

Request for Proposal (RfP)

for

Selection of Agency for Revenue generation from Carbon Credits for Chennai Smart City Limited

RfP Ref: C.S.C.L.C.No.316/2021-22



Chennai Smart City Limited (CSCL)

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1 Bid Schedule

1.	Tender Inviting and Tender Accepting Authority	Managing Director, Chennai Smart City Limited
2.	Name of the work	Selection of a consultant for Revenue generation from Carbon Credits for Chennai Smart City Limited
3.	RfP Reference	C.S.C.L.C.No.316/2021-22
4.	RfP Type	Least Cost Bid (L1 is lowest %)
5.	Pre-bid meeting date and time	30.05.2022 at 4.00 p.m. Office of the Chief Executive Officer, Chennai Smart City Limited, 5 th Floor D Wing, Amma Maligai, Ripon Buildings, Periyamet, Chennai- 600003 To participate via online meeting, send a request to tenders@cscl.co.in
6.	Bid document will be available in web site https://tntenders.gov.in	Up to 20.06.2022 up to 3.00 p.m. for online bidding.
7.	Contact information for requesting clarification	The Chief Executive Officer, Chennai Smart City Limited, 5 th Floor D Wing, Amma Maligai, Ripon Buildings, Periyamet, Chennai- 600003 tenders@cscl.co.in
8.	Bid Response Proposal Submission Details	Up to 20.06.2022 at 3.00 PM, The bids must be submitted online (https://tntenders.nic.in) as well as in hard copy. The bidders must possess Digital Signature Certificate and submission of bids through online in the above web site.

		Bids submitted beyond the due date and time shall not be accepted by the tender inviting authority and shall be summarily rejected.
9.	Earnest Money Deposit	<p>The EMD shall be submitted to the Tender inviting officer at the time of the bid opening:</p> <p>RTGS/NEFT to be made to: Chennai Smart City Limited</p> <p>Bank Name - Bank of India Account Name - CHENNAI SMART CITY LIMITED Account no - 8012 2011 000 1072 IFSC - BKID0008012</p> <p>EMD to be transferred on or before the bid submission date and time.</p>
10.	Opening of Technical Bid	<p>On 21.06.2022 at 3.30 PM, In the office of The Chief Executive Officer, Chennai Smart City Limited, 5th Floor D Wing, Amma Maligai, Ripon Buildings, Periyamet, Chennai- 600003</p>
11.	Opening of Price Bid	This will be intimated only to the technically qualified bidders.
12.	Bid Validity	90 days from the date of opening of the bid
13.	Technical Proposal covering letter	To be signed by Authorised signatory of the organization.

2 Introduction

2.1 Background

Revenue generation from carbon credits

A carbon credit is a permit that allows an organisation to emit a certain amount of Greenhouse Gas (GHG). One credit permits the emission of a mass equal to one ton of carbon dioxide. Organisations can purchase additional credits from other organisations who offset GHG emissions through programs that (i) directly remove GHG in the atmosphere (e.g., afforestation) or (ii) alternative technologies that help reduce emissions (e.g., solar energy).

A company may reduce emission to meet regulatory demands by the United Nations (UN) or might be voluntarily to increase their social responsibility and mitigate environmental impacts.

The carbon credit was introduced as a part of the cap-and trade mechanism which was proposed and accepted in a UN conference in 1997. The conference was held to address the need to reduce emissions, due to climate change, while continuing to stimulate industry.

Greater Chennai Corporation (GCC) and Chennai Smart City Limited (CSCL) have implemented projects that reduce or remove emissions at a city level. Many of these projects qualify under various standards to be registered for carbon credits. Carbon credits provide a unique opportunity for additional revenue generation.

2.2 Key Stakeholder Roles

The following table maps are roles against the key stakeholders

#	Stakeholder	Roles
1.	Greater Chennai Corporation Departments (Parks/SWM/SWD/Electrical/Special projects and others)	Implementing Agency
2.	Chennai Smart City Limited (CSCL)	Tender Inviting Authority, Financing cum Facilitating Agency

3	Carbon credit developing and consultancy agency	Part of CSCL who would aid in overall monitoring of eligible projects and are responsible for registration and verification of carbon credits
4	Tamil Nadu Generation & Distribution Corporation Limited (TANGEDCO)	Owners of the data and joint implementors of solar rooftop and SVL to LED projects Nodal agency for Electricity generation and distribution in Tamil Nadu
5	Other Government institutions such CMA, TNPCB, CPCB, etc.	Various line departments, government bodies and quasi-government agencies which are stakeholders in different Smart City and GCC projects.

3 Instruction to the Bidder

3.1 General Instruction

- a) The Bidder shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of the Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.
- b) It must be clearly understood that the Terms and Conditions and specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of Agreement or throughout the period of completion of contract whichever is later on account of any reasons whatsoever.
- c) The Bidder should be fully and completely responsible for all the deliverables.
- d) Bids can be downloaded from the Government website <https://tntenders.nic.in> and <https://cscl.co.in/> at free of cost.

3.1.1 Procedure for e-Procurement

- 1) Bidder should do the registration in the e-tender site using the option available. Then the Digital signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying authorities such as SIFY/TCS/n Code etc. The list of address of the DSC vendors can be seen in

<https://tntenders.gov.in/nicgep/app?component=%24DirectLink&page=DSCInfo&service=direct&session=T>

- 2) Bidder then should login to the site using user id and the corresponding passwords.
- 3) The e-token that is registered should be used by the bidder and should not be misused by others.
- 4) After downloading the tender schedules, the Bidder should go through them carefully and then submit the documents as directed, otherwise, the bid will be rejected.
- 5) If there are any clarifications, this may be obtained online through the e-tender site, or thro' the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 6) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in the prescribed format.
- 7) The bidder should read all the terms & conditions mentioned in the bid document and accept the same to proceed further to submit the bids.
- 8) The Bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the e-submission process.
- 9) Bidders seeking exemption from payment of EMD, as per existing Government Orders, and choosing e-submission option shall access the relevant option available in the e-submission format and submit scanned copy of related documents without fail.
- 10) The details of the bid security document should be submitted physically before the opening the tender. The scanned copies furnished at time of e-submission and the original bid security should be the same otherwise the tender will be summarily rejected.
- 11) The Chairman, Chennai Smart City Limited will not be held responsible for any sort of delay or the technical difficulty faced in the submission of tenders online by the bidders.

