

TIDEL PARK LIMITED
(A JV of TIDCO & ELCOT)



REQUEST FOR PROPOSAL (RFP)

**Selection of Consultant
for Re-positioning study on Tenancy Charges for
IT/ITES/Non-IT/Commercial Space at TIDEL Park, Chennai**

Reference No. RFP/IT/2017/01

Volume I

7th DECEMBER 2017

Name of the bidder	
Signature	
Name of Authorized Person	

Note: The application should be submitted in a prescribed format i.e. this tender document with relevant enclosures / statements

DISCLAIMER

The information contained in this Request for Proposal (“RFP”) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of the TIDEL Park Ltd. (TIDEL) or any of their employees or advisors (collectively referred to as “TIDEL Representatives”), is provided to the Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by TIDEL Representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their Proposal.

This RFP document does not purport to contain all the information each Bidder may require. Certain Bidders may have a better knowledge of the proposed assignment and project than others. Each Bidder should conduct its own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. TIDEL Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP Document, the award of the assignment, the information and any other information supplied by or on behalf of TIDEL or otherwise arising in any way from the selection process.

The prospective Bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act relevant for the working of the Bidder’s staff. Under no circumstances, TIDEL will be responsible for any non-compliance with statutory requirements of the bidder’s staff.

TIDEL may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document from time-to-time, after intimating the same to the Bidders. TIDEL reserve the right to accept or reject any or all proposals without giving any reasons. The bidding process shall be governed by the laws of India and courts in the State of Tamil Nadu will have jurisdiction over the matter concerning and arising out of RFP document.

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CHAPTER - I
LETTER OF INVITATION

2017

Dear Sirs,

TIDEL Park Ltd (TIDEL), a Joint Venture of TIDCO & ELCOT has constructed an I.T. Park with built-up area of 1.28 million Sq.ft at a project cost of Rs.292 Crores on IT Express Way, Taramani, Chennai. The IT Park has been operational with effect from 4th July 2000.

TIDEL wishes to appoint reputed Consultant who have got required expertise and experience in Marketing of IT/ITES Space for assessing the demand-supply gap for IT/ITES space in and around Chennai and to review the IT space available, new space under construction / completed and also the competition from SEZ units and submit a report with the workable rental charges for the block of next 3 years. In this context, TIDEL invites Consultancy Firms / Companies to submit Tender for providing the consultancy services described in this document.

This document viz. Request for Proposal (RFP) is being issued for the selection of a competent consultant firm through competitive bidding process to conduct Market Survey and suggest to fix the tenancy charges for the next three years w.e.f 1-04-2018 to all IT /ITES / Non-IT occupants and commercial / communication service providers. This RFP contains the following chapters:

1. Letter of Invitation
2. Information about TIDEL Park Ltd
3. Information about the proposed study
4. Instruction to Bidders
5. Terms of Reference
6. Proposal submission
7. Evaluation and Methodology
8. Formats

We request you to kindly submit the bids duly completed as per this RFP on or before **3.00 PM on _____**.

Yours faithfully,
For **TIDEL Park Ltd.**

Managing Director

CHAPTER - II**INFORMATION ABOUT TIDEL PARK LTD
and
THE PROPOSED ASSIGNMENT****2.01 TIDEL PARK LTD**

TIDEL Park Ltd (TIDEL), a Joint Venture of TIDCO & ELCOT has constructed an I.T. Park with built-up area of 1.28 million Sq.ft at a project cost of Rs.292 Crores on IT Express Way, Taramani, Chennai. The IT Park has been operational with effect from 4th July 2000.

2.02 Features of TIDEL PARK

The features of IT Park are broadly summarized as below:

- a) IT building is constructed as a G+ 12 structure with 2 basements
- b) Total Built-up area of the IT Park is 1.28 million Sq.ft. (including Basements and Utility Buildings)
- c) Building is designed as 4 Blocks and 8 Modules of IT space per floor
- d) Total IT Floor area of TIDEL is 10,64,061.83 Sq.ft, while 2,35,709 lakhs sq.ft has been sold outrightly and held by 9 other owners.
- e) Separate Service Building Houses Electrical, DG and Chiller plant, UG sump, STP and Diesel yard
- f) Support services viz; Food Court, Banks, ATM, Post Office, Medical Centre, Fitness etc are designed in the Ground Floor
- g) Parking lot is available in 2 basements and open area around the building to accommodate 1000 Four wheelers and 4000 Two Wheelers
- h) Communication and Internet Services by BSNL, Tata Communications, Reliance, Airtel, Aircel, Vodafone, Indus Towers, Reliance Jio and etc.

