

Forms & Schedules

Government of Assam

Schedule I (a)
See Section 9 (1) and Rule no. 10 (1)

Outer time frame for various procurement methods by one stage bidding

S N	Stages of Procurement	Procurement Method	
		Open Competitive Bidding	Limited Bidding and Single Source Procurement
1	2	3	4
1.	Issue of bidding documents	Not later than the next day of the issue of notice.	Not later than the next day of the issue of notice.
2.	Submission of bids {Pursuant to Rule 21 (6) (a) and (b)} {Pursuant to Rule 23 (5) (i) (b) and 23 (5) (ii) (a)}	(i) At least twenty-one clear (21) days from the date of first publication of Notice Inviting Bids; (ii) Where clarifications/ addenda are issued which results in major change in scope necessitating modification of the bid / proposal, at least Fourteen (14) days from date of issue of clarifications/ addendum; provided the condition No (i) is not violated; * (iii) In case of International Competitive Bidding, the period of submission of bids shall be atleast forty-five clear days from the date of first publication of Notice Inviting Bids and at least twenty days from the date of issue of clarifications/addendum which results in major change in scope necessitating modification of the bid / proposal without lessening 45 days limit	Atleast ten (10) clear days from issue of Bidding documents/date of issue of clarifications/ addendum.
3.	Technical bid opening {Pursuant to Rule 23 (5)}	Within next working day of last day of submission of bids.	Within next working day of last day of submission of bids.

4	Opening of Financial Bid in two bid system {Pursuant to Rule 23 (11)}	Immediately after and within seven (7) working days from completion of evaluation of Technical Bid	Immediately after and within one day of completion of evaluation of Technical Bid
5.	Issue of letter of award {Pursuant to Rule 31 (2)}	Within three (3) working days of approval of award or sanction by the concerned procurement entity, as the case may be	Within three days of approval of award or sanction by the competent authority, as the case may be
6	Execution of contract agreement {Pursuant to Rule 31(3)}	Within thirty (30) days of issue of letter of award or a period as specified in the bidding documents; whichever is less	Within fifteen (15) days of issue of letter of award or a period as specified in the bidding documents; whichever is less
7	Declaration of results in State Public Procurement Portal and Departmental website of the procuring entity {Pursuant to Rule 17}	Within three (3) days of decision / issue of sanction/ letter of acceptance	Within three (3) days of decision / issue of sanction/ letter of acceptance

* When there is less than 14 days left from the date of issuing of addendum / clarification the procuring entity shall extend the deadline of submission of bid accordingly with proper publicity as per the above requirement.

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Schedule I (b)

See Rule no. 10 (2)

Time schedule for decision on the bids by the competent authority

Sl	Authority competent to take decision	Maximum Time (working days) allowed for decision		
		Open Competitive Bidding	Limited Bidding and Single Source Procurement	
1	2	3	4	
1	Competent sanctioning authority i.e. Authority who is competent to accept the bid	Two Envelope	One envelope	Two Envelope One envelope
		Twenty one (21) days	Fourteen (14) days	Fourteen (14) days Seven (7) days
2	Approval by Head of Department or next higher authority, if needed	Ten (10) days		Seven (7) days
3	Approval by Administrative Department, if needed (including by Finance Committee/ Board/ Empowered Committee/ Empowered Board, etc.)	Twenty one (21) days		Fourteen (14) days

Note:

- (1) The period specified above shall be inclusive of time taken in communication of acceptance of bid.
- (2) If the procuring entity is other than the Head of Department or equivalent status or rank, the concerned administrative department shall specify the equivalent authority competent to take decision on the bid.

Schedule I (c)

See Section 9 (1) and Rule no. 10 (1)

(As per Notification No. ASPIRe/70/2021/310, dated 2nd Sept, 2022)

Outer time frame for second stage (issue of RFP) in the procurement of Consultancy Services as per Rule 25

