

PUDUCHERRY DISTILLERIES LIMITED

(A Govt. of Puducherry Undertaking)

**RS No. 144 & 145, Ariyapalayam,
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**EXPRESSION OF INTEREST
FROM TECHNICAL CONSULTANTS
FOR
PROVIDING COMPREHENSIVE DESIGN FOR
REVAMPING AND MODERNIZATION INCLUDING
PROVIDING OPERATION MANAGEMENT SUPPORT TO
THE EXISTING ARRACK BLENDING AND BOTTLING
UNIT OF PUDUCHERRY DISTILLERIES LIMITED OF U.T
OF PUDUCHERRY**

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PART I: REOI PROCESS

PUDUCHERRY DISTILLERIES LIMITED

RS No. 144 & 145, Ariyalayam,

Villianur, Puducherry - 605 110.

SECTION I: REQUEST FOR EXPRESSION OF INTEREST (REOI)

1. INVITATION

The Managing Director of Puducherry Distilleries Ltd, RS No. 144 & 145, Ariyalayam, Villianur, Puducherry (hereinafter referred to as ‘the Authority’, ‘the Head of Procurement’, ‘the Procuring Entity’ and ‘the Procuring Organisation’ respectively), invites Expression of Interest (hereinafter referred as the ‘EOI’) from eligible and qualified Consultants for shortlisting for the delivery of Consultancy Services for **“Providing Comprehensive Design for Revamping and Modernization including Providing Operation Management Support to the existing Arrack Blending and Bottling Unit of Puducherry Distilleries Limited of U.T Of Puducherry”** as described in ‘Part II: Schedule of Requirements’ (hereinafter referred to as ‘the Services’). Interested Consultants should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to be shortlisted for providing the Services. This Request for Expression of Interest (REOI) document under reference number, **PDL/ ABBU/ EOI/ 01/ 2024-25** provides the details for the process of shortlisting. As part of this procurement process, a Request for Proposals (RFP) for selecting Consultants shall be subsequently issued only to those such shortlisted Consultants.

2. INSTRUCTIONS FOR EOI

2.1. Governing Language and Law

1) All the information and details must be submitted in English. Incomplete and inappropriately filled application form will be summarily rejected.

2) The REOI process shall be subject to the jurisdiction of Puducherry.

2.2. Acronyms

The following Acronyms have been used in this REOI document:

Acronym	Definition
PDL	Puducherry Distilleries Limited
ABBU	Arrack Blending & Bottling Unit
JV/C	Joint Venture/Consortium
TIA	Tender Inviting Authority
EOI	Expression of Interest
REOI	Request for Expression of Interest
RFP	Request for Proposals
DPIIT	Department for Promotion of Industry and Internal Trade
TOR	Terms of Reference

2.3. The Contents of the REOI document

This REOI document provides the relevant information and instructions to assist the prospective Consultants in preparing and submitting EOIs. It also includes the mode and procedure for receipt/ opening, evaluation of EOIs, and shortlisting of consultants. The REOI document consists of the following parts. If additional sections/ appendices are required to be included in a specific EOI, the same would be detailed in Section II: Appendix.

Part I: REOI process

- 1) Section I: Request for Expression of Interest (REOI)
- 2) Section II: Appendix
- 3) Section III: Qualification Criteria

Part II: Schedule of Requirements

- 1) Section IV: Terms of Reference (TOR)

Part III: EOI Submission Formats

- 1) Form 1: EOI Form (Covering Letter)
 - a) Form 1.1: Consultant Information
 - b) Form 1.2: Eligibility Declaration
- 2) Form 2: Qualification Criteria – Compliance

- a) Form 2.1: Performance Capability Statement
- b) Form 2.2: Financial Capability Statements
 - i) Form 2.2.1: Financial Statement
 - ii) Form 2.2.2: Average Annual Turnover
- 3) Form 3: Checklist for Consultants

2.3.1. Section II: Appendix

Variable parameters and information related to this specific REOI process are summarised in the Appendix.

2.3.2. Section III: Qualification Criteria:

This section lays down the Qualifying Criteria for shortlisting consultants. The Consultants must have requisite experience with assignments similar in nature in general and specific sectors relevant to the subject assignment. Unless otherwise stated in Section II: Appendix, Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture/ consortium (JV/ C) and/ or a sub-consultancy. In response to this section, Consultant must submit Form 2: Qualification Criteria – Compliance and its sub-forms 2.1, 2.2, 2.2.1 and 2.2.2.

2.3.3. Section IV: Terms of Reference (TOR)

‘Section IV: Terms of Reference (TOR)’ describes the background, purpose/ objectives, description/ scope, deliverables/ outcomes, and timelines of Consultancy Services (hereinafter called the ‘Service’) required. The ‘Service’ may include incidental Goods, Works, and other Services if so, indicated therein. Any generic reference the ‘Service’ shall be deemed to include such incidental Goods, Works, and other Services.

2.3.4. EOI Formats for submission (To be filled, digitally signed, and uploaded by consultants)

The consultant must fill, duly sign or digitally sign and upload the EOI in the Formats given in Part III: ‘EOI Submission Formats’.

2.4. Corrigenda/ Addenda to REOI document

- 1) Before the deadline for submitting EOIs, the Procuring Entity may update, amend, modify, or supplement the information, assessment or assumptions contained in the REOI document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original REOI document. The consultants must check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the REOI document.
- 2) If considered necessary, the Procuring Entity may suitably extend the EOI submission deadline to give reasonable time to the prospective Consultants to take such corrigendum/ addendum into account in preparing their EOI. After the Procuring Entity makes such modifications, any Consultant who has submitted his EOI shall have the opportunity to either withdraw his EOI or re- submit his EOI superseding the original EOI within the extended time of submission as per Clause 8.4 below.
- 3) The Procuring Entity may extend the deadline for the EOI submission by issuing an amendment. In such a case, all rights and obligations of the Procuring Entity and the consultants previously subject to the original deadline shall then be subject to the new deadline for the EOI submission.

3. PROCURING ENTITY - RIGHT TO REJECT ANY OR ALL EOIS

The issue of the REOI document does not imply that the Procuring Entity is bound to shortlist Consultants. The Procuring Entity reserves its right to accept or reject any or all EOIs, abandon/ bypass/ cancel the REOI process and issue another REOI for the same or similar Services before or after shortlisting Consultants. It would have no liability to the affected Consultant or Consultants or any obligation to inform the affected Consultant or Consultants of the grounds for such action(s).

4. PARTICIPATION IN REOI – ELIGIBILITY CRITERIA

4.1. Eligibility Criteria

Subject to other provisions in the REOI document, participation in this shortlisting process is open to all Consultants who fulfil the ‘Eligibility’ and ‘qualification’ criteria. Consultants should meet the following eligibility criteria as of the date of their EOI submission and should continue to meet these, until the subsequent RFP process and contract award. Consultants shall be required to demonstrate fulfilment of the Eligibility

Criteria in Form 1.2 (Eligibility Declarations). Consultant unless otherwise stipulated in Section II: Appendix:

- 1) must be:
 - (a) a natural person (an individual Consultant), a private entity (a Consulting Company/ LLP /Partnership firm/ Society registered under an applicable Act in India), a public Entity (Government-owned enterprise or institution), or unless otherwise stipulated in Section II: Appendix - Joint Venture/ Consortium (an association of several persons, firms, or companies - hereinafter referred to as JV/C).
 - (b) a Consultancy Services provider with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate issued by the concerned authority/ Government as applicable to the subject Services.
- 2) must:
 - (a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
 - (b) (Including their affiliates, subsidiaries, or contractors/ sub-consultants for any part of the contract):
 - i) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or
 - ii) Not be convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India or any State Government or Public Sector Undertaking from participation in procurement processes of all its entities, for:
 - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/ or
 - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
 - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
 - iii) Not have changed its name or created a new “Allied Entity”, consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.
 - iv) Not have an association (as a consultant/ partner/ director/ employee in any capacity)
 - of any retired employee (of Gazetted Rank) or any retired Gazetted

- Officer of the Central or State Government or its Public Sector Undertakings, if such a retired person has not completed the one-year cooling-off period (or any other period stipulated by their erstwhile Employer) after his retirement. However, this shall not apply if such employees/ officers have obtained a waiver of the cooling-off period from their former organisation.
- of the near relations of executives of Procuring Entity involved/ likely to be involved in this procurement process
- (c) Not have a conflict of interest (as defined in clause 4.4 below), which substantially affects fair competition. No attempt should be made to induce any other consultant to submit or not to submit an EOI to restrict competition.
- (d) must fulfil any other additional eligibility condition, if any, as may be prescribed in the REOI document.
- 3) must provide such evidence of their continued eligibility to the Procuring Entity if requested.

