 6. The Agency should have applicable and valid registrations with statutory authorities, viz Goods & Service Tax, PAN etc. (copies of the same need to be submitted) 7. The Agency shall have in-house experts' team as below- <ol style="list-style-type: none"> a. Team Leader with graduation or equivalent or higher education qualification in Economics/MBA/LLB and experience of more than or equal to 10 years. b. Policy & legal expert with LLB or higher education qualification in law and experience of more than or equal to 7 years. c. Financial Expert with CA/MBA (Finance) / master's in finance or equivalent in finance and experience of more than or equal to 7 years.

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		<p>d. Business Analyst with graduation or equivalent or higher education qualification in Economics / Public Policy / MBA or any other equivalent qualification with experience of more than or equal to 3 years.</p> <p>Agency shall submit self-declaration certifying that the proposed key expert is an employee of the participating firm / it's group entity or related party.</p>
5	Criteria for selection of Agency(s) (Proposal Parameter)	Criteria for selection of Agency would be on the basis of Quality and Cost Based Selection (QCBS) .
6	Proposal Validity	The Proposal shall be unconditional, firm and irrevocable and shall be valid for a period of 180 (one hundred and eighty) days from the Bid Due Date(BDD)
7	Proposal Withdrawal	The bid can be withdrawn by APUIAML without any reasons and it is its sole discretion to withdraw at any stage.
Proposal Submissions		
9	Offline Submission	The Agency shall submit its response through bid submission to the RFP as per the details provided in this Document
10	Technical Proposal for Eligibility Qualification	<p>The Technical proposal shall be submitted offline</p> <ul style="list-style-type: none"> i) Signed RFP Document. ii) Checklist of Submissions ~ Annexure 1. iii) Covering letter/letter of proposal ~ Annexure 2 iv) Consulting Firm/Agency/ Agency experience ~ Annexure 3 v) GST registration certificate and PAN card ~ Annexure 4 vi) Financial summary data towards eligibility ~ Annexure 5 vii) Power of Attorney ~ Annexure 6 viii) Firm/ Company Registration Certificate~Annexure-7 (Not required for Proprietary firm) ix) Self-declaration of non-blacklisting by any APUIAML / Client in India~ Annexure 8. x) Power of Attorney and MoU for Consortium ~ Annexure 9 (Not applicable) xi) Financial Bid Form-Annexure -10 xii) Agencies information sheet-Annexure 11 xiii) Description of approach methodology and work plan for performing the assignment -Annexure 12 xiv) Details of Key Personnel- Annexure 13 xv) Assignment of key personnel- Annexure 14 xvi) Curriculum Vitae(CV) of key personnel- Annexure 15 xvii) Any other documents as required in S.No.4 above data sheet.
11	Financial Proposal	The Applicants shall be required to submit their Financial Proposal in the format as provided in this document and should not be part of technical bid.

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12	Duration of Assignment	The Assignment shall commence from the date of signing the agreement with the selected Agency and shall be valid for the entire agreement period. The providing of services as mentioned in this RFP shall be done without fail from the date of signing of Agreement.
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4. PREPARATION, SUBMISSION AND EVALUATION OF PROPOSALS

4.1 GENERAL

- a) The Applicants shall bear all costs associated with the preparation and submission of its Proposal, including site visits, required data collection, analysis, etc., as also any discussions/negotiations. The Client shall not be responsible or liable for any such costs incurred.
- b) An Applicant shall be a Legal entity. An Applicant may be a natural person born in India or abroad or a private entity, a proprietor, a Company, an NGO, a partnership firm or an LLP incorporated in India by the above .
- c) Adherence to Formats, wherever prescribed, is required. Non-adherence to formats might be a ground for declaring a proposal non-responsive.
- d) All communication and information shall be provided in writing and in English language only.
- e) All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct and final.

4.2 PREPARATION AND SUBMISSION OF PROPOSALS

RFP has to be submitted hard copy in two (2) sealed envelopes i.e. first envelope Technical Bid as Part I and in second envelope Financial Bid as Part II. The Technical Proposal to be submitted by Applicants shall comprise of technical and financial capability documents and other requisite documents/ clarifications as per the terms of this RFP. The Financial Proposal comprise of only financial quote in the prescribed format (Annexure – 10)

- a) The Agency is requested to download the RFP document from the website at www.apurban.com and read all the terms and conditions mentioned in the RFP Document. Clarifications can be sought from the RFP Inviting Client
- b) The Agency has to keep track of any changes by viewing the addendum / corrigendum issued by the Client from time-to-time on the APUIAML website (www.apurban.com) or by email from the authorized person. The Department calling for Proposals shall not be responsible for any claims/problems arising out of this.
- c) The Agencies shall submit their eligibility and qualification documents, technical bid, financial bid etc., in the standard formats prescribed in data sheet

Note: All the required documents are to be arranged in the serial order, (Serial Numbers and Page Numbers)

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- d) The Agency should complete all the processes and steps required for bid submission. GoAP and/or Client is not responsible for incomplete bid submission by Agencies. Agencies may also note that the incomplete bids will not be saved by the system and are not available for the Client for processing.
- e) Agencies are encouraged to inform themselves fully about the project and the other conditions before submitting the Proposal.
- f) The Client shall not take any responsibility for any delay or non-receipt
- g) Other conditions as per RFP documents are applicable.
- h) The outer envelopes shall clearly indicate the name and address of the Agency
- i) The bids shall be made on SEALED ENVELOPE.