SN	Stages of Procurement	For second stage of the procurement of Consultancy Services using the methods of Quality and Cost Based Selection (QCBS), Least Cost System, (LCS), Quality Based Selection (QBS), Fixed Budget System (FBS), Consultants' Qualifications Selection (CQS), Single Source Selection (SSS)
1	2	3
1.	Issue of bidding documents	Not later than the next day of the issue of notice.
2.	Submission of bids {Pursuant to Rule 21 (6) (a) and (b)} {Pursuant to Rule 23 (5) (i) (b) and 23 (5) (ii) (a)}	i. At least twenty-one clear (21) days from the date of first publication of Notice Inviting Bids; ii. Where clarifications/ addenda are issued which results in major change in scope necessitating modification of the bid / proposal, at least Fourteen (14) days from date of issue of clarifications/ addendum; provided the condition No (i) is not violated;* iii. In case of International Competitive Bidding, the period of submission of bids shall be at least forty-five clear days from the date of first publication of Notice Inviting Bids and at least twenty days from the date of issue of clarifications/addendum which results in major change in scope necessitating modification of the bid / proposal without lessening 45 days limit
3.	Technical bid opening {Pursuant to Rule 23 (5)}	Within next working day of last day of submission of bids.
4	Opening of Financial Bid in two bid system {Pursuant to Rule 23 (11)}	Immediately after and within seven (7) working days from completion of evaluation of Technical Bid
5.	Issue of letter of award {Pursuant to Rule 31 (2)}	Within three (3) working days of approval of award or sanction by the concerned procurement entity, as the case may be

6.

7

When the procurement is public

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6.	Execution of contract agreement {Pursuant to Rule 31(3)}	Within thirty (30) days of issue of letter of award or a period as specified in the bidding documents; <u>whichever is less</u>
	Declaration of results in State Public Procurement Portal and Departmental website of the procuring entity {Pursuant to Rule 17}	Within three (3) days of decision / issue of sanction/ letter of acceptance

When there is less than 14 days left from the date of issuing of addendum / clarification, the procuring entity shall extend the deadline of submission of bid accordingly with proper publicity as per the above requirement.

Schedule II
See Rule 21 (6)

Minimum modes of publicity for procurement of Goods, Works and Services & Non consulting services

Sl	Estimated Value of procurement	Mode of publication.
1	2	3
1.	Upto 1 Crore INR	i. Notice Board of the procuring entity and concerned subordinate Regional and Divisional Head Quarters, as the case may be, and ii. Abridged version in one Govt. approved major Vernacular and English daily newspaper (for estimated value of procurement of INR 10 lakhs and below, this provision is not mandatory), and iii. In departments' / own website, and iv. In State Public Procurement Portal (if not published in e-Procurement portal)
2.	Above 1 Crore INR OR For National or International Bidding (irrespective of value)	i. Notice Board of the procuring entity and of concerned subordinate Regional and Divisional Head Quarters, as the case may be, and ii. Abridged version in one Govt. approved big* Vernacular daily newspaper, and iii. One all India daily newspaper of sufficiently wide circulation, and iv. In departments / own website, and v. In e-Procurement Portal or State Public Procurement Portal.

*As per DIPR definition

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Schedule III

See rule 24 (M)

Sectors and sub sectors of the economy in which projects may be procured by the Swiss Challenge method of procurement

- (i) Agriculture, Horticulture, allied sector & post-harvest management Agri-infrastructure [Agriculture and horticulture Markets; Floriculture parks and markets; Agro-food processing and allied infrastructure (including common-user cold storage facilities)];
- (ii) Transportation & Logistics [Roads (including bridges, highways, interchanges, and flyovers), Public Transport, Railway systems, Urban transport systems: MRTS, LRTS, Monorail, High-capacity bus systems, Airstrips, Inland water transport, Bus/Truck/Urban Transport Terminals and associated public facilities such as Public Amenities Centres];
- (iii) Warehousing infrastructure (including container freight stations, container depots, cold storage facilities and tank farms);
- (iv) Mechanized and Multi-storey Parking facilities;
- (v) Urban and Municipal Infrastructure (Sanitation, Water Supply and Sewerage; Desalination; Underground drainage; Solid waste/ Bio-medical waste/ Hazardous waste: Collection, transportation, treatment and disposal facilities);
- (vi) Education including Technical Education
- (vii) Skill development;
- (viii) Gas distribution network;
- (ix) Medical and Health Sector;
- (x) Housing Sector & Environment;
- (xi) Information Technology;
- (xii) Water Body Eco-system Management;
- (xiii) Water Resource and River Management and Development;
- (xiv) Industrial infrastructure;
- (xv) Irrigation Sector;
- (xvi) Land Reclamation;
- (xvii) New & Renewable Energy (solar, wind, hydel etc.);
- (xviii) Power sector;
- (xix) Public Buildings, Markets, gardens, parks;
- (xx) Sports and Recreation infrastructure;
- (xxi) Trade Fair, Convention, Exhibition and Cultural Centres;
- (xxii) Tourism Sector;
- (xxiii) Water Supply Project;
- (xxiv) Up-gradation and restructuring of any of the projects in above sectors;

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- (xxv) Any project in public-private partnership that the State Government may find beneficial in public interest;
- (xxvi) Any proposal for the partial or complete disinvestment of a state public sector undertaking;
- (xxvii) Any other project, which is a combination of above mentioned sectors;

Schedule IV
(see rule 24 (M))

Time frame for procurement through Swiss Challenge Method.

