

DEPARTMENT OF HIGHER EDUCATION

INVITE

REQUEST FOR PROPOSAL

**Development of Model College with State-of-Art
infrastructure and cutting edge pedagogy under Public
Private Partnership Mode in Sector 51, Gurugram.**

July, 2019

Department of Higher Education

Shiksha Sadan, Ground & 1st Floor, Sec - 5, Panchkula, Haryana

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A. Document Control Sheet

#	Information	Details
1.	RFP reference No. a	RFP reference No. : KW 7/8-2011 CI(1)
2.	Pre-bid Meeting (Date/Time & location)	Date: 18 th July, 2019 Time: 11 :00 AM Location: Conference Hall, Shikhsa Sadan
3.	Issue of clarification to the bidders (Date)	Date:
4.	Last date and time for submission of proposals	Date: 26 th July, 2019, 5:00 PM
5.	Opening of Technical Bid	Date: 29 th July, 2019
6.	Date of Opening of Commercial bids	Date: to be decided
7.	Contact Person	Name: Dr. Hemant Verma
8.	Submission mode	Online submission at https://etenders.hry.nic.in/
9.	Tender Processing Fee	As per online mode
10.	Cost of RFP document & Mode of Payment	Rs 2000 As per e-tendering portal
11.	Bid Security Amount	EMD in the form of Bank guarantee Amount is Rs 5.00 Crore, in words Rupee Five Crore Only.
12.	Method of selection	Quality and Cost Based System (QCBS) (70:30)
13.	Reserved annual lease money	INR 2,80,36, 704

1. Introduction

A. Background

- i The Government of Haryana has allocated land and built infrastructure in Sector 51, Gurugram, to setup Model College with state-of-art infrastructure and cutting edge pedagogy. Presently the said premises is being used by Gurugram University as a make shift arrangement till the time university's own campus gets ready.
- ii The State Govt now intends to setup Model College in Sector 51, Gurugram in Public Private Partnership mode and to undertake the bidding process for selection of the entity to whom the Project could be awarded.
- iii Government of Haryana in the overall public interest and to provide quality higher education facilities in the Haryana, shall grant to the Authority, the land and built-in and other related infrastructure on a lease of 10 years.
- iv **Government of Haryana has reserved minimum annual lease money INR 2,80,36,704 (including maintenance) for the land and built in infrastructure. Bidders need to quote over and above the reserved lease money.**
- v The selected Bidder, shall be responsible for executing work as per the scope mentioned in this RFP and will be entered into agreement with Department Higher Education, Haryana.

B. The concept of Model College:

A model college will have infrastructure and facilities at least of the same standard as in a constituent college maintained by any State or Central University and with stipulations on pupil-teacher ratio, ICT usage, holistic educational environment, appropriate curriculum and emphasis on output and outcome. The standards and the target for performance in academic, research, examination, skills development and placements should also be at par with the performance of the constituent college maintained by any State or Central University.

Some of the key features of a model college will be:

- (i) Education provided in a model college should be holistic and integral touching upon physical, emotional and aesthetic development in addition to academics.
- (ii) Necessary infrastructure will be provided in such college not only for satisfying teaching needs, but also for sports and co-curricular activities. There will be sufficient scope for sports, recreation and outdoor activities. Facilities like playground, gardens, seminar hall, etc. will be provided in the model college. A good library equipped with ICT with books and magazines for students and teachers will be provided.
- (iii) This college will have adequate ICT infrastructure, Internet connectivity and full time computer teachers. Special emphasis may be given on teaching of Science, Commerce, Math, Management, Hindi, Foreign Languages, Public Policy, vocational education and training, Skill Based Programmes etc. If required, bridge-courses may be introduced for weak students.
- (iv) This college can engage subject specific qualified teachers as per the usual norms. However, liberty to engage persons with professional qualifications working in industry can also be engaged.
- (v) The Teacher/Resource person Student Ratio should at par with norms and classroom-students' ratio will not exceed 1:10 as the case may be.
- (vi) The college will have to take the base of the National Curriculum Framework and subsequent changes may be done as per the requirement of the University. At the same time, the curriculum should cast the local culture and environment and learning should be activity based.
- (vii) The college curricula should include the material/items that inculcate leadership qualities, team spirit, participation abilities, development of skills and ability to deal with real life situations .Field trips and educational tours will be an integral part of the curriculum.
- (viii) Health Education and health checkup will be introduced in this college.

- (ix) This colleges will have facilities to cater to disabled children and should have special teachers.
- (xi) Each college should have one counselor to address the educational, emotional and behavioral requirements of students.
- (xii) The college shall provide for NCC/NSS training for students to inculcate the value of nationhood among them, as also to make them appreciate a disciplined way of life.
- (xiii) Selection of students will be done on merit basis.
- (xiv) Selection of Principals and Teachers will be through an independent process to be developed in consultation with Affiliating University/State Government.
- (xv) Model colleges will have appropriate pace setting activities so that college in the neighborhood can benefit.