2.03 Infrastructure and Utilities

- a) Integrated Building Management Systems (IBMS)
- b) Structural glazing system, wall cladding with aluminium composite panel (ACP) and Granite and Entrance lobby glazing with sliding door
- c) 10.5 MVA Power Supply from TNEB through 110/ 33 KV System (2500 KVA X 5 Transformers) two separate feeders
- d) 100% Power Back up by 6 Nos. of 2000 KVA DG sets plus one 500 KVA DG set.

- e) AC Plant with 12 Chillers having 250 TR capacity each (Total Capacity of 3000 TR) and Thermal Energy Storage of 24000 TRH
- f) 16 Nos. passenger Lifts and 3 Nos. Service Lifts
- g) Adequate rest rooms in block for Gents / Ladies and Physically challenged
- h) Fire exit staircases for all modules and shafts in all blocks for mechanical / electrical services
- i) Access control for 4 / 2 wheelers, pedestrians & visitors at lift lobbies, service entries, service lift and staircase lobbies
- j) Contemporary / State-of-the-Art Design & Facilities

2.04 Facilities

- a) IT Friendly
- b) Multi-Tenanted
- c) Work Friendly Ambience of Interior spaces
- d) Energy Efficient
- e) Fire Detection and Fire Fighting Systems
- f) Data Communication Systems
- g) Usability Lab, Console Room, Business Centre
- h) Video Conference Hall with seating capacity for 160 persons
- i) Integrated hard and soft landscape with combination of exotic and indigenous plants
- j) 24 x 7 premises and facility management services by service providers / dedicated agency
- k) Fitness Centre and Baby Care Centre
- l) House Keeping & Waste Management Services
- m) Security and fire prevention / control services
- n) Common pantry in each block
- o) Store in each block
- p) Statutory approvals are in place for the IT Park viz., DTCP, LPA, Fire, Airport Authority, Police, CRAC, TNPCB, TNEB, Lift, Explosive etc.

2.05 IT Space – Leased:

Out of 10,64,061.83 sq.ft. of IT space, TIDEL sold out 2,35,709 sq.ft. to nine companies. TIDEL has leased 8,28,352.83 sq.ft for IT / ITES operation to 30 clients and 36,462.53 sq.ft for commercial retails outlets. The balance area of 1,69,311.64 sq.ft. is earmarked for utility / services / vehicle parking activities. Each floor has 8 modules for which the range of areas is as given below:

Module Nos.	1	2	3	4	5	6	7	8	Total area in each floor
Carpet Area	13460	13927	10613	10613	3314	3314	4718	4718	64677
Super Built-up Area	18628	19275	14689	14689	4586	4586	6528	6528	89509

Typical area statement for reference.

2.06 IT-Space in and around Chennai:

TIDEL had achieved 100% occupancy within 3 months of inauguration on 4th July 2000. Because of this positive response, TIDCO, one of the promoter of TIDEL constructed the second IT Park jointly with Ascendas and another IT Park (SEZ) with Tata (TRIL) adjacent to TIDEL at Taramani. TIDCO has also participated in the company ITEL for the construction the 8 lane IT Express way road for 21 kms. from Madhya Kailas to Siruseri. Thanks to the above initiatives of TIDCO / State Government, the IT space availabilities in and around Chennai has reached to the level of 100 million square feet (nearly 100 times of TIDEL Park's space).

2.07 Non-SEZ / STPI status of TIDEL:

The Tax concessions enjoyed by the IT companies under STPI scheme (Non-SEZ units like TIDEL Chennai) had been withdrawn by Government of India with effective from 1st Aril 2011. The 80-IA Income Tax benefit enjoyed by TIDEL under Industrial Park scheme had also been withdrawn from 1st April 2012. Further Government of India imposed Service Tax on Rent, Maintenance Charges, Electricity and Air-Conditioning charges under Immovable Properties Act with effect from 2006-2007. In view of the above, the Tenants in non-SEZ projects like TIDEL have to pay Service Tax on the Rent, O&M, Electricity & Air –Conditioning charges.

2.08 Proposal for appointing a Consultant for Re-Positioning Study:

TIDEL wishes to appoint reputed Consultant who have got required expertise and experience in Marketing of IT/ITES Space and assessing the demand-supply gap for IT/ITES space in and around Chennai based on constructed IT Parks, SEZ IT Parks and upcoming IT Parks in order to submit a report with the workable rental charges for the block of next 3 years w.e.f. 1-4-2018. In this context, TIDEL invites Consultancy Firms / Companies to submit Tender for providing the consultancy services described in this document

2.09 Lease terms of IT/ITES Space/Commercial

TIDEL is a non-SEZ IT Park with 30 clients with whom IT/ITES space has been leased with the following terms.

