

**Expression of Interest (EOI)
for
Consultancy Services for
R&BD Centered Capacity Development (R&BD-CD)**

For

Gujarat State Highway Project- II

October 2014

Expression of Interest (EOI)
for
Consultancy Services for
R&B Centered Capacity Development (R&BD-CD)
For
Second Gujarat State Highway Project (GSHP-II)

The Government of India on behalf of Government of Gujarat (hereinafter called "Borrower") has received financing from the International Bank for Reconstruction and Development (IBRD) (hereinafter called "WB") in the form of a ("loan") (hereinafter called "loan") toward the cost of Second Gujarat State Highway Project (GSHP-II). The Borrower intends to apply part of the proceeds for consulting services.

Background

1. The state Government of Gujarat (GOG) through the Government of India (GOI) has received funding assistance from the World Bank (WB) for implementation of the Second Gujarat State Highway Project (GSHP-II), to be managed primarily by the GOG Roads & Buildings Department (R&BD). It is intended that a portion of this WB funding will be used to finance consultancy, advisory and technical services required for implementation of various important activities during the Project which are aimed at further developing and strengthening the road sector institutional and policy framework and capacities to meet the growing challenges in the sector through the state's economic development and increasing demand for road transport infrastructure quality, capacity and connectivity.
2. The groundwork for policy reform and institutional strengthening in the state's roads sector was put in place over 1999-2007 under the first GSHP, also implemented with World Bank assistance. The new GSHP-II will enable the GOG to build on that via its Sector Policy & Institutional Development Component, comprising a range of 'second-stage' roads sector institutional and capacity-development initiatives combined in a new GOG-endorsed Institutional Development Action Plan (IDAP) covering the period 2013 - 2019.
3. The 2013 – 2019 IDAP will be an integral part of the overall Project strategy and shares linkages with - and will be implemented in parallel with - a new sector-level multi-year Governance & Accountability Action Plan (GAAP). The IDAP in 'summary matrix' format will be used between the GOG, the R&BD and the World Bank to guide and monitor the IDAP implementation process and its results relative to a range of clear monitorable targets and milestones in three major fields, viz.
 - **Road Sector Policy & Planning** (roads policy/strategy/planning, safety, governance)
 - **R&BD – centered Capacity Development** (rules, standards, business processes, operations equipment & technology, Information Technology & MIS, staff HRD)
 - **Road Sector Knowledge & Capacity Development** (enhancing sector entities, new centers of excellence, collaborative sector knowledge/skills advancement programs)

4. For the IDAP implementation program, the R&BD will require various forms of external assistance and inputs. In this instance, it has been decided that the implementation of **R&BD Capacity Development Program** will require expert Technical Assistance (TA), to be engaged on the basis of consulting services. The overall assignment and its specific elements involved in this particular consultancy services are given in brief here under (The detailed draft TOR at this stage is made available at www.gshp2.gov.in):
5. **The consulting services (“Services”) include:**
- I. The main objective of the **R&BD Capacity Development Program** consulting services is to assist the R&BD to implement a suite of specific actions to enhance the technical and management policies, processes and skills needed for the Department’s planning, preparation and execution of road infrastructure works and the attendant Quality, Safety, Environment and Social responsibilities and actions, for ongoing R&BD effectiveness in road network infrastructure provision and management.
 - II. The various tasks in this assignment shall be undertaken by the selected TA provider (hereafter referred to as ‘the consultant’) in an integrated manner as one overall ‘package’. The ‘package’ shall also include broadly-based ‘decision-making facilitation and support’ to the Client in the process of submitting findings and recommendations to GOG for decisions where required, and in subsequent decision-implementation action. The consultant shall therefore also provide some expertise in legislative, statutory and/or administrative drafting and documentation at various stages during the overall assignment.
 - III. The focus and contents of some parts of this assignment will involve functions and processes in the R&BD and linked GOG entities that are also being addressed (albeit with different aims) by other Project-funded TA/consulting services, such as the Quality Control / Quality Management operations and services of the Gujarat Engineering Research Institute (GERI). The areas of potential overlap between this assignment and other initiatives will be jointly determined at mobilization. During the assignment, the consultant will be expected to proactively liaise with and consult other providers of relevant TA/consulting services, to help the R&BD to ensure harmonization and integration of related activities and outputs.
 - IV. The Tasks covered under this assignment umbrella are:
 - Task 1: Comprehensive review and updating of R&BD works Code & Manual
 - Task 2: Enhance R&BD capacity in Road Safety in roads development, operation and maintenance
 - Task 3: Strengthen R&BD capacity in Environment and Social safeguards
 - Task 4: Enhancement of R&BD ‘project preparation & implementation’ capacity
 - Task 5: Strengthening R&BD works Quality functions and capacity
 - Task 6: Development and initiation of enhanced R&BD medium-term HR strategy
 - Task 7: Updating of R&BD Training policy, planning and delivery capacity
 - Task 8: Initiating R&BD inter-agency ‘twinning’ and ‘staff interchanges’

