

RFP No -2 QCBS

**Selection of Chartered Accountant Firm for Internal Audit of Uttar Pradesh
State Bridge Corporation Limited**

Department: U.P. State Bridge Corporation Limited, Lucknow

Issued on: 04/10/2023

QCBS-FTP

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PART 1

Section 1. Letter of Invitation

RFP No. 2-QCBS

Date: 04/10/2023

Dear Mr. /Ms.

1. The Uttar Pradesh State Bridge Corporation Limited now invites proposals to provide the following consulting services (hereinafter called “Services”): **Selection of Chartered Accountant Firm for Internal Audit of units of Uttar Pradesh State Bridge Corporation Limited.** More Details on The Services Are Provided in The Terms of Reference (Section 6).
2. A Firm Will Be Selected under Quality and Cost Based Selection (QCBS) and in a Full Technical Proposal (FTP) format as described in this RFP, in accordance with the policy.
3. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants and Data Sheet
 - Section 3 - Technical Proposal (FTP) - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 – Corporation’s Policy – Corrupt and Fraudulent Practices
 - Section 6 - Terms of Reference
 - Section 7 - Forms of Contract (Lump-Sum and Time-Based)
4. Details on the proposal’s submission date, time and address are provided in Clauses 17.1 and 17.4 of the ITC.
5. Firm can submit RFP for both clusters but successful bidder will be awarded contract of only One Cluster. In case a single firm wins both clusters, the firm will finalize only one cluster-assignment as per its choice.
6. For the financial year 2023-24 the internal audit for June quarter and September quarter by the successful bidder, whom contract will be awarded, shall complete the assignment by the 31st December 2023 and submit the report by 10th January 2024.

Yours sincerely,

Managing Director, U.P. State Bridge Corporation Limited,
Address: 16, Madan Mohan Malviya Marg, Lucknow (UP)

Note: Certified copy of agreement/work orders showing the address of the client, email id, phone no. fax no. and consultancy fee (with break-up of consultant’s rates) for the assignment should be attached. If documents were found fake/false on verification, the firm will be eliminated from technical evaluation and action will be taken for blacklisting of the firm, beside information to the Govt and other controlling institutions.

Section 2. Instructions to Consultants and Data Sheet

A. General Provisions

1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) “Applicable Guidelines” means the policies of the Corporation governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws and any other instruments having the force of law in the Corporation’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (d) “Corporation” means U.P. State Bridge Corporation Limited.
- (e) “Consultant” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Corporation under the Contract.
- (f) “Contract” means a legally binding written agreement signed between the Corporation and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (g) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- (h) “Day” means a calendar day.
- (i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (j) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Corporation for the performance of the Contract.
- (k) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s

proposal.

- (l) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- (m) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the Corporation to the Consultants.
- (n) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (o) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.
- (p) “RFP” means the Request for Proposals to be prepared by the Corporation for the selection of consultants, based on the SRFP.
- (q) “SRFP” means the Standard Request for Proposals, which must be used by the Corporation as the basis for the preparation of the RFP.
- (r) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (s) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Corporation during the performance of the Contract.
- (t) “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Corporation and the Consultant, and expected results and deliverables of the assignment.
- (u) “ESHS” means environmental, social (including sexual exploitation and abuse (SEA) and gender-based violence (GBV)), health and safety.

2. Introduction

2.1 The Corporation named in the **Data Sheet** intends to select a consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet**. i.e., QCBS Method. The Technical score and financial score is 75 and 25 respectively.

2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultants' expense.

2.4 The Corporation will timely provide, at no cost to the Consultants, the inputs, relevant Corporation data, and reports required for the preparation of the Consultant's Proposal as specified in the **Data Sheet**.

3. Conflict of Interest

3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Corporation's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Consultant has an obligation to disclose to the Corporation any situation of actual or potential conflict that impacts its capacity to serve the best interest of its corporation. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Corporation.

3.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise in the **Data Sheet**, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Corporation to provide goods, works, or non-consulting services for a Corporation, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a Corporation, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting assignments

(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Corporation.

c. Conflicting relationships

(iii) Relationship with the Corporation's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Corporation (or of the Corporation, or of implementing agency) who are directly or indirectly involved in any part of (i) the preparation of the Terms

of Reference for the assignment, (ii) the selection process for the Contract, or (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 Corporation throughout the selection process and the execution of the Contract.

**4. Unfair
Competitive
Advantage**

4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Corporation shall indicate in the **Data Sheet** and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

**5. Corrupt and
Fraudulent
Practices**

5.1 The Corporation requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section 5.

5.2 In further pursuance of this policy, Consultant shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, services providers, or suppliers to permit the Corporation to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Corporation.

6. Eligibility

6.1 The Corporation permits consultants (individuals and firms, including Joint Ventures and their individual members) to offer consulting services for Corporation Units.

6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Corporation in the Applicable Guidelines.

6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:

a. Sanctions

6.3.1 A firm or an individual sanctioned by the Corporation in accordance with the above Clause 5.1 or in accordance with "Anti-Corruption Guidelines" shall be ineligible to be awarded a Corporation financed contract, or to benefit from a Corporation-financed contract, financially or otherwise, during such period of time as the Corporation shall determine.

b. Restrictions for public employees

6.3.2 Government officials and civil servants are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Corporation, and they

(i) are on leave of absence without pay, or have resigned or retired;

(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring

(In case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in the Corporation, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.; and

(iii) their hiring would not create a conflict of interest.

B. Preparation of Proposals

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| 7. | General Considerations | 7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| 8. | Cost of Preparation of Proposal | 8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Corporation shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Corporation is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant. |
| 9. | Language | 9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Corporation, shall be written in the language(s) specified in the Data Sheet . |
| 10. | Documents Comprising the Proposal | <p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>10.2 If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Corporation country's laws against fraud and</p> |

corruption (including bribery).

10.3 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).

11. Only One Proposal

11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.

12. Proposal Validity

12.1 **The Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.

12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITC.

a. Extension of Validity Period

12.4 The Corporation will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Corporation may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

b. Substitution of Key Experts at Validity Extension

12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Corporation together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on

the evaluation of the CV of the original Key Expert.

12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Corporation, such Proposal will be rejected.

c. Sub-Contracting

12.9 The Consultant shall not subcontract the whole or part of the Services.

13. Clarification and Amendment of RFP

13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Corporation's address indicated in the **Data Sheet**. The Corporation will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Corporation deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described belows:

13.1.1 At any time before the proposal submission deadline, the Corporation may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.

13.1.2 If the amendment is substantial, the Corporation may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

13.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals – Specific Considerations

14.1 While preparing the Proposal, the Consultant must give particular attention to the following:

14.1.1 If a Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so.

14.1.2 The Corporation may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-day) or the Corporation's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

14.1.3 If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.

14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget.

15. Technical Proposal Format and Content

15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

16. Financial Proposal

16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**.

a. Taxes

16.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes is provided in the **Data Sheet**.

b. Currency of Proposal

16.3 The Consultant may express the price for its Services in the currency in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.

c. Currency of Payment

16.4 Payment under the Contract shall be made in the currency in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

17. Submission, Sealing, and Marking of Proposals

17.1 The Consultant shall submit a digitally signed, encrypted, and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as “CONFIDENTIAL” information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission shall be done electronically through the GEM portal and in accordance with procedure specified in the Data Sheet. Proposals submitted by any other means will be rejected.

17.2 An authorized representative of the Consultant shall digitally sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal.

17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative. The submission letters and the power of attorney shall then be scanned and uploaded together with the Technical Proposal.

17.3 Consultants should be aware that the electronic procurement system does not allow for any modifications, revisions, interlineations, erasures, or overwriting. Any modifications or revisions to the Proposal shall be done in accordance with Clause ITC 13.2.

17.4 The Proposal or its modifications must be uploaded on the portal not later than the deadline indicated in the Data Sheet, or any extension to this deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline.

18. Confidentiality

18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Corporation on any matter related to its Technical and/or Financial Proposal. Information relating to

the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Corporation in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Corporation's sanctions procedures.