I. IT/ITES/Non-IT/ Communication Service Providers:

Rental Period		Rent (Per sq.ft. Per month)	Operation & Maintenance charges (per sq.ft Per month)	Securi ty deposi t	Total Lease Period	Total Area Leased	Remarks
From	To						
01.04.2017	31.03.2018	Rs.48.50	Rs.11.30	10 Months	3 years	643206. 68	Existing lease agreement
01.04.2015	31.03.2018	Rs.50.60	Rs.11.30	10 Months	5 years	22228	
01.01.2017	31.12.2019	Rs.50.92	Rs.11.30	6 Months	9 years	37264	
01.01.2017	01.01.2020	Rs.50.92	Rs.11.30	6 Months	9 years	18628	
01.04.2017	31.03.2018	Rs.51.00	Rs.11.30	10 Months	3 years	110617. 50	Recently renewed lease agreement
16.05.2017	15.05.2020	Rs.55.78	Rs.11.30	10 Months	6 years	18636.6 5	Existing lease agreement

Further, TIDEL permits to stay for one year at the highest rental rate of the three-year block period and also for long term lease with 15% escalation on rent once three-year lease.

II. Commercial Space

TIDEL provides space for amenities / supports services viz Banks (SBI & Canara Bank) ATMs, Book Store, Garment Store, Courier Service, Post Office, Snacks Shop, Communication Retail Outlets, Awin Parlor, Internet Telephony Booth, Laptop Sales & Service, Optical, Medical Centre with Pharmacy, Dental Clinic, General & Life Insurance, Forex, Mini Mart, Gift Shop, Bakery, Electronics Store, Two Wheeler Service Centre, Food Court and Crèche, Fitness Centre etc.

The Tenancy terms of the commercial space is as mentioned below:

Sl.No	Categories	Rent (Per sq.ft./month)	Operations & Maintenance Charges (per sq.ft per month)	Total Area leased
I	Space located in the out of the main building for Creche	Rs.28/-	Rs.4.60	4775
II	Space located in the out of the main building for two wheeler service class	Rs.34.50/-	Rs.4.60	800
III	Medical Services	Rs.36/-	Rs.11.30	714
IV	Small establishments who provide essential services to occupants such as Opticians, Help Desk, Laundry and Food items, Bakery, mini stores other than food court.	Rs.50/-	Rs.11.30	472
V	Large establishments who provides essential services to occupants such as full fledged Banks, Book Shop, Insurance etc.	Rs.54/-	Rs.11.30	7988.67
VI	Establishments who have taken space less than 500 sq.ft. for example ATMs, Courier Services, Florist, Internet telephony booth, Forex services Photo Copier, Travel Desk etc.	Rs.100/-	Rs.11.30	1553.82
VII	Tiny space who occupied below 75 sq.ft. for laptop/ mobile phone sales & services	Rs.115/-	Rs.11.30	63.00

All commercial areas are leased for only 3 years. However, TIDEL executed lease agreement with M/s HDFC Bank Ltd., for their ATM space measuring 107.23 sq.ft. (Super built-up area) for 9 years lease whenever 15% escalation in every 3 years and hence currently M/s HDFC pays rent as Rs.115/sq.ft./month from 01.12.2016 to 30.11.2019 and hereafter rent will be Rs.132.25/sq.ft./month till 30.11.2021.

CHAPTER - III

INSTRUCTION TO BIDDERS

3.01 General

- i) This Request for Proposal (RFP) document is issued for the purpose of selection of a reputed and capable Consulting Agency for preparing Detailed Study Report for fixing the tenancy charges to IT / ITES / Non-IT/ Commercial / Communication Service Providers.
- ii) TIDEL invites the Consulting Agencies to submit a Technical Proposal and a Financial Proposal in the prescribed formats as specified elsewhere in this RFP document for the services required.
- iii) The name, address and telephone numbers of TIDEL officials is "The Managing Director, TIDEL Park Ltd., No.4, Rajiv Gandhi Salai, Chennai – 600 113; Phone: +91-044- 22541634; Fax: 91-044-22541744; email:md1@tidelpark.com".