Benefits of PPP are as follows:

- i. Possibility of setting up state of the art infrastructure through contribution to capital expenditure from private partners
- ii. Functional efficiency of private entities enabling timely and effective delivery of Higher education
- iii. Superior quality of human resources (including management and faculty) and, research and development capabilities
- iv. Benefits to students from industry linkages of private partners
- v. Low risk and high reward for the Government as the said assignment will help government in delivering quality education and also receive substantial amount as lease money.

C. Invitation for Request for Proposal

- I. Through this RFP, Department of Higher Education, Haryana invites responses from eligible and reputed entities to develop Model College with state-of-art infrastructure and cutting edge pedagogy under Public Private Partnership Mode in Sector 51, Gurugram.
- II. This invitation to bid is open to all bidders meeting the eligibility criteria as mentioned in this RFP Document.

- III. Proposals must be received not later than time and date mentioned in the Data Sheet. Proposals will not be accepted by the system after due date/ time.
- IV. The Department of Higher Education may, at its discretion, extend the date for submission of bids.

2. Scope of work

Department of Higher Education, Haryana, intends to select an Agency / Institute /University/ Organization to setup Model College with state-of-art infrastructure and cutting edge pedagogy under Public Private Partnership Mode in sector 51, Gurugram. The following are the aspects of the proposal:

2.1 Key Objectives

State Government plans to use the land and built infrastructure in Sector 51, Gurugram to open a college in PPP mode with the following objective:

- i. Provide quality higher education to the students of Haryana
- ii. Meet the rising demand for skilled labor by various national and international private organizations.
- iii. Reduce unemployment and social unrest in the area
- iv. Promote regional research and development activities through collaborations for the overall up liftment of society.
- v. Make optimal use of land and infrastructure in order to promote the interests of the State and the progress of its citizens

2.2 Proposed framework of PPP

The land and building for the project will be provided by the State Government of Haryana as part of a yearly lease agreement. As location for the proposed college i.e. Sector 51, Gurugram is prime it is proposed that yearly lease agreement to be the financial parameter of the proposal. The private entity, which could be a trust or a society or a not for profit company, may be selected through a transparent bidding mechanism (based on technical capability and yearly lease offered). The private entity will be responsible for the running of the college.

Department of Higher Education will provide land and infrastructure for a concessional period of 10 years, renewable on mutual concordance. Department will facilitate applicable approvals including

but not limited to authorization, clearances, certification, affiliation, recognition and other essential services from Statutory authorities subject to fulfillment of conditions by private entity. The Department shall appoint third party agent to assess the progress of the college against established Key Performance Indicators

2.3 Responsibilities of Bidder

- i. Develop, maintain and operate the college for the concession/lease period
- ii. Undertake all types of recurring fixed and variable costs associated with the operating and upgradation of the college
- iii. Develop necessary infrastructure for teaching needs, sports, co-curricular activities, seminar hall, amphitheater etc.
- iv. Develop and maintain state of the art library with books and magazines for students and teachers
- v. Ensure adequate ICT infrastructure, Internet connectivity and full time computer teachers.
- vi. Ensure competitive, holistic and transparent admissions process for prospective students through an independent entrance exam, group discussion and interview.
- vii. Implement 25% reservation for students of Haryana domicile or students graduation from Haryana government schools.
- viii. Encourage admissions of students with proven track record in sports by providing competitive scholarships and relaxation of entry requirements.
- ix. Design and deliver Undergraduate and Postgraduate degrees in the field of Sciences, Social Sciences, Humanities, Commerce and Management, and other specific skill based job oriented courses
- x. Design and deliver Undergraduate and Postgraduate degrees courses in the field of Sciences, Social Sciences, Humanities, Commerce and Management, and other specific skill based job oriented courses in line with industry demands
- xi. Academic collaborations with world class academic institutions both within and outside of India so students may benefit from academic synergies via student and faculty exchange programmes etc.

- xii. Conduct examinations in accordance with the rules and regulations Gurgaon University ad State Government of Haryana
- xiii. Provide scholarships to students on merit (academic and sport) and need bases (SC, ST and OBC categories) as per the policies of the State Government of Haryana
- xiv. Fee collection and timely distribution of scholarships.
- xv. Selection of Principals and Teachers will be through an independent process to be developed in consultation with affiliating University and State Government of Haryana
- xvi. Hiring of support staff

2.4 Management of College

The management of the college will rest with the private entity with full autonomy in decision making. However, the college management committee will have representatives from local bodies, state government and educational experts. The Central Government/Affiliating University will have the discretion to nominate a representative if they so desire.