18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a consultant wishes to contact the Corporation on any matter related to the selection process, it should do so only in writing.

19. Opening of Technical Proposals

19.1 The Corporation's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**.

19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

20. Proposals Evaluation

20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Corporation will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

21. Evaluation of Technical Proposals

21.1 The Corporation's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

22. Financial

22.1 Following the ranking of the Technical Proposals, when the

Proposals for QBS selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.

22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Corporation's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.

23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)

23.1 After the technical evaluation is completed (if applicable), the Corporation shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score by sending a notification through the means indicated in the Data Sheet, advising them the following:

- (i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;
- (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and
- (iv) notify them of the date, time, and if indicated in ITC 23.5 location of the online public opening of the Financial Proposals and invite them to attend.

23.2 The Corporation shall simultaneously notify those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following:

- (i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score;
- (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and
- (iv) notify them of the date, time, and if indicated in ITC 23.5 location of the online public opening and invite them for the opening of the Financial Proposals

23.3 If the ITC 23.5 provides an option of attending in person, the

opening date should allow the Consultants sufficient time to make arrangements for attending the opening and shall be no less than seven (7) days from the date of notification of the results of the technical evaluation, described in ITC 23.1 and 23.2.

23.4 The Consultant's attendance at the opening of the Financial Proposals (in person, or online) is optional and is at the Consultant's choice.

23.5 The Financial Proposals shall be opened online by the Corporation's evaluation committee as described in the Data Sheet. Any interested party who wishes to attend this public opening should contact the Corporation as indicated in the Data Sheet. Alternatively, a notice of the public opening of Financial Proposals may be published on the GEM portal. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud first and recorded online simultaneously. The Financial Proposals shall be then opened, and the total prices read aloud and recorded online simultaneously. The records of the opening shall remain on the portal for the information of the Consultants who submitted Proposals and the Corporation, unless the Data Sheet provides for other means of sending notifications and the results of the financial opening.

24. Correction of Errors

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

a. Time-Based Contracts

24.1.1 If a Time-Based contract form is included in the RFP, the Corporation's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Corporation's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

b. Lump-Sum Contracts

24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in

the Financial Proposal (Form FIN-1) shall be considered as the offered price.

25. Taxes

25.1 The Corporation's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in accordance with the instructions in the **Data Sheet**.

26. Combined Quality and Cost Evaluation

a. Quality- and Cost-Based Selection (QCBS)

26.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

b. Fixed-Budget Selection (FBS)

26.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the **Data Sheet** shall be rejected.

26.3 The Corporation will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

c. Least-Cost Selection

26.4 In the case of Least-Cost Selection (LCS), the Corporation will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.

D. Negotiations and Award

27. Negotiations

27.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

27.2 The Corporation shall prepare minutes of negotiations that are signed by the Corporation and the Consultant's authorized representative.

a. Availability of Key Experts

27.3 The invited Consultant shall confirm the availability of all Key Experts/ Core Specialist included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Corporation proceeding to negotiate the Contract with the next-ranked Consultant.

27.4 Notwithstanding the above, the substitution of Key Experts/ Core Specialist at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the

Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

b. Technical negotiations

27.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Corporation's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

c. Financial negotiations

27.6 The negotiations include the clarification of the Consultant's tax liability in the Corporation and how it should be reflected in the Contract.

27.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

27.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts/ Core Specialist and Non-Key Experts' remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, the Corporation may ask for clarifications and, if the fees are very high, ask to change the rates after consultation with the Corporation.

The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying remuneration rates' structure under Clause 28.8 above, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.

28. Conclusion of Negotiations

28.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Corporation and the Consultant's authorized representative.

28.2 If the negotiations fail, the Corporation shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Corporation shall terminate the negotiations informing the Consultant of the reasons for doing so. Further, the Corporation will invite the next-ranked Consultant to negotiate a Contract. Once the Corporation commences negotiations with the next-ranked Consultant, the Corporation shall not reopen the earlier negotiations.

29. Award of Contract

29.1 After completing the negotiations, sign the Contract; publish the award information as per the instructions in the Data Sheet; and promptly

notify the other Consultants.

29.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

Instructions to Consultants

E. Data Sheet

A. General	
ITC Clause Reference	
1 (c)	INDIA
2.1	<p>Name of the Corporation: U.P. State Bridge Corporation Limited,</p> <p>Method of selection: Quality and Cost Selection Method (QCBS)</p> <p>[75 % Technical and 25% financial, Technical cut-off marks = 75%]</p> <p>As per Applicable Guidelines: Selection and Employment of Consultants by U.P. State Bridge Corporation.</p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>The name of the assignment is: Selection of Chartered Accountant Firm for Internal Audit of units of Uttar Pradesh State Bridge Corporation Limited.</p>
2.3	<p>A pre-proposal conference will be held: yes</p> <p>Bidders are required to submit their queries in writing through GEM portal at least 3 days before the pre-proposal conference.</p> <p>Date of pre-proposal conference: 13.10.2023</p> <p>Time: 12:00 PM</p> <p>Address: Managing Director 16, Madan Mohan Malviya Marg, Lucknow-226001,</p> <p>Contact person: Sameer Kumar Singh, Chief Accounts Officer. Email Id: - fcupsbcl@gmail.com Telephone/Mobile: 9451150780, 9415334942</p>
2.4	<p>The Corporation will provide the following inputs, Corporation data, reports, etc. to facilitate the preparation of the Proposals: Terms of Reference and any other information related with the Organization and its Units, if required.</p>
6.3.1	<p>A list of debarred firms and individuals blacklisted or debarred by the any organization of State Governments/ Govt. of India will not be eligible to apply.</p>
B. Preparation of Proposals	
9.1	<p>This RFP has been issued in English language. Proposals shall be submitted in English language.</p> <p>All correspondence shall be in English language.</p>

10.1	<p>The Proposal shall comprise the following:</p> <p><u>FOR FULL TECHNICAL PROPOSAL(FTP):</u></p> <p>1st cover with the Technical Proposal:</p> <p>(1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6 (8) TECH-7 (9) RFP</p> <p>AND</p> <p>2nd cover with the Financial Proposal:</p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 (5) Statement of Undertaking (if required under Data Sheet 10.2 below)</p>
10.2	Statement of Undertaking is required: Yes
11.1	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: No
12.1	Proposals must remain valid for 90 days.
13.1	<p>Clarifications may be requested no later than 07 days prior to the submission deadline.</p> <p>All requests for clarifications shall be made online through the GEM portal</p> <p>Clarifications sent through any other medium shall not be accepted.</p>
13.1.1	The Corporation will host the amendment to RFP, if any, on the GEM portal at any time prior to the submission deadline. The portal will show regarding hosting of amendment to RFP to all the Consultants. The Consultants shall remain responsible to view amendment to RFP.
13.1.2	The Corporation will host extension of submission deadline, if any, on the GEM portal.

13.2	<p>A Consultant may modify its Proposal in the following manner, by using the appropriate option for proposal modification on GEM portal, before the deadline for submission of proposals.</p> <p>(a) For proposal modification and consequential re-submission, the Consultant is not required to withdraw the proposal submitted earlier. The last modified proposal submitted by the consultant within the proposal submission time shall be considered as the ‘Proposal’.</p> <p>(b) For this purpose, modification/ withdrawal by other means will not be accepted.</p> <p>(c) A consultant may withdraw its proposal by using the appropriate option for proposal withdrawal, before the deadline for submission of proposals. However, if the proposal is withdrawn, re-submission is <i>allowed, as applicable to the Gem procurement system before the deadline for submission.</i></p>		
14.1.2 (do not use for Fixed Budget method)	Estimated input of Key Experts’ time-input cluster wise i.e., Cluster 2 Minimum Core Team Composition for Lump Sum Services under the Contract		
	CLUSTER	TEAM COMPOSITION	MAN DAYS REUIRED IN A YEAR
		CHARTERED ACCOUNTANT-TEAM LEADER	12
	CL-2,Team-1 (8 UNITS)	CA-FIELD UNIT-1 (8unitx3daysx4Qtr) x1	96
		SEMI-QUALIFIED STAFF-2 (8unitx4daysx4Qtr) x2	256
	CL-2,Team-2 (9 UNITS)	CA-FIELD UNIT-1 (9unitx3daysx4Qtr) x1	108
SEMI-QUALIFIED STAFF-2 (9unitx4daysx4Qtr) x2		288	
14.1.3 for time- based contracts only	NA		
14.1.4 and 27.2 use for Fixed Budget method	NA		