4.2. Sub-consultants/ Sub-contracting

Consultants may propose to associate Sub-consultants for specialised parts of the Services provided their names and details are clearly stated in the EOI. Such Sub-consultants should not circumvent the eligibility condition laid down above. The value of such sub-contracts shall not exceed the limit specified (25% of the contract price, if not specified) in Section II: Appendix. Nevertheless, the consultant shall solely remain responsible for sub-contracted portions of the Services. Key and non-key personnel, whether full-time employees or on contract, shall not be considered sub-consultants. Procurement of incidental goods, equipment hires, or labour engagement shall not be treated as sub-contracting.

4.3. Joint Venture/ Consortium (JV/C)

- 1) In the case where a consultant is or proposes to be a Joint Venture/ Consortium (that is, an association of several persons, firms, or companies - hereinafter referred to as JV/C), then unless otherwise specified in Section II: Appendix, in JV/C:
 - a) members should not be more than four (04)
 - b) no member should have less than 10% participation;
 - c) members having participation between 10% and 20% shall be termed as non-substantial members.
 - d) Members having more than 20% participation shall be termed as substantial members.
 - e) The Lead member must have at least 40% participation.

- f) The lead member/consultant and various categories of members of the JV/C must be identified.
- g) Number of non-substantial members shall not be more than one (01)
- 2) The JV/C and all members must satisfy all the eligibility requirements in this REOI document.
- 3) JV/C and its members must jointly meet the qualification criteria in Section III – Qualification Criteria. The technical/ experience qualification of all JV/C members (substantial members, Lead member and non-substantial members) shall be evaluated jointly as per Evaluation Criteria. However, for financial criteria of qualification, credentials of substantial and lead members (excluding non-substantial members) shall only be considered.
- 4) All the members shall be jointly and severally liable for the entire contract if selected in the RFP Process.

4.4. Conflict of Interest

- 1) Any consultant with a conflict of interest that substantially affects fair competition shall not be eligible to participate in this procurement process. EOIs found to have a conflict of interest shall be rejected as nonresponsive. Consultant shall be required to declare the absence of such conflict of interest in Form 1.2 - Eligibility Declarations. A consultant in this procurement process shall be considered to have a conflict of interest if the consultant:
 - a) directly or indirectly controls, is controlled by or is under common control with another Consultant; or
 - b) receives or has received any direct or indirect subsidy/ financial stake from another consultant; or
 - c) has the same correspondence address or same legal representative/ agent as another consultant for purposes of this EOI; or
 - d) has a relationship with another consultant, directly or through common third parties, which puts it in a position to have access to information about or influence the EOI of another Consultant; or
 - e) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference(TOR)/ Activity Schedule/ schedule of requirements or the EOI/ RFP Document etc) of this procurement process; or
 - f) has a close business or family relationship with a staff of the Procuring Organisation who:
 - i) are directly or indirectly involved in the preparation of the REOI document or Terms of Reference of the procurement process and/or the evaluation

- in EOI and/ or RFP process; or
- ii) would be involved in the implementation or supervision of the resulting contract.

Any conflict stemming from such a relationship must be reported and resolved in a manner acceptable to the Procuring Entity throughout the REOI and RFP processes and execution of the contract.

- 2) A Consultant may participate as a sub-consultant in more than one bid but only in that capacity (i.e., without bidding in an individual capacity). Bids submitted in violation of this procedure will be rejected.

5. PARTICIPATION OF ENTITY FROM AFFILIATES

Participation of only One Entity from Affiliates: Only one entity from among a Consultant and its affiliates (that directly or indirectly control or are controlled by or are under common control with that firm) individually or as part of a joint venture or as a Sub-consultant shall be permitted to participate in EOI.

The consultant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this REOI and RFP process.

6. DOWNLOADING THE REOI DOCUMENT, CLARIFICATIONS AND PRE-EOI CONFERENCE

6.1. Availability and Downloading of the REOI Document

The Request for Expression of Interest shall be published on the e-Procurement Portal(<https://pudutenders.gov.in>). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in Section II: Appendix. Unless otherwise stipulated in Section II: Appendix, the downloaded Request for Expression of Interest is free of cost. If the Procuring Entity happens to be closed on the deadline for submitting the EOIs as specified above, this deadline shall *not* be extended. Any query/clarification regarding downloading Request for Expression of Interest and uploading EOIs on the portal may be addressed to their Help Desk (contact details given in Section II: Appendix).

6.2. Clarifications

A Consultant may seek clarification of the REOI document through e-mail of Procuring Entity (pdl@py.gov.in) before the date and time prescribed in Section II: Appendix. This deadline shall not be extended in case of any intervening holidays. No other means of submission of queries shall be entertained. All such queries shall relate to the REOI document alone, and queries related to a detailed analysis of Terms of Reference, payment terms and mode of selection shall only be entertained during the RFP Process. The Procuring Entity shall respond no later than seven days before the deadline for EOI submission. The query and clarification shall be shared with all

prospective consultants on the portal without disclosing its source. If required, the Procuring Entity may modify the REOI document that may become necessary due to the clarification through an Addendum/ Corrigendum issued as per clause 2.4 above.

6.3. Pre-EOI Conference

- 1) There will be a Pre-EOI Conference as stipulated in Section II: Appendix. Prospective consultants interested in participating in this REOI may attend this Pre-EOI Conference to clarify the conditions of the REOI process at the venue, date and time specified therein. Participation in the Pre-EOI Conference is not mandatory, but is restricted to prospective consultants who have registered for the Pre-EOI conference.
- 2) The date and time by which the written queries for the Pre-EOI must reach the authority and the last date for registration for participation in the Pre-EOI conference are also mentioned in Section II: Appendix.
- 3) Delegates participating in the Pre-EOI conference must provide a photo identity and an authorisation letter issued by their Consultant Organisation as per Format 1; else, they shall not be allowed to participate.
- 4) After the Pre-EOI Conference, minutes of the Pre-EOI Conference (including the questions asked in writing and those asked during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting, shall be published on the Procuring Entity's Portal within seven days from the Pre-EOI Conference. If required, a clarification letter and corrigendum to the REOI document shall be issued, containing amendments, if any, of various provisions (including the TOR, if required) of the REOI document, which shall be deemed part of the REOI document.

7. PREPARATION OF EOIS

7.1. EOI Submission Formats

Consultants must fill and submit the EOI in the Formats in Part III - 'EOI Submission Formats'. EOI by the Consultant shall include inter-alia duly signed or digitally signed scanned copies of the original documents in pdf format.

7.2. EOI Validity

- 1) Unless specified to the contrary in Section II: Appendix, EOIs shall remain valid for a period not less than **90 (Ninety)** days from the deadline for the EOI submission stipulated in Section II: Appendix. An EOI valid for a shorter period shall be rejected as nonresponsive.
- 2) In case the day up to which the EOIs are to remain valid falls on/ subsequently declared a holiday or closed day for the Procuring Entity, the EOI validity

shall automatically be deemed to be extended up to the next working day.

- 3) In exceptional circumstances, before the expiry of the original time limit, the Procuring Entity may request the consultants to extend the validity period for a specified additional period. The request and the consultants' responses shall be made in writing or electronically. A consultant may agree to or reject the request. A consultant who has agreed to the Procuring Entity's request for extension of EOI validity, however, in no case shall be permitted to modify his EOI.

