

**NHB - AFD Funding Programme
SUNREF HOUSING INDIA
Request for Expressions of Interest (REOI)**

Consulting Services

Reference No.: NHB(ND)/AFD/TA/2987 Dated: 10.03.2018

1.1 Advertisement for Expression of Interest

1.2 Invitation for Expression of Interest (EOI)

The National Housing Bank (NHB) invites EOIs from reputed Consulting Agencies (hereafter referred as 'Agencies') to execute the Project viz., Sustainable Use of Natural Resources and Energy Finance (SUNREF) Housing India in collaboration with AFD, France.

The project information and the broad scope of work are detailed below in section 1.3 & 1.4. It may be noted that this information is indicative only. The actual Scope of work will be available in the Request for Proposal (RFP) document which will be issued in April, 2018 to the eligible/short-listed bidders selected through this EOI.

1.3 Introduction to the Project

The French Development Agency (AFD) and the European Union Asian Investment Facility (AIF) have provided a Euro 100 million loan combined with a Euro 12 million grant to the National Housing Bank (NHB) aiming at supporting the development of green housing in India.

Part of the funds is intended to finance a Technical Assistance under the project SUNREF Green Housing India. AFD has developed a green finance product called SUNREF (Sustainable Use of Natural Resources and Energy Finance) whose objective is to mobilize the financial sector of partner countries to finance the ecological transition.

SUNREF Green Housing India will support NHB in providing long term affordable funding to the green housing sector by refinancing home buyers and developers of eligible green building projects certified by local labels via Primary Lending Institutions.

The program will focus on:

- promoting the existing local green labels for housing ;

- making green housing more affordable to low-income households;
- demonstrating the market potential and the relevance of green housing;
- encouraging the adoption of rules favorable to green housing in public policies.

1.4 Broad Scope of Work

The three components of the project which are going to be implemented by December 2021, are:

- 1) A Credit Facility provided by AFD to NHB to fund eligible green housing programmes ;
- 2) An Investment Grant to reduce the cost of eligible loans and cover the cost of green label certification, to provide Primary Lending Institutions with adequately priced resources, financed by a grant of the AIF facility;
- 3) A technical assistance component, also financed by a grant of the AIF facility, to support NHB as well as private and public stakeholders, reinforce their capacities in elaborating and implementing green housing schemes and demonstrate to the market their relevance.

The mission of the consultant shall consist of **providing the Technical Assistance (TA) described by component 3.**

The TA will be designed to support project implementation, by focusing on:

- **Development of communication tools, awareness raising, promotional events and marketing campaigns:** the TA will support NHB in their communication and marketing approach to make all stakeholders, including the general public aware of the objectives, operations and impact of the program;
- **Project portfolio preparation:** the TA will contribute to the origination, identification of investment opportunities; validate and certify whether a residential building project presented to NHB for certification meets program criteria; validate any data presented and work closely with developers/architects of selected pilot projects;
- **Training and capacity building:** the TA will build capacity within NHB as well as amongst stakeholders (Primary Lending Institutions, State Authorities, housing developers, builders associations etc.) to demonstrate the benefits of green housing and the process of certification;
- **Monitoring, impact assessment and reporting.**

The estimated needs for the TA are:

- (i) a Team Leader based in India full time, coordinating the activities of the TA;
- (ii) a core team composed of medium-term local and international technical experts (including green housing/building energy efficiency, project finance, communication, marketing, media, graphic design, capacity building, monitoring, E&S);
- (iii) a pool of short-term local technical experts mobilized according to the different TA activities.

1.5 Instructions to the Bidders

1.5.1 Completeness of Response

- i. Bidders are advised to study all instructions, forms, requirements and other information in the REOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the REOI document with full understanding of its implications.
- ii. The response to this REOI should be full and complete in all respects. Failure to furnish all information required by the REOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

1.5.2 EOI Proposal Preparation Costs & related issues

- i. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NHB to facilitate the evaluation process.
- ii. NHB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- iii. This REOI does not commit NHB to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- iv. All materials submitted by the bidder will become the property of NHB and may be returned completely at its sole discretion.

1.5.3 Responses to any queries/Issue of Corrigendum

- i. The Nodal Officers notified by the NHB will endeavor to provide timely response to all queries. However, NHB makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NHB undertake to answer all the queries that have been posed by the bidders.
- ii. At any time prior to the last date for receipt of bids, NHB may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the REOI Document by a corrigendum.
- iii. Any such corrigendum shall be deemed to be incorporated into this REOI.
- iv. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, NHB may, at its discretion, extend the last date for the receipt of EOI Proposals;

1.5.4 Right to Terminate the Process

- i. NHB may terminate the REOI process at any time and without assigning any reason. NHB makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This REOI does not constitute an offer by NHB. The bidder's participation in this process may result in short listing the bidders.

