



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor RSIC Wing, Udhayog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

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No.: F.1(78)/JMRC/DCA/Rev/Consultant/2017-18/ 652

Dated: 03.05.2018

To,

M/s G. Dutta & Co.
G-26, Harsh Path,
Shyam Nagar,
JAIPUR - 302019

Subject: Request for financial proposal for consultancy Services in JMRC.

Dear Sir,

JMRC is intending to engage your CA firm for providing consultancy services in Jaipur Metro Rail Corporation for processing and such using non fare revenue contracts for a period of 6 month as per Terms of Reference enclosed herewith as Annexure 'A'.

You are, therefore, requested to submit your financial proposal in Annexure 'B' within 7 days from the issue of this letter to the undersigned.

Thanking you.

Yours Sincerely,


[Neeraj Naruka]

Executive Director (Corp. Affairs)

Encl.:

1. Terms of Reference (ToR).
2. Format for financial proposal annexure 'B'.

**ENGAGING A CHARTERED ACCOUNTANT FIRM AS CONSULTANT FOR
NON FARE REVENUE RELATED CONTRACTS**

Ref: RFQ No. F.1 ()/JMRC/DCA/Rev/Consultant/2016-17/____ **dated:**

TERMS OF REFERENCE

1. Introduction & Objective of assignment

- 1.1. Jaipur Metro Rail Corporation Ltd. (JMRC), hereinafter referred to the “Corporation”, is a Special Purpose Vehicle (SPV) formed by the State Government of Rajasthan, as a wholly owned State Enterprise for execution of the Jaipur Metro rail project.
- 1.2. JMRC desires to engage a consultant for supporting its non-fare Revenue activities.

2. Scope of Consultancy

- 2.1. The following non-fare revenue contracts have been finalized by CA directorate in JMRC which require regular monitoring in terms of timely invoicing, revenue recovery & reconciliation, annual increment of license fee/lease amount & resolution of day to day issues of the lessee(s)/licensee(s):

| S. No. | Item | Revenue commenced /expected from | Remarks |
|--------|---|----------------------------------|---------|
| (1) | ATM spaces Leasing to SBBJ at 9 Metro Stations (Package -01)- Total 18 ATM Spaces | 03.06.2015 | |
| (2) | ATM spaces Leasing to Various Banks at 8 Metro Stations (Package -02)- All ATM Spaces | 03.06.2015 | |
| (3) | Revenue from Mobile Coverage Permission at Mansarovar Depot | Sep-15 | |
| (4) | Leasing out of Roof Top Tower (RTT) space at 8 metro stations | Sept. 15(5), Feb 2016(3) | |
| (5) | Leasing space for indoor mobile coverage at metro stations | January, 2017 | |
| (6) | Licensing of indoor advertisement rights in 10 Metro trains | 19.05.2017 | |
| (7) | Licensing of indoor advertisement rights at 9 metro stations | 05.10.2017 | |
| (8) | Licensing of Exclusive Rights for Outdoor Advertisement along Jaipur Metro Rail Corridor from Mansarovar Metro Station to Ram Nagar Metro Station of Phase 1A (Package-I) | May,2018 | |
| (9) | Licensing of Exclusive Rights for Outdoor Advertisement along Jaipur Metro Rail Corridor starting after Ram Nagar Metro | June, 2018 | |

| | | | |
|--|---|--|--|
| | Station to Chandpole Metro Station of Phase-1A [Package-II] | | |
|--|---|--|--|

This list will keep on adding after execution of new contracts as mentioned in next Para.

- 2.2. The following contracts of non-fare revenue are in pipe line and are at various stages of processing:

| Future Non Fare Revenue contracts (work in progress) | | |
|---|---|--|
| S. No. | Item | Remarks |
| (1) | Leasing of Space for 7 Bank ATMs | Tender Floated |
| (2) | Leasing out of Roof Top Tower (RTT) space at 8 metro stations (2nd entry/Exit) | Tender to be floated again. |
| (3) | Leasing of small retail spaces at Metro Station (Category A). I. Mansarovar Metro Station II. New Aatish Market Metro Station III. Vivek Vihar Metro Station IV. Shyam Nagar Metro Station V. Ram Nagar Metro Station VI. Civil Lines Metro Station VII. Railway Station Metro Station VIII. Sindhi Camp Metro Station IX. Chandpole Metro Station | Either tender floated and in process or RFP's under preparation & tender to be floated |
| (4) | Leasing of large retail spaces at Ram Nagar, Railway Station and Civil Lines (Category B). | |
| (5) | Leasing of spare capacity of optical fibre | Tender to be refloated after re-assessing estimates & terms & condition. |
| (6) | Leasing of space on metro pillars for micro cell antenna systems. | Bid Document under preparation. |
| (7) | Licensing of advertisement rights on tokens & smart cards | Bid Document to be prepared. |
| (8) | Leasing of advertisement rights on strap hangers inside Metro Trains | RFP Preparation under process |

This list is indicative and other new contracts may be added in this list. The consultant will assist JMRC in all activities of contracts right from RFP preparation to Bid evaluation to agreement signing, and upto issue of NTP (Notice to Proceed).

