



Indian Ports Association

Request for Proposal (RFP)

For

**Providing Consultancy Services for
Preparation of Techno Commercial
Feasibility Report for the proposed
Cruise Locations along the Indian
Coastline, Inland Waterways and Islands**

TENDER NOTICE NO: IPA / CBM / 2025 Dated: 13.11.2025

1st Floor, South Tower, NBCC Place
B.P Marg, Lodhi Road
New Delhi – 110003
Phone: 011-24369061

November, 2025

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Disclaimer

This RFP is being issued by the Indian Ports Association (IPA) to the interested and eligible Consultancy firms for “Providing Consultancy Services for Preparation of Techno Commercial Report for the proposed Cruise berths at various locations along the Western and Eastern shoreline of India on such terms and conditions and for the achievement of objectives of the Project set forth in this RFP or that may subsequently be provided to Bidder(s) whether verbally or in documentary form by or on behalf of IPA or any of its authorized employees or advisors.

It is hereby clarified that this RFP is not an agreement and is not an offer or invitation by IPA to any parties hereunder. The purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their proposals. While, the IPA has taken due care in the preparation of information contained herein and believes it to be accurate, neither the IPA or any of its representatives, officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive and interested parties are required to make their own inquiries that it may require in order to submit the bid. The information is provided on the basis that it is non-binding on the IPA, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

IPA reserves the right not to proceed with the bidding process at any stage without assigning any reasons thereof, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the bid further with any party submitting a bid.

No reimbursement of cost of any type will be paid to persons or entities submitting the Bid.

**Managing Director,
Indian Ports Association**

RFP Notice

Notice Inviting Tenders for the selection of Consultancy firms for providing Consultancy Services for Preparation of Techno Commercial Feasibility Report for the proposed Cruise Locations along the Indian Coastline, Inland Waterways and Islands

Indian Ports Association (IPA) invites Requests for Proposal (RFP) from interested eligible consultancy firms for undertaking the subject work.

The RFP document providing the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria and application fee are available on the web site <http://ipa.nic.in> and <https://eprocure.gov.in/eprocure/app> . Reputed and interested agencies may download the RFP from the above websites.

The details of RFP are as follows:

Name of work	Providing Consultancy Services for Preparation of Techno Commercial Feasibility Report for the proposed Cruise Locations along the Indian Coastline, Inland Waterways and Islands
Tender Notice No.	IPA/CBM/2025 Dated: 13.11.2025
Cost of Tender Document	Rs. 10,000/- (Rs. Ten Thousand Only) (Non-refundable)
EMD	Rs. 2,00,000/- (Rs. Two Lakhs Only)
Performance Guarantee	5% (Five Percent) of the awarded cost / agreement value
Method of Selection	QCBS 60:40
Contract Period	Fifteen Months
RFP / Tender availability Date	13.11.2025 by 15:00 hrs.
Last Date of receiving queries	18.11.2025 by 17:00 hrs.
Pre-Bid Meeting Date	20.11.2025 at 11:00 hrs.
Response to Queries	26.11.2025 by 17:00 hrs
Last date of submission / Proposal Due Date	09.12.2025 by 15:00 hrs.
Opening of Technical Bid	09.12.2025 by 15:30 hrs.
Technical Presentation	To be notified

Opening of Financial Bid	To be notified
Letter of Award	To be intimated to Selected Bidder
Date of Start of Work	To be intimated to Selected Bidder
Validity of Tender	180 days from the due date
Contact Details	<ol style="list-style-type: none"> 1. Prema Kumar Pillai prem.mpt@gmail.com Mobile: 9822388841 2. Amit Kumar Sethi amitsethi.ipa@gmail.com Mobile: 8335056653
Communication Address	The Managing Director, Indian Ports Association, 1st floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003. Tel. No. 0091-011-24369061/63, 24368334, FAX: 011-24365866 Email: ipa@nic.in

**Managing Director,
Indian Ports Association**

1 Introduction

The Cruise Bharat Mission (CBM) has been launched on 30.09.2024 by the Ministry of Ports Shipping and Waterways with the aim of establishing India as a prominent global cruise destination. The Cruise Bharat Mission functions under the Indian Ports Association in New Delhi. The CBM is expected to play a vital role in the development of an integrated cruise network, which will enhance tourism, generate employment and foster regional economic growth.

India with its vast coast line presently has 12 Major Ports and 205 non-Major Ports. Some of these Major Ports already have cruise facilities; prominently the ports of Mumbai, Mormugao, Cochin, New Mangalore, Chennai, Vishakhapatnam and Kolkata. Major Upgradation works have been undertaken at Mumbai and Mormugao. From 2014-15 to 2023-24, the passengers grew from 1.07 lakhs to 4.71 lakhs which translates into a CAGR of 18.49 %. Apart from the main coastline, India has 1300+ islands which can also be developed for tourism purposes. Cruise tourism includes Sea Cruise as well as River cruise.

Apart from the existing cruise ports, IPA has decided to undertake a study to develop new cruise locations at various other ports in the country including Major Port and Private Ports and also identify various other selected potential locations along the coastline for development of cruise facilities. The idea is to also promote coastal cruise circuits. This will include sea as well as river and island cruises. For this purpose, IPA has decided to engage a competent and experienced consultancy firm.

2 Glossary

In this bid document and in the 'Contract', unless the context otherwise requires:

- i) "Authorized representative" means any Officer of IPA authorized by the Competent Authority, who is responsible for supervising, administering the Contract, certifying payments due to the Consultant/consultant, and other functions as specified in this contract.
- ii) "Bid" (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer for rendering services or execution of works made in accordance with the terms and conditions set out in the bid document.
- iii) "Bid documents" (including the term 'bid documents' or 'Request for Proposal Documents' in certain contexts) means a document issued by IPA, including any amendment thereto, that sets out the terms and conditions of the given e- tender and includes the invitation to bid.
- iv) "Bidder" (including the term 'tenderer', Consultant, or Consultant in certain context) means any person (in the form of sole proprietor) or firm or company or any other legal entity (registered under the Companies Act, Societies Registration Act, etc), participating in the e-tendering process with IPA;
- v) "Bidder registration document" means a document issued by IPA, including any amendment thereto, that sets out the terms and conditions of registration proceedings and

includes the invitation to register for the e-tender;

- vi) “Competent authority” means the Managing Director or any officer(s) authorized by the Managing Director of Indian Ports Association, New Delhi which is registered in Delhi under the Societies Registration Act, 1860.
- vii) “Contract” (including the terms ‘Work Order’ under certain contexts), means a formal legal agreement as may be amended, supplemented or modified in accordance with the terms of contract in writing relating to the subject matter of the tender, executed between Indian Ports Association and the Consultant / Consultant together with the documents referred to therein including general conditions, special conditions of Contract, Priced and instructions issued from time to time by IPA and all these documents taken together shall be deemed to form one contract and shall be complementary to one another, which are in compliance with all the relevant provisions of the laws of India.
- viii) “Contract Period” a period up to **15 Months** from the date of signing of contract agreement which may be extendable for a further period on the requirement of IPA on mutually agreed basis at the same rates, terms and conditions as decided by IPA, if the services are required by IPA and the performance of the Consultant is found satisfactory by the IPA.
- ix) “Contract price” means the sum named in the tender subject to such additions thereto or deductions there from as may be made under the provisions herein after contained.
- x) “Consultant / Consultant” means the person or persons, firm or company whose tender has been accepted by the competent authority and includes consultant’s representative, successors and/or permitted assigns for the subject Contract.
- xi) “Cost of Tender Document & Bid Processing Fee” means an amount of Rs.10,000 (Rupees Ten Thousand Only) to be paid as one time non-refundable payment to participate in tender process for any work undertaken by IPA for which no exemption shall be provided on any ground.
- xii) “Day” means a day of 24 hours from midnight to the next midnight irrespective of the number of hours worked in that day.
- xiii) e-Tender” means conducting of procurement processes by IPA with bidders for the acquisition of works and services using information and communication technology (specially the internet) with the aim of open, non-discriminatory, and efficient procurement through transparent procedures.
- xiv) “Earnest Money Deposit’(EMD)” means a security from a bidder securing obligations resulting from a prospective contract award with the intention to avoid; the withdrawal or modification of an offer within the validity of the bid, after the deadline for submission of such documents; failure to sign the Contract or failure to provide the required security for the performance of the Contract after an offer has been accepted; or failure to comply with any other condition precedent to signing the contract specified in the Bid documents.;
- xv) “Head of the Department” means Executive Director / Chief Administrative Officer / Head Officer (Procurement) or any other officer assigned such duties by Managing Director of the Indian Ports Association.
- xvi) “Head of the Organization” means Managing Director of the Indian Ports Association.
- xvii) “Month” means a month according to Christian calendar.

- xviii) “Notice inviting tenders” (including the term ‘Invitation to bid’ or ‘request for proposals’ in certain contexts) means a document and any amendment thereto published or notified by IPA, which informs the potential bidders that it intends to procure services and/or works.;
- xix) “Pre-qualification document” means the document including any amendment thereto issued by IPA, which sets out the terms and conditions of the pre-qualification bidding and includes the invitation to pre-qualify;
- xx) “Responsive bid”, in relation to a bidder, means a bid submitted by a bidder that conforms to all material aspects and conditions specified in the Bid document. If any requirements specified in the Bid document are not complied with or changes are made by the bidder in the tender document or if there is non-usage of the prescribed forms stipulated in the bid document, the bid shall be considered as non-responsive and shall be summarily rejected.
- xxi) “Tender” means the Consultant’s priced offer to IPA for the execution and completion of the works and the remedying of any defects therein in all accordance with the provisions of the Contract, as accepted by the Work order.
- xxii) “Week” means seven days without regard to the number of hours worked in any day in that week.

3 Instructions to the Bidders

A. General:

Electronic Tenders (Online) are invited by INDIAN PORTS ASSOCIATION (IPA) from eligible bidders for Providing Consultancy Services for Preparation of Techno Commercial Feasibility Report for the proposed Cruise Locations along the Indian Coastline, Inland Waterways and Islands

- i) The bid document containing the entire details is available at the E-Tender Portal www.ipa.nic.in or www.eprocure.gov.in for downloading during the period specified in the RFP Notice.
- ii) The Bidders must fulfil the techno-commercial criteria for pre-qualification and other requirements stipulated in **pre-qualification criteria for the bidders** of the bid document. The tender shall remain valid for a period of **120 days** from the date of opening of the Technical Bid / Techno-commercial bid.
- iii) The Contract period will be fifteen months from the date of issue of the Work Order. The work has to be completed within this period.

3.1 Pre Bid Meeting

A pre-bid meeting will be conducted on the date, time and place as specified in **RFP Notice** at Indian Ports Association, New Delhi. Interested bidders can send their queries to the designated e-mail by and may participate in the pre- bid meeting. The meeting can be attended physically at IPA office or through Video Conference. The replies to queries will be published on the website, which shall form part and parcel of the contract agreement. Any queries

received after the due date shall not be considered and no reply to such queries will be given.

3.2 Registration of Bidders on the Portal

The intending Bidders are required to register on the website <https://eprocure.gov.in/eprocure/app> by clicking “**Online Bidder Enrolment**” option in order to obtain user-id and password at first and then to activate their respective user-id by using Digital Signature Certificate (Class III).

B. Cost of Tender Document & Bid Processing Fee

Bid document will be issued by IPA. Applicants shall have to furnish a non-refundable cost of tender document & bid processing fee amounting to Rs. 10,000/- (Rupees Ten Thousand only) pledged in favour of Indian Ports Association through NEFT in the designated bank account of IPA for which no exemption on any ground shall be provided.

3.3 Earnest Money Deposit (EMD)

In order to be considered for the bid, the Bidder shall make payment of EMD of Rs. 2,00,000/- (Rupees Two Lakhs only) in the designated bank account of IPA as per following terms & conditions:

- i) While submitting their bid, the bidder shall upload the scanned Unique Transaction Reference (UTR) number details or any other electronic transaction details in the Form - 6 towards the successful remittance of the Earnest Money Deposit (EMD). The Earnest Money Deposit (EMD) remitted in any other form will not be considered and such tenders will be summarily rejected.
- ii) The Earnest Money Deposit (EMD) furnished by all unsuccessful bidders will be returned through an e-payment system, after the expiry of the final tender validity period but not later than 30 (thirty) days after award of Contract or signing of the Contract Agreement, whichever is earlier. The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted against the Performance Guarantee.
- iii) The EMD will be forfeited, if the bidder withdraws or modifies an offer within the validity period of the bid, after the deadline for submission of such documents.
- iv) If the successful bidder fails to remit the Performance Security after the issue of letter of intent within the specified or extended time, the EMD shall be forfeited and the bidder shall be debarred/ black listed for a period of three years.
- v) No interest shall accrue or is payable on the EMD from the date of its remittance till it is returned to the bidders.
- vi) Any bidder who is claiming exemption from payment of EMD based on any Central/State Government certification, the same shall be considered for such exemption provided that the firm uploads the said valid certificate copy at the time of submission of their bid documents along with the details duly filled in **Form – 6A**.

3.4 Designated Bank Account Details of IPA

Any payments related to bid process like cost of tender document, EMD etc. shall be done

through RTGS/NEFT to the account whose details are provided as below:

A	Name and address of the bank	Indian Overseas Bank, Lok Kala Manch, Lodhi Colony, New Delhi- 110003.
B	Name of the branch	Lok Kala Manch Branch.
C	IFSC code	IOBA0001498
D	Account Number	149801000002360
E	Type of Account	Savings Account
F	Contact Details	ipa@nic.in

3.5 Performance Security

The Selected bidder shall submit performance security, which shall be 5% of the accepted tender cost/ awarded cost/ agreement value and shall be in form of irrevocable an irreversible bank guarantee/Demand Draft/Insurance surety bonds/Fixed Deposit Receipt. The performance security shall be submitted by the selected bidder within 07 working days from receipt of Letter of Award, pursuant to which the Agreement shall be signed within 15 working days from issuance of letter of award.

The performance security shall remain with IPA for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the consultant, including Defects Liability Period (DLP).

On expiry of a period of 60 days beyond the Defects Liability Period, the Engineer-In-Charge shall, on demand from the Consultant, refund to him the performance security (without any interest) provided the Engineer-in-Charge is satisfied that there is no demand outstanding against the Consultant.

The performance security will be forfeited and credited to the IPA's account in the event of a breach of contract by the consultant/ termination of contract under any clause(s) of the contract. The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to IPA's any other right or remedy hereunder or in law or otherwise, the Performance Security, as available, shall be forfeited and appropriated by IPA in lieu of compensation and damage payable to IPA for, inter alia, the time, cost and effort of IPA in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- a) If an Applicant engages in any of the Prohibited Practices as specified in this RFP;
- b) If the Applicant is found to have a Conflict of Interest as specified in this RFP;

The Bank Guarantee shall be submitted as per format provided in **Annexure – C** for performance security.

