

Section 1

Request for Proposal

THE JUTE CORPORATION OF INDIA LIMITED
JUTE TECHNOLOGY MISSION (MINI MISSION-III)
15N, Nellie Sengupta Sarani, Kolkata-700 087
Phone : (033)2252-6720, 2252-8386

TENDER NOTICE

Due to unavoidable circumstances Last Date is extended upto 5th November 2007, upto 2 p.m. which shall be opened (only Technical Bid) on the same date at 3 p.m. (For the Tender Dated 15.10.2007)

Consultancy services for proposed construction of Warehouse/Godowns and other facilities in the States of West Bengal, Bihar, Assam, Andhra Pradesh and Orissa (Total layout Rs.35 crores)

Technical and Financial bids in separate envelopes are invited in a single sealed cover from individual Architect/Firm of Architects/Consulting Engineers of good standing, having experience of handling similar type of at least one project of more than Rupees one crore in last three years. Please send your offer in the prescribed format at the above address latest by 31st October, 2007, upto 2 p.m. which shall be opened (only Technical Bid) on the same day at 3 p.m. in the office of the Corporation. Financial Bids of the successful bidder after the Technical bid evaluation will be opened separately at a latter stage under intimation to them. The prescribed format including Terms of Reference & Scope of Work can be had from the office of the Corporation or may be downloaded from our website www.jutecorp.com. EOI should accompany earnest money of Rs.5000/- only by cash or DD drawn in favour of "THE JUTE CORPORATION OF INDIA LIMITED " A/c JTM payable at Kolkata. The Corporation reserves the right to accept/reject any offer without assigning any reason whatsoever.

Section 2

Instructions to Consultants

Part I

Standard

1. Definitions

(a) “**Corporation**” means the **Jute Corporation of India** have invited the bids for consultancy services and with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.

(b) “**Consultant**” means any entity or person or associations of person who have been short listed to submit their proposals that may provide or provides the Services to the Corporation under the Contract.

(c) “**Contract**” means the Contract signed by the Parties and all the attached documents listed in its Clause that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.

(d) “**Project specific information**” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.

(e) “**Day**” means calendar day.

(f) “**Government**” means the government of India

(g) “**Instructions to Consultants**” (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their proposals.

(h) “**Personnel**” means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof; “**Foreign Personnel**” means such professionals and support staff who at the time of being so provided had their domicile outside India; “**Domestic Personnel**” means such professionals and support staff who at the time of being so provided had their domicile in India.

(i) “**Proposal**” means the Technical Proposal and the Financial Proposal.

(j) “**RFP**” means the Request For Proposal prepared by the Corporation for the selection of Consultants, based on the SRFP.

(k) “**SRFP**” means the Standard Request for Proposals, which must be used by the Corporation as a guide for the preparation of the RFP.

(l) “**Assignment / job / task**” means the work to be performed by the Consultant pursuant to the Contract.

(m) “**Terms of Reference**” (**TOR**) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Corporation and the Consultant, and expected results and deliverables of the Assignment/job/task.

2. Introduction

2.1 The Jute Corporation of India will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Part II Data Sheet.

2.2 The name of the assignment/Job/task has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5.

2.3 The date, time and address for submission of the proposals have been given in Part II Data Sheet.

2.4 The Consultants are invited to submit their Proposal, for consulting Assignment / job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.5 Consultants should familiarize themselves with Local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment/job and Local conditions, Consultants are encouraged to meet the Corporation's representative named in Part II Data Sheet before submitting a proposal and to attend a **pre-proposal meeting** as specified in the Part II Data Sheet. Attending the pre-proposal meeting is optional. Consultants should contact the Corporation's representative to arrange for their visit or to obtain additional information on the pre-proposal meeting. Consultants should ensure that these representatives are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.6 The Corporation will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment/job, and make available relevant project data and reports.