15.2	The format of the Technical Proposal to be submitted is: FTP Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.
16.1	The Agencies are required to submit the financial bid as under; A. Lump Sum Services under the Contract (Refer FIN 3, FIN 4 and TOR for more details)
16.2	Information on the consultant's tax obligations in the Corporation level can be found under Section-194J of Income tax act 1961 or other relevant provisions of the act. www.incometaxindia.gov.in , www.gst.gov.in
16.3	The Financial Proposal shall be stated in the following currency: Consultant may express the price for their Services in Indian Rupees (INR) only.
C. Submission, Opening and Evaluation	
17.1	The Consultants shall submit their Proposals electronically by downloading them on the GEM portal The proposal shall only be accepted through GEM portal. Managing Director, U.P. State Bridge Corporation Limited 16, Madan Mohan Malviya Marg, Lucknow, Uttar Pradesh-226001
17.4	The Consultant must submit: The Proposals must be uploaded on GEM portal not later than: Date: 25 October 2023 Time: 6.00 PM The proposal submission is on GEM portal.
19.1	The procedure for online opening of technical proposals shall be: Technical proposal will be opened on the GEM portal by the Corporation's Evaluation Committee at the date and time indicated below. Date: 27 October 2023 Time: 12:10 PM Consultants have an option to attend the opening of the Technical Proposals in person. The opening shall take place at: 16, Madan Mohan Malviya Marg, Lucknow, UP -226001
19.2	In addition, the following information will be read aloud at the opening of the Technical Proposals: That the proposal submitted is complete/ not complete based on preliminary examination.

21.1
(for FTP)

Consultant’s technical proposal shall be evaluated in two parts. Part A (as mentioned below) shall be the mandatory criteria that the consultants must meet. Technical Proposals of Consultants who do not meet the criteria in Part A, shall not be further evaluated and the proposal shall be rejected. Technical Proposal of Consultants, who meet the criteria in Part A, shall be evaluated further using the scoring scheme contained in Part B below.

Part A: Mandatory Criteria:

S.I	Eligibility Criteria	Documents Required
1	The firm shall have a standing of at least fifteen years (15) in the profession. C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act.	Attach ICAI certificate for constitution of firm as on 01-07-2023.
2	C.A. firm should have an annual turnover of Rs 01 Crore in each of the last three financial years (FY 2019-20, 20-21, & 21-22).	Attach copy of audited Annual Account and ITR for each year
3	The Chartered Accountancy firm shall have at least 5 Partners. At least One Partner should have DISA Qualification.	Certificate/ Other Supporting documents to substantiate the experience shall be submitted by the firm.
4	The Firm should not be blacklisted or debarred by any organization of the State Governments and Central Government.	A Notarized Affidavit is required declaring on oath that the firm is not blacklisted of debarred by any Institution.

Notes:

The Consultant agency/ firm shall provide Corporation information in format attached (TECH FORM 2) that includes Corporation details such as, name, location, description, cost, implementation period; Corporation certification, awards won.

Only Consultant agency/ firm fulfilling the minimum eligibility criteria shall be considered for further evaluation.

Part B: Evaluation Criteria:

The bidders fulfilling the minimum eligibility criteria shall be further evaluated and graded based on the required documents and according to the following details and any other clarifications/ presentations, etc. The marks attached to these details for the purposes of evaluation are also stated in the table. Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals are as under:

Note to the Consultant: The Corporation will assess whether the proposed methodology is clear, responds to the ToRs, work plan is realistic and

	<p>implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts</p> <p>(i) Proven 10 years of relevant experience in similar assignment: Assignment of Rs. 5 lacs and above will be considered only for evaluation. Each assignment of 5 lacs will be given 2 marks –Max Marks 20 [20] marks</p> <p>(ii) Detailed Approach, methodology and work plan in [25] marks responding to the Terms of Reference:</p> <p style="padding-left: 40px;">a. Proposed methodology - [15]</p> <p style="padding-left: 40px;">b. Work plan - [10]</p> <p>(iii) Team relevant composition, qualifications and experience: [55] marks</p> <p><i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i></p> <p style="padding-left: 40px;">Position K-1: Team Leader/Qualified Chartered Accountant-1 [15]</p> <p style="padding-left: 40px;">Position K-2: Qualified Chartered Accountant-1 [10]</p> <p style="padding-left: 40px;">Position K-3: Qualified Chartered Accountant-1 [10]</p> <p style="padding-left: 40px;">Position K-4: Qualified Chartered Accountant-1 [10]</p> <p style="padding-left: 40px;">Position K-5: Qualified Chartered Accountant-1 [10]</p> <p>The number of points to be assigned to each of the above position shall be determined considering the following four sub-criteria and relevant percentage weights:</p> <ul style="list-style-type: none"> • General qualifications (General education): [10%] • Additional Qualification (10%) • Adequacy for the Assignment (relevant experience in similar assignments): [70%] • Training and Communication skill [10%] <p style="text-align: right;">Total points: [100]</p> <p>.....</p> <p>The minimum technical score (St) required to pass is: 75</p>
22	Not Applicable
23.1	Notification to the consultant will be sent through GEM portal

23.2	<p>An online opening of the technical proposals will be conducted. Consultants have an option to attend the opening of technical proposals in person.</p> <p>The opening shall take place at:</p> <p>Conference hall of - Managing Director, UP State Bridge Corporation Limited, 16, Madan Mohan Malviya Marg, Lucknow, Uttar Pradesh</p>
25.1	<p>For the purpose of the evaluation, the Corporation will exclude: (a) all local identifiable indirect taxes such as GST or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by experts to the Corporation. Contracts awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the and which taxes are withheld and paid by the Corporation on behalf of the consultant.</p>
26.1 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration. <i>[or replace with another inversely proportional formula acceptable to the Corporation]</i></p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 75 P = 25</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
D. Negotiations and Award	
27.1	<p>Expected date and address for contract negotiations: Date: 22nd November 2023</p> <p>Address:</p> <p>Managing Director, UP State Bridge Corporation Limited, 16, Madan Mohan Malviya Marg, Lucknow, Uttar Pradesh</p>
27.4	<p>Replacement of key specialist shall be as per GCC/SCC-30</p>

29.1	Procedure for notifying unsuccessful consultants and for publishing the contracts award information is as following. a) Following the award, completion of the contract negotiations and contract signing, other consultants will be notified by the GEM portal b) Contract award will be published on GEM portal.
29.2	Expected date for the commencement of the Services: Date: 30 th November 2023.

Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION	Page No
TECH-1	Technical Proposal Submission Form.	
TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members.	
TECH-2	Consultant's Organization and Experience.	
TECH-2A	A. Consultant's Organization	
TECH-2B	B. Consultant's Experience	
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Corporation.	
TECH-3A	A. On the Terms of Reference	
TECH-3B	B. On the Counterpart Staff and Facilities	
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
TECH-5	Work Schedule and Planning for Deliverables	
TECH-6	Team Composition, Key Experts/ Core Specialist Inputs, and attached Curriculum Vitae (CV)	
TECH-7	Code of Conduct (ESHS)	

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

Form TECH-1**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To:

Managing Director, UP State Bridge Corporation Limited,
16, Madan Mohan Malviya Marg,
Lucknow, Uttar Pradesh-226001

Dear Sirs:

We, the undersigned, offer to provide the services for Chartered Accountant Firm for Internal Audit of U.P. State Bridge Corporation Limited in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal.*

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Corporation.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Corporation’s policy in regard to corrupt and fraudulent practices as per ITC 5.
- (e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the state of the Corporation.
- (g) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts/ Core Specialist for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 29.2 of the Data Sheet.