8. SIGNING AND UPLOADING OF EOIS

8.1. Relationship between Consultant and eProcurement portal

The Procuring Entity is neither a party nor a principal in the relationship between the consultant and the organisation hosting the e-procurement portal (hereinafter called the portal). Consultants must comply with the rules, conditions, regulations, procedures, and implied conditions/ agreements of the e-Procurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. Consultants shall settle clarifications and disputes, if any, regarding the portal directly with them. In case of conflict between provisions of the portal with the REOI document, provisions of the portal shall prevail. Consultants may study the resources provided by the Portal for Consultants.

8.2. Signing of EOI

The individual signing/ digitally signing the EOI or any other connected documents should submit an authenticated copy of the document(s), which authorises the signatory to commit and submit EOIs on behalf of the Consultant along with Form 1.1: Consultant Information.

8.3. Submission/ uploading of EOIs.

8.3.1. Submission/ Uploading to the Portal

- 1) EOIs must be uploaded on the eProcurement Portal mentioned in Section II: Appendix until the submission deadline. If the office happens to be closed on the deadline to submit the EOIs as specified above, this deadline shall not be extended. No manual EOIs shall neither be made available nor accepted for submission. EOI submitted through modalities other than those stipulated in Section II: Appendix shall be liable to be rejected as nonresponsive.
- 2) In the case of downloaded documents, Consultants must not make any changes to the contents of the documents while uploading, except for filling in the required information. Otherwise, the EOI shall be rejected as nonresponsive. Uploaded Pdf documents should not be password protected. Consultants should ensure the clarity/ legibility of the scanned documents uploaded by them.

- 3) The date and time of the e-Procurement server clock, which is also displayed on the dashboard of the consultants, shall be taken as the reference time for deciding the closing time of EOI submission. Consultants are advised to ensure they submit their EOI within the deadline of EOI submission, taking the server clock as a reference, failing which the portal shall not accept the EOIs. No request on the account that the server clock was not showing the correct time and that a particular consultant could not submit their EOI because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The Procuring Entity shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender process.
- 4) Only one copy of the EOI can be uploaded, and the Consultant shall digitally sign all statements, documents, and certificates uploaded by him, owning sole and complete responsibility for their correctness/ authenticity as per the IT Act 2000 as amended from time to time. An EOI submitted by a Joint Venture shall be digitally signed by an authorised representative who has a written power of attorney signed by each member's authorised representative to be legally binding on all members.
- 5) All EOIs uploaded by Consultant to the portal shall get automatically encrypted. The encrypted EOI can only be decrypted/ opened by the authorised persons on or after the due date and time. The consultant should ensure the correctness of the EOI before uploading and take a printout of the system-generated submission summary to confirm successful EOI upload.

8.3.2. Implied acceptance of procedures by Consultant

Submission of EOI in response to the REOI document is deemed to be acceptance of the procedures and conditions of the e-Procurement and REOI document.

8.3.3. Responsibility of the Consultant to declare all changes.

Consultants must advise the Procuring Entity immediately in writing of any material change to the information provided in their EOI submission, including any substantial change in their ownership, eligibility, or financial or performance capacity. For shortlisted Consultants, this requirement applies until a contract is awarded in the following RFP process. For the consultant successful in the RFP process, this requirement shall apply till the execution of the resultant contract.

8.4. Modification, Resubmission and Withdrawal of EOIs

8.4.1. Modification & Resubmission

Once submitted in e-Procurement, Consultants cannot view or modify their EOI since it is locked by encryption. However, resubmission of the EOI by Consultants for any number of times superseding earlier EOI(s) is allowed up to the submission

deadline by following procedures prescribed by the portal. Resubmission of an EOI shall require uploading all documents afresh. The system shall consider only the last EOI submitted.

8.4.2. Withdrawal

The consultant may withdraw his EOI before the submission deadline by following procedures prescribed by the portal, and it shall be marked as withdrawn and shall not get opened during the EOI opening. No EOI should be withdrawn after the submission deadline and before its validity period expires.

9. EOI OPENING

EOIs received shall be opened online on or after the specified date and time in Section II: Appendix. EOIs cannot be opened before the specified date & time, even by the Tender Inviting Authority, the Procurement Officer, or the Publisher. If the specified date of EOI opening falls on or is subsequently declared a holiday or closed day for the Procuring Entity, the EOIs shall be opened at the appointed time on the next working day.

10. EVALUATION OF EOIS AND SHORTLISTING OF CONSULTANTS

10.1. General norms

10.1.1. Evaluation is based only on declared criteria.

- 1) The evaluation shall be based upon scrutinising and examining all relevant data and details submitted by Consultants in its/ his EOI and other allied information deemed appropriate by Procuring Entity. Evaluation of EOIs shall be based only on the criteria/ conditions included in the REOI document.
- 2) Information relating to the evaluation of EOIs and shortlisting results shall not be disclosed to any participant or any other persons not officially concerned with such process until the notification of shortlisting is made in accordance with clause 10.2.5 below.
- 3) The determination shall not consider the qualifications of other firms, such as the consultant's subsidiaries, parent entities, affiliates, or any other firm(s) different from the consultant.

10.1.2. Clarification of EOIs and shortfall documents

- 1) During the evaluation of EOIs, the Procuring Entity may, at its discretion, but without any obligation to do so, ask Consultants to clarify its EOI by a specified date (or, if not specified, seven days from the date of receipt of such

request). Consultants should answer the clarification within that specified date. The clarification request and response shall be submitted in writing or electronically. No change in the substance of the EOI shall be sought, offered, or permitted that may grant any undue advantage to such a consultant. Any clarification submitted by a Consultant regarding its EOI that is not in response to a request by the Purchasing Entity shall not be considered.

- 2) If the consultant fails to provide satisfactory clarification and/ or missing information, its EOI shall be evaluated based on available information and documents.

10.1.3. Contacting Procuring Entity during the evaluation

From EOI submission to shortlisting of Consultants, no Consultant shall contact the Procuring Entity on any matter relating to the submitted EOI. If a Consultant needs to contact the Procuring Entity relating to this EOI, it should do so only in writing or electronically. Any effort by a Consultant to influence the Procuring Entity during the REOI process shall be construed as a breach of the Code of Integrity, and EOI shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach as per the REOI document.

10.2. Evaluation of EOIs and Shortlisting

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the REOI document is ascertained. Additional factors incorporated in the REOI document shall also be considered as indicated therein.

10.2.1. Determining Responsiveness

Only substantively responsive EOIs shall be evaluated for shortlisting. A substantively responsive EOI is complete and conforms to the REOI document's essential terms and conditions. Unless otherwise stipulated in Section II: Appendix, the following are some of the crucial aspects for which an EOI shall be rejected as nonresponsive:

- 1) The EOI is not in the prescribed format or is not submitted as per the stipulations in the REOI document.
- 2) The consultant is not eligible to participate in the EOI as per laid down eligibility criteria;
- 3) The EOI validity is shorter than the required period.
- 4) The EOI departs from the essential requirements stipulated in the EOI document;
- 5) Non-submission or submission of illegible scanned copies of stipulated documents/ declarations, if any
- 6) The Consultant fails to provide and/ or comply with the required information,

instructions etc., incorporated in the REOI document or gives evasive information/ reply against any such stipulations.

- 7) The Consultant furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejecting the EOI as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the REOI document for breach of the Code of Integrity.

10.2.2. Evaluation of eligibility

Procuring entity shall determine, to its satisfaction, whether the Consultants are eligible as per Clause 4 above to participate in the REOI process as per submission in 'Form 1.2: Eligibility Declarations' and as per the evaluation procedure detailed below

The EoIs will be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system specified in the Data Sheet given below. Each responsive proposal will be given a Technical Score.