- 12) The online Bidding superscribed as “Technical Bid” contains Scanned copy, Bid Security, Pre-Qualification Documents and Tender document furnished by Chennai Smart City Limited to be submitted in the online bidding. The Tender document furnished by Chennai Smart City Limited uploaded in the PDF format should not be changed or converted to any other format while submitted in the online bidding
- 13) The online bidding superscribed as “Price Bid” contains Price Bid Documents.
- 14) The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid where entries or amendments have been made shall be signed by the person or persons signing the Bid and then scanned copy of the Bid shall be submitted in the online bidding.
- 15) The tendering system will give an acknowledgement Message only after successful uploading of all the required bid documents. The acknowledgement is the bid summary. With the Bid No., Date & Time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed with the e-token of the bidder and then submitted.
- 16) The acknowledgement should be printed and to be kept as a token of the submission of the bid. The acknowledgement will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 17) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e., on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 18) Each document to be uploaded through online for the tenders should be less than 2 MB, if any document is more than 2 MB, it can be reduced through zip format and the same can be uploaded. It may be however noted that. If the file size is less than 1MB the transaction uploading time will be very fast.
- 19) The time setting fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time only, during bid submission.
- 20) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will

not be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

- 21) The Confidentiality of the bids is maintained since the secured Socket layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.

3.2 Language of Bids

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid shall be in English only.

3.3 Language of supporting documents

In case, any of the certificates, supporting documents are written in any language other than English, it is the responsibility of the bidder to provide the self-certified copy of the English translated version. Evaluation committee team will only refer to the English version of any such documents.

3.4 Letter of Authorisation

A letter of Authorisation from the organization authorising the Tender Signatory should be submitted in the Technical Bid. The Bids received without the Letter of Authorisation will be summarily rejected. The Letter of Authorisation for the signatory shall be submitted under the company's letter head.

3.5 Clarifications and Amendment

A prospective Bidder requiring any clarification in this RfP may notify by letter or by Fax or by Email. The RfP Inviting Authority will respond to any request for clarifications in the Tender. Any changes will be notified by Tender Inviting Authority to the Bidders in the web site.

3.6 Pre-Bid meeting

Pre-Bid meeting will be held in the office of the Chief Executive Officer, Chennai Smart City Limited. The bidder or his official representative is invited to attend the Pre-Bid meeting which will take place as per details prescribed in the Section 1 of the Bid Schedule of this RfP.

3.7 Contacting Tender Inviting Authority

- a) Bidders shall not make attempts to establish unsolicited and unauthorised contact with the Tender Accepting authority or Tender Inviting Authority or Tender Scrutiny Committee after the opening of the Tender and prior to the notification of the Award. Any attempt by any Bidder to bring to bear extraneous

pressures on the Tender Accepting authority or Tender Inviting Authority or Tender Scrutiny Committee shall be sufficient reason to disqualify the Bidder.

- b) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek *bonafide* clarifications from the Bidders relating to the tenders submitted by them during the evaluation of tenders.

3.8 Cost of Bidding

The Bidders should bear all costs associated with the preparation and submission of Bids. The Tender Inviting Authority will in no way be responsible or liable for these charges/costs incurred regardless of the conduct or outcome of the bidding process.

3.9 Earnest Money Deposit (EMD)

The EMD shall be taken in the form of NEFT/RTGS issued for an amount of Rs. 15,000 (Rupees Fifteen thousand only) in the name of “Chennai Smart City Limited”, payable as mentioned in the Bid Schedule. This EMD shall be returned to all un-successful bidders post the award of contract to the successful bidder under this RfP. The EMD for successful bidder shall be returned post the receipt of Performance Bank Guarantee (PBG) from the successful bidder. Every bidder shall submit one EMD.

3.10 Deadline for submission of bids

Bids must be received by the Authority at the address specified above not later than the date as indicated in Notice Inviting Tender. In the event of the specified date for the submission of bid is declared as a holiday for the Authority, the Bids will be received up to the appointed time on the next working day.

The Authority may extend the deadline for submission of bids by issuing an amendment in accordance with Section 1, in which case all rights and obligations of the Authority and the bidders previously subject to the original deadline will then be subject to the new deadline.

3.11 Signing the Bid

The Bid shall be neatly typed and signed by the bidder or authorised signatory of the Bidder. All pages of the bid shall be signed and stamped by the authorised signatory. Any alterations, deletions or overwriting will be treated as valid only if they are attested by the full signature by the authorised signatory.

3.12 Two Cover Bid System

Bidders should examine all Instructions, Scope of Work and Terms and Conditions as given in the Tender document. The tender should be submitted in two parts viz Technical Bid and Price Bid.

3.13 Technical Bid

- a) The Technical Bid as per the format given in the Tender document shall be typed, signed, and stamped in all pages by the bidder or Authorised Signatory of the bidder. Any alterations, deletions or overwriting shall be attested with full signature of the bidder or Authorised Signatory of the bidder.
- b) The supporting documents and other documents as given in the Technical Evaluation Criteria should be submitted in the Technical Bid.
- c) The Technical Bid shall not contain any indications of the Price whether directly or indirectly otherwise the Bid will be summarily rejected.
- d) Scanned copies of the same shall be uploaded in the tender portal as mentioned in Section 1 – Bid Schedule
- e) Scanned copy of EMD

3.14 Price Bid

- a) All the Price items as per the format given in this RfP document shall be neatly typed, signed, and stamped in all the pages by the bidder or Authorised Signatory of the bidder. Any alterations, deletions or overwriting shall be attested with full signature of the bidder or Authorised Signatory. **Only a percentage should be quoted for the Price Bid item.** The Bid is liable for rejection if Price Bid contains variation clause or conditional offers or partial offers.
- b) The Price Bid shall be placed in a separate cover and sealed appropriately. The Price Bid cover (Envelope-B) shall be superscribed as Selection of Agency for Revenue Generation from Carbon Credits for Chennai Smart City Limited, Ref: C.S.C.L.C.No.316/2021-22. The “FROM” address and “TO” address shall be written legibly failing which, the Price Bid is liable for rejection.
- c) The Price Bid should clearly mention the Service Fee % after considering any other additional charges accruing to the service provider during the course of the assignment.
- d) Scanned copies of the same shall be uploaded in the tender portal as mentioned in Section 1 – Bid Schedule

3.15 Mode of Submission of Bids

Bids must be submitted online on or before bid submission date prescribed in the Section 1 – Bid Schedule of this RfP. Online bid submission would be only through www.tntenders.nic.in . Such Bids received online adequately meeting the online bid submission requirement shall be opened in the office of Chief Executive Officer, Chennai Smart City Limited in the presence of the bidders who wish to participate in the tender. If the date of opening happens to be a holiday, the bids will be opened on the next working day at the same time and venue. The original Bid Security shall also be submitted in hard copy to the tender inviting officer at the time of bid

opening. The Bids received after due date and time or unsealed or incomplete or submitted by Facsimiles (Fax) will be summarily rejected.