6. The Superintending Engineer, Project Implementation Unit, GSHP-II, On behalf Governor Of Gujarat, now invites eligible consulting firms to submit their interest to provide "Consultancy Services for R&BD Centered Capacity Development (R&BD-CD)" (herein after called "Service"). Consultants interested in providing the Service should provide information demonstrating that he has the required qualifications and relevant experience to perform the Services. Consultant may form Joint Venture of not exceeding 3 members to enhance their qualifications or have a sub consultancy agreement. Interested Consultant may apply for the above project based on their eligibility as per eligibility criteria mentioned in Section-IV.
7. Expression of Interest should be submitted in sealed cover and delivered at the Office of The Executive Engineer, SRP Division Mehsana on or before 25/11/2014 by 16:00 hours (IST). It shall be clearly marked **"Expression of interest for "Consultancy Services for R&BD Centered Capacity Development (R&BD-CD)"**.
The submission shall only be made to following address:

Office of the Executive Engineer,
State Road Project Division
Beside Road & Building Sub-division
Opposite Circuit House
Mehsana – 384002
Gujarat
Tel.: + 91 276 2231080

e-mail: se-piu-rnb@gujarat.gov.in

8. R&BD invites eligible consulting Engineering firms / companies / joint ventures to indicate their interest in providing the services in conformity to this document.

The Particulars of Expression of interest Document (Proposal) are:

| | | |
|-----|-----------------------------|--|
| i) | Last date for submission of | 25/11/2014 up to 16:00 hours (IST) |
| ii) | Opening of EOI | 25/11/2014 at 16:30 hours (IST) at: Office of the Executive Engineer, State Road Project Division Beside Road & Building Sub-division Opposite Circuit House Mehsana – 384002 Gujarat Tel: + 91 276 2231080 In the presence of Representatives of applicants who wish to remain present. |

9. A Firm or an individual Debarred by the World Bank in accordance with the anticorruption guidelines shall be ineligible for this Assignment in any form or way. A list of debarred firms and individuals is available at the Banks external website: www.worldbank.org/debarr

10. Interested Consultant may obtain further information at following address:

Office of The Superintending Engineer,
Project Implementation Unit, GSHP-II
Roads and Buildings Department,
Ground Floor, Nirman Bhavan, Sector-10/A
Gandhinagar-382010
Gujarat.

Tel.: + 91 07923252986

Fax: + 91 07923251915

E-mail: se-piu-rnb@gujarat.gov.in

GOVERNMENT OF GUJARAT
(Roads and Buildings Department)
SECOND GUJARAT STATE HIGHWAY PROJECT (GSHP-II)

| | |
|--|---|
| RFP No 6/2014 LOAN No.: IN-8313 | OFFICE OF THE SUPERINTENDING ENGINEER PROJECT IMPLEMENTATION UNIT, GSHP-II, ROADS AND BUILDINGS DEPARTMENT GROUND FLOOR, NIRMAN BHAVAN, SECTOR-10/A, GANDHINAGAR-382010 GUJARAT |
|--|---|

DATE: 15/10/2014

Section-1:
Request for submission of Expression of Interest

To:

Dear Mr./Ms.:

