

# **Tamil Nadu Tourism Development Corporation**

**NOTICE INVITING TENDER NO. 2575/Engg/2022 DATED 03.08.2022**

## **Request for Expression of Interest (REOI) for Empanelment of Architecture/Design Consultancy Firms for Master Planning and DPR preparation for Tourism Projects**

Date of Release of REOI	<b>12<sup>th</sup> August 2022</b>
Pre-bid Meeting	<b>25<sup>th</sup> August 2022, 11:00 hrs</b>
Proposal Due Date	<b>15<sup>th</sup> September 2022, 15:00 hrs</b>
Opening of the Proposal	<b>15<sup>th</sup> September 2022, 16:00 hrs</b>

### **DISCLAIMER**

Information contained in this Request for Expression of Interest (“REOI”) document and/or subsequently provided to Applicants, whether verbally and/or in documentary form by or on behalf of Tamil Nadu Tourism Development Corporation (TTDC) or any of its employees or advisors (collectively referred to as “TTDC Representatives”), is provided to the Applicants on the terms and conditions set out in this REOI document and any other terms and conditions subject to which such information is provided. This REOI document is not an agreement and is not an offer or invitation by TTDC to any other party. The purpose of this REOI document is to provide interested parties with information to enable formulation of their proposal.

This REOI document does not purport to contain all the information each Applicant may require. The Applicants should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this REOI document and obtain independent advice from appropriate sources. TTDC 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 REOI document and concerned with any matter deemed to form part of the REOI document, award of the assignment, the information and any other information supplied by or on behalf of TTDC or otherwise arising in any way from selection process.

## 1 Introduction

- 1.1 The Department of Tourism, Government of Tamil Nadu aims to develop Tamil Nadu as a preferred experiential destination in Asia. DoT, in its endeavor to optimize the tourism potential of the State, is giving special importance to planning, designing and developing tourist destinations in the state adhering to the global standards and industry best practices.
- 1.2 Tamil Nadu Tourism Development Corporation Ltd. (TTDC) was incorporated in 1971 with the main objective of promoting tourism in Tamil Nadu by building tourism related infrastructure on commercial basis and is engaged in development and maintenance of the various tourist locations of Tamil Nadu.
- 1.3 It is intended to have a list of empaneled Architecture/ Design/ Consultancy firms with TTDC who will assist TTDC in the planning and execution of various tourism development initiatives by ensuring timely and quality execution of work.
- 1.4 In this regard, TTDC intends to avail services of qualified and experienced Architecture/Design Consultancy firms through this empanelment process. Applications are invited from reputed Architecture firms having required qualifications, technical background, team strength, appropriate registrations and meet the qualification criteria set out in this document.

## 2 Scope of Work

### 2.1 Broadly the empaneled Architecture/ Design/ Consultancy firms would be assisting TTDC in the following phases;

- o Concept Development and Design Phase
- o Detail Design and Engineering Phase
- o Tender Preparation and Procurement Support phase
- o Project Monitoring and Supervision phase

### 2.2 The Empanelled firms shall have to provide the following services (but not limited to) conceptualization, master planning, architectural designing, preparation of estimate, tender document preparation, development and periodic supervision etc. of different projects and initiatives of the TTDC. The broad of scope work is detailed below:

- i. Preparation of comprehensive tourism destination development master plans and detailed project reports.
- ii. Presentation of the concept proposal and layout plans for approval of TTDC
- iii. Preparation of detailed designs and drawings, wherever required, for executing the work adhering to the applicable norms and standards
- iv. Ensuring Architectural compliance and suitability of the project including ensuring confirmation of the quality and standards

- v. Conceive new project ideas and help the TTDC to implement new and innovative development projects.
  - vi. Preparation of bid documents and offer assistance in procurement.
  - vii. The empanelled Architecture firms should understand the significance of each project, its unique challenges and opportunities and ensure the planning meets the benchmark design, construction and performance standards.
  - viii. The expertise in related fields should be paired with a local understanding of cultures, people and existing places.
- 2.3 The detailed scope of work for each project shall be indicated in the project-specific RFP/RFQ which is to be floated among the empanelled firms.

### 3 Empanelment Categories

- 3.1 Category A – Large Scale Projects (Theme Parks, Film City, Iconic Site Development etc.)