We understand that the Corporation is not bound to accept any Proposal that the Corporation receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM TECH-2 (FOR FULL TECHNICAL PROPOSAL ONLY)**CONSULTANT’S ORGANIZATION AND EXPERIENCE**

Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant’s Key Experts/ Core Specialist and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.

A - Consultant’s Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Consultant’s Experience

1. List only previous similar assignments successfully completed in the last 06 years.
2. List only those assignments for which the Consultant was legally contracted by the Corporation as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Corporation.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Similar Assignment	Approx. Contract value (in Rs.) Amount paid to your firm	Role on the Assignment
{e.g., 2021–2022}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country }	{e.g., INR }	{e.g., Lead partner in a JV A&B&C }
{e.g., 2022-23}	{e.g., “Support to sub-national government....”: drafted secondary level regulations on..... }	{e.g., municipality of....., country }	{e.g., INR }	{e.g., sole Consultant }

FORM TECH-3 (FOR FULL TECHNICAL PROPOSAL)

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND
FACILITIES TO BE PROVIDED BY THE CORPORATION**

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Corporation, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Corporation. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

FORM TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE
TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
 - b) Work Plan
 - c) Organization and Staffing}
-
- a) Technical Approach and Methodology. {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
 - b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Corporation), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
 - c) Organization and Staffing. {Please describe the structure and composition of your team, including the list of the Key Experts/ Core Specialist, Non-Key Experts and relevant technical and administrative support staff.}

[illegible]

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Corporation's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-6**TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS**

N°	Name	Expert's input in person/month/Quarterly as indicated in deliverable listed in TECH-5										Total time-input (in Months/Quarterly)		
		Position		M-1		M-2		M-3		M-n		Field	Total
(i)	Chartered Accountant Firm for Internal Audit													
KEY EXPERTS														
K-1		[Team Leader]												
K-2														
K-3														
Subtotal														
NON-KEY EXPERTS														
N-1														
N-2														
N-n														
Subtotal														
Total														

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.

FORM TECH-6
(CONTINUED)

CURRICULUM VITAE (CV)

Position Title and No.	{ e.g., K-1, TEAM LEADER }
Name of Expert:	{ Insert full name }
Date of Birth:	{ day/month/year }
Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Corporation s and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact in for references	Country	Location	Summary of activities performed relevant to the Assignment
[e.g., May 2008-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr.,]			

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Corporation.

{ day/month/year }

Name of Expert
Date

Signature

{ day/month/year }

Name of authorized
Date

Signature

Representative of the Consultant
(the same who signs the Proposal)

FORM TECH-7 (FOR FULL TECHNICAL PROPOSAL ONLY)

[Note to Corporation: include this requirement for supervision of civil works contracts.]

Code of Conduct
Environmental, Social, Health and Safety (ESHS)

The Consultant shall submit the Code of Conduct that will apply to the Consultant's Key Experts/Core Specialist and Non-Key Experts, to ensure compliance with good Environmental, Social, Health and Safety (ESHS) practice as may be more fully described in the *Terms of Reference described in Section 7*.

The Consultant shall submit an outline of how the Code of Conduct will be implemented

Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration, including Appendix A “Financial Negotiations - Breakdown of Remuneration Rates” in the case of QBS method
- FIN-4 Reimbursable expenses

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Managing Director, UP State Bridge Corporation Limited,
 16, Madan Mohan Malviya Marg,
 Lucknow, Uttar Pradesh-226001

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

 We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM FIN-2 SUMMARY OF COSTS

Item	Cost			
	{ Consultant must state the proposed Costs as per Clause 16.3 of Data Sheet ; delete columns which are not used }			
	<i>Amount (Rs.)</i>	<i>Amount (Rs.)</i>	<i>Amount (Rs.)</i>	<i>Amount (Rs.)</i>
A. Cost of the Financial Proposal for Services of Chartered Accountant Firm for Internal Audit				
Lump Sum Services under the Contract				
Remuneration (Please note that amount shall be the same as in Form FIN-3A)				
Reimbursable (Please note that amount shall be the same as in Form FIN-4A)				
Total Cost of Financial Proposal { Should match the amount in Form FIN-1 }				
(i) {insert type of tax e.g., GST}				
(ii) {e.g., income tax on non-resident experts}				
(iii) {insert type of tax}				
<u>Total Estimate for Indirect Local Tax:</u>				

Footnote: Payments will be made in the currency expressed above (Reference to ITC 16.4)

FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Corporation. This Form shall not be used as a basis for payments under Lump-Sum contracts

A.1.1 Remuneration for Lump-Sum: for Services of Chartered Accountant Firm for Internal Audit								
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)
_____	Key Experts							
K-1			[Home]					
			[Field]					
K-2								
K-3								
_____	Non-Key Experts							
N-1			[Home]					
			[Field]					
N-2								
N-n								
	Total Costs							

Appendix A. Financial Negotiations - Breakdown of Remuneration Rates

1. Review of Remuneration Rates

- 1.1. The remuneration rates are made up of salary or a base fee, social costs, overheads, profit, and any premium or allowance that may be paid for assignments away from headquarters or a home office. An attached Sample Form can be used to provide a breakdown of rates.
- 1.2. If the RFP requests submission of a technical proposal only, the Sample Form is used by the selected Consultant to prepare for the negotiations of the Contract. If the RFP requests submission of the financial proposal, the Sample Form shall be completed and attached to the Financial Form-3. Agreed (at the negotiations) breakdown sheets shall form part of the negotiated Contract and included in its Appendix D or C.
- 1.3. At the negotiations the firm shall be prepared to disclose its audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. The Corporation is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds.
- 1.4. Rate details are discussed below:
- (i) Salary is the gross regular cash salary or fee paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).
 - (ii) Bonuses are normally paid out of profits. To avoid double counting, any bonuses shall not normally be included in the "Salary" and should be shown separately. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.
 - (iii) Social Charges are the costs of non-monetary benefits and may include, inter alia, social security (including pension, medical, and life insurance costs) and the cost of a paid sick and/or annual leave. In this regard, a paid leave during public holidays or an annual leave taken during an assignment if no Expert's replacement has been provided is not considered social charges.
 - (iv) Cost of Leave. The principles of calculating the cost of total days leave per annum as a percentage of basic salary is normally calculated as follows:

$$\text{Leave cost as percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

Please note that leave can be considered as a social cost only if the Corporation is not charged for the leave taken.

- (v) Overheads are the Consultant's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (non-billable

time, time of senior Consultant's staff monitoring the Corporation, rent of headquarters' office, support staff, research, staff training, marketing, etc.), the cost of Consultant's personnel not currently employed on revenue-earning Corporations, taxes on business activities, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Corporation does not accept an add-on margin for social charges, overhead expenses, etc. for Experts who are not permanent employees of the Consultant. In such case, the Consultant shall be entitled only to administrative costs and a fee on the monthly payments charged for sub-contracted Experts.

- (vi) Profit is normally based on the sum of the Salary, Social costs, and Overheads. If any bonuses paid on a regular basis are listed, a corresponding reduction shall be made in the profit amount. Profit shall not be allowed on travel or any other reimbursable expenses.
- (vii) Away from Home Office Allowance or Premium or Subsistence Allowances. Some Consultants pay allowances to Experts working away from headquarters or outside of the home office. Such allowances are calculated as a percentage of salary (or a fee) and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

Sample Form

Consultant:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from-home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consultant]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Consultant's Representations Regarding Costs and Charges
(Model Form I)
{Expressed in Amount (Rs.)}

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹

1. Expressed as percentage of 1

2. Expressed as percentage of 4

FORM FIN-4 BREAK DOWN OF REIMBURSABLE EXPENSES

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Corporation. This form shall not be used as a basis for payments under Lump-Sum contracts

A.2.1. Reimbursable Expenses for Lump-Sum: for Services of Chartered Accountant Firm for Internal Audit (; delete column which are not in used)								
N o.	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)
	{e.g., Per diem allowances**}	{Day}						
—	{e.g., In/out transportation}	{Trip}						
	{e.g., Communication costs between Insert place and Insert place}							
	{e.g., reproduction of reports}							
	{e.g., Office rent}							
							
Total Costs								

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence.
Corporation can set up a ceiling.