4.3 SIGNING OF PROPOSALS

The Authorized Signatory shall sign or initial each page of the proposal documents along with the stamp of the Applicant. They should also sign & stamp each page of the RFP. Each Applicant shall submit a Power of Attorney as per the format at Annexure 6/ Board resolution; authorizing the signatory of the Proposal to commit and bind the Applicant.

4.4 OPENING OF PROPOSALS

Proposals received on or before the Bid Due Date (BDD) will only be considered for opening and evaluation. Proposals other than the above will be summarily rejected.

4.5 OPENING AND EVALUATION OF TECHNICAL PROPOSAL

From the time the proposals are opened to the time the Contract is awarded, the Agencies should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Agency to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the agencies' Proposal.

Proposal opening shall be carried out in two stages. Firstly, the 'Technical Proposal' shall be opened on the date and time mentioned in the Schedule of RFP process. 'Financial Proposal' of those agencies whose Technical Proposal has been determined to be responsive and obtained a Minimum Technical score of 75 marks as stipulated in the RFP Document, shall be opened on a subsequent date, which will be notified to such Agencies. In the event of the specified date for the submission of bids being declared a holiday for the Client, the Proposals will be opened at the appointed time and location on the next working day.

The APUIAML shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified Clause 4.5. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient or found not meeting the minimum eligibility criteria as mentioned in clause 5 of this ITB. Only responsive Proposals shall be further taken up for evaluation. A Proposal shall be considered responsive only if:

- (i) It is received by the Bid submission date and time including any extension thereof, pursuant to schedule specified in this RFP
- (ii) It is accompanied by the Cost of RFP Document Fee as specified in schedule of RFP process

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(iii) It does not contain any condition or qualification or suggestion or submission.

The Client shall inform the Agencies whose Technical Proposals are found responsive and thereafter the Technical and Financial Proposal will be evaluated on the marking system mentioned in Clause 4.5.

The client shall inform the Agency whose Technical Proposal fulfils the criteria stipulated in the RFP document, of the Date, Time and Place of opening of the Financial Proposals. The Agencies so informed, or their representative, may attend the meeting of opening of Financial Proposals.

At the time of the opening of the 'Financial Proposals', the names of the Agencies, whose Proposals were found responsive along with the prices, the total amount of each Proposal, and such other details as the APUIAML may consider appropriate will be announced by the APUIAML at the time of Proposal opening.

Upon the opening of financial Proposal, the financial score and combined score of Technical and financial proposal will be worked out as per clause 4.5

Key Personnel for the Project

The table below presents the list of key experts necessary to be deployed for the project along with a summary of the educational qualifications and minimum relevant work experience required from such experts. CVs proposed for any expert role shall be summarily rejected if conditions of minimum educational qualification and essential criteria/criterion under professional experience are not met.

Key Personnel

The table below presents the list of key experts necessary to be deployed for the project along with a summary of the educational qualifications and minimum relevant work experience required from such experts. CVs proposed for any expert role shall be summarily rejected if conditions of minimum educational qualification and essential criteria/criterion under professional experience are not met.

Sr. No	Position	Min. Years of Experience	Qualification	No. of relevant projects ¹	Maximum Marks	Scoring
1	Team Leader (Industry & policy expert) (offsite)	10	Graduation or equivalent or higher education qualification in Economics / MBA / LLB	3	15	As described below
2	Policy and Legal expert (offsite)	5	LLB or equivalent	3	10	As described below
3	Financial Expert (offsite)	5	CA or MBA (Finance) or Master in Finance or equivalent	2	10	As described below

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Sr. No	Position	Min. Years of Experience	Qualification	No. of relevant projects ¹	Maximum Marks	Scoring
4	Business analyst (onsite)	2	Graduation or equivalent or higher education qualification in Economics / Public Policy / MBA or any other equivalent qualification	1	5	As described below
Total					40	

Percentage of Maximum Marks as mentioned in table above:

Education Qualification: 25%

No. of Years of experience: 25%

No. of Relevant Projects : 50%

1 Relevant Project shall mean experience in review/formulation of the excise policy framework by states within India and/or Countries outside India or experience related to the State Excise with liquor manufacturing companies in India.