SN	Activity	Time Required
1.	Examination of preliminary report and permission to the proponent to proceed for preparation of detailed proposal OR rejection of the proposal, as the case may be, by the Administrative Department.	One Month from the date of receipt of the proposal.
2.	Detailed proposal submission by the proponent.	Within three Months or period extended under Rule No 24 (M) (v) (g).
3.	Examination of detailed proposal, preparation of bid documents and approval from competent authority	Forty Five days
4.	Bid invitation and submission of bids	(i) Twenty One days from the date of first publication of Notice Inviting Bids; (ii) Where clarifications/ addendum are issued, at least fifteen days from date of issue of clarifications/ addendum; or (iii) In case of International Competitive Bidding, the period of submission of bids shall be forty five days from the date of first publication of Notice Inviting Bids and at least twenty days from the date of issue of clarifications / addendum.
5.	Bids evaluation	Fifteen Days
6.	Time for project proponent to match the most advantageous bid, if any.	Fifteen Days
7.	Letter of Award	Within 7 days of approval of award by the competent authority.
8.	Execution of Contract Agreement	Within fifteen days of issue of letter of award or a period as specified in the bidding documents.

Memorandum of Appeal under the Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020

- A. Bid Reference No/e-Tender ID:
- B. Description/Title of Tender:
- C. Tender Inviting Authority:
- D. Whether first appeal or second appeal?

1. Particulars of appellant:
 - (i) Name of the appellant:
 - (ii) Official address, if any:
 - (iii) Residential address:
 - (iv) Email:
 - (v) Mobile Number:
 2. Name and address of the respondent(s):
 - (i)
 - (ii)
 - (iii)
 3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:
 4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
 - Name of representative:
 - Address:
 - Email:
 - Mobile Number:
 5. Number of affidavits and documents enclosed with the appeal:
 6. Grounds of appeal:
 -
 -
 -
 -(Supported by an affidavit)
 7. Prayer:
 -
 -
 -
 - Place
 - Date
- Appellant's Signature

FORM No.2
(see rule 24 (M) (v))

Certificate to be furnished by Project Proponent

It is hereby certified that:

1. The _____ (Name of project) has been submitted by the undersigned as the duly authorised representative of _____ (Name of Project Proponent) under the Swiss Challenge Method.
2. The Project Proponent will support fair competition through open bidding process to obtain the most advantageous bid.
3. The Project Proponent agrees to the standard project structure, bidding documents, concession agreement similar to other projects in the sector as decided by the Administrative Department / Government of Assam.

The Project Proponent agrees to abide by the Regulatory Authority, as and when formed by the Government of Assam or through law.

The Project Proponent agrees that the cost of preparation of DPR, as decided by the Administrative Department, shall be reimbursable to the project proponent as provided in Assam, Assam Public Procurement Rules, 2020.

The Project Proponent agrees that the Administrative Department concerned has the right to call off the project anytime during the process without assigning any reason, but the Administrative Department may call off the project before entering into an agreement with the project proponent or the successful bidder, as the case may be.

The Project Proponent is technically and financially competent to handle the project implementation for which the proposal has been submitted.

The Project Proponent understands and agrees that if the project proponent fails to submit the Detailed Proposal/DPR within the time given by the Administrative Department for the same, then, the Administrative Department may at its discretion exercise the option to develop the project on its own, through its agencies or through any third party, without the Project Proponent having any claims, whatsoever.

The Project Proponent agrees to abide by the Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020.

That the above statements are true to the best of my knowledge and belief.

