

Hindu Religious and Charitable Endowments (HR&CE) Department

119, Uthamar Gandhi Salai, Nungambakkam, Chennai- 34,

<https://hrce.tn.gov.in>

NOTICE INVITING TENDER NO.9934/2023/Y2 DATED 20.02.2023 & 15.03.2023

**Request for Expression of Interest (REOI) for
Empanelment of Project Management Consultancy Services for
Tamil Nadu Hindu Religious and Charitable Endowments (HR&CE) Department is extended upto
the following date and time through sealed tender**

Date of Release of REOI	16-03-2023
Pre-bid Meeting	21-03-2023 at 3:30 pm
Proposal Due Date	29-03-2023 before 3: 00 pm
Opening of the Proposal	29-03-2023 at 4: 00 pm

DISCLAIMER

The information contained in this Expression of Interest For Empanelment of Project Management Consultancy Services or subsequently provided to Consulting firms, whether verbally or documentary form by or on behalf of the *Tamil Nadu Hindu Religious and Charitable Endowments Department* or any of their representatives, employees or Advisors (collectively referred to as the "Client") is provided to Bidder(s) on the terms and conditions set out in this EOI Document and any other terms and conditions subject to which such information is provided.

This EOI document is not an agreement and is not an offer or invitation by the Client Representatives to any party other than the entities who are qualified to submit their proposal (Bidder(s)). The purpose of this EOI document is to provide the Consulting firms with information to assist the formulation of their Proposal. This EOI document does not purport to contain all the information each firm may require. This EOI document may not be appropriate for all persons and it is not possible for the Client Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI document. Each firm should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in the EOI document and where necessary obtain independent advice from appropriate sources. The Client Representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.

The Client Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.

1 Introduction

The Government of TamilNadu after examining the various previous enactments, enacted the Hindu Religious and Charitable Endowments Act, 1959 with the intention of ensuring the administrative regulation and supervision of Temples, Matts and Endowments so as to enable their religious autonomy, financial viability and effective administrative and the necessity to be monitored by the Government.

Now, the Department intends to avail services of qualified and experienced Consultancy firms through this empanelment process for Project Management Consultancy Services TN,HR&CE Projects. Applications are invited from reputed Consultancy firms having required qualifications, technical background, team strength, appropriate registrations and meet the qualification criteria set out in this document.

2 Scope of Work

The Master Plan, all drawings and DPR for the Project is already prepared by HRCE Department. The objective of the Consultant is to provide an independent verification of the drawings and other documents submitted by the architects and scrutinise the same with relevant and technical standards.

The Consultant shall systematically review the specifications, drawings, and construction methodologies with aims to ensure that the works are carried out in accordance with the conditions of the contract. While providing the services the Consultant shall adhere to established standards and norms pertaining to quality of work, specifications, procedures, project management etc.

The consultant's recommendations are to be sound from the point of view of safety, durability, economy, functional parameters, aesthetics etc and is required to ensure compliances relevant codes of practice.

- Conduct scrutiny and review of all the studies related to the project with particular emphasis on updated technology considerations and with guidelines relevant and other standards where applicable.

- Ensuring the works is being carried out in accordance with the approved designs, drawings & specifications.
- Interact with HRCE ENGINEERS/OFFICERS or any other authority for collecting additional information for checking the design basis, design philosophy and parameters, checking of detailed design/drawings/guidelines related to them.
- Reviewing topographic and soil investigation reports.
- Reviewing the geo-technical investigations and the safe carrying capacity of the soil during construction work.
- Reviewing all CAD drawings submitted by the Architects.
- Ensuring the Compliance of Statutory approvals / Clearances / Standards relevant to the project
- To review and approve various shop drawings, design of shuttering and staging etc as submitted by the Architects.
- Conduct the pre-construction review of manufacturer's test reports and standard samples of manufactured materials and other materials as may be required.
- Review and approve various construction/installation methodologies submitted by the contractor.
- Review of scheduling including construction schedule
- Review and approve the quality assurance plan
- Review project completion upto the level of sub-activities, physical and financial progress and overall monitoring of project implementation
- Undertake detailed site inspection and construction supervision of all the activities
- To review and approve drawings of temporary works or any other work as per the requirement submitted by the Architects wherever required. Review proposals on construction technology of various items of work and suitable modifications shall be suggested keeping in view the technical requirements, contractual provisions, safety measures, sequential operation of various items, time frame, compatibility of work programme, proposed deployment of personnel and equipment and site conditions.