Team Leader (Industry & policy expert)

Education Qualification (25%)

Sr. No	Qualification	Weightage
1	Graduation or equivalent or higher education qualification in Economics / MBA / LLB	100%

No. of Years of experience (25%)

Sr. No	Number of Years of experience	Weightage
1	12 years and above	100%
2	More than 10 years but less than 12 years	70%
3	Less than 07 years	0

No. of Relevant Projects

Sr. No	Number of Projects	Weightage
1	3	100%
2	2	80%

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3	1	70%
4	Less than 1	0

Policy and Legal expert

Education Qualification (25%)

Sr. No	Qualification	Weightage
1	LLB or equivalent	100%

No. of Years of experience (25%)

Sr. No	Number of Years of experience	Weightage
1	7 years and above	100%
2	More than 5 years but less than 7 years	70%
5	Less than 10 years	0

No. of Relevant Projects

Sr. No	Number of Projects	Weightage
1	3	100%
2	2	80%
3	1	70%
4	Less than 1	0

Financial Expert

Education Qualification (25%)

Sr. No	Qualification	Weightage
1	CA or MBA (Finance) or master's in finance or equivalent	100%

No. of Years of Experience (25%)

Sr. No	Number of Years	Weightage
1	7 years and above	100%
2	More than 5 years but less than 7 years	80%
3	Less than 5 years	0

No. of Relevant Projects

Sr. No	Number of Projects	Weightage
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1	2	100%
2	1	70%
3	Less than 1	0

Business analyst

Education Qualification (25%)

Sr. No	Qualification	Weightage
1	Graduation or equivalent or higher education qualification in Economics / Public Policy / MBA or any other equivalent qualification	100%

No. of Years of Experience (25%)

Sr. No	Number of Years of experience	Weightage
1	3 years and above	100%
2	More than 2 years but less than 3 years	80%
3	Less than 2 years	0

No. of Relevant Projects

Sr. No	Number of Projects	Weightage
1	1	100%
2	Less than 1	0

Average Annual financial turnover

Sr. No	Average Annual financial turnover	Marks
1	Average annual financial turnover during the last three years, ending 31st March of the previous financial year : Above INR 500 crores	15
2	Average annual financial turnover during the last three years, ending 31st March of the previous financial year : Above INR 100 Crores and upto INR 500 Crores	5

Support Role

The Agency shall engage support staff for the defined scope of work as and when required at no extra cost to APUIAML.

Consultant shall submit self-declaration certifying proposed key expert is an employee of the participating firm or its group entity or related party

Evaluation of Technical Proposal & Financial Proposal

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For the Agencies that qualify the Minimum Qualification criteria as per clause 4 shall be further evaluated. The Technical Score (St) consists of marks allocated to following two parts

- a) Technical Presentation – Consisting of credentials, Approach and Methodology
- b) Key Personnel

Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:

S. No.	Criteria	Maximum marks
1	Technical Submission	
1a	Average annual financial turnover during the last three years, ending 31st March of the previous financial year as per the table above-AAT	15
1b	Previous Experience(PE) Experience in review/formulation of the excise policy framework by states within India and/or Countries outside India or experience related to the State Excise with liquor manufacturing companies in India. [5 marks for each project]	20
1c	Approach & Methodology	25
	Sub-Total	60
2	Key Personnel - qualifications and competences for the assignment(keyP)	
2a	Team leader	15
2b	Policy and Legal Expert	10
2c	Financial Expert	10
2d	Business Analyst	5
	Sub-Total	40
	Grand Total	100

The Agency will submit the Approach and Methodology, Work Plan and APUIAML may invite the agencies to make their presentation on delivery of work as per the scope of work . The submission and presentation will be evaluated by a committee appointed by APUIAML and provide a technical score (Tech PPT).

Short listing of Agencies

The Agency ranked on the basis of technical score (St), shall be pre- qualified and shortlisted for price evaluation in the second stage. The Minimum technical Score to pass the technical-Presentation is 70 marks. APUIAML reserves the right to select the consultant at its sole discretion , in case of a single qualifying bidder.

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Combined technical score will be calculated in a following manner

Particulars	Score
Marks for Average Annual Financial Turnover	AAT
Marks for Approach and Methodology	A&M
Previous Experience	PE
Marks to Key Personnel	KeyP
Total	Sum of AAT, A&M, PE and KeyP

Score of Financial Proposal

The Financial score shall be the financial proposal submitted by the Consultant TA (Sf) will be calculated in a following manner

- (a) The lowest evaluated Financial Proposal (Fmin) is given the maximum financial score (Sf) of 100.
- (b) The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
- $$Sf = 100 \times Fmin / F$$
- in which “Sf” is the financial score, “Fmin” is the lowest price, and “F” the price of the proposal under consideration.

Final Evaluation

A combined score of Technical and Financial will be evaluated. The successful Agency shall be selected as per the following procedure: -

- (i) The weights, Technical (Tw) and Financial (Fw) would be given for Technical and Financial proposals, where Tw=0.80 and Fw=0.20
- (ii) (Tw=the weight given to technical proposal; Fw=weight given to the financial proposal; Tw+Fw=1)
- (iii) Final Score (S) would be arrived at using the following formula: $S = St \times Tw + Sf \times Fw$
- (iv) The Agency achieving the Highest Combined Score will be successful Agency/Selected Agency

4.6 FINANCIAL PROPOSAL

- a. The **Agency** shall quote their rate(s) for providing consultancy services for formulation of new excise policy for the state of Andhra Pradesh towards their bid in INR (Rs.). The price shall be

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applicable for the entire agreement period of this assignment. The price shall be inclusive of any other taxes / levies excluding GST, which would be paid as per applicable rates against invoice.

