

RFP Reference No.:- NHB/PF&TPD/RFP – Project Finance Manual/10409/2015

**Request for Proposal for preparing
Project Finance Manual of National Housing Bank**

Project Finance and Technology Promotion Department

Head Office, National Housing Bank

Core 5-A, 4th Floor, India Habitat Centre, Lodhi Road,

New Delhi – 110 003

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1. BID CALENDER		
1.	Date of commencement of bidding	24/10/2015
2.	Pre-Bid meeting with Bidders (date and time)	02/11/2015 15:00 hrs
3.	Last date and time for closure of bidding and receipt of Bid Documents	16/11/2015 18.00 hrs
4.	Date and Time of Technical Bid Opening	17/11/2015 12:00 hrs
5.	Earnest Money Deposit Amount	Rs. 50,000/-
6.	Place of opening of Bids	National Housing Bank, Head Office, Core 5-A, 5 th Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

Note:- Technical Bids will be opened in the presence of Bidders who choose to attend as above.

2. ABOUT NATIONAL HOUSING BANK

National Housing Bank was established under the National Housing Bank Act, 1987 (Central Act No. 53 of 1987) to operate as a principal agency to promote housing finance institutions both at local and regional levels and to provide financial and other support to such institutions and for matters connected therewith or incidental thereto. NHB is wholly owned by the Reserve Bank of India. NHB has also been notified as a Public Financial Institution (PFI) under section 4A of the Companies Act, 1956.

NHB perform three main activities viz., regulation and supervision of Housing Finance Companies, promotion and development of housing finance market and providing financial assistance to eligible institutions.

The Project Finance (direct lending) activities of the Bank are being undertaken in terms of Section 14 (ba) of the Act. The aim of the Bank's Project Finance Policy is to facilitate increase in the overall housing stock in the country through supply side intervention with special emphasis on the housing needs of the economically weaker sections of society. Through direct finance window, the Bank endeavours to extend financial support to the housing programmes favouring the un-served and the underserved segments of the population

3. PURPOSE

The purpose of RFP is to solicit proposals from the eligible consultancy firm to undertake preparation of Project Finance Manual to lay down the procedure/ guidelines relating to appraisal, sanction, disbursement, accounting, monitoring etc.

4. OBJECTIVE

To prepare a comprehensive Project Finance Manual that would act as ready reckoner for the officers and would provide detailed steps to be followed at various stages of project finance viz. loan origination, loan appraisal & sanction, risk assessment, documentation, disbursement, accounting, off site and on site monitoring, MIS framework taking into consideration the various policies of the Bank and guidelines issued by the Reserve Bank of India from time to time in this respect.

The manual would review the existing practices and procedures and rationalise the same to make them tailor-made for each category of borrower and different eligible purposes.

5. SCOPE OF WORK AND DELIVERABLES

To design and develop the Project Finance Manual for National Housing Bank. The Manual must take care of the specific requirements of the compliance with the Project Finance Policy of the Bank, guidelines issued by the Reserve Bank of India.

5.1 The broad scope of the Manual will be as follows:

- a) Review the existing process, tools and techniques employed for project appraisal and parameters considered in project appraisal as well as documentation, adequacy of MIS, loan monitoring system.

- b) Prepare a check list of activities to be undertaken at the time of appraisal, sanction, disbursement and post disbursement, monitoring etc. of the project.
- c) Define the job cards for different level of activities - clearly lay down roles and responsibilities of the initiator and reviewer for activities like processing, recommending, sanctioning, monitoring, recovery etc.
- d) Prepare a format for project finance loan application form to be obtained from various category of institutions for appraisal of various categories of borrowers. The category-wise list of eligible entities is attached in Annexure VII.
- e) Design a standardized credit proposal template for each category of institution in order to ensure proper due diligence taking into account the RBI Guidelines and the Project Finance Policy of the Bank. The manual would also provide the methodology to assess financial viability of the project, cash flow analysis of the project, calculation of various ratios for appraisal, defining the minimum benchmarks for eligibility of projects, assessment of various types of risks associated with the project.
- f) Prepare the list of activities for legal appraisal and list of securities/collateral to be obtained from borrowers to secure the loan completely.
- g) Prepare a format for obtaining Quarterly Progress Report for monitoring of projects.
- h) Design a format/ check list (category of borrower wise) for inspection to be used by inspecting officers for onsite monitoring of the project.
- i) Document the accounting entries, calculation method for interest, penal interest in respect of performing and NPA loan accounts and appropriation of funds received in line with accounting standard and general banking practice.
- j) Define the procedure for recovery of overdues and NPA accounts in accordance with Recovery Policy of the Bank.
- k) Prepare a template for appraisal to be carried out during restructuring of bad loans, One Time Settlement (OTS) taking into consideration the provisions of applicable RBI guidelines and the policy of the Bank.
- l) Prepare a list of all compliances and reporting (including design of MIS for various internal/external reporting) pertaining to project finance as per the guidelines laid down by RBI.
- m) Provide training of one day to staff of NHB on the finalized project finance manual.