- To review and advise on any issue referred by HRCE Engineers with reference to quality of any material, workmanship or any other issue related to construction work.
- To review and recommend any changes in design, if proposed by HRCE engineers during execution of project.
- To review the quality assurance manual, quality assurance plans, method statements, maintenance manual, 'as built drawings' and suggest modifications, if required.
- Ensure the works are being carried out in accordance with the approved designs, drawings & specifications and reporting the same to HRCE engineers In case of any discrepancy, the same has to be notified to HRCE and the contractor and ensure that remedial action in a time bound manner.
- To assist HRCE officials, Engineers in periodical meetings to review progress achieved with respect to the approved program.
- Submit fortnightly progress reports along with milestones, delays and the action plan to curtail the delays
- Recommendations and Certification of the submissions so as to facilitate the HRCE Engineer/Official in final acceptance.
- Co-ordinate contractor mobilisation
- Direct, co-ordinate and supervise the project on day to day basis
- The sample should be got tested as per norms.
- Set quality control procedures and standards to comply with guidelines.
- Audit documentation of quality procedures implemented
- Review and monitor safety and quality norms at site
- Conduct safety and quality audits and submit report to Client on a periodical basis.
- Periodical assessment of the physical progress of the project with reference to the stipulated milestones
- Monitor compliance to design and specifications during execution
- Ensuring level of completion of the project in terms of sub-activities, physical progress achieved and overall monitoring of project implementation through site supervision

- Inspection of material and testing of materials
- Monitor contractual obligations vis-a-vis the tender conditions
- Maintain test reports at site for reference
- Prepare and seek approvals on change / variation orders.
- Cash flow management
- Contract management
- Progress monitoring and reporting to the HRCE on a Fortnightly basis
- Periodical on-site review meetings- weekly and monthly or as decided by the HRCE
- Reviewing "As-built" drawings issued by the contractor
- Identify and report delay in progress of work, defective construction practices, deviation from good engineering practices including advising remedial measures and notices to the contractor.
- Certification of invoices/bills submitted by the contractor against milestone activities.
- Identify and report specific problems/ issues that may occur during the implementation to the notice of contractor and suggest corrective actions for the timely completion of the project.
- Coordinate with Client and contractor to facilitate timely execution of the project.
- Make presentations to Client as may be required from time-to time.
- Provide additional inputs / information relevant to the implementation of the project as required by HRCE.
- Deploy qualified and experienced manpower on full time basis, for which a temporary site office may be erected at the cost of the firm.
- Keeping Project History Register.
- Co-ordinate with other departments for getting Electricity, water supply and sewage connections if required.
- Preparation of Completion Report and Relevant drawings

3 Eligibility Criteria

Clause	Eligibility Criteria	Supporting Documents/Remarks
3(a)	The bidder should be a registered legal entity	<p>1. In case of Private/Public Limited Companies,</p> <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association <p>2. In case of Partnership Firm,</p> <ul style="list-style-type: none"> • Registered Partnership deed <p>3. In case of Proprietorship Firm,</p> <ul style="list-style-type: none"> • Copy of GST Registration Certificate
3(b)	Average Annual turnover of the consultants not less than Rs. 1 Crore of the previous five financial years.	<p>(i) The average annual turnover statement duly certified by Chartered Accountant as per Form-6</p> <p>(ii) The Annual Report/certified copies of Balance Sheet, Profit & Loss statement for the last five consecutive financial years</p>
3(c)	The bidder should have successfully completed Project Management/Consultancy/Third party Monitoring / Lenders Engineer /Owners Engineer services for one project, [construction of buildings, landscaping and service road etc] to a value of 25.00 Crores under taken during the last 5 years(as on 15.03.2023).	<p>(i) Work orders and Completion certificates issued by clients</p> <p>(ii) Duly filled inform for each projects as per Form-4</p>
3(d)	The bidder shall demonstrate experience (PMC & Service) in the below categories:	