2.3. Future proposals for property development at JMRC Land Parcels

| S. No. | Name of Land Parcel | Available Area (Approx) (Sq. meter) | Remark |
|--------|--|-------------------------------------|---|
| 1 | Lal Kothi | 19205 | Departmental committee constituted for property development possibilities through PPP |
| 2 | Land Adjacent to stabling yard inside Mansarovar depot | 14000 | Draft report of committee constituted for the purpose circulated among committee members for comments and suggestions and meeting is called for to finalize the report. |

The consultant will assist JMRC in estimation, revenue projection and RFP preparation.

3. Responsibility and Duties of the Consultant:

- (i) To submit preliminary revenue estimate after market survey after initial briefing from JMRC.
- (ii) To submit draft of invoices of all non fare revenue contracts in operation atleast 5 days before the due date.
- (iii) Reconciliation of amounts received against the invoices issued.
- (iv) Calculations of interest penalty if any due in reference to the delay receiving of amounts against the invoices.
- (v) To submit preliminary draft of RFP within 7 days of initial briefing after studying similar RFPs of other Metro Rail Corporations & prepare of power point presentation including main terms & conditions proposed.
- (vi) To submit draft RFP after discussions & incorporating changes as suggested by JMRC within 3 working days & prepare an updated power point presentation and present before JMRC officers.
- (vii) To assist Revenue Cell of JMRC during pre bid meetings, preparing clarifications, Bid evaluations (technical & financial) and preparing various reports.
- (viii) Monthly updation of status report of invoices issued/payments received and status of contracts and to suggest required action, if any.
- (ix) Physical verification of leased/licensed spaces.

- (x) Preparation of up-dated vendor-wise information of invoices (in hard copy with sign and seal) dully reconciled with Finance Directorate of JMRC.

3.1. Responsibility of JMRC:

- (i) To provide contract documents & past payment history for preparing draft invoices.
- (ii) To provide briefing of the contract, policy decisions, etc., for preparing the estimate, RFP and presentations.

4. Other Terms & Conditions:

- 4.1. The Consultant will arrange its own computer/laptop etc for preparing various documents/reports.
- 4.2. The Consultant will nominate one of its partner employee to work as single point contact for JMRC
- 4.3. The contact person nodal officers for JMRC will visit Jaipur metro office or send concerned expert(s) as & when called, for discussions/meetings.

5. Time Period of assignment:

The Assignment shall be initially for a period of 6 months and extendable for a period of 3 month on same terms & conditions.

6. Remuneration & Payment Schedule:

- 6.1. The remuneration of the consultant will be paid on monthly basis on approved rates and mentioned by JMRC in the Letter of Acceptance (LoA).
- 6.2. The payment will be released to the consultant after due verification by JMRC nodal officer.

7. Conflict of Interest:

The Corporation requires that the consultant firm provides professional support and impartial advice and at all times hold the Corporation's interests paramount, avoids conflicts with other assignments or its own corporate interests, and acts without any consideration for future work. The Professional shall not engage, either directly or indirectly, during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement.

8. Confidentiality:

The consultant will ensure that the information shared with him/firm shall not be disclosed with anyone.

9. Termination of Assignment:

This agreement between the consultant and the corporation by giving a written notice of not less than one month, if the Consultant fails to perform its part of the duties and responsibilities substantially and/or there is no requirement of Consultant's serves to JMRC. The Corporation after having terminated the contract shall have the right to deploy another consultant.

Accepted

Signature and name of consultant

Format of Financial Proposal

Subject: - Request for financial proposal for consultancy services in JMRC.

| S. No. | Work Description | Quarterly Rate |
|---------------|--|-----------------------|
| | To support as consultant to non-fare for the Revenue Cell of JMRC works related to revenue contract RFP preparation, Revenue monitoring, contract execution and other works as defined in the ToR. | |

GST will be paid extra by JMRC, as applicable.

We hereby agree & accept the Term of Reference as specified in Annexure 'A' for this Request for Financial Proposals.

Signature & Name of Authorized
Signatory with seal of the firm