A proposal shall be rejected at this stage if it does not respond to important aspects particularly the Terms of Reference or if it fails to achieve the minimum Technical Score indicated below.

Qualification Criteria and their Weightages for each team

(Technical Score)

(Minimum marks required to get qualify – 70 Marks)

Sl. No.	Criteria	Weightage	
	Sub-Criteria	Criteria Total (in Marks)	Sub-Criteria (in Marks)
1	Past experience of the consultant – 50 Marks		
A	Year of experience of firm in consultancy	10	10
i	5 Years – 10 years (Proportionate Weightage will be given in-between)		5-8 / 10
	More than 10 Years		10/10
B	Past Experience of studies of similar nature with project cost of Rs. 20 Cr. each	25	25
i	3 Projects – 5 Projects (Proportionate Weightage will be given in-between)		15-20/25
	More than 5 Projects		25/25
C	Approach, Methodology & Work Plan – 15 Marks		
i	Past projects with focus on special features and quality aspects (along with some photos) and special project management techniques that might have been used to execute the project speedily and within initial budgeted cost.	15	5/ 15
ii	Technical Approach and methodology proposed towards this project with respect to the approaches to complete the works, safety measures, innovations etc. and innovative ideas of technology for faster construction.		5/ 15

iii	Project management approach for this project – Work Plan including Time schedule & Quality Assurance & HSE/ Risk system, Project organization, responsibility of key personnel, etc.		5/ 15	
2	Technical Manpower, General profile of qualification, experience and number of key staff – 40 Marks			
A	Qualifications – 20 Marks			
1	Team Leader -1	Master Degree in Mechanical/ Electrical Engineering	5	3/ 5
		Phd., Doctorate in Mechanical/ Electrical Engineering		5/ 5
2	Engineering Expert (Mechanical) -1	Degree in Engineering	3	2/ 3
		Master Degree in Engg.		3/ 3
3	Engineering Expert (Civil) -1	Degree in Engineering	3	2/ 3
		Master Degree in Engg.		3/ 3
4	Engineering Expert (Electrical) -1	Degree in Engineering	3	2/ 3
		Master Degree in Engg.		3/ 3
5	Engineering Expert (Chemical) -1	Degree in Chemical Engineering	3	2/ 3
		Master Degree in Chemical Engineering		3/ 3

6	Environmental Specialist -1	Degree in Environmental Science Engineering	3	2/ 3
		Master Degree in Environmental Science Engineering		3/ 3
B	Relevant Experience – 20 Marks			
1	Team Leader having experience in field of Distilleries/ Liquid Factories	10 – 15 years’ experience	5	3/ 5
		More than 15 years’ experience		5/ 5
2	Engineering Expert (Mechanical) having experience in the field of machine design Engineering	7 – 10 years’ experience	3	2/ 3
		More than 10 years’ experience		3/ 3
3	Engineering Expert (Civil) having experience in in the field of design and construction of Factory Buildings.	7 – 10 years’ experience	3	2/ 3
		More than 10 years’ experience		3/ 3
4	Engineering Expert (Electrical) having experience in field of installation, maintenance, and repair of internal and external electrical systems in factories, plants, and manufacturing facilities.	7 – 10 years’ experience	3	2/ 3
		More than 10 years’ experience		3/ 3
5	Engineering Expert (Chemical) having experience in the field of operation and design of chemical plants.	7 – 10 years’ experience	3	2/ 3
		More than 10 years’ experience		3/ 3

6	Environmental Specialist having experience in	7 – 10 years’ experience	3	2/ 3
	Environmental and Impact Assessment on Environmental Infrastructure	More than 10 years’ experience		3/ 3
3	Overall financial strength of the consultant in terms of turnover – 10 marks			
1	Average Annual Turnover between 5 Cr. To 8 Cr. for the last three years ending March 2024		10	5/10
	Average Annual Turnover more than 8 Cr. for the last three years ending March 2024			10/10
	Total		100	

Selection Rules:

- ❖ The Applicant should have prepared at least 3 DPRs as mentioned in the minimum qualification criteria for technical capacity otherwise the application will be disqualified.
- ❖ Applicant must have minimum 5 years past experience in the field of consultancy, failing with the applicant will be disqualified.
- ❖ The firm should produce the performance report for the works completed indicating the services carried out, project cost, funding agency, period of execution etc., from the client for consideration, failing which that experience will not be considered for evaluation.
- ❖ For a Joint Venture, the experiences of all members will be added together.
- ❖ The Applicants will be ranked based on the highest marks scored.

Top 4 (Four) short listed Consultants will be eligible for participation of the *Request For Proposal (RFP)* to carry out the Consultancy services for the project.

10.2.3. Evaluation of Qualification Criteria

- 1) Procuring entity shall determine whether the Consultants are qualified and capable in all respects to be shortlisted to provide the ‘Services’ as per Section III: Qualification Criteria and submission in Forms listed in Part II: 'EOI Submission Formats'. The determination shall not consider the qualifications of other firms, such as the consultant's subsidiaries, parent entities, affiliates, or any other entity different from the consultant. The Procuring Entity reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of a Consultant to perform the contract.
- 2) Consultants planning to subcontract any of the Key Activities indicated in Part III, Schedule of Requirements to Sub-consultants in accordance with clause 4.2 above, shall specify the activity(ies) or parts of the Services to be subcontracted in their EOI identifying the proposed Sub-consultants in their EOI. Experience (but not Financial Qualifications) of such proposed Sub-consultant(s) can be used to meet the experience requirements specified in Section III, Qualification Criteria.
- 3) Unless otherwise stipulated in Section II: Appendix, assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant or that of the Consultant’s partners or sub-consultants in Form 2.1: Performance Capability Statement.

10.2.4. Verification of Original Documents at RFP Process

The Procuring Entity reserves its right to call for verification, originals of all self-certified copies of uploaded documents from the Consultants during the following RFP Process. If the shortlisted consultant fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

10.2.5. Declaration of Shortlisted Consultants

- 1) EOIs of Consultants that succeed in the above evaluation shall be shortlisted. Provisionally shortlisted consultants will be informed of the condition(s) that must be met before submitting their Proposal in the RFP process. Such shortlisting shall remain valid for a period specified in Section II: Appendix (six months from the date of declaration, if not so specified).
- 2) Only shortlisted (including provisionally shortlisted) Consultants shall be invited to participate in the following RFP process. If stipulated in Section II: Appendix, if there are a larger number of consultants meeting the evaluation criteria, the

shortlist shall be restricted to a specified number of Consultants (if not specified, eight (8) consultants) based on higher Average Turnover (or any other criteria, if so, stipulated therein).

- 3) The name and address of the shortlisted consultant (s) shall be published in the portal and notice board/ bulletin/website of the Procuring Entity. All Consultants shall be advised about shortlisting of their EOIs or otherwise without disclosing the comparative position of their EOIs with that of others. Shortlisted Consultants must not advertise or publish the same in any form without the prior written consent of the Procuring Entity.
- 4) Shortlisting a consultant is an administrative process and does not confer any legal or contractual rights on him. Since original documents/ certificates are not being called for and examined at this stage, all shortlisted shall be conditional upon final verification of such documents/ certificates during the RFP Process.

10.3. Publication of RFP following this EOI

The Procuring Entity shall publish a Request for Proposal (RFP) addressed exclusively to shortlisted Consultants for the following procurement process through the e-Procurement portal. Procuring Entity/ the Portal may issue notifications/ alerts to such Consultants but without any liability. Such Consultants shall be responsible for being on the lookout for the RFP on the portal. While publishing the RFP, the Procuring Entity reserves its right to elaborate further on the brief overview of the proposed procurement/ scope of work, qualification Criteria and other terms & conditions without vitiating the shortlisting process. Shortlisted Consultants shall have no claim in this regard.

10.4. Duration and Execution Schedule:

The DPR/ RFPs shall be prepared in all respects within a period of 6 (six) months and during this period the consultants shall submit a number of progress reports, working papers & draft and final reports for the consideration of the employer in 4 (Four) hard copies with one soft copy for all stages of submissions.