EOI for Empanelment of Project Management Consultancy Services for Tamil Nadu Hindu Religious and Charitable Endowments (HR&CE) Department

Clause	Eligibility Criteria	Supporting Documents/Remarks
	<p>a) Two similar works having a construction/ Development Cost not less than Rs.12.50 Crores each</p> <p style="text-align: center;">or</p> <p>One similar works having construction/ Development Cost not less than Rs 25.00 Crores</p>	<p>(i) Work orders and Completion certificates issued by clients</p> <p>(ii) Duly filled inform for each projects as per Form-4</p>
3(e)	The bidder should have full-fledged permanent office in Tamil Nadu	Original or Regional Office Address at Tamilnadu (or)the bidder should give an undertaking to setup office at Tamilnadu within15daysfrom the date of issue of LoA if selected
3(f)	The bidder should have minimum 15 full time permanent employees with Engineering qualification on their roll.	List of full-time employees along with designation and qualification duly certified by the authorized signatory.
3(g)	The bidder should not have been black listed as on the date of tender opening for providing services to.....[Department /organization] or Central/ stateGovernment department sand Quasi Government Organizations	<p>(i) The declaration form as per form2 should been closed</p> <p>(ii) Any adverse/not satisfactory remark son the performance of previous supplies will entail disqualification.</p> <p>(iii)Further, if the bidder is found black listed in India before award of contract by any Government agency, the bid will be rejected</p>

4 EOI Notice and Schedule

4.1 Interested Consultancy firms are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

4.2 Interested firms may download the EOI document from <https://hrce.tn.gov.in> and <https://tenders.tn.gov.in> websites

4.3 Any subsequent corrigendum/clarifications will be made available on <https://hrce.tn.gov.in> and <https://tenders.tn.gov.in>

4.4 The schedule for the EOI process is given below:

S.N.	Information	Details
1	Date of Issue of REOI Document	16.03.2023
2	Pre-Bid Meeting	21.03.2023
3	Last date of bid submission	29.03.2023 by 3:00 pm
4	Bid Opening	29.03.2023 at 4:00 pm

5 Important information for Applicants

1. The consultancy services shall inter alia include;

1. Assessment of construction stages/milestones for monitoring on going works and payments.
2. Construction supervision along with quality check.
3. Project management with planning & scheduling the work progress with breakup details (work progress bar chart / PERT)

2. You are hereby invited to submit EOI proposals for project management consultancy services which could form the basis for future negotiations and ultimately a contract between your firm and the Client.

3. A Consultant firm will be selected under prequalification procedures described in this REOI eligibility criteria.

4. The following documents are enclosed to enable you to submit your proposal:

Form 1 – covering letter

Form 2 – Particulars of the applicant

Form 3 – Firm's experience –summary

Form 4 – Firm's experience –Detailed Particulars

Form 5 – Curriculam vitae of key personnel

Form 6 – Financials

Form 7– Power of attorney for signing of application

A pre-proposal conference open to all prospective consultants will be held on 21.03.2023 @3.30 PM. at the Office of the Commissioner of HR&CE Chennai. The prospective consultant will have an opportunity to obtain clarifications regarding the eligibility criteria, scope of the work, terms of reference, contract conditions and any other pertinent information.

5. **The Clarifications/Amendments if any in the Pre-Proposal Conference will be published in the website of www.hrce.tn.gov.in and TN tender portal-. No Separate Advertisement for Addendum/ Corrigendum / extension of date will be published in the Newspapers.**

6. In order to obtain first-hand information on the assignment and the local conditions, it is desirable that a authorized representative of your firm visit the project location/site with prior intimation to the office of the Client before the proposal is submitted. Please ensure that advance intimation regarding your visit is sent to the Client to make appropriate arrangements, if required.