2.5 Key Performance Indicators

The standards and the target for performance in academic, research, examination, skills development and placements should be at par with the performance of the constituent colleges maintained by affiliating University

- i In addition the college would need to ensure:
- ii Attendance criteria e.g. minimum 80% attendance across all undergraduate courses and 75% attendance across all postgraduate courses
- iii Dropout not to exceed 5% in undergraduate courses and 7% on postgraduate courses
- iv Placement of minimum 70% for undergraduate courses and minimum 80% for postgraduate courses.
- v NAAC accreditation of A+ or above and NIRF ranking in top 100 within the first 7 years of operations.
- vi Average student satisfaction of 75% or above in yearly student satisfaction surveys across all programs.

2.6 Performance Evaluation Committee

There shall be an independent third party assessment on a continuous basis of the quality parameters as laid down in Key Performance Indicators. The assessing body will be selected in consultation State Government of Haryana.

2.7 Exit and Phasing out

Initially the period of lease would be 10 years and would further be extendable by mutual consent. At the end of lease period all the assets and property will be again transferred to the State Government. Reasonable grants for maintenance and creation of further infrastructure may be issued.

3. Eligibility criteria, Technical and Financial capability of bidders

3.1. Eligibility of applicants

As part of eligibility criteria, only those bidders who meet the following pre-qualification criteria are eligible to participate in the Technical and Financial bidding process. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting prequalification criteria are liable to be rejected summarily.

Consortium of maximum two organization is allowed. However, lead bidder shall be solely responsible for the delivery and implementation of this project. Bidder must submit the consortium agreement with clear roles and responsibilities of each partner.

To be eligible for evaluation of its Proposal, the Bidder shall fulfill the following Minimum Eligibility Criteria:

Sr. No	Heading	Clause	Document Required
1	Entity	The Bidders eligible for participating in the Bidding Process shall be any 1 (one) of the following 2 (two) categories: Type 1: A registered entity1. <ul style="list-style-type: none">Company incorporated under Indian Companies Act 1956/2013 as the case may be (with no commercialization) or any entity from outside India under equivalent law; or	1 In case of a company: - Certified copy of the Certificates of Incorporation for companies issued by the Registrar of Companies and Memorandum & Articles of Association.

		<ul style="list-style-type: none"> • Society registered under Society Registration Act 1860; or • Registered public trust under Indian Trusts Act 1882; or • Charitable trust <p>Type 2: A combination of a maximum of two (2) registered entities defined in Type. This shall hereinafter be referred as "Consortium"</p>	<p>2 In case of registered society: - Certified copy of Registration Deed with objects of constitution of society.</p> <p>3 In case of corporation: - Authenticated copy of the parent statute.</p> <p>4 In case of Trust: - Certified copy of the Trust Deed.</p> <p>In case of consortium, joint bidding agreement/MoU</p>
2	Turnover (any consortium partner)	The bidding firm should have a minimum average annual turnover of INR 10 Cr. from educational business over last three Financial Years immediately preceding the Bid Due Date	Audited Balance Sheets, Profit and Loss Account of last three years alongwith CA Certificate with CA's Registration Number and Seal.
3	Experience (any consortium partner)	The entity should have a track record of running an educational institutions for at least 5 years and at least one Postgraduate or two Undergraduate level colleges from where at least two consecutive batches have been successfully graduated	Experience Certificate or Contract Copy/ Affiliation certificate issued by concerned affiliating University/State.
4	Affiliation (any consortium partner)	Bidder should have affiliation/membership with atleast one industrial association such as NASSCOM, FICCI, ASSOCHAM, CII	Affiliation certificate from Industrial Body
5	Self- Declaration (all consortium partner)	<p>1. The bidder should: -</p> <p>a) Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.</p> <p>b) Not have their Directors and officers been convicted of any criminal offence related to their professional conduct or the making of false statements or</p>	A self-declaration on bidders letter head as per

		<p>misrepresentations as to their qualifications to enter into a procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.</p> <p>c) Not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Comply with the code of integrity as specified in the bidding document.</p> <p>2. A firm is not eligible to participate in this project while under sanction by Education Department, GoH or debarred/blacklisted by any State and Central Government</p>	
6	Power of Attorney	General Power of Attorney/Board of Directors Resolution/Deed of Authority executed in favour of person(s) authorized to sign the bid document and the contract and all correspondence/document thereof.	As per Tech form 7 & 8
7	Student Exchange Program (any consortium partner)	The bidder should have MOU for student exchange programs with eminent global Universities.	Copy of MOU A self-declaration by bidder on number of student exchanged
8	Permanent Faculty (any consortium partner)	The bidder shall have full time faculty as per UGC/State government guidelines	A self-Declaration on bidders letter head
9	EMD in the form of Bank guarantee	EMD in the form of Bank guarantee Amount is Rs 5.00 Crore , in words Rupee Five Crore Only.	Bid Security should be of Scheduled/Nationalized Bank in favor of Director Higher Education payable at Panchkula