3.6 Expenses incurred by the Bidder

- i) IPA shall not be responsible for any direct or indirect expenses incurred by the Bidders in preparing, submitting and/or personally attending at the time of opening the techno-

commercial bid / price bid or at any other time.

- ii) The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, and visits to IPA. IPA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3.7 Bidder's Responsibility

- vii) The bidder, at the bidder's own responsibility and risk are encouraged to examine the requirements of IPA and obtain all information that may be necessary for preparing the bid and entering into a contract.
- viii) Applicants must read carefully the minimum conditions of eligibility (the "Pre-qualification criteria") provided in this document Proposals of only those Applicants who satisfy the Conditions of Minimum Eligibility will be considered for evaluation.
- ix) It is implied that on submission of the tender, the Bidder is deemed to have clearly understood and satisfied himself regarding the work and all conditions likely to be encountered during the execution of the work thereof.
- x) Further the Bidder undertakes (if his tender is accepted) that he has to enter into and execute when called upon to do so, a Contract Agreement as provided in the document with such modifications as agreed upon. Until the formal Contract Agreement is prepared and executed, this tender document together with the written acceptance shall form a binding agreement between IPA and the Consultant.
- xi) The Bidder shall furnish a certificate of Acceptance on technical and commercial terms and conditions in the enclosed **Form - 10**.
- xii) Any bidder who is claiming exemption from payment of EMD based on any Central/State Government certification, shall furnish a declaration and undertaking as in the enclosed **Form – 6A**. *Please note that such exemptions will be only for the EMD and does not cover the cost of tender document and bid processing fee which is payable and non-refundable.*
- xiii) The Bidder shall submit a declaration as provided in the **Form - 10** of the bid document that the Bidder has no litigation or arbitration proceedings against IPA and that the bidder has not been blacklisted or debarred as on the date of submission of bid from providing service by any of the Central / State Government / Nationalized Banks/ Autonomous bodies / PSEs/PSUs and any other organizations in India prior to the submission date of tender mentioned in the NIT and the same shall be uploaded along with the bid document in the E-tender portal.
- xiv) The Applicant should submit a Power of Attorney as per the format at **Form – 4** provided, however, that such Power of Attorney would not be required if the Application is signed by the proprietor of the company.

3.8 Number of Proposals

No Applicant shall submit more than one Application for the proposed work.

3.9 Acknowledgement by Applicant

It shall be deemed that by submitting the Proposal, the Applicant has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from IPA;
- c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of IPA or relating to any of the matters referred to in the RFP document;
- d) satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- e) acknowledged that it does not have a Conflict of Interest; and
- f) agreed to be bound by the undertaking provided by it under and in terms hereof.

IPA shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by IPA.

3.10 Declaration by the Bidder

The bidder, shall furnish a declaration to the effect, that he has completely read the bid documents and found himself to be eligible before submission of the bid, as specified in **Form - 9**.

3.11 Transfer of Bid Documents

Transfer of bid documents downloaded by one intending Bidder to another is not permissible.

3.12 History of Litigation

A consistent history of litigation or arbitration awards against the applicant/bidder may result in disqualification.

3.13 Right to reject any or all Proposals

Notwithstanding anything contained in this RFP, IPA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

Without prejudice to the generality of the Clause, the IPA reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or discovered, or
- b. the Applicant does not provide, within the time specified by IPA, the supplemental information sought by IPA for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then IPA reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the IPA, including annulment of the Selection Process

3.14 Incomplete Details and Canvassing

IPA does not bind itself to accept the lowest tender and may reject any or all tenders received without assigning any reason, whatsoever. Tenders in which any of the particulars and prescribed information is inadequate or incomplete in any respect and / or prescribed conditions are not fulfilled, such tenders are liable to be rejected. Canvassing in any form by the Bidders shall result in their tender being rejected.

3.15 Fraud And Corrupt Practices

The Applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the IPA shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the IPA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the IPA for, inter alia, time, cost and effort of the IPA, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.

Without prejudice to the rights of the IPA hereinabove and the rights and remedies which the IPA may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the IPA to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the IPA during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the IPA to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the IPA who is or has been associated in any manner, directly or indirectly with the Selection Process or the

LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the IPA, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical agency/ adviser of the IPA in relation to any matter concerning the Project;

b) “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;

d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the IPA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

3.16 Amendments of RFP

At any time prior to the deadline for submission of Proposal, IPA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Website/portal.

All such amendments will be notified in writing through e-mail to all Applicants who have purchased the RFP document. The amendments will also be posted on the IPA Website and CPP Portal and will be binding on all Applicants.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, IPA may, in its sole discretion, extend the Proposal Due Date.

Addenda/Corrigenda/clarification, if any to the bid documents will be issued by the IPA only in the E-tender portal and IPA’s website, prior to the date of opening of the tenders.

3.17 Clarifications

Applicants requiring any clarification on the RFP may email their queries to IPA before the date mentioned in the Schedule of Selection Process. IPA will reply to all such queries at its own discretion.

IPA reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this document shall be construed as obliging IPA to respond to any question or to provide any clarification.

3.18 Language

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

3.19 Format and Signing of Proposal

The Applicant shall provide all the information sought under this RFP. IPA would evaluate only those Proposals that are received in the specified forms and complete in all respects.

The Proposal shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by the authorised representative (the “Authorised Representative”) as detailed below:

a) by a partner, in case of a partnership firm and/ or a limited liability partnership;

or

b) by an authorized representative possessing a valid Power of Attorney, in the case of a company or corporation, or by the owner in the case of a proprietorship firm

A copy of the Power of Attorney certified by a notary public in the Form - 4 shall accompany the Proposal.

Applicants should note the Proposal Due Date, as specified in the RFP document, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by IPA, and that evaluation will be carried out only based on documents received by the closing time of Proposal Due Date. Applicants will ordinarily not be asked to provide additional material information or documents after the date of submission, and unsolicited material if submitted will be summarily rejected.

3.20 Correction / Variation

xv) All corrections and alterations in the entries of the bid documents shall be attested with full signature of the Bidder with date. No erasures or over-writings shall be made.

xvi) The Bidders should not upload any revised or amended offers after the opening of the tender. If any such document is found in the bid, the same shall be rejected.

xvii) The bidder’s proposal is deemed to include, all prices for the **Scope of Work** specified in the RFP bid document and no arithmetical correction or price adjustments are allowed.

xviii) Tender should be complete in all respects for taking a decision immediately on opening of the tender.

3.21 Conflict of Interest

- i) An Applicant shall not have a conflict of interest that may affect the Selection Process (the “Conflict of Interest”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, IPA shall forfeit and appropriate the Performance Security, as available, as mutually agreed genuine pre-estimated compensation and damages payable to IPA for, inter alia, the time, cost and effort of IPA including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to IPA hereunder or otherwise.
- ii) IPA requires that the Agency provides professional, objective, and impartial advice and always hold IPA’s interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Agency shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of IPA.
- iii) An Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
 - a) the Applicant or Associates (or any constituent thereof) and any other Applicant or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Applicant or Associate, as the case may be) in the other Applicant or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof. For the purposes of this Clause (a), indirect shareholding held through one or more intermediate persons shall be computed as follows:
 - (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and subject always to Sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
 - b) a constituent of such Applicant is also a constituent of another Applicant;
 - c) such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or
 - d) such Applicant has the same legal representative for purposes of this Application as any other Applicant; or

e) such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant; or

f) there is a conflict among this and other assignments of the Applicant (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the will depend on the circumstances of each case. While providing goods or services to IPA for this particular assignment, the Agency shall not take up any assignment that by its nature will result in conflict with the present assignment; or

g) a firm which has been engaged by IPA to provide goods or works or services for a project, and its Associates, will be disqualified from providing goods or services for the same project save and except as provided in the RFP document; conversely, a firm hired to provide goods or services for the preparation or implementation of a project, and its Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or

h) the Applicant or Associate (or any constituent thereof), and the Applicant or concessionaire if any, for the Project, its consultant(s) or sub-consultant(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant or Associate, as the case may be,) in the Applicant or concessionaire, if any, or its consultant(s) or sub-consultant(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such concessionaire or its consultant(s) or sub-consultant(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in section 2 (72) of the Companies Act 2013. For the purposes of this Sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of Sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant, or is deemed or published as an "Associate Office"; or has a formal arrangement such as tie up for client referral or technology sharing, with the Applicant (the "Associate"); As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

An Applicant eventually appointed as consultant for this Project, its Associates, affiliates and the Agencies, shall be disqualified from subsequently providing goods or works or services related to the assignment and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 3 (three) years from

the completion of this assignment or to any other assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to works, goods and services performed for IPA in continuation of this assignment or to any subsequent assignment performed for IPA in accordance with the rules of IPA. For the avoidance of doubt, an entity affiliated with the Agency shall include a partner in the firm or a person who holds more than 5% (five per cent) of the subscribed and paid up share capital of the firm (to which Agency belongs), as the case may be, and any Associate thereof. For the avoidance of doubt, in the event that:

- a) any member of an Applicant was a partner or an employee of another firm, which attracts the provision relating to Conflict of Interest hereunder; and
- b) was directly or indirectly associated with any assignment that causes a Conflict of Interest hereunder, then such Agency shall be deemed to suffer from Conflict of Interest for the purpose hereof.

If the Agency, its Associates or affiliates are auditors or financial advisers to any of the Applicants for the Project, they shall make a disclosure to IPA as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from the opening of the RFP applications for the Project and any breach of this obligation of disclosure shall be construed as Conflict of Interest. IPA shall, upon being notified by the Agency under this Clause, decide whether it wishes to terminate this assignment or otherwise, and convey its decision to the firm within a period not exceeding 15 (fifteen) days.

3.22 Signing of the Bid Documents

All pages of the bid documents and the documents submitted in support of the eligibility of the Bidder pre-qualifying in the tender (as stated in Annexure - A) to be uploaded by the Bidder, which shall be originally signed with date and seal at the lower right hand corner and shall be serially numbered, wherever required by the Bidder himself or a person holding power of attorney duly authorized and competent to do so on behalf of the Bidder, as furnished in Form – 4 of the bid document, before submission of the tender.

3.23 Bid Submission

- xix) Such of the registered bidders, who intend to bid, are required to download and print out the bid document along with its Annexures and forms and fill up the same. A scanned copy of such filled up bid document shall be submitted online through the CPP Portal using their respective user-id and password in order for their bid to be considered. The bidders shall also upload the scanned copies of the supporting documents in the form and manner as mentioned in the "**Qualification and Responsiveness Information of Annexure - A**" of the bid document.
- xx) The bid follows e-tender system and bidders are required to submit techno commercial / qualification details in Technical Bid and Price bid separately in Financial Bid electronically. Both shall be submitted simultaneously.
- xxi) Both Part I and Part II bid documents are required to be submitted only through the above mentioned electronic mode and tender submitted through any other mode will be summarily

rejected and no correspondence on such matter will be entertained for the reasons whatsoever.

- xxii) The Applicants shall submit the Proposal with all pages numbered serially and by giving an index of submissions only in the CPP Portal. There will be no hard copy submissions.
- xxiii) The Technical Proposal shall be signed by the Authorised Representative of the Applicant. All pages of the original Technical Proposal must be numbered and initialled by the person or persons signing the Proposal.
- xxiv) The completed Proposal must be submitted on the CPP Portal before the specified due date. Proposals submitted in any other form shall not be entertained.
- xxv) The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include copies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.

3.24 Proposal Due Date

Proposal should be submitted by the due date specified in RFP Notice in the manner and form as detailed in this RFP.

IPA may, in its sole discretion, extend the due date by issuing an Addendum uniformly for all Applicants.

3.25 Late Proposals

Proposals received by IPA after the specified due date shall not be eligible for consideration and shall be summarily rejected.

3.26 Uploading of Bid Documents

- xxvi) The Bidder shall on its own responsibility have to download and upload the bid document in the provided E-tender portal. The Bidder has to make his own arrangements to overcome the internet, electricity or other connectivity failures to complete the tender filling online at his own risk and cost and IPA will not be responsible for such failures or shall not be liable to extend or accept such delayed or incomplete tender, for reasons whatsoever.
- xxvii) The terms of the tender schedule, conditions of consultant any other documents attached to the bid document shall not be defaced or detached from it and the same has to be uploaded in whole as per the instructions provided in the bid document or in the E-tender portal or format for Tenders Acceptance letter is attached **Form – 5**.
- xxviii) In order to file an error-free tender, the bidders may make use of the qualification documents to be uploaded list provided in the **Qualification and Responsiveness Information in Annexure A** of the bid document to identify the documents to be scanned and uploaded in support of their bid. The list is not exhaustive and only indicative. Hence

the Bidder is advised to read the entire bid document carefully and determine any other documents which need to be uploaded, as a support to their qualification to the bid.

3.27 Quoting for the Price Bid

xxix) The bidder shall quote the rate /price for the assignment as per format specified in **“Part – II Price Bid (Annexure – B 1)” only in the CPP Portal. The Technical bid shall not contain and price.**

xxx) Applicable taxes, if any payable, shall be reimbursed over and above the quoted rates on production of documentary evidence.

xxxi) The Bidder shall quote the rate / prices in figures as well as in words in English. In case of any discrepancy between figures and words, the rates in words shall prevail.

3.28 Bid Opening

The Part I – Technical Bid containing the techno-commercial documents listed in the Qualification and Responsiveness Information in Annexure - A and any other documents uploaded by the Bidders will be opened through online on the scheduled date and time as indicated in the NIT

3.29 Bid Validity

The Bid Proposal shall be valid for a period of not less than 120 days from the date of Bid opening.

3.30 Payments Currency

All payments will be made only in Indian Rupees and no foreign exchange is available for this work.

3.31 Communication for Information

All communications should contain the following information at the top in bold letters:

REQUEST FOR PROPOSAL (RFP) for Providing Consultancy Services for Preparation of Techno Commercial Feasibility Report for the proposed Cruise Locations along the Indian Coastline, Inland Waterways and Islands

All communications including the submission of Proposal should be addressed to;

Managing Director,
Indian Ports Association,
1st Floor, South Tower, NBCC
Place, Bhisham Pitamah Marg,
Lodhi Road, New Delhi - 110003.
Tel. No. 0091-011-24369061/63,
24368334

4 Selection Process

The selection will be based on the evaluation framework defined in the document. All bids will primarily be evaluated based on pre-qualification Criteria. Those bidders who meet the Pre-Qualification Criteria will be eligible for next set of evaluations. The Commercial Proposal of Bidders who do not meet the Pre-Qualification criteria will not be opened in tender process.