Section 5. Corporation Policy – Corrupt and Fraudulent Practices

(this Section 5 shall not be modified)

Guidelines for Selection and Employment of Consultants

“Fraud and Corruption

1.23 It is the Corporation’s policy to require that, consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Corporation -financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Corporation:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party¹;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation²;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party³;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁴;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Corporation investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its

¹ For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes U.P. State Bridge Corporation Limited staff and employees of other organizations taking or reviewing selection decisions.

² For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

³ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

⁴For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

knowledge of matters relevant to the investigation or from pursuing the investigation, or

- (bb) acts intended to materially impede the exercise of the Corporation 's inspection and audit rights;
- (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a firm or an individual at any time, in accordance with prevailing Corporation 's sanctions procedures⁵, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Corporation -financed contract, and (ii) to be a nominated⁶ sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Corporation -financed contract.

Section 6: Terms of Reference

Position:	Internal Auditor
Corporation Name:	Uttar Pradesh U.P. State Bridge Corporation Limited
Duty Station:	Corporation Units (Zone Wise) as per para 7 of Terms of Reference.

Duration: Initially for 2 years (further extension for 1 year based on requirement /performance)

1. Background:

U.P. State Bridge Corporation Limited intends to hire the services of Chartered Accountants firms as Internal Auditor for financial and technical Audit of U.P. State Bridge Corporation Ltd. Units located in India. The Internal Auditor will be responsible for financial and technical Audit of Unit and provide quarterly audit report to Managing Director U.P.S.B.C.L.

Financial Management Arrangements

Corporation fund flow arrangements, financial powers for expenditure approval and payment approval, Corporation accounting structure, functions of accounts personnel, disbursement and release procedures, Corporation financial statements, internal control and audit, and other aspects related to finance, accounts and audit are covered in detail.

2. Objective of the Assignment:

The objectives of internal audit are as follows:

- To evaluate adequacy of internal control system.

Internal audit provides Corporation with timely information and recommendations on financial management aspects to enable the taking of corrective actions, wherever necessary, in due time.

3. Scope of Services, Tasks and Expected Deliverables:

3.1) Scope to the Internal Audit: The overall scope of Internal Audit will include:

- (i) Review of Integrated Procurement, Financial Management and Contract Management.
- (ii) To provide Corporation with timely and real time information on financial management aspects of the Corporation including internal controls, compliance with financing agreements and institutes/areas in need for improvement and to enable follow-up action. This will involve quarterly visit to units to check adherence with internal control requirements.
- (iii) Special attention should be paid to assessing whether adequate controls have been established and complied with to ensure that:
 - a. The procurement procedure adopted for civil works, goods and consultancy services should be reviewed by the internal auditors and it should be ensured that correct procedures as per the Corporation/Govt. procurement guidelines have been followed, for each procurement.
 - b. It should be ensured that the records of all procurement, agreements, work/purchase orders, invoices, receipts, stock registers etc are properly maintained, duly linked and retained including expenditures reported. The auditor should also review agreed accounting package and contract management and whether business standards for payment to contractors are being adhered to.
 - c. The Corporation units account have been prepared in accordance with consistently applied Govt. accounting standards.
 - d. The auditor should ensure the efficiency and timeliness of the funds flow mechanism at the Corporation Units and report whether there were delays which could impact the timely implementation of work. The auditor should also identify and report the reasons for such delays and possible remedial measures.

- e. The auditor should ensure all funds received under the Corporation have been used with due attention to effectiveness, efficiency and economy and only for the purposes for which the fund was provided;
- f. The auditor should ensure that all necessary supporting documents, records, have been separately filed in respect of all Corporation unit activities and that clear linkages exist between the supporting documents, accounting books and records and the periodic financial reports from the respective units.
- g. Whether the accounting for the advances to concern supplier's/ contractors/ Consultants etc. are properly recorded in the accounting books; whether systems are in place for monitoring the receipt of periodic financial reports & follow up on overdue reports. Exceptions should be identified and reported.
- h. Corporation unit's reconciliations have been carried out on a monthly basis.
- i. While conducting internal audit in a subsequent phase the auditor will ensure that the compliance report on previous audit observations pointed out in the reports relating to earlier audit is made and corrective actions taken on those points are furnished in the Audit Report of the subsequent phase.
- j. Routine errors of omission or commission noted during the course of internal audit may be rectified on the spot.
- k. Verification of Works allotted to the Units. Audit of the Bridge wise amount allotted and the utilization of the same. Follow UP & monitoring of TS, RTS, etc. Audit of the utilization of Funds in adherence to the Estimates provided. Preparation of quarterly Summary of the new bridges and Completed bridges with their respective expenditures.
- l. Ensuring the maintenance of Fixed Asset Register.
- m. Evaluation of and reporting on long outstanding advances (Debtors) especially those which have not moved for a reasonably long period. A report must be submitted as to why the supplies there against have not been made or reasons for failure in recovery of advances . Age wise details of debtors may be submitted.
- n. Reporting on the promptness of suppliers to remit the G.S.T., paid to them to relevant Department so that the Input Tax Credit may be available to Units.
- o. Reporting on periodical valuation of inventories and also that the inventory level does not exceed three months requirement of units.
- p. Reporting on the handing over of completed bridges to the client within a month from the date of completion. Reporting on the Status of insurance against the completed bridges awaiting handling over and under construction .
- q. Evaluation of Bridge wise profitability and reporting thereon.
- r. Evaluate the reasons for bridge wise mismatch in physical and financial progress of bridges.
- s. Any other assignment as given by the management related to audit from time to time.
- t. Report upon the regularity / propriety of awarding contracts at unit level.
- u. Reporting on the release of advances to supplier with reference to provisions of in accordance with U.P. Procurement manual.
- v. Reporting on " Value of Work done" on quarterly basis.

3.2) Coverage of Audit:

The audit will cover the entire Corporation Units i.e., covering all sources and application of funds for the Corporation, as considered necessary for the audit. The audit would also cover all consultancies or other contracts that may be entered into by the Unit's. Internal audit should be conducted on a Quarterly basis. It should be carried out in accordance with the Internal Auditing Standards of Institute of Chartered Accountants of India, and will include such substantive and control tests as the Internal Auditor considers necessary under the circumstances.

- a) The auditor should suggest methods for improving weak controls or creating them where these controls do not exist.
- b) That proper books of account and adequate documentation is being maintained for timely and accurate reporting for Corporation Unit's activities.
- c) That an adequate system is in place to ensure that goods, works and services are being procured in accordance with the procurement procedures prescribed for the Corporation. The audit should report by exception any such cases found where these guidelines are not followed.
- d) Adequate records are being maintained regarding assets created and assets acquired by the Corporation Unit's, including details of cost, identification and location of assets.
- e) Checking adherence to financial management aspects of Disclosure requirement of the Corporation.
- f) Verifying compliance with the recommendation of the internal audit report of the previous period (s) and provide comments thereon.

4. Team Composition & Qualification Requirements for the Key Experts

a) Team Composition

- a. Qualified Chartered Accountant - Three (3)
- b. Audit Assistant - Four (4)

b) Qualification of the Key Personnel:

1 Qualified Chartered Accountant (Team Leader) with minimum 15 years of work experience of similar nature and 2 Qualified Chartered Accountant with minimum 5 years of work experience in the field of auditing the financial and procurement related transactions. Each audit team, lead by a Qualified Chartered Accountant, shall be supported by two Audit Assistant.

5. Reporting Requirements and Time Schedule for Deliverables

5.1) Period of appointment:

The auditor would be appointed initially for a period of 2 year to cover the Internal Audit for the Financial Year ending on March 2024 & 2025. The contract may be extended to another one year based on satisfactory performance and requirement of works.

5.2) Audit Timing:

Internal audit will be carried out on quarterly basis and will include implementing entities. The Internal Auditor will submit an Audit Schedule in advance to Corporation and agree the schedule with the Corporation.

5.3) Reporting Formats, Frequency and submission timeline:

In addition to a detailed internal audit report, the auditor should provide an **Executive Summary** highlighting critical issues, which require the attention of the Corporation and the status of action on the previous recommendations.

