

Request for Proposal (RFP)

For

Hiring of Reputed Consultant on Retainer-ship basis  
for Critical Mineral Assets- Bid Advisory Services and Continuous Support

(Only through e-tender mode)



*महारत्न कंपनी*  
*A Maharatna Company*

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## **SECTION 2: Instruction to Bidder (ITB)**

### **1. Eligibility Criteria**

#### **a. General Requirement**

- i. The Bidder shall be a Consultancy Firm/Company. Any form of Joint Venture or consortium or sub-contracting is not allowed under this Bid.
- ii. The Bidder shall be a legal entity registered in India under relevant Act. The Bidder may also be a branch office of any foreign entity registered in the country of incorporation with permission from RBI to operate in India.
- iii. The Bidder should not be currently debarred or blacklisted by any of the following: Ministry of Coal, Department of Expenditure (Ministry of Finance) or CIL.
- iv. The Bidder in its name shall have PAN (Permanent Account Number) with income tax authority in India.
- v. The Bidder in its name shall have Goods and Services Tax Registration Number in India.

#### **Documentary Evidence**

In respect of the above eligibility criteria, the Bidders are required to furnish the following information on-line:

- Name, address and contact details of the Bidder as registered.
- Registration number and year of registration.
- Confirmation about blacklisting and conflict of interest of the bidder.
- Confirmation about RBI permission (in case of foreign entity)
- PAN and GST Registration Number.

#### **b. Work Experience**

- i. Minimum Technical Qualifying Requirement
  - The bidder should have successfully completed in its name at least three (3) assignments related to bid advisory in the field of critical minerals ("as listed by Ministry of Mines in its June 2023 report), where the fee (excluding applicable taxes) of each assignment is not less than Rs. \_\_\_\_\_, or equivalent in other currencies, for an Indian Public Sector Company during the last seven years, from 01-Apr-2017 to 31-Mar-2024.

#### **c. Key Personnel Strength**

##### **i. Site Professionals**

The bidder shall provide 2 (two) site professionals who shall be deputed on full time basis at CIL HQ, Kolkata for a period of **2 years** from the date of issuance of Work Order. The requisite qualification and experience are as stated below:

Sl. No.	Designation	Requisite Qualification
1	Team Leader	Engineer (Preferably Mining) with MBA (Marketing) from reputed institute, with at least 12 years of professional experience on the date of submission of the bid, <b>with relevant experience in critical minerals sector.</b>
2	Associate-Finance	A Chartered Accountant/MBA in Finance from a reputed institute, with at-least 5 years of professional experience on the date of submission of bid with <b>relevant experience in critical minerals sector.</b>

**ii. Specialists**

The bidder shall provide 3 (three) Specialist Professionals who shall render consultancy assistance as and when required. The requisite qualification and experience are stated below:

Sl. No.	Designation	Requisite Qualification
1	Specialist- Mining Asset Analyst	Mining Engineer with MBA in Finance from a reputed institute with at least 10 years of professional experience on the date of submission of bid, with relevant experience in critical mineral sector.
2	Specialist- Mergers and Acquisition	Chartered Accountant or MBA in Finance from a reputed institute, with at least 10 years of professional experience on the date of submission of bid, with relevant experience in bid advisory in mining sector.
3	Specialist- Chemical/Process Industry	Chemical/Process Metallurgy Engineer with MBA or equivalent/ Masters' in Science from reputed institute with at least 10 years of experience on the date of submission of bid, with relevant experience in critical mineral sector.

The bidders must possess the above mentioned professionals on their payrolls (fulltime employee) on the date of submission of bid.

**Note:**

- The documentary evidence to this effect would be self-attested CVs duly countersigned by the authorized representative of the bidding company.
- Additional resources may be deployed by the consultant to execute the scope of work as specified in this NIT.
- All the above profiles must be below the age of 65 years.

**d. Minimum Financial Qualifying Requirement**

- i. The bidder in their name must have minimum average financial turnover of INR \_\_\_\_\_ from consultancy and/or advisory services during the financial years 2020-21, 2021-22 and 2022-23.
- ii. They must possess a working capital of minimum INR \_\_\_\_\_ within three months, prior to the date of opening of tender.