4.1 Brief Description of the Selection Process

IPA has adopted a single-stage two cover process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in the CPP Portal. In the first stage, a technical evaluation will be carried out. Based on this technical evaluation, a list of short-listed applicants shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Applicant (the “Selected Applicant”) shall be called for negotiation, if necessary, while the second ranked Applicant will be kept in reserve.

4.2 Technical Proposal

Applicants shall submit the technical proposal in the formats as specified at **Annexure – A**. While submitting the Technical Proposal, the Applicant shall ensure that:

- a) all forms are submitted in the prescribed formats and signed by the prescribed signatories;
- b) power of attorney, if applicable, is executed as per Applicable Laws;
- c) The RFP document duly signed on all pages is submitted;
- d) The Technical Proposal shall not include any financial information relating to the Financial Proposal.

Failure to comply with the requirements spelt out above shall make the Proposal liable to be rejected.

IPA reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by IPA to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of IPA there under.

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by IPA without the IPA being liable in any manner whatsoever to the Selected Applicant.

In such an event, IPA shall forfeit and appropriate the Performance Security, as available, as mutually agreed pre-estimated compensation and damages payable to the IPA for, inter alia, time, cost and effort of IPA, without prejudice to any other right or remedy that may be available to IPA.

4.3 Financial Proposal

Applicants shall submit the financial proposal in the formats specified at **Annexure – B 1 only in the CPP Portal**, clearly indicating its quote for the assignment in Indian Rupees.

While submitting the Financial Proposal, the Applicant shall ensure the following:

- a) All the costs associated with the assignment shall be included in the Financial Proposal. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- b) The Financial Proposal shall consider all expenses and tax liabilities excluding GST. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws. GST will be paid only after submission Tax Invoice and proof of filing returns (GSTR-1 & GSTR-3B) and appearing of same in GSTR-2A.
- c) Costs (including break down of costs) shall be expressed in INR.

4.4 Pre-Qualification (PQ) Criteria

Pre-Qualification (PQ) criteria for a consultant typically ensure that the vendor possesses the necessary expertise, resources, and experience to undertake the assignment.

S.No.	Basic Criteria	Description	Documents Required
1	Statutory Requirements	<ul style="list-style-type: none"> • The bidder must be an Indian entity registered under applicable laws and has been in existence for more than five years. • The bidder must have a valid GST Number and PAN Card in India. • The bidder must have completed balance sheets for the past three years, and any other financial statements that demonstrate its financial stability and compliance 	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation/ Registration • Copy of the work orders / completion certificates • Valid GSTIN and copy of GST Registration Certificate • Valid PAN Card • Copy of audited Profit & Loss Statement OR Certificate from the Statutory Auditor
2	Blacklisting	The bidder shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Central /	Undertaking to this effect on company's letter head

		State Government Organization and should not have been blacklisted as on the date of submission of bid.	signed by company's authorized signatory
3	Litigations	The bidder should not have any pending litigation or disputes that could adversely impact the performance of the contract and should disclose pending litigation or disputes against him before any court of law or tribunal or arbitrator or any other institution / organisation.	Undertaking to this effect on company's letter head signed by company's authorized signatory
4	Past performance of the Applicant	A bidder or its Associate should not have been imposed any penalty by an arbitral or judicial authority through a judicial pronouncement or arbitration award.	Undertaking to this effect on company's letter head signed by company's authorized signatory.
5	Technical Capability	<p>• Bidder's Experience in Port / Maritime / Tourism Consultancy Projects such as</p> <ul style="list-style-type: none"> - Providing consultancy services / conducting studies / preparation of DPR (technical or commercial or both) for the development of Cruise / Tourism Infrastructure - Port Planning, Development, Modernization, Upgradation, Terminals, DPR, Feasibility, Master Plans etc. <p>during FY 2022-23, 2023-24, 2024-25.</p> <p>• The bidder should have a team of at least 100 full-time professionals on its payroll at the time of bid submission.</p>	<ul style="list-style-type: none"> • Previous Work Orders / Completion Certificates / Phase Completion Certificates • Certificate from the Head of HR / Director / President of the organization • Any other evidence document
7	Experience	The bidder must have been operational for at least five years in the consultancy domain. It should demonstrate expertise in undertaking consultancy assignments for Central / State Governments / PSUs / Autonomous Bodies apart from private sector.	<ul style="list-style-type: none"> • Work orders / Completion Certificates / Partial Completion Certificates • Any other evidence document

8	Financial Capacity	The bidder must have an average annual turnover of ₹ 100 crores or more over these financial years (audited) i.e. (FY 2022-23, 2023-24, 2024-25)	<ul style="list-style-type: none"> • Copy of audited Profit & Loss Statement OR Certificate from the Statutory Auditor • Audit Reports: Access to recent audited financial statements that demonstrate transparency and financial soundness.
9	Key Personnel Requirement	<ul style="list-style-type: none"> • 01 Team Leader having qualification as Post Graduate in Civil / Environmental / Port & Harbour / Ocean Engineering or MBA in Construction Management /Tourism/ Planning /with minimum 15 years experience in the field of Port or Planning or Development / Port Upgradation and modernization projects / Construction of Infrastructure projects and should have completed at least one or more such project with total costing more than Rs. 100 crores. (only projects costing not less than Rs. 20 crores shall be taken for consideration). Should have worked on atleast 1 tourism project and 1 port sector related project. • 01 Infrastructure Expert (Resident Consultant -01) having qualification as Post Graduate in Civil Engineering / Port & Harbour / Ocean Engineering with minimum 10 years experience in the field of construction or Infrastructure projects and should have completed at least one or more such project with total costing more than Rs. 75 crores. (only projects costing not less than Rs. 20 crores shall be taken for consideration) • 01 Electrical Expert having qualification as Graduate in Electrical Engineering with minimum 10 years experience in the field of construction or Infrastructure projects and should have completed 	<ul style="list-style-type: none"> • Certificate from the Head of HR / Director / President of the organization that the key personnel is on organisation payroll as on the day of bid submission or will be on organisation payroll as on the day of commencement of assignment. • CV's of the Key personnel as described in the RFP to be submitted along with bid which shall be integral part of bid document and evaluation. No changes shall be allowed in the Key Personnel after the bid has been submitted without the approval from IPA.

		<p>at least one or more such project with total costing more than Rs. 50 crores. (only projects costing not less than Rs. 10 crores shall be taken for consideration)</p> <ul style="list-style-type: none"> • 01 Mechanical Expert having qualification as Graduate in Mechanical Engineering with minimum 10 years experience in the field of construction or Infrastructure projects and should have completed at least one or more such project with total costing more than Rs. 50 crores. (only projects costing not less than Rs. 10 crores shall be taken for consideration) • 01 Contract Expert having qualification as Graduate in Engineering / Law or MBA with Contract / Project Management as a subject with minimum 10 years experience in the field of Contract Management of Construction / Infrastructure Projects and should have completed at least one or more such project with total costing more than Rs. 50 crores. (only projects costing not less than Rs. 10 crores shall be taken for consideration) • 01 Finance Expert having qualification as MBA (Finance)/ CA/ ICWA with minimum 10 years experience in the field of Financial Management for construction or Infrastructure projects and should have completed at least one or more such project with total costing more than Rs. 50 crores. (only projects costing not less than Rs. 10 crores shall be taken for consideration) • 01 Tourism Expert (Resident Consultant -02) having qualification as Degree in Tourism / Travel Management / Hospitality / Hotel Management or MBA (Tourism) with minimum 10 years experience in the field of Tourism & Allied Sector for planning / construction / 	
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		Infrastructure projects and should have completed at least one or more such project with total costing more than Rs. 50 crores. (only projects costing not less than Rs. 10 crores shall be taken for consideration)	
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4.4.1 Man Power Requirement

- The Consultant shall comprise a multi-disciplinary team for the subject Assignment having all the requisite & necessary skills for professional management of the assignment on behalf of IPA. Team members may be located at various levels that are most appropriate for the efficient management of the assignment. The prime responsibility of the Consultant shall be to assist IPA to complete the assignment, within the scheduled time with no cost / time overrun.
- The Consultant shall appoint two Resident Consultants at IPA Office on regular basis for full tenure of the assignment till its completion to the satisfaction of IPA who shall be responsible for monitoring and reporting of day-to-day progress of the assignment. The Resident Consultants shall also support and assist IPA in the functioning of Cruise Bharat Mission Secretariat and other ongoing projects at IPA.
- The remuneration for the Resident Consultants shall be given on monthly basis at the empanelled rates decided by IPA for key personal categories from time to time. It is clarified that the remuneration for the Resident Consultants shall be paid over and above the agreement value of the assignment. Accordingly, the bidders shall not include the cost of Resident Consultants in their bid price.
- The manpower requirement of officials/experts and staff during the Assignment shall be as per the key personnel requirement as defined in Clause 4.4 Pre-Qualification Criteria. Any external/ internal experts as and when required for tackling technical / environmental / legal matter shall be arranged by the consultants at no extra cost to IPA.
- The entire team of consultants shall be required to be present physically / virtually at any location, date & time as may be required by IPA. In case physical presence is required, the cost of logistics arrangements including air ticket fare in premium economy / economy class, accommodation, food, local transportation etc. shall be borne by IPA.

Conditions of Eligibility for Key Personnel for the technical study. Each of the Key Personnel must fulfil the respective Conditions of Eligibility.

4.5 Technical Evaluation Criteria

The Technical Evaluation Criteria ensures that the selected bidder is not only technically competent but also innovative, experienced, and aligned with the objectives of the study. IPA shall carry out the evaluation of proposals based on the evaluation criteria defined in this document. If required, IPA may seek specific clarifications from any or all Applicant(s) at this stage.

Technical Evaluation for those bidders will be carried out, who qualify the Pre-Qualification Criteria. The technical score of all the bidders would be calculated as per the criteria mentioned below and bidders who score a minimum 60 marks in the overall Technical Evaluation would be eligible for the next stage, i.e. Financial Bid opening:

S. No.	Details of Criteria	Maximum Score	Scoring Guidelines	Supporting documents
1	Bidder's Experience in Port / Maritime / Tourism Consultancy Projects (covering Port Planning, Development, Modernization, Upgradation, Terminals, Tourism Infrastructure, DPR, Feasibility, concept plan, Master Plans etc. during FY 2020-21, 2021-22, 2022-23, 2023-24, 2024-25 (only projects costing not less than Rs. 100 crores shall be taken for consideration))	20	Up to 03 works – 15 Marks More than 03 and up to 05 works – 20 Marks More than 05 works – 25 Marks	Work orders / Completion Certificates / Partial Completion Certificates or any other evidence document
2	Bidder's Experience in Cruise Infrastructure Projects (e.g., Cruise Terminal Planning, Cruise Tourism Feasibility, Cruise Circuit Development, Cruise Port DPRs, etc.), during FY 2020-21, 2021-22, 2022-23, 2023-24, 2024-25 (only projects costing not less than Rs. 50 crores shall be taken for considerations)	10	Up to 01 works – 06 Marks More than 01 and up to 03 works – 08 Marks More than 03 works – 10 Marks	Work orders / Completion Certificates / Partial Completion Certificates or any other evidence document

2	Bidder's average annual turnover any three of these financial years (audited) i.e. (FY, 2022-23, 2023-24, 2024-25).	15	Between 100 to 250 Crores – 08 Marks More than 250 and up to 500 Crores – 12 Marks More than 500 Crores – 15 Marks	Copy of audited Profit & Loss Statement OR Certificate from the Statutory Auditor
3	Combined experience in terms of years of domain expertise of all Key Personnel taken to gather subject to each key personnel meeting the experience criteria as defined in Clause 4.4 Pre-Qualification Criteria.	10	Between 75 to 90 Years of Experience – 06 Marks More than 90 and up to 100 Years of Experience – 08 Marks More than 100 Years of Experience – 10 Marks	Certificate from the Head of HR / Director / President of the organization that the key personnel is on organisation payroll as on the day of bid submission or will be on organisation payroll as on the day of commencement of assignment. CV's of the Key personnel as described in the RFP to be submitted along with bid which shall be integral part of bid document and evaluation. No changes shall be allowed in the Key Personnel after the bid has been submitted without the approval from IPA.
4	Combined experience in terms of project value in relevant domain by all Key Personnel taken to gather subject to each key personnel meeting the project value & relevant domain criteria as defined in Clause 4.4 Pre-Qualification Criteria.	10	Between 425 to 500 Crores Combined Project Value – 06 Marks More than 500 and up to 600 Crores Combined Project Value – 08 Marks More than 700 Crores Combined Project Value – 10 Marks	Work orders / Completion Certificates / Partial Completion Certificates or any other evidence document Certificate from the Head of HR / Director / President of the organization that the key personnel is on organisation payroll as

				<p>on the day of bid submission or will be on organisation payroll as on the day of commencement of assignment.</p> <p>CV's of the Key personnel as described in the RFP to be submitted along with bid which shall be integral part of bid document and evaluation. No changes shall be allowed in the Key Personnel after the bid has been submitted without the approval from IPA.</p>
5	<p>Technical PPT on proposed methodology, demonstration, Work plan, approach & methodology for completing the work:</p> <ul style="list-style-type: none"> • Understanding of the project and proposed approach • Implementation Plan for the assignment • Ability to leverage skills & expertise of national /international organizations • Proven ability to complete assignments of similar nature with excellent track record • Commitment of top leadership of consultancy firm • CV's of Proposed Key 	35	<p>Technical Presentation shall be reviewed by the committee constituted by IPA which shall assign score to each bidder's presentation.</p>	<p>Technical Presentation to be submitted along with bid which shall be presented in IPA. No changes shall be allowed in the PPT after the bid has been submitted.</p>

Personnel • Any other matters showcasing value addition			
Total marks	100		

5 Quality-Cost Based Selection (QCBS):

The method of Selection is **Quality Cum Cost Based Selection (QCBS)** with weights distributed between technical & financial bid shall be used to evaluate the proposals as mentioned under:

- Technical Evaluation: 60% weightage
- Financial Evaluation: 40% weightage

1. Technical Bid Score: 60% (The bidder who secures maximum marks shall be given a Technical score of 100 and then pro-rata calculations for successive bidders with respect to their technical score).

The technical scores of other Bidders for the project shall be computed as follows.

$$T_s (\text{bidder}) = 100 * (T (\text{bidder}) / T (\text{highest technical score amongst all bidders}))$$

(Adjusted to two decimal places)

Only those Bidders who have secured Technical Score of 50 or above shall be declared as qualified for evaluation of their 'Financial Bid'. Bidders who have secured less than 50 for Technical Score shall be rejected.