1. The Government of India on behalf of Government of Gujarat (hereinafter called "Borrower") has received financing from the International Bank for Reconstruction and Development (IBRD) (hereinafter called "WB") in the form of a ("loan") (hereinafter called "loan") towards the cost of Second Gujarat State Highway Project (GSHP-II). The Borrower intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Request for Expression of Interest is issued.
2. The Superintending Engineer, on behalf Governor of Gujarat, Project Implementation Unit, Gujarat State Highway Project -II, invites expression of interest to provide the Service from the eligible Consultants. More details of the Service in the form of TOR will be available on website www.gsHP2.gov.in
3. Short listing of eligible Consultants will be as per criteria described in this EOI, in accordance with the policies of the International Bank for Reconstruction and Development (IBRD) detailed in the Guidelines - Selection and Employment of Consultants by World Bank Borrowers- which can be found at the following website: www.worldbank.org
4. The EOI includes the following documents:
Section I - Request for submission of Expression of Interest
Section II - Instructions for submission of Expression of Interest
Section III – Guidelines for Preparation of Expression of Interest
Section IV – Eligibility and short listing Criteria
Annexure -I to VII
5. Details of the EOI's submission date, time and address is as mentioned in EOI Documents.

Yours Sincerely,
Superintending Engineer,
Project Implementation Unit,
Ground Floor, Nirman Bhavan,
Sector-10/A Gandhinagar-382010
Gujarat.

Tel.: + 91 07923252986

Fax: + 91 07923251915

E-mail: se-piu-rnb@gujarat.gov.in

Section-II

Instructions for submission of Expression of Interest:

1. Consultant shall read thoroughly the guidelines provided under section III and IV before preparing EOI proposal.
2. Consultant who the meet short listing criteria given in section IV shall prepare EOI as per the guidelines given in section III. If the Consultant feels to submit certain information not covered in the guidelines would be in his interest, he may submit such information. But required details as per EOI document must be submitted in stipulated formats only.
3. Duly complete in all respects Expression of Interest (Application) must be submitted together with a Letter of Intent not later than **16:00 hours (IST) on 25/11/2014**. Documents in support of all qualification information shall be submitted with application as required. Application of EOI with qualification information shall be furnished on/before the due date of submission at the address shown under para 13 of this section.
4. The Application shall be the basis of drawing up a shortlist of eligible consultants who will be invited to submit proposal for services required.
5. All Applications shall be submitted in English language only.
6. Power of Attorney (on stamp paper duly notarized) of the person submitting the Expression of Interest on behalf of the Applicant shall be attached. Joint Venture (JV) shall not have more than 3 members. One of the members should be a Lead Member. Such Joint venture details and roles, responsibilities shall be submitted duly signed by each member.
7. The Consultant (including the individual members of any Join Venture) shall submit only one Proposal, either in its own name of as part of a Joint Venture member 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.
8. The Application and all related correspondence and documents should be written in the English language only. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
9. R&BD reserves the right to reject any Applications, without assigning any reasons thereof, at any stage.
10. The Applicant shall provide all the information sought under this Qualification Document. R&BD would evaluate only those Applications that are received in the required format and complete in all respects. Incomplete and / or conditional Applications shall be liable to rejection.
11. Detailed TOR will be available on website www.qshp2.gov.in
12. No claims whatsoever will be entertained if submission is not received by due date and time.

13. The submission must be addressed to the following:
Office of the Executive Engineer,
State Road Project Division
Beside Road & Building Sub-division
Opposite Circuit House
Mehsana – 384002
Gujarat
Tel.: + 91 276 2231080
14. The Proposal of EOI must be submitted no later than:
Date: 25/11/2014
Time: 16:00 hours (IST)
15. The opening of EOI Proposal:
Procedure of opening shall be:- EOIs will be opened by SE PIU on stipulated date and time in the presence of member of opening committee and consultant or their authorised representative who have offered the EOI proposal may choose to remain present.
The opening shall take place at:
Office of the Executive Engineer,
State Road Project Division
Beside Road & Building Sub-division
Opposite Circuit House
Mehsana – 384002, Gujarat
Tel.: + 91 276 2231080, e-mail: se-piu-rnb@gujarat.gov.in
Date: 25/11/2014, Time: 16:30 hours (IST)
16. An authorized representative of the Consultant shall sign the original submission letters in the required format for EOI submission and shall initial all pages. The authorization shall be in the form of a written power of attorney attached to the EOI Proposal.
17. The signed EOI shall be marked "ORIGINAL", and its one copy marked "COPY" as appropriate. Copy shall be made from the signed original. If there are discrepancies between the original and the copy, the original shall prevail.
18. The original and the copy of the EOI submission shall be placed inside of a sealed envelope clearly marked "EOI PROPOSAL", to provide "Consultancy Services for R&BD Centered Capacity Development (R&BD-CD)", reference number, name and address of the Consultant, and with a warning "Do NOT OPEN UNTIL 25/11/2014, 16:30 HOURS(IST)."
19. The sealed envelopes containing the EOI submission original and copy shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, -reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "Do NOT OPEN BEFORE DATE 25/11/2014 HOURS 16:30 (IST)".
20. If the envelopes and packages with the EOI are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the EOI.