6. INSTRUCTIONS TO BIDDERS

The eligibility criteria for bidders is defined at para 7.1 of the RFP. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all

information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

- All costs and expenses incurred by respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by NHB, will be borne entirely and exclusively by the Respondent.
- No binding legal relationship will exist between any of the respondents and NHB until execution of a contractual agreement.
- Each recipient acknowledges and accepts that NHB may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s).
- A recipient will, by responding to NHB for RFP, be deemed to have accepted the terms of this RFP.
- Recipients are required to direct all communications related to this RFP, through the Nominated Point of Contacts:

	Vikram Deva	R. Bhattacharya
Position	Manager	Deputy General Manager
e-mail	vikramd@nhb.org.in	ritab@nhb.org.in
Telephone	011-24648648	011-24620424
Mobile	9910603585	9717691288

- NHB may, in its absolute discretion, seek additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that respondent's response.
- Respondents should provide details of their contact person, telephone, fax, email and full address to ensure that replies to RFP could be conveyed promptly.
- If NHB, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then NHB reserves the right to communicate such response to all respondents.
- NHB may, in its absolute discretion, engage in discussion or negotiation with any respondent (or simultaneously with more than one respondent) after the RFP closes to improve or clarify any response.
- NHB will notify all short-listed respondents in writing or by mail or by publishing in its website as soon as possible about the outcome of their RFP. NHB is not obliged to provide any reasons for any such acceptance or rejection.
- The selection process consists of three phases viz., 1) Minimum Eligibility Criteria 2) Technical Evaluation and 3) Commercial Evaluation. Evaluation Criteria proposed to be adopted would

be based on Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 70 and Commercial Bid Score a weightage of 30.

- The bids qualifying the Minimum Eligibility Criteria will be eligible for further evaluation and subsequently the bids qualifying both Minimum Eligibility Criteria and Technical Evaluation will be eligible for Commercial Evaluation.

6.1 Pre-Bid Meeting

For the purpose of clarification of doubts of the bidders on issues related to this RFP, NHB intends to hold a Pre-Bid meeting on the date and time as indicated in the RFP. The queries of all the bidders, in writing, should reach by e-mail on or before 02.11.2015 by 15:00 hrs at the e-mail address as mentioned above. It may be noted that no queries of any bidder shall be entertained if received after the Pre-Bid meeting. Clarifications on queries will be given in the Pre-Bid meeting. Only the authorized representatives of the bidders will be allowed to attend the Pre-Bid meeting.

6.2 Soft Copy of Tender Document

The soft copy of the tender document will be made available on NHB's website <http://www.nhb.org.in>.

6.3 Erasures or Alterations

The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. NHB may treat offers not adhering to these guidelines as unacceptable. NHB may, at its discretion, waive any minor non conformity or any minor irregularity in the offer. This shall be binding on all bidders and NHB reserves the right for such waivers.

6.4 Amendment to the bidding document

- At any time prior to the deadline for submission of Bids, the Bank, for any reason, may modify the Bidding Document, by amendment.
- The amendment will be posted on Banks website www.nhb.org.in.
- All Bidders must ensure that all amendments/enhancements (if any) in the RFP have been considered by them before submitting the bid. Bank will not have any responsibility in case some omission is done by any bidder.
- The Bank at its discretion may extend the deadline for the submission of Bids.