**e. Experience of Additional Work**

- i. Over and above the minimum experience furnished under 2.1.b above, there shall be weightage for additional experience. For successfully completed assignment comprising of similar work (as defined), where the fee (excluding applicable taxes) of each assignment is not less than INR \_\_\_\_\_ or equivalent in other currencies **in any company**, in the last seven years, from 01-Apr-2017 to 31-Mar-2024, bidder may submit a total 10 additional assignments subject to a maximum of four (4) in any one sub-component of clause 2.1.b. If any bidder submits more than 10 assignments, only the first 10 (ten) assignments, as per serial numbers, viz. assignments as per serial number furnished by the bidder, will be considered for evaluation. The table format for submission shall be as per table given below:

<b>Sl. No.</b>	<b>Work Experience Category as listed in clause 2.1.b</b>	<b>Brief Description</b>	<b>Value of Project</b>	<b>Duration of Project</b>
<b>1</b>				
<b>2</b>				

- ii. The documentary evidence to this effect would comprise of:
  - Copies of work orders and completion certificate along with other supporting document(s), issued by the client, containing at-least following specific details of each of the assignments:
    - a. Nature and scope of work/services;
    - b. Specific Work Value;
    - c. Completion date of the work.
  - The bidder should upload a job completion certificate / self-certified certificate duly signed by its auditor clearly indicating the customer's name & address, contact number, date of completion, value of contract, to the effect that the bidder has satisfactorily fulfilled the contractual obligation during the last seven years from the date of tender opening.
  - In case, the bidder is not in a position to submit any information due to confidentiality agreement, a self-certified copy of such agreement should be uploaded.

## 2. Scope of Work

The tentative scope of work for the consultant will include (but not limited to) the following:

- a. The Consultant will need to conduct domestic Market Analysis to determine the current and projected demand and supply patterns w.r.t various saleable forms and Competition Analysis in the field of minerals listed as “Critical” by the Ministry of Mines, Gol, and to advise CIL on the best possible option.
- b. Preparation of dossier on selected critical minerals on a periodic basis to keep abreast of major marketplace events and implications on CIL’s critical mineral strategy.
  - i. Tracking of monthly benchmark price indices for critical minerals along with updates on short-term (1 year), medium-term (3 year) and long-term price outlook consensus by third parties.
  - ii. Tracking of import & export data of critical mineral in India
  - iii. High-level reporting of major marketplace transactions related to critical minerals and associated minerals by global and Indian organizations.
  - iv. Analysis of updates on domestic policies & regulations and its implication on CIL (based on applicability).
  - v. Tracking updates on growth and development of critical mineral projects by domestic competitors based on publicly available information.
  - vi. Analysis of key emerging technologies impacting the critical mineral ecosystem based on publicly available information.
  - vii. Tracking of existing /upcoming Battery manufactures & potential off-takers in India w.r.t. saleable form of critical minerals
  - viii. Listing of potential target assets.
- c. Assistance in drafting responses & presentations related to critical minerals for CIL to be given to internal & external stakeholders.
- d. **Bid Advisory:** Assisting CIL in participation in various auctions of Critical Minerals conducted by Ministry of Mines, Gol, which includes, among other things, of the following:
  - i. Understanding and explaining auction rules and procedures,
  - ii. Developing Bidding strategy,
  - iii. Conducting a comparative analysis of past auction results and market benchmarks to inform bid positioning,
  - iv. Conducting detailed cost-benefit analysis to ensure the bid value justifies the potential returns,
  - v. Developing a financing plan for the bid,
  - vi. Pre-Bid Due Diligence:
    - Site Visits and Inspections
    - Review of information pack and technical data such as Geological Report shared as part of the bid package in consultation with the CIL’s technical experts.
    - Assess technical parameter related to mine plan in consultation with the CIL technical experts including listing out various clearances required, annual production profile, capex and opex estimate, and annual cost of production including applicable taxes.

- Develop a detailed bid model & scenario analysis along with detailed financial model based on net-back approach and assessment of likely bid quotes along with sensitivity analysis based on various risk factors identified.
    - Administrative assistance in terms of preparing for pre-bid consultations, schedule for participation in auction process, checklist of documents to be submitted, preparation of bids/ proposals, etc.
  - vii. Assistance in preparation of Bid documents,
  - viii. Internal Stakeholder Coordination: Facilitate internal approval processes for the bid strategy and final bid submission and coordinate with all internal stakeholders for comprehensive bid preparation.
  - ix. Risk Management
    - Identification of potential risks associated with the auction and the assets being bid on.
    - Development of risk mitigation strategies to address identified risks,
    - Preparation of a contingency plan, in case of unexpected developments during the auction.
  - x. Bid Execution and Support:
    - Providing real-time support during the auction, monitoring bid progress and adjusting strategy as needed.
    - Assist in post-auction negotiations or clarifications required by the auction authorities,
    - Conducting a post-bid analysis to evaluate the outcome and lessons learned for future auctions
  - xi. Facilitate obtaining necessary regulatory approvals post auction.
  - xii. Develop and implement a plan to integrate the acquired assets into the company's operations.
- e. **Desktop Analysis of Assets:** Reviewing the information made available by CIL on a particular asset and forming a viewpoint by conducting a desktop analysis on the following parameters (list is indicative):
- i. Studying the lithology data for geological modelling,
  - ii. Forming a viewpoint on the R&R estimates,
  - iii. Studying the mining plan for year wise production and quality targets
  - iv. Analyzing the proposed beneficiation and/ore processing techniques,
  - v. Assessing proposed process yield and equipment configuration as applicable,
  - vi. Studying broad level capex and opex for mining and refining value chain,
  - vii. Assessing the financial model and determining the accuracy of various factors like pricing forecasts, etc.
  - viii. Reviewing the financial outcomes like NPV, IRR, etc.
  - ix. Assessing project EBITDA
  - x. Conducting share price analysis.
- f. Any other relevant work within critical mineral domain pertaining to continuous/regular support.