3.2. Technical bid qualification

Technical evaluation will be done only for those bidder who have qualified the pre-qualification stage. The technical evaluation of the qualified bidders shall be done based on the following evaluation criteria:-

Sr. No	Heading	Clause	Marks Slab	Marks
1	Experience (No. of institutes)	If Bidder has been running an academic institution or an existing UGC recognized University in India, Higher education or Institute of academic excellence which has been in operation for at least three years. At least 500 should have been graduated on an average during the last 3 consecutive years.	<ul style="list-style-type: none"> • Experience of setting/running one such institute – 5 marks • Experience of setting/running 2-4 such institutes -10 marks • Experience of setting/running 5+ such institutes- 15 marks 	15
2	Experience (no. of years)	Experience in running of UG/PG Higher education college of 500 students before the due date of submission	<ul style="list-style-type: none"> • 500 students for more than 7 years - 5 Marks • 1000 students for more than 10 years - 10 Marks • 1500 students for more than 15 years - 15 Marks 	15
3	Financial Capability	The Bidder should have an average annual turnover/receipts of INR 10 Crore from similar business	<ul style="list-style-type: none"> • For average Turnover less than INR 10 Crore no marks will be awarded • For Average Turnover of INR 10 Crore 7 marks will awarded. • For every additional INR 10 Crore, 0.5 marks will be awarded subject to a cap on total marks of 10. 	10

4	Academic Quality/Ratings	Ratings of an existing University or College set up by the Sponsoring Organization or some of its promoters in the top 100 in the NIRF Ratings	In top 50 - 5 marks In top 100 - 10 marks	10
5	Industry Experience & Representation	Number of members of the apex Governing Body (in case of existing University), or promoters of the Sponsoring Organization (in case of PPP mode) with: <ul style="list-style-type: none"> Leadership positions in Public Limited Companies with average turnover of Rs. 500 Crore or Chambers of Commerce, PHD, FICCI, CII, ASSDCHAM or Global MNC's with operations in at least 15 countries & average turnover of Rs. 500 Crore for the last 3 years. 	5 members- 25 marks 4 members - 20 marks 3 members - 15 marks 2 members - 10 marks 1 member - 5 marks	25
6	Placements	Industry supported placements in existing institutions of the promoters/bidders of the students opting for placement from the institute with average salary more than INR 4 Lakh per annum	95% -100 % - 25 marks 75% -94 % - 15 marks 50 % -74 % - 5 marks	25
7	Research Quality and Impact	Publications per faculty (of existing institute of bidder) in Scopus/ Web of Science/ Indian Citation Index over last 3 years	>3 publications - 20 marks 2 to 3 publications - 15 marks 1 to 1.99 publications - 10 marks	10
8	Research Quality and Impact	Extramural grants generated per Faculty (through Govt./ Autonomous bodies/ Industry) for the previous 3 years	> INR 20 Lakh - 15 marks INR 20 Lakh to 10 Lakh - 10 marks	15

			INR 1 to INR 10 Lakh - 5 marks	
9	Research Quality and Impact	Revenue generated by the existing institute(s) of bidder through Consultancy/ Industry sponsorships in the present year	> INR 20 Lakh - 15 marks INR 20.00 Lakh to 10 Lakh - 10 marks INR 1 to INR 10 Lakh - 5 marks	15
10	Research Quality and Impact	Patents (if any) applied the existing institute(s) of bidder for the previous 3 years	5 marks (for applied) 5 marks additional if patent granted	10
11	Presentation	Presentation including following topics (but not limited to): - Bidder's background and experience -Courses -Pedagogy -Industry Linkage -Placements -Affiliation with global institutes -Proposed Management board and Faculty -Infrastructure	50 marks	50
	Total		-	200 Marks

3.3. Evaluation of Technical proposal

The minimum Technical Qualification score for the bidder to be qualified is 140 for opening of Financial Bid. The Bidder shall be selected on the basis of QCBS Method, whereby technical proposal will be allotted weightage of 70% and financial proposal will be allotted weightage of 30%.

3.4. Evaluation of financial proposal

- i. In the second stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score (SF).
- ii. For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- iii. The department will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:
$$SF = 100 \times FM/F$$
 (F = amount of Financial Proposal of the applicant).
- iv. The Financial Proposal should be furnished in the format at FORM FIN I, clearly indicating the annual lease money over and above the minimum specified. in both figures and words, and signed by the Bidder's authorized signatory. In the event of any difference between figures and words, the higher of the two shall be considered for evaluation.
- v. Any condition or qualification or any other stipulation contained in the Proposal shall render the Proposal liable to rejection as a non-responsive Proposal

3.5. Combined and Final Evaluation

- i. Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:
- ii. $S = ST \times 0.70 + SF \times 0.30$ (Where S is the combined score)
- iii. The Selected Bidder shall be the First Ranked Bidder (having the highest combined score). The Next Ranked Bidder shall be kept in reserve and maybe invited for negotiations in case the selected Bidder withdraws, or fails to comply with the requirements specified in this document.