Section - III

Guidelines for Preparation of Expression of Interest

Following information shall be submitted using given formats and where no formats are specified, appropriate standard format/s may be used.

1. Complete name of firm, date of establishment and type of organization whether individual, proprietorship, partnership, private limited company, public limited company etc. (as per Annexure I).
2. Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address. For consultant of foreign registry, indicate if there is any branch office(s) established in India with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually (as per Annexure I).
3. If present firm is the successor to or outgrowth of one or more predecessor firms, fresh name(s) of former entity (ties) and year(s) of their original establishment with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually (as per Annexure I).
4. Present a brief narrative description of the firms. Information is to be furnished by sole applicant or members of JV individually (as per Annexure I).
5. List of not more than two (2) principals who may be contacted by this Office.
Listed principals must be empowered to speak for him or for the firm on policy and contractual matters. Information is to be furnished by sole applicant or members of JV individually. (as per Annexure I)
6. Under this item, indicate financial figures from consultancy business for past 5 (five) financial years. (as per Annexure II)
7. (i) Organizational strength of consultant and its constituents in case of a JV shall be given. (as per Annexure III)

(ii) Office logistics for consultant and its constituents in case of JV in terms of office space, Engineering software. Availability of engineering software which are web enabled and have less than 10 concurrent user license shall be mentioned. (as per Annexure IV).
8. Consultant's experience shall be given under four categories.
 - A. Assignment involving capacity building/capacity development of government owned road agencies in any developing country
 - B. Institutional assignment involving review of and preparation of various Manuals/Guidelines on functional areas of road agencies (like Project Preparation, Quality, Environmental and Social Aspects etc.) for a road sector institution in a developing country.
 - C. Assignment involving Training and HR Strategies for road sector agencies in any developing country.
 - D. Other institutional and/or Road Safety Policy/Capacity Building assignments.
(as per Annexure V)
9. As many references from employers as the consultant (for each member in case of JV) may choose shall be submitted as per Annexure-VI.
10. An undertaking for supply of true information shall be given as per Annexure VII.

Section - IV
Short Listing Criteria

a. Annual Turn over

- 1) Annual turnover of any one of the last five financial years i.e. from 2009 -2010 to 2013-2014 updated to the current financial year shall be more than Rs 25 crores. In case of JV, the lead member shall have more than Rs 15.30 Crores of annual turnover (updated) of any one of the last five financial years. This threshold for each other member shall be Rs 10 crores.
- 2) For arriving at updated value, turnover of any financial year shall be multiplied by the enhancement factor corresponding to that year.

b. Experience

- A.** Assignment involving capacity building/capacity development of government owned road agencies in any developing country
- B.** Institutional assignment involving review of and preparation of various Manuals/Guidelines on functional areas of road agencies (like Project Preparation, Quality, Environmental and Social Aspects etc.) for a road sector institution in a developing country.
- C.** Assignment involving Training and HR Strategies for road sector agencies in any developing country.
- D.** Other institutional and/or Road Safety Policy/Capacity Building assignments.

For JV, Prime Consultant must have completed at least three types of assignments out of the four mentioned above and the JV partner must have done the remaining type of assignment.

For sole consultant, he must have completed each of the above four types of assignments. All the assignments must have been funded by World Bank or by any other multi donor banks in any developing country.