6.5 Language of Bid

The bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be written in English.

6.6 Masked Commercial Bid

The bidder must submit a masked commercial bid also which is a copy of the authorized bid (as per the format specified by NHB after masking the prices). This is mandatory. The bid may be disqualified if it is not submitted by masking it properly.

NHB reserves the right to cancel the bid at the time of commercial evaluation, if the format/detail (except price) of 'Masked Commercial Bid' does not match with the format/detail of actual Commercial Bid submitted.

6.7 Documents Comprising the Bid

- The bid consists of two bids viz., technical bid and commercial bid
- Documents comprising the **TECHNICAL BID** should be:
 - ✓ Bidder Information as per **Annexure I**
 - ✓ Details of the Proposed work as per **Annexure I** :
 - ❖ Methodology to be adopted
 - ❖ Composition and details of the team for the proposed work including qualification, experience etc.
 - ✓ Documentary evidence to support experience and performance of the Bidder as per **Annexure I**.
 - ✓ Information on minimum eligibility criteria as per **Annexure III**
 - ✓ Documentary evidence establishing that the Bidder is eligible to Bid and is qualified to perform the contract i.e., minimum eligibility criteria as per **Annexure –III**.
 - ✓ Compliance Statement Declaration as per **Annexure II**
 - ✓ A Covering letter as per **Annexure IV**.
 - ✓ Any extra information may be provided as a separate section at the end of Technical Bid document.
 - ✓ The proof of the payment in favour of National Housing Bank to of Rs.50,000/- towards EMD (refundable).
 - ✓ Soft copy of minimum eligibility criteria, technical bid, masked commercial bid.
 - ✓ Masked Price Bid listing all the components as listed in Commercial Bid, without indicating the price as per **Annexure VI**.
 - ✓ Duly filled ECS Mandate Form as enclosed in **Annexure-VIII**
 - ✓ Any technical Bid containing price information will be rejected. Bids without EMD amount will also be rejected.
- Documents comprising the **COMMERCIAL BID** should be:
 - ✓ Complete Commercial bid as per **Annexure VI** with a covering letter as per **Annexure V**.
 - ✓ Price bids containing any deviations or similar clauses may be summarily rejected.

6.8 Earnest Money

The bidder has to submit the bid earnest money deposit of Rs. 50,000 (Rs. Fifty Thousand only) by way of an e-payment in favour of National Housing Bank. The Accounts details are given below:

Beneficiary Name	National Housing Bank
Beneficiary Address	Core 5A, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi 110 003
Beneficiary Bank Name	State Bank of Hyderabad
Beneficiary Bank Branch Address	Pragati Vihar Delhi Branch, Ground Floor, Core-6, Scope Complex, Lodhi Road, New Delhi – 110 003
Type of Bank Account	Current account
Beneficiary Bank A/C No	52142903844
IFCS code of Bank branch	SBHY0020511
MICR No	1100004005

The proof of the payment should be enclosed and put in the envelope containing the Technical Bid; in the absence of which the bid may not be considered for further evaluation. The bidders are also required to submit ECS Mandate Form as enclosed in **Annexure-VIII**.

- Any bid received without EMD in proper form and manner shall be considered unresponsive and rejected.
- Request for exemption from Security Deposit will not be entertained.
- The EMD amount of all unsuccessful bidders would be refunded on completion of the tendering process.
- Successful Bidder will be refunded the EMD amount after execution of Service Level Agreement (SLA), Non-Disclosure Agreement (NDA) and submission of Performance Bank Guarantee for 10% of total contract value.
- The EMD security may be forfeited:
 - ❖ If a Bidder withdraws its bids during the period of bid validity
 - ❖ If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of the contract
 - ❖ In case of successful Bidder, if the Bidder fails to Sign the contract.

6.9 Price

- The Price quoted by the Bidder should include all costs.
- Bids to be quoted in Indian Rupee only.
- The price should be valid for entire contract period.
- The offer should be as per commercial bid format in Annexure VI.
- Bid submitted with adjustable price quotation will be treated as non-responsive and will be rejected.