3.16 Modification or Withdrawal of Bids

The Bids once submitted may not be allowed to be modified or amended or withdrawn at any cost.

3.17 Acceptance and Withdrawals of Bids

The right of final acceptance of the tender is entirely vested with the Tender Inviting Authority who reserves the right to accept or reject, any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Tender Inviting Authority to communicate with rejected Bidders. After acceptance of the Bid by Tender Inviting Authority, the bidder should have no right to withdraw his tender or claim higher price. The Tender Inviting Authority may also reject any bid for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

3.18 Letter of Acceptance & Issue of Work Order

The Letter of Acceptance (LoA) of RfP is issued to the Successful Bidder by Tender Inviting Authority. This would be treated as commencement of the work for the successful bidder.

3.19 Bidders Declaration to be provided

Black-listing: Bidders should not hold any sanction / black-listing by any government /quasi government agency. The applying firm should not have been sanctioned /blacklisted during the past 5 years (even if the sanction /blacklist was subsequently withdrawn). Bidder may attach a self-declaration stating the above as a part of this bid. Please refer Annexure 13.2 for draft letter content.

4 Bid Evaluation Process

4.1 Bid Opening

The Bid will be opened on the date and time as specified in the Bid Schedule in the presence of the Bidders who choose to be present.

4.2 Bid Validity

The Bids submitted shall remain valid for a period specified in Section 1 of the Bid Schedule of this RfP. If the bid validity given in the received bid is lesser than the period specified, the Bid will be rejected as non-responsive. The Successful Bidders should extend the price validity till the completion of the order or as requested by Tender Inviting Authority.

4.3 Bid Evaluation

- a. All the bids received for this tender would be scrutinized based on the Technical Evaluation Criteria & other relevant tender conditions mentioned in this tender. The Bidders who comply with Technical Evaluation Criteria shall be declared as “Technically Qualified Bidders” other bids shall be declared as “Technically Disqualified Bidders” and not considered for further course of evaluation.
- b. The commercial bids for the “Technically Qualified Bidders” alone will then be opened for further evaluation. The commercial bid would be scrutinized for any errors in case of any mathematical errors in the price bid then unit rate would be used as reference for estimation of the final bid value.
- c. The final selection of the “Successful Bidder” shall be done using Least Cost approach, wherein bidder with the least cost alone is adjudged the Successful Bidder. In this case, ‘Least Cost’ will be considered as least service fee % to the Authority.

4.4 Pre-Qualification & Technical Qualification Criteria

To be considered qualified for evaluation of Financial Proposal, each Bidder should meet the criteria specified hereunder.

#	Pre- Qualification & Technical qualification criteria	Supporting Documents to be provided
1.	Bidder should be a company incorporated in India under the Companies Act, 1956 and subsequent amendments thereto and in operation for a minimum period of 5 years as on 31st January 2018 in India Registered with the GSTN Authorities.	Copy of Incorporation certificate
2.	Bidder should have an average annual turnover of at least Rs. 50 lakh from at least 3 out of the last 5 audited financial years.	Financial certificate by Chartered Accountant
3.	In the last 3 years, the bidder must have undertaken a minimum of 2 projects of similar* nature with minimum contract value of Rs. 15 lakhs each. At least one out of the 2 projects should be for any Government / Public Sector Undertaking / ULB.	Copy of Work Order or contract agreement from the client, in case of projects with work-in-progress, and the completion certificate issued by the client, case of completed projects.

	*similar projects refer to trading of carbon credits, project management of revenue generation through carbon credits, registration and verification of projects for carbon credits	
4.	The bidder should not have been blacklisted / debarred by any of the Government Sector Units in India as on the date of the submission of the tender.	Self-declaration/ Undertaking by bidder on its letter head.

The bidder would be required to submit CVs of key resource persons as per the qualifications mentioned below:

#	Resource Person	Supporting documentary evidence
1	<p>Project coordinator</p> <p>a. Qualification: Master’s degree, preferably in Environmental Engineering/ Science/ Technology</p> <p>b. Previous experience with GHG mitigation projects (compliance/voluntary mechanism) & transaction/sale of carbon credits is highly favourable</p> <p>c. Minimum 5 years’ experience the energy sector</p> <p>d. Experience in data collection/ similar assignments in government agencies/PSU sector</p> <p>e. Experience in handling at least 1 projects of a similar nature</p> <p>f. At least 2 projects with government/PSU sector</p>	CV in format as per Annexure section 13.3

#	Resource Person	Supporting documentary evidence
	g. Proficiency in Local Language (Tamil) preferred	
2	<p>Data collection and monitoring officer</p> <p>a. Qualification: Master's degree, in engineering or relevant field, Master's in Statistics/ Programming or equivalent</p> <p>b. Total Experience: 5 years in data collection and analysis from government agencies</p> <p>c. Experience in handling at least 1 project of a similar nature</p> <p>d. A good understanding of electrical equipment and monitoring energy consumption</p> <p>e. Proficiency in Local Language (Tamil) preferred</p>	CV in format as per Annexure section 13.3
3	<p>Operations In-charge</p> <p>Qualification: Graduate in Business management or relevant field</p> <p>Minimum 3 years' experience</p>	CV in format as per Annexure section 13.3

5 Terms and Conditions

5.1 Award of Contract

Subject to Section 5.2, the Authority will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be:

- (a) Qualified and eligible in accordance with the provisions of Section 4.4

In determining the lowest evaluated price, the following practice will be considered:

- (a) The quoted price shall be corrected for arithmetical errors
- (b) In case of discrepancy between prices quoted in words and in figures, whichever is minimum will be taken. Or in this case, the least service charge for the Authority will be considered.