Destination Projects that have multiple components that showcase:

- Curation of Tourism experience
- Building/structures with unique tourist appeal/theme
- Design and rendering of utilities and services including landscape, conservation, heritage, innovative technology
- **Eligibility: Development of area more than 10 acres.**

- 3.2 Category B – Medium Scale Projects

Development of multiple tourist infrastructure components that includes:

- Unique tourist experiences
- Accommodation, luxury resorts
- Utilities and services, landscaping, buildings and structures with traditional and modern architecture
- **Eligibility: Development of 1 to 10 acres of area.**

- 3.3 Category C – Small Scale Projects

- Standalone tourist infrastructure facilities and amenities
- Example: Tourist Plaza, Landscaping of Public space, Wayside Amenities, Signage etc.
- Includes hotels, restaurants, bars, etc.
- **Eligibility: Area of less than one acre.**

- 3.4 **Eligible firms can get empaneled in more than one category. A separate application is required for each category.**

## 4 Eligibility Criteria

### 4.1 Category A (Large Scale Projects)

#### Technical

- The bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum **5 years of experience**. Certificate of incorporation to be furnished.
- Must have successfully completed a minimum of 2 **projects with a project cost** of at least **Rs. 50 crores each**, in the last **5 years**. Work order and completion certificate to be furnished.
- Must have successfully completed a minimum of 2 **projects with a development area above 10 acres each**, in the last **5 years**. Work order and completion certificate to be furnished.
- Must have successfully completed a minimum of 3 government/tourism/heritage/ conservation projects. Work order and completion certificate to be furnished.
- **Partner/Director** of the firm with majority stake must be an **Architect** registered with the **Council of Architecture**. Documentary evidence to be furnished.
- Must have minimum 20 full-time employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.

#### Financial

- Average Annual Turnover of **INR 2.5 Cr. in last 3 financial years**. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on 31<sup>st</sup> March 2022. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.
- Must be having office within Tamil Nadu.

### 4.2 Category B (Medium Scale Projects)

#### Technical

- The bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum **3 years of experience**. Certificate of incorporation to be furnished.

- Must have successfully completed a minimum of 2 **projects with a project cost** of at least **Rs. 5 crores each**, in the last **5 years**. Work order and completion certificate to be furnished.
- Must have successfully completed a minimum of 2 **projects with development area between 1-10 acres for each project**, in the last **5 years**. Work order and completion certificate to be furnished.
- Must have successfully completed a minimum of 2 government/tourism/heritage/ conservation projects. Work order and completion certificate to be furnished.
- **Partner/Director** of the firm with majority stake must be an **Architect** registered with the **Council of Architecture**. Documentary evidence to be furnished.
- Must have minimum 10 full-time employees on payroll. Certificate from HR Head/ Head of Organization to be furnished.

#### **Financial**

- Average Annual Turnover of **INR 1 Cr. in last 3 financial years**. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on 31<sup>st</sup> March 2022. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.
- Must be having office within Tamil Nadu.

### **4.3 Category C (Small Scale Projects)**

#### **Technical**

- The bidder must be a registered firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum **2 years of experience**. Certificate of incorporation to be furnished.
- Must have successfully completed a minimum of 2 **Eligible projects with a project cost between Rs. 1 crore to Rs. 5 Crores each**, in the last **5 years**. Work order and completion certificate to be furnished.
- Must have successfully completed a minimum of 2 government/tourism/heritage/ conservation projects. Work order and completion certificate to be furnished.
- **Partner/Director** of the firm with majority stake must be an **Architect**

registered with the **Council of Architecture**. Documentary evidence to be furnished.

- Must have minimum 1 full-time employee on payroll. Certificate from HR Head/ Head of Organization to be furnished.

#### **Financial**

- Average Annual Turnover of **INR 0.25 Cr. in last 3 financial years**. Auditor certificate and audited financials to be furnished.
- Must have positive net worth as on 31<sup>st</sup> March 2022. Auditor/ CA certificate to be furnished.
- Must be registered with GSTIN. GST registration certificate to be furnished.

4.4 Must be having an office within Tamil Nadu.

## **5 Empanelment Terms**

5.1 Empanelment is valid for two years and TTDC reserves the right to extend the validity after the expiry of the same; TTDC may call for empanelment of additional firms on a need basis at later dates, if required.