Dated:

(Signature, Name and Designation of Authorised Representative of Project Proponent)

FORM No. 3

(see rule 24 (M) (v))

Details of Proposal by Project Proponent

Name of the Project Proponent:

Name of the Project:

SN	Description	Yes / No (wherever applicable)	Particulars	Referenc / Form
1.	General Information on the Project:			
1.1	Define/Brief the Project Proposal			
1.2	Explain the uniqueness of the project i.e. the reasons for its being unique.			
1.3	Characteristics of the Project			
1.4	Cost of the Project and Other Details			
1.5	State whether the letter has been submitted by the project proponent adhering the conditions of the Swiss Challenge Method			
2.	Assessment of Need of the project:			
2.1	Nature of intended use			
2.2	Justification of need			
3.1	Details of technology used for the project			
3.2	Is the technology proprietary?			
3.3	(a) Why should govt. Go for this technology only?			
	(b) What if sourcing of another technology has to be made in future during the life of the project for any reason?			
4.	Need for Govt. Support			
4.1	State the type of govt. Support required, if any, and why?			
4.2	Will the proponent be able to raise necessary funds & equity to undertake the project? (State how)			
5.	Eligibility of the proponent to undertake the project			

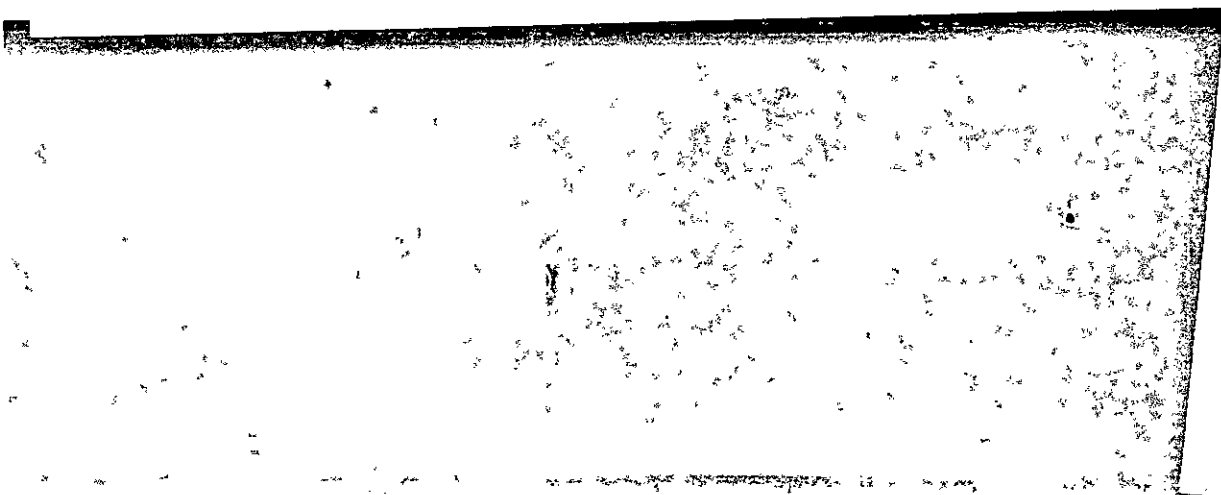
5.1.	Is proponent planning to undertake the project on its own or through a consortium to meet the technical, financial and technological needs? Please Elaborate.			
6.	Prefeasibility report			
6.1	Has the proponent conducted prefeasibility / feasibility DPR (state the position/ information)?			
6.2	State whether the preliminary financial viability of the project has been done.			
6.3	State whether the proponent shall undertake all the studies which are required for development of the project to take it to the bidding phase within the timeframe specified in these rules.			
7.	Project Structure & Output			
7.1	Whether the model (BOOT, BOT etc.), concession period, if any, been mentioned in the report?			
7.2	Service/ Output levels (Specify if applicable)			
8.	Project Financials			
8.1	User Fee, Tariff/ fares(Specify) and their variation with time			
8.2	Provide all IRR details and provide NPV of the project from income from operations and other forms.			
9.	Clearance / Approvals			
9.1	State whether the environmental assessment is required for the project			
9.2	State whether the project proponent has mentioned all related approvals (Statutory or otherwise) required for the project.			
10.	Qualifications of project proponent			
10.1	State whether the proponent has the technical competence for undertaking the Project? If yes, how?			
10.2	State whether the proponent has the financial competence for undertaking the Project? If yes, how?			
10.3	Any other, if any			

11.	Any other			
11.1	Any other item/ observation which the proponent feels additionally relevant to mention.			
11.2	Whether the project proponent agrees to come under the regulatory authority as and when formed by the Govt. or through law?			
11.3	Is this a conditional proposal? Please specify.			