3.02 Prequalification criteria for RFP:

- (i) Established Consultancy Firm/Company with minimum **7 years** experience in marketing of Business Space including IT/ITES space in India.
- (ii) Consultancy Firm/Company should have the track record of having marketed minimum **two Lakh Sq.ft.** of IT/ITES space during the cumulative period of the last 3 years viz., 1.4.2014 to 31.3.2017.
- (iii) Consultancy Firms /Company should have marketed a minimum of **10 prominent IT / ITES Companies** space during the 3 years cumulative period viz., 1.4.2014 to 31.3.2017

3.03 Cost of Preparation of the Proposals

- i) The costs of preparing the proposal and of negotiating the contract, including visits to TIDEL, are not reimbursable as a direct cost of the Assignment; and TIDEL is not bound to accept any of the Proposals submitted.
- ii) TIDEL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for TIDEL's action.
- iii) TIDEL also reserves the right to terminate the contract on the grounds of negligence of obligations as per the accepted bid conditions or any other reasons not attributable to TIDEL and on account of any Force Majeure events that may be decided solely at the discretion of TIDEL. In such cases the compensation shall be restricted up to the amount paid by TIDEL and no claim whatsoever for any compensation shall be entertained by TIDEL.

3.04 Cost of RFP document

- i) The cost of this RFP document is Rs.1,180/- (Rupees One Thousand One Hundred and Eighty only). This RFP document can be obtained from TIDEL on payment of non-refundable fee of Rs. 1,180/- (Rupees One Thousand One

Hundred and Eighty only) by way of demand draft drawn in favour of TIDEL Park Ltd. in any scheduled bank payable in Chennai.

- ii) Alternately, the RFP document can be downloaded from www.tidelpark.com and in such cases, the bidders will be required to pay the non-refundable fee as mentioned above at the time of submission of proposals.
- iii) Any proposal not accompanied by the DD towards the cost of the RFP document shall be rejected as non-responsive

3.05 Time lines

Sl.No.	Activity	Date & Time
1	Website Notification date	7-12-2017
2	Last date for receiving queries to be answered in pre-bid meeting	18-12-2017
4	Pre- bid meeting	3 PM on 18-12-2017
5	Last date of purchase of RFP document	26-12-2017
6	Last date and time for submission of Bid	3 PM on 27-12-2017
7	Opening of Technical Bid	3.30 PM on 27-12-2017

TIDEL will endeavor to adhere to the date indicated above. However, it reserves the right to effect changes to the above dates, if the need arises. Such changes would be uploaded in TIDEL website (www.tidelpark.com) or informed to the concerned bidders.

3.06 Pre-Bid Meeting

A pre- bid meeting will be held on 18-12-2017 at 3.00 p.m at TIDEL office, Chennai. Any change in date and venue of the pre-bid meeting will be duly intimated to the bidders or uploaded in TIDEL website.

3.07 Clarification and amendment to RFP documents

- i) Consultants may request clarifications on the RFP document. Any request for clarification must be sent in writing by Paper Mail / Facsimile / E-mail to TIDEL's address. TIDEL will respond by Paper Mail / Facsimile / E-mail to such requests and will send copies of the response (including an explanation of the query, but without identifying the source of inquiry) to all bidders.
- ii) In case the bidders want the queries to be answered in pre-bid meeting, the queries/clarification should be sent to TIDEL before 18-12-2017.
- iii) At any time before the submission of Proposals, TIDEL may, for any reason, whether at its own initiative or in response to a clarification requested by an invited Consulting Agency, modify the RFP documents by amendment. Any amendment shall be issued in writing through addenda. Addenda shall be sent by Paper Mail / Facsimile / E-mail to all bidders.
- iv) TIDEL may at its discretion extend the deadline for submission of Proposals, if needed.

3.08 Preparation of Proposal

- i) Consultants are requested to submit a Proposal written in English language.
- ii) Consultants are advised to visit all Chennai IT Parks before submission of a proposal. The location map is available with TIDEL for reference. The costs and liabilities if any and arising out of such visits by the consultants are not reimbursable by TIDEL.
- iii) Proposals must remain valid for 90 days from the date of opening of bid.
- iv) Consultants must submit one original and one additional copy of their proposal. Each Technical Proposal and Financial Proposal should be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- v) The outer envelope should be super scribed as: **"Proposal for Consultancy Assignment for Conducting Re-Positioning Study for fixing the tenancy charges to all IT / ITES / Non-IT/ Commercial / Communication Service Providers"**.
- vi) The completed Technical and Financial Proposal must be put in separate sealed covers and both together in an outer cover and submitted before due date and time. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- vii) After the deadline for submission of proposals, first the Technical Proposal shall be first opened by TIDEL.