5.2 TTDC shall evaluate the applications for shortlisting the Architecture/Design Consultancy firms, inter-alia, based on their compliance with the eligibility criteria, firm's experience and experience of key personnel. Further, TTDC reserves the right to empanel the firms accordingly into various categories as it deems fit based on experience of handing similar types of projects, sectoral experience and financial strength of the firms.

5.3 There is no remuneration offered for participating in the EOI & selection process. Participating Architecture/Design firms are also not required to submit a Financial Offer.

5.4 Empanelment is also liable for cancellation if at any stage it is found that the documents/information submitted in the EOI is false.

5.5 For allocation of Assignments, amongst the empanelled Bidders, specific terms of reference shall be prepared by TTDC in respect of those specific projects.

5.6 TTDC shall carry out tenders amongst the empanelled firms, normally on the L-1 selection criteria, i.e. on the basis of the laid down terms and conditions, the firms shall submit their financial proposals and the Bidder quoting the lowest financial fees will be selected for the assignment.

5.7 In case of certain specialized assignments, TTDC may call for QCBS method of evaluation calling for both technical and financial proposals from the empanelled firms.

## 6 EOI Notice and Schedule

- 6.1 Interested Architecture/ Design Consultancy firms are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 6.2 Interested firms may download the EOI document from [www.tamilnadutourism.tn.gov.in](http://www.tamilnadutourism.tn.gov.in) and [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in) websites. Firms downloading the EOI document from the website should include in their proposals a demand draft of INR 5,000 /- (Indian Rupees Five Thousand Only) from any scheduled commercial bank, payable at Chennai drawn in favour of Tamil Nadu Tourism Development Corporation Chennai along with the response. Failure to do so will result in rejection of the proposal.
- 6.3 Any subsequent corrigenda / clarifications will be made available on [www.tamilnadutourism.tn.gov.in](http://www.tamilnadutourism.tn.gov.in) and [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in). The schedule for the EOI process is given below :

Sl.	Information	Details
1	Date of Issue of EOI Document	12 <sup>th</sup> August, 2022
3	Pre-Bid Meeting	25 <sup>th</sup> August 2022, 11:00 hrs
4	Last date of bid submission	15 <sup>th</sup> September 2022, 15:00 hrs
5	Technical Bid Opening	15 <sup>th</sup> September 2022, 16:00 hrs

## 7 Important information for Applicants

- 7.1 Interested Architecture/ Design Consultancy firms are expected to examine carefully all instruction, information, forms, annexure etc. Failure to comply with the requirement of documents shall be at the Architecture/ Design Consultancy firms' own risk. Applications which are not substantially responsive to the requirement of the EOI documents shall be rejected.
- 7.2 Interested Architecture/ Design Consultancy firms seeking clarifications on the EOI documents may come with Queries in pre- bid meeting. The queries must be in the following format only.

S.no.	Page No.	Clause No.	Clause as per EOI	Queries
1				



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2				
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- 7.3 TTDC shall endeavour to respond to the questions raised or clarifications sought by the Architecture/Design Consultancy firms. However, TTDC reserves the right not to respond to any questions or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring TTDC to respond to any question or to provide any clarification.
- 7.4 TTDC may also on its own, if deemed necessary, issue interpretations and clarifications to all Architecture/ Design Consultancy firms. All clarifications and interpretations issued by TTDC, shall be deemed to be part of the EOI. Verbal clarifications and information given by TTDC or its employees or representative shall not in any way or manner be binding on the TTDC. Any addendum thus issued will be uploaded on the Department's website
- 7.5 By participating in the selection process all participating Architecture/Design Consultancy firms shall agree in full to these Terms and Conditions
- 7.6 All participating Architecture/Design Consultancy firms shall go through detailed guidelines and shall agree to abide by the conditions mentioned in this document. By participating in the selection process, all participating Architecture/Design Consultancy firms shall deem to have agreed in full to these Terms & Conditions.
- 7.7 Any participating Architecture/ Design Consultancy firms found to have provided false information at any point - before, during or after the selection process, shall be liable for immediate disqualification.
- 7.8 Any participating Architecture/ Design Consultancy firms failing to observe the Terms & Conditions shall be declared ineligible and shall be liable to immediate disqualification at any point during the selection process.
- 7.9 The decision of the Committee for the selection process, shall be final and binding on all participating Architecture/ Design Consultancy firms and no disputes of any manner shall be entertained.
- 7.10 All participating Architecture/ Design Consultancy firms are doing so on their own initiative. TTDC shall not reimburse any expenses incurred. By participating in the selection process, it is deemed that all participating Architecture/ Design Consultancy firms have indemnified TTDC against any losses, expenses of any manner incurred by the participating Architecture/ Design Consultancy firms during the selection process whether tangible or intangible, direct or indirect.
- 7.11 All information made available to TTDC during the selection process shall be considered as privileged information. TTDC shall not use this information for any purpose other than the selection process.
- 7.12 Notwithstanding anything contained in this EOI document, TTDC reserves the right to accept or reject any Proposal and to annul or suspend the bidding process and reject all Proposals without assigning any reason hereof, at any time prior to the issuance of Letter of Acceptance (L.O.A.) without incurring any liability or consequences or any

