

**Format of AGENDA Notes for State Level Single Window Agency**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information</b>
<b>1.</b>	<b>Project Description</b> (Name of the Project, Location(State / District / Town), Administrative Department, Name of the Implementing Agency, Justification for the Public Need)	
<b>2.</b>	<b>Project Structuring:</b> Type of PPP (BOT, BOOT, BOLT, OMT etc., Concession Period, If on standard MCA,	
<b>3.</b>	<b>Viability:</b> Estimated capital costs with break-up under major heads of expenditure. Also indicate the basis of cost estimation. Phasing of investment, Broadly Indicate the NPV of revenue streams with 12% discounting, Viability Gap Funding, if required	
<b>4.</b>	<b>Project Implementation Schedule (PIS):</b>	
<b>5.</b>	<b>Legislation and Guarantees sought:</b>	
<b>6.</b>	<b>Clearances, and Support from Govt:</b>	
<b>7.</b>	<b>GOK guarantees being sought, if any:</b>	
<b>8.</b>	<b>Criteria for short-listing:</b>	
<b>9.</b>	<b>Comments of Secretariat to SWA:</b>	

## Annexure I A

### Format for State Level Single Window Agency

Sl.No.	Item	Response
<b>1.</b>	General	
<b>1.1</b>	Name of the Project	
<b>1.2</b>	Type of PPP (BOT, BOOT, BOLT, OMT etc.)	
<b>1.3</b>	Location (State/District/Town)	
<b>1.4</b>	Administrative Department	
<b>1.5</b>	Name of the Implementing Agency	
<b>1.6</b>	Concession Period	
<b>2.</b>	Project Description	
<b>2.1</b>	Brief description of the project (200 words)	
<b>2.2</b>	Justification for the project (Public Need)	
<b>2.3</b>	Possible alternatives, if any	
<b>2.4</b>	Estimated capital costs with break-up under major heads of expenditure. Also indicate the basis of cost estimation.	
<b>2.5</b>	Phasing of investment	
<b>2.6</b>	Project Implementation Schedule (PIS)	
<b>3.</b>	Financing Arrangements	
<b>3.1</b>	Sources of financing (equity, debt, mezzanine capital etc.)	
<b>3.2</b>	Broadly Indicate the revenue streams of the Project (annual flows over project life). Also indicate the underlying assumptions.	
<b>3.3</b>	Broadly Indicate the NPV of revenue streams with 12% discounting	
<b>3.4</b>	Who will fix the tariff/ user charges? Please specify in detail.	
<b>3.5</b>	Have any FIs been approached? If yes, their response may be indicated	
<b>4.</b>	IRR	
<b>4.1</b>	Economic IRR (if computed)	
<b>4.2</b>	Financial IRR, indicating various assumptions (attach separate sheet if necessary)	

<b>Sl.No.</b>	<b>Item</b>	<b>Response</b>
<b>5.</b>	Clearances	
<b>5.1</b>	Status of environmental clearances	
<b>5.2</b>	Clearance required from the State Government and other local bodies	
<b>5.3</b>	Other support required from the State Government	
<b>6.</b>	GoK Support	
<b>6.1</b>	Viability Gap Funding, if required	
<b>6.2</b>	GOK guarantees being sought, if any	
<b>7.</b>	Concession Agreement	
<b>7.1</b>	Is the Concession Agreement based on MCA? If yes, indicate the variations, if any, in a detailed note (to be attached)	
<b>7.2</b>	Details of Concession Agreement (Attached at Appendix-A)	
<b>8.</b>	Criteria for short-listing	
<b>8.1</b>	Is short-listing to be in one stage or two stages?	
<b>8.2</b>	Indicate the criteria for short-listing (attach separate sheet if necessary)	
<b>9.</b>	Others	
<b>9.1</b>	Remarks, if any	

## Annexure I B

### Brief particulars of the Concession Agreement

A. Administrative Department:

B. Name and location of the Project:

C. Legal Consultant:

D. Financial Consultant:

S.No.	Item	Response
<b>1.</b>	<b>General</b>	
<b>1.1</b>	Scope of the Project (in about 200 words)	
<b>1.2</b>	Nature of Concession to be granted	
<b>1.3</b>	Period of Concession and justification for fixing the period	
<b>1.4</b>	Estimated capital cost	
<b>1.5</b>	Likely construction period	
<b>1.6</b>	Conditions precedent, if any, for the concession to be effective	
<b>1.7</b>	Status of land acquisition	
<b>2.</b>	<b>Construction and O&amp;M</b>	
<b>2.1</b>	Monitoring of construction; whether an independent agency/engineer is stipulated	
<b>2.2</b>	Minimum standards of Operation and Maintenance	
<b>2.3</b>	Penalties for violation of prescribed O&M standards	
<b>2.4</b>	Safety related provisions	
<b>2.5</b>	Environment related provisions	
<b>3.</b>	<b>Financial</b>	
<b>3.1</b>	Maximum period for achieving financial close	
<b>3.2</b>	Nature and extent of capital grant/ subsidy stipulated	
<b>3.3</b>	Bidding parameter (capital subsidy or other parameter)	
<b>3.4</b>	Provisions for change of scope and the financial burden thereof	
<b>3.5</b>	Concession fee, if any, payable by the Concessionaire	
<b>3.6</b>	User charges/ fee to be collected by the Concessionaire	
<b>3.7</b>	Indicate how the user fee has been determined; the legal provisions in support of user fee (attach the relevant rules/ notification); and the extent and nature	