2. Financial Bid Score: 40 % (with full marks to lowest financial bidder and then pro-rata calculations for successive bidders with respect to their financial bids).

Financial Quote of any bidder = F

$$F_s (\text{bidder}) = 100 * (F(\text{lowest financial quote amongst all bidders}) / F(\text{bidder}))$$

(Adjusted to two decimal places)

Any monetary figure in decimal shall be rounded off to the nearest INR. In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

$$\text{Total Evaluated Score} = 0.6 T_s + 0.4 F_s$$

The bidder with highest Total Evaluated Score shall be declared as L1 bidder.

5. TERMS OF REFERENCE (ToR)

5.1 BACKGROUND:

With current growth scenario in cruise tourism, the Government has launched Cruise Bharat Mission to promote this industry and remove all impediments affecting the growth of the industry. Apart from promoting the existing cruise facilities, it has been decided to identify potential new sites all along the coast of India and in its Inland Waterways to promote cruise circuits to operate at different seasons of the year.

As per directives of MoPSW, IPA will be the nodal agency who will spearhead this initiative

of the Government.

In pursuance of the above objective, IPA now proposes to invite Bids for the said Assignment.

To ensure systematic and sustainable development of cruise sector, the CBMS seeks to conduct techno-commercial feasibility studies for development and expansion of cruise destinations at following selected locations in order to develop Pan India Cruise Circuit Network:

- 1) Daman and Diu (Any one location as per directions of IPA)
- 2) Ganpatipule / Ratnagiri, Maharashtra (Any one location as per directions of IPA)
- 3) Cochin, Kerala (Potential analysis as a Cruise Home Port)
- 4) Rameshwaram / Kanyakumari, Tamil Nadu (Any one location as per directions of IPA)
- 5) Puducherry (Any one location as per directions of IPA)
- 6) Puri / Chandipur Beach / Sonapur Beach (Any one location as per directions of IPA)
- 7) Kolkata, West Bengal (Feasible location fit to integrate river and ocean cruise circuits)
- 8) Lakshadweep Islands (Any one island as per directions of IPA)
- 9) Andaman & Nicobar Islands (Any one island as per directions of IPA)
- 10) Narmada River / Chambal River / Gandhi Sagar Reservoir, Madhya Pradesh (Any one location as per directions of IPA)

In addition, the CBMS also seeks to conduct techno-commercial feasibility studies for development and expansion of cruise destinations along Gujarat Coastline in order to develop Pan Gujarat Cruise Circuit Network and integrating it with Pan India Cruise Circuit Network:

- 11) Porbandar / Dwarka / Somnath / Kandla
 - Dwarka – Okha – Jamnagar Cluster
 - Porbandar – Veraval – Diu Cluster
 - Padala Island – Koteswar – Kori Creek (Rann of Kutch) Cluster

5.2 Detailed procedure for undertaking the assignment

In accordance with the Terms of Reference (ToR) and Scope of Work outlined in the RFP, the Consultant shall undertake the assignment in the following structured manner:

1. Preliminary Assessment of Identified Locations

The Consultant shall undertake a preliminary assessment of each of the **11 macro locations** identified by IPA. This shall include:

- Review of existing infrastructure, tourism potential, connectivity, and environmental considerations.
- Stakeholder consultations and desktop studies to understand site-specific opportunities and constraints.

2. Identification and Submission of Micro-Locations

Based on the preliminary assessment, the Consultant shall:

- Propose **three (3) micro-locations** within each macro location that are technically and commercially viable for cruise infrastructure development.
- Submit a comparative analysis of the proposed micro-locations, supported by maps, photographs, and justification for selection.

3. Finalization of Locations by IPA

- IPA shall review the proposed micro-locations and **select one (1) final location** per macro location. (except Gujarat, where the locations may be more based on the outcome of this stage)
- The Consultant shall proceed with detailed studies only for the **10 finalized locations** as approved by IPA. (except Gujarat, where the locations may be more based on the outcome of this stage)

4. Conduct of Technical and Environmental Studies

For each finalized location, the Consultant shall coordinate, supervise and validate the technical surveys undertaken by the appointed Technical Agency, **Site-specific technical investigations**, including but not limited to:

- Bathymetric and hydrographic surveys
- Geotechnical investigations
- Topographic and hydrological assessments
- **Environmental studies**, including but not limited to:
 - Environmental Impact Assessment (EIA)
 - Preparation of Environmental Management Plan (EMP)
 - Identification of statutory approvals required

5. Preparation of Conceptual Infrastructure Plans

- Develop conceptual layouts for marine and landside infrastructure including berths, jetties, terminal buildings, mooring areas, and supporting facilities.
- Assess utility requirements (power, water, waste management) and propose sustainable solutions in line with Green Building norms.

6. Techno-Commercial and Financial Feasibility Analysis

- Prepare detailed cost estimates (CAPEX, OPEX, lifecycle costs).
- Identify potential revenue streams and develop a financial model incorporating IRR, NPV, ARR, and Payback Period.
- Prepare a **Revenue vs. Investment Matrix** for each location to assess financial viability.

7. Acceptance of Final Reports and Final Deliverables by IPA

The Consultant shall submit the following reports for each finalized location:

- **Inception Report:** Methodology and work plan

- **Draft Techno-Commercial Feasibility Report:** Including findings from technical and commercial studies
- **Final Techno-Commercial Feasibility Report:** Incorporating feedback from IPA

All reports shall be submitted in the prescribed formats, both in editable soft copy and hard copy, as specified in the RFP. The submission of the Final Techno-Commercial Feasibility Report shall be followed by a formal review and approval process by IPA. The report shall be deemed final and accepted only upon written confirmation of approval by IPA. Until such acceptance is communicated, the report shall be considered provisional.

8. Post-Submission Support and Advisory Services

Upon formal acceptance of the Final Techno-Commercial Feasibility Report by IPA, the individual personnel deployed by the Consultant for the assignment particularly the Resident Consultants and designated domain experts—shall remain responsible for providing technical support and advisory services for a period of **five (5) years** from the date of acceptance.

The consultancy firm and all team members shall be required to furnish an undertaking to IPA in prescribed format for post submission support and advisory services.

This support shall include:

- Timely response to queries, clarifications, and information requests raised by IPA, State Maritime Boards, or other competent authorities.
- Participation in review meetings, discussions, or presentations as and when required by IPA.
- Providing expert inputs on matters related to the feasibility report, infrastructure planning, and cruise tourism development.

Additionally, the Consultant shall ensure the creation and maintenance of a **comprehensive knowledge repository** comprising:

- All raw and processed data, survey outputs, maps, designs, and models.
- Meeting minutes, stakeholder consultation notes, and statutory correspondence.
- Version-controlled documentation of all reports and deliverables.

This repository shall be securely stored and made accessible to IPA and its designated agencies for reference, audit, and future planning purposes. The Consultant shall ensure that the personnel responsible for the assignment remain available for knowledge transfer and continuity of support throughout the defined post-submission period.

5.3 SCOPE OF WORK :

The consultancy assignment under this Request for Proposal (RFP) aims to support the Indian Ports Association (IPA) in the strategic development of cruise tourism infrastructure across selected coastal, inland, and island locations in India. The scope encompasses a comprehensive techno-commercial feasibility study that integrates technical investigations, tourism potential assessments, infrastructure planning, and financial modelling.

The Consultant shall undertake a phased approach to deliver actionable insights and recommendations for each identified location, culminating in a Final Techno-Commercial Feasibility Report. The assignment also includes post-submission advisory support for a period of five years to ensure continuity, stakeholder engagement, and knowledge transfer.

This Scope of Work outlines the key activities, deliverables, and timelines across all phases of the assignment, ensuring alignment with the objectives of the Cruise Bharat Mission and the broader vision of positioning India as a premier global cruise destination.

5.4 Phase 1 – Baseline & Initial Assessments

Phase 1 shall focus on conducting a comprehensive techno-commercial feasibility assessment for the identified cruise locations. The Consultant shall undertake baseline studies, tourism and hospitality infrastructure assessments, and review existing cruise tourism trends and circuits. This phase will culminate in the preparation of a Final Commercial Feasibility Report for each location, incorporating stakeholder inputs, infrastructure gap analysis, and preliminary financial viability. The report shall serve as the foundational document for subsequent technical investigations and shall be formally accepted by IPA before progressing to Phase 2.

5.4.1.1 Baseline Study

The selected Consultant shall undertake a comprehensive Baseline Study covering all aspects necessary for assessing the potential and feasibility of the proposed project. The study shall include, but not be limited to, the following:

- Analysis of the annual number of ships/vessel calls (domestic and international) with trends and projections.
- Review of relevant Government documents, policies, and notifications pertaining to port development, maritime operations, and tourism.
- Study of tidal patterns, hydrological conditions, and navigational channels to assess operational viability and safety.
- Assessment of connectivity by rail, road, and other transport modes, including last-mile linkages.
- Identification and evaluation of land availability, including land use, ownership status, and suitability for development.
- Mapping of potential obstructions, constraints, or environmental sensitivities affecting port operations and allied infrastructure.
- Compilation of tourism footfall data (domestic and foreign) and analysis of tourism potential in the hinterland.
- Evaluation of both landside and seaside requirements for the proposed facilities, including supporting infrastructure.
- The Consultant shall prepare a detailed report with findings, supported by data, maps, stakeholder consultations, and recommendations, which shall form the basis for subsequent project planning and decision making.

5.4.1.2 Tourism, Hospitality & Excursion Infrastructure Assessment

The Consultant shall undertake a comprehensive assessment of the tourism, hospitality, and excursion infrastructure in relation to the proposed cruise terminal. The study shall cover the following aspects:

- Evaluation of hotel infrastructure and integrated commercial areas that can support and complement the cruise terminal operations.
- Mapping and assessment of basic amenities including potable water supply, quality food facilities, medical and safety services, evacuation mechanisms, and adequate stay/accommodation options both at the cruise terminal location and in the identified excursion areas.
- Identification and analysis of tourist attractions and excursion facilities within radii of 25 km, 50 km and 100 km from the cruise terminal, with emphasis on accessibility, visitor readiness, and the presence of essential amenities at these destinations.
- Review of existing and planned supporting infrastructure such as retail, cultural, recreational, and entertainment facilities that contribute to the overall visitor experience.
- Gap analysis and recommendations for infrastructure augmentation to ensure that both the cruise terminal and excursion areas meet international standards of safety, comfort, and service delivery.

The Consultant shall present findings supported by data, field surveys, and stakeholder consultations, culminating in actionable recommendations for integration into the overall cruise tourism development plan.

5.4.1.3 Current State Assessment of Cruise Tourism - Globally and in India

- Desktop based assessment of Cruise tourism sector globally and in India and how it has evolved – key developments, demand trends, key industry drivers etc.
- Evaluate current cruise circuits (domestic and international) being operated in India by domestic and international cruise operators.
- Review various studies and reports relevant to the assignment. Review shall cover the following but not limited to:
 - Report on Action Plan for Development of Cruise Tourism in India, 2017.
 - Statistics and reports prepared by Ministry of Shipping / Ministry of Tourism / IPA / Mumbai Port Trust / other Major Ports with respect to development of cruise infrastructure and other related aspects.

5.4.1.4 Cruise Tourism Potential Assessment

- Assess cruise tourism potential at each of the identified locations through:
 - analysis of data available regarding existing / past cruise operations.
 - mapping of existing and potential Cruise itineraries.
 - stakeholder consultations to assess demand potential, source markets, customer profile, key challenges and areas requiring intervention.
 - assessment of the destination's capacity and appeal for cruise passengers (attractions, shore excursions, local services, safety & security).
 - analysis of tourism potential within target catchment area of the port – key attractions, distance from port etc.

- Analyse potential cruise itineraries incorporating the location being assessed, SWOT analysis vis-à-vis competing destinations and unique selling propositions (USPs), if any.
- Prioritize circuits for short-term, medium-term, and long-term development.
- Assess potential for scaling up of the location being assessed within the proposed Coastal OD circuit and high priority routes such as the Gujarat – Middle East Circuit.
- Basis above assessment, estimate potential cruise traffic (domestic, international, types of vessels - small, expedition, large) and projected passenger volumes.

5.4.1.5 Infrastructure Assessment

- Undertake preliminary site surveys and assess existing port/jetty facilities, utilities (power, water, sewage), transport connectivity etc.
- Identify infrastructure gaps (if any).
- Identify potential environmental considerations.
- Basis demand assessment, propose suitable type(s) and scale of cruise infrastructure (e.g., dedicated terminal, jetty modification, marina development, anchorage points with tender operations).
- Prepare conceptual layout plans for waterside (berths, turning basin, navigation channel) and landside facilities (terminal building, customs/immigration, security, parking, passenger amenities).
- Undertake preliminary assessment of dredging requirements, breakwaters, or other marine works.
- Assess utility requirements (power - including potential shore power, water, waste management - MARPOL compliance).

5.4.1.6 Financial Viability Assessment and Action Plan

- Preliminary cost estimation for proposed infrastructure and potential destination enhancements.
- Identification and quantification of potential revenue streams (port charges, passenger fees, retail, shore excursions, etc.).
- Preliminary financial analysis including indicative IRR and assessment of overall financial viability under different scenarios.
- Assessment of potential funding models (e.g., Govt. funding, Sagarmala, other GoI schemes) and bankability assessment.
- Recommend funding mechanisms (incl. PPP) for terminal and port development.
- Recommend coordinated governance framework involving port authority, local administration, tourism department and other relevant stakeholders.

5.4.1.7 DELIVERABLES

- Baseline Study: Analyze vessel traffic, policies, connectivity, land, environment, tourism, and infrastructure.
- Tourism & Hospitality Assessment: Evaluate hotels, amenities, attractions, and supporting infrastructure, with gap analysis.
- Current Cruise Tourism Assessment: Review global & India cruise trends, circuits, and relevant reports/statistics.

- Cruise Tourism Potential: Assess demand, itineraries, attractions, SWOT, and prioritize development circuits.
- Infrastructure Assessment: Survey port facilities, utilities, propose infrastructure type/scale, and conceptual layouts.
- Financial Viability & Action Plan: Estimate costs, revenue streams, financial analysis, funding models, and governance framework.
- Final Deliverable: Consolidated pre-feasibility report with data, maps, layouts, stakeholder inputs, and recommendations.

The Consultant shall submit the following reports/documents for each location/cluster. All reports to be submitted in editable soft copies (MS Word/Excel) and PDF format, along with specified number of hard copies.