5.2 Rejection of Tender

The Tender Inviting Authority reserves the right to reject the received bid(s) at any time before the award of the contract without stating any reasons to concerned bidders. As per The Tamil Nadu Transparency in Tender Act 1998, if at any time before the acceptance of tender, the Tender Inviting Authority receives information that a tenderer who has submitted tender has been banned by any procuring entity, the Tender Accepting Authority shall not accept the tender of that tenderer even if it may be the lowest tender. The Tender Inviting Authority reserves the right to reject the received bid(s) at any time before the award of the contract without stating any reasons to concerned bidders.

5.3 Assigning of Tender whole or in part

The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. The Successful Bidder shall not under-let or sublet to any person(s) or body corporate for the execution of the contract or any part thereof without the written consent of Tender Inviting Authority.

5.4 Release of Work Order

An exclusive Work Order will be issued to the Successful Bidder by Tender Inviting Authority. The payment will be released to the Successful Bidder based on the work awarded and actual work rendered only.

5.5 Execution of Work Order

The Successful Bidder should nominate and intimate Tender Inviting Authority the Team Leader, who should be responsible for effective delivery of work complying with all the terms and conditions. The Successful Bidder should ensure that the Team Leader fully familiarises with the Tender Conditions, Scope of Work, and deliverables.

5.6 Liquidated Damages (LD)

- a) Liquidated Damage will be levied at the rate of 1% per week subject to a maximum of 10% on the total value of the contract for non-fulfilment of delivery schedule. Any delay due to the Force Majeure conditions or delay not due to the Successful Bidder will be excluded from the delivery schedule.
- b) In the event of failure by the Successful Bidder to fulfil the delivery conditions, Tender Inviting Authority at its discretion may initiate any of the actions as given below.
 - i) Extension of time may be permitted to complete the work.
 - ii) Additional resources will be requested for speeding up the work.
 - iii) Liquidated Damages will be levied.
 - iv) Contract with the Successful Bidder may be terminated as per the Termination clause.
 - v) Any other action as may be deemed fit by Tender Inviting Authority in the best interest of the department.

5.7 Penalty for Non-Fulfilment of Tender

A penalty will be levied at the rate of 1% per occasion subject to a maximum of 10% of the total contract value in the event of non-fulfilment or non-observance of any of the conditions stipulated in the Tender, Terms and Conditions and Work Order at the discretion of Tender Inviting Authority.

5.8 Termination of Contract

- a) Tender Inviting Authority may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 15 days, sent to the Successful Bidder, terminate the contract in whole or part,
 - (i) if the Successful Bidder fails to deliver any or all of the services within the time period(s) specified in the Contract, or within any extension thereof granted by Tender Inviting Authority; or
 - (ii) if the Successful Bidder fails to perform any of the obligation(s) under the contract; or

- (iii) if the Successful Bidder has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.
- b) In the event of Tender Inviting Authority terminating the Contract in whole or in part, Tender Inviting Authority may engage other Bidders, upon terms and in such manner as it deems appropriate, the services similar to those and delivered and the Successful Bidder shall be liable to Tender Inviting Authority for any additional costs for such similar services capped to total amount paid to the Service Agency. However, the Successful Bidder shall continue the performance of the Contract to the extent not terminated.
- c) Tender Inviting Authority may at any time terminate the Contract by giving written notice with a notice period of 15 days to the Successful Bidder if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Tender Inviting Authority.
- d) The notice of termination shall specify the termination is for Tender Inviting Authority's convenience, the extent to which performance of work under the contractor is terminated and the date upon which such termination becomes effective. On termination, the Successful Bidder is entitled for compensation to the extent of work done till the date of termination.

5.9 Force Majeure Clause

Neither Tender Inviting Authority nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations except causes or contingencies beyond their reasonable control due to Force Majeure conditions such as:

- a) any act of God such as lightning, earthquake, landslide, etc or other events of natural disaster of rare severity
- b) Meteorites or objects falling from aircraft or other aerial devices, travelling at high speeds
- c) Fire or explosion, chemical or radioactive contamination or ionizing radiation
- d) Epidemic or plague
- e) Act of war (whether declared or undeclared), threat of war, invasion, armed conflict or act of foreign enemy, unexpected call up of armed forces, blockade, embargo, revolution, riot, religious strife, bombs or civil commotion, sabotage, and terrorism

5.10 Legal/Arbitration Clause

- a) Except as otherwise provided elsewhere in the Contract, if any dispute, difference, question, or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning, operation, effect, interpretation, or breach thereof, the same shall be decided by a Sole Arbitrator to be appointed by the Tender Inviting Authority.
- b) If the Arbitrator so appointed dies, resigns, incapacitated, or withdraws for any reason from the proceedings, another Arbitrator shall be appointed by the Tender Inviting Authority. The Arbitrator so appointed shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same, otherwise, he shall proceed de novo.
- c) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.
- d) It is also a term of the contract that neither party to the contract shall be entitled to seek interest and the arbitrator should not grant interest.
- e) The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive, and binding on the parties.
- f) The venue of the arbitration shall be Chennai and the language shall be English.
- g) The fees of the arbitrator and expenses incidental to the arbitration proceedings shall be borne equally by the parties.
- h) Subject to as aforesaid, the provisions of the Arbitration and Conciliation Act 1997 and any statutory modifications or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.
- i) Subject to the above, the Courts in Chennai alone shall have jurisdiction in this matter.

5.11 Performance Bank Guarantee

The successful bidder shall furnish Performance Guarantee in the form of BG from a scheduled bank amounting to 2% of the fixed fee value. The same should be submitted along with Agreement within 10 days of issue of the Letter of Acceptance (LoA).

5.12 Working Modalities

The bidder will be expected to have a local office/person in the same city throughout the duration of the proposed project.

6 Scope of work

6.1 Overview

The consultant will be required to carry out all activities and perform their roles & responsibilities to register projects and verify and monitor carbon credits generation from eligible projects. The agency will be required to trade carbon credits on CSCL's behalf.