7. *The Submission of EOI:*

a. The proposals addressed to the Commissioner HR&CE Chennai shall be submitted as per the scheduled time in Sealed Cover.

- b. Consultant who have been blacklisted or deregistered by the Government of India, Government of Tamil Nadu, any other Governments, any PSU of Central Government or State Government or any other Public Sector during the last 10 years shall not be eligible to apply.

8. Evaluation

A procedure will be adopted in evaluating the EOI:

- a. The eligibility of consultants will be verified based on the eligibility criteria mentioned in this document and marks will be calculated as per Annexure –1

6. General instructions to the consultancy firm

1. By participating in the selection process all participating Consultancy firms shall agree in full to these Terms and Conditions
2. All participating Consultancy firms shall go through detailed guidelines and shall agree to abide by the conditions mentioned in this document. By participating in the selection process, all participating Consultancy firms shall deem to have agreed in full to these Terms & Conditions.
3. Any participating Consultancy firms found to have provided false information at any point – before, during or after the selection process, shall be liable for immediate disqualification.
4. Any participating Consultancy firms failing to observe the Terms & Conditions shall be declared ineligible and shall be liable to immediate disqualification at any point during the selection process.
5. The decision of the Committee for the selection process, shall be final and binding on all participating Consultancy firms and no disputes of any manner shall be entertained.
6. All participating Consultancy firms are doing so on their own initiative. Department shall not reimburse any expenses incurred. By participating in the selection process, it is deemed that all participating Consultancy firms have indemnified Department against any losses, expenses of any manner incurred by the participating Consultancyfirms

during the selection process whether tangible or intangible, direct or indirect.

7. All information made available to Department during the selection process shall be considered as privileged information. Department shall not use this information for any purpose other than the selection process
8. Notwithstanding anything contained in this EOI document, Department reserves the right to accept or reject any Proposal and to annul or suspend the bidding process and reject all Proposals without assigning any reason hereof, at any time prior to the issuance of Letter of Acceptance (L.O.A.) without incurring any liability or consequences or any obligation to inform the affected Consultancy firms of the grounds for rejection.
9. Proof for fulfilment of selection criteria mentioned in the EOI document should be submitted. If the application is submitted without valid documents, OR is not in the Prescribed Formats, the application will be rejected. All document shall be submitted in the spiral bound and loose documents are not acceptable.
10. No Consultancy firms shall contact Department on any matter related to its application after the time of submission of application, unless requested so in writing. Any effort by Consultancy firms to influence Department in their decision in respect of evaluation will result in rejection of the Application.
11. Department reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and to cross check for any details as furnished by the Consultancy firms s from past – executed projects / Clients / Consultants etc. It is to be noted that evaluation may be completed without seeking any subsequent additional information.
12. Information furnished in the EOI Document will be kept confidential.
13. All information must be typed and submitted in the prescribed formats only. Consultancy firms should ensure that hard copy is without errors.
14. Application duly filled with all the requisite information, supporting documents and covering letter duly signed by Authorized Representative/Signatory of the Consultancy firms shall be indexed, bound (hard/ spiral) and submitted in a sealed envelope by the time and date as specified in the Notice.

15. There is no remuneration offered for participating in the EOI & selection process. Participating Consulting firms are also not required to submit a Financial Offer.

16. Empanelment is also liable for cancellation if at any stage it is found that the documents/information submitted in the EOI is false.

Project Team

The PMC shall deploy a team having competency in project engineering, project planning and execution, bid management, construction supervision, etc. The team shall be lead by a General Manager. The core team shall have periodic meetings with Client to ensure a seamless planning and execution of the project.

As part of the contract, the following qualified and experienced manpower shall be deployed, for which a temporary site office should be erected at their cost. Further they should make arrangements for Stationeries, Computer Peripherals, necessary furniture's, Electricity, water supply, etc., at their own cost.