- b. The Financial Proposal will only be opened of those Applicants who have qualified the Eligibility Criteria of technical proposal
- c. The Agency shall be selected based on their Technical and Financial Proposal duly adhering to the guidelines.

4.7 CONDITION ON APPLICANTS / AGENCYS

Not applicable

4.8 ANNULMENT OF AWARD

Failure of the Applicant to comply with the requirements set forth in this RFP Document and / or the provisions of the Contract shall constitute sufficient grounds for the annulment of the award.

4.9 CLIENT'S RIGHT TO ACCEPT OR REJECT ANY AND/OR ALL PROPOSALS

Client reserves the right to accept or reject any Proposal in its sole discretion, and to annul the Proposal Process or reject all proposals without assigning any reason whatsoever at its sole discretion at any time before issuance of a Letter of Award without incurring any liability. Application fee shall not be refunded.

4.10 CONFIDENTIALITY & PUBLICITY

The Agency shall treat the details of the output of the assignment and the Services as confidential and for the Agency own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to APUIAML/Client or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous consent in writing of APUIAML/Client.

5. TERMS OF REFERENCE

5.1 BACKGROUND

Excise and Prohibition Department herein after called as "Authority" is the department of GoAP, which is working on formulating a new excise policy for the state.

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) herein after called as "Client" is an unlisted Public Company, is a joint venture of the Government of Andhra Pradesh (GoAP) and IL&FS Investment Managers Ltd ("IIML"). APUIAML is involved in assisting various GoAP entities in policy making, preparing and structuring infrastructure projects tsc.

APUIAML is mandated to service Prohibition & Excise Department, Government of Andhra Pradesh, for developing new excise policy. In this regard, APUIAML intends to engage a competent agency in pursuit of accomplishing its mandate.

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5.2 Solicitation

In this context, APUIAML intends to engage an agency for an initial period of 3 months which includes Formulation of New Excise Policy for the state of Andhra Pradesh and also to provide policy implementation support. The duration of the assignment may be extended for further period of 3 months or more as deemed necessary by Authority/Client. In this regard proposals from competent agencies are solicited.

5.3 Scope of Work

The scope of work is divided into two stages

a. New Policy Formulation Stage

b. Project Implementation Support stage

New Policy Formulation Stage-1

- Meeting with the concerned Government officials to understand the vision and objectives of the New Excise Policy.
- Review of the existing Excise Policy.
- Secondary research on the sectoral trends such as online delivery of liquor, etc. and analyzing the feasibility of the same in the State of Andhra Pradesh.
- Benchmarking the existing Excise policy against the latest schemes/ programs notified by the various States in India and develop concept notes for desired policy interventions.
- Review of the existing methodology for the grant of various licenses and benchmarking the same against the good practices prevalent in various States in India.
- Projection for the expected growth in revenue via the implementation of the New Excise Policy.
- Projection for the increase in the number of retail shops , bars, etc. in order to achieve the projected revenue target.
- Review of the ease of doing liquor business in Andhra Pradesh and suggestions for the changes in process required, if any.
- Policy benchmarking and consultation with various stakeholders for input.
- Meetings with industry players for feedback.
- Draft in the New Excise Policy and provide inputs for preparation of Cabinet Note.
- Discussion with the stakeholders with respect to the draft Excise Policy prepared.
- Finalization of the Excise Policy post incorporating the suggestions of the APUIAML/Authority.
- All deliverables outlined in the scope of work, as specified in this RFP, and the completion of the work in its entirety shall conform to the requirements set forth by Authority
- All reports, documents, and policies prepared or submitted by the Agency, in accordance with the deliverables and scope of work, shall be subject to approval by Authority. The Agency shall also be responsible for coordinating with Authority until such approval is granted by Authority.
- The Agency shall represent APUIAML at any meetings convened by Authority and the Government of Andhra Pradesh (GoAP) and shall adhere to all directives issued by the Authority/GoAP.
- All key personnel shall be available as and when required by Authority, GoAP, and APUIAML. Additionally, A Business Analyst shall be stationed in Vijayawada to coordinate all

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activities/deliverables/stakeholders during this stage.

Policy Implementation Support Stage-2

The policy implementation support stage shall commence from the date of issue of completion certificate of stage-1 by APUIAML

- Formulate the KPIs in line with the New Excise Policy.
- Preparation of necessary templates for sharing of data by the concerned department with the Authority.
- Conduct analysis of the data obtained and compare with the projected revenue growth
- Provide note on the feedback received from the major/key liquor manufacturing companies on the New Excise Policy
- Suggest any updations /modifications in the New Excise Policy based on the feedback received from Industry.
- Prepare Presentations and participate in review meetings with Authority during the implementation support period.
- Provide inputs on any changes required for the existing portal of the APSBC /Excise & Prohibition Dept.
- Submission of Monthly Progress Report(s).
- The Agency shall provide implementation support for an initial period of 3 (three) months from the date of release of new Excise Policy by the State Government. During this period, the consultant shall deploy two (2) resources (Business Analysts or Equivalent) at Vijayawada on full time basis. In addition, the key experts shall coordinate and monitor the services and be available for important meetings with the Authority during this period. The consultant team shall provide the following services during this stage.