3.09 Fee Proposal

- i. The consultants are required to quote a lump sum fixed fee in "Indian Rupees" for carrying out this assignment as per the scope of work
- ii. The fixed fee quote should include all applicable taxes.

3.10 Earnest Money Deposit

- i) The consultants shall furnish an Earnest Money Deposit (EMD) for an amount of Rs.5,000/- (Rupees Five Thousands Only) in the form of Demand Draft drawn in favour of "TIDEL Park Ltd." from any Scheduled Bank along with the Technical Proposals.
- ii) Any proposal not accompanied by EMD shall be rejected as non-responsive.
- ii) The EMD of the successful bidder will be retained as retention money, which will be released after the completion of the assignment. The EMD of the unsuccessful bidders will be returned after completion of the selection process.
- iii) The EMD shall be forfeited if the bidder withdraws their bid during the period of bid validity or if he fails to take up the work after issue of Letter of Award (LoA).

3.11 Liquidated Damages

In the event of delays in submission of the Final report of the Detailed Project Report vis a vis the Timeframe prescribed for the proposed Deliverables in the Clause 4.4 of Chapter IV of the RFP pertaining the submission of the Final Report, Liquidated Damages will be payable at the rate of half Percent of the Awarded lump sum Fees per week or part thereof of delay, subject to a maximum of two Percent of the Awarded Lump sum Fees.

3.12 Proposal Evaluation

i) The committee constituted by TIDEL would evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system specified. From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact TIDEL on any matter related to its proposal, it should do so in writing. Any effort by the Consulting Agency to influence TIDEL in TIDEL's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

ii) Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

iii) TIDEL would evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system specified. 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 of the Terms of Reference or if it fails to achieve the minimum technical score.

iv) The Financial Proposals of only those consultants who have scored the minimum 70 marks in the technical proposals shall be opened.

v) The Financial Proposals will be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices will be read aloud and recorded when the Financial Proposals are opened.

vi) Once the financial proposals are evaluated, the final selection will be made based on the lowest net cost of the assignment quoted by the technically qualified bidder.

3.13 Negotiations

i) Negotiations will be held at TIDEL. The aim is to reach agreement on all points and sign a contract. Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the Consulting Agency to improve the Terms of Reference. TIDEL and Consulting Agency will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the Consulting Agency can offer within the available budget and to clearly define the inputs required from TIDEL to ensure satisfactory implementation of the Assignment.

ii) Having selected the Consulting Agency, TIDEL expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, TIDEL requires assurance that the experts will be actually available. TIDEL will not consider substitutions during contract negotiations unless both parties agree. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the Consulting Agency may be disqualified. If negotiations fail, TIDEL will invite the next ranked bidder to negotiate the contract

3.14 Award of Contract

A Letter of Award (LOA) will be issued followed by the negotiations. After issuance of LOA, TIDEL will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.

The selected consultant is expected to commence the Assignment immediately after acceptance of the LOA.

3.15 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 winning Consultant has been notified that it has been awarded the contract.

CHAPTER – IV**TERMS OF REFERENCE****4.01 Objective of the Assignment**

To conduct Re-Positioning Study for fixing tenancy charges to IT / ITES / Non-IT/ Commercial / Communications services for the next block three years w.e.f.1-4-2018.

4.02 Detailed Scope of Work

The following scope of work needs to be carried out:

- 1) To review the strategic and locational advantages of the TIDEL-IT Park at Chennai. On considering recent developed SEZ/non-SEZ IT parks in and around Chennai.
- 2) To consider the infrastructure and facilities available at the TIDEL Park comparing with technological advancement in infrastructure.
- 3) To review the existing terms of Tenancy and allotment procedure for IT / ITES/Commercial space in TIDEL
- 4) To identify the parameters which ensure continued occupancy by existing /new clients for IT / ITES Space in TIDEL.
- 5) The potential of long term lease 10/15/20 years with up front rent (as followed in Bio Park) for the IT / ITES space.
- 6) The availability of vacant IT/ITES space as per business requirements and minimum lease period followed in and around Chennai for SEZ and Non-SEZ (IT / ITES) unites.
- 7) To review the potential of TIDEL's attractiveness in all aspects for IT / ITES activities as Non-SEZ facilities.
- 8) To conduct a survey for IT/ITES business space (SEZ & Non-SEZ)& also for non-IT office space in and around Chennai, in the following categories:
 - a. Central Business District
 - b. Secondary Business District
 - c. Peripheral District
- 9) To recommend the Rental & Other Tenancy charges and terms of TIDEL, for the Block Period of three years from 01.04.2018 to 31.03.2021, in order to retain the existing IT clients and also to attract new prospective. Clients to sustain 100% occupancy at TIDEL.
- 10) To conduct a detailed survey in and around Chennai on the above lines and to gather the details of the rental charges & other Terms in various IT Parks with the information of SEZ / non-SEZ category.
- 11) To review the Market Trend in IT infrastructure for IT/ITES (Non-SEZ) based on the detailed survey in and around Chennai and extrapolation for the next three year scenario.
- 12) To suggest business strategies including switching over to non-IT space in order to win over the competition by TIDEL from other IT Parks office space including the SEZ & Non-SEZ IT Parks/office space.