**3. The Bid will consist of two parts:**

**a. Part 1: Techno-Commercial Bid**

The techno-commercial bid will consist of documents showing technical and commercial competency of the firm as mentioned above along with the documentary evidence.

**b. Part 2: Price Bid**

The bidder shall furnish the price bid as follows:

Table 1: Lump Sum Man-month Rate including out of pocket (OPE) providing two (2) numbers of site professionals as per Qualification and Experience stated above:

Sl. No.	Designation	Number (b)	Average Man-Month Rate in INR (excluding statutory taxes, GST, etc.) (C)	Price for man-month for engagement for 12 months. (d) = (b) x (c) x 12
1	Team Leader	1	MMR1	X1= 12 x 1 x MMR1
2	Associate (Finance)	1	MMR2	X2= 12 x 1 x MMR2
Total				<b>(X= X1 + X2)</b>

Table 2: Price for engagement of Specialist as per the stated Qualification and Experience inclusive of Out of Pocket Expenses (OPE)

Sl. No.	Designation	Per Man-day rate in INR (excluding statutory taxes, GST, etc.) (B)	Estimated Man-Days for the purpose of Evaluation (C)	Price for man-days for one year. (D) = (B) x (C)
1	Specialist- Mining Asset Analyst	MDR1	100	D1= MDR1 x 100
2	Specialist- Mergers and Acquisition	MDR2	100	D2= MDR2 x 100
2	Specialist- Chemical/Process Industry	MDR3	100	D3= MDR3 x 100
Total				<b>(Y= D1 + D2 + D3)</b>

Table 3: Total Quoted Price (exclusive of taxes) i.e. (Z) = (X) + (Y)

Sl. No.	Quoted Price	(X)	(Y)	(Z) = (X) + (Y)
1	In figures			
2	In Words			

**c. Bid-Opening**

- The techno-Commercial Bids will be decrypted on-line and will be opened on the pre-scheduled date and time of tender opening.
- Price-Bid will be opened after evaluation of techno-Commercial bids of only the techno-commercially qualified bidders on the scheduled date and time for which separate intimation will be given to the techno-commercially acceptable bidders through the e-procurement portal.

- Final Score of the bidder = Technical Score + Financial Score  
(Note: Technical Score and Financial score will be distributed in the ratio of 70:30).

**4. Payment Schedule and Deliverables:**

- a. The payment will be made to the Consultancy Firm on the basis of deliverables within the prescribed timelines, in phases, as per the achieved deliverables. The annual payment has been divided into two components, i.e., 30% shall be paid as fixed fee (i.e. 10% per month) and 70% will be linked to deliverables, in each quarter. For this, the Quarterly Payment of “3xX” has been considered, wherein, “X” is the monthly lump-sum fee of two (2) site professionals as defined in the Price bid. The Payment phasing is as under:

Quarter	Month	Payment	Deliverables
Q1	M1	10% of 3X	Market Analysis report for thirty critical minerals, as defined in SoW (2a).
	M2	10% of 3X	
	M3	(10 + 70)% of 3X	
Q2	M4	10% of 3X	Dossiers as defined in SoW (2b), on selected minerals.
	M5	10% of 3X	
	M6	(10 + 70)% of 3X	
Q3	M7	10% of 3X	Dossiers as defined in SoW (2b), on selected minerals.
	M8	10% of 3X	
	M9	(10 + 70)% of 3X	
Q4	M10	10% of 3X	Dossiers as defined in SoW (2b), on selected minerals.
	M11	10% of 3X	
	M12	(10 + 70)% of 3X	
<b>Total</b>		<b>12X</b>	