6.10 Requirement Study

The selected vendor has to depute its officials at NHB Delhi for detailed requirement study within 10 days of placement of work order.

6.11 Period of Validity of Bids

- Prices and other terms offered by Bidders must be valid for an acceptance period of six months from the date of submission of Commercial Bid.
- In exceptional circumstances the Bank may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.

6.12 Format and Signing of Bids

Each bid shall be in two parts:

- Part I: consists of MINIMUM ELIGIBILITY CRITERIA, TECHNICAL BID and MASKED COMMERCIAL BID [price bids without any price]. The above contents will be referred to as “**TECHNICAL PROPOSAL**”
- Part II : covering only the COMMERCIAL BID herein referred to as “**COMMERCIAL PROPOSAL**”
- The Original Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall initial all pages of the Bids, except for unamended printed literature.
- Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person signing the Bids.

6.13 Sealing and Marking of Bids

- The Bidder shall seal the envelopes containing Technical and Commercial proposals separately.
- The bidders shall duly seal each envelope and place both envelopes in a third envelope, which shall also be sealed. Both inner envelopes should be superscripted “Technical Bid” and “Commercial Bid”.
- The third/outer envelope should be NON-WINDOW, superscripted with “**Request for Proposal for Preparation of Project Finance Manual**”.
- The envelope shall be addressed to the Bank at the address given below:

The Deputy General Manager, PF&TP Department
National Housing Bank
Core 5A, 4thFloor, India Habitat Centre
Lodhi Road
New Delhi – 110003

- All envelopes should indicate on the cover the name and address of bidder along with contact number.
- If the envelope is not sealed and marked, the Bank will assume no responsibility for the Bid's misplacement or its premature opening.

6.14 Deadline for submission of Bids

- The bids must be received by the Bank at the address specified, not later than the last date of bid submission as indicated above.
- In the event of the specified date for the submission of bids, being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.
- The Bank may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the Bank and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

6.15 Late Bids

Any bid received by the Bank after the deadline for submission of bids prescribed by the Bank will be rejected and returned unopened to the bidder.

6.16 Modification And/Or Withdrawal of Bids:

- The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification including substitution or withdrawal of the bids, is received by the Bank, prior to the deadline prescribed for submission of bids.
- The Bidder modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by Fax, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- No bid may be modified after the deadline for submission of bids.
- No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its EMD.
- Bank has the right to reject any or all tenders received without assigning any reason whatsoever. Bank shall not be responsible for non-receipt / non delivery of the bid documents due to any reason whatsoever.
- The Bank also reserves the right to accept the bids in full or parts as per its requirement and decision.

6.17 Clarification of Bids

During evaluation of Bids, the Bank, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (Fax/e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

6.18 Preliminary Examinations

- The Bank will examine the Bids to determine whether they are complete, the documents have been properly signed, supporting papers/documents attached and the bids are generally in order.
- The Bank may, at its sole discretion, waive any minor irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- The decision of the Bank is final towards evaluation of the bid documents.

6.19 Contacting the Bank

- Bidder shall NOT contact the Bank on any matter relating to its Bid, from the time of opening of Bid to the time a communication in writing about its qualification or otherwise received from the Bank.
- Any effort by the Bidder to influence the Bank in its decisions on Bid evaluation, Bid comparison may result in the rejection of the Bidder's Bid.

7. Bids evaluation Methodology

7.1 Eligibility Criteria for Bidders

- a) Limited Company (Public or Private) or a partnership firm.
- b) Minimum Turnover of Rs. 40 crore from advisory services segment
- c) Minimum staff strength of 100 in the advisory services segment in India
- d) Number of years in establishment should be at least 10 years with a minimum of 3 years in India
- e) The advisory segment in India should have a positive net worth as per latest audited balance sheet.

7.2 Bidding Process

Quality cum Cost Based System (QCBS)

Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 70 and Commercial Bid Score a weightage of 30.