4. Information and instructions to the bidders – General instruction

4.1. Checklist of Submission

#	Criteria/Form	Documents required	Status (submitted/Not submitted)
1	Applicant must be an Indian entity	Certificate of incorporation	
2	Tender Processing fee	As per Online payment	
3	Bid Security Amount	Total Bid Security Amount for one Cluster is Rs.5.00 Crore, in words Rupees Five Crore only.	
4	Tender Fee (INR 2000)	Online payment	
5	<p>The Bidders eligible for participating in the Bidding Process shall be any 1 (one) of the following 2 (two) categories:</p> <p>Type 1: A registered entity1.</p> <ul style="list-style-type: none"> company incorporated under Indian Companies Act 1956/2013 as the case may be (with no commercialization) or any entity from outside India under equivalent law; or society registered under Society Registration Act 1860; or registered public trust under Indian Trusts Act 1882; or a charitable trust <p>Type 2: A combination of a maximum of two (2) registered entities defined in Type. This shall hereinafter be referred as "Consortium"</p>	<ul style="list-style-type: none"> In case of a company: - Certified copy of the Certificates of Incorporation for companies issued by the Registrar of Companies and Memorandum & Articles of Association. In case of registered society: - Certified copy of Registration Deed with objects of constitution of society. In case of corporation: - Authenticated copy of the parent statute. In case of Trust: - Certified copy of the Trust Deed. In case of consortium, joint bidding agreement/MoU 	
6	The bidding firm should have a minimum average annual turnover of INR 10 Cr. over last three Financial Years immediately preceding the Bid Due Date	Audited Balance Sheets, Profit and Loss Account of last three years along with CA Certificate with CA's Registration Number and Seal. (as per Tech 3)	
7	The entity should have a track record of running an educational institutions for at least 5 years and at least one Postgraduate or two Undergraduate level	Experience Certificate or Contract Copy/ Affiliation certificate issued by concerned	

#	Criteria/Form	Documents required	Status (submitted/Not submitted)
	colleges from where at least two consecutive batches have been successfully graduated	affiliating University/State. (as per Tech 4)	
8	Bidder should have affiliation/membership with atleast one industrial association such as NASSCOM, FICCI, ASSOCHAM, CII	Affiliation certificate from Industrial Body (as per Tech 4)	
9	<p>1. The bidder should: -</p> <p>a) Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.</p> <p>b) Not have their Directors and officers been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.</p> <p>c) Not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Comply with the code of integrity as specified in the bidding document.</p> <p>2. A firm is not eligible to participate in this project while under sanction by Education Department, GoH or debarred/blacklisted by any State and Central Government</p>	A self-declaration on bidders letter head as per	
10	General Power of Attorney/Board of Directors Resolution/Deed of Authority executed in favour of person(s) authorized to sign the bid document and	As per Tech Form 7 & 8	

#	Criteria/Form	Documents required	Status (submitted/Not submitted)
	the contract and all correspondence/document thereof.		
11	EMD in the form of Bank guarantee Amount is Rs 5.00 Crore , in words Rupee Five Crore Only.	Bid Security should be of Scheduled/Nationalized Bank in favour of Director Higher Education payable at Panchkula	
13	Authorization letter	Power of Attorney (Tech 7 &8)	
14	Bidder Details	Form Tech 2	
15	Financial Information	Form Tech 3	
16	Technical Proposal Submission Form	Form Tech 1	
17	Experience of bidder	Form Tech 4	
18	Number of MoUs for students exchange program	Form Tech 5	
19	Description of Approach, Methodology and Work Plan for Performing the Assignment	Form Tech 6	
20	Performa for Commercial cost	Form FIN 1	

4.2. Important Instructions

4.2.1 Registration of bidders on e-Procurement Portal

All the bidders intending to participate in the tenders process online are required to get registered on the e - Procurement Portal i.e. <https://etenders.hry.nic.in/>. Please visit the website for more details.

4.2.2 Obtaining a Digital Certificate

- i. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- ii. The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities
- iii. Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation.
- iv. If the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual

through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

4.2.3 Download of Tender Documents

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in/>

4.3. Pre-bid meeting

Pre bid meeting will be done by Department of Higher Education, Panchkula as per the data sheet. Bidders may request a clarification with regard to any part of the RFP document on or before pre-bid meeting. Any request for clarification must be sent in writing through e-mail with subject as “**Clarification on RFP for the selection of PPP partner**” to the email id mentioned in data sheet. The format for pre-bid clarification is as follows:

#	Section/ Clause No.	Name of Section/ Clause	Text (which is mentioned and requires clarification)	Clarification required (Suggested/proposed text)

The address for requesting clarifications and pre-bid conference detail are mentioned in Document Control Sheet.