2.7 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Corporation is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

3. Eligibility of Association of consultants

3.1 If the consultant had formed an association of consultants, each member of the association of consultant shall be evaluated as per the qualification / eligibility criteria set forth in Part II data Sheet. The combined score of the each member of the association of consultant shall be taken into account for evaluation purpose. If any member of the association of consultants is dropped at the RFP stage, such association of consultant is liable to be rejected by the Corporation. However, the Corporation, at its sole discretion, may decide to evaluate for short-listing such association of consultant without considering the strength of the dropped member and if found eligible, may allow such association of consultant to submit their proposal.

3.2 A short-listed consultant may associate with consultants and /or individual expert at the time of submission of proposal with. Under such circumstances each member of the association of consultant shall be evaluated as per the qualification/ eligibility criteria set forth in Part II data Sheet. The combined score of the each member of the association of consultant shall be taken into account for evaluation purpose. However, the lead member of the association of the consultant shall be the consultant who has been short-listed by the Corporation and Corporation

shall deal with only the lead member for the purpose of this assignment. Although the contract shall be signed by all the members of the associations of the consultants, the lead member of the association of the consultant shall be responsible and liable to the Corporation for every aspects of their proposal, contract etc.

4. Clarification and Amendment of RFP Documents

4.1 Consultants may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Corporation's address indicated in the Part II Data Sheet. The Corporation will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Corporation deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 4.2 below.

4.2 At any time before the submission of Proposals, the Corporation may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Corporation may, if the amendment is substantial, extend the deadline for the submission of Proposals.

5. Conflict of Interest

5.1 Corporation requires that Consultants provide professional, objective, and impartial advice and at all times hold the Corporation's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

5.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities : (i) A firm that has been engaged by the Corporation to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting Assignment/job; (ii) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Corporation. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment

for the same project, and a Consultant assisting a Corporation in the privatization of public assets shall not purchase, nor advise purchasers of, such assets

Conflicting relationships (iii) A Consultant (including its Personnel and Sub-consultants) that has a business or family relationship with a member of the Corporation's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iv) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Corporation throughout the selection process and the execution of the Contract.

5.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Corporation, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Corporation comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

5.4 No agency or current employees of the Corporation shall work as Consultants under their own ministries, departments or agencies.

6. Unfair Advantage

6.1 If a short-listed Consultant could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 5 above, the Corporation shall make available to all short-listed Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

7. Proposal

7.1 The Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

8. Proposal Validity

8.1 The Part II Data Sheet to consultant indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Corporation will make its best effort to complete the process within this period. Should the need arise; however, the Corporation may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals; under such circumstance the Corporation shall not consider such proposal for further evaluation.

9. Preparation of Proposals

9.1 The Proposal as well as all related correspondence exchanged by the Consultants and the Corporation, shall be written in English language, unless specified otherwise.

9.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

9.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) If Consultant considers that it may enhance its expertise for the Assignment/job by associating with other Consultants in sub-consultancy, it may do so.

(b) The estimated number of Professional staff-months for the Assignment/job is as shown in the Part II Data sheet. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants. While making the proposal, the consultant must ensure that he proposes the minimum number and type of experts as sought by the Corporation, failing which the proposal shall be considered as non-responsive.

(c) Alternative professional staff shall not be proposed, and only one curriculum vita (CV) may be submitted for each position mentioned.

9.4 Depending on the nature of the Assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

(a) (i) A brief description of the consultant's organization and in the case of a consortium / joint venture, of each partner, will be provided in Form Tech-2. In the same Form, the consultant and in the case of a consortium/ joint venture, each partner will provide details of experience of assignments which are similar to the proposed assignment/ job as per the terms of reference.. For each Assignment/job, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the Assignment/job, contract amount, and Consultant's involvement. Information should be provided only for those Assignment/jobs for which the Consultant was legally contracted by the Corporation as a corporation or as one of the major firms within a joint venture. Assignment/jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy o contract for all the assignments mentioned in the proposal.

(b) (i) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment/job; and on requirements for counterpart staff and facilities including: administrative support, office space, Domestic transportation, equipment, data, etc. to be provided by the Corporation (Form TECH-3 of Section 3).

(c) (i) A description of the approach, methodology and work plan for performing the Assignment/job covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.

(d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks is to be provided in Form TECH-5 of Section 3.

(e) Estimates of the staff input needed to carry out the Assignment/job needs to be given in Form **TECH-7** of Section 3. The staff-months input should be indicated separately for each location where the Consultants have to work and / or provide their key staff.

(f) CVs of the Professional staff as mentioned in para 9.4 (d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).

(g) A detailed description of the proposed methodology and staffing for training needs to be given, if the Part II Data sheet specifies training as a specific component of the Assignment/job.

9.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

9.6 Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the Assignment/job, including (a) remuneration for staff and (b) reimbursable expenses indicated in the Part II Data sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign (if applicable) and domestic expenditures. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

10. Taxes

10.1 The Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: value added or sales tax, service tax or income taxes, duties, fees, levies) on amounts payable by the Corporation under the Contract. All such taxes must be included by the consultant in the financial proposal.

11. Currency

11.1 Consultants shall express the price of their Assignment/job in India Rupees

12 Earnest Money Deposit (EMD)

12.1 Earnest Money Deposit

I. An EMD of Rs. 5000 (Five Thousand), in the form of DD drawn in favor of the Corporation (Jute Corporation of India,) and payable at Kolkata, must be submitted along with the Proposal.

II. Proposals not accompanied by EMD shall be rejected as non-responsive.

III. No interest shall be payable by the Corporation for the sum deposited as earnest money deposit.

IV. No bank guarantee will be accepted in lieu of the earnest money deposit.

V. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

12.2 The EMD shall be forfeited by the Corporation in the following events:

I. If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.

II. If the Proposal is varied or modified in a manner not acceptable to the Corporation after opening of Proposal during the validity period or any extension thereof.

III. If the consultant tries to influence the evaluation process.

IV. If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

14. Submission, Receipt, and Opening of Proposal

14.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

14.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

14.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job. The envelopes containing the Technical Proposals, Financial Proposals, EMD and bid processing fees shall be placed into an outer envelope and sealed. This outer

envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]”. The Corporation shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

14.4 The Proposals must be sent to the address/addresses indicated in the Data sheet and received by the Corporation no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.2 above. Any proposal received by the Corporation after the deadline for submission shall be returned unopened.

15. Proposal Evaluation

15.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Corporation on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Corporation in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

15.2 The Corporation has constituted a **Consultant Selection Committee (CSC)** which will carry out the entire evaluation process.

15.3 Evaluation of Technical Proposals: CSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

15.4 The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain **unopened**. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.

15.5 Public opening & evaluation of the Financial Proposals: Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Consultants’ representatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.

15.6 The CSC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price

included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. If permitted under RFP to quote in any currency other than Indian Rupees, **prices shall be converted to Indian Rupees using the selling rates of exchange, source and reference date indicated in the Data sheet. Normally, the date will be the date of opening of the tender unless specified otherwise in the Data sheet.**

15.7 After opening of financial proposals, appropriate selection method shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract. The methods of selections are described in the Data Sheet

This selected consultant will then be invited technical negotiations, if considered necessary.

16. Negotiations

16.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

16.2 Technical negotiations: Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Corporation and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Assignment/job". Special attention will be paid to clearly defining the inputs and facilities required from the Corporation to ensure satisfactory implementation of the Assignment/job. The Corporation shall prepare minutes of negotiations which will be signed by the Corporation and the Consultant.

16.3 Financial negotiations: The financial negotiations shall be done only from the lowest bidder if considered necessary. After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Corporation with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

16.4 Availability of Professional staff/experts: Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Corporation expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Corporation will require assurances that the Professional staff will be actually available. The Corporation will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organisation. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original

candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

16.5 Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Corporation and the Consultant will initial the agreed Contract. If negotiations fail, the Corporation will reject all the proposals received and invite fresh proposals.

17. Award of Contract

17.1 After completing negotiations the Corporation shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

17.2 The consultants will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract in Section-6, within 15 days of issuance of the letter of intent.

17.2 The Consultant is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

18. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Corporation's antifraud and corruption policy.

INSTRUCTIONS TO CONSULTANT

Part-II

DATA SHEET

Clause No. of Data Sheet	Ref of ITC	Particulars
1.	2.2	The Jute Corporation of India
2.	2.2	Consultancy Services for construction of Warehouse / Godowns and other facilities as per TOR
3.	2.5	A pre-proposal meeting will be held on 25/10/2007 at 11:30 AM at JCI HQ located on 7 th Floor, 15N Nellie Sengupta Sarani, Kolkata -87
4.	14.4	Date & time and address for submission of proposal/ bid: Date: 31 st October 2007 Time: 2:00 PM Address: 7 th Floor, 15N Nellie Sengupta Sarani, Kolkata - 87
5.	2.5	The Corporation's representative are: Mr. A. Mukharjee (Mobile-9433221287) Mr. S.P.Bakshi (Mobile-9433073398) Address: 7 th Floor, 15N Nellie Sengupta Sarani, Kolkata - 87 Telephone: (033)22526951 Facsimile: (033)22166771 E-mail: jutecorp@vsnl.net
6.	2.6	The Corporation will provide the following inputs and facilities: Reasonable office space including electricity charges, telephone charges (for official communication

only), fax and photocopy facility will be provided to the team of the consultant by JCI, free of charge, at their HQ.

7. The Corporation envisages the need for continuity for downstream work: may require as per TOR
8. 8.1 Proposals must remain valid for 60 days after the submission date, i.e. until: 31st Dec 2007
9. 4.1 Clarifications may be requested not later than 6 days before the submission date.

The address for requesting clarifications is: Kind Attention “Mr. A Mukharjee or S.P.Bakshi”, 7th Floor, 15N Nellie Sengupta Sarani, Kolkata -87

Facsimile: (033)22166771

E-mail: jutecorp@vsnl.net
10. 9.3 (b) The estimated number of professional staff-months required for the Assignment/job: Sufficient number of qualified personnel to do the assignment as per TOR.
11. 9.4 The formats of the Technical Proposal to be submitted are:

Form Tech 1: Letter of Proposal submission

Form Tech 2 : Consultant’s organization & experience

Form Tech 3 : Comments & suggestions on TOR

Form Tech 4 : Approach & methodology

Form Tech 5 : Team composition

Form Tech 6 : Curriculum vitae

Form Tech 7 : Staffing Schedule

Form Tech 8 : Work Schedule

Form Tech 9 : Information regarding any conflicting activities and declaration thereof.
12. Training is a specific component of this Assignment/job:

No.
13. 11.1 Consultant to state the cost in Indian Rupees:

- | | | |
|-----|------|---|
| 14. | 14.3 | Consultant must submit the original and five number copies of the Technical Proposal, and the original of the Financial Proposal. |
| 15. | 15.4 | Evaluation Criteria : Criteria, sub-criteria, for evaluation of Technical Proposals have been prescribed below “Procedure for Detailed evaluation”. |

Procedure for Detailed evaluation of technical qualifications

Criteria, sub-criteria and point system for evaluation to be followed under this procedure is as under:

- i) Specific experience of the consultant firm relevant to the assignment / job (10 to 20 marks)
- ii) Adequacy of the proposed methodology and work plan in response to the terms of reference. (10 to 20 marks)

Sub-criteria

- a) Technical approach & methodology (40 to 60 %)
- b) Work plan (20 to 30 %)
- c) Organisation & staffing (20 to 30%)
- iii) Key professional staff: Qualification & competency for the assignment / job. (60 to 80 marks)

Qualifications and competency of each of the key professional will be evaluated separately

The marks for key professionals will be further divided as under:

- a) Team Leader (30%)
- b) Other key professionals (70% in total & equal score assigned to each professional staff proposed)

For evaluation of each of the key professionals the following subcriteria can be followed:

- a) Educational qualifications (upto 20%)
- b) Adequacy for the assignment / job (60 to 80%)
(Experience in carrying out similar assignment/job)
- c) Experience of the region & language (upto 10%)

16. 15.7 Method of Selection:

All Consultants who secure above 60% marks will be considered as technically qualified for award of contract. Financial bids of only such qualified consultants will be opened and the consultant quoting the lowest evaluated price for the assignment will be considered for negotiations and award of contract.

17. Expected date for commencement of consulting Assignment/job:

15th November 2007 at: Kolkata

18. Location for performance assignment / job: As per clause 1.5 & 1.6 of TOR

Section 3

Technical Proposal - Standard Forms

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Corporation]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and bid processing fees.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided].

1. Name of the Company	
2. Turnover of last 3 years	
3. Name of Bankers	
4. Income Tax details	

Note : Please attach audited balance sheet of last 3 years.

B - Consultant's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job(If possible, the Corporation shall specify exact assignment / job for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately].

1. Firm's name:

1	Assignment/job name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country:	

1.4	Location within country:	
1.5	Duration of Assignment/job (months) :	
1.6	Name of Corporation:	
1.7	Address	
1.8	Total No of staff-months of the Assignment/job:	
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
1.10	Start date (month/year):	
1.11	Completion date (month/year):	
1.12	Name of associated Consultants, if any:	
1.13	No of professional staff-months provided by associated Consultants:	
1.14	Name of senior professional staff of your firm involved and functions performed.	
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note : Please provide documentary evidence form the client i.e copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CORPORATION

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Inputs and Facilities to be provided by the Corporation

[Comment here on Inputs and facilities to be provided by the Corporation according to Paragraph 6 of the Part II Special information to consultants including: administrative support, office space, Domestic transportation, equipment, data, etc.]

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan.** The consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Corporation), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) **Organization and Staffing.** The consultant should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

FORM TECH-6

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:
[For each position of key professional separate form Tech-6 will be prepared]:
2. Name of Firm:
[Insert name of firm proposing the staff]:
3. Name of Staff:
[Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education:
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
[List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record:
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To Year]:

Corporation:

Positions held:

12. Detailed Tasks Assigned
[List all tasks to be performed under this Assignment/job]
13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Corporation:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized
representative of the staff]

[Full name of authorized representative]:

FORM TECH-7

STAFFING SCHEDULE

S.No.	Name of Staff	Staff input (in the form of a bar chart)												Total Months
		1	2	3	4	5	6	7	8	9	10	11	12	

1.

2.

3.

Note:

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the Assignment/job. For each staff indicate separately staff input for home and field work.

FORM TECH-8

WORK SCHEDULE

S.No.	Activity Months												Total Months	
	1	2	3	4	5	6	7	8	9	10	11	12		
1.														
2.														
3.														
4.														
1	Indicate all main activities of the Assignment/job, including delivery of reports (e.g.: inception, interim, draft and final reports), and other benchmarks such as Corporation approvals. For phased Assignment/jobs indicate activities, delivery of reports, and benchmarks separately for each phase.													
2	Duration of activities shall be indicated in the form of a bar chart.													

FORM TECH-9

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under Para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Corporation which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Section 4

Financial Proposal - Standard Forms

FINANCIAL PROPOSAL SUBMISSION FORM

To
The Jute Corporation of India Ltd.,
15N, Nellie Sengupta Sarani,
Kolkata – 700 087

Dear Sirs,

We, the undersigned, offer to provide the consulting Assignment/job as per this contract terms, in accordance with your Request for Proposal along with Technical Proposal, separately submitted to you.

<p>‘A’ – Consultancy charges for all projects as per terms of reference and scope of work as per tender documents and mentioned in enclosed form Fin II.</p> <p style="text-align: center;">&</p> <p>B’ – Supervision charges for all projects as per terms of references, scope of work as per tender document and mentioned in enclosed form Fin II.</p>	<p>Rate as percentage of Actual Cost of each project. (Total Cost for Consultancy and Supervision)</p>
--	--

Mode of Payment : As per progress of the projects.

Note: The service tax or other taxes as applicable can be deducted as per rule while making the payment.

We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall resulted in rejection of our financial proposal.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

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

We remain,

Yours sincerely,

Place :
Date :

Authorized Signature [In full and initials]:

Name and Title of Signatory:
Name of Firm:

Address & Seal:

FINANCIAL PROPOSAL SUBMISSION FORM

Scheme - I	Summary of main Activities to be done as per term of reference and scope of work	Rate as percentage of actual Cost of each project.										
<p>X) Development of Market Yards <u>Layout</u> Rs.100.00 lac / Rs.166.00 lac per Market Yard (60% Central Govt, 40% State Govt.)</p> <p><u>Tentative Location (Jute Growing Areas)</u></p> <table border="0"> <tr> <td>West Bengal</td> <td>- 6</td> </tr> <tr> <td>Bihar</td> <td>- 2</td> </tr> <tr> <td>Assam</td> <td>- 1</td> </tr> <tr> <td>A.P.</td> <td>- 1</td> </tr> <tr> <td></td> <td><u>10</u></td> </tr> </table>	West Bengal	- 6	Bihar	- 2	Assam	- 1	A.P.	- 1		<u>10</u>	<ol style="list-style-type: none"> 1. Checking of layout plan submitted by Civil Consultant of concerning Market Yard. 2. Checking of construction cost and specifications and to suggest new specification if required, to minimize the cost. 3. Assist Implementation Committee in approval of plan based on overall objectives of scheme. 4. Checking of bill of materials as per approved specification and checking of progress of work with actual work done at each places. 5. Checking of bills of civil contractors with contracted specifications and schedules and recommendation for payment as per contract terms. 	
West Bengal	- 6											
Bihar	- 2											
Assam	- 1											
A.P.	- 1											
	<u>10</u>											

Scheme – II Construction of Departmental Purchase Centres of JCI	Summary of main Activities to be done as per term of reference and scope of work	Rate as percentage of actual Cost of each project.																					
<p>Y) <u>Tentative Allocation</u> Total of twenty places with layout of Rs.1.00 crore for each DPCs or at ten places with layout of Rs. 2.00 crore for each DPCs.</p> <p>Tentative state wise allocation (A or B)</p> <table border="1" data-bbox="103 747 396 1115"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>West Bengal</td> <td>12</td> <td>6</td> </tr> <tr> <td>Bihar</td> <td>3</td> <td>2</td> </tr> <tr> <td>Assam</td> <td>2</td> <td>1</td> </tr> <tr> <td>A.P.</td> <td>2</td> <td>1</td> </tr> <tr> <td>Orissa</td> <td>1</td> <td>-</td> </tr> <tr> <td></td> <td>20</td> <td>10</td> </tr> </tbody> </table> <p><u>Activities</u> Terms of reference and scope of work (as attached with form)</p> <p>Z) <u>Provision for all the project work.</u></p>		A	B	West Bengal	12	6	Bihar	3	2	Assam	2	1	A.P.	2	1	Orissa	1	-		20	10	<ol style="list-style-type: none"> 1. Inspection of site, soil testing etc. at each site 2. Preparation of layout plan and its approval from local authorities. 3. Detail design and specification for warehouse, assortment shed, weighing bridge, office building, electrification, road & drainage system, farmer information centre, boundary wall etc. to be provided at each places as per scheme. 4. Preparation of tender document and evaluation of tenders. 5. Preparation of detailed designs, bill of materials for each facilities to be provided in DPCs. 6. Checking of bills of civil contractors with contracted specifications and schedules and recommendation for payment as per contract terms. 7. Any other work related with the project. <p>Z) The consultant has to provide one qualified engineer and one computer known person full time to JCI Head Quarter at Kolkata from start of the work i.e. immediately on finalization of consultancy till completion of all projects.</p>	
	A	B																					
West Bengal	12	6																					
Bihar	3	2																					
Assam	2	1																					
A.P.	2	1																					
Orissa	1	-																					
	20	10																					

FINANCIAL PROPOSAL SUBMISSION FORM

AND

B) Supervision of Projects at site

Scheme I & II (as above)	Summary of main Activities to be done as per term of reference and scope of work	
Activities	<p>1. To depute senior engineer periodically at each site of development of market yard and construction of departmental purchase centres of JCI for supervision / progress of work as per tender schedule and specifications as per terms of the tender.</p> <p>2. To provide full time one supervisor at each site where departmental purchase centres of JCI to be constructed in West Bengal, Bihar, Assam, A.P. & Orissa as per requirement i.e. from the start of the construction upto completion of the work</p>	

Note : Please quote one rate for all above consultancy and supervision charges of Scheme No. I Development of Market Yard and Scheme No. II Construction of Departmental Purchase Centers of JCI.

Section 5

Terms of Reference

TERMS OF REFERENCE

Part – I

Objective and Scope of Work

1 Background:

- 1.1 The Jute Sector occupies an important place in the economy of the country in general and eastern region in particular. The jute industry provides direct employment to about 0.26 million workers and supports the livelihood of around 4.0 million farm families. Around 0.14 million people are engaged in the tertiary sector and allied activities, supporting the jute economy.
- 1.2 The Government of India has launched the Jute Technology Mission (JTM) for the overall development of the jute sector in the country, to be operationalised through four Mini Missions. Mini Missions III & IV will be implemented by Ministry of Textiles through its nodal agencies.
- 1.3 Ministry of Textiles has nominated the Jute Corporation of India as the nodal agency for implementation of Mini Mission – III under overall guidance and supervision of the Jute Commissioner.
- 1.4 The mandate of this Mini Mission III is to develop and ensure efficient market linkages and value addition for raw jute through up gradation of the existing market infrastructure and facilities to be provided to farmers.
- 1.5 The Jute Corporation of India (JCI) has tentatively identified around 10 Market Yards (MY) to be upgraded in different states (West Bengal – 06, Assam – 01, Bihar – 02, and Andhra Pradesh – 01) at a cost of around Rs 1 crore to Rs. 1.60 crore each. In the course of implementation some may be added in the state as mentioned above or in new state (ex Orissa) or may be deleted from the above mentioned state without adding to other state.
- 1.6 The Jute Corporation of India (JCI) has further identified, though tentatively, around 20 places across different states (West Bengal –10, Assam – 3, Bihar – 4, Andhra Pradesh – 2 and Orissa - 1) where Departmental Purchase Centre (DPC) will be constructed at a cost of approximately Rs. 1 crore each. In the course of implementation the allocation of DPC among the states mentioned may be changed or DPC/DPC's may be taken up in some other jute growing state like Tripurra.

2. Purpose & Objective of the assignment.

- 2.1** Purpose of engaging the consultancy service is primarily to help the JCI to achieve its above objective. The consultant will be a part of the JCI team from the start of the work, which includes construction of civil structure and installation of various instruments, till its completion. The work will be carried out at various places simultaneously; hence sufficient qualified manpower will be required to monitor its progress.
- 2.2** The work includes preparation of Plan, Design and Specification of civil construction, preparation of Bill of Quantities (BOQ) and Cost Estimates, checking of BOQ with the prevailing schedule of rates in the state/states, liaison with local civic authority for approval of design & plan, involvement in tendering process including preparation & evaluation of tender, supervision of work at different sites etc.

3. Scope of Work

- 3.1** There are two type of work involved. One is construction and installation for up-gradation of Market Yards (MY) which will be carried out by the respective APMC and other is construction of Departmental Purchase Centre (DPC) which will be carried out by JCI as mentioned in Para 1.5 & 1.6 respectively.

3.1.2 Market Yard

3.1.2.1 The prime activity of the construction and installation for up gradation of Market Yards (MY) will be carried out by the respective APMC. The job and responsibility of the consultant here is to advice JCI about the project proposal of the APMC and then to monitor the construction as per approved project specification.

3.1.2.2 Examination of the DPR (Detailed Project Report), plan, design and technical specifications of civil construction and installation of different instrument submitted by the respective APMC and to check whether it confirms to the specification as envisaged in the Operating Manual (OM) or not. The consultant has to suggest modification if any in consultation with the engineer / official of the respective APMC.

3.1.2.3 Checking the Bill of Quantity and the Cost Estimates prepared by the respective APMC on the basis of the approved DPR and comparing it with the prevailing schedule of rates in the state.

3.1.2.4 To appraise the project implementation committee about the different aspect of the project for its approval.

3.1.2.5 Monitoring of the construction and installation by deputing sufficient manpower to ensure that the work is being carried out strictly in accordance with the approval, after approval of the project conveyed by JCI.

3.1.2.6 To certify the stages and percentage of work completion for which fund is desired by APMC at the time of fund release from JCI to the APMC.

3.1.3 Departmental Purchase Centre

3.1.3.1 Preparation of a layout plan after identification of land by JCI, soil testing, preparation of design plan including structural drawing, elevation etc as per the requirement of JCI,.

3.1.3.2 Liaison with local civic authority to ensure the plan sanction.

3.1.3.3 Prepare a Cost Estimates and Bill of Quantity based on the prevailing schedule of rates in the state or followed by CPWD.

3.1.3.4 Preparation of DPR (Detailed Project Report).

3.1.3.5 Preparation of tender documents for inviting bids from eligible bidder.

3.1.3.6 Evaluation of the bid and place an evaluated sheet to the project implementation committee for accepting and awarding the contract.

3.1.3.7 Preparation of contract document clearly indicating the deliverable, stages of deliverables and content of each deliverable for easy project management.

3.1.3.8 The above process will be repeated for each DPC. It is possible that work on the above may have to carry out simultaneously for a number DPC depending upon the availability of land.

3.1.3.9 Depute sufficient qualified manpower on full time basis for each project for closely monitoring the day to day work and keeping close liaison with the contractor so that the project can be completed on time.

3.1.3.10 Measurement the work and provide a certificate to JCI for release of running bill of the contractor.

3.1.3.11 Any time overrun except in case of force manure, will be the responsibility of the consultant and suitable deduction will be done from their remuneration.

3.1.3.12 For carrying out above specified job the consultant has to depute team of qualified manpower at the JCI HQ (reasonable office space will be provided by

JCI free of charge at their HQ) and sufficient manpower at site on full time basis for each project.

Part – II

TOR related information

- 1.** The task as specified in the scope of work will be performed in the jute growing states of India viz Andhra Pradesh, Assam, Bihar, Meghalya, Orissa, Tripura, and West Bengal. The task of construction & up gradation of Market Yards (MY) will involve respective APMC and concern department of the state government besides the Jute Corporation of India (JCI) on behalf of the government of India. Whereas the task for construction of Department Purchase Centre (DPC) will be carried out by the Jute Corporation of India (JCI) and its field unit.
- 2.** The work of the consultant will be evaluated by a team of officer from JCI under close supervision of the project implementation committee.
- 3.** JCI is looking for consultant led by a team of sufficient expert manpower preferably engineering degree holder / diploma holder in civil engineering with at least 5 years field experience of supervision cum execution of similar kind of work, each worth more than one crore in last three year to be deployed at the JCI HQ and at site of each project as per the scope of work.
- 4.** The activity in some of the project will start in this financial year (before March 2008) and for remaining in next financial year 2008-09 and expected to complete in two to three year time.
- 5.** The consultant will be provided with a copy of the Jute Technology Mission document and the Operating Manual for the scheme of construction & up-gradation of Market Yards & the Department Purchase Centre.
- 6.** Reasonable office space including electricity charges, telephone charges (for official communication only), fax and photocopy facility will be provided to the team of the consultant by JCI, free of charge, at their HQ. Rest other expenditure including to & fro transport charges to attend office at JCI HQ as well as TA/DA for the field visit by the team stationed at JCI HQ will be born by the consultant. Similarly TA/DA, telephone charges etc for the manpower stationed at different project site will be born by the consultant