Annexure-I

**Expression of Interest Form for Consulting Engineering Firm or Joint Venture
(To be filled up by each of the constituent in case of a Joint Venture)**

1.

| Consultant | Date of Establishment | Country | Type of organization | | | |
|------------|-----------------------|---------|----------------------|-------------|-------------|-------|
| | | | Individual | Partnership | Corporation | Other |
| Name | | | | | | |

2. Corporate/registered Office / Business Address / Telephone Nos. / Cable Address/Email address of consultant and its branch offices for Consultant (including members in case of JV)
3. Consultant's former name and year of establishment (including that of members in case of JV)
4. Narrative description of Consultant firms if any (Use other sheet, if necessary)
5. Name of, not more than two (2) principals who may be contacted with title, telephone number/ fax number, E mail address.

Annexure II

Financial Statement of the last five financial years.

Rupees in Cr.

| Sr. No. | Particulars | | 2013-2014 | 2012-2013 | 2011-2012 | 2010-2011 | 2009-2010 |
|---------|--|-----------------|-----------|-----------|-----------|-----------|-----------|
| 1. | Annual turnover from Consulting business | Lead member | | | | | |
| | | other member(1) | | | | | |
| | | other member(2) | | | | | |
| 2 | Net Profit. | Lead member | | | | | |
| | | other member(1) | | | | | |
| | | other member(2) | | | | | |

Notes:

- i. Values should be duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned.
- ii. The amount shall be stated in Indian Rupees (INR).
- iii. For the purpose of short listing, conversion to Indian Rupees shall be based average of the buying and selling rates of Reserve Bank of India as on the Proposal submission date.
- iv. In case the exchange rate for any currency is not available as per the provision of this section, then R&BD reserves the right to use the rate available from an alternative source at its sole discretion.

| Sr. No. | Year | Updating factor |
|---------|-----------|-----------------|
| 1 | 2013-2014 | 1.0 |
| 2 | 2012-2013 | 1.1 |
| 3 | 2011-2012 | 1.21 |
| 4 | 2010-2011 | 1.2221 |
| 5 | 2009-2010 | 1.34431 |

Annexure IV

Office Logistics and software availability

- (A) Office space in sq. m. and ownership status
- (B) List of software

| Name of software | Whether web enabled? | Number of concurrent users permitted | cost of purchase in Rs. | Year of purchase | Utility and functions of the software |
|------------------|----------------------|--------------------------------------|-------------------------|------------------|---------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Annexure V

Details of Experience

| Sr No | Projects Name / Year | Type of services rendered including (A, B,C and D)@ | <i>Cost of the assignment of category A Rs. In cr.</i> | <i>Cost of the assignment of category B Rs. In cr</i> | <i>Cost of the assignment of category C Rs. In cr</i> | <i>Cost of the assignment of category D Rs. In cr</i> | Client (With complete address, contact person, telephone No. Fax No and E mail address) | Fee in INR (Applicant's share in case of JV) | Duration in months | Funding Agency |
|-------|---|---|--|---|---|---|---|--|--------------------|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1 | Sole Consultant or for each of the members | | | | | | | | | |
| | (a) Funded by WB | | | | | | | | | |
| | (b) Funded by Multi Doner bank (other than | | | | | | | | | |
| | (c) India | | | | | | | | | |

A. Assignment involving capacity building/capacity development of government owned road agencies in any developing country

B. Institutional assignment involving review of and preparation of various Manuals/Guidelines on functional areas of road agencies (like Project Preparation, Quality, Environmental and Social Aspects etc.) for a road sector institution in a developing country.

C. Assignment involving Training and HR Strategies for road sector agencies in any developing country.

D. Other institutional and/or Road Safety Policy/Capacity Building assignments.

Note: **only those assignments shall be considered for which consultant has provided services as lead member in case that work is done by a JV.**

Each assignment shall be supported by following details:

Name of Overall assignment: _____

Location of Overall assignment: _____

Owner's Name and Address: _____

Completion (Actual/Estimated vis-à-vis Stipulated): _____

Description of assignment: _____

Description of Services provided by the firm: _____

Authorized Signatory
Name of Client

Annexure-VI

Employer's references

Annexure VII

Undertaking

I certify that the information in the above Expression of Interest forms is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualified this application straightaway.

President / Managing Director
or
Authorized Signatory of Applicant