- 13) To recommend a detailed suggestion in terms of rentals & leasing terms which can be competitive for the next three years. This rental details should encourage and retain existing clients as well as to attract new prospective clients.
- 14) To work out the demand –supply gap in and around Chennai with respect to business space available including projects under construction and ready for occupation during 2018-2021 for SEZ and Non-SEZ facilities.
- 15) As a result of the study and demand supply gap, a new set of Tenancy terms and rental charges to be worked for next 3 years so, TIDEL must continue to enjoy 100% occupancy which will make TIDEL’s business profitable.
- 16) To review Amenities and facilities in TIDEL Park and suggestions for improvement if any,
- 17) To review the Rent & Tenancy Terms for Commercial outlets & provide suggestions on new outlets and business scope on considering change life style and technological advancement.
- 18) To formulate the strategy for existing tenants while they prefer for short term renewal of lease for minimum one year.
- 19) To review the lock-in period and amount of security deposit for the existing tenants who opts for renewal of lease deed for further period of 3 years.
- 20) The contact details of occupants of competitive IT Parks may be furnished as much as possible.
- 21) To compare the ratio of super built-up area to carpet area with other competitive IT Park.
- 22) To compare the tenancy terms of food court and food cost in the competitive IT Park.

4.03 Terms of Payment

The milestone achievement linked payment schedule as below shall be followed:

Mile stone Description	Percentage of contract payment at each stage
Upon submission of Preliminary report	20% of the total fees
Upon submission of Interim report	30% of the total fee
Upon submission of Draft Final Report & Presentation to TIDEL	25% of the total fees
Upon Submission of Final Report	15% of the total fees
On approval of Final Detailed Project Report by TIDEL	10% of the total fees

4.04 Reports Deliverables & Timeframe

- i) The consultant shall submit ten numbers of hard copies of the final reports. Two soft copies of each reports/ presentations shall also be submitted to TIDEL.
- ii) All data, information, analysis collection prepared for this assignment shall be the sole property of TIDEL. The consultant shall not have the rights to disclose any of the information pertaining to the project to the third parties.
- iii) Time frame for completing the assignment as below:

Sl. No.	Deliverables Activity	Time frame (from the date of acceptance of LoA)
1	Preliminary report	14 Days
2	Interim Report	30 Days
3	Draft of Detailed Project Report & Presentation to TIDEL	45 Days
4	Final Detailed Project Report	14 Days from date of receipt of comments from TIDEL

CHAPTER - V

PROPOSAL SUBMISSION

5.01 Technical Proposal Submission

- i) Subject to fulfillment of the other terms and conditions of tender document, the bidder/s shall meet the Qualifying Requirements and comply with the terms stipulated hereunder:
- ii) The Technical proposal submission form (**Appendix 5-1**) should provide the following information using the attached standard format.
 - a. A brief description of the Firm of Consultants (**Appendix 5-2**)
 - b. Firm's Experience References (For each assignment, the outline of recent experience should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement). (**Appendix 5-3**)
 - c. A description of methodology and work plan for performing this assignment. (**Appendix 5-4**)
 - d. The list of the proposed staff team, the tasks that would be assigned to each staff team member. (**Appendix 5-5**)
 - e. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. (**Appendix 5-6**)
 - f. Activity (work) schedule. (**Appendix 5-7**)
 - g. Format of the Bank Guarantee for Performance Security (**Appendix 5-8**)

Note:

The above should be supported by relevant documentary evidence. The certificates (work order, Work Completion Certificate) issued by the clients shall form basis for considering experience of work executed.

5.02 Financial Proposal Submission

- i) Bidders are expected to take into account the requirements and conditions of the RFP documents, in preparing the Financial Proposal.
- ii) The Financial Proposal should be submitted in separate cover in the Standard Formats prescribed at **Appendix 5-9**.
- iii) Bidders must express the price of their services in lump sum amount in Indian Rupees only.
- iv) During the validity period of the proposal, the consultant is expected to keep available the professional staff proposed for the assignment.
- v) TIDEL will make its best effort to complete negotiations within this period. If TIDEL wishes to extend the validity period of the proposals, the consultants who do not agree for extension, have the right not to extend the validity of their proposals.