Sl. No.	Activity / Report	Time from the Previous Activity
1	Submission of inception Report	15 Days
2	Submission of Preliminary Report	15 Days
3	Submission of Draft DPR Report	One Month
4	Submission of Final DPR Report	One Month
5	Submission of Tender Documents for execution	One Month

The time period required from the successful Consultant to render the consultancy service shall be **24 months** from the date of award of work to the contractors and shall be further extended for a period of two months. After the expiry of this extended period, the validity shall be further extended with mutual consent for further period up to the completion of project.

11. GRIEVANCE REDRESSAL/ COMPLAINT PROCEDURE

- 1) Consultants have the right to submit a complaint or seek de-briefing if he is not shortlisted in this REOI process, in writing or electronically, within ten days of the declaration of EOI evaluation results. The complaint shall be addressed to the Head of Procurement.
- 2) Within five working days of receipt of the complaint, the Tender Inviting Authority shall acknowledge the receipt in writing to the complainant, indicating that it has been received. The response shall be sent in due course after a detailed examination.
- 3) The Tender Inviting Authority shall convey the final decision to the complainant within 15 days of receiving the complaint. No response shall be given regarding the confidential process of evaluating EOIs before the results are notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
 - a) Only a consultant who has participated in the REOI process and has not been shortlisted can make such a representation. Complaints regarding shortlisting or exclusion of other consultants shall not be entertained.
 - b) No third-party information (EOIs, eligibility/ qualification) shall be sought and must not be included in the response.
 - c) Following decisions of the Procuring Entity shall not be subject to review:
 - i) Determination of the need for procurement.

- ii) Complaints against eligibility and qualification criteria except under the premise that they are either vague or too specific to limit competition.
- iii) Choice of the selection procedure.
- iv) Provisions limiting the participation of consultants in the REOI process, in terms of policies of the Government
- v) Provisions regarding purchase preferences to specific categories of consultants in terms of policies of the Government
- vi) Cancellation of the REOI process except where it is intended to subsequently re-tender the same Services

12. Code of Integrity in Public Procurement, Misdemeanours and Penalties

Code of Integrity and penalties for violating the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this REOI process. Procuring authorities, consultants, suppliers, contractors, and consultants should observe the highest standard of integrity and not indulge in prohibited practices or other misdemeanours, either directly or indirectly, during the entire procurement Process (including this EOI) or the execution of resultant contracts.

Note: For further details, please refer to appended Section II: Appendix.

THE MANAGING DIRECTOR

Section II: Appendix

EOI Document No: PDL/ ABBU/ EOI /01/2024-25

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

1.0 Basic REOI Details			
Tender Title	Request for Expression of Interest for Consultancy Services		
Name of Project	Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL		
Tender Reference Number	<i>PDL/ ABBU/ EOI /01/2024-25</i>	Tender ID	<i>2025_PDL_17998_1</i>
Tender Type	<i>Expression of Interest</i>	Tender Category	<i>Consultancy</i>
No. of Covers	<i>Two Cover</i>	Product Category	<i>Service</i>
Domestic/ Global Procurement	<i>Domestic Procurement</i>	Organisation:	<i>Puducherry Distilleries Limited, Puducherry.</i>
		Tender Inviting Authority (TIA)	<i>Managing Director</i>
Address	<i>Puducherry Distilleries Limited R.S.No. 144 & 145, Ariyapalayam, Villianur, Puducherry -605110.</i>		
2.0 Critical Dates (Clause 6; 7, 8, and 9)			
Published Date	20.03.2025 9.00 AM	EOI Validity – REOI Clause 7.2	90 Days from the date of EOI Opening
Document Download Start Date & Time	20.03.2025 9.30 AM	Document Download End Date & Time	14.05.2025 5.00 PM
Clarification Start Date & Time	01.04.2025 9.00 AM	Clarification End Date & Time	19.04.2025 5.00PM

EOI Submission Start Date & Time	02.05.2025 9.00 AM	EOI Submission Closing Date & Time	14.05.2025 5.00 PM
EOI Opening Date & Time	15.05.2025 2.00 PM		
3.0 Eligibility and Qualification Criteria (Clauses 2.3.2, 4.1 to 4.4, 10.2 and Section III)			
Nature of Consultants eligible and association with sub-consultants/JV	<i>Individual Consultant/ Firms/JVs, sub-contracting, or any restriction on the structure of a JV</i>		
Any additional Eligibility or responsiveness Criteria	<i>No</i>		
Maximum limit of the value of Sub-contracting permitted	<i>[25%]</i>	Various JV parameters: Maximum number of members etc., as per clause 4.3.-1)	<i>04 (No difference)</i>
4.0 Obtaining the REOI document and clarifications (Clauses 6 & 8)			
e-Procurement and procuring Entity's Portal/ Help Desk	https://pudutenders.gov.in	0120-4001 002, 0120-4001 005, 0120- 4493395 or Email: support-eproc.py@supportgov.in	
	PDL Website: https://pdlindia.in		
Cost of REOI document (INR)	Nil		
Office/ Contact Person/ email for clarifications	<i>The Managing Director, Puducherry Distilleries Limited R.S.No. 144 & 145, Ariyapalayam, Villianur, Puducherry -605110. E mail: pdl@py.gov.in</i>		
5.0 Pre-EOI Conference (Clause 6.3)			

Is a Pre-EOI Conference proposed to be held?	Yes		
Place, time, and date of the Pre-EOI Conference	<i>Office of the Managing Director, Puducherry Distilleries Ltd., R.S.No. 144 & 145, Ariyapalayam, Villianur, Puducherry -605110. Date and Time: 23.04.2025 @ 2.00PM</i>		
Place, time, and date before which Written queries for the Pre-EOI Conference must be received	<i>Office of the Managing Director, Puducherry Distilleries Ltd., R.S.No. 144 & 145, Ariyapalayam, Villianur, Puducherry -605110. Date and Time: 19.04.2025 before 5.00PM</i>		
Place, time, and date before which registration of participants for the Pre-EOI Conference must be received	<i>Office of the Managing Director, Puducherry Distilleries Ltd., R.S.No. 144 & 145, Ariyapalayam, Villianur, Puducherry -605110. Date and Time: 23.04.2025 before 2.00PM</i>		
6.0 Preparation and Submission and Opening of EOIs (Clauses 7 and 8)			
EOIs to be Addressed to	<i>The Managing Director, Puducherry Distilleries Ltd., R.S.No. 144 & 145, Ariyapalayam, Villianur, Puducherry -605110.</i>		
Instructions for Online EOI Submission	Refer EOI Document		
EOI Opening Place	<i>Puducherry Distilleries Ltd., R.S.No. 144 & 145, Ariyapalayam, Villianur, Puducherry -605110.</i>		
7.0 Evaluation of EOI and Qualification Criteria (clause 10 and Section III: Qualification Criteria)			
Maximum number of consultants on the shortlist and criteria on which it would be based	<i>4 (Four) As per Clause 10.2.2</i>	Minimum qualifications to be met by Lead Member and Substantial members	<i>As per Clause 10.2.2</i>
8.0 About RFP that would follow – clause 10.3			
RFP to be issued	Limited to shortlisted Consultants from this EOI	Form of Contract from RFP	<i>Percentage Based</i>
Selection Method	<i>QCBS</i>	Bid Security Requirements	<i>Shall be detailed in the RFP</i>
Performance Security	<i>Shall be detailed in the RFP</i>		

Section III: Qualification Criteria

EOI Document No: PDL/ ABBU/ EOI /01/2024-25

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

The applicant may be a firm registered in India and engaged in Consultancy service in Industrial projects in India preferably with experience in the field of **Technical consultancy for Distilleries, Liquor Blending and Bottling Unit, Packaging industries for a minimum period of Five years**, ending the last date of month previous to the one in which the applications are invited for empanelment/ engagement. The applicant should have completed Technical Consultancy Services for works within last seven years as per the below mentioned criteria. As per the experience furnished by the applicant, firms will be empaneled/ engaged with the eligibility criteria mentioned below.

1. Eligibility conditions:

Firm should have completed consultancy works in Industrial Consultancy nature as explained in clause 2.3.2.

1. Three similar works each of value not less than ₹ 10 Crores.
OR
2. Two similar works each of value not less than ₹ 15 Crores.
OR
3. One similar work of value not less than ₹ 20 Crores.

Note: Consultant must submit the following forms:

- 1) Form 2: Qualification Criteria – Compliance
 - a) Form 2.1: Performance Capability Statement
 - b) Form 2.2: Financial Capability Statements
 - i) Form 2.2.1: Financial Statement
 - ii) Form 2.2.2: Average Annual Turnover
 - c) Relevant date when the specified period ends for different supporting reports shall be:
 - i) For all annual reports, the periods mentioned end with the financial [31st March 2024].
 - ii) For other statements, the periods mentioned end on the month before

the last date of EOI submission.

Similar Assignments for Qualification Criteria	
The qualification criteria aim to shortlist Consultants who have been providing Consultancy services for at least the specified period and have completed the specified volume of assignments during the specified period.	
The intending Consultant should demonstrate experience relevant to the subject assignment by way of the specified volume of assignments of similar nature and in General and Specific Sectors.	
Similar Nature of Assignments	<i>Consultancy service for establishment of New/Augmentation/ Revamping of Liquid/ Liquor Industry/ Chemical Industry</i>
General Sector	<i>Industry Sector</i>
Specific Sector	<i>Liquor Industry</i>

Note to Consultant: During RFP Process, while original documents/ certificates are called for to authenticate the qualification claimed, the following may be kept in mind:

- 1) When a joint venture or other association submits the bid, in that case, all members (other than non-substantial members) in the JV/C must submit their financial statements in order of the member's share in the partnership, greatest to least. The figures of members of a JV/C (other than non-substantial members) shall be added to determine compliance with the minimum financial qualifying criteria. However, unless otherwise stated in Section II: Appendix, for a JV/C to qualify, the Lead member must meet at least 40 percent of those minimum criteria for an individual Bidder and other members at least 20% of the criteria. Failure to comply with this requirement shall result in the rejection of the JV/C's bid.
- 2) The consultant shall submit the audited balance sheet and/or banking reference along with their RFP proposal. An authorised representative of the consultant must sign the statement.

PART II: SCHEDULE OF REQUIREMENTS

Section IV: Terms of Reference

EOI Document No: PDL/ ABBU/ EOI /01/2024-25

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

1. INTRODUCTION

Puducherry Distilleries Ltd (PDL) is a Government of Puducherry Undertaking unit which manufactures and sells Arrack (Country Liquor) to licensed Arrack Shops in Puducherry, Karaikal region. The Arrack Blending and Bottling Unit at Ariyapalayam, is situated on the National Highway (Puducherry-Villupuram) No.45-A at a distance of about 12 kms from Puducherry and about 28 Kms from Villupuram. Puducherry is accessible by road from Chennai by the Chennai-Trichy Highways as well as by East Coast Road, and the distance from Chennai is about 150 to 160 Kms.

2. OBJECTIVE

PDL intends to revamp and modernize its existing Arrack and Blending and Bottling Plant **for an approximate cost of ₹ 15.00 Crore** as per the norms prevails in the Liquor Industries, rules and regulations of Excise Department, Industries Department, Pollution Control Authority and other related Government Bodies of both Central and U.T. of Puducherry. PDL, in all these endeavors, intends to take the service of Technical Consultant who are pioneers in this sector. The selected Consultant through this REOI followed by the RFP will assist PDL in Project formulation and Appraisal including the design and develop new products, machines, sub-systems and associated innovative technologies in order to significantly enhance the productivity.

3. SCOPE OF SERVICES

The Consultant shall provide comprehensive consultancy services broadly described hereinafter. However, it should be clearly understood that the description of services is only broad and the Consultant shall be required to perform any other services which may be required whether or not expressly mentioned hereinafter for Providing the best development, Comprehensive revamp, Modernization, Operations Management Support to Arrack Blending and Bottling Unit of Puducherry Distilleries Limited to the entire project requirement and satisfaction.

4. PRELIMINARY PHASE

- (i) Preliminary survey and study of existing Arrack and Blending and Bottling Unit Production process, Quality procedures, Packages and all other operations
- (ii) Study of existing field data of product and Sales operations, machineries, infrastructure and materials management
- (iii) Study of existing Infrastructure, Material, Machine and Manpower resources
- (iv) Consider, integrate sustainable manufacturing method/practice in order to increase operational efficiency by reducing costs and waste, respond to or reach new customers and increase competitive advantage, protect and strengthen brand and reputation and build public trust, build long-term business viability and success, respond to regulatory constraints and opportunities
- (v) Preliminary design of packages, design of new machineries, drawings
- (vi) Preparation of Master Plan, Concept and Schematic industrial engineering drawings for development works
- (vii) Preparation of Feasibility Study Report (FSR)
- (viii) Preparation of Detailed Project Report (DPR) along with Design Basis Report (DBR) with conceptual design schemes, preliminary SLD (schematic) and preliminary cost estimates.
- (ix) Assisting PDL in getting requisite approval from authorities concerned

5. BID PROCESS MANAGEMENT PHASE

Preparation of detailed Mechanical & detailed Engineering designs, drawings and detailed estimate (including Mechanical, Electrical, Storage of materials, Material flow process, Safety standards for workers, Machineries & Materials, Water and power consumption & conservation and connected Civil and Electrical works etc.).

- (i) Preparation and finalisation of bid document.
- (ii) Finalisation of qualification and selection criteria for the Contractors.
- (iii) Evaluation and recommendation for selection and appointment of Contractors.
- (iv) Pre-construction Phase
- (v) Finalisation of contract document.
- (vi) Detailed working drawings.
- (vii) Getting and recommending Contractor's work schedule.
- (viii) Consultant shall assist all types of necessary clearances required for implementation of the project from the concerned agencies like Excise Department, PPCC or other agency

etc (Expense will be met by PDL).

- (ix) Periodical inspection of work site as required by PDL (If not, once in fortnight) till completion of work/ project (for the work as given in the concerned NIT)

6. COMPLETION AND HANDING OVER PHASE

As built drawings of all completed bottling line, equipment, pipe line diagrams of ENA, Arrack, raw water, recycled water line, Electrical installation, Civil structure, Firefighting system, machinery arrangements etc.

7. ROLE OF THE CONSULTANT

- (i) The Consultant shall have to perform in an efficient, orderly and professional manner and shall deploy necessary qualified and skilled persons according to the requirement of the services.
- (ii) The consultant shall have to prepare design philosophy and the design methodology, listing out relevant codes, related references, sound-engineering practices etc.
- (iii) The consultant shall have to carry out survey of all existing services and other constraints existing in and around the site for augmentation of existing services/ facilities as per site requirement.
- (iv) The consultant shall have to assist Engineer-in-charge in preparing presentations and presentation materials.
- (v) The Consultant shall split the works into smaller packages where-ever the volume of work is excessive.
- (vi) The Consultant shall comply with all applicable laws, bye-laws, and statutory provisions etc. prevailing in Government of Puducherry in the performance of the consultancy assignment and in the execution of the project.
- (vii) The consultancy services shall be provided through a Team Leader supported by experienced professionals. The Consultant will deploy adequate number of professionals and other staff to deliver the requisite services. The Consultant shall have to submit an organizational structure giving details of proposed Team detailing the roles/ work to be performed by each personnel, their tentative duration, inter-relationships of each personnel etc.
- (viii) The Consultant shall get the approval of the Department/ client or both through presentations, Comments and suggestions or alternate proposal of the client and his representatives shall be evaluated and suitably incorporated till the concept design is accepted and frozen.
- (ix) The Detailed Estimate showing details of measurement, BOQ, draft tender document, analysis of rates etc. shall be prepared and submitted by the consultant to the Managing Director for formal approval. The corrections/ observations, if any is made by the department, the same shall be complied by consultant till final approval by the competent authority. The approved tender

documents shall also be submitted in requisite numbers.