5.4 Deliverables & Payment Schedule

S. No.	Deliverable	Submission Timeline (From T₀ – Issue of WO)	Fee
Stage-1- New Excise Policy Formulation			
1	Submission Inception report (Outlining the methodology and timelines)	1 W (Week)	10 % of Stage 1 payment quoted in financial bid form
2	Submission of Benchmarking Analysis of the Existing Excise Policy	2 W	25% of Stage 1 payment quoted in financial bid form
3	Submission of Revenue Projections and Draft Excise Policy (Prepared in consultation with the stakeholders and in line with the objective of the Government)	3 W	40% of Stage 1 payment quoted in financial bid form
4.	Submission on Final Excise Policy	Within one week after issuance of final	25% of Stage 1 payment quoted in

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	(Post discussion with the Authority)	comments on the draft Excise policy from Authority .	financial bid form
	Total (Stage-1)		100 %
Stage-2- Policy implementation support stage			
1	Providing services for Stage-2 as listed in the scope of work	02 months.	100% payment on amount quoted by Agency in stage 2 Financial Bid Form.

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Note: Should client desire an extension of time for the policy implementation support stage, the agency shall continue to provide services in accordance with the amount quoted specified by the Agency in the Stage-2 payment of the financial bid on Prorata basis per month. This extension shall be for three months.

5.5 TERMS OF PAYMENT

- i. The fee to be quoted for the project shall be in terms of INR by the selected Agency and the same shall be payable upon satisfactory performance of the given scope of work and accepted by Client.
- ii. The payment for the services shall be made upon receipt of payment from APUIAML within 7 days after receiving corresponding payment from the Authority subject to any statutory and other deductions . Notwithstanding any other provision contained herein to the contrary or otherwise , no payment shall be made to the consultant unless a corresponding payment has been received by APUIAML from Authority (Back to Back).
- iii. The decision of Client (as specified in this Document) or any officer duly authorized by the Client shall be final & binding regarding any payment.
- iv. The Client reserves the right to hold the payment if the services / goods is not provided / supplied with in the time specified in the work order / indent / agreement or if the supplied services is not as per specifications or satisfactory.
- v. Final payment shall be paid as per above 5.4 clause of this Document
- vi. The Agency's liability shall be limited to the total amount of fees payable.

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6. FORMATS FOR SUBMISSION OF PROPOSAL (ANNEXURES)

Annexure 1

CHECKLIST OF SUBMISSIONS

S.No.	Enclosures to the Proposal	Status (Submitted / Not Submitted)	Remarks
1.	Signed RFP Document		
2.	Covering Letter /letter of proposal (Annexure 2)		
3.	Agencys Experience ~ Annexure 3		
4.	GST registration certificate and Pan card (Annexure 4)		
5.	Financial summary data towards eligibility (Annexure5)		
6.	Power of Attorney/Board resolution (Annexure 6)		
7.	Firm/Company Registration Certificate ~ Annexure 7 (Not required forProprietary firm)		
8.	Self declaration of non-blacklisting by any APUIAML / Client in India(Annexure 8)		
9.	Power of Attorney and MoU for Consortium ~Annexure 9 (Not applicable)-Annexure-9		
10	Financial Bid Form-Annexure-10		
11	Agency information sheet-Annexure- 11		
12	Description of approach methodology and work plan for performing the assignment -Annexure-12		
13	Details of Key Personnel-Annexure 13		
14	Assignment of key personnel-Form 14		

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15	Curriculum Vitae(CV) of key personnel-Form 15		
16.	Any other documents as required & mentioned in S.No. 4 of the data sheet		

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Annexure 2

Format for

COVERING LETTER (LETTER OF PROPOSAL)

(On Applicant's Letter Head)

Date:_____.

To,
The CEO,
APUIAML
4th Floor, NTR Administrative Block
Vijayawada – 520 013 (Andhra Pradesh)

Sub:- Selection of Individual/Agency/Company for providing consultancy services for formulation of new excise policy for the State of Andhra Pradesh

With reference to your RFP Document dated _____, I / We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Selection of Agency/Company for providing consultancy services for formulation of new excise policy for the State of Andhra Pradesh. (the "Agency(s)"). The proposal is unconditional and unqualified.

I/We acknowledge that the APUIAML, (the "Client") will be relying on the information provided in the Proposal submitted by us and the documents accompanying the Proposal for selection of the Agency. We further certify that all information provided in the Proposal submitted by us and in the Annexures are true and correct, and nothing has been suppressed or omitted which could render such information to mislead and all documents accompanying with Proposal are true copies of their respective originals.