- For the period 01st April to 30th June, - 15th August.
- For the period 01st July to 30st September, - 15th November.
- For the period 01st October to 31st December, - 15th February.
- For the period 01st January to 31st March, - 15th May.

(Failure in submission of timely reports will be considered as unsatisfactory performance)

Late performance and delivery penalty of 0.5% per week subject to maximum of 10% of the contract amount will be levied if final report is not delivered within 40 days of each previous quarter.

6. Corporation's Input and Counterpart Personnel:

The auditor will be given access to all legal documents, correspondence, Books of Accounts, such Office Orders and any other information associated with the Corporation and as deemed necessary by the Auditor.

7. Units of Corporation (Zone Wise)

CLUSTER-2

S. no.	Unit Name	Turnover of the Unit in FY - 2022-23
		(in Lacs)
	<u>Zone - Kanpur</u>	
1	UP state Bridge Corporation Ltd. Unit -HAMIRPUR	4900
2	UP state Bridge Corporation Ltd. Unit -BANDA	4000
3	UP state Bridge Corporation Ltd. Unit -KANPUR-1	2300
4	UP state Bridge Corporation Ltd. Unit -KANPUR-2	3400
	Total	14600
	<u>Zone - Ghaziabad</u>	
5	UP state Bridge Corporation Ltd. Unit -MEERUT	4300
6	UP state Bridge Corporation Ltd. Unit -GHAZIABAD	3100
7	UP state Bridge Corporation Ltd. Unit -GREATER NOIDA	11100
8	UP state Bridge Corporation Ltd. Contract Unit- NOIDA-1	2700
9	UP state Bridge Corporation Ltd. Unit -SAHARANPUR	4300
	Total	25500
	<u>Zone - Bareilly</u>	
10	UP state Bridge Corporation Ltd. Unit -SHAHJAHANPUR	6700
11	UP state Bridge Corporation Ltd. Unit -BAREILLY	3500
12	UP state Bridge Corporation Ltd. Unit -MORADABAD	3200
	Total	13400
	<u>Zone - Agra</u>	
13	UP state Bridge Corporation Ltd. Unit -AGRA	4400
14	UP state Bridge Corporation Ltd. Unit -JHANSI	4100
15	UP state Bridge Corporation Ltd. Unit -ALIGARH	2900
	Total	11400

	<u>Zone – Prayagraj</u>	
16	UP state Bridge Corporation Ltd. Unit -PRAYAGRAJ 1	10400
17	UP state Bridge Corporation Ltd. Unit -KAUSHAMBI	7800
	Total	18200

- 8. Firm can submit RFP for both clusters but successful bidder will be awarded contract of only One Cluster. In case a single firm wins both clusters, the firm will finalize only one cluster-assignment as per its choice.**

9. General

The Internal Audit services will be required at Corporation Unit's located at different district as per Para 7 above to carry out the audit of expenditures made out of the Corporation's funds. The Internal Auditor will be required to form 2 teams (one qualified CA and 2 Semi-qualified Assistant) under the leadership of Team leader. Each team shall cover 2 audit locations.

The Internal Auditor will ensure that each accounting location under the Corporation is covered in the audit program at least 4 times in a financial year on rotation basis. The Audit program of the Corporation and Units will be pre-informed by the Auditor to Corporation and agreed upon for execution.

The Consultants will quote the consolidated fee for the assignment to be done at Corporation Unit's.

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CONTRACT FOR CONSULTANT'S SERVICES

Lump-Sum

Corporation Name: U.P. State Bridge Corporation Limited, Uttar Pradesh

Contract No. _____

U.P. State Bridge Corporation Limited,

and

[Name of the Consultant]

Dated: _____

I. Form of Contract

LUMP-SUM

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, U.P. State Bridge Corporation Limited,(hereinafter called the “Corporation”) and, on the other hand, *[name of consultant]* (hereinafter called the “Consultant”).

WHEREAS

- (a) the Corporation has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Corporation that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract (including Attachment 1 “Corporation Policy – Corrupt and Fraudulent Practices);
- (b) The Special Conditions of Contract;
- (c) Appendices:

Appendix A: Terms of Reference

Appendix B: Key Experts

Appendix C: Breakdown of Contract Price

Appendix D: Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C; Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Corporation and the Consultant shall be as set forth in the Contract, in particular:

- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and

- (b) the Corporation shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of U.P. State Bridge Corporation Limited,

[Authorized Representative of the Corporation – name, title and signature]

For and on behalf of *[Name of Consultant]*

[Authorized Representative of the Consultant – name and signature]

II. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions
- 1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) “Applicable Guidelines” means Guidelines for Selection and Employment of Consultants under by U.P. State Bridge Corporation Limited.
 - (b) “Applicable Law” means the laws and any other instruments having the force of law in the Corporation’s country, or in such other country as may be specified in the Special Conditions of Contract (SCC), as they may be issued and in force from time to time.
 - (c) “Consultant” means a legally-established professional consulting firm or entity selected by the Corporation to provide the Services under the signed Contract.
 - (d) “Contract” means the legally binding written agreement signed between the Corporation and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
 - (e) “Day” means a working day unless indicated otherwise.
 - (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
 - (g) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
 - (h) “GCC” means these General Conditions of Contract.
 - (i) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Corporation for the performance of the Contract.
 - (j) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
 - (k) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
 - (l) “Party” means the Corporation or the Consultant, as the case

may be, and “Parties” means both of them.

- (m) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (n) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (o) “Sub-consultants” means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (p) “Third Party” means any person or entity other than the Corporation, the Consultant or a Sub-consultant.

- 2. Relationship between the Parties
2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Corporation and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
- 3. Law Governing Contract
3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4. Language
4.1. This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. Headings
5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications
6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.
- 7. Location
7.1. The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations corporation may approve.
- 8. Authority of Member in Charge
8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Corporation under this Contract, including without limitation the receiving of instructions and payments from the Corporation.
- 9. Authorized
9.1. Any action required or permitted to be taken, and any

Representatives	document required or permitted to be executed under this Contract by the Corporation or the Consultant may be taken or executed by the officials specified in the SCC.
10. Corrupt and Fraudulent Practices	10.1. The Corporation requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Attachment 1 to the GCC.
a. Commissions and Fees	10.2. The Corporation requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Corporation.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

11. Effectiveness of Contract	11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Corporation 's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.
12. Termination of Contract for Failure to Become Effective	12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
13. Commencement of Services	13.1. The Consultant shall confirm availability of Key Experts/ Core Specialist and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.
14. Expiration of Contract	14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.
15. Entire Agreement	15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
16. Modifications or Variations	<p>16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.</p> <p>16.2. In cases of substantial modifications or variations, the prior written consent of the Corporation is required.</p>

17. Force Majeure

a. Definition

17.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Corporation.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b. No Breach of Contract

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be Taken

17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Corporation, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Corporation, in reactivating the Services; or

- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 44 & 45.

18. Suspension

18.1. The Corporation may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per provisions set up below:

a. By the Corporation

19.1.1. The Corporation may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Corporation shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or Bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 45.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Corporation, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts/ Core Specialist as required in Clause GCC 13.

19.1.2. Furthermore, if the Corporation determines that the

- Consultant has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Corporation may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.
- b. By the Consultant
- 19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Corporation, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.
- (a) If the Corporation fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
 - (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
 - (c) If the Corporation fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 45.1.
 - (d) If the Corporation is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Corporation of the Consultant's notice specifying such breach.
- c. Cessation of Rights and Obligations
- 19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25, and (iv) any right which a Party may have under the Applicable Law.
- d. Cessation of Services
- 19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Corporation, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

- e. Payment upon Termination
- 19.1.6. Upon termination of this Contract, the Corporation shall make the following payments to the Consultant:
- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
 - (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

- b. Law Applicable to Services
- a. Standard of Performance
- 20.4. The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

21. Conflict of Interests

- 21.1. The Consultant shall hold the Corporation's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
- a. Consultant Not to Benefit from Commissions, Discounts, etc.
- 21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 38 through 42) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.
- 21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Corporation on the procurement of goods, works or services, the Consultant shall comply with the Corporation's Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Corporation. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Corporation.
- b. Consultant and Affiliates Not to Engage in Certain Activities
- 21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the

Corporation, unless otherwise indicated in the SCC.