1.5.5 Submission of Responses

- i. The bids shall be submitted through email (scanned copies of the document with attachment size less than 2 MB).
- ii. The bids can also be submitted in a single sealed envelope and superscripted (Name of assignment) and Ref No. NHB(ND)/AFD/TA/2987 dated 10.03.2018. This envelope should contain two hard copies of EOI proposal marked as "First Copy" and "Second Copy" and one soft copy in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.
 - a) Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder.
 - b) Each copy of the EOI should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be initialed by the Authorized Representative of the bidder.
 - c) Different copies must be bound separately.

- d) Bidder must ensure that the information furnished by him / her in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by the NHB in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.
- iii. Bids shall consist of supporting proofs and documents as defined in the Pre-qualification section.
- iv. Bidder shall submit all the required documents as mentioned in the annexure including various templates (Form 1 to Form 4). It should be ensured that various formats mentioned in this REOI should be adhered to and no changes in the format should be done.
- v. EOI document submitted by the bidder should be concise and contain only relevant information as required.

1.5.6 Bid Submission Format

The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

1.5.7 Venue and Deadline for Submission

- i. Proposals must be received at the address specified below latest by: 6.00 PM (Indian Standard Time) on 02.04.2018.
Shri V. Sambamurthy, Deputy General Manager
National Housing Bank, 5th Floor, Core- 5A, India Habitat Centre, Lodhi Road, New Delhi, - 110003, India. Tele: +91-11-39187000 (Ext. 1039, 1115)
E-mail: v.sambamurthy@nhb.org.in; v.mageshkumar@nhb.org.in
- ii. Any proposal received by the NHB after the above deadline shall be rejected and returned unopened to the Bidder.
- iii. The bids submitted by telex/telegram/fax/etc. shall not be considered. No correspondence will be entertained on this matter.
- iv. NHB shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- v. NHB reserves the right to modify and amend any of the above stipulated condition / criterion depending upon project priorities vis-à-vis urgent commitments.

1.5.8 Short listing Criteria

- i. NHB will shortlist a maximum of six bidders who meet the Pre-Qualification criteria mentioned in this Invitation to Expression of interest.
- ii. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.

1.5.9 Evaluation Process

- i. NHB will constitute a Consultancy Evaluation Committee to evaluate the responses of the bidders.
- ii. The Consultancy Evaluation Committee constituted by the NHB shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal.
- iii. Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.
- iv. The decision of the Consultancy Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- v. The Consultancy Evaluation Committee may ask for presentation / meetings in person or through Video Conference with the bidders to evaluate its suitability for the Consulting assignment
- vi. The Consultancy Evaluation Committee reserves the right to reject any or all proposals

1.5.10 Consortiums

Consultants may associate with other firms (international/domestic) in the form of a joint venture or a sub-consultancy to enhance their qualifications.

1.6 Pre-Qualification criteria

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Consortia/ sub-consultants	A maximum of 5 members in a consortia	Consent letter from the consortia members for agreeing
2	Bidder turnover	The bidder should have a minimum average annual turnover of EUR 2 million or equivalent in other currencies (consolidated in case of Consortia) over the last three financial years (FY 2014-15, FY 2015-16 and FY 2016-17) from Consulting Services.	Self-declaration
3	Technical and Soft Capability	<p>a) Experience in consulting assignments related to Green Housing/ Green Buildings - Minimum 2 Projects in the last 7 years</p> <p>b) Experience in consulting assignments related to Financial Institution/ Banks - engaged in the business of financing of construction of houses. Minimum 2 Projects in the last 7 years.</p> <p>c) Experience in Training and Capacity Building in Housing / Urban infrastructure Minimum 2 Projects in the last 7 years.</p> <p>d) Experience in designing and implementing, information, education and communication strategies for Government (Central/ State) Minimum 2 Projects in the last 7 years</p> <p>e) Experience in Monitoring and Evaluation of large scale projects in Housing/ Urban Development sectors Minimum 2 Projects in the last 7 years</p> <p>f) Relevant experience in implementation of Project fund by at least one foreign donor (including administration/finance) in the last 7 years.</p>	<p>Copies of Work order/ Letter of award/ Contract or proof of completion of the project(s) or ongoing assignments which have completed minimum 6 months duration to be considered.</p> <p>Additional weightage for extra projects undertaken.</p>
4	Legal entity	The bidder should be a Firm/Company registered with appropriate authority.	<p>Certificates of incorporation/ Registration Certificates</p> <p>Relevant Tax Registration Certificate</p>

Appendix I: Bid Submission forms

The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-Qualification / EOI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

- Form 1 : Covering Letter with Correspondence Details.
- Form 2 : Details of the Applicant's Operations and Consulting Business
- Form 3 : Compliance Sheet for Pre-Qualification Criteria
- Form 4 : Statement of Integrity, Eligibility and Social and Environmental Responsibility

Form 1: Covering Letter with Correspondence Details

<Location, Date>

<Name of the Nodal Officer>

<Address of the Nodal Agency>

Dear Sir,

We, the undersigned, offer to provide the consulting services for <Name of the Assignment>. Our details with regard to this EOI are:

S. No.	Information	Details
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI.	
4	Telephone number of the Contact Person	
5	Mobile number of the Contact Person	
6	Fax number of the Contact Person	
7	Email ID of the Contact Person	
8	Corporate website URL.	