This statement is made purely for the purpose of the aforesaid project.

- I / We shall make available to the Client for any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- I / We acknowledge the right of Client to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any ground or for any reason whatsoever.
- I / We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Client or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project/assignment or contract by any public Client nor have had any contract terminated by any public Client for breach on our part.
- I/We declare that:

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- a) We have examined and have no reservations to the RFP Document, including any Addendum / Corrigendum issued by Client.
- b) I / We do not have any conflict of interest as mentioned in the RFP Document.
- c) I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of request for proposal issued by or any agreement entered with Client or any other public sector enterprise or any government, Central or State; and
- d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- I / We understand that you may cancel the Selection Process at anytime and that you are neither bound to accept any Proposal that you may receive nor to select the Agency(s), without incurring any liability to the Applicants in accordance with the RFP Document.
 - I / We certify that regarding matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Client which would cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
 - I / We further certify that regarding matters relating to security and integrity of the country, we have not been charged by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 - I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Client (and/ or the Government of India) in connection with the selection of Agency or in connection with the Selection Process itself in respect of the above-mentioned project.
 - I/We agree and understand that the proposal is subject to the provisions of the RFP Document. In no case, shall I/we have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened or rejected.
 - I / We agree to keep this offer valid for 180 (One hundred and eighty) days from the BDD specified in the RFP and understand and abide by the selection process as mentioned in the RFP.
 - In the preparation of documents of my/our firm being selected as the Agency for subject project, I/we agree and undertake to provide the services in accordance with the provisions of the RFP and I/we shall be responsible for providing the agreed services and not through any other person or Associate.
 - I/We have studied the RFP document and all other documents carefully. We understand that we will not claim, right or title arising out of any documents or information provided to us by Client or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of project. The Technical and Financial Proposals are being submitted along with Annexures to prove our technical

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& financial details. The contents provided in this regard shall be binding on us.

- I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)
(Name and seal of the Applicant)

Official Contact Number

Official Email ID

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Annexure 3

(to be printed on letterhead of Agency)

Format for

APPLICANT'S EXPERIENCE

Details of Relevant projects

S. No	Name of work	Name of the Authority (with Brief Address of Concerned Office & Contact No. and e-mailID)	Type of Authority /Owner Mention Govt./Semi Govt./Society / Institution	Date of Agreement with Authority	Location and Scope of the work	Actual Value of the Work	Date of commencement as per contract	Date of completion

(**Tables to be added by the Agency if required)

- * The Agency shall enclose document proof viz. copy of the completion certificate/ongoing experience certificates issued by the client for all Assignments above along with self declaration.

Signature : _____

Name : _____

Designation : _____

Company : _____

Date : _____

Notes: : _____

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Annexure 4

Enclosed copy of

GST registration certificate and Pan card

(Signature of the Key Expert /Authorized Signatory)Place.

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ANNEXURE 5

(to be printed on letterhead of Agency)

In support of Eligibility Criteria

Format for

FINANCIAL SUMMARY DATA

TURNOVER RELATED DATA *(All figures in INR Crores)*

Description	Yr 01	Yr 02	Yr 03
Turnover			
Total			

Financial Year: 1st April to 31st March or the accounting year followed and audited.

Note:

1. The applicant shall submit Audited Balance Sheets/ Annual Reports.

COMPANY
SEAL

SIGNATURE : _____
NAME : _____
DESIGNATION : _____
COMPANY : _____
DATE : _____

**SELECTION OF AGENCY FOR
PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF
NEW EXCISE POLICY FOR THE STATE OF ANDHRA PRADESH**

ANNEXURE 6

Format for

POWER of ATTORNEY TO BID-SIGNATORY

(On a Non-Judicial Stamp Paper of Rs. 100 duly attested by notary public)

Know all men by these presents, we, a company / firm registered under and having its Registered Office at hereby constitute, nominate, appoint and authorize and presently residing at as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for providing consultancy services for formulation of new excise policy for the State of Andhra Pradesh including but not limited to signing and submission of all applications, proposals and other documents and writings, providing information/ responses to APUIAML, (the "Client"), representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Client in all matters in connection with or relating to or arising out of our Proposal for the said project and/or upon award thereof to until the entering into of the Agreement with the Client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF.....

For
(Signature, name, Designation and Address)

Witnesses :

- 1.
- 2.

Accepted

For
(Signature, name, Designation and Address)

Note: If the bidder submits Board resolution, this Annexure is not applicable

**SELECTION OF AGENCY FOR
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Notes:

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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100/- (rupees one hundred).

Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the documents will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 and other applicable provisions are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

SELECTION OF AGENCY FOR
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ANNEXURE 7

Please Provide
here

FIRM/COMPANY REGISTRATION CERTIFICATE

(Not required from Proprietary firm)

**SELECTION OF AGENCY FOR
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ANNEXURE 8

SELF DECLARATON OF NON-BLACKLISTING BY ANY APUIAML / CLIENT IN INDIA

To,
C.E.O
A.P.U.I.A.M.L.
VIJAYAWADA.