- c. Prohibition of Conflicting Activities
21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
 - d. Strict Duty to Disclose Conflicting Activities
21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Corporation, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 22. Confidentiality
22.1 Except with the prior written consent of the Corporation, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
- 23. Liability of the Consultant
23.1 Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be provided by the Applicable Law.
- 24. Insurance to be Taken out by the Consultant
24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Corporation , insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Corporation 's request, shall provide evidence to the Corporation showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.
- 25. Accounting, Inspection and Auditing
25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

25.2 The Consultant shall permit and shall cause its Sub-consultants to permit, the Corporation and/or persons appointed by the Corporation to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Corporation if requested by the Corporation. The Consultant's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Corporation 's inspection and audit rights provided for under this Clause GCC25.2 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Corporation 's prevailing sanctions

procedures.)

26. Reporting Obligations 26.1 The Consultant shall submit to the Corporation the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix.
27. Proprietary Rights of the Corporation in Reports and Records 27.1 Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Corporation in the course of the Services shall be confidential and become and remain the absolute property of the Corporation. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Corporation, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Corporation.
- 27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Corporation's prior written approval to such agreements, and the Corporation shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.
28. Equipment, Vehicles and Materials 28.1 Equipment, vehicles and materials made available to the Consultant by the Corporation, or purchased by the Consultant wholly or partly with funds provided by the Corporation, shall be the property of the Corporation and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Corporation an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Corporation's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Corporation in writing, shall insure them at the expense of the Corporation in an amount equal to their full replacement value.
- 28.2 Any equipment or materials brought by the Consultant or its Experts into the Corporation's for the use either for the Corporation or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

29. Description of Key Experts 29.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Consultant's Key Experts/ Core Specialist are described in Appendix B.
30. Replacement of Key Experts 30.1 Except as the Corporation may otherwise agree in writing, no changes shall be made in the Key Experts.
- 30.2 Notwithstanding the above, the substitution of Key Experts/

Core Specialist during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

31. Removal of Experts or Sub-consultants

31.1 If the Corporation finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Corporation determine that Consultant's Expert of Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the Consultant shall, at the Corporation's written request, provide a replacement.

31.2 In the event that any of Key Experts, Non-Key Experts/ Core Specialist or Sub-consultants is found by the Corporation to be incompetent or incapable in discharging assigned duties, the Corporation, specifying the grounds therefore, may request the Consultant to provide a replacement.

31.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Corporation.

31.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. OBLIGATIONS OF THE CORPORATION

32. Assistance and Exemptions

32.1 Unless otherwise specified in the SCC, the Corporation shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Provide to the Consultant any such other assistance as may be specified in the SCC.

33. Access to Corporation Site

33.1 The Corporation warrants that the Consultant shall have, free of charge, unimpeded access to the Corporation Unit's in respect of which access is required for the performance of the Services. The Corporation will be responsible for any damage to the Corporation site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

34. Change in the Applicable Law Related to Taxes and Duties

34.1 If, after the date of this Contract, there is any change in the applicable law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or

decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 38.1

35. Services, Facilities and Property of the Corporation

35.1 The Corporation shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

36. Counterpart Personnel

36.1 The Corporation shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Corporation with the Consultant's advice, if specified in Appendix A.

36.2 Professional and support counterpart personnel, excluding Corporation's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Corporation shall not unreasonably refuse to act upon such request.

37. Payment Obligation

37.1 In consideration of the Services performed by the Consultant under this Contract, the Corporation shall make such payments to the Consultant for the deliverables specified in Appendix A and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

38. Contract Price

38.1 The Contract price is fixed and is set forth in the SCC. The Contract price breakdown is provided in Appendix C.

38.2 Any change to the Contract price specified in Clause 38.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in Appendix A.

39. Taxes and Duties

39.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

39.2 As an exception to the above and as stated in the SCC, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Corporation on behalf of the Consultant.

40. Currency of Payment

40.1 Any payment under this Contract shall be made in the currency of the Contract.

41. Mode of Billing and Payment

41.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 38.1.

41.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in Appendix A. The

payments will be made according to the payment schedule stated in the SCC.

41.2.1 Advance payment: Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment corporation guarantee acceptable to the Corporation in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix D, or in such other form as the Corporation shall have approved in writing. The advance payments will be set off by the Corporation in equal portions against the lump-sum installments specified in the SCC until said advance payments have been fully set off.

41.2.2 The Lump-Sum Installment Payments. The Corporation shall pay the Consultant within sixty (60) days after the receipt by the Corporation of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Corporation does not approve the submitted deliverable(s) as satisfactory in which case the Corporation shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

41.2.3 The Final Payment. The final payment under this Clause shall be made only after the final report have been submitted by the Consultant and approved as satisfactory by the Corporation. The Services shall then be deemed completed and finally accepted by the Corporation. The last lump-sum installment shall be deemed approved for payment by the Corporation within ninety (90) calendar days after receipt of the final report by the Corporation unless the Corporation, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. 41.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

41.2.4 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

42. Interest on Delayed Payments

42.1 If the Corporation had delayed payments beyond Thirty (30) days after the due date stated in Clause GCC 41.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. FAIRNESS AND GOOD FAITH

43. Good Faith 43.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

44. Amicable Settlement 44.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.
- 44.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 45.1 shall apply.
45. Dispute Resolution 45.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

II. General Conditions

Attachment 1: Corporation 's Policy – Corrupt and Fraudulent Practices

(The text in this Attachment 1 shall not be modified)

Guidelines for Selection and Employment of Consultants by U.P. State Bridge Corporation Limited.

“Fraud and Corruption

1.23 It is the Corporation 's policy to require that consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Corporation -financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Corporation :

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party⁷;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation⁸;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party⁹;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party¹⁰;
- (v) “obstructive practice” is

⁷ For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes U.P. State Bridge Corporation Limited staff and employees of other organizations taking or reviewing selection decisions.

⁸ For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

⁹ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other's bid prices or other conditions.

¹⁰ For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

- (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Corporation investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the Corporation 's inspection and audit rights;
- (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a firm or an individual at any time, in accordance with prevailing Corporation's sanctions procedures¹¹, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a corporation -financed contract, and (ii) to be a nominated¹² sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a corporation - financed contract.

III. Special Conditions of Contract**Part - A (Lump-Sum) for Design Stage**

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(b) and 3.1	The Contract shall be construed in accordance with the law of India.
4.1	The language is: English
6.1 and 6.2	<p>The addresses are:</p> <p>Managing Director U.P. State Bridge Corporation Limited, Address: 16, Madan Mohan Malviya Marg, Hajratganj, Lucknow (UP)</p> <p>Consultant : _____ Attention : _____ Facsimile : _____ E-mail (where permitted) : _____</p>
8.1	<p><i>[If the Consultant consists only of one entity, state “N/A”;</i> <i>OR</i> <i>If the Consultant is a Joint Venture consisting of more than one entity, the name of the JV member whose address is specified in Clause SCC6.1 should be inserted here.]</i></p> <p>The Lead Member on behalf of the JV is _____ <i>[insert name of the member]</i></p> <p><i>JV NOT ALLOWED</i></p>
9.1	<p>The Authorized Representatives are:</p> <p>For the Corporation: Sameer Kumar Singh Chief Accounts Officer, U.P. State Bridge Corporation Limited</p> <p>For the Consultant: <i>[name, title]</i></p>
11.1	The effectiveness conditions are the following: Signing of the Contract
12.1	Termination of Contract for Failure to Become Effective: The time period shall be one Month
13.1	Commencement of Services: Within 15 days after signing of the contract
14.1	Expiration of Contract: The auditor's appointed shall be initially for a period of 2 year to cover the Internal Audit for the Financial Year ending on March 31 st 2023-2024 & 2024-25. The contract may be extended to another one year based on satisfactory performance and requirement of works.
21 b.	<p>The Corporation reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3</p> <p>Yes</p>