7.3 Evaluation of Technical Bids

Criteria and Point system for the evaluation of the Technical Bids are as under:

		Maximum Marks
	Experience in terms of no. of projects/assignments undertaken with All India Term Lending and Refinancing Institutions (i.e. NHB, EXIM Bank, SIDBI, NABARD) or Housing Finance Companies registered with NHB	15
	> 02 projects	15 marks
	>0<=02 projects	10 marks
	Experience of preparing Project Finance Manual for providing Financial assistance for housing projects	20
	One Manual	15 marks
	Two or more Manuals	20 marks

<p>Constitution of the Team</p> <p>Banking Expert with experience of working in a scheduled commercial bank and having experience in preparing project finance/process/user manuals</p> <p>Less than 7 years 5 marks 7 to 10 years 10 marks More than 10 years 15 marks</p> <p>Project Finance Expert with experience of working in a scheduled commercial bank/housing finance company and involved in appraisal, credit, operations and recoveries</p> <p>Less than 7 years 5 marks 7 to 10 years 10 marks More than 10 years 15 marks</p> <p>Accounting (ICWA/CA) expert with experience of undertaking audit, preparing financial manual</p> <p>Less than 7 years 5 marks 7 to 10 years 10 marks More than 10 years 15 marks</p> <p>Bidder will propose one amongst the above three experts as the Team Leader for the assignment. Bidder may include additional members in their team to support the above three experts to deliver the scope of assignment as defined in this document.</p>	<p>45</p>
<p>Presentation on approach and methodology by the Bidder</p>	<p>20</p>
<p>Total Marks</p>	<p>100</p>

- **The minimum qualification score for the Technical Bid is 70 to be eligible for Commercial Evaluation.**
- **Bidders who fail to score minimum 70 marks in Technical Evaluation will not be eligible for further evaluation and their sealed Commercial Bids shall be returned.**

7.4 Evaluation of Financial/ Commercial Bids

The Financial/ Commercial Bids of only eligible bidders who are able to get the minimum qualifying score in the Technical Bid shall be considered.

The evaluation of the Financial Bids would be as follows:

- The lowest bid will be assigned the maximum Financial Score of 100 points.
- The Financial Scores of the other Financial Bids will be computed relative to the lowest evaluated Financial Bid.
- The Financial Score computing methodology is as follows:

$$\text{Financial Score}_{\text{Bid under consideration}} = \frac{100 \times \text{Price}_{\text{Lowest Bid}}}{\text{Price}_{\text{Bid under consideration}}}$$

7.5 Final/Aggregate evaluation of Bids

Proposals would be ranked according to their Final Score arrived at by combining Technical and Financial Scores as follows:

$$\text{Final Score} = \text{Technical Score} \times T + \text{Financial Score} \times F$$

(T - Weightage given to the Technical Bid, F - Weightage given to the Financial Bid,
T + F = 1)

Weightage for the bids are as follows:

Technical Bid	70%
Financial Bid	30%
Total Weightage	100%

The firm achieving the highest combined Technical and Financial Score will be invited for negotiations

The Bank reserves the right to revise the evaluation criteria, methodology, distribution points and weightages; if it finds it necessary to do so.

The Bank will place the work order with the selected bidder. The contract will be valid for 6 months.

7.6 Timeframe and Implementation Schedule

The project must be completed within 16 weeks from the date of award of contract. The following table gives the activities, outputs along with the timeframe and implementation schedule.

Activities	Weeks from the date of award of contract																Outputs
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Signing of Service Level Agreement (SLA) & Non-Disclosure Agreement (NDA).																	Service Level Agreement (SLA) & Non-Disclosure Agreement (NDA).
Preparation of Draft Manual																	Draft PF Manual
Finalization of Manual & Training																	Final PF Manual and Training Programme

8. Payment Terms

- a) The selected Bidder will be required to provide a 10% of the total cost of project as Performance Guarantee, in the form of bank guarantee from a scheduled commercial bank. The performance guarantee should be valid till at least three months period beyond the expiry of contract period. The PBG must be submitted within a week from the date of work order.
- b) 40% of the project cost after the submission and approval of the Draft Project Finance Manual and presentation of the same to the senior/top management of NHB
- c) 40% of the project cost after the submission and approval of the Final Project Finance Manual
- d) 20% of the project cost after providing training to staff of NHB on the finalized project finance manual and sign off.
- e) On faithful execution of contract in all respects, the Performance Guarantee of the Bidder shall be released by NHB.
- f) The applicable tax component must be clearly indicated at the time of invoicing.