S.No.	Item	Response
	of indexation for inflation	
<b>3.8</b>	Provisions, if any, for mitigating the risk of lower revenue collection	
<b>3.9</b>	Provisions relating to escrow account, if any	
<b>3.10</b>	Provisions relating to insurance	
<b>3.11</b>	Provisions relating to audit and certification of claims	
<b>3.12</b>	Provisions relating to assignment/ substitution rights relating to lenders	
<b>3.13</b>	Provisions relating to change in law	
<b>3.14</b>	Provisions, if any for compulsory buy-back of assets upon termination/ expiry	
<b>3.15</b>	Contingent liabilities of the government	
	(a) Maximum Termination Payment for Government/ Authority Default	
	(b) Maximum Termination Payment for Concessionaire Default	
	(c) Specify any other penalty, compensation or payment contemplated under the agreement	
<b>4.</b>	<b>Others</b>	
<b>4.1</b>	Provisions relating to competing facilities, if any	
<b>4.2</b>	Specify the proposed Dispute Resolution Mechanism	
<b>4.3</b>	Specify the proposed governing law and jurisdiction	
<b>4.4</b>	Other remarks, if any	

## Annexure I C

### Evaluation of Risks and Mitigation Measures

S.No.	Risk Category	Risk Description	Consequence	Mitigation	Assigned to
<b>1.</b>	<b>Project Development</b>				
<b>1.1</b>					
<b>1.2</b>					
<b>1.3</b>					
<b>2.</b>	Construction				
<b>2.1</b>					
<b>3.</b>	Operations				
<b>3.1</b>					
<b>4.</b>	Financing				
<b>4.1</b>					
<b>5.</b>	Other Risks				

The Administrative department shall submit the Evaluation of Risks and Mitigation Measures as per the above format (Refer Schedule I of Infrastructure Policy 2007), highlighting any deviation from the prescribed Schedule I of the GoK's Infrastructure Policy.

## Annexure I D

### Project Financial Summary

S.No.	Item	Response
<b>1.</b>	General Information for Financial Analysis	
<b>1.1</b>	Name of the Project	
<b>1.2</b>	Type of PPP (BOT, BOOT, BOLT, OMT etc.)	
<b>1.3</b>	Capacity of the Project (e.g.-for Road: Length in Kms)	
<b>1.4</b>	Key Feature Linked to Capacity (E.g.-for Road: Two/Four Lane/ Six Lane with paved shoulder etc)	
<b>1.5</b>	Carrying Capacity (E.g.-for Road: Passenger Car Units)	
<b>1.6</b>	Concession Period	
<b>2.</b>	Project Costs	
<b>2.1</b>	Cost of Land	
<b>2.2</b>	Construction Cost of Building	
<b>2.3</b>	Cost of Plant and Machinery	
<b>2.4</b>	Interest During Construction	
<b>2.5</b>	Other Costs if any	
<b>2.6</b>	Total Project Cost	
<b>3.</b>	Financing Arrangements	
<b>3.1</b>	Financing Structure (% of equity and debt)	
<b>3.2</b>	Interest on Debt (Assumed)	
<b>4.</b>	Revenue streams for each Concession Year	
<b>4.1</b>	Per unit Tariff (E.g. Toll rates for Car/Bus...)	
<b>4.2</b>	Revenue from Tariff.	
<b>4.3</b>	Revenue from Advertising	
<b>4.4</b>	Other Revenue Streams	
<b>4.3</b>	Indicate the NPV of revenue streams with 12% discounting	
<b>4.</b>	IRR	
<b>4.1</b>	Economic IRR (if computed)	
<b>4.2</b>	Equity IRR	
<b>4.3</b>	Project IRR	

## Annexure I E

Check List for Submission of Documents for approval from SLSWA/ SHLCC (in Hard-2 Sets and Soft)

Sl No	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.	Filled in Proforma for the PPP projects for the SWA meeting			
3.	Preliminary Feasibility Report/ Feasibility Report/ DPR/ Environmental/ Social			
4.	Project Information Memorandum			
5.	Traffic Projections, (if not covered in the DPR)			
6.	Traffic Impact Assessment in consultation with Local authorities with Action Plan			
7.	Financial Analysis with Project Cash Flows (if not covered in the DPR)			
8.	Risk Assessment and Mitigation Matrix based on project risks			
9.	RFQ, RFP			
10	Draft Concession Agreement and any changes undertaken to MCA			
11	Filled in VGF format (if Submitted to GOK)			
12	Documents relating to any issues on various clearances/ Land Acquisition/ R&R			
13	Presentation of 10 slides covering the points on the Proforma for SWA			
14	Details of any Policy Changes Required for implementation (if any)			
15	Action Plan (Schedule – Microsoft Project Type) for Implementation			

*Please indicate your response wherever applicable and submit in the above table. Soft Copy can be submitted in a CD with files numbered in the above order.*

Signature of the  
Head of the Administrative Department/  
Agency with Stamp