Dear Sir,

I/We further confirm that none of the Proprietor/ firm / Organization / Board Members of our firm have been blacklisted/ banned/ suspended by any of the Governments in AP or other States in India in last three years from the date of the issue of RFP document

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the RFP / contract including termination of the contract and forfeiture of the Earnest Money / Security Deposit.

Having fully understood the RFP conditions and the above undertaking in this letter, we sign this
.....Day ofat

Yours faithfully,

Sign & Official Seal

**SELECTION OF AGENCY FOR
PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF
NEW EXCISE POLICY FOR THE STATE OF ANDHRA PRADESH**

ANNEXURE 9

Format for

**POWER OF ATTORNEY AND MEMORANDUM OF UNDERSTANDING FOR
CONSORTIUM**

(On a Non-Judicial Stamp Paper of Rs. 100 duly attested by notary public)

Power of Attorney

Dated this _____ day of _____, 2022

Know all persons by these present that We,
(hereinafter collectively referred to “the consortium / joint venture”) hereby appoint and authorize as our attorney.

Whereas the Andhra Pradesh Urban Infrastructure Asset Management Limited (“APUIAML”) has invited applications from interested parties for the “_____” (hereinafter referred to as “the Assignment”),

Whereas the members of the consortium/joint venture are interested in bidding for this project in accordance with the terms and conditions of this RFP along with its amendments, addenda and related documents

And whereas it is necessary for the members of the consortium/joint venture to appoint and authorize one of them to do all acts, deeds and things in connection with the aforesaid Project,

We hereby nominate and authorize as our constituted attorney in our name and on our behalf to do or execute all or any of the acts or things in connection with making an application to APUIAML, to follow up with APUIAML and thereafter to do all acts, deeds and things on our behalf until culmination of the process of bidding and thereafter till the license contract is entered into with the Selected agency.

And we hereby agree that all acts, deeds and things done by our said attorney shall be construed as acts, deeds and things done by us and we undertake to ratify and confirm all and whatsoever that our said attorney shall do or cause to be done for us by virtue of the power hereby given.

All the members of this consortium will be jointly and severally liable for execution of this assignment in all respects.

In witness hereof we have signed this deed on this day of 2022.

[Signature]

**SELECTION OF AGENCY FOR
PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF
NEW EXCISE POLICY FOR THE STATE OF ANDHRA PRADESH**

For and on behalf of
[Company]

*Memorandum of Understanding
(On a Non-Judicial Stamp Paper of Rs. 100 duly attested by notary public)*

Know all men by these present that we, and (herein after collectively referred to “the consortium”) for execution of Proposal. Whereas the APUIAML has invited RFP from the interested parties for the Selection of Agency/Company for providing consultancy services for formulation of new excise policy for the State of Andhra Pradesh

Whereas the members of the consortium are interested in bidding for the work of in accordance with the terms and conditions of the RFP.

This Consortium contract is executed to undertake the work and role and responsibility of the firms as. And whereas it is necessary under the conditions of the RFP for the members of the consortium to appoint and authorize one of them as Lead Member to do all acts, deeds and things in connection with the aforesaid Proposal is the Lead Member of the Consortium.

We hereby nominate and authorize as our constituted attorney in our name and on our behalf to do or executive all or any of the acts or things in connection with the execution of this RFP and thereafter to do all acts, deeds and things on our behalf and thereafter till the satisfactory completion of work.

And we hereby agree that all acts, deeds and things done by our said attorney shall be construed as acts, deeds and things done by us and we undertake to ratify and confirm all and whatsoever that my said attorney shall do or cause to be done for us by virtue of the power hereby given. All the members of this consortium will be jointly and severally liable for execution of this assignment in all respects.

In witness hereof we have signed this deed on this ____ day of _____

[Signature]

By the with named through its duly constituted attorneys in the presence of _____

[Signature]

By the with named through its duly constituted attorneys in the presence of _____

[Signature]

Notes:

For the purposes of Memorandum of Understanding and Power of Attorney: The contracts are to be executed by all members in the case of a Consortium.

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 executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the Agency should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Agency.

**SELECTION OF AGENCY FOR
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In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such Client may be enclosed in lieu of the Power of Attorney.

Note: ANDHRA PRADESH URBAN INFRASTRUCTURE ASSET MANAGEMENT LIMITED (APUIAML) reserves the right to modify/alter the above-mentioned schedule of Selection Process at any time during the Selection Process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever.

**SELECTION OF AGENCY FOR
PROVIDING CONSULTANCY SERVICES FOR FORMULATION OF
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Annexure – 10

FINANCIAL BID FORM

(to be printed on letterhead of Agency)

To,
C.E.O
A.P.U.I.A.M.L.
VIJAYAWADA.