4.4. Number of Applications and costs thereof

- 4.3.1. No bidder shall submit more than one application for the Project.
- 4.3.2. The bidder shall be responsible for all of the costs associated with the preparation of their applications and their participation in the bid process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

4.5. Site Visit and Verification of Information

Bidders are encouraged to submit their respective Proposals after visiting the Site and ascertaining for themselves the Site location, surroundings, and review of information /

Documents, applicable laws and regulations, and any other matter considered relevant by them. For the purpose of Site visit and verification of information, interested Bidders may contact the office of Higher Education, Haryana.

4.6. Acknowledgement by Applicant

- 4.6.1. It shall be deemed that by submitting the Bid, the bidder has:

- i. Made a complete and careful examination of the RFP;
- ii. Received all relevant information requested from the department;
- iii. Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the department
- iv. Agreed to be bound by the undertakings provided by it under and in terms hereof.

4.6.2. The department shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the bidding process, including any error or mistake therein or in any information or data given by the department.

4.7. Right to Accept or Reject any or all Applications/ Bids

4.7.1. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any application and to annul the bidding process and reject all Bids, at any time without any liability whatsoever or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event, that the authority rejects or annuls all the applications/bids, it may, in its discretion, invite all applicants/bidders to submit fresh applications/bids hereunder.

4.7.2. The department reserves the right to reject any application and/or bid if:

- i. At any time, a material misrepresentation is made or uncovered, or
- ii. The applicant does not provide, within the time specified by the authority, the supplemental information sought by authority for evaluation of the application.

4.7.3. If such disqualification/ rejection occur after the Bids have been done and the highest bidder gets disqualified/ rejected, then the authority reserves the right to:

- i. Invite the next highest bidders to match the highest bidder/ submit their bids in accordance with the RFP; or
- ii. Take any such measure as may be deemed fit in the sole discretion of the authority, including annulment of the bidding process.

4.7.4. The department reserves the right to verify all statements, information and documents submitted by the applicant in response to the RFP. Any such verification or lack of such verification by the authority shall not relieve the applicant of its obligations or liabilities hereunder nor will it affect any rights of the authority there-under.

4.8. Clarifications

4.8.1. The bidders requiring any clarification on the RFP may notify the department by e-mail in accordance with Clause 4.3. The department shall endeavor to respond to the queries within the period specified therein, but no later than the date stipulated in Document Control Sheet. The responses will be sent by e-mail. The department will forward all the

queries and its responses thereto, to only the purchasers of the RFP without identifying the source of queries. The department may choose to upload the responses only on the websites specified in the RFP advertisement.

- 4.8.2. The department shall endeavor to respond to the questions raised or clarifications sought by the applicants. However, the department reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the authority to respond to any question or to provide any clarification.
- 4.8.3. The department may, on its own, if deemed necessary, issue interpretations and clarifications to all applicants. All clarifications and interpretations issued by the department shall be deemed to be part of the RFP. Verbal clarifications and information given by the department or its employees or representatives shall not in any way or manner be binding on the department.

4.9. Amendment of RFP

- 4.9.1. At any time prior to the deadline for submission of bid, the department may, for any reason, whether at its own initiative or in response to clarifications requested by the bidders, modify the RFP by the issuance of Addendum.
- 4.9.2. Any Addendum thus issued will only be uploaded on Haryana e-procurement website (<https://eproc.haryana.gov.in>)
- 4.9.3. In order to afford the bidders, a reasonable time in which to take an Addendum into account, or for any other reason, the department may, at its own discretion, extend the application due date.

4.10. Language of proposal

- 4.10.1. The application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the bidder with the application may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language, duly authenticated and certified by the applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the bid, the English language translation shall prevail.
- 4.10.2. All communication provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of difference in amounts stated in figures and words, the amount stated in words only will be taken as correct and final.

4.11. Format and Signing of application

- 4.11.1. The proposal shall provide all information sought under this RFP. The department would evaluate only those bids that are received in the required format and complete in all respects. Incomplete and / or conditional bid shall be liable for rejection.
- 4.11.2. The bidder shall prepare separate files for Pre-qualification document, technical document and financial document.
- 4.11.3. The proposal shall be typed or written in indelible ink, stamped (Company/firm stamp or seal) and signed by the Authorized signatory of the applicant who shall also initial each page. In case of printed and published documents, only the cover shall be initialled. All the alterations, omissions, additions or any other amendments made to the bid shall be initialled by the person(s) signing the bid. The proposal shall contain page numbers and shall be in pdf format only.

4.12. Submission of proposal

- 4.12.1. The bidders shall upload the required technical and commercial documents online on <https://eproc.haryana.gov.in> using the digital certificate
- 4.12.2. Bidder are also suggested to submit hardcopies of the bids to the department as per the schedule in two separate envelopes, one for pre-qualification criteria and another for technical criteria.