Reports:

- Inception Report: Outlining detailed methodology and work plan
- Draft Feasibility Report: Comprehensive report covering all aspects outlined in the scope of Work.
- Final Feasibility Report: Incorporating comments from CBMS/IPA.

5.5 Phase 2 – Potential & Bid Preparation (Consultant/Tender Hiring)

Following the submission and acceptance of the Final Feasibility Report under Phase 1, Phase 2 shall focus exclusively on the identification, onboarding, and coordination of specialized agencies to undertake detailed technical investigations required for cruise infrastructure development. These may include hydrographic surveys, geotechnical investigations, environmental assessments, and other location-specific studies.

5.5.1.1 Finalization of Study Requirements

- Review the Final Feasibility Report to extract location-specific technical study requirements.
- Prepare a consolidated matrix of required studies for each site (e.g., bathymetry, soil testing, EIA, CRZ mapping, siltation modelling, etc.).
- Identify any gaps in existing data and define scope for fresh investigations.

5.5.1.2 Identification of Suitable Agencies

- Prepare a list of competent agencies (government, semi-government, or private) capable of undertaking each study.
- For government agencies (e.g., NIOT, CWPRS, IITs, NIO), prepare appointment dossiers or MoUs.
- For private agencies, recommend a competitive tendering route.

5.5.1.3 Preparation of Tender / Appointment Documents

- Draft detailed RFPs for each study to be tendered, including:

- Scope of work
- Technical specifications
- Eligibility criteria
- Evaluation methodology
- Timelines and deliverables
- For government agency appointments, prepare:
 - Terms of reference
 - Work orders or MoUs
 - Coordination protocols

5.5.1.4 Bid Process Management (for Tendered Studies)

- Assist IPA in publishing tenders on the CPP portal or other designated platforms.
- Participate in pre-bid meetings and respond to bidder queries.
- Support IPA in bid evaluation, scoring, and selection of agencies.
- Document evaluation reports and meeting minutes.

5.5.1.5 Coordination and Kick-Off

- Facilitate onboarding of selected agencies.
- Participate in kick-off meetings and prepare minutes.
- Ensure alignment of study timelines with overall project schedule.

5.6 Phase 3 – Execution of Technical Studies and Infrastructure Assessment

Phase 3 shall involve the execution of detailed technical investigations and infrastructure assessments at the finalized cruise locations. The agencies onboarded in Phase 2 shall undertake specialized studies including hydrographic and bathymetric surveys, geotechnical investigations, topographic mapping, hydrological assessments, and environmental impact assessments (EIA/EMP). The Consultant shall coordinate with these agencies to ensure timely execution, quality control, and alignment with project objectives. Based on the outcomes of these studies, the Consultant shall prepare conceptual infrastructure designs, assess utility requirements, and compile statutory documentation. All findings shall be consolidated into location-specific technical reports and digital datasets, forming the basis for project implementation and investment planning.

5.6.1.1 Detailed Technical Scope (to be executed by the appointed agency, supervised by the Consultant)

- **A. Site Survey**

The technical agency shall conduct a thorough site survey at the identified locations for new cruise terminals.

Outputs shall include site-specific layout and terminal building drawings and designs. The survey shall also assess existing port utilities, waste-management systems, and MARPOL compliance facilities, together with access roads, connectivity, and passenger amenities. The Consultant shall review the results and certify adequacy for planning purposes.

- **B. Geotechnical and Soil Investigations**

- Carry out detailed geotechnical and soil-water testing in accordance with relevant **IS Codes** and applicable standards.
- Examine availability and suitability of water for construction, fire-fighting, and general purposes; include test results in the DPR.
- Determine soil bearing capacity and foundation characteristics to support the design of docking structures and trestles.
- Submit six hard copies and one soft copy of the investigation report to the Authority. The Consultant shall validate sampling locations, test procedures, and interpretation of results.

- **C. Bathymetric and Hydrographic Survey**

Bathymetric and hydrological observations shall conform to **IHO Standards S-44 (5th Edition, Special Order Surveys)** and the following specifications:

i) **Horizontal Control:**

Positions referenced to WGS-84 datum; cross-checked with GTS Bench Marks or equivalent controls.

ii) **Horizontal Uncertainty:**

All uncertainty sources to be statistically combined to determine **Total Horizontal Uncertainty (THU)** at 95 % confidence.

iii) **Vertical Control:**

All measured depths and drying heights referenced to **Chart Datum** linked to **Mean Sea Level**; datum to be approved by the Authority prior to data processing.

iv) **Vertical Uncertainty:**

Compute **Total Vertical Uncertainty (TVU)** by combining all contributing errors; reject data exceeding permissible limits.

v) **Line Planning:**

Check lines at intervals not exceeding $15 \times$ sounding line spacing; additional lines as directed by IPA for critical areas.

vi) **Water Level Gauges:**

Temporary gauges established at regular intervals; tidal readings every 15 minutes; all gauges levelled to nearby benchmarks referenced to MSL and Chart Datum.

vii) **Bathymetric & Topographic Survey:**

Conduct at a scale of 1 : 5000; collect topographic data extending ≥ 100 m inland, mapping all prominent features.

viii) **Final Bathymetric Chart:**

Reduce soundings to Chart Datum; include bank lines, shore objects, benchmarks, and contours (0 m, 1 m, 2 m, 3 m, 5 m, 10 m).

ix) **Current Velocity & Discharge Measurements:**

At each site, record 13-hour observations using calibrated ADCP or current meters; submit raw and processed data.

x) **Water & Bottom Bed Samples:**

Collect and test samples for:

- Grain size distribution
- Specific gravity
- pH value
- Cu and Cc
- Clay/Silt percentage
- Sediment concentration (for water samples)

xi) **Collection of Topographical Features:**

Identify and map all shore features (locks, bridges, aqueducts, survey pillars, buildings, utilities etc.); photograph major objects; record Lat-Long in WGS-84.

xii) **Survey Personnel:**

Deploy qualified, experienced hydrographic and land-survey professionals; furnish credentials for approval before work starts.

xiii) **Instrument Specifications:**

- a) Vessels / Boats – suitable for safe operations (inflatable for shallow areas).
- b) Echo Sounders – single/dual frequency or MBES, 200–250 kHz, range ≥ 60 m; bar-check/patch-test calibration required.
- c) Position Fixing – RTK-DGPS (≥ 12 channel, sub-metre accuracy).
- d) Shore Survey Equipment – Theodolite, Auto Levels, Total Stations meeting required accuracy.
- e) Current Meters – Calibrated ADCP or Impeller-based with OEM certificate.
- f) Samplers – Standard water and grab samplers; weighted floats for flow observations.
- g) Software – Automated hydrographic survey software (**Hypack** or equivalent) for data logging and processing.

xiv) **Data Formats and Deliverables:**

Submit data in Hypack RAW, EDIT, SORT formats; drawings in Geo-TIF, Geo-referenced PDF, and DWG. Include calibration data and field books. Draft reports (1 copy) and final reports (4 copies) to be submitted within 10 days of Authority's comments.

The Consultant shall verify that all technical procedures, instruments, and accuracies conform to the above standards and shall certify compliance prior to acceptance by IPA.

5.6.1.2 Deliverables (Produced by the Technical Agency, Reviewed and Integrated by the Consultant)

- a) Base map (1 : 5000) with proposed jetty/terminal layout and connectivity.
- b) Hydrographic & bathymetric charts (reduced to Chart Datum).

- c) Topographic survey of shoreline and land-side area.
- d) Geotechnical investigation report (soil profile, bearing capacity).
- e) Hydrological data (tides, currents, sedimentation).
- f) Water and soil sample analysis.
- g) Conceptual design drawings (jetty, terminal, mooring, parking, utilities).
- h) Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP).
- i) Statutory clearances documentation (Port/Maritime Board, CRZ, EC, local bodies).
- j) GIS / BIM-based digital data (bathymetry, topography, utilities).

The Consultant shall ensure timely completion, review, and certification of all deliverables and integrate validated data into subsequent financial analyses.

5.7 Phase 4 – Techno-Economic and Financial Analysis

Upon completion and acceptance of Phase 3 technical studies, the Consultant shall undertake Phase 4 – Financial Viability and Finalization.

Based on verified technical outputs, the Consultant shall prepare a detailed techno-economic and financial feasibility assessment.

5.7.1.1 Techno-Economic Modelling

- Develop a comprehensive financial model incorporating **CAPEX, OPEX, maintenance, and lifecycle costs** derived from Phase 3.
- Integrate projected revenue streams (port charges, terminal fees, commercial development, tourism income).
- Conduct scenario analyses (base, optimistic, pessimistic) and sensitivity tests (passenger volume, vessel calls, tariffs, costs).
- Present key indicators – ARR, IRR, NPV, Payback Period – for decision making.

5.7.1.2 Integrated Revenue vs Investment Matrix

Carry out an integrated assessment combining commercial pre-feasibility and technical feasibility to produce a **Revenue vs Investment Matrix**, including:

1. Existing Scenario Assessment – Baseline vessel calls, passenger flows, tourism ecosystem, infrastructure gaps.
2. Infrastructure & Amenities Assessment – Comparison of existing vs required facilities to meet international standards.
3. Financial Modelling – Integrate CAPEX/OPEX with revenue streams and compute financial indices.
4. Matrix & Recommendations – Map investment needs against revenues; identify incremental returns, priorities, phasing, and funding options (Govt., PPP, private).

5.8 Phase 5

The Consultant shall undertake the following activities under Phase 5:

5.8.1.1 Finalization and Approval

1. Incorporate all comments and observations received from IPA on the Draft Techno-Commercial Feasibility Report, tender documents, and supporting annexures.

2. Submit the **Final Techno-Commercial Feasibility Report** in hard and soft copies (five sets + editable formats) for formal approval.
3. Present the final findings to IPA and relevant stakeholders through a structured review meeting and record the minutes of acceptance.
4. Ensure that all deliverables from Phases 1 to 4 are harmonized, cross-referenced, and quality-checked before final handover.

5.8.1.2 Creation of Knowledge Repository

1. Compile all validated reports, datasets, GIS/BIM layers, financial models, drawings, photographs, and approvals generated during the assignment.
2. Develop a **digital knowledge repository** in a structured hierarchy (e.g., Inception → Baseline → Technical → Financial → Tender) for IPA’s long-term access.
3. Provide metadata sheets and file indices for ease of retrieval and referencing.
4. Ensure all digital files are compatible with IPA’s preferred software platforms and properly backed up.

5.8.1.3 Post-Submission Technical Support (5 Years)

The Consultant’s **Undertaking**, executed at the time of award of contract, shall come into effect upon final acceptance of the report.

It binds the Consultant to:

- provide advisory and interpretative support for a period of **five (5) years** following submission of the Final Report;
- remain available for clarifications, data interpretation, and validation of project assumptions at IPA’s request;
- support IPA and State Maritime Boards during bid preparation, stakeholder consultations, and capacity-building sessions;
- maintain and periodically update the digital repository with any data or revisions shared by IPA.

No additional remuneration shall be payable for such support unless expressly approved in writing by IPA.

The Undertaking shall be deemed an integral part of the Consultant’s contractual obligations.

5.9 Deliverables

The deliverables for the assignment shall follow the phase-wise structure and payment schedule specified in the RFP.

All outputs shall be submitted in both hard and soft copies (editable formats in PDF, AutoCAD, and GIS).

Where technical investigations are to be executed by a separate agency, the Consultant shall coordinate, review, and validate such outputs before integration into subsequent phases.

5.9.1.1 Phase 1 – Baseline & Initial Assessments (T + 2 Months | 20 %)

Deliverable: *Integrated Baseline & Tourism Potential Assessment Report*

A consolidated report covering inception methodology, baseline conditions, tourism and hospitality mapping, connectivity assessment, and preliminary gap analysis to define cruise potential.

Output Format: Narrative report + maps and data tables.

5.9.1.2 Phase 2 – Cruise Potential & Bid Preparation (T + 4 Months | 10 %)

Deliverable: *Infrastructure Readiness Note & Bid Documentation*

A short analytical report summarising prioritised locations, demand–supply SWOT, and conceptual infrastructure needs, accompanied by the Terms of Reference and bid package for hiring the Phase 3 Technical Agency.

Output Format: Report + draft ToR / bid documents.

5.9.1.3 Phase 3 – Infrastructure & Technical Assessments (T + 9 Months | 30 %)

Deliverable: *Technical Survey and Infrastructure Assessment Compendium*

Comprising all validated survey results and supporting datasets generated by the Technical Agency, including:

- Hydrographic & bathymetric charts (IHO S-44 compliance)
- Topographic and geotechnical investigations
- Hydrological and environmental observations
- Conceptual designs and layouts
- EIA / EMP and statutory clearances documentation
- Integrated GIS / BIM digital datasets

Responsibility: Technical Agency → Execution; Consultant → Supervision & Quality Review.

Output Format: Consolidated survey report + digital datasets and drawings.

5.9.1.4 Phase 4 – Financial Viability & Finalization (T + 11 Months | 30 %)

Deliverable: *Financial Viability & Investment Analysis Report and Final Techno-Commercial Feasibility Report*

A single integrated document presenting:

- Techno-economic and financial modelling (CAPEX/OPEX/lifecycle)
- Revenue stream integration and sensitivity analysis
- Revenue vs Investment Matrix and key financial indicators (ARR, IRR, NPV, Payback)
- Final tender documentation (BOQ, drawings, specifications)

Output Format: Feasibility report + financial model sheets + tender package.

5.9.1.5 Phase 5 – Completion & Post-Submission Support (T + 12 Months | 10 %)

Deliverable: *Final Acceptance and Knowledge Repository*

Delivery of the approved Final Feasibility Report incorporating IPA comments, accompanied by a digital knowledge repository (survey data, drawings, models) and a five-year technical support commitment to IPA and State Maritime Boards.

Output Format: Final approved report + archival repository.

5.9.1.6 Submission Requirements (General)

- Minimum four hard copies and one soft copy per submission.
- Data to include raw and processed files, metadata, and calibration records.
- Each phase to be accompanied by a one-page Phase Completion Summary highlighting key findings and pending actions.

All travel, boarding, lodging, and local transportation expenses required for preparation of the above deliverables shall be borne by IPA as per Clause 5.2.15.

5.10 Role of the Consultant

5.1.1 The Consultant shall provide the services in line with/ taking into account provisions of relevant code / manuals updated/issued from time to time/as per BIS/IRC/CPWD/ NBC/IEC/EN/ IMG/DGCA CAR/ICAO etc. norms.

5.1.2 Estimated cost of the project shall be worked out by the Consultant. The breakup of cost of all elements of infrastructures including marine structures for various in-situ works/systems including bought out items to be incorporated in the work.