23.1	No additional provisions. -
27.2	The Consultant shall not use these documents and software for purposes related to this Contract without the prior written approval of the Corporation.
30.1 & 30.2	<p>Replacement of any Key Expert/Core Team Member by the Consultant at any stage shall be considered only under the following two conditions: (a) due to circumstances outside the reasonable control of the firm such as death or critical medical incapability of the key/ core specialist; and (b) underperformance of the expert and his/ her substitution is at least equal or superior to the expert whose replacement is being sought and is ready for immediate deployment.</p> <p>All substitution of key experts, except death or medical incapability, shall attract penalty @ 2% of the unpaid contract value on request date. The deduction / penalty will be applicable on each replacement, during the contract execution.</p>
32.1 (a) through (e)	<i>Not Applicable</i>
32.1(f)	<i>Not Applicable</i>
38.1	<p>The Contract price is: Rs. _____ inclusive of all the costs such as remuneration, reimbursement etc. except GST.</p> <p>Only GST shall be reimbursed by the Corporation to the Consultant as per the applicable rate at the time of payment.</p> <p>The amount of such taxes is _____ <i>[insert the amount as finalized at the Contract's negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant's Financial Proposal]</i>.</p> <p><i>TDS (Income Tax) and GST will be deducted as applicable as per Law.</i></p>

41.2	The payment schedule:		
	Payment	Deliverables	Payment (% of the total contract price of the lump sum contract)
	Year I	After submission and approval of first quarter report	1/8
		After submission and approval of second quarter report	1/8
		After submission and approval of third quarter report	1/8
		After submission and approval of annual report	1/8
	Year-II	After submission and approval of first quarter report	1/8
		After submission and approval of second quarter report	1/8
		After submission and approval of third quarter yearly report	1/8
		After submission and approval of annual report	1/8
All above deliverables shall be submitted in two hard copy and soft copy both in editable and PDF formats. All deliverable must be satisfactory to the Corporation			
<i>[Total sum of all installments shall not exceed the Contract price set up in SCC38.1]</i>			
41.2.1	The following provisions shall apply to the advance payment and the advance bank payment guarantee: Not Applicable		
41.2.4	The accounts details are: Currency: INR Account Name : Corporation : Account Number : IFSC :		
42.1	The interest rate is: 2%		
45.1	Disputes shall be settled by arbitration in accordance with the following provisions: 1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions: (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to MD, U.P State Bridge Corporation for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names there from, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the		

	<p>last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list Secretary, The Indian Council of Arbitration, New Delhi shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Corporation and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by <i>The Secretary, The Indian Council of Arbitration, New Delhi</i></p> <p>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the Secretary, The Indian Council of Arbitration, New Delhi to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure.</u> Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute.</p>
	<p>5. <u>Miscellaneous.</u> In any arbitration proceeding hereunder:</p> <p>(a) proceedings shall, unless otherwise agreed by the Parties, be held in Lucknow;</p> <p>(b) the English language shall be the official language for all purposes; and</p> <p>(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</p>

IV. Appendices

APPENDIX A – TERMS OF REFERENCE

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Corporation and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Corporation's input, including counterpart personnel assigned by the Corporation to work on the Consultant's team; specific tasks or actions that require prior approval by the Corporation.]

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 of the Consultant's Proposal. Highlight the changes to Section 7 of the RFP]

.....

APPENDIX B - KEY EXPERTS/ CORE SPECIALIST

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

.....

APPENDIX C – BREAKDOWN OF CONTRACT PRICE

[Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.]

When the Consultant has been selected under Quality-Based Selection method, also add the following:

“The agreed remuneration rates shall be stated in the attached Model Form I. This form shall be prepared on the basis of Appendix A to Form FIN-3 of the RFP “Consultants’ Representations regarding Costs and Charges” submitted by the Consultant to the Corporation prior to the Contract’s negotiations.

Should these representations be found by the Corporation (either through inspections or audits pursuant to Clause GCC 25.2 or through other means) to be materially incomplete or inaccurate, the Corporation shall be entitled to introduce appropriate modifications in the remuneration rates affected by such materially incomplete or inaccurate representations. Any such modification shall have retroactive effect and, in case remuneration has already been paid by the Corporation before any such modification, (i) the Corporation shall be entitled to offset any excess payment against the next monthly payment to the Consultants, or (ii) if there are no further payments to be made by the Corporation to the Consultants, the Consultants shall reimburse to the Corporation any excess payment within thirty (30) days of receipt of a written claim of the Corporation. Any such claim by the Corporation for reimbursement must be made within twelve (12) calendar months after receipt by the Corporation of a final report and a final statement approved by the Corporation in accordance with Clause GCC 45.1(d) of this Contract.”]

Model Form I
Breakdown of Agreed Fixed Rates in Consultant's Contract

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in Amount)

Experts		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Agreed Fixed Rate per Working Month/Day/Hour	Agreed Fixed Rate per Working Month/Day/Hour ¹

1 Expressed as percentage of 1

2 Expressed as percentage of 4

Signature

Date

Name and Title: _____

APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE
[See Clause GCC 41.2.1 and SCC 41.2.1]

{Guarantor letterhead or SWIFT identifier code}

Corporation Guarantee for Advance Payment
NOT APPLICABLE

Guarantor: _____ *[insert commercial Corporation 's Name, and Address of Issuing Branch or Office]*

Beneficiary: _____ *[insert Name and Address of Corporation]*

Date: _____ *[insert date]*_____

ADVANCE PAYMENT GUARANTEE No.: _____ *[insert number]*_____

We have been informed that _____ *[name of Consultant or a name of the Joint Venture, same as appears on the signed Contract]* (hereinafter called "the Consultant") has entered into Contract No. _____ *[reference number of the contract]* dated ____ *[insert date]*_____ with the Beneficiary, for the provision of _____ *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ *[insert amount in figures]* () *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ *[amount in figures]* () *[amount in words]*¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _____ at _____ *[name and address of Corporation]*].

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Corporation .

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as “paid” by the Corporation which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the ___ day of [month]_____, [year]____,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

[signature(s)]

{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Corporation would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Corporation might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Corporation’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

Appendix E - Code of Conduct (ESHS)

CODE OF CONDUCT FOR EXPERTS

We are the Consultant, *[enter name of Consultant]*. We have signed a contract with *[enter name of Corporation]* for *[enter description of the Services]*. Our contract requires us to implement measures to address social risks related to the Services, if any, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with social risks, if any, related to the Services. This Code of Conduct identifies the behavior that we require from all Experts.

Our workplace for carrying the Services is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

Note to the Consultant:

The minimum content of the Code of Conduct form as set out by the Corporation shall not be substantially modified. However, the Consultant may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Consultant shall initial and submit the Code of Conduct form as part of its Proposal.

REQUIRED CONDUCT

Experts shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements;
3. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
4. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
5. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Experts, or Corporation 's Personnel;
6. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
7. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;

8. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
9. complete training/sensitization that may be provided related to the social aspects of the Contract, including; on Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
10. report violations of this Code of Conduct; and
11. Not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Corporation.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of person assigned by the Consultant to handle such matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Consultant's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Experts may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR EXPERT:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of the contact person(s) assigned by the Consultant*] requesting an explanation.

Name of Expert: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Consultant:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors.

Examples of sexual exploitation and abuse include, but are not limited to:

A Consultant's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.

Consultant's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.

A Consultant's Personnel rapes, or otherwise sexually assaults a member of the community.

A Consultant's Personnel denies a person access to the Site unless he/she performs a sexual favor.

A Consultant's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

Examples of sexual harassment in a work context

A Consultant's Personnel comment on the appearance of another Installation Services Personnel (either positive or negative) and sexual desirability.

When a Consultant's Personnel complains about comments made by another Consultant's Personnel on his/her appearance, the other Consultant's Personnel comment that he/she is "asking for it" because of how he/she dresses. Unwelcome touching of a Consultant's Personnel or Employer's Personnel by another Consultant's Personnel.

A Consultant's Personnel tells another Consultant's Personnel that he/she will get him/her a salary raise or promotion if he/she sends him/her naked photographs of himself/herself.