6.2 Services Provided by Carbon credit developing and Consultancy agency:

The Consultancy team shall provide the following services, as and when directed by GCC/CSCL for all eligible Smart City/ GCC related projects. Eligible projects will include any project from the following sectors –

1. Energy industries (renewable - / non-renewable sources)
2. Energy distribution
3. Energy demand
4. Manufacturing industries
5. Chemical industry
6. Construction
7. Transport
8. Mining/Mineral production
9. Metal production
10. Fugitive emissions from fuels (solid, oil and gas)
11. Fugitive emissions from production and consumption of halocarbons & sulphur hexafluoride
12. Solvents use
13. Waste handling and disposal
14. Afforestation and reforestation
15. Agriculture

Eligible projects should also fall under at least one of the following GHG mechanisms –

- Clean development Mechanism (CDM)
- Verified carbon standard (VCS)-VERRA
- CDM Gold standard (GS)
- CDM program of activities (POA)
- Global carbon council (GCC)

- Global emission standard (GES)
- Climate, Community & Biodiversity (CCB) Standards

The consultancy team will also help the Authority identify and design future projects to consider for carbon credits.

6.2.1 Roadmap

- Coordinate with CSCL and identify all eligible projects, past, present, and future. The roadmap should also include the detailed eligibility criteria of projects, to facilitate the choosing of CSCL projects further into the future with regard to carbon credits
- Provide a conservative estimate on revenue and carbon credit generation on an annual and cumulative basis for the concerned projects.
- The roadmap will also require a project note detailing estimated timeline for completion

6.2.2 Validation & Registration

- In consultation with CSCL register, validate and certify all projects in accordance with the standards for GHG reduction projects and manage the registry to help monitor and evaluate the success and performance of projects going into the future.

6.2.3 Monitoring

- In consultation with CSCL, monitor all eligible projects and their associated infrastructure and ensure they are in working condition.
- Collect baseline data and data on carbon credit generation from various government departments, given the absence of eligible projects and their associated carbon savings. CSCL and GCC will work closely with the consultant and relevant stakeholders to collect and compile the data
- Provide a report detailing the estimates of carbon credit generation as well as the revenue generation from all eligible projects at periodic intervals.
- Provide a detailed analysis of the risks and account for loss-events that could lead to a reduction in generating carbon credits by damaging infrastructure.

6.2.4 Verification & Issuance

- Consult with the Authority to identify and hire and liaise with a third-party verification body to double check and ensure reporting and data is valid.
- The consultant will work to assist CSCL and GCC during every verification cycle

6.2.5 Documentation

- a. Consult with the Authority to complete all the required documentation on project details, registry details, fee schedules, emissions savings, baseline scenarios and, risk reports and loss-events to the required standard.

6.2.6 Trading

- a. Liaise with CSCL and GCC to advertise, and trade carbon credits to a suitable buyer and bring revenue to the current bank account of Chennai Smart City. This would include managing selected registry accounts (APX, IHS Markit etc) transfer of accrued carbon credits

6.2.7 Miscellaneous

- a. The officials of GCC and CSCL may review with the Consultant, any or all of the documents and advise forming part of the Consultancy, in meetings and conferences which will be held in GCC and CSCL at the CEO's office.
- b. The consultant will be responsible for aiding and facilitating CSCL with stakeholder meetings and concept presentations, seek their appraisal and comments. The consultant will also arrange to complete the documentation as per the templates available for the selected mechanism, publish the project document on the website of the selected GHG mitigation mechanism program (CDM, Verra, Gold Standard, Global Carbon Council etc) website for public comments. Consultant shall help the GCC and CSCL to prepare answers to the comments received during the commenting period and would assist in addressing the clarification requests (CLs) and Corrective Action Request (CARs) received during validation/verification of the project activity (if any), to meet the validation/verification requirements.
- c. The consultants will aid CSCL and GCC to design future projects in the relevant standards to meet carbon reduction standards.

6.3 Intellectual Property Rights

CSCL shall remain the owner of all the content, created, and implemented by the selected bidder under this RfP. All intellectual property rights in the content whether in tangible or intangible form shall belong to CSCL and the selected bidder has no right to assign, licence, sell, or use any content conceptualized, created, and implemented under this RfP and/or accompanying Master Service Agreement to any third party under any circumstances.

All the content conceptualized, created, and implemented by the selected bidder whether in tangible or intangible form shall bear relevant copyright notices in the name of CSCL.

The selected bidder shall take all such appropriate legal actions to safeguard violation of CSCL’s intellectual property rights, if any.

Additionally, any intellectual property rights infringement of a third party by the selected bidder in the process of content creation, updating, and management would lead to suspension or termination of contract. The risks of plagiarism and copyrights violation would be borne solely by the selected bidder.

7 Project Deliverables with Timelines and Payment

The project is proposed for a contract period of **3 years**. The initial period of **consultancy with a fixed, one-time fee of Rs. 12 lakhs is for the Phase 1** of the project, which would be paid 70% during the course of Phase 1 and remaining 30% as 10% across the three-year contract and trading period. Phase 2 begins with the trading of carbon credits.

#	Deliverable	Timeline	Payment Terms
PHASE - 1			
1.	Date of Contract Signing Issue of Letter of Acceptance (LOA)	T	
2.	Initial summary report and roadmap	T + 15 days	20% of the consultancy fees
3.	Thorough standards check and equipment check	T + 25 days	

4.	Project Development & Registration Completion under suitable mechanism (R) Should include: a. CDM Project Upload b. Financial Preparation and Appointment of Validators c. Project Design Document d. Site visits & Baseline Study e. Final Validation Report – including completeness check and information & reporting check	T + 200days	50 % of consultancy fee
5.	Monitoring and data collection	Continuous work after date of commissioning	
6.	Verification after Stage 4 (V) (year-on-year process)	R + 90 days	30% of the consultancy fee paid as equal 10% over a period of 3 years
PHASE-2			
7.	Sales (continuous/ cyclic process)	V + 90 days* *Depends on market conditions and buyer response.	Upon receiving revenue from sale of carbon credit (success fee), the % quoted as service fee in the Financial Bid would be paid to the agency within 15 days of revenue receipt.

Note: The Project period shall commence from the date of Project Kick-off Presentation.

Further guidance on Scope of Work has been provided in detail in **Section 14**, for reference of the bidder.