CHAPTER- VI

EVALUATION CRITERIA AND METHODOLOGY

6.01 Basis for Evaluation of Technical Proposal

- i) The Selection Process is designed to select a technically strong and cost effective consultant to carry out the scope of work defined elsewhere in this document.
- ii) The consultants are required to submit both technical and financial proposal. The Maximum points awarded for the technical proposal is 100 points. The financial proposals of those bidders who have scored 70 points or more than 70 points in their respective technical proposal would only be considered for selection.
- iii) However TIDEL reserves the rights to relax the minimum technical qualification points depending on the response and need whatsoever.
- iv) Final selection of the consultants will be made based on the lowest net cost of the assignment quoted by the technically qualified bidder.

6.02 Parameters for assessing Technical Capabilities

The bidder is expected to possess relevant and adequate professional experience in such projects as outlined elsewhere in this document. The parameters to be considered for assessing the technical capabilities and the maximum scores to be assigned for each parameter are detailed as below:

I.	Specific Experience of the bidder	Max. Marks	Marks Scored
a	Number of years of experience in marketing of Business Space including IT/ITES space in India more than 7 years.	20	
b	Total IT / ITES space marketed during the period of the last 3 years viz., 1.4.2014 to 31.3.2017.	50	
c	Number of IT /ITES companies is being facilitated in finding IT / ITES space during the 3 years period viz., 1.4.2014 to 31.3.2017	30	
	Total		100

6.03 Evaluation & Assignment of scores

I.	Specific Experience of the bidder	
	Assignment of score	
a	Number of years of experience in marketing of Business Space including IT/ITES space in India more than 7 years.	10 Marks will be to those who have completed 7 years and 2 marks for every years of additional experiences. Hence, maximum marks of 20 will be given to those bidders who have 12 years of experience.
b	Total IT / ITES space marketed during the period of the last 3 years viz., 1.4.2014 to 31.3.2017.	30 marks will be assigned for those who have marketed atleast 2 lakhs sq.ft. and 10 marks will be additionally given for every one lakh sq.ft. additionally marketed. Hence, maximum marks of 50 will given for those who marketed 4 lakhs sq.ft and above.
c	Number of IT /ITES companies is served for finding IT / ITES space during the 3 years period viz., 1.4.2014 to 31.3.2017	15 marks will be assigned to those who have served atleast for 10 companies and 3 marks will be given additional companies. Hence, maximum marks of 30 will be assigned if the consultant has facilitated 15 companies.

CHAPTER- VII

FORMATS

Appendix 5-1

7.01 Technical Proposal Submission

[Location, Date]

From (Name of the Consulting Agency)

To

Managing Director
TIDEL Park Ltd.
No. 4, Rajiv Gandhi Salai,
Chennai - 600 113

Dear Sir:

Sub: Proposal for Consultancy Assignment for Conducting Re-Positioning Study for fixing tenancy charges for the next block three years w.e.f 1-4-2018

1. We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date],
2. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.
3. We enclose the Demand Draft for Rs.-----bearing No. ----- dated ----- towards Earnest Money Deposit (EMD) for this assignment and we understand that the EMD shall be forfeited if we withdraw our bid during the period of bid validity or if we fail to take up the work in the case of the Letter of Award issued to us.
4. If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff.
5. 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.

Yours sincerely,

We remain,

Authorized Signature:
Name and Title of Signatory:
Name of Firm & Address:

Appendix 5-2

7.02 Format for the Brief description of Bidder

1. Name
2. Address of the office(s)
3. Date of incorporation and/or commencement of business
4. Brief description of the firm including details of its main lines of business.
5. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
 - a. Name :
 - b. Designation :
 - c. Firm :
 - d. Address :
 - e. Telephone Number :
 - f. Fax Number :
 - g. Mobile Number :
 - h. E-Mail Address :
6. Details of individual(s) who will serve as the point of contact / communication for TIDEL within the firm:
 - a. Name :
 - b. Designation :
 - c. Firm :
 - d. Address :
 - e. Telephone Number :
 - f. Fax Number :
 - g. Mobile Number :
 - h. E-Mail Address :

Appendix 5-3**7.03 Format for Submission of Experience**

(To be provided separately for each evaluation parameters given in the paragraph 6.2 of Chapter VI)

Consultancy Firm having track record of having marketed minimum one lakh sq.ft. of IT / ITES /Non-IT/Commercial space during the last 3 years (1.4.2014 to 31.3.2017)

S.No	Description	Details
1	Name of the Client / Firm	
2	Name of IT Park campus / Location	
3	Area of space marketed (sq.ft.)	
4	Period of Lease	

Note: Copy of LOA /Agreement / CA Certificate may be furnished.