Note:

1. While preparing this Form, the placement of relevant references in the proposal have been indicated above.
2. Appropriate response to queries in Yes/ No, where applicable, has been given and details, as required, have been elaborated under 'Particulars' column.
3. It is agreed that the above form could be modified or additional information sought by the Administrative Department concerned at any time in future.
4. The above Form is provided in signed hard copy and also in soft copy.

Signature of the Head of the Organization / Agency (Project Proponent) with Stamp and Date



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FORM No. 4

(See rule 24 (M) (v))

Content of pre-feasibility report

1. Introduction
 - (i) Project formulation
 - (ii) Aim, objective & methodology
2.
 - (i) Industry overview with regional specific profile
 - (ii) Key Issues
3. Market Assessment
 - (i) Industry outlook
 - (ii) Demand assessment
 - (iii) SWOT analysis
 - (iv) Case studies
4. Project Concept
 - (i) Project description
 - (ii) Explanation of need and uniqueness of the project
 - (iii) Project components
 - (iv) Site location and analysis
 - (v) Development Needs, Public needs & Planning considerations
5. Statutory & Legal Framework
 - (i) Applicable laws
 - (ii) Applicable policies
6. Environmental & Social Impacts
 - (i) Environmental Impacts
 - (ii) Social Impacts
 - (iii) Project related approvals/clearances
7. Project Financials
 - (i) Cost Estimation
 - (ii) Revenue Stream, IRR etc.
 - (iii) Viability Assessment
8. Operation Framework
 - (i) Risk identification and mitigation
 - (ii) Indicative Project Structure
 - (iii) Indicative Qualification & selection Criteria
 - (iv) Option analysis to finalize the PPP model (if applicable)
9. Way Ahead
 - (i) Any additional funding required from the government
 - (ii) Govt. obligations for development
 - (iii) Project Development Framework
10. Any other approvals (statutory or otherwise) required from any authority
11. Form:
 - (i) Site map,
 - (ii) Indicative Layout/Concept Plan

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FORM No.5

(See rule 24 (M) (v))

Contents of Detailed Project Report

1. Executive Summary
2. Project profile
 - (i) Project objectives
 - (ii) Project sponsors
 - (iii) Project location
3. Proposed business profile
 - (i) Product mix
 - (ii) Estimated production and investments
4. Market analysis
 - (i) Current scenario
 - (ii) Demand assessment
 - (iii) Strategies
 - (iv) Growth drivers
 - (v) SWOT analysis
5. Establishing the need of the project
 - (i) Detailed explanation of uniqueness of the project
 - (ii) Demonstration of Public Need
 - (iii) Demonstration of being in compliance with plans of department
 - (iv) Demonstration of no conflict with any departmental scheme which provides the same service
6. Policy support and activities
 - (i) Government initiatives
 - (ii) Special government schemes
 - (iii) Policy packages
7. Land and site analysis
 - (i) Site location
 - (ii) Land ownership and land cost
 - (iii) Geographical conditions
8. Proposed master plan, technical specifications & project cost estimates
 - (i) Utility relocation plan
 - (ii) Engineering surveys and investigations
 - (iii) Layout plans and drawings
 - (iv) Proposed common infrastructure, facilities etc.
 - (v) Design criteria and spatial requirements
 - (vi) Preparation of BOQ
 - (vii) Technical parameters, specifications and drawings
 - (viii) Cost estimates of the project
9. Project means of finance & financial appraisal
 - (i) Means of financing
 - (ii) Appraisal framework and objectives
 - (iii) Financial projections
 - (iv) Value for Money analysis (if applicable)
10. Identification of risks
 - (i) Risk identification
 - (ii) Risk allocation and mitigation techniques
11. Economic benefits of the project
12. Environment assessment (if applicable)
 - (i) Environmental impact assessment

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- (ii) Social assessment
- (iii) Project related approvals
- 13. Project structure and implementation schedule
 - (i) Framework for project implementation
 - (ii) Contractual framework
 - (iii) Role of project consultant and project proponent
 - (iv) Model concessionaire agreement
- 14. Project operation and maintenance framework
- 15. Any other approvals (statutory or otherwise) required to be taken from Government of Assam / Government of India/any other authority.
- 16. List of Forms (To be submitted as applicable)
 - (i) Memorandum and articles of association
 - (ii) List of participating entrepreneurs
 - (iii) Land documents (if any)
 - (iv) Draft shareholders agreement
 - (v) Draft leave and license agreement
 - (vi) Draft procurement process
 - (vii) Any other documents as required by the Administrative Department concerned.