5.1.3 It is further clarified that planning for various components as detailed as follows but not limited to jetty, water structures, infrastructures like terminal station complex, external roads, power supply system, compound wall, gates, CCTV/Security, Passenger movement system and Access system, Fire Fighting system, Fire alarm & detection system, Automatic Sliding doors, Signages, Solar System, IT/ Electronics/ Security systems, etc. shall be incorporated in the Techno Commercial Report and cost estimation in consultation with IPA.

5.1.4 The Consultant shall conceptualize the proposal in line with Green Building Norms.

5.1.5 The Consultant shall identify structures, services/ facilities which are likely to fall within area of proposed development & other associated structures and which are required to be relocated.

5.1.6 The Consultant has to ensure that the submissions are complete in all respect and cover the scope of work in its entirety. Further, it will be ensured by consultant that the clarifications sought by IPA are attended to in a prompt manner.

5.1.7 In case of incorrect or incomplete submission or inordinate delay in replying to Queries raised by IPA the onus for consequential delay in approval shall rest with the Consultant.

5.1.8 All the cost of logistics arrangements including air ticket fare in premium economy / economy class, accommodation, food, local transportation etc. on account of the Consultant to visit site or client's office or other offices for conducting surveys, consulting stakeholders, attending meetings etc. for completion of services assigned (till their approval) for all packages shall be borne by IPA and its cost shall not be included in the fees quoted by the Consultant.

5.10.1 Time and Payment Schedules

5.1.9 The total duration of the entire Assignment is expected to be approximately 15 months. The Consultant is required to ensure that the total envisaged work including submission of the deliverables is completed within 15 months.

5.1.10 The following table details the time frame and payment structure. All timelines are referenced from “T”, which denotes the date of issue of the Letter of Award (LoA) by IPA to the Consultant.)

Phases	Timeline	Key Activities	Deliverables	payment
Phase 1 – Baseline & Initial Assessments	T+ 2 months	<ul style="list-style-type: none"> a) Conduct baseline study (vessels, policies, connectivity, land, environment, tourism, infrastructure). b) Assess tourism, hospitality & excursion infrastructure. c) Review current state of cruise tourism (global & India). 	<ul style="list-style-type: none"> a) Acceptance of Inception Report (methodology & work plan) - 5% b) Acceptance of Baseline Study Report - 5% c) Acceptance of Tourism & Hospitality Assessment Report. – 5% d) Acceptance of Current Cruise Tourism Assessment Report - 5% 	20%
Phase 2 – Potential & Bid Preparation (Consultant/Tender Hiring)	T+4 months	<ul style="list-style-type: none"> a) Assess cruise tourism potential (demand, itineraries, SWOT, prioritization). b) Initiate Project Management Consultancy activities. Preparation of Bid Documents & Bid Process Management for hiring consultants. 	Acceptance of Bid Documents / Nominations (detailing scope, specifications, evaluation criteria) – 10%	10%
Phase 3 – Infrastructure & Technical Assessments	T+9 months	<ul style="list-style-type: none"> a) Site surveys (hydrographic, bathymetric, topographic, geotechnical, hydrological, environmental). b) Infrastructure assessment (port/jetty facilities, utilities, layouts, dredging, MARPOL compliance). c) Preparatio 	<ul style="list-style-type: none"> Acceptance of Infrastructure Assessment Report -5% Acceptance of Survey Reports (hydrographic, bathymetric, topographic, geotechnical, hydrological) – 10% Acceptance of Conceptual Design Drawings. EIA & EMP Report. – 5% 	30%

		n of conceptual designs and layouts. d) Environmental Impact Assessment (EIA) & EMP.	Acceptance of Statutory Clearances Documentation – 5% Acceptance of GIS/BIM Digital Data Sets - 5%	
Phase 4 – Financial Viability & Finalization	T+11 month	a) Conduct financial viability analysis (cost estimates, revenue streams, IRR, ARR, NPV, Payback). Develop Revenue vs. Investment Matrix. b) Prepare final techno-commercial feasibility report. Finalize tender documents for project execution.	Acceptance of Financial Viability & Action Plan Report. - 5 % Acceptance of Revenue vs. Investment Matrix. – 5% Acceptance of Final Techno-Commercial Feasibility Report. Tender Documents (BOQ, drawings, specifications). – 10% Acceptance of Final Feasibility Report (incorporating comments). -10%	30%
Phase 5 – Completion of Feasibility	T+12 Months	a) Ensure submission of the Final Techno-Commercial Feasibility Report incorporating IPA’s feedback. b) Report shall be deemed final only upon written acceptance by IPA. c) Post-acceptance, deployed personnel shall provide technical support for 5 years to IPA and State Maritime Boards. d) Maintain and	Acceptance of the final report by IPA - 10%	10%

		update a knowledge repository for reference and continuity.		
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As per Clause 5.2.15, all travel and logistics costs shall be borne by IPA and are excluded from the Consultant's quoted fee.

- * The time taken for approvals from the Employer will not be considered as part of the aforesaid timeline.
- # The quoted fee shall include all expenses whatsoever, such as legal fees and all out of pocket expenses etc. to be incurred by the Consultant to complete the Assignment. GST as applicable, shall be indicated on total fee, as extra# The percentage shown against each item in the Table
- * In case IPA decides to cancel the Assignment for any reason, whatsoever, at any time, the payment of the Consultant shall be restricted upto the stage the services have actually been provided by the Consultant.

5.10.2 Remuneration

It is understood that the Fee quoted by the Consultant shall be the all-inclusive firm price (excluding GST) which shall be valid till completion of all related works and it shall cover:

- (A) such salaries and allowances as the Consultant shall have to pay to the Personnel (except Resident Consultants) as well as factors for social charges and overhead.
- (B) the cost of back supporting by home office staff not included in the Personnel listed.
- (C) the Consultancy Firm's fee.
- (D) bonuses or other means of profit-sharing, if any
- (E) Cost of any accessing any knowledge repository, document or proprietary data required for the execution of assignment.

It is also understood that the logistics arrangements (airfare, accommodation, local transport, etc.) for surveys, stakeholder consultations, and review meetings shall be borne directly by IPA in accordance with Clause 5.2.15 and cost on this overhead shall not be part of price bid quote.

6 General Conditions of Contract

The Consultant is the successful bidder in the subject E-Tender published by IPA and being the successful bidder has agreed to the terms and conditions specified in the bid document for completing the above-mentioned work more specifically detailed as per Scope of Work in the bid document. These General terms and conditions of this Contract shall also form part of this tender.

6.1 Consideration

The price to be paid by IPA to the Consultant for the whole of the work to be done and the performance of all the obligations undertaken by the Consultant as per the terms of the Contract Agreement shall be ascertained by the application of the rates provided and quoted by the Consultant in the tender. (excluding logistics and travel costs borne by IPA under Clause 5.2.15).

6.2 Period of Contract

The Contract is for a period 15 months from the date of signing of contract agreement.

6.3 Non-performance of Contract/ Breach of Contract

In the event of unsatisfactory performance or non-compliance with regard to the provisions of the Contract or if any breach is committed by the Consultant of the terms and conditions of the Contract, the IPA will issue notice to the consultant indicating such unsatisfactory performance or non-compliance by the Consultant, for compliance and if the Consultant fails to comply within a period of 30 days from the date of issue of notice by the IPA, the IPA reserves the right to terminate the contract. In such event, the Performance Security will be forfeited, for the loss or damages suffered by the IPA due to the breach of the Contract committed by the Consultant.

6.4 Malpractice or furnishing of false information

In case of suppressing of any facts or furnishing of false information or malpractice committed by the Consultant anytime during the tender process and/or during the contract period, the IPA shall reject the bid in whole or terminate the Contract Agreement. In the event of such omission, the IPA reserves right to forfeit the EMD and/or Performance Security and/or Security Deposit lying with the IPA. In addition to the above, the IPA may also black list or suspend or debar the Consultant from participating in future tenders, as the IPA thinks deem fit.

6.5 Negotiations

The Selected Bidder may, if necessary, be invited for negotiations for exploring possibility of arriving at a reasonable better offer and for re-confirming the obligations of the Consultant under this Bid. Issues such as, understanding of the ToR, methodology and quality of the work plan shall be discussed during negotiations and re-confirmed.

6.6 Substitution of Key Personnel

The Employer expects all the Key Personnel to be available during implementation of the Agreement and consultant will not substitute any Key Personnel without the approval of the Employer. The Employer will not normally consider substitution of Key Personnel except for reasons of any legal disqualification, incompetence, incapacity, major health issues or any other reasons beyond the control of the consultant. Such substitution shall ordinarily be permitted subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Employer. As a condition to such substitution, a sum equal to Rs. 5 lakh shall be deducted from the payments due to the Consultant for every substitution of each Key Personnel. However, no cost will be deducted if the substitution is carried out as per the requirement of the Employer.

6.7 Termination of Contract

Consequent to the failure of the contractor to comply with the notice issued for non-performance/ breach of contract, IPA will issue a notice giving the contractor seven (7) days' time asking him to show cause as to why the contract should not be terminated.

ii) If no reply is received or if the reply received from the contractor within given time is found to be not satisfactory, IPA will terminate the contract with immediate effect.

6.8 Discontinuance by the Consultant

If the consultant is not in a position to continue the contract, the Consultant should give a notice of 60 (sixty) days in writing, prior to the proposed date of discontinuance of the contract to the IPA. In such case, the Performance Security shall be forfeited.

6.9 Foreclosure of the Contract by IPA

The Contract may be foreclosed by the IPA by giving 30 (thirty) days advance notice to the consultant during the subsistence of the contract period without assigning any reasons. In such cases, the Performance Security Deposit will be refunded to the Consultant.

6.10 Change in Constitution

The Consultant / Contracting entity shall not make change in the formation, constitution or composition of its business or its name without the written consent of the IPA, during the existence of the Contract.

6.11 Insolvency / Bankruptcy / Winding up, etc.,

The IPA shall be entitled to cancel / terminate the Contract before expiry of contract period, if the Consultant is declared as insolvent or bankrupt or is unable to pay its debts or makes a composition with its creditors or if a trustee, liquidator, receiver or administrator is appointed to

take over the assets or the business or the undertaking of the Consultant or if a substantial portion of the assets, property, revenues or business of the Consultant is confiscated or expropriated by the Central / State Government or any governmental agency or third party or if the law relating to the sick organization applies to the Consultant or the Consultant is dissolved or wound up or if an order shall be made or an effective resolution is passed for the winding up of the Consultant or the Consultant is reconstituted or the business or operations of the Consultant is closed either due to disputes inter-se amongst its stakeholders or otherwise.

6.12 Liquidated damages (LD)

If the Consultant fails to adhere to the timelines prescribed for any stage of the assignment, a penalty of **0.2% of the total Contract Price per week** (or part thereof) shall be levied, subject to a cumulative maximum of **10% of the total Contract Price** across all stages. In case IPA incurs any additional cost due to such delay, the same shall be recoverable from the Consultant's Performance Security or any amount due or becoming due to the Consultant, in addition to the recovery of LD.

6.13 Incentive on early completion

If the Consultant completes the assignment ahead of the prescribed schedule, an incentive of **0.1% of the total Contract Price per week** (or part thereof) shall be granted, subject to a maximum of **5% of the total Contract Price**. This incentive shall be applicable only for early completion within the original contract period and shall not apply to any extended timelines.

6.14 Penalty

The assignment shall be undertaken as per the scope of work defined in this RFP document. If the development does not take place as per the scope of work or is of inferior quality not acceptable to IPA then a penalty equivalent to the double value of such omission / reduction in the scope of work or quality shall be imposed on Consultant subject to a maximum of 10% of the total value of Contract Price. In case IPA decides to develop the product for such scope of work or improve the quality of the product, any such additional cost incurred on it above the contract price shall be at the risk and cost of the consultant and shall be recovered from the Performance Security or any amount due or become due to be payable to the Consultant.

6.15 Confidentiality

The Consultant shall keep confidential, all the data and other information of the IPA shared or obtained during the course of work in any form during and after expiry/termination/cancellation of the Contract, except that which are available in the public domain.

6.16 Damage to IPA

The Consultant shall be responsible for making good to the satisfaction of the IPA, any loss or damage caused to IPA if such loss or damage is due to fault and/or the negligence or wilful acts or omission of the Consultant or his agents/ representatives. The consultant shall make good the loss as assessed by the IPA.

6.17 Indemnification

The Consultant shall defend, indemnify and keep indemnified and hold the IPA, its officers and employees harmless from any and all claims, demands, injuries, damages, costs, charges, compensation, losses, expenses, proceedings or suits including attorney fees, arising from any breach or default in the performance of any obligation on the Consultant's part to be performed under the terms and conditions of this Contract or arising from any negligence of the Consultant, or any of its agents or the person provided for the purpose of this Contract or non-fulfilment / non-adherence / non-compliance of any statutory provisions which is as per law the consultant is required to comply with. The provisions of this section shall survive even after the expiration or termination of this Agreement.

6.18 Changes in terms of a concluded Contract

No variation in the terms of a concluded contract can be made without the consent of both the parties.

6.19 Dispute Resolution

- i) In the event of any dispute or difference of whatsoever nature between the parties arising out of, in relation to, or in connection with the contract, including any dispute or difference arising from or in connection with termination, the parties shall, at the outset, attempt to resolve the said dispute or difference amicably.
- ii) Any claim, dispute or difference relating to or arising out of this contract /tender shall be settled amicably between the parties as per the guidelines issued by Ministry of Finance vide OM No. F 11212024-PDD Dated 03.06.2024, as amended/superseded from time to time.
- iii) The contract shall be subject exclusively to the laws of India. Subject to the clause, the Courts at New Delhi shall have exclusive jurisdiction with respect to the disputes or differences of whatsoever nature between the parties arising out of, in relation to, or in connection with the contract. Any court case pertaining to this contract / tender shall lie within the jurisdiction of the court where the headquarters of IPA is situated.

6.20 Doubt and clarifications

In case of any doubts on the terms and condition of the tender, the same may be referred to the Managing Director, Indian Ports Association, New Delhi in writing for clarification, whose interpretation shall be final and binding.

6.21 Notice

Any notice to the consultant shall be deemed to be sufficiently served to the Consultant directly or to any person declared as his authorised representative in **Form – 5**, if given or left in writing at the address or sent through E-mail ID given in response to the bid document declared in the **Form - 2**. Responsibility to notify any change in address and/or email- id, entirely lies with the Consultant.

6.22 Joint Venture

Joint Ventures including Consortium (that is an association of several persons or firms or companies) are not permitted to participate in this tender.

6.23 Sub-contracting

The Consultant can assign, transfer, pledge or sub-contract all or part of the performance or services awarded by the IPA to any other party with written consent of IPA for the purpose of better execution of contract.