Respected Sir,

I/Wesubmit the Financial Bid for .
providing consultancy services for formulation of new excise policy for the State of Andhra Pradesh

Rates quoted

SI. No.	Description of item	Unit	Rate (in Rupees)	
			(In Figures)	(In Words)
	Providing Consultancy services for formulating the New Excise policy as per the scope of work in this RFP			
1	Stage-1- New Excise policy formulation	Lumpsum		
2	Stage-2-Policy implementation support stage for 2 months	Lumpsum		
	Total Project cost(1+2)			

- 1) The price is inclusive of any other taxes / levies but excluding GST, which would be charged as per the applicable rate against each invoice.
- 2) I/We agree to provide services for providing consultancy services for formulation of new excise policy for the State of Andhra Pradesh as per the scope and specifications given in this document. Failing which, the Client reserves the right to initiate appropriate action.

DATE:

PLACE:
SEAL

SIGNATURE OF THE AGENCY WITH OFFICE

**SELECTION OF AGENCY FOR
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Annexure – 11: Agency Information Sheet

<p>Agency Name [Insert full name]</p>
<p>Agency’s Party country of registration [indicate country of registration]</p>
<p>Agency’s year of constitution [indicate year of constitution]</p>
<p>Agency’s legal address in country of constitution [insert street/number/town or city/ country]</p>
<p>Agency Authorized representative information Name: [Insert full name] Address: [insert street/number/town or city/ country] Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i></p>
<p>Attached are copies of original documents of</p> <ul style="list-style-type: none"> ▪ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above ▪ In case of a government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership</p>

Note: This Form shall be supplied with Identity proof of the authorized representative

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**Form – 12: Description of Approach, Methodology and Work Plan for
Performing the Assignment**

Technical approach, methodology and work plan are key components of the Technical Proposal. The Applicant will present its Technical Proposal (items a, b and c below) in no more than 40 single sided or 20 double sided printed sheets (A- 4 size, minimum 11 font size). The Page count does not include the Forms.

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

Technical Approach and Methodology: In this section the Applicant should explain the understanding of the assignment, approach to the services and methodology for carrying out the activities to accomplish the objectives mentioned. The consultant should highlight any challenges anticipated in delivering a programmed of this nature and discuss proposed approaches to overcome the challenges and meet the requirement of the assignment.

Work Plan: In this section the Applicant should describe the overall work plan for the activities of the assignment. The work plan must show (i) mobilization details for the Key Personnel (ii) Key tasks and deliverables which form the basis of invoice payment.

Organization and Staffing: In this section the Applicant should briefly discuss the structure, composition, roles and responsibility of the integrated team and how the integrated team will drive the assignment. Sub-consultants envisaged to deliver the scope of work must be listed with their role and responsibility noted in the organization chart

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Form – 13: Details of Key Personnel

(Refer Clause -22.8.1)

Form- 1: Particulars of Key Personnel

S. No.	Designation of Key Personnel	Name	Educational Qualification	Length of Professional Experience	Present Employment		No. of Assignments ^s
					Name of Firm	Employed Since	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Team Leader (Industry & policy expert)						
2.	Policy and Legal expert						
3.	Financial Expert						
4.	Business analyst						
5.	Team Leader (Industry & policy expert)						

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Form – 14: Assignments of Key Personnel

(Refer Clause -22.8.1)

Name of Key Personnel:	
Designation of Key Personnel:	
Name of the Project:	
Name of Consulting Firm where employed:	
Description of services performed by the Key Personnel (including designation):	
Name of client and Address: (indicate whether public or private)	
Name, telephone no. and fax no. of client's representative:	
Estimated capital cost of the Project (in Rs. ...Lakhs):	
Start date and finish date of the services (month/year):	
Brief description of the Project:	
<p>It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.</p> <p style="text-align: right;">(Signature and name of Key Personnel)</p>	

Notes:

1. Use separate sheets for each Eligible Project.

The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Key Personnel

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Form – 15: Curriculum Vitae (CV) of Key Personnel

(Refer Clause -18)

- 1. Proposed Position / Designation :**
- 2. Name of Firm:**
[Insert name of firm proposing the staff]
- 3. Name of Staff: [Insert full name] :**
- 4. Date of Birth:**
- 5. Nationality:**
- 6. Education:**
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment. In case of foreign degrees, Indian equivalent to be indicated]:
- 7. Membership of Professional Associations:**
- 8. Other Training:**
- 9. Countries of Work Experience:**
[List countries where staff has worked in the last ten years] :
- 10. Language Known:**
[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing] :
- 11. Employment Record:**
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:
Employer:
Positions held:
- 12. Detailed Tasks Assigned**
[List all tasks to be performed under this Assignment/Job] :
- 13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:**

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[Among the Assignment/ jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under Para 12.]

Name of Assignment/Job or project:

Year:

Location:

Employer:

Main Project Features Position Held:

Activities Performed:

Period of deployment

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. I also confirm my availability for the project.

I hereby declare that I have not given my consent to any other Consultant besides (name of Agency) to use my CV for the purpose of bid submission for this project.

Date:.....

[Signature of staff member]

[Signature of authorized signatory of the firm]

Place:.....

[Full name of authorized representative]