obligation to inform the affected Architecture/ Design Consultancy firms of the grounds for rejection.

- 7.13 Joint venture will not be allowed.
- 7.14 Proof for fulfilment of selection criteria mentioned in the EOI document should be submitted. If the application is submitted without valid documents, OR is not in the Prescribed Formats, the application will be rejected. All document shall be submitted in the spiral bound and loose documents are not acceptable.
- 7.15 No Architecture/ Design Consultancy firms shall contact TTDC on any matter related to its application after the time of submission of application, unless requested so in writing. Any effort by Architecture/ Design/ Consultancy firms to influence TTDC in their decision in respect of evaluation will result in rejection of the Application.
- 7.16 TTDC reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and to cross check for any details as furnished by the Architecture/ Design Consultancy firms from past – executed projects / Clients / Consultants etc. It is to be noted that evaluation may be completed without seeking any subsequent additional information.
- 7.17 Information furnished in the EOI Document will be kept confidential.
- 7.18 All information must be typed and submitted in the prescribed formats only. Architecture/ Design Consultancy firms should ensure that hard copy is without errors.
- 7.19 Application duly filled with all the requisite information, supporting documents and covering letter duly signed by Authorized Representative/Signatory of the Architecture/ Design Consultancy firms shall be indexed, bound (hard/ spiral) and submitted in a sealed envelope by the time and date as specified in the Notice.
- 7.20 TTDC reserves the right to award any work/project to firms other than the empaneled firms at its own discretion.

# Forms

## Form 1 : Covering Letter

To

The Managing Director,  
Tamil Nadu Tourism Development Corporation,  
Tourism Complex,  
No. 2, Wallajah Road, Triplicane,  
Chennai - 600 002

Sub: Response to Request for Expression of Interest for Empanelment of Architecture/Design  
Consultancy firms for preparation of Master Plan and DPR for Tourism Projects

Sir,

With reference to your REOI Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal to be empanelled as Architecture/Design Consultancy firm for Empanelment of Architecture / Design Consultancy Firms for preparation of Master Plan and DPR for Tourism Projects in the Category A/B/C. The Proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Forms is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of getting empanelled for the aforesaid REOI
3. I/We shall make available to the TTDC any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the TTDC to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Architecture/Design Consultancy Firm, without incurring any liability to the Applicants
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or

- indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
  9. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the TTDC and/ or the Government of India in connection with the selection of the Architecture/Design Consultancy firm or in connection with the Selection Process itself in respect of the above mentioned Empanelment.
  10. I/We agree and understand that the Proposal is subject to the provisions of the REOI document. In no case, shall I/We have any claim or right of whatsoever nature if me or our Proposal is not opened or rejected.
  11. I/We agree and undertake to abide by all the terms and conditions of the REOI Document. In witness thereof, I/We submit this Proposal under and in accordance with the terms of the REOI Document.