9. General Terms and Conditions

- a) The Bidder is expected to peruse all instructions, forms, terms and specifications in this RFP and its Annexure. Failure to furnish all information required in the RFP Documents, in the formats prescribed or submission of a proposal not substantially responsive or submission of unnecessary additional information as part of response to this RFP Document in every respect may result in rejection of the proposal.
- b) At any time prior to the deadline for submission of Bids NHB may, for any reason, whether at his own initiative or in response to a clarification requested by prospective Bidders,

modify the RFP by amendment, which will be placed on the bank's website for information of all prospective Bidders.

- c) All such amendment shall become part of the RFP and same will be notified on bank's website. The Bidders are required to have a watch on bank's website for any such amendment.
- d) Bidder must take into consideration each and every line of this RFP document while preparing technical and commercial proposal for the project. Bidder is requested to get any issue clarified by NHB before submitting the responses. The bids submitted should be complete in all respect meeting all deliverables under the project. It will be sole responsibility of the selected service provider to deliver each and everything as per the scope of the project during the contracted period. NHB will not be responsible in case of any requirement is underestimated or any requirement is not interpreted in right direction.
- e) NHB reserves the right to extend the dates for submission of responses to this document with intimation on the bank's website.
- f) NHB reserves the right to change the requirement specifications and ask for the revised bids or the tendering process without assigning any reasons.
- g) NHB shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason whatsoever. NHB reserves the right to make any changes in the terms and conditions of purchase. NHB will not be obliged to meet and have discussions with any bidder, and or to listen to any representations. NHB reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason. The decision of NHB in this regard is final and no further correspondence in this regard will be entertained.
- h) Notwithstanding anything to the contrary contained in the contract, NHB shall be at liberty to invoke the Performance Bank Guarantee in addition to other remedies available to it under the contract or otherwise if the selected Bidder fails to fulfill any of the terms of contract / order or commits breach of any terms and conditions of the contract.
- i) On faithful execution of contract in all respects, the Performance Guarantee of the Bidder shall be released by NHB.
- j) Bidder must deploy manpower having requisite qualification, experience, skill set etc. for the project.
- k) NHB reserves the right to call for any additional information and also reserves the right to reject the proposal of any Bidder if in the opinion of NHB, the information furnished is incomplete or the Bidder does not qualify for the contract.
- l) The Commercial and Technical bids will have to be signed on all pages of the bid by the authorized signatory. Unsigned bids would be treated as incomplete and would be rejected.

- m) By submitting a proposal, the Bidder agrees to promptly contract with NHB for any work awarded to the Bidder [Service Provider]. Failure on the part of the awarded Bidder to execute a valid contract with NHB, will relieve NHB of any obligation to the Bidder, and a different Bidder may be selected.
- n) Any additional or different terms and conditions proposed by the Bidder would be rejected unless expressly assented to in writing by NHB.
- o) Time and quality of the service are the essence of this agreement.
- p) The selected bidder will sign **Service Level Agreement (SLA) & Non-Disclosure Agreement (NDA)** with NHB.

10. Termination & Penalty Clause

- a) NHB reserves its right to terminate the contract partially or fully in the event of one or more of the following situations:
 - Bidder fails to prepare and submit the Project Finance Manual within the stipulated time as per contract or within any extension thereof granted by the Bank.
 - In any case, the project should not be extended beyond 24 weeks from the date of award of contract. In such case, the Bank reserves the right to cancel the contract, forfeit all charges due and invoke the PBG submitted by the bidder.
 - Bidder fails to perform any other obligation(s) under the contract.
 - However either party, in the case of termination, will give 3 months' notice to the other party.
 - Post termination, no claim/return, whatsoever, from the bidder shall be entertained by the Bank.
- b) The Bank may, at any time terminate the contract by giving written notice to the Consultant if the consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.
- c) Penalty Clause

Penalty, except in case of force majeure events, will be charged as 2% of the total project cost per week delay in project completion with a maximum of 10% of the project cost.

Annexure - I

Part I -Bidder Information

Please provide following information about the Company (Attach separate sheet if required):

S. No.	Information	Particulars / Response
	Company Name	
	Date of Incorporation	
	Type of Company [Pub. Ltd / Pvt. Ltd/Partnership Firm]	
	Registration No. and date of Registration. (Registration Certificate to be enclosed)	
	Address of Registered Office with contact numbers [phone / fax]	
	PAN No. Service Tax No.	
	Contact Details of Bidder authorized to make commitments to NHB	
	Name	
	Designation	
	FAX No	
	Mail ID	
	Company Head Office and Address Contact Person(s) Phone Fax E-mail Website	
	a) Experience in terms of no. of projects/assignments undertaken with All India Term Lending and Refinancing Institutions (i.e. NHB, EXIM Bank, SIDBI, NABARD) or Housing Finance Companies registered with NHB.	

	<p>b) Experience (in terms of number of manuals) of preparing Project Finance Manual for providing financial assistance for housing projects.</p> <p>Constitution of Team</p> <p>1. Experience of Team Members:</p> <p>a) Banking Expert with experience of working in a scheduled commercial bank and having experience preparing project finance/process/user manuals</p> <p>b) Project Finance Expert with experience of working in a scheduled commercial bank/housing finance company and involved in appraisal, credit, operations and recoveries</p> <p>c) Accounting (ICWA/CA) expert with experience of undertaking audit, preparing financial manual</p> <p>The detailed CV of each expert should be included by Bidder demonstrating adequacy for the assignment and relevant experience.</p>	
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Note	<ol style="list-style-type: none">1. Bidder response should be complete, Yes/No answer is not acceptable.2. Documentary proof, sealed and signed by authorized signatory, must be submitted3. Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof.
------	--

Part II -Project Information

	Methodology of the proposed work 1. Requirement Study (Details including time & scope involved) 2. Preparation of the Manual 3. Training to staff	
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Signature of Bidder

NAME OF THE AUTHORISED SIGNATORY

Annexure - II

COMPLIANCE STATEMENT
DECLARATION
Terms and Conditions

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

Signature:

Seal of company

Annexure-III

Minimum Eligibility

Following format has to be filled by the Bidder and has to be submitted in a separate envelope along with softcopy and relevant documentary proof.

Minimum Eligibility Criteria	Bidder's Response
Limited Company (Public or Private)/Partnership Firm	
Minimum Turnover of Rs. 40 crore from advisory services segment	(to be supported by CA Certificate)
Minimum staff strength of 100 in the advisory segment in India	
Number of years in establishment should be at least 10 years with a minimum of 3 years in India	
The advisory segment in India should have a positive net worth as per latest audited balance sheet	(to be supported by CA Certificate)

Place :

Date :

Name and Signature with Seal

Note	<ol style="list-style-type: none">1. Bidder response should be complete, Yes/No answer is not acceptable.2. Documentary proof, sealed and signed by authorized signatory, must be submitted3. Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof.
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Annexure - IV

Letter to be submitted by bidder along with bid documents

To
The Deputy General Manager
National Housing Bank,
Project Finance and Technology Promotion Department
Head Office
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi - 110003

Sir

Reg: Our bid for Preparation of Project Finance Manual

We submit our Bid Document herewith.

If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

We understand that you are not bound to accept the lowest or any bid received by you, and you may reject all or any bid; you may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

We understand that the names of short listed bidders after the completion of first stage (Technical Bid) and the name of the successful bidder to whom the contract is finally awarded after the completion of the second stage (Commercial Bid), shall be communicated to the bidders either over phone/e-mail/letter.

Yours faithfully,

For _____

Signature _____

Dated at _____ / _____ day of _____ 20_.

Name _____

Address _____

(Authorised Signatory)

Annexure -V

Commercial Bid Covering Letter

Date :

**The Deputy General Manager
National Housing Bank,
Project Finance and Technology Promotion Department
Head Office
Core 5-A, 5thFloor, India Habitat Centre, Lodhi Road,
New Delhi - 110003**

Dear Sir,

Commercial Bid -Preparation of Project Finance Manual

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your Request for Proposal *[Insert RFP Number]*, and our Proposal (Technical and Commercial Proposals). The total fee is inclusive of all out of pocket expenses that we might incur and there will be no additional charges except the applicable taxes.