6.24 Applicable Law and Jurisdiction

The contract shall be governed by and constructed according to the laws in force in India. The Consultant shall hereby submit to the jurisdiction of the courts situated at New Delhi for the purpose of actions and proceedings arising out of this contract and the courts at New Delhi shall have the sole jurisdiction to hear and decide such actions and proceedings.

6.25 Adoption

The Contract shall be governed by the provisions or amendments or clarifications issued by Indian Ports Association and any other relevant Acts and directives issued by the Government of India from time to time. It shall be binding upon the Consultant to comply with all such acts, rules, regulations and directives issued by the Government of India and/or others communicated by the IPA from time to time.

7 Special Conditions of Contract

The Consultant being the successful bidder has agreed to these Special conditions of the contract as specified in the bid document for completing the work specifically detailed as per Scope of Work in the bid document. These Special conditions of the Contract shall also form part of this tender.

7.1 Ownership

The ownership and Intellectual Property rights for all the documents and data generated shall lie with Indian Ports Association (IPA) including any pre and post event reports, PPT's, minutes, discussion notes, data sets, data analysis or any other relevant document/data.

7.2 Miscellaneous

- i) The IPA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - a) call the consultant physically or through VC in order to receive updates, clarification or further information related to project;
 - b) retain any information and/or evidence submitted to the IPA by, on behalf of and/or in relation to the project;
 - c) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of the consultant.

The Consultant shall be accessible through E-mail/Fax/Special Messenger/Phone from the IPA, which shall be acknowledged and responded immediately on receipt, on the same day, by the Consultant.

Annexures and Forms

Annexure - A

Qualification and Responsiveness Information (List of Documents to be enclosed)

The bidders shall upload necessary documents to determine their qualification and responsiveness of Technical Bid by using their user-id and password in the E-tender portal on or before the last date of submission of tender as mentioned in the RFP Notice. All documents mentioned in the check list of **Annexure – A** shall be uploaded with the proposal. If some document is not applicable for any bidder, then that document shall be strike through as “**Not Applicable**” and then uploaded with other documents. If any bidder wants to attach any supplementary document / information other than that is mentioned in **Annexure – A**, the same may be uploaded in the last after uploading all documents as per checklist. All bidders shall upload the following documents and other necessary information with their bids by scanning the relevant documents after being filled, signed with seal and serially numbered by the Bidder:

S. No.	Documents detail	Document Reference	Uploaded Page Ref No.
1	Bidder's Bid cover letter	Form -1	
2	Particulars of the Bidder	Form -2	
3	Statement of Legal Capacity	Form -3	
4	Power of Attorney	Form -4	
5	Declaration of Authorised Representative	Form -5	
6	Transaction details for remittance of Earnest Money Deposit (EMD)	Form -6	
7	Declaration & Undertaking by the Bidder claiming exemption from EMD payment based on any Central/State Government certification	Form -6A	
8	Financial Capability of the Bidder	Form -7	
9	Past Experience of the Bidder	Form -8	
10	Experience / Completion / Performance Certificate	Form -8A	
11	Details of TDS certificate	Form -8B	
12	Declaration by the Bidder	Form -9	
13	Tender Acceptance and Declaration on Litigation & Blacklisting	Form -10	

14	Bank Mandate Form	Form -11	
15	Pre-Bid Query Form (if applicable)		
	Statutory and Supporting Documents		
17	Certificate of Incorporation / Registration		
18	Valid GST Registration Certificate		
19	Valid PAN Card		
20	Audited Profit & Loss Statements for FY 2022–23, 2023–24, 2024-25		
	Work Orders / Completion Certificates / Partial Completion Certificates		
	TDS Certificates (for private sector experience)		
	CVs of Key Personnel (as per RFP-defined roles and qualifications)		
	Certificate from Head of HR / Director confirming Key Personnel are on payroll		
	Technical Presentation (PPT) – to be submitted with bid and presented to IPA		
	Any other evidence documents supporting eligibility and experience		
	Work Orders / Completion Certificates / Partial Completion Certificates		
	Undertaking for Post-Submission Support and Advisory Services		

(Fill the page numbers where the documents have been uploaded in the table provided above)

*The above qualification documents to be uploaded list is subject to changes as per the requirement of the concerned department

Place:

Date:

Signature and seal of the Authorized Representative of Bidder

Bidder's Bid Cover Letter

(To be provided on the bidder's company letter head with signature and seal)

(Date and Reference)

1. Registered Business Name :
2. Registered Business Address :
3. Name of the Contract person to whom all references shall be made regarding this tender:
4. Description and address of the person to whom all references shall be made regarding this tender:
5. Telephone :
6. Mobile :
7. E-Mail :

To,
The Managing Director
Indian Ports Association
1st Floor, South Tower
NBCC Place, Bisham Pitamah Marg
Lodhi Road, New Delhi 110003

Sub: Proposal for Providing consultancy for Cruise Infrastructure

Dear Sir,

With reference to your RFP Document dated....., after having examined all relevant documents and understood their contents, I/We hereby submit our Proposal for the subject assignment Further That,

1. I/We acknowledge that the IPA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of selection as the Agency for the aforesaid Project.
3. I/We shall make available to the IPA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the IPA to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We hereby give our consent to the IPA or its authorized Representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this, we hereby authorize (any Public Official, Engineer, Bank, Depository, Manufacturer, Distributor, etc.) or any other person or firm

to furnish pertinent information deemed necessary and requested by the IPA to verify statements and information provided in this application or regarding our competence and standing.

6. 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 Board or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public Board nor have had any contract terminated by any public Board for breach on our part.
7. I/We declare that:
 - a. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the IPA;
 - b. I/We do not have any conflict of interest in accordance with the provisions mentioned in the RFP Document;
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IPA or any other public sector enterprise or any government, Central or State; and
 - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. 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 agency, without incurring any liability to the Applicants in accordance with provisions of the RFP document.
9. I/ We declare that we are not a Sub-Agency in any other Proposal applying for Selection as a Agency under this RFP.
10. 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 Board which would cast a doubt on our ability to undertake the Publication Services for the Project or which relates to a grave offence that outrages the moral sense of the community.
11. 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.
12. I/ We further certify that no investigation by a regulatory Board is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers / employees.
13. 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 IPA [and/ or the Government of India] in connection with the selection of agency or in connection with the Selection Process itself in respect of the above mentioned Project.
14. I/ We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Publication Services for the Project is not awarded to me/us or our proposal is not opened or rejected.

15. I/ We agree to keep this offer valid for 120 (one-hundred twenty) days from the Proposal Due Date specified in the RFP.
 16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in **Form - 4**.
 17. In the event of my/our firm being selected as the Agency, I/ we agree to enter into an Agreement with IPA. We agree not to seek any changes in the form and agree to abide by the same.
 18. In the event of my/ our firm being selected as the agency, I/ we agree and undertake to provide the services of the Team Leader in accordance with the provisions of the RFP and that the Team Leader shall be responsible for providing the agreed services himself and not through any other person or Associate.
 19. I/ We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by IPA or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Publication Services.
 20. The Financial Proposal is being submitted in the CPP Portal. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
 21. I/ We agree and undertake to abide by all the terms and conditions of the RFP Document.
- In witness thereof, I/ we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal/ stamp of the Applicant)

Particulars of the Bidder

(To be provided on the bidder's company letter head with signature and seal)

S.No.	Particulars	Details
i.	Name of Firm:	
ii.	Country of incorporation:	
iii.	Registered address:	
iv.	Year of Incorporation:	
v.	Year of commencement of business:	
vi.	Principal place of business:	
vii.	Name, designation, address and phone numbers of authorized signatory of the Applicant:	
viii.	Name:	
ix.	Designation:	
x.	Company:	
xi.	Address:	
xii.	Phone No.:	
xiii.	Fax No.:	
xiv.	E-mail address:	
(Signature, name and designation of the authorized signatory) For and on behalf of		

Statement of Legal Capacity

(To be provided on the bidder's company letter head with signature and seal)

(Date and Reference)

To,
The Managing Director
Indian Ports Association
1st Floor, South Tower
NBCC Place, Bisham Pitamah Marg
Lodhi Road
New Delhi 110003

Sub: Proposal for Consultancy for Cruise Infrastructure

Dear Sir,

I/ We hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFP document.

I/ We have agreed that (insert individual's name) will act as our authorized Representative and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)
For and on behalf of

Power of Attorney

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..... son/daughter/wife and presently residing at....., who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorised 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 Proposal for and selection, as the Agency, to work as agency Indian Ports Association, New Delhi, for an IPA Publication ” including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to IPA, representing us in all matters before IPA, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with IPA in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with IPA.

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 ,2025

For

(Signature, name, designation and address)

Witnesses:

- 1
- 2

Notarized Accepted

.....

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

Note:

I. 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/ stamp affixed in accordance with the required procedure.

II. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized 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 legalized by the Indian Embassy if it carries a conforming Apostille certificate.

Declaration of Authorised Representative

(To be provided in Rs.100 /- non-judicial stamp paper)

(Separate Forms to be submitted for each Signatory with details of Proprietor or Partner or Managing Director)

I/We..... (Name) being the (Proprietor/Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees etc.) of (Name of the Bidder), hereby solemnly affirm and declare that the (Authorized Signatory) is hereby authorized, vide resolution No. (Resolution Number) dated. (Resolution Date) (copy submitted herewith), to act as an authorized signatory for the business (Name of the Bidder) for which submission of bid is being filed under the tender. All his actions in relation to this tender will be binding on me/us.

Signature of the person competent to sign

Name:.....

Description:.....

Name of the Business Entity:.....

Acceptance as an Authorized Signatory

I (Authorized Signatory) hereby solemnly accord my acceptance to act as authorized signatory for the above referred business and all my acts shall be binding on the business.

Signature of Authorized Signatory

Name:.....

Description:

Place:

Date:

Note:

1. For the purpose of this tender and the Agreement, the tender, forms, Agreement and other documents shall be signed only by the persons, who are themselves in a position to undertake the work and possessing all other resources required for the purpose. The tender shall contain the name, residence and place of business of the person or persons submitting the tender and shall be signed by the Bidder with his usual Authorized representatives followed by the name and Description of the person signing the document along with a copy of the partnership deed. A copy of the constitution of the firm with the names and addresses of all the partners shall be furnished.

2. Tender by a corporation shall be signed in the name of the corporation by a duly authorized representative, and a power of attorney in that behalf shall accompany the tender. In the case of company, a copy of the Memorandum and Articles of Association shall be furnished.
3. Tenders may be submitted by agents on behalf of their principals, but in such cases the Board reserves the right to enter into contract with the principals, Director, with the principals and agents jointly as deemed appropriate.

Transaction details for remittance of Earnest Money Deposit (EMD)

The bidder shall provide the details of remittance of Earnest Money Deposit (EMD) as per the bid document as follows:

S. No.	Unique Transaction Reference (UTR) No.	Date of transfer	Amount (in INR)	Uploaded page No. reference
1				

(Signature, name and designation of the authorized signatory)

For and on behalf of

**Declaration & Undertaking by the Bidder who is claiming exemption from payment of EMD
based on any Central/State Government certification**

(To be provided on the bidder’s company letter head with signature and seal)

Date:

S.No.	Particulars	Details
1	Is your organization Proprietary / Partnership / Private Limited Company / Public Limited Company / Others
2	Does your organization belong to Micro / Small / Medium scale Industry / Start-ups/ others (Please tick mark appropriate box. If bidder is Start-up & MSE, then please tick mark both)	<input type="radio"/> Micro <input type="radio"/> Small Scale <input type="radio"/> Medium <input type="radio"/> Startup Company <input type="radio"/> Others
3	Attach the copy of the certificate	O

Note:

The above details are furnished only for the purpose of claiming exemption from Earnest Money Deposit and no exemption shall be given for payment of Cost of Tender Document and the application will not be considered for evaluation in case the cost of tender document is not paid.

Declaration:

We declare that the above details are true. In case any of the details are found to be false/untrue, our offer will be liable for rejection /cancellation of order/ subjected to appropriate actions as per tender Terms & Conditions.

(Signature, name and designation of the authorized signatory)

For and on behalf of

(With Company Seal & Signature)

Financial Capability of the Bidder

The details of Summary of Annual Turnover of the Bidder on the basis of the Audited Balance Sheet/Chartered Accountant’s Certificate with UDI No. for the last four financial years shall be given as under

S.No.	Financial year	Total Turnover (in INR)	Uploaded page no. reference
01	Year 2022-23	Rs.....	
02	Year 2023-24	Rs.....	
03	Year 2024-25	Rs.....	

Note: The Profit & Loss statement and Balance sheet to be uploaded shall be duly certified by the Chartered Accountant.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

Place:

Name

.....

Date:

Designation

.....

Business Address:

.....

Seal

Past Experience of the Bidder

The Bidder’s experience in similar work carried out each in any Central / State Government / Autonomous bodies / PSEs/PSUs / Nationalized Banks / Public Limited or Private Limited Companies, etc., for evaluating the Eligibility Criteria for pre-qualification to be provided using the format as below in compliance with the Bid document as on (date):

Details of Similar Past Experience

S. No.	Name of work	Value of work executed (in Rs.)	Work order reference No.	Contract period		Date of completion certificate	Name and address of the Client	Uploaded page no. reference
				Commencement	Completion			
1								
2								
3								

Note:

1. The copies of the documents containing above information like work order and completion certificate in the format attached Form IV (A) have to be uploaded duly self-attested.
2. In case of experience other than Central / State Government / Autonomous bodies / PSEs/PSUs/ Nationalized Banks / Public Limited Companies, the bidder has to submit TDS certificate for the past experience to be uploaded, as provided in form IV (B), only then the experience will be considered.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

Place:

Name

.....

Date:

Designation

.....

Business Address:

.....

Seal

Experience / Completion / Performance Certificate

(To be issued in the Company’s official letter head, sealed and signed by the Official who had issued the work order / his equivalent or his superiors)

This is to certify that M/s ----- awarded the contract ----- and executed in this organization as per the details furnished below:

1. Name of the work :
2. Work order number/ agreement number and date :
3. Date of commencement of execution of Contract :
4. Date of completion of Contract :
5. Date of extension, if any :
6. Value of the Work :
7. Scope of Work:
8. Executed value :
9. Period of contract :
10. Performance of the Consultant : Satisfactory/ Not Satisfactory
11. Whether any penalty is imposed:
12. Actual payment made:

(Signature)

Place:

Name

Date:

Designation

Organization with Address.....

.....

.....

Seal

Note:

- (i) Furnishing the information in the format is preferable.
- (ii) However certificate(s) submitted in any other format should contain all the required information as in the Form.