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FORM No. 6
(see rule 24 (M) (v))

Submission of detailed and comprehensive proposal by Project Proponent
(in Hard Copy and Soft Copy)

SN	Item	Response	Ref. /Form
1	General		
1.1	Name of the Project		
1.2	Type of PPP (BOT, BOOT, BOLT, OMT etc.), if applicable		
1.3	Location (State/District/Town)		
1.4	Administrative Department concerned		
1.5	Name of the Implementing Agency/Proponent		
1.6	Concession Period		
2	Project Description		
2.1	Brief description of the project		
2.2	Justification for the project (Need)		
2.3	Possible alternatives, if any		
2.4	Estimated capital costs with break-up under major heads of expenditure. Also indicate the basis of cost estimation.		
2.5	Investment phasing		
2.6	Project Implementation Schedule (PIS)		
3	Financing Arrangements		
3.1	Sources of financing (equity, debt etc.)		
3.2	Indicate the revenue streams of the Project (Annual flows over project life). Also indicate the underlying assumptions.		
3.3	Indicate the NPV of revenue streams		
3.4	Tariff/ user charges? Please specify in detail.		
3.5	Have any FIs been approached? If yes, their response may be indicated		
3.6	Value for Money Analysis		
4	Internal Rate of return (IRR)		
4.1	Economic IRR (if computed)		
4.2	Financial IRR, indicating various assumptions (attach separate sheet if necessary)		
5	Clearances		
5.1	Status of environmental clearances		
5.2	Clearances/approvals (statutory or otherwise) required from Government		

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	of India, State Government and other authorities/local bodies		
5.3	Other support required from the State Government		
6	Support from Govt. of Assam		
6.1	Viability Gap Funding, if required		
6.2	Govt. of Assam guarantees being sought, if any		
7	Concession Agreement		
7.1	Is the Concession Agreement based on MCA? If yes, indicate the variations, if any, in a detailed note (to be attached).		
7.2	Details of Concession Agreement (To be attached along with the submission)		
8	Others		
8.1	Remarks, if any		

1. While preparing this format, the placement of relevant references / Form in the detailed proposal has been mentioned as above.
2. It is agreed that the above format could be modified or additional information sought by the Administrative Department concerned at any time in future.
3. The above Form is provided in signed hard copy and separately in soft copy also.

Signature of the Head of the Organization (Project Proponent) with date & stamp.



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FORM No. 7

(see rule 24 (M) (vi))

Project Financial Summary

S.No.	Item	Response
1	General	
1.1	Name of the Project	
1.2	Type of PPP (BOT, BOOT, BOLT, OMT etc.), if applicable	
1.3	Capacity of the Project	
1.4	Concession Period	
2	Project cost	
2.1	Land cost	
2.2	Building cost	
2.3	Plant & Machinery cost	
2.4	Operation & maintenance cost	
2.5	Other Costs if any	
3	Financing Arrangements	
3.1	Financing Structure (% of equity and debt)	
3.2	Interest on debt (Assumed)	
3.3	Is any financial support from GoR required?	
4	Revenue streams for each Concession Year	
4.1	Revenue from Tariff.	
4.2	Revenue from Advertising	
4.3	Other Revenue Streams	
4.4	Indicate the NPV of revenue streams with 12% discounting	
5	IRR	
5.1	Economic IRR (if computed)	
5.2	Equity IRR	
5.3	Project IRR	
6	Other remarks, if any	

Excel sheet format to be provided for year wise information (as applicable) for the concession period.

Signature of the Head of the Organization (Project Proponent) with date and stamp

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FORM No. 8

(See rule 24 (M) (vi))

Check List for submission of documents (in Hard copy and Soft copy)

SN	Documents to be Submitted	Applicable (Y/N)	Submitted Hard Copy (Y/N)	Submitted Soft Copy (Y/N)
1.	Covering Letter from Head of the Organization			
2.	Detailed Project Report			
3.	Project Information Memorandum			
4.	Earnest Deposit & Bid Value			
5.	Draft Concession Agreement and if any changes have been undertaken with respect to the MCA			
6.	Documents relating to any issues on various clearances/ Land Acquisition			
7.	Details of any Policy Changes Required for implementation (if any)			
8.	Project implementation schedule			
9.	Details for any other support required during implementation			

Signature of the Head of the Organization (Project Proponent) with Stamp and date