Our commercial proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal, i.e., *[Insert date]*.

Yours faithfully,

For

Signature

Name

Address

(Authorised Signatory)

Annexure -VI
Commercial Bid Format

The structure of the Bidder's commercial response to this tender must be as per following format. Any extra information may be provided as separate section. Commercial Bid Response must be submitted with Commercial Bid covering letter specified in Annexure V Bidders are requested to note the following:

- All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- Masked commercial bids must be given with technical bid. All the pages of commercial bids must be sealed and signed by authorized signatory.
- All the rates must be quoted in INR.

Particulars	Amount/Rate (In Rs.)
Total Cost of preparation the Project Finance Manual along with Training to NHB staff	

(The above price must be exclusive of applicable taxes. The taxes at actual will be paid by the Bank)

Note: The bidder has to submit the commercial bid only in the above format. Providing commercial proposal other than this format may reject the bid

Eligible Entities for Project Finance

1. Public Agencies

The Bank seeks to provide financial assistance to the following public agencies for their housing programmes:

- State Housing Boards/Improvement Trusts
- State Slum Clearance Boards/ Authorities
- Development Authorities
- Municipal Corporations/Councils, Urban Local Bodies
- New Town Development Agencies
- Local Authorities for housing & urban development
- Housing Welfare Organizations of Central and State Government employees like CGEWHO, AWHO, AFNHB, IRWO etc.
- Other Agencies set up for specific housing programmes.
- Agencies set up by government to provide housing to specific target groups like state Police Housing Corporations.
- State governments for supplementing funds requirements for their employees' rental/ownership housing.
- Other corporations set up by state/central governments to meet the housing needs of different segments of people.
- SPVs set up by public housing agencies / public financial institutions, solely or jointly with private sector either for specific project or on a continuing basis.
- Affordable Housing projects under Public Private Partnership models in line with State Housing Policies wherein Public Agencies appointed as a nodal agency for construction/ implementing large scale construction of Affordable Housing (with focus on EWS & LIG housing)by involving Private developers in the construction of EWS/LIG categories of houses on a turnkey basis.
- MFI

The following projects of Public Housing Agencies will be eligible for financial support:

- Slum rehabilitation/slum improvement Projects.
- Residential Housing Projects.
- Township cum housing development project.
- Land acquisition for the purpose of township and housing development.
- Land development for housing construction.
- Turn-key housing projects
- Programme lending for special housing projects undertaken consequent to natural calamities.
- Infrastructure development for housing settlements.
- Rental housing projects

2. Cooperative Societies

Facility of construction financing will be extended to cooperative societies, etc. for undertaking residential housing for their members. The loan tenure will be co-terminus with the project period.

3. Corporates:

Facility for construction financing will be extended to Corporates for their employees' rental/ownership housing.

4. Micro Finance Institutions undertaking housing projects

5. Affordable housing projects undertaken by Private Builders/Developers.

ECS MANDATE
FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF
PAYMENT FROM NATIONAL HOUSING BANK

(Please fill in the information in CAPITAL LETTERS)

1. Name of the vendor/supplier _____

2. Address of the vendor/supplier _____

City _____ Pin Code _____

E-mail id _____

Phone /Mobile No. _____

Permanent Account Number (PAN) _____

Service Tax Registration No. _____

TIN No. _____

3. Particulars of Bank Account

A. Name of Account same as in the Bank _____

B. Name of the Bank _____

C. Name of the Branch _____

D. Address of the Branch with Tel No. _____

E. Account No. (appearing in Cheque book) _____

F. Account Type (SB, Current, etc.) _____

G. MICR No. _____

H. IFSC Code of the bank branch

(to be obtained from the respective branch) _____

(in lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque signed or photocopy of a cheque or front page of your saving passbook issued by your bank for verification of the above particulars)

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS. # (#ECS will accepted on centers where the facility is available).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the Bank