Yours faithfully,  
(Signature, name and designation of the authorized signatory)  
(Name and seal of the Applicant)

**Form 2: Particulars of the Applicant**

1.	<p>Title of Consultancy:</p> <p><b>Empanelment of Architecture/Design Consultancy Firms for Preparation of Master Plan and DPR for Tourism Projects</b></p>
2.	<p>State the following:</p> <p>Name of Company or Firm:</p> <p>Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):</p> <p>Country of incorporation:</p> <p>Registered address:</p> <p>Year of Incorporation:</p> <p>Year of commencement of business:</p> <p>Principal place of business:</p> <p>Brief description of the Company including details of its main lines of business</p> <p>Name, designation, address and phone numbers of authorised signatory of the Applicant:</p> <p>Name:</p> <p>Designation:</p> <p>Company:</p> <p>Address:</p> <p>Phone No.:</p> <p>E-mail address:</p>
3.	<p>For the Applicant, state the following information:</p> <p>(i) Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last three years?</p> <p style="text-align: right;">Yes/No</p> <p>(ii) Has the Applicant ever failed to complete any work awarded to it by any public</p>

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	authority/ entity in last three years? <p style="text-align: right;">Yes/No</p>
	(iii) Has the Applicant been blacklisted by any Government Department/Public Sector Undertaking in the last three years? <p style="text-align: right;">Yes/No</p>
	(iv) Has the Applicant suffered bankruptcy/insolvency in the last three years? <p style="text-align: right;">Yes/No</p>
	<b>Note: If answer to any of the questions at (i) to (iv) is yes, the Applicant is not eligible for this consultancy assignment.</b>

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

**Form 3 : Firm's Experience - Summary**

**Summary List of Completed Assignments**

<b>Sl. No.</b>	<b>Title of Assignment</b>	<b>Sector</b>	<b>Client</b>	<b>Start and End Dates of the Assignment</b>	<b>Project Cost(In INR Crore)</b>	<b>Brief Scope of Services</b>
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b>4.</b>						

*\*Completion Certificate from the client along with the Work Order indicating the project size (capacity/area whichever applicable) and the project cost, is the only allowable proof of completion for the above eligible assignments*



### Form 4 : Firm's Experience – Detailed Particulars

#### Detailed Particulars of Assignments completed

1.	Name of Applicant:	
2.	Name of the Assignment:	
3.	Project description and other particulars	
4.	Description of services performed by the Applicant Firm:	
5.	Name of client and Address: (indicate whether public or private)	
6.	Name and telephone no. of client's representative:	
7.	Estimated capital cost of the Project (in Rs crore):	
8.	Project Size (Capacity/Area, whichever applicable)	
9.	Start date of the services (month/ year):	
10.	Finish date of the services (month/ year):	
11.	Brief description of the Project:	
12.	Components of the Terms of Reference for Applicant's scope	

**Notes:**

1. Use separate sheet for each Project.
2. The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

**Form 5 : Curriculum Vitae of Key Personnel (Permanent Employees of the Firm)**

1. Name of Personnel:

2. Date of Birth:

3. Nationality:

4. Educational Qualifications:

5. Employment Record:

(Starting with present position, list in reverse order every employment held.)

6. Membership in Council of Architecture/Relevant Authority:

7. List of Assignments on which the Personnel has worked

<b>Name of project</b>	
<b>Brief description of the project</b>	
<b>Activities performed</b>	
<b>Position held</b>	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Key Personnel)

Place.....

(Signature and name of the authorized signatory of the Applicant)

**Notes:**

1. Use separate form for each Key Personnel
2. Each page of the CV shall be signed and dated by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.
3. Documentary evidence for **qualification(Certificates) and membership into Council of Architecture/Relevant Authority shall be enclosed**

**Form 6 : Financials**

S. No.	Financial Year	Turnover in Rs. Crores
1.		
2.		
3.		
Average Annual Turnover		

**Certificate from Statutory Auditor/Chartered Accountant**

This is to certify that .....(Name of the Applicant) has received the payments shown above against the respective years on account of professional fees from Architecture/Design Consultancy services.

Name of the audit firm :

Seal of the audit firm :

Date:

(Signature, name and designation of the authorized signatory)

**Form 7 : Power of Attorney for Signing of Application**

*(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)*

Know all men by these presents, We, .....(name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. .... (name and residential address) who is presently employed with/retained by us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for \_\_\_\_\_ (“Empanelment”) including but not limited to signing and submission of all documents and providing information / responses to Tamil Nadu Tourism Development corporations (“TTDC”), representing us in all matters before TTDC, and generally dealing with TTDC in all matters in connection with or relating to or arising out of our application for Empanelment .

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For .....  
(Signature, name, designation and address)

Witnesses:

1.

2. Notarised

Accepted  
.....  
(Signature, name, designation and address of the Attorney)

**Note :**

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant*
- *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