We are hereby submitting our Expression of Interest in both printed format (2 copies) and as a soft copy in a CD. We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Name of Contact>>

Signature: <<Insert Signature>>

Form 2: Details of the Applicant's Operations and Consulting Business

S. No.	Information sought	Details to be furnished
1	Name and address of the bidding Company	
2	Incorporation status of the firm (public limited / private limited, etc.)	
3	Year of Establishment	
4	Date of registration	
5	ROC Reference No.	
6	Details of company registration	
7	Details of registration with appropriate authorities for Tax	
8	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Form 3: Compliance Sheet for Pre-Qualification Criteria

S. No.	Basic Requirement	Documents Required	Provided	Reference & Page Number
1	Consortia/ sub-consultants	Consent letter from the consortia members for agreeing	Yes / No	
2	Bidder turnover	Self-declaration	Yes / No	
3	Technical and soft Capability	Copies of Work order/ Letter of Award/ Contract or proof of completion of the project(s) or ongoing assignments which have completed minimum 6 months duration to be considered	Yes / No	
4	Legal entity	Certificates of incorporation Registration Certificates Tax Registration certificate	Yes / No	

Form 4: Statement of Integrity, Eligibility and Social and Environmental Responsibility

(format not to be altered)

Statement of Integrity, Eligibility and Social and Environmental Responsibility

Reference name of the REOI: _____ (The "Contract")

To: " _____ (The "Contracting Authority")

1. We recognise and accept that *Agence française de développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which it has entered into with the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our subcontractors. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the contract procurement and its subsequent performance.
2. We hereby certify that neither we nor any other member of our joint venture or any of our subcontractors are in any of the following situations:
 - 2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
 - 2.2) having been convicted, within the past five years by decision of a court decision, which has the force of *res judicata* in the country where the project is implemented, of one of the acts mentioned in sections 6.1 to 6.4 below or of any other offense committed during the procurement or performance of a contract¹;
 - 2.3) being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
 - 2.4) having committed serious professional misconduct within the past five years during the procurement or performance of a contract;
 - 2.5) not having fulfilled our obligations regarding the payment of social security contributions or taxes in accordance with the legal provisions of either the country where we are established or the Contracting Authority's country;
 - 2.6) having been convicted, within the past five years by a court decision, which has the force of *res judicata*, of one of the acts mentioned in sections 6.1 to 6.4 below or of any other offense committed during the procurement or performance of an AFD-financed contract;

¹ In the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this AFD-financed contract.

- 2.7) being subject to an exclusion decision of the World Bank since 30 May 2012, and being listed on the website <http://www.worldbank.org/debarr>²;
- 2.8) having committed misrepresentation in documentation requested by the Beneficiary as part of the contract procurement procedure.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our subcontractors are in any of the following situations of conflict of interest:
- 3.1) being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
- 3.2) having a business or family relationship with a Contracting Authority's staff involved in the selection procedure or the supervision of the resulting contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
- 3.3) being controlled by or controlling another bidder or being under common control with another bidder, or receiving from or granting subsidies directly or indirectly to another bidder, having the same legal representative as another bidder, maintaining direct or indirect contacts with another bidder which allows us to have or give access to information contained in the respective bids, influencing them or influencing decisions of the Contracting Authority;
- 3.4) being engaged in a consultancy activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
- 3.5) in the case of a works or goods procurement procedure:
- i. having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation that are subject of the bid;
 - ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this contract;
4. If we are a government-owned entity, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of procurement and performance of the contract:
- 6.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or

² In the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this AFD-financed contract.

regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit.

6.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit.

6.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the person occupies, (ii) any other person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a public officer by the national laws of the Contracting Authority, an undue advantage of any kind, for himself or for another person or entity, for such public officer to act or refrain from acting in his official capacity.

6.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any private person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another person or entity for such private person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations.

6.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings.

6.6) Neither we nor any of the members of our joint venture or any of our subcontractors shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France.

6.7) We commit ourselves to comply with and ensure that all of our subcontractors comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties,. Moreover, we shall implement environmental and social risks mitigation measures such as specified in the environmental and social management plan or, if appropriate, in the environmental and social impact assessment notice provided by the Contracting Authority.

7. We, as well as members of our joint venture and our subcontractors authorise AFD to inspect accounts, records and other documents relating to the procurement and performance of the Contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of _____

Signature: _____

Duly empowered to sign the proposal in the name and on behalf of³ _____

³ In case of joint venture, insert the name of the joint venture. The person who will sign the proposal on behalf of the members shall attach a power of attorney from all members.