(x) The Consultant shall ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included. He shall also ensure that the various building/engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.

(xi) All the Good for Construction drawings for execution both Civil, Electrical, Mechanical and Firefighting and all other drawings/ Estimates/ Documents shall be proof checked by a Government agency like IIT/ NIT/ PEC or any other institution in Tamil Nadu/ Puducherry. Necessary charges/ fee if any for the same shall be borne by the Consultant initially, which shall then be reimbursed from the Procuring Entity.

PART III: EOI SUBMISSION FORMATS

Form 1: EOI Form (Covering Letter)

(Ref REOI Clause 2.3)

(To be submitted with supporting documents, if any)(On Consultant's Letter-head)

(Strike out alternative phrases not relevant to

you) Consultant's Name _____ [Address and Contact Details]

Consultant's Reference No. _____

To

**The Managing Director,
Puducherry Distilleries Ltd.,
Ariyapalayam,
Puducherry.**

Date.....

Ref: Your REOI document No.PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Sir/ Madam

Having examined the above mentioned REOI document, we, the undersigned, hereby submit/ upload our Expression of Interest (EOI) for being shortlisted for the performance of the Services.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you) About us:

We, M/s , hereby certify that We are a firm (or members of our JV/C) are of proven, established, and reputed Consultant having the required Experience, Past performance, Personnel, and Financial capability, with offices at .

2. Our Eligibility and Qualifications to participate:

- a) We comply with all the eligibility criteria stipulated in this REOI document, and the relevant declarations are made along with documents in Form 1.2 of this EOI-Form.
- b) We fully meet the qualification criteria stipulated in this REOI document, and the relevant details are submitted along with documents in Form 2: 'Qualification Criteria – Compliance' and its sub-forms.
- c) We undertake to provide originals of all self-certified copies of uploaded documents during the RFP Process. We have understood the ramifications of failure to do so as detailed in clauses 10.2.4 and 10.2.5 of Section I: REOI.
- d) We have/ don't have any conflict of interest with any other Consultant as per

clause 4.4 of Section I: REOI.

e) No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this REOI and RFP processes.

Following commissions and gratuities have been paid/ are to be paid to agents or any other party by us relating to this procurement process: -----

3. Affirmation of terms and conditions of the REOI document:

We have understood the complete terms and conditions of the REOI document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the REOI document.

4. Abiding by the EOI Validity

We agree to keep our EOI valid for acceptance for a period up to **90 days**, as required in the REOI document, or for a subsequently extended period, if any, agreed to by us.

5. Non-tempering of Downloaded REOI documents and Uploaded Scanned Copies

We confirm that we have not changed/ edited the contents of the downloaded EOI Formats. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the REOI document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our EOI are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon our successful shortlisting, we undertake to submit for scrutiny, on-demand by the Procuring Entity, originals and self-certified copies of all such certificates, documents, and affidavits/ undertakings.

6. Signatories:

We confirm that we are duly authorised to submit this EOI and make commitments on behalf of the consultant. Supporting documents are submitted in Form 1.1, annexed herewith. We acknowledge that our digital/digitised signature is valid and legally binding.

7. Rights of the Procuring Entity to Reject EOI(s):

We understand that you are not bound to accept the lowest or any EOI you may receive against your above-referred REOI document.

.....

(Signature with date)

..... (Name and designation)

Duly authorised to sign EOI for and on behalf of name, address, and seal of the Consultant]

Form 1.1: Consultant Information

(Ref REOI Clause 2.3)

(On Consultant's Letter-head)

(Along with supporting documents, if any) Consultant's Name

[Address and Contact Details]

Consultant's Reference No. ___

REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Note: Consultant shall fill in this Form following the instructions indicated below. Consultant shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Consultant's wrong or misleading information shall be treated as a breach of the Code of Integrity. Such EOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such a breach in the REOI document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Consultant/ Contractor particulars:

a) Name of the Consultant's Organisation:	
b) Corporate Identity No. (CIN):	
c) Registration, if any, with The Procuring Entity:	
d) Date of incorporation/ start of business:	
e) Place of Registration/ Principal place of business":	
f) Number of Years in Business:	
g) Number of Years in providing Consultancy Services:	
h) Consultant's Website URL:	
i) Complete Postal Address:	
j) Pin code/ ZIP code:	
k) Telephone nos. (with country/ area codes):	
l) Mobile Nos.: (with country/ area codes):	
m) Contact persons/ Designation:	
n) Email IDs:	
o) PAN Number:	
p) GSTIN No:	

(In the case of JV/C, repeat these details for all members)

Submit documents to demonstrate eligibility as per REOI Clause 4.1-1) - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarised and certified copy of its Registration; In case of JV, letter of intent to form JV or JV agreement and in case of Society – its Byelaws and registration certificate of the firm.

- 2) Consultant/ JV's Organisation Structure: *Submit the overall organisation structure of the firm.*
- 3) Consultant/JV's Overall profile: *Submit the overall profile of the firm, highlighting technical and managerial capabilities.*

4) Authorisation of Person(s) signing the EOI on behalf of the consultant

a) Full name: _____

b) Designation: _____

c) Signing as:

A sole proprietorship firm. The person signing the EOI is the sole proprietor/ constituted attorney of the sole proprietor,

A partnership firm. The person signing the EOI is duly authorised being a partner to do so under the partnership agreement or the general power of attorney,

A company. The person signing the EOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association/ Articles of Association.

A Society. The person signing the EOI is the constituted attorney.

A Joint Venture/ Consortium. The person signing the bid is the designated lead member, as named in the JV/C agreement/ MOU or similar document in connection with the formation of the JV/C or are all future proposed members, in case (JV/C) has not been legally constituted at the time of bidding.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

5) Consultant's Authorized Representative

Information a) Name:

b) Address:

c) Telephone/ Mobile numbers:

d) Email Address:

(Signature with date)

..... (Name and designation)

Duly authorised to sign EOI for and on behalf of name, address, and seal of the Consultant]

DA: As above

Form 1.2: Eligibility Declarations

(Ref REOI Clause 2.3)

(On Consultant's Letter-head)

(Along with supporting documents, if any)

REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Services Consultant's Name _____

[Address and Contact Details]

Consultant's Reference No. _____ Date.....

[Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the consultant)

We hereby confirm that we comply with all the stipulations of REOI Clause 4.1 of the REOI document and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as and when it may be requested:

1) Legal Entity of Consultant: We are:

d) : _____ relevant documents enclosed)

e) We are a Consultancy Services provider with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate as applicable to the subject Services.

2) Eligibility: We solemnly declare that we (including our affiliates or subsidiaries, or constituents):

(a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;

(b) (including our affiliates or subsidiaries, or constituents for any part of the assignment):

i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or

ii) Are not convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for offences mentioned in REOI document in this regard.

iii) We have neither changed our name nor created a new "Allied Entity", consequent to the above disqualifications.

- (c) Do not have any association (as consultant/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the REOI document.
- (d) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other consultant to submit or not to submit an EOI to restrict competition.
- (e) We certify that we fulfil other additional eligibility conditions if prescribed in the REOI document.
 - i) We certify that we are not an entity from a country identified to restrict Consultants from India from participation in their Government Procurements
 - ii) Restrictions on procurement from consultants from a country or countries or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:

"We have read the clause regarding restrictions on procurement from a consultant of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

- *we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;*
- *we shall not subcontract any assignment to a contractor from such countries unless such a contractor is registered with the Competent Authority.*

iii) Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

.....
(Signature with date)	(Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

..... Name, address, and seal of the Consultant] DA: As in Sr 1 to 5 above, as applicable

FORM 2: QUALIFICATION CRITERIA - COMPLIANCE

(Ref REOI Clause 2.3, Section III: Qualification Criteria) (Along with supporting documents, if any)

(On Consultant's Letter-head)

REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Services Consultant's Name _____

[Address and Contact Details]

Consultant's Reference No. _____ Date.....