4.13. Application due date

- 4.13.1. The bids should be submitted before time mentioned in Document control sheet in the manner and form as detailed in this RFP.
- 4.13.2. In the event that the due date for the bid submission is a holiday for the department, the next working day (at same time) will be the date of submission.
- 4.13.3. The department may, in its sole discretion, extend the application due date by issuing an Addendum in accordance with Clause 4.8 uniformly for all applicants.

4.14. Late applications

Applications received by the Authority after the application due date shall not be eligible for consideration and shall be summarily rejected. Authority shall not be responsible for any delay in submission of the same.

4.15. Opening & Evaluation of Applications

- 4.15.1. The department would open the bids for the purposes of evaluation at the place specified in Document Control Sheet and in the presence of the applicants who choose to attend.
- 4.15.2. The bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the bidding process or selection will be given.
- 4.15.3. Any information contained in the bid shall not in any way be construed as binding on the department, its consultants, agents, successors or assigns, but shall be binding

against the bidder if any project is subsequently awarded to it under the bidding process on the basis of such information.

- 4.15.4. The department reserves the right not to proceed with the bidding process at any time without notice or liability and to reject any bid without assigning any reasons.
- 4.15.5. If any information furnished by the bidder is found to be incomplete, or contained in formats other than those specified herein, the department may, in its sole discretion, exclude the relevant project from computation of the experience of the applicant.
- 4.15.6. In the event that a bidder claims credit for an Eligible Project, and such claim is determined by the department as incorrect or erroneous, the department shall reject such claim and exclude the same from computation of the experience. Where any information is found to be patently false or amounting to a material misrepresentation, the department reserves the right to reject the application and/ or bid in accordance with the provisions of Clause 4.6.

4.16. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed pre-qualified bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the department in relation to or matters arising out of, or concerning the bidding process. The department will treat all information, submitted as part of the bid, in confidence and would require all those who have access to such material to treat the same in confidence. The department may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or authority or as may be required by law or in connection with any legal process.

4.17. Clarifications from Applicants

- 4.17.1. To facilitate evaluation of applications, authority may, at its sole discretion, seek clarifications from any applicant regarding its application. Such clarifications shall be provided within the time specified by authority for this purpose. Any request for clarifications and all clarifications shall be in writing.
- 4.17.2. If the bidder does not provide clarifications sought, as mentioned above, within the prescribed time, its bid shall be liable to be rejected. In case, the bid is not rejected, the department may proceed to evaluate the bid by construing the particulars requiring clarification to the best of its understanding, and the bidder shall be barred from subsequently questioning such interpretation of the department.

4.18. Shortlisting & Notification

- 4.18.1. Based on the evaluation of bids, the department would prepare a list of bidders that shall have been qualified through the evaluation criteria and the same will be communicated to all the bidders. The department will not entertain any query or clarification from bidders who fail to qualify.

- 4.18.2. The pre-qualified/eligible bidder shall only be invited to make a presentation to the “Evaluation Committee” constituted for the purpose.
- 4.18.3. The financials of only those applicants will be opened, who have scored atleast 70 in Technical Qualification.

4.19. Proprietary Data

All documents and other information supplied by the department or submitted by the bidder to the department shall remain or become the property of the department. The bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their bid. The department will not return any bid or any information provided along therewith.

4.20. Payment Schedule(Lease Money)

The successful bidder will deposit annual lease money quarterly to the department in form of NEFT/RTGS (or any acceptable payment mode) in the name of Director Higher Education, Haryana payable at Panchkula in advance.

5. Fraud & Corrupt Practices

- 5.1. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the authority shall reject an application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.
- 5.2. Without prejudice to the rights of the authority under Clause 5.1 hereinabove, if an applicant is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, such applicant shall not be eligible to participate in any tender or RFP issued by the authority during a period of 2 (two) years from the date such applicant is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 5.3. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
 - I. “Corrupt Practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority

who is or has been associated in any manner, directly or indirectly with the Bidding Process or the LOA or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under Clause 3, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case maybe, any person in respect of any matter relating to the Project or the LOA or the Concession Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;

- II. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- III. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
- IV. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- V. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

6. APPENDIX

6.1. Form Tech 1 –Technical Proposal Submission Form

To
Director,
Department of Higher Education

Date:

Dear Sir:

We, the undersigned, offer to provide our proposal for the assignment 'Selection of an entity to setup Model College with state-of-art infrastructure and cutting edge pedagogy under Public Private Partnership Mode in sector 51, Gurugram' in accordance with your Request for Proposal dated _____. We are hereby submitting our Proposal only through online mode, which includes Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in Document Control sheet.