8 Key Resource Requirement

The minimum resource requirement for this tender is as follows, however this is minimum requirement and hence bidders are free to provide additional resources if deemed necessary

#	Resource Role	No of Resources	Requirement
1.	Project coordinator	1	Minimum qualification as specified in the Pre-Qualification Criteria of this RfP
2	Data collection and monitoring officer	1	
3	Operations In-charge	1	

Note: The mentioned resource persons would be required to report at the GCC/CSCL office and necessarily have a local representative deployed in Chennai. Further, for the duration of the project period, they must be exclusively employed only by GCC/CSCL.

9 Price Bid:

The Financial Proposal consists of two parts:

- A. The Fixed Fee- One -time consultancy cost of Rs. 12,00,000 (Twelve Lakh only)
- B. Service Fee- As a % of the Success Fee (the Lowest % Bid would be considered as L1)

The Price Bid has to be quoted in the prescribed format as per Section 10 of the RfP.

10 Format for Price Bid

< to be taken in bidder's company letterhead >

<Date >

To

The Managing Director,
Chennai Smart City Limited
5th Floor D Wing,
Amma Maligai, Ripon Buildings,
Periyamet, Chennai- 600003

Dear Sir,

Sub: Submission of Price Bid for Tender Reference: C.S.C.L.C.No.316/2021-22

Ref.: RfP reference number

We, the undersigned, offer to provide the agency for Consultancy agency for the above in accordance with your tender. Our Financial Proposal for Project is A) the fixed fee of Rs. 12,00,000 (Twelve Lakh only) and _____ (words) % as the service fee % of the success fee.

#	Particulars	Financial Proposal
A	Consultancy fees (Fixed Fee) for services rendered as per Stages 1 to 5 in Section 7	Rs. 12,00,000 (Twelve Lakh Only)
B	Service Fee as a % of the Success Fee upon successful completion of trading of carbon credits	(in %)

Note:

- Total value of bid includes all costs, such as manpower services cost, software licenses, backend tools, incidental expenses, etc.
- The total cost mentioned in this above table would only be used for commercial evaluation.

Our Financial Proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal. We understand that in the event of difference if word and figure of our proposal, the amount in word shall be considered.

Yours sincerely,

Authorised Signatory:

Name of the Signatory:

11 Service Level Agreement

The below table illustrates desired project completion timeline and penalty in case of any deviation

#	Deliverable	Timeline	Penalty in-case of timeline deviation
1.	Date of Contract Signing Issue of Letter of Acceptance (LOA)	T	Nil
2.	Initial summary report and roadmap	T + 15 days	Nil
3.	Thorough standards check and equipment check	T + 25 days	0.5% of consultancy value for every week exceeding the desired timeline as per strategy/ stakeholder agreement
4.	Project Development & Registration Completion under suitable mechanism (R) Should include: a. CDM Project Upload b. Financial Preparation and Appointment of Validators c. Project Design Document d. Site visits & Baseline Study e. Final Validation Report – including completeness check and information & reporting check	T + 200days	0.5% of consultancy value for every week exceeding the desired timeline as per strategy/ stakeholder agreement
5.	Monitoring and data collection	Continuous work after date of commissioning	0.5% of consultancy for every week exceeding the desired timeline as per strategy/ stakeholder agreement
6.	Verification (V)	R + 90 days	0.5% of consultancy for every week exceeding the desired timeline as per strategy/

			stakeholder agreement
7.	Sales	V+ 90 days	0.5% of project value for every week exceeding the desired timeline as per strategy/ stakeholder agreement

Note: “T” commences from issue of Letter of Acceptance, “R” commences from Project Development & Registration, “V” commences date of Verification

Note: All the penalties put together will be capped to a maximum of 10% of contract value upon repeated defaulting, after which suitable action may be taken against the service provider, including but not limited to suspension, termination and/or blacklisting.

12 Model Form of Contract

AGREEMENT FOR CONSULTANCY SERVICES

This Agreement (hereinafter called the “Agreement”) is made on the _____ day of the _____ 2021

By

&

BETWEEN

_____ having its office at Ripon Building, Amma Maligai, Chennai 600003 (hereinafter called “Client”, which expression shall unless excluded by or repugnant to the context deemed to include its successor/s in office) of the First Part;

AND

_____, a private limited company, incorporated under the Companies Act, 1956, having its registered office at _____ (hereinafter called the “Service Agency”, which expression shall unless repugnant to the context or meaning thereof mean and be deemed to include its successors in interest and permitted assigns) of the Second Part;

Client and the Service Agency are hereinafter collectively referred to as “Parties” and individually as a “Party”.

WHEREAS

- a) Client issued a Work Order being No. _____ dated _____ (hereinafter “Work Order”) for engaging the Service agency for certain service relating to _____ on the basis of the Proposal submitted by the Service Agency on _____ (hereinafter “Proposal”);
- b) The Parties have agreed to enter into this Agreement to govern the way in which the Service Agency shall provide the services to Client.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND MUTUAL COVENANTS AND PROMISES CONTAINED HEREIN AND OTHER GOOD AND VALUABLE CONSIDERATIONS, THE RECEIPT AND ADEQUACY OF WHICH IS HEREBY ACKNOWLEDGED, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. DOCUMENTS FORMING PART OF THIS AGREEMENT

The following documents which referred in this Agreement shall form an integral part of this Agreement:

- a) Work Order;
- b) Proposal;
- c) Service Agency's scope of Work and Responsibilities – (*as per Scope of Work in Section 6 of the RfP*)
- d) This entire Tender Document

2. PRECEDENCE OF DOCUMENTS

The documents forming integral part of the Agreement shall be read as mutually explanatory of each other. In case of any discrepancy or inconsistency between the provisions of any of the abovementioned documents, the documents shall have priority in the following order:

- (a) Terms and conditions mentioned in this Tender Document;
- (b) Work Order;
- (c) Proposal.

3. PROVISION OF SERVICES AND PAYMENT

The mutual rights and obligations of the Client and the Service Agency shall be as set forth in the Agreement. In particular:

- (a) The Service Agency shall provide Services to the Client in accordance with the scope of work specified in the Work Order, Section 6, and Proposal.
- (b) In consideration of the services to be provided by the Service Agency, the Client shall make payments to the Service Agency in accordance with the provisions of the Agreement.

4. TERM OF AGREEMENT

This Agreement shall be effective from the signing of this Agreement (the "Effective Date") and unless terminated earlier, shall continue in force and effect for a period of 36 months from the Effective Date.