Note to Consultant: The Procuring Entity reserves its right to call for verification originals of all self-certified copies of stipulated documents supporting the fulfilment of qualifying criteria during the following RFP Process. If the shortlisted consultant fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

Summary of Response to Qualification Criteria

Criteria 1 –General and Similar Experience:	Quantum, as detailed in Sub-forms	Qualification Criteria Met (Yes, or No)
a) The number of years of our experience in Consultancy Services is (see Form 1.1):		
b) In the specified period (as per Section III: Qualification Criteria), the number of Consultancy Services assignments completed or substantially completed by us is (see Form 2.1):		
c) In the specified period, out of the Consultancy Assignments mentioned above, the number of Similar assignments (as per Section III: Qualification Criteria) are (see Form 2.1):		

Criteria 2 - Financial Capability	Quantum, as detailed in Sub-forms	Qualification Criteria Met (Yes, or No)
Average Turnover: During the specified period(as per Section III: Qualification Criteria):		

a) Average Total Turnover (see Form 2.2)		
b) Average Turnover from Consultancy Services (see Form 2.2)		

Note: Consultants shall provide evidence of their continued qualification to perform the Services satisfactorily to the Procuring Entity, as the Procuring Entity may request at any stage during the RFP process that would follow this EOI.

.....

.....

(Signature
with date)

.....

.....

(Name and
designation)

Duly authorised to sign EOI for and on behalf of

..... Name, address, and seal of the
Consultant]DA: As above, if any

Form 2.1: Performance Capability Statement

Statement of Performance of Consultancy Services(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(On Consultant's Letter-head)

REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Consultant's

Name_____

[Address and Contact Details]

Consultant's Reference No._____

Note to Consultant:

Date.....

1. *Consultant or member of a Joint Venture/Consortium (JV/C) must fill in this Form to prove conformance to Criteria 1 –General and Similar Experience. Mention contracts in which a Consultant or a member of a JV/C is or has been a party, whether as a Consultant, affiliate, associate, subsidiary, Sub-consultant, or any other role. The list below is indicative only. You may attach more documents as required to highlight your past performance. Add additional details not covered elsewhere in your EOI in this regard. Statements and Documents may be mentioned/ attached here.*
2. *List only those assignments for which the Consultant was legally contracted as a company or was one of the joint venture members. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant or that of the Consultant's partners or sub-consultants but can be claimed by the Experts themselves in their CVs. Assignments of Sub-consultant(s) can be used to meet the Experience requirements specified in Section III, Qualification Criteria. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if the Client requests.*
 - 1) The number of years of experience in Consultancy Services: Provide evidence for the required length of experience in Consultancy Services and cross-reference the list of assignments below.
 - 2) In the specified period, list Consultancy Services assignments completed or substantially completed in a tabular form (Period specified in Section III – Qualification Criteria Note: List only the most important and relevant ones. List the largest value and most relevant projects to this assignment first)

- a) country, client, (source of funding),
- b) project title, project reference number, project value, project period
- c) brief description of the consultant's role in the project
- d) # of international staff months, # of national staff months deployed by you on the project
- e) Is it a Similar Experience as per Section III: Qualification Criteria (Yes or No)
- f) Is it in General Sector as per Section III: Qualification Criteria (Yes or No)
- g) Is it in Specific Sector as per Section III: Qualification Criteria (Yes or No)

.....

(signature with date)

.....

(Name and Designation)

Duly authorised to sign EOI for and on behalf of

.....

.....Name, address,
 and seal of the Consultant]DA:
 Performance records/ contracts

Form 2.2 Financial Capability Statements

(Ref REOI Clause 2.3, Section III: Qualification

Criteria)(On Consultant's Letter-head)

REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Services
Consultant's Name _____

[Address and Contact Details]

Consultant's Reference No. _____ Date.....

Note to Consultants: Fill out this Form for the consultant and each member of a joint venture or other association that is a party to the consultant to highlight conformance to Criteria 2: Financial Capability. The list below is indicative only. You may attach more documents as required. Add additional details not covered elsewhere in your EOI in this regard.

Form 2.2.1: Financial Statements

<i>Note: Each Consultant or member of a Joint Venture/Consortium making up a Consultant must fill in this Form. Financial Data for Previous Three (3) Years</i>			
	Year 1:	Year 2:	Year 3:
Information from the Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
Information from Income Statement			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			

(Signature with date)

..... (Name and designation) Duly authorised to sign EOI for and on behalf of

- Attached are copies of financial statements (either audited financial statements supported by audit report or certified financial statements supported by Income tax returns), complying with the following conditions.
- All such documents reflect the financial situation of the Consultant or a member of a Joint Venture or other association and not a sister or parent company.
 - A Chartered accountant must audit historical financial statements.
 - Historical financial statements must be complete, including all notes to the financial statements.
 - Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

.....Name, address, and seal of the Consultant]

Form 2.2.2: Average Annual Turnover

(Ref REOI Clause 2.3, Section III: Qualification Criteria)(On Consultant’s Letter-head)

REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

ServicesConsultant’s Name _____

[Address and Contact Details]

Consultant's Reference No. _____ Date.....

Note: Each Consultant or member of a Joint Venture/Consortium making up a Consultant must

Annual Turnover Data (Rs Crores) for the Last Three (3) Financial Years		
Year	Total Turnover Amount	Turnover from Consultancy Services (supported by a certificate from the Chartered Accountants)
Average Annual Turnover		

fill in these forms.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign EOI for and on behalf of

.....
.....Name, address, and seal of the Consultant]

Form 3: Checklist for Consultant

(Refer REOI Clause 2.3)
 (On Consultant’s Letter-head)

Consultant’s Name.....
 [Address and Contact Details]

Consultant's Reference No. Date:

REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Note to Consultants: This checklist is merely to help the consultants to prepare their EOIs. It does not override or modify the requirement of the EOI. Consultants must do their due diligence also.

Sl.No	Documents submitted, duly filled, signed	Yes/ No/ NA
1	Form 1.- EOI Form (to serve as covering letter and declarations)	
2	Form 1.1: Consultant Information and Power of attorney and Registration Certificates etc.	
3	Form 1.2: Eligibility Declarations, along with supporting documents	
4	Form 2: Qualification Criteria - Compliance	
4.a	Form 2.1, 2.2 (and its sub-forms) to support Form 2 along with supporting documents	
5	Form 3: This Checklist	
6	Any other requirements, if stipulated in Section II: Appendix; or if considered relevant by the consultant	

.....
 (Signature with date)

.....
 (Name and designation)

Duly authorised to sign EOI for and on behalf of.....

Format 1:

Authorisation to Attend Pre-EOI Conference

(Refer to REOI Clause 6.3)

(On The Consultant Letter Head)

Consultant's Name [Address and Contact Details]

Consultant's Reference No.

To

**The Managing Director,
Puducherry Distilleries Ltd.,
Ariyapalayam,
Puducherry - 650110.**

Ref: REOI document No: PDL/ABBU/EOI/01/2024-25;

Tender Title: Request for Expression of Interest for Consultancy Services for providing comprehensive design for revamping and modernization including providing operation management support to the existing Arrack Blending and Bottling Unit of PDL

Subject: Authorisation to attend Pre-EOI Conference on (date). The following persons are authorised to attend the Pre-EOI Conference for the EOI mentioned above on behalf of (Consultant) in the order of preference given below.

Sr.	Name	Government Photo ID Type/ Number
I.		b
II.		
Alternate Representative		

Note:

- *Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-EOI opening. An alternate representative shall be permitted when regular representatives are not able to participate.*
- *Permission to enter the hall where the Pre-EOI conference is conducted may be refused if authorisation as prescribed above is not submitted.*

Signatures of consultant or The officer authorised to sign the EOI. Documents on behalf of the consultant Name, address, and seal of the Consultant]