The team envisaged to carry out the above scope of work shall comprise of the following professionals:

Position	No. of persons	Area of Expertise and Experience
General Manager	1	Experience in the construction and supervision services for construction of (10years) Bachelor Degree in Civil engineering and ME (Structural) / construction Management with minimum 5 years experience in Project Management /Third party Monitoring / Lenders Engineer /Owners Engineer services for construction of buildings and infrastructure projects
Project Manager	2	Experience in the construction and supervision services for construction of buildings and infrastructure projects (7 years)

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		Bachelor Degree in Civil engineering / Bachelor degree in Architecture with minimum 5 years experience in Project Management /Third party Monitoring / Lenders Engineer /Owners Engineer services for construction of buildings and infrastructure projects
Civil Engineers	5	Experience in the construction and supervision services construction of buildings and infrastructure projects if Bachelor Degree in Civil engineering with 10 years experience / Diploma in Civil Engineering with 15 years experience
Mechanical Engineer	2	Experience in the construction and supervision services construction of buildings and infrastructure projects if Bachelor Degree in Mechanical engineering with 10 years experience
Electrical Engineer	2	Experience in the construction and supervision services construction of buildings and infrastructure projects if (Bachelor Degree in Electrical engineering with 10 years experience
Technical staff civil	10	Experience in the construction and supervision services if Diploma in Civil engineering, with 5 years experience Bachelor Degree in Civil engineering with 2 years experience
Technical staff Electrical, Mech. and others	5	Experience in the construction and supervision services if Diploma in Mechanical / Electrical engineering, with 5 years experience Bachelor Degree in Mechanical / Electrical engineering with 2 years experience

Annexure –I

Marking Scheme

Clause	Eligibility Criteria	Marks awarded
3(a)	The bidder should be a registered legal entity	10
3(b)	Average Annual turnover of the consultants not less than Rs. 1 <i>Crore</i> of the previous five financial years.	10
	If more than 1 upto 5 Crores	20
3(c)	The bidder should have successfully completed Project Management/Consultancy/Third party Monitoring / Lenders Engineer/Owners Engineer services for one project like construction of buildings, landscaping, Service roads value of 25.00 Crores under taken during the last 5 years(as on 15.03.2023).	15
	For works with value of 50.00 Crores	25
	The bidder shall demonstrate experience in the below categories:	
	a) Two similar works having a construction/development Cost not less than Rs...12.50 <i>Crore</i> ...each or Onesimilar works having construction/development Cost not less than Rs 25.00 Crores	10

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Clause	Eligibility Criteria	Marks awarded
	b) More than Rs...12.50 Crore each or One similar works having construction/development Cost not less than Rs 30.00 Crores	20
3(e)	The bidder should have full-fledged permanent office in Tamil Nadu	10
3(f)	The bidder should have minimum 15 full time permanent employees with Engineering qualification on their roll.	15

Note: A PPT must be presented by the consultancy Firms on their Projects at the time informed.

Forms

Form 1 : Covering Letter

To

The Commissioner,
Hindu Religious and Charitable Endowments (HR&CE) Department,
119, Uthamar Gandhi Salai, Nungambakkam, Chennai- 600 034,
Tamil Nadu.

Sub: Response to Request for Expression of Interest for Empanelment of Consultancy firms for preparation of Master Plan and DPR for Temple Area Development projects of HR&CE Department.

Sir,

With reference to your REOI Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal to be empanelled as Consultancy firm for Empanelment of Law Firms preparation of Master Plan and DPR for Temple Area Development projects of HR&CE Department. The Proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Forms is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of getting empanelled for the aforesaid REOI
3. I/We shall make available to the Department any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Department to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for

breach on our part.

6. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultancy Firm, without incurring any liability to the Applicants
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
9. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Department and/ or the Government of India in connection with the selection of the Consultancy firm or in connection with the Selection Process itself in respect of the above mentioned Empanelment.
10. I/We agree and understand that the Proposal is subject to the provisions of the REOI document. In no case, shall I/We have any claim or right of whatsoever nature if me or our Proposal is not opened or rejected.
11. I/We agree and undertake to abide by all the terms and conditions of the REOI Document. In witness thereof, I/We submit this Proposal under and in accordance with the terms of the REOI Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

Form 2 : Particulars of the Applicant

1.	Title of Consultancy: Empanelment of Consultancy Firms for Project Management Consultancy Services Tamil Nadu HR&CE Department
2.	State the following: Name of Company or Firm: Legal status (e.g. incorporated private company, unincorporated business, partnership etc.) : Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Brief description of the Company including details of its main lines of business Name, designation, address and phone numbers of authorised signatory of the Applicant: Name: Designation: Company: Address: Phone No.: E-mail address:
3.	For the Applicant, state the following information: (i) Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last three years? <p style="text-align: right;">Yes/No</p> (ii) Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in last three years? <p style="text-align: right;">Yes/No</p>

	<p>(iii) Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last three years?</p> <p style="text-align: right;">Yes/No</p> <p>(iv) Has the Applicant suffered bankruptcy/insolvency in the last three years?</p> <p style="text-align: right;">Yes/No</p> <p>Note: If answer to any of the questions at (i) to (iv) is yes, the Applicant is not eligible for this consultancy assignment.</p>
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(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

Form 3 : Firm's Experience – Summary

Summary List of Eligible Assignments : PMC

Sl. No.	Name of the Project	Client	Completed / On going	Project Cost (In INR Crore)
(A)	(B)	(C)	(D)	(E)
1.				
2.				
3.				
4.				

**Completion Certificate from the client along with the Work Order indicating the project size (capacity/area whichever applicable) and the project cost, is the only allowable proof of completion for the above eligible assignments*

Form 4: Firm's Experience – Detailed Particulars

Detailed Particulars of Assignments completed

1.	Name of Applicant:	
2.	Name of the Assignment:	
3.	Project description and other particulars	
4.	Description of services performed by the Applicant Firm:	
5.	Name of client and Address: (indicate whether public or private)	
6.	Name and telephone no. of client's representative:	
7.	Estimated capital cost of the Project (in Rs crore):	
8.	Project Size (Capacity/Area, whichever applicable)	
9.	Start date of the services (month/ year):	
10.	Finish date of the services (month/ year):	
11.	Brief description of the Project:	
12.	Components of the Terms of Reference for Applicant's scope	

Notes:

1. Use separate sheet for each Project.
2. The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

Form 5 : Curriculum Vitae of Key Personnel (Permanent Employees of the Firm)

1. Name of Personnel:

2. Date of Birth:

3. Nationality:

4. Educational Qualifications:

5. Employment Record:

(Starting with present position, list in reverse order every employment held.)

6. Membership in any Council /Relevant Authority:

7. List of Assignments on which the Personnel has worked

Name of project	
Brief description of the project	
Activities performed	
Position held	

Certification:

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

(Signature and name of the Key Personnel)

Place.....

(Signature and name of the authorized signatory of the Applicant)

Notes:

1. Use separate form for each Key Personnel
2. Each page of the CV shall be signed and dated by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.
3. Documentary evidence for **qualification(Certificates) shall be enclosed.**

Form 6 : Financials

S. No.	Financial Year	Turnover in Rs. Crores
1.		
2.		
3.		
Average Annual Turnover		

Certificate from Statutory Auditor/Chartered Accountant

This is to certify that..... (Name of the Applicant) has received the payments shown above against the respective years on account of professional fees from Consultancy services.

Name of the audit firm :

Seal of the audit firm :

Date:

(Signature, name and designation of the authorized signatory)

Form 7: Power of Attorney for Signing of Application

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)

Know all men by these presents, We, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. (name and residential address) who is presently employed with/retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for _____ ("Empanelment") including but not limited to signing and submission of all documents and providing information / responses to Hindu Religious and Charitable Endowments ("HR&CE"), representing us in all matters before HR&CE, and generally dealing with HR&CE in all matters in connection with or relating to or arising out of our application for Empanelment .

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For
(Signature, name, designation and address)

Witnesses:

1.

2. Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney)

Note :

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant*
- *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

// Draft Approval //