5. TERMINATION

- a) Either Party may terminate this Agreement by giving written notice to the other Party if (i) the other Party materially breaches the Agreement and does not remedy the breach within 15 (fifteen) days of receipt of such written notice, or

- (ii) the other Party is or appears likely to be unable to pay its debts or become insolvent, or (iii) continuously cause breach of applicable law or regulation.
- b) Upon early termination of the Agreement, Client shall pay for all services performed by the Service Agency up till the date of termination in accordance with the Payment Schedule mentioned in Clause 9 of this Agreement.

6. STANDARD OF PERFORMANCE

- (a) The Service Agency shall perform the services and carry out its obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices.
- (b) The Service Agency shall perform the services specified at Section 6, which is made an integral part of this Agreement
- (c) Notwithstanding anything contrary contained in the Agreement, the Service Agency shall not be liable for any liquidated damages, penalty, or termination on account of non-receipt of bids in response to any RfP prepared by Service Agency as part of deliverables under this Agreement. The Service Agency shall under no circumstances be required to make, issue, or assist in any way in making more than one RfP or make amends to the RfP once the last date for submission of response to the respective RfP has elapsed unless otherwise agreed by the Service Agency in writing on mutually agreed terms and conditions. It is expressly agreed that the Client will pay Service Agency for preparation of the RfP whether issuance of such RfP amounts to selection of vendor or not case.

7. INTELLECTUAL PROPERTY RIGHTS

Subject to payment of professional fees as provided in Clause 9 of this Agreement, all plans, drawings, specifications, designs, reports, other documents, and reports prepared by the Service Agency for the Client under this Agreement shall become and remain the property of the Client. The Service Agency may retain a copy of such documents, but except as otherwise required under any law, shall not use anywhere, without taking permission, in writing, from Client and Client reserves right to grant or deny any such request. For the avoidance of doubt, it is hereby clarified that

- (a) Service Agency shall continue to retain ownership over its pre-existing intellectual property rights to the extent the same is incorporated into the deliverables.
- (b) Service Agency shall continue to retain ownership over its draft deliverables/internal working papers;

(c) subject to Service Agency's confidentiality obligations under this Agreement, Service Agency shall have the right to use the general skills, knowledge, know-how etc. created during the course of this engagement for its subsequent engagements. Service Agency shall provide Client with a non-exclusive and non-transferrable license to use such pre-existing intellectual property rights (to the extent incorporated in the reports and other artefacts) for Client's internal use only. It is clarified that the confidentiality obligations under this Agreement will not apply to information which is already in the public domain or is available/collected/collated/developed by the Service Agency independently of this Agreement.

8. OBLIGATIONS OF CLIENT

Client will support with input requirements and facilitate the Service Agency for all the services being planned. In order for Service Agency to advise Client properly, Client will make sure (i) any information given to Service Agency by Client, or anyone else working with or for Client, is (a) given promptly, (b) accurate and (c) complete; and (ii) any assumptions are appropriate. Client acknowledges that Service Agency is under no obligation to verify the information given to Service Agency relating to the services.

Furthermore, at the request of the Service Agency and whenever required department shall provide the following to the Service Agency to ensure seamless completion:

(a) Dedicated formally created steering committee who will interact with the Service Agency and help address their issues and for attending scheduled meetings.

(b) Appropriate office space and infrastructure during visits.

(c) Management support for performing the tasks which shall review the work at intervals and provide necessary support.

9. LIMITATION OF LIABILITY

The entire and collective liability of Service Agency for all claims connected with this Agreement (including but not limited to negligence), whether in contract, tort, statute or otherwise, is limited to the professional fees paid for the services and deliverables provided under this Agreement. Service Agency shall not be liable for any indirect or consequential losses of any nature whatsoever or for loss of corruption of data from Client's systems or for loss profits, goodwill, business opportunity, anticipated savings, or benefits.

10. SETTLEMENT OF DISPUTES

(a) Amicable Settlement

If during the subsistence of the present agreement, Parties have differences or disputes on any matter directly or indirectly related to and/or connected with this Agreement, the same would be resolved by mutual consultations and for which purpose the Parties shall engage with each other.

(b) Arbitration:

In case the attempt to resolve differences and disputes does not result in amicable settlement within 21 (twenty-one) days of such reference then, either Party may as per its position initiate disputes redressal by means of arbitration, in India, in accordance with the provisions of Arbitration and Conciliation Act 1997. The arbitration shall be presided upon by a sole arbitrator to be appointed by the mutual consent of the Parties. The venue of such arbitration shall be in Chennai and the language of such arbitration proceedings and that of all documents and communications between the Parties shall be English. The decision of the arbitrator shall be final and binding on the Parties. The expenses of the arbitrator as determined by the arbitrator shall be shared equally by Client and the Service Agency. However, the expenses incurred by each Party, in connection with the preparation, presentation of the documents shall be borne by the Party itself. All arbitration awards shall be in writing and shall state the reasons for such award.

11. GOVERNING LAW AND JURISDICTION

This Agreement, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the state of India ("Applicable Law"). Subject to clause 11 above, the Courts of Chennai shall have exclusive jurisdiction.

12. MISCELLANEOUS PROVISIONS

- a) Any time lost due to unforeseen and unavoidable circumstances on which neither the Service Agency nor the Client has any control, will not be attributable to either Party.
- b) Neither Party may, nor shall have the power to assign or transfer this Agreement without the prior written consent of the other Party.
- c) If any provision of this Agreement is held to be invalid, in whole or in part, such provision (or relevant part, as the case may be) shall be deemed not to form part of this Agreement. In any event the enforceability of the remainder of this Agreement will not be affected.
- d) Any waiver of any provision of this Agreement is ineffective unless it is in writing and signed by the Party waiving its rights. A waiver by either Party in

respect of a breach of a provision of this Agreement by the other Party is not a waiver in respect of any other breach of that or any other provision. The failure of either Party to enforce at any time any of the provisions of this Agreement shall not be interpreted as a waiver of such provision.

- e) This Agreement contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.
- f) Any modification or variation of the terms and conditions of this Agreement, including any modification or variation of the scope of the services, may only be made by written agreement between the Parties.
- g) No Party will be liable to the other if it fails to meet its obligations under this Agreement due to matters beyond its reasonable control.
- h) This Agreement may be executed in any number of counterparts, each of which shall be deemed an original of this Agreement and which together shall constitute one and the same instrument; provided that neither Party shall be bound to this Agreement unless and until both Parties have executed a counterpart.

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

<p>SIGNED for and on behalf of _____</p> <p>By: _____</p> <p>Signature: _____</p> <p>Designation: _____</p> <p>Address: _____</p> <p>Witness: _____</p>	<p>SIGNED for and on behalf <successful bidder name>.</p> <p>By: _____</p> <p>Signature: _____</p> <p>Designation: _____</p> <p>Address: _____</p> <p>Witness: _____</p>
--	---

Name: _____	Name: _____
Place: _____	Place: _____
Date: _____	Date: _____

13 Sample Formats for Other Documents

13.1 Performance Bank Guarantee

To:

The Managing Director,
Chennai Smart City Limited

Bank Guarantee No.

Amount of Guarantee:

Guarantee covers from

Last date for lodgement of claim:

Whereas <name of the supplier and address> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <name of the assignment> to GCC (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, **<Name of Bank>** a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office>have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of **Rs.<Insert Value>(Rupees <Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of **Rs.<Insert Value>(Rupees<Insert Value in Words> only)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until *<Insert Date>*)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed **Rs. <Insert Value> (Rupees <Insert Value in Words> only).**
- II. This bank guarantee shall be valid up to *<Insert Expiry Date>*)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before *<Insert Expiry Date>*) failing which our liability under the guarantee will automatically cease.

13.2 Declaration against Blacklisting

(To be submitted on the Letterhead of the responding agency)

{Place}

{Date}

To:

The Managing Director,
Chennai Smart City Limited

Subject: Self Declaration of not been blacklisted in response to the RfP for **Selection of Agency for “Carbon credit developing and supplying agency” for Chennai Smart City Limited.**

Dear Sir,

We confirm that our company, _____, is not blacklisted in any manner whatsoever by any of the State and/or central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

13.3 Format for CV

1.	Proposed Position	:					
2.	Name of Firm	:					
3.	Name of Staff	:					
4.	Date of Birth	:	MM/DD/YYYY				
5.	Nationality	:					
6.	Area of Specialisation	:					
7.	Educational Qualifications	:	Board /University/ Institution	Examination Passed	Month & Year		% Marks obtained/ CGPA
					From	To	
			<i>(Mention in the order of recency)</i>				
8.	Membership of Professional Associations	:	-				
9.	Other Training	:	-				
10.	Countries of Work Experience	:	India				
11.	Languages	:	Language	Speaking	Reading	Writing	
12.	Employment Record	:	Dates of employment	Name of employing organization	Positions held		

	Project Name:	
	Year:	
	Location:	
	Client(s):	
	Main Project Features	•
	Activities Performed:	•
	Project Name:	
	Year:	
	Location:	
	Client(s):	
	Main Features	
	Activities Performed:	•

			<i>(Starting with present position, list in reverse order every employment held.)</i>
13.	Task Assigned for this Project	:	
14.	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:		

(Add more rows to mention relevant projects for the key personnel)

Certification:

- i. I am willing to work on the assignment and I will be available for entire duration of the project as required.

- ii. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Place.....
Personnel)

(Signature and name of the Key

(Signature and name of the authorized signatory)

Notes:

1. Use separate form for each Key Personnel
2. The CV shall be signed in by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm.

13.4 Response to RfP

#	Pre-qualification criteria	Supporting Documents to be provided	Check
1.	Bidder should be: A company incorporated in India under the Companies Act, 1956 and subsequent amendments thereto and in operation for a minimum period of 5 years as on 31st January 2018 in India Registered with the GSTN Authorities.	Copy of Incorporation certificate	Yes/ No
2.	Turnover of last three audited financial years. Bidder should have an average annual turnover of at least Rs.50 lakhs from at least 3 out of 5 last audited financial years.	Financial certificate by Chartered Accountant	Yes/ No
3.	In the last 3 years, the bidder must have completed a minimum of 2 projects of similar nature with minimum contract value of Rs. 15 lakhs each. At least one out of the 2 projects should have been done for any Government / Public Sector Undertaking / ULB.	Copy of Work Order or contract agreement from the client and the completion certificate issued by the client	Yes/ No
4.	The bidder should not be blacklisted / debarred by any of the Government Sector Units in India as on the date of the submission of the tender.	Self-declaration / Undertaking by bidder on its letter head.	Yes/ No

14 Guidance for Scope of Work:

The scope of work will involve tasks as mentioned under but will not be limited to these only.

- a. The selected agency will be responsible for registering CSCL's projects and maintaining CSCL's project registry under various compliance & voluntary GHG Mitigation mechanisms
- b. Obtain and verify data obtained from government sources on existing projects and completed projects
- c. Compile and present relevant data on carbon credit generation and comparison with baseline data. In case of greenfield projects, baseline data is to be created.
- d. Monitor and cross check all equipment to ensure it is in working order and report instances in which equipment is malfunctioning or damaged.
- e. Include risk assessment reports and in the event of a natural disaster or other loss event, accounting for the damages on-ground.
- f. Coordinate with CSCL and complete all documentation to the necessary standards required for project registration, data monitoring, carbon credit verification & issuance
- g. Prepare reports on revenue generation potential and project performance in line with carbon credit standards as well as other goals such as sustainability and cheap energy provision to poorer classes. These would be conservative estimations based on the selected methodology for the identified project activity.
- h. Identify, appoint, and liaise with the third-party validation & verification bodies (VVBs) to ensure data is accurate and robust.
- i. Advertise CSCL projects and find the most suitable bid for the sale of carbon credits. The consultant would be responsible for preparing a list of potential carbon credit buyers across the globe and the country.
- j. Important:
 - i. The Carbon credit developing and supplying agency shall obtain approval from GCC/CSCL for all plans, strategies, and materials produced. The agency shall provide a schedule of proposed consultant placements in consultation with GCC/CSCL.
 - ii. GCC/CSCL will provide/facilitate all technical inputs and will work closely with the agency in the formulation and planning of the required activities.
 - iii. The bidder shall be responsible for quoting the cost of all activities.
 - iv. The selection shall be for a period of 3 years from the date of signing of contract which shall be reviewed periodically to assess the performance during the specified duration of empanelment.
 - v. The Agency will be required to submit details on each activity/event conducted.