Details of TDS Certificate

In case of experience in organization other than Central / State Government / Autonomous bodies / PSEs/PSUs/ Nationalized Banks / Public Limited Companies, the bidder has to provide the details of the TDS certificate in the form provided below and shall submit TDS certificate for the past experience to be uploaded, only then the experience will be considered.

S.No.	Name of work	Value of work executed (In Rs.)	Work order reference No.	TDS Certificate		Name and address of the Client	Uploaded page no. reference
				No.	Amount		
1							

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

Place:

Name

.....

Date:

Designation

.....

Business Address:

.....

Seal

Declaration by the Bidder

(To be provided in Rs.100 /- non-judicial stamp paper)

To

The Head of the Organization.

I/We M/s. represented by its Proprietor / Managing Partner /Managing Director having its Registered Office at and do declare that I/We have carefully read all the conditions of tender with NIT No....., dated....., and accepts all conditions of the tender including amendments/corrigendum subsequently issued by the tender inviting authority, if any. Further I/we confirm our eligibility for this tender and quoted as per the tender condition and Governing laws of India, in case of typographical error found in submitted documents/affidavits/declarations, in this case we accept all the Terms and conditions of bid documents and hereby confirm as under.

1. I/We have not made any counter conditions stipulation and conditions and I/We agree that in the event of any such counter conditions my/our tender will be summarily rejected and such offer will not be evaluated and considered at all by you.
2. I/We do hereby declare that we have not been blacklisted/ debarred by any Central / State Government / Autonomous bodies / PSEs/PSUs / Nationalized Banks / Public Limited or Private Limited Companies, etc., from taking part in the tendering process.
3. I/We do hereby declare that we have not been imposed any penalty by an arbitral or judicial authority through a judicial pronouncement or arbitration award.
4. I/We have not made any payment or illegal gratification to any person/authority connected with the tendering process so as to influence the tendering process and have not committed any offence under the Prevention of Corruption Act in connection with the tender.
5. I/We hereby declare that, all information furnished by me/us with this tender is true to best of my/our knowledge, belief and in case, if it is found that, the information furnished is not true or partially true or incorrect, I/We agree that my/our tender shall be summarily rejected without prejudice to the right of the board of Trustees of Indian Ports Association to take further action in to the matter.

Witness's Signature

Signature

Name:

Name:

Address:

Address:

Tel. /Mobile No:

Tel./Mobile No:

Date:

Date:

Bidder's

Tender Acceptance and Declaration on Litigation & Blacklisting
(To be provided on the bidder's company letter head with signature and seal)

To
The Managing Director
Indian Ports Association
1st Floor, South Tower
NBCC Place, Bisham Pitamah Marg
Lodhi Road
New Delhi 110003

Sub: Proposal for Consultancy for Cruise Infrastructure

Sir,

WE DECLARE THAT:

1. I/We have not been involved in any litigation as on the date of submission of the bid that may have an impact of affecting or compromising the delivery of service as required under this tender.
2. Information regarding any litigation and arbitration against the IPA as on the date of submission of the bid, the parties concerned and disputed amount is as given below:
 - i) _____
 - ii) _____
3. I/We am / are not blacklisted or debarred as on the date of submission of bid from providing service by any Central / State Government / Autonomous bodies / PSEs / PSUs /Nationalized Banks / Public Limited or Private Limited Companies, etc., in India.
4. I/We have downloaded / obtained the tender document(s) for the above mentioned Tender / work from the website(s) namely: as per your advertisement, given in the above mentioned website(s).
5. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby and agree the terms / conditions / clauses contained therein.
6. The corrigendum(s) issued from time to time by Indian Ports Association for the above subject work has also been taken into consideration, while submitting this acceptance letter.

7. I / We hereby certify that there is no deviation from the Tender conditions either technical or commercial or tender enquiry.

8. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

9. I / We certify that all information furnished by me / us is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then Indian Ports Association shall without giving any notice or reason therefore, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official seal)

Witness with signature

1) Name & Address

2) Name & Address

Bank Mandate Form
(Bank account details of the bidder)

1. Name of the company:
2. Status:
3. Bank Name, Address & Branch:
4. IFSC Code:
5. MICR Code:
6. Account No.:
7. Branch Code:
8. Name of the Authorized Person:
9. Signature of the Authorized person as per Bank:
10. E-Mail ID of Authorized Person:
11. Contact No. Landline/Mobile:

Copy of cancelled cheque may be enclosed if Bank signature not obtained.

Name & Seal of the Bank with Date

Prebid Query Form (in word format)

S.No.	Page No/ Clause No.	Clause	Query
1			

(Signature, name and designation of the authorized signatory)

For and on behalf of

Cover letter for Financial Proposal

To,
The Managing Director
Indian Ports Association
1st Floor, South Tower
NBCC Place, Bisham Pitamah Marg
Lodhi Road, New Delhi 110003

Sub: Proposal for Consultancy for Cruise Infrastructure

Sir,

I/ We, (Applicant's name) herewith upload the Financial bid in the CPP Portal which is inclusive of all expenses and taxes excluding GST for selection of my/our firm .

I/ We agree that this offer shall remain valid for a period of 120 (One-hundred twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Notes:

1. The amount payable to the Consultant in accordance with the Financial bid, shall cover all the costs including all taxes and duties except GST. No additional charges in respect thereof shall be due or payable. The amount shall be limited to the amounts indicated in the financial quote and no escalation on any account will be payable on the above amounts.
2. All payments shall be made in Indian Rupees and shall be subject to applicable Indian withholding taxes if any.
3. There will be no hard copy submission and the price bid shall be uploaded only in the CPP Portal

“The quoted professional fee shall exclude any travel or logistics expenses, which are to be borne by IPA as per Clause 5.2.15.”

Annexure B1

Format of Price Bid

(To be submitted on the CPP Portal only)

NUMBER #		TEXT #		NUMBER #		NUMBER #		TEXT #	
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words			
1	Daman and Diu (anyone location as specified by IPA)	1.000	LS		0.00	INR Zero Only	55		
2	Ganpatipule / Ratnagiri, or anyone location in Maharashtra, as specified by IPA	1.000	LS		0.00	INR Zero Only			
3	Cochin or anyone location in Kerala, as specified by IPA	1.000	LS		0.00	INR Zero Only			
4	Rameshwaram / Kanyakumari or anyone location in Tamil Nadu, as specified by IPA	1.000	LS		0.00	INR Zero Only			
5	Puducherry (Any one location as per directions of IPA)	1.000	LS		0.00	INR Zero Only			
6	Puri / Chandipur Beach / Sonapur Beach (or Anyone location in Odisha as per directions of IPA)	1.000	LS		0.00	INR Zero Only			
7	Kolkata, West Bengal (or Anyone location in West Bengal as per directions of IPA)	1.000	LS		0.00	INR Zero Only			
8	Lakshadweep Islands (Anyone island as per directions of IPA)	1.000	LS		0.00	INR Zero Only			
9	Andaman & Nicobar Islands (Anyone island as per directions of IPA)	1.000	LS		0.00	INR Zero Only			
10	Narmada River / Chambal River / Gandhi Sagar Reservoir, (Anyone location in Madhya Pradesh as per directions of IPA)	1.000	LS		0.00	INR Zero Only			
11	Gujarat - Porbandar / Dwarka / Somnath / Kandla (or any one location as per directions of IPA)								
11.01	Dwarka - Okha - Jamnagar Cluster	1.000	LS		0.00	INR Zero Only			
11.02	Porbandar - Veraval - Diu Cluster	1.000	LS		0.00	INR Zero Only			
11.03	Padala Island - Koteswar - Kon Creek (Rann of Kutch) Cluster	1.000	LS		0.00	INR Zero Only			
Total in Figures					0.00	INR Zero Only			
Quoted Rate in Words					INR Zero Only				

**Form of Bank Guarantee
(For Performance Security)**

1. In consideration Head of Indian Ports Association (hereinafter called as "IPA") represented by its Managing Director having agreed to exempt M/s _____ (hereinafter called "Consultant") from the demand, under the Term and conditions of contract awarded with number----- made between IPA and the Consultant for selection of _____ (hereinafter called "Agreement") of Performance Security for the due fulfilment by the said Consultant(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. _____ (Rupees only).

2. We ,..... (hereinafter referred to as the Bank) at the request of the Consultant(s) do hereby undertake to pay to the IPA an amount not exceeding Rs...../- (Rupees..... only) against any loss or damage caused to or suffered or would be caused to or suffered by the IPA by reason of any breach or non-performance by the said Consultant(s) of any of the terms and conditions contained in the said Agreement.

3. We, the Banker of the Consultant do hereby undertake to pay the amounts due payable under this Guarantee without any demur, merely on a demand from the IPA stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IPA by reason of any breach by the said Consultant(s) of any of the terms and conditions contained in the said Agreement or by reason of the Consultant(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However our liability under this Guarantee shall be restricted to an amount not exceeding Rs...../-.

4. We undertake to pay to the IPA any money so demanded notwithstanding any dispute or disputes raised by the Consultant(s) in any suit or proceedings before any Court of Tribunal relating thereto our liability under this present being absolute and unequivocal.

5. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Consultant(s) shall have no claim against us for making such payment.

6. This Bank Guarantee shall be valid upto..... ("Period"). We, the Bank further agree that the Guarantee herein contained shall remain in full force and effect during the Period and that it would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IPA under or by virtue of the said agreement have been fully paid and its claims

satisfied or discharged or till the IPA certified that the terms and condition of the said Agreement have been fully and properly carried out by the said Consultant's and accordingly discharges this Bank Guarantee. Unless a demand or claim under this Guarantee is made on us in writing within three months from the date of expiry of the validity of the Bank Guarantee period we shall be discharged from all liability under this Guarantee thereafter provided

further that the Bank shall at the request of the IPA but at the cost of Consultant(s) renew or extend this Guarantee for such further period or periods as the IPA may require.

7. We, the Bank further agree the IPA, that the IPA shall have the fullest liberty without consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IPA against the said Consultant(s) or for any forbearance, act or omission on the part of the IPA or any indulgence by the IPA to the said Consultant(s) or by any such matter or thing whatsoever which under the Law relating to sureties would but for this provision, have effect of so relieving us.

8. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

9. We, the Bank hereby undertake not to revoke this Guarantee during its currency except with the previous consent of the IPA in writing.

Dated the day of month of 20..... at

Name & Seal of the Bank with Date

Contract Agreement Form

(To be entered in Rs. 100/- non-judicial stamp paper)

This AGREEMENT is made on this day ofMonth of Two Thousand (, 24) between Indian Ports Association, an apex body of Major Ports constituted in 1966 under Societies Registration Act, represented by its Management Director having its office at 1st Floor, South Tower, NBCC, Bhisham Pitamah Marg, Lodhi Road, New Delhi 110 003(herein after referred to as the Association which expression shall unless excluded by or repugnant to the subject or context be deemed to include the successor in office) of the one part

and

M/s....., (a partnership firm / proprietorship firm / company registered under the laws of India) having its place of business at represented by its (Description) Shri....., s/o..... (hereinafter referred to as 'Consultant' which expression shall, unless excluded by, or repugnant to the context be deemed to include his heirs, executors, administrators, representatives and assigns or his successors in office) of the other part

WHEREAS Indian Ports Association, New Delhi is desirous of the work comprising selection

WHEREAS the Consultant has offered to execute and complete such works and whereas IPA has accepted the tender of the Consultant and

WHEREAS the Consultant has furnished a sum of Rs /- (Rupees..... only) as Earnest Money Deposit (EMD) at the time of tendering, which will be adjusted against Performance Security as stipulated in the bid document, at the rates mentioned therein for the due fulfilment of all the conditions of the Contract.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement words and the expressions shall have the same meanings as are respectively assigned to them in the conditions of the contract hereinafter referred to. The following documents shall be deemed to form and be read and construed as part of this Agreement:

1. Disclaimer
2. RFP Notice
3. Introduction
4. Glossary
5. Instructions to Bidders
6. Selection Criteria for MSP
7. Scope of Work

8. General Conditions of Contract
9. Special Conditions of Contract
10. Annexures and Forms
11. Any Corrigenda / Addenda / Clarifications issued by IPA
12. Any response to Pre-Bid Queries issued by IPA
13. Price Bid
14. Work Order No.....
15. Any correspondences and documents that are touching the RFP/Contract.

The Consultant hereby covenants with IPA to develop the product in conformity and in all respects with the provisions of this Agreement.

IPA hereby covenants to pay the Consultant in consideration of such services for the “Contract Price” at the time and in the manner prescribed in the Tender/Agreement.

IN WITNESS WHERE OF the parties here into have set their hands and seals the day and year first written.

The seal of the Head of Indian Ports Association was here into affixed and

The thereof, has set his Hand in the presence of

Indian Ports Association

Signed and sealed by

The Consultant in the presence of

Witness with signature

1) Name & Address 2) Name & Address

Undertaking for Post-Submission Support and Advisory Services

To
The Indian Ports Association (IPA)
.....

Subject: Undertaking for Post-Submission Support and Advisory Services

We, the undersigned, hereby confirm and undertake the following in relation to the consultancy assignment awarded to us for preparation of the Final Techno-Commercial Feasibility Report:

1. **Commitment to Post-Submission Support**

Upon formal acceptance of the Final Techno-Commercial Feasibility Report by IPA, we undertake that the personnel deployed for the assignment—including Resident Consultants and designated domain experts—shall remain available to provide technical support and advisory services for a period of **five (5) years** from the date of acceptance.

2. **Scope of Support Services**

The support shall include, but not be limited to:

- Timely response to queries, clarifications, and information requests raised by IPA, State Maritime Boards, or other competent authorities.
- Participation in review meetings, discussions, or presentations as and when required by IPA.
- Providing expert inputs on matters related to the feasibility report, infrastructure planning, and cruise tourism development.

3. **Knowledge Repository Commitment**

We further undertake to create and maintain a comprehensive knowledge repository comprising:

- All raw and processed data, survey outputs, maps, designs, and models.
- Meeting minutes, stakeholder consultation notes, and statutory correspondence.
- Version-controlled documentation of all reports and deliverables.

This repository shall be securely stored and made accessible to IPA and its designated agencies for reference, audit, and future planning purposes.

4. **Continuity and Knowledge Transfer**

We shall ensure that the personnel responsible for the assignment remain available for knowledge transfer and continuity of support throughout the defined post-submission period.

We understand that this undertaking forms an integral part of our contractual obligations and shall be binding on all team members deployed for the assignment.

Signed on this ____ day of _____, 2025.

Authorized Signatory

Name: _____

Designation: _____

Organization: _____

Seal & Signature: _____