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

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

Email ID: _____

Telephone No (s): _____

6.2. Form Tech 2 Details of Bidder(s) or consortium partners

Form A1: Details of the Organization – Lead Bidder	
Name	
Date of Incorporation	
Date of Commencement of Business	
Address of Headquarters	
Address of the Registered Office in India	
Contact detail of Authorized person (name, address, phone no. and email)	
Whether blacklisted by any State/Central Government in last 5 years	

Form A2: Details of the Organization – Consortium Partner	
Name	
Date of Incorporation	
Date of Commencement of Business	
Address of Headquarters	
Address of the Registered Office in India	
Contact detail of Authorized person (name, address, phone no. and email)	
Whether blacklisted by any State/Central Government in last 5 years	

6.3. Form Tech 3 Financial Information

For A3: Financial Information – Lead Bidder and Consortium Partner From India Operations					
	FY 2016-17	FY 2015-16	FY 2014-15	FY 2013-14	FY 2012-13
Annual Turnover (in INR Crores)					
Other Relevant Information					

6.4. Form Tech 4 – Experience of bidder (use separate sheet for each institute)

Institute name:	UG or PG :
Country: Location within country	Inception Date
Number of Students	Total No. of staff-months of the assignment:
Address:	Courses Offered
NIRF Ratings	NAAC Grade
Industry Association (i.e FICCI, CII, ASSOCHAM etc)	Number of Students Placement (in percentage)
Total Faculty :	Total Publications : Publication per faculty :
Research Grant (per faculty in last three years)	Revenue Generated through consultancy /industry sponsorship in present year :
Patents (if any in last three years)	
Any other information	

6.5. Form Tech 5 - Number of MoUs for students exchange program

S. No	University/Institute Name	No of Students Exchanges	Year of exchange program	Proof Attached
1.				

6.7. Form Tech 6 - Description of Approach, Methodology and Work Plan for Performing the Assignment

6.8. Form Tech 7 Power of Attorney for signing of proposal

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us/ the Lead Member of our Consortium and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for the Development of Model College with State-of-Art infrastructure and cutting edge pedagogy under Public Private Partnership Mode in Sector 51, Gurugram Project proposed or being developed by the Department of Higher Education, Haryana(the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 20....

For

(Signature, name, designation and address)

Witnesses:

1.

(Notarised)

2.

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

6.9. Form Tech 8 Power of Attorney for lead member of consortium

Whereas the Department of higher Education, Haryana (“the Authority”) has invited applications from interested parties for the Development of Model College with State-of-Art infrastructure and cutting edge pedagogy under Public Private Partnership Mode in Sector 51, Gurugram (the “Project”).

Whereas,,, and (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Qualification document (RFQ), Request for Proposal (RFP) and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW THIS POWER OF ATTORNEY WITNESSTHAT;

We, M/s. (Lead Member), and M/s (the respective names and addresses of the registered office) do hereby designate M/s. being one of the members of the Consortium, as the Lead Member of the Consortium, to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium’s bid for the Project, including submission of Application for Qualification/Application, participating in conferences, responding to queries, submission of information/documents and generally to represent the Consortium in all its dealings with the Authority, any other Government Agency or any person, in connection with the Project until culmination of the process of bidding and thereafter till the execution of the Contract Agreement is entered into with the Authority.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member, our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium Dated this theDay of20..

For
(Signature)
.....
(Name & Title)

For
(Signature)

.....
(Name & Title)

Witnesses:

1.

2.

.....
(Executants)

(To be executed by all the Members of the Consortium)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

6.10. Form FIN- I

Format for Financial Bid

Dated:

To

.....

.....

.....

Tel:

Fax:

Sub: Development of Model College with state-of-art infrastructure and cutting edge pedagogy under Public Private Partnership Mode in Sector 51, Gurugram, Haryana.

Dear Sir,

1. With reference to your RFP document dated XXXX I/we, having examined the Bidding Documents and understood their contents, and pursuant thereto, hereby submit my/our Financial Bid for the aforesaid mentioned services as per Schedule of Requirements and other terms of the RFQ cum RFP. The Bid is unconditional and unqualified.
2. Our Financial Bid offer is INR [.....] per annum {.....(in words)}. (Bidders to quote over and above of annual lease money INR 2,80,36, 704.)
3. I/We agree to keep this offer valid for 120 (One Hundred and Twenty) days from the Bid Due Date specified in the RFQ cum RFP.
4. I/We agree and undertake to abide by all the terms and conditions of the Bidding Documents. By filling this Form online, we hereby irrevocably consent and agree to be bound by all the terms and conditions set out hereunder.

5. I / We further confirm that we shall not demand, charge or recover Tuition Fee, Additional Fee, any other charges etc. from Haryana Government during the lease Period

We hereby declare that our Financial Proposal is unqualified and unconditional in all respects and there are no deviations from the stated terms in the Bidding Documents.

Yours faithfully,

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

Note:-

The Bidder shall not quote in decimal or fraction and shall provide the quote both in figures and words. Further the quote in words shall take precedence over figures and shall be deemed as final.

Any conditional Bid shall be summarily rejected.