Appendix 5-4

7.04 Format for Transaction Details of prominent companies

Consultancy Firm with clientele of minimum 10 prominent IT/ITES Companies having concluded successful transactions during the period 1.4.2014 to 31.3.2017

S.No.	Name of Client	Year of commencement of lease deed	Space marketed and location.	Lease Period and Others Terms if any
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

To be supported by Copy of LOA /Agreement / CA Certificate.

Appendix 5-5**7.05 Description of Methodology and work plan for performing the Assignment****Description of the methodology**

Please explain your understanding of the objectives of the assignment, approach to the services, 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.

Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (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.

Work Plan

You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed action plan should be consistent with the technical approach and methodology, showing understanding of the objective and ability to translate them into a feasible working plan. A list of the final documents, including reports, suggestions and tables to be delivered as final output, should be included here.

Appendix 5-6**7.06 Team Composition and Task Assignments****1. Technical/ Managerial Staff**

Sl. No.	Name	Position	Task	Proposed Number of Man days
1.				
2.				
3.				
4.				
..				

2. Support Staff

Sl. No.	Name	Position	Task	Proposed Number of Man days
1.				
2.				
3.				
4.				
..				

Appendix 5-7**7.07 Format of Curriculum Vitae of proposed Key staff**

Format of Curriculum Vitae (CV) for submission of details on the Domain Expertise and competence of Key staff

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position :
 Name of Firm :
 Name of Staff :
 Profession :
 Date of Birth :
 Years with Firm/Entity :
 Nationality :
 Membership in Professional Societies :
 Detailed Tasks Assigned :

Key Qualifications:

[Give an outline of staff member's in-depth and successful experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations, Reference projects, Client's acknowledgments of successful completion of projects. Use about half a page.]

Education:

[Summarize college/university and other specialized/management/ professional education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Client references, where appropriate. Use about three-quarters of a page]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _

[Signature of staff member and authorized representative of the Firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

The information should cover for each parameter as below

1. Exposure to Global IT / ITES industry, trends & growth, outsourcing/investment strategy of leading players, OEMs in IT / ITES industry
2. Experience in Financial advisory on IT / Industrial development projects
3. Specific expertise in dealing with aerospace design/development facilities in IT / ITES sector
4. Ability to drive large investment promotion programs and market assessment in IT / ITES sector

Appendix 5-8

7.08 Activity (Work) Schedule

A. Activity schedule:

The assignment to be carried out may be broken up into several activities/components sequencing in relation of the Scope of Work

		Weekly program progress in the form of bar chart									
Sl No	Name of the work	1 st week	2nd	3rd	4th	5 th	6 th	7 th	8 th	9 th	...
1											
2											
4											
5											
..											
...											

B. Completion and Submission of Reports:

Reports	Program: (Date)
1. Preliminary Report	
2. Interim report	
3. Draft Report	
4. Final Report	

(In a Separate Cover Only)**Appendix 5.9****7.09 Financial Proposal Submission- Format**

[Location, Date]

From: (Name & Address of the Consulting Agency)

To:

Managing Director
TIDEL Park Ltd.
No. 4, Rajiv Gandhi Salai,
Chennai - 600 113

Dear Sir,

Sub: Proposal for Consultancy Assignment for
Conducting Re-Positioning Study for fixing tenancy charges
for establishing the Phase-II IT Park of TIDEL Park Ltd-
Financial Proposal

1. We, the undersigned offer to provide the consulting services for the above in accordance with your Request for Proposal dated xxxxx and our proposal (technical and financial proposal) dated xxxxx. Our attached financial proposal is for the sum of Rs. (Figs) (Rupees. Words only/-). This amount includes all applicable taxes.
2. Our financial proposal is binding upon us and subject to the modifications resulting from contract negotiations, up to expiration of validity period of the proposal, i.e. date xxx.
3. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
4. We understand you are not bound to accept any proposal you receive.

Lump sum fee for providing services including out of pocket expenses and all other expenses, net of taxes complete but excluding service tax. Add: CGST/SGST/IGST	Fee in Rs. _____ (in words) _____ Fee in Rs. _____ (in words) _____
TOTAL	Fee in Rs. _____ (in words) _____

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of the Firm:
Address: