

E-Request for Proposal
(eRFP)

For

**CONSULTANT FOR
CONSTRUCTION PROJECT MANAGEMENT
CONTROL ROOM FOR SAGARMALA**



Indian Ports Association
1st Floor, South Tower, NBCC Place
B. P Marg, Lodi Road
New Delhi - 110 003
Ph No: 011-24369061/63; Fax No : 011-24365866

(August, 2020)

LETTER FOR ISSUE OF eRFP FOR THE

CONSULTANT FOR

CONSTRUCTION PROJECT MANAGEMENT CONTROL

ROOM FOR SAGARMALA

The set of eRFP document is issued to:

Name: _____

Address: _____

IPA

Signature of the Officer

Issuing the eRFP Document: _____

Indian Ports Association

IPA/PGAV/PMC/2020

20/08/2020

e-notice inviting e-request for proposal for consultant for construction project management control room for sagarmala

Indian Ports Association, a society registered in Delhi under the S.R. Act, 1860 invites e-Requests for proposal (eRFP) for engagement of for consultant for construction project management control room for Sagarmala from prospective bidders. The eRFP document providing the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria and application fee are available in the web site CPPP <https://eprocure.gov.in/eprocure/app>.

The schedule for receipt of the application is as follows:-

1. Pre Bid meeting at 1500 Hrs on 26/08/2020 (Thru Video Conferencing)
2. Receipt of offers on or before 1500 Hrs on 10/09/2020.
3. Opening of Technical offers at 1530 Hrs on 10/09/2020.

Consultants/consulting firms/consortia may download the eRFP from the above CPP portal and send in their response to the Managing Director, Indian Ports Association, 1st. floor, South Tower, NBCC Place, B. P Marg, Lodi Road, New Delhi – 110 003.

Online Bids will be accepted only at eProcurement web site [https://eprocure.gov.in/eprocure/app\(CPPP\)](https://eprocure.gov.in/eprocure/app(CPPP)). If any bidder fails to submit online, then Bid shall be treated as “Non-Responsive”.

DISCLAIMER

- a. Though adequate care has been taken in the preparation of this RFP, the applicant must satisfy himself/ herself that the document is complete in all respects. Intimation of discrepancy, if any, may be given to the issuing authority at below mentioned address latest by **1500 hours of 26.08.2020**, in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied and that the document is complete in all respects.

The Managing Director,
Indian Ports Association
1st Floor, South Tower, NBCC Place
B. P Marg, Lodi Road
New Delhi - 110 003
Ph No: 011-24369061/63; Fax No: 011-24365866

- b. Neither IPA nor their employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this document. Each prospective applicant must conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate source before submission of their bid against this RFP.
- c. Neither IPA nor their employees or consultants shall have any liability to any prospective applicant or any other person under the law of contract, or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this document.
- d. Any out-of-office travel required to be made by the bidder and / or his deployed man-power, the local travel, accommodation and per diem expenses would be arranged/ provided by the bidder themselves.
- e. Neither IPA nor their employees or consultants shall have any liability in case of non-receipt of any correspondence to them from the Applicants due to the postal delays.
- f. If any information provided by the applicant in the application or any information provided by the applicant in response to any subsequent query by IPA, is found to be incorrect or is a material misrepresentation of facts, then the application

shall be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of IPA.

- g.** In case the due date for submission of applications is declared holiday by State or Central Government, the application duly filled in may be submitted by the next working day. Applicants must obtain all necessary clearances for participating in the RFP process prior to submitting their application and should ensure that they are eligible to participate in this RFP process.
- h.** The application process with respect to this RFP (the “Application Process”) shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this RFP and the said application process.
- i.** The applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Application Process. IPA shall reject an application 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 in the Application Process.

Indian Ports Association

Engagement of consultant for construction project management control room for Sagarmala

1. Introduction:

The vision of the Sagarmala programme is to reduce logistics cost for EXIM and domestic trade with minimal infrastructure investment. The main components of the programme are port modernization & new port development, port connectivity enhancement, port-led industrialization and coastal community development. Skill Building in the Port and Maritime Sector is of great importance for the success of the Sagarmala program. It is important to have a central monitoring cell to ensure that all the construction projects are being executed and controlled properly to provide updated information to the management.

The Project shall be implemented in accordance with the terms and conditions stated in the agreement to be entered into between IPA , a Society comprising of Chairman of the Major Ports in the country and registered in Delhi under the Societies Registration Act, 1860 and the selected Bidder (the “Agreement”)

2. Objective

The objective of this eRFP is to engage of consultants for construction project management control room for Sagarmala. The eRFP document provides the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria, EMD, application fee and suggested response formats and easy understanding has been divided into following sections:

Section 1 - Instructions to Consultants

- Section 2* - *Terms of Reference (ToR)*
- Part I* - *Objective & Scope of Services*
- Part II* - *TOR related information, Terms & Conditions*

Section 3

- Technical Proposal* - *Standard Forms & Other Undertakings*
- Financial Proposal* - *Standard Forms*

Section 1

(Instructions to Consultants)

Standard

1. Definitions

(a) “Employer” means the Indian Ports Association (IPA) which has invited the bids for consultancy services and with which the selected Consultant shall sign the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.

(b) “Consultant” means any interested firms/companies/agencies who submit their proposals that may provide or provides the Services to the Employer under the Contract.

(c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.

(d) “Project specific information”, means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.

(e) “Day” means a calendar day.

(f) “Government” means the Government of India.

(g) “Instructions to Consultants” (Section 1 of the RFP) means the document, which provides Consultants with all information needed to prepare their proposals.

(h) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-consultant and assigned to perform the Services or any part thereof.

(i) “Proposal” means the Technical Proposal and the Financial Proposal.

(j) “RFP” means the Request for Proposal prepared by the Employer for the selection of Consultants.

(k) “Assignment/Job” means the work to be performed by the Consultant pursuant to the Contract.

(l) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Assignment/job.

(m) “Terms of Reference” (TOR) means the document included in the RFP as Section 2 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignments/job.

2. Introduction

2.1 The Employer may select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in Part II of Section 2.

2.2 The name of the assignment/job has been mentioned in Section 1. Detailed scope of the assignment/job has been described in the Terms of Reference in Section 2.

2.3 The date, time and address for submission of the proposals have been given in Section 1.

2.4 The Consultants are invited to submit their Proposal, for consulting Assignment/job named in the Section 1. The Proposal shall be the basis for signing the contract with the selected Consultant.

2.5 The Employer shall provide to the Consultants the inputs and facilities specified in Clause 11 of Part-II of section 2 without any cost and make available relevant project data and reports.

2.6 The Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiations. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

3. Eligibility of Association of Consultants and Sub-Consultants

3.1 If the Consultant has formed an association of consultants, each member of the association of consultant shall be evaluated as per the qualification/eligibility criteria set forth in Part II of Section 2. The combined score of the each member of

the association of consultant shall be taken into account for evaluation purpose. If any member of the association of consultants is dropped at the RFP stage, such association of consultant is liable to be rejected by the Employer. However, the Employer, at its sole discretion, may decide to evaluate for short listing such association of consultant without considering the strength of the dropped member and if found eligible, may allow such association of consultant to submit their proposal.

3.2 A consultant may associate with other consultants and/or individual expert at the time of submission of proposal. Under such circumstances each member of the association of consultant shall be evaluated as per the qualification/ eligibility criteria set forth in Part II of Section 2. The combined score of the each member of the association of consultant shall be taken into account for evaluation purpose. However, the lead member of the association of the consultant shall be the consultant who has submitted the proposal and employer shall deal with only the lead member for the purpose of this assignment. Although, the contract shall be signed by all the members of the associations of the consultants, the lead member of the association of the consultant shall be responsible and liable to the Employer for every aspects of their proposal, contract, etc.

4. Clarification and Amendment of eRFP Documents

4.1 Consultants may request for a clarification on any clause of the eRFP documents up to the number of days indicated in the Section 1 before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Section 1. The Employer shall respond in writing, or by standard electronic means and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Employer deem it necessary to amend the eRFP as a result of a clarification, it shall do so following the procedure under para 4.2 below.

4.2 At any time before the submission of Proposals, the Employer may amend the eRFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and shall be binding on them.

Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

5. Conflict of Interest

5.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

5.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities: A firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography and satellite imagery.

Conflicting Assignment/job: A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment/job that by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Employer.

Conflicting relationships: A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the

Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

5.3 Consultants are under an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose the said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment besides blacklisting of the firm.

5.4 No agency or current employees of the Employer shall work as Consultants under their own ministries, departments or agencies.

6. Unfair Advantage

6.1 If a Consultant could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 5 above, the Employer shall make available to all Consultants together with this eRFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

7. Proposal

7.1 Consultants shall only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

8. Preparation of Proposals

8.1 The proposal as well as all related correspondence exchanged by the Consultants and the Employer, shall be written in English language, unless specified otherwise.

8.2 In preparing their eProposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

8.3 While preparing the Technical Proposal, if a Consultant considers that it may enhance its expertise for the Assignment/job by associating with other Consultants in sub-consultancy, it may associate with a Consultant who has not been technically qualified as a part of the application process of this eRFP.

8.4 Depending on the nature of the Assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section 3. The section 3 indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal shall result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (d) using the attached Standard Forms (Section 3). Form TP-1 in Section-3 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

(a) A brief description of the consultant's organisation and in the case of a consortium/joint venture of each partner, will be provided in Form TP-2. In the same Form, the consultant and in the case of a consortium/joint venture, each partner shall provide details of experience of assignments which are similar to the proposed assignment/job as per the terms of reference. For each Assignment/job, the outline must indicate the names of Sub-Consultants/ Professional staff who participated, duration of the Assignment/job, contract amount, and Consultant's involvement. Information should be provided only for those Assignment/jobs for which the Consultant was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignment/jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but may be claimed by the Professional staff themselves in their CVs. Consultants

must be prepared to substantiate the claimed experience along with the proposal and must submit letter of award/copy of contract for all the assignments mentioned in the proposal. In case of client confidentiality agreements, a self certification has to be provided by the Managing Director of the consultant.

(b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the Assignment/job; and on requirements for facilities including administrative support, office space, data, etc. to be provided by the Employer (Form TP-3 of Section 3).

(c) A description of the approach, methodology and work plan for performing the Assignment/job covering the following subjects; technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TP-4 of Section 3. The work plan should be consistent with the Work Schedule which will show in the form of a bar chart the timing proposed for each activity.

(d) CVs of the Professional staff as mentioned above signed by the staff themselves or by the duly authorized representative of the Professional Staff (Form TP-5 of Section 3).

8.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be treated as non-responsive.

8.6 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Forms (Section 3). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

9. Proposal Validity

The proposal shall be valid for 180 (one hundred and eighty) days from the date of opening of the proposal.

10. Taxes

The consultant shall fully familiarize themselves about the applicable Domestic taxes (such as Goods and Service Tax (GST), income taxes, fees, levies, etc) on amount payable by the Employer under the contract. All such taxes must be included by the Consultant in the financial proposal.

11. Currency

The Consultant shall express the price of their Assignment/Job in Indian Rupees.

12. Earnest Money Deposit (EMD)

12.1 Earnest Money Deposit

- i. An EMD of Rs. 50,000.00 (Rupee fifty thousand only), in the form of Demand Draft(DD) drawn in favour of Indian Ports Association, payable at New Delhi or RTGS shall be submitted along with the proposal.
- ii. Proposal not accompanied by EMD shall be rejected as non-responsive.
- iii. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- iv. No bank guarantee shall be accepted in lieu of the earnest money deposit.
- v. The EMD of the unsuccessful bidders would be returned within 45 days of award of job.

The RTGS details is as follows:

Name : Indian Ports Association (IPA), NBCC Place, 1st Floor,
South Tower, Lodhi Road, New Delhi – 110003
Name of Bank : Indian Overseas Bank, Lok Kala Manch, Institutional Area,
Lodhi Colony, New Delhi – 110003
Account No. : 149801000002360
IFSC Code : IOBA0001498

12.2 The EMD shall be forfeited by the Employer in the following events:

- i. If the proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.

- ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- iii. If the consultant tries to influence the evaluation process.
- iv. If the first ranked consultant withdraws his proposal during financial negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

12.3 Performance Bank Guarantee (PBG)

The successful bidder shall have to submit Performance Bank Guarantee equivalent to 10% of value of project awarded with validity period till completion of Assignment/Job.

13. Submission, Receipt and Opening of Proposal

13.1 The original proposals, both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultants themselves. The person who signs the proposal must initial such corrections. Submission of letters for both Technical and Financial Proposals shall respectively be in the format of TP-1 of Section 3 & FP-1 of Section 3.

13.2 An authorized representative of the consultants shall initial all pages of the original Technical and Financial Proposals. **The authorization shall be in the form of a written power of attorney accompanying the proposal or Board resolution in favor of the authorised signatory or in any other form demonstrating that the representative has been duly authorized to sign.** The signed Technical and Financial Proposals shall be marked "ORIGINAL". The Technical and Financial proposal shall be Uploaded on CPP portal.

13.3 Applicant must submit:

■ Technical proposal:

Scanned copies of Technical Bid shall be submitted on eProcurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app> in the First Cover (Technical Bid) and also two hard copies (one original + one copy) and along with 2 soft copies in word format in CD or Pen drive. This outer envelope shall bear the

submission address, reference number be clearly marked “DO NOT OPEN, BEFORE- 09/09/2020”.

▪ **Financial proposal:**

The Financial bid shall be submitted Online only as per the Price Schedule given in Section 3 Financial Proposal and attached in PDF format in e-procurement Portal only (CPPP) <https://eprocure.gov.in/eprocure/app>. Any Indication of ‘Quoted Price’ in the online technical Bid Documents shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy of financial Bid shall be submitted. The price Bid submitted through e-procurement mode only shall be taken up for the purpose for evaluation. Please refer to Annexure-III for further details.

13.4 The Proposal must also be sent to the address/ addresses indicated in the Section 1 and received by the Employer not later than the time and the date indicated in the Section 1 or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

14. Proposal Evaluation

14.1 From the time the proposals are opened to the time contract is awarded, the consultants shall not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the employer in the examination, evaluation, ranking of Proposal, and recommendations for award of contract may result in the rejection of the consultants / proposal.

14.2 The employer may constitute a selection Committee to carry out the entire evaluation process.

14.3 The Selection Committee, while evaluating the technical proposal, shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

14.4 The selection committee shall evaluate the Technical Proposal on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria specified in Section 2.

14.5 Financial proposal of only those firms who are technically qualified shall be opened on the date & time specified by the employer in the presence of the consultants' representatives who choose to attend.

15. Technical Negotiations

15.1 Technical negotiations may include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The employer and the Consultants shall finalize the Terms of Reference, staffing Schedule, work schedule, logistics and reporting. These documents will then be incorporated in the contract.

15.2 Availability of Professional/Staff/expert: The Employer shall require assurances that the Professional staff shall be actually available. Consultant shall make available such staff to employer during the contract period.

16. **Award of Contract:** After finalization of selection process, the employer shall issue a letter of intent (LOI) to the selected consultant. The consultant shall sign the contract after fulfilling all the formalities/pre-conditions like submission of Performance Bank Guarantee, etc.

17. Confidentiality

Information relating to evaluation of Proposal and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposal or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any consultant of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

18. Timelines and Schedule

The schedule for receipt of the application is as follows:-

1. Pre Bid meeting on 26/08/2020 at 1500 Hrs (Thru Video Conferencing)

2. Receipt of offers on or before 1500 Hrs on 10/09/2020.
3. Opening of Technical offers at 1530 Hrs on 10/09/2020.

19. eRFP Document

The eRFP document providing the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria and application fee are available in the website <http://ipa.nic.in>.

Reputed and interested consultants/consulting firms/consortia may download the RFP from the above website.

20. Submission of Proposal

Proposal, complete in all respects as specified in the eRFP document, must be submitted to

Managing Director,
Indian Ports Association,
1st. floor, South Tower, NBCC Place,
BhishamPitamah Marg,
Lodi Road, New Delhi – 110 003

The bids received after due date shall be summarily rejected and no action will be taken on such bids.

Section 2

(Terms of Reference)

PART I : Objective & Scope of Services

1. Objective of Assignment

The objective of this eRFP is to engage consultants for construction project management control room for Sagarmala.

This document lays out the terms of reference (scope of work) for construction project management control room for Sagarmala as follows:

Terms of Reference:

1. Providing project management software for IPA/Ministry Project Management Control Room for Sagarmala Project that includes modules of project progress monitoring of multiple projects under execution by different ports, dashboard/status of all projects w.r.t time & cost, weekly/monthly Progress Reporting, investment details, employment generation details and Auto Mailing for the report to the authority (ies).
2. Managing, Manning and operating Project Management Control Room and providing all types of progress reports on regular basis and as and when required basis.
3. As a minimum, an expert team (as per Annexure-A) comprising of people with relevant experience in Strategic Planning, Project management, contract formulation/management, HSE systems, financial analysis, and Legal expertise shall be provided in the Project Management Control Room for monitoring/management of projects.
 - i. Collect data of all projects under operation as well as under implementation from all major ports under Sagarmala Project.
 - ii. Assist in the appraisal of all new project proposals/initiatives including financial analysis, project concept review, etc.
 - iii. Advise on long-term and short-term strategy to enhance the private investments in ports and new avenues in ports. Also, to assist in

implementing the said strategy.

- iv. Analysis of different operating parameters of exiting berths at ports and develop a strategy to improve port performance/efficiency
 - v. Analysis of existing operational data and assist in bringing private investments in the underperforming existing berths currently operated by ports.
 - vi. Advice on review/re-allocation of manpower/resources in different ports
 - vii. Monitor all the projects under implementation at Major Ports.
 - viii. The team shall participate in progress review meetings, as and when required.
 - ix. Review the progress updates provided by implementing agencies/ports and seek clarifications, if required.
 - x. Identifying various issues causing a delay in project progress and escalating the same.
 - xi. Examine all project issues from contract/legal perspective and prepare a draft of requisite communications
 - xii. Prepare presentations on project status/data, as required.
4. Requisite team of IT support for the software management/operation/issues and data entry personnel shall also be provided.
 5. The software shall meet the data related regulatory requirements of the Government of India.
 6. Recruiting and deploying Fix Term Employees for project execution..
 7. This team deployed in Project Management Control Room shall follow the working hours/calendar of central Govt./Ports.

FINANCIAL TERMS

The Financial proposal must include the costs associated with the assignment.

These shall normally cover:

- Analysis, design, development, implementation, maintenance and support cost of the software

- Consulting fees of the lead project consultants for software and construction project management & control.
- The financial proposal must be prepared strictly using, the formats attached.
- The financial proposal must clearly indicate the amount asked for by bidder without any assumptions of conditions attached to such amounts. Conditional offer or the proposal not furnished in the format attached in FP-2 shall be considered non- responsive and is liable to be rejected, out rightly.
- The financial proposal shall specify basic Price(s) and also all types of the tax liabilities, in the financial proposal.
- Costs shall be expressed in Indian Rupees in case of domestic as well as for foreign Consultant. The payments shall be made in Indian Rupees by the IPA.
- Set-up of Project control room including office space, work desk furniture, server and computer infrastructure, internet, communication facilities, scanners and printers, stationaries, necessary license of software for MS offices and Windows (not included in the financial proposal) shall be provided by IPA. All the required equipment and facilities regarding setting up of Control room, shall be arranged by the bidder.

All the out-of-office or out-of-station travel and accommodation costs incurred for the execution of the above project to be borne by bidder.

Project Management office

A team of consultants may be stationed at Ministry of Shipping to coordinate with Officers of IPA and other Stakeholders.

2. Duration of the Project

The duration of the initial contract shall be 3 years (36 months) from the time of issuing the letter of award to the selected Consultant. IPA/Ministry of Shipping would have a full right to extend it after the expiring of initial contract period of 3 years with the same contractor

for 1 year at the end of any term with 10% of increase in the contract value agreed in the previous contract.

3. Key Deliverables and time frame:

3.1 The consultant is required to submit the final report within 15 days of LOA/LOI in the form of soft copies as well as hard copies inclusive of the working, assumptions, source of obtaining information, different methodology used for reaching logical conclusion and these documents shall remain the property of IPA and shall not be used for any other purpose other than those intended under RFP without obtaining written permission of IPA. IPA may issue completion certificate to this effect after satisfactory completion of the work.

3.2 Each deliverable of the consultant shall be reviewed by the working group constituted by the Ministry of Shipping for this purpose. The consultant shall also be required to make a presentation on the draft reports before IPA/Ministry and incorporate their suggestions in the final report.

3.3 The consultant shall ensure timely completion of the milestones mentioned above. There shall be a penalty @ 0.5% of the contract value for delay of each week or part thereof subject to a maximum of 10% of contract value in non-achieving the milestones of work order unless such delay is duly approved by IPA. In case of non-submission of final report by the prescribed date the consultant has to refund the entire amount released by IPA together with a penal rate of interest @15%.

PART II : TOR related information

1. Conditions under which this RFP is issued

- i. This RFP is not an offer and is issued with no commitment. IPA reserves the right to withdraw the RFP and change or vary any part thereof at any stage. IPA also reserves the right

to disqualify any bidder, should it be so necessary at any stage. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not a complete or authoritative statement of law. The Employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

- ii. IPA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP
- iii. The Applicant shall bear all its cost associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying postage, delivery fess, expenses associated with any demonstration or presentations which may be required by IPA or any other costs incurred in connection with or relating to its proposal. All such cost and expenses shall be incurred by the Applicant and IPA shall not be liable in any manner whatsoever for the same or for any other expenses incurred by an Applicant in preparation or submission of the Proposal.
- iv. IPA reserves the right to withdraw this RFP, if it is in the best interest of the Government of India.
- v. Timing and sequence of events resulting from this RFP shall ultimately be determined by IPA.
- vi. No oral conversations or agreements with any official, agent or employee of IPA shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of IPA shall be superseded by the definitive agreement that results from this RFP process. Oral communications by IPA to bidders shall not be considered binding on IPA, nor shall any written materials provided by

any person other than IPA.

- vii. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against IPA or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- viii. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage

2. Rights to the Contents of the Proposal

For all the bids received within the last date and time of bid submission, the proposals and accompanying documentation of the qualification proposal shall become the property of IPA and the same shall not be returned after opening of the qualified proposal. IPA is not restricted in its rights to use or disclose any or all of the information contained in the proposal and may do so without compensation to the bidders. IPA shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3. Acknowledgement of Understanding of Terms

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the sections of this RFP, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

4. Evaluation of Proposals

The bidders' proposals in the bid document shall be evaluated as per the requirements specified in the eRFP and adopting the qualification criteria spelt out in this eRFP. The Bidders are required to submit all required documentation in support of the qualification criteria specified in RFP. IPA may constitute a Committee to monitor the progress/completion of assignment.

5. Language of Proposals

The proposal and all correspondence and documents shall be written in English.

6. Pre-Qualification Criteria (PQC)

The bidder shall fulfil each of the following pre-qualification Criteria (PQC) on date of submission of bid:

1. The consultants shall submit proposals either in sole capacity or as Joint venture (JV) or in Association/Consortium. Joint Venture/Association/Consortium shall not have more than two firms and all eligibility criteria must be fulfilled by bidder / at least one company of JV.
2. Average annual turnover of bidder during the last 3 financial years ending with 31st March (2016-17, 2017-18 and 2018-19) must be at least Rs 15.00 Crores.
3. Bidder must have experience of having successfully completed similar works during last 7 years, ending the last day of the month previous to the one in which applications are invited must be either of the following:
 - a. *One completed similar work for Project costing not less than Rs.30 crores.or*
 - b. *Two completed similar work for Project costing not less than Rs.20 crores. each or*
 - c. *Three completed similar work for Project costing not less than Rs 10 crores each*
4. Any entity which has been debarred by the any Central and/or State Government Agency and the debar subsists as on the date of application, would not be eligible to submit the bid, either individually or as a member of a Joint Venture.
5. The Bidder must have current manpower of minimum 1000, including 200 from a technical manpower and a minimum of 200 manpower from construction / civil background.
6. Bidder must have in existence for at least last 7 years and must have worked with government department for at least 3 years.

7. Requires experience in providing technical manpower to a minimum of two government departments, specifying the norms of Government department, nature of technical manpower supply etc., period of supply.
8. Bidder must be ISO certified.

7. Self-Certified Documentary Evidence to be submitted in support of Eligibility with Technical Proposal

- i. Copy of Contract/work orders along with completion certificate indicating the details of previous assignment completed, client, value of assignment/proportionate value in use of projects/ assignment in process date and year of award. The Managing Director/ Competent Authority of the Consulting firm shall self-certify if the firm has done assignments on non-disclosure agreements. Certificate from Statutory auditor for receipt of full payment w.r.t completion of assignment.
- ii. Registration Certificate.
- iii. Detailed resume of the team leader and team members indicating the details of qualifications and professional experience.
- iv. Gross Annual Revenue (audited annual account/CA certificate) during last three years. i.e, Financial Year 2016-17, 2017-18 & 2018-19.
- v. An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
- vi. A Certificate regarding non-disclosure/sharing of confidential information with third parties.
- vii. Current EPFO statement in support of total manpower engagement /supply. The Managing Director of the Consulting firm shall self-certify that company have minimum 200 technical manpower and a minimum of 200 manpower from construction / civil background.
- viii. Duly filled check list as given in **Annexure I** of the RFP.

8. Proposal Submission

Consultant should submit both technical and financial proposals in two parts as per the Schedule mentioned in of Section 1 i.e. Timeline and Schedule.

■ Technical proposal:

Scanned copies of Technical Bid shall be submitted on eProcurement Portal (CPPP) <https://eprocure.gov.in/eprocure/appin> the First Cover (Technical Bid) and also one hard copies (original) and alongwith soft copy in word format in CD or Pen drive. This outer envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE- 10/08/2020”. The envelope shall bear the title of the assignment “**Engagement of consultant for construction Project Management control room for Sagarmala.**”

■ Financial proposal:

The Financial bid should be submitted online only as per the Price Schedule given in Section 3 Financial Proposal and attached in PDF format in e-procurement Portal only (CPPP) <https://eprocure.gov.in/eprocure/app>. Any Indication of ‘Quoted Price’ in the online technical Bid documents shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy of financial Bid shall be submitted. The price Bid submitted through e-procurement mode only will be taken up for the purpose for evaluation. Please refer to Annexure-III for further details.

I. Technical Proposal Content

Technical proposal shall be prepared considering the Terms of Reference, Detailed Approach & Methodology, Activity Schedule & Deliverables, Time period and any other information to highlight the capability of the consultant. Technical Proposal must be submitted in the form of all the duly signed forms as per Section 3 of RFP i.e. **Technical Proposal-Standard Forms & Other Undertakings.**

Technical Proposal must be a complete document and should be bound as a volume. The documents should be page numbered and duly signed by Authorized Representative who has the capacity to sign along with Authorization Letter.

II. Financial Proposal Content

- a) Financial proposal (in Indian Rupees) should be in the form of a lump sum amount inclusive of all applicable taxes for the entire Scope of Services and the details of Taxes shall be provided separately as per Form FP - 2.
- b) The lump sum quote should be inclusive of all expenses which consultant may incur while executing the assignment including Travel, Boarding & Lodging as required and the Taxes shall be provided separately as per Form FP - 2. The reimbursement of expenses shall be made on actual expenditure after submitting the tickets Boarding Pass etc. However, consultant shall ensure that wherever possible meetings shall be arranged through Video Conference (VC).
- c) Financial proposal must be submitted in the form of all the duly signed forms as per Section 3 of RFP i.e. **Technical Proposal-Standard Forms.**

9. Presentation

The Consultant may require to make a presentation on VC on

date as decided by IPA, if necessary.

10. Evaluation of Proposal

Each Proposal, which pre-qualifies as per clause 6, shall be evaluated accordingly to the following criteria and granted a score.

Sr	Scoring Category	Maximum Score	Evidence
1	<p>Three completed similar work in last 7 years from the last date of month previous to the one in which applications are invited for bidding for the Project each costing not less than Rs. 10 Crores OR Two completed similar works in last 7 years from the last date of month previous to the one in which applications are invited for bidding for the Project each costing not less than Rs. 20 Crores. OR One completed similar work in last 7 years from the last date of month previous to the one in which application are invited for bidding for Project costing not less than Rs. 30 Crores.</p> <p>Note: For each additional project – additional 3 points will be given if the similar project cost is not less than Rs. 10 cr /additional 4 points will be given if the similar project cost is not less than Rs. 20 cr / additional 5 points if the similar project cost is not less than Rs. 30 cr.</p>	<p>For Three completed works Project each costing not less than Rs. 10 Crores for the project management services for construction project – 18 points</p> <p>For two completed works each costing not less than Rs. 20 Crores for the project management services for construction project – 20 points.</p> <p>For one completed works costing not less than Rs. 30 Crores for the project management services for construction project – 25 points.</p> <p>Maximum Points – 30</p>	<p>Completion certificate from Customer/ Client.</p>
2	<p>Human Resources Experience in providing technical manpower to a minimum of three government departments- 20 points</p> <p>For any additional department above three – 5 points each</p>	<p>Maximum Points – 30</p>	<p>Work order/ completion certificate/</p>
3	<p>Software and Project Management capability presentation to tender committee formed by bid issuer indicating in Bid also:</p> <ol style="list-style-type: none"> i. Methodology ii. Approach iii. Presentation 	<p>40 points</p>	<p>Presentation</p>

***Similar Work: Construction Project Management including software development.**

Marking methodology to include normalization of technical and commercial scores:

Technical Score: (X)

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows.

['Technical' Score of Bidder for the Project (X)]	= 100 X	[Marks secured by the respective Bidder]
		Highest Marks secured

The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X). Only those Bidders who have secured Technical Score of 65 or above shall be declared as qualified for evaluation of their 'Financial Bid'. Bidders who have secured less than 65 for Technical Score shall be rejected.

Financial Score: (Y)

The bidders shall submit their quote as per the format provided in **XXXX**. The Financial proposals shall be evaluated on the basis of total lump sum charges offered by the bidder. 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. The financial scores of other bidders for the project shall be computed as follows:

[The 'financial score' of Bidder for the project(Y)]	= 100 X	[Lowest offer quoted by the qualified bidder (Rs.)]
		[Offer quoted by the respective Bidder (Rs.)]

The marks secured as above shall be the Financial Score of the bidder for the project (Y).

Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (70% of X)	Weighted Financial Score (30% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

Note: Consultant shall submit the self evaluation sheet as per above criteria along with Technical Proposal with proper page numbering for supporting documents.

11. Support/Inputs to be provided by IPA

IPA will provide the consultant, Annual Report, Business Plan and Annual Plan submitted by Port Trusts /Ministries and any other additional information which is available in public domain. IPA shall also facilitate meeting the concerned Ministry and Port Trust for this purpose.

12. Payment Terms

- 10% of total software quote (except for support & maintenance) on software requirement document sign-off
- 30% of total software quote (except for support & maintenance) on beta software deployment
- 50% of total software quote (except for support & maintenance) on first project's implementation/ Go-live, whichever is later.
- 10% of total Software quote on final completion of Software/Project as

per requirement of RFP.

- Monthly payment of software support & maintenance cost after a year
- All the manpower and PMC payment within 15 days of submission of invoice which is to be put up at the end of every month.

13. General Terms and Conditions

- (i) Data provided for the study are confidential in nature. The consultant shall not share the data with any person without written permission of the employer. A certificate regarding non-sharing/informing of confidential data to third party is to be given by the consultant along with Technical Proposal.
- (ii) At the time of submission of bid, the bidder has to ensure that each page is duly signed by the bidder or his duly authorized representative. In case the bid is signed by the authorized representative, a letter of authorization should be enclosed with the bid.
- (iii) The bidding institution(s) must provide professional, objective and impartial advice and at all times hold the client's interest paramount, without any consideration for future works, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.
- (iv) Rates quoted shall remain firm till completion of works.
- (v) The jurisdiction in case of disputes shall be the Courts of Delhi/New Delhi.
- (vi) The bidder must be registered under relevant Laws/Acts of the country.
- (vii) In case of any dispute arising, the decision of the Employer shall be final.
- (viii) Even though applicants satisfy the necessary requirements they are subject to disqualification if they have:
 - a. Made untrue or false representation in the form, statements required in the application document.*

b. Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.

(ix) Right to accept or reject any or all proposals

- a) Notwithstanding anything contained in this document, the employer 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.
- b) The Employer 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 the Employer, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification/ rejections occurs after the proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority 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 Employer, including annulment of the Selection Process.

(x) Fraud and corrupt practices

- a) The Applicants 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 document, the Authority 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 Employer shall, without prejudice to its any other rights or

remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Employer, in regard to this document, including consideration and evaluation of such Applicant's Proposal.

- b) Without prejudice to the rights of the Employer herein above and the rights and remedies which the Authority may have under the LOI or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Employer 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 LOI or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Employer during a period of three years from the date such Applicant or Consultant, as the case may be, is found by the Employer 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.
- c) For the purposes of this Section, 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 Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI 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 Authority, shall be deemed to constitute influencing the actions

of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOI 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 LOI or the Agreement, who at any time has been or is a legal, financial or technical consultant, adviser of the Authority 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 Authority 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.

Section 3
(Technical Proposal-Standard Forms)

Form TP 1: Letter of Proposal submission

Form TP 2: Consultant's organization & experience

Form TP 3: Comments & Suggestions on TOR

Form TP 4: Approach & Methodology

Form TP 5: Curriculum vitae

Form TP 6: Information regarding any conflicting activities and declaration thereof.

Technical Proposal-Other Undertakings

1. An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
2. Undertaking stating that
"Team Leader/Members would be maintained during the actual assignment to be awarded in case they are selected. In case replacement is inevitable, the equivalent qualification and experienced team/lead/member will be inducted to carry out the assignment in case of award."
3. Undertaking stating that
'I/We certify that in the last three years, we/any of the consortium members have neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a Judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.'
4. An undertaking regarding non-disclosure/sharing of confidential information with third parties.

LETTER OF PROPOSAL SUBMISSION

TO: [Name and address of Employer]

Dear Sirs,

We, the undersigned, offer to provide the consulting Assignment/job for [Project Management Consultant] in accordance with your Request for Proposal dated [insert date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope and requisite EMD and Financial Proposal submitted through online only.

We are submitting our Proposal in association with [Insert a list with full name and address of each associated Consultant]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e. before the date indicated in Section 1, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely

Authorized Signature [in full and initials];

Name and Title of Signature:

Name of Firm:

Address :

Date:

CONSULTANT’S ORGANIZATION AND EXPERIENCE

A- Consultant’s Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B- Consultant’s Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/Job (if possible, the employer shall specify exact assignment/job for which experience details may be submitted). In case of consortium, association of consultants, the consultant must furnish the following information for each of the consortium member separately]

A) Organizational Experience

a. Construction Project Management Experience

Sl. No .	Name of Entity with complete communication address.	Order No. and Date	Scope of Consultancy work	Date of award of contract & Contract Period	Value of Contract	Actual Date of Completion	Person/ Project authority who could be contracted or further information	Supporting Document

b. **Manpower Deployment Experience**

Sl. No.	Name of Entity with complete communication address.	Order No. and Date	Date of award of contract & Contract Period	Man power Deployed	Person/ Project authority who could be contracted or further information	Supporting Document

B) Skill & Competencies & Team Size

SL. No.	Name of the Team Leader/Member	Qualification/ Professional qualification	No of Years Experience	Details of Experience	Remarks

C) Gross Annual Revenue (in `)

Financial year	Gross Annual revenue/Turnover	Revenue/Turnover from consultancy business	Remarks
2016-17			
2017-18			
2018-19			

(Seal & Signature of Bidder with Date)

Note: Please provide documentary evidence from the client i.e. copy of work order, contract and completion certificate for each of above mentioned

assignments. The MD/Competent Authority of the consulting firm shall self-certify if the firm has non-disclosure agreements with its clients. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal. In case of selection, the details of work order, contract or completion certificate which have non-disclosure agreements shall be submitted for verification. Certificate from Statutory auditor for receipt of full payment w.r.t completion of assignment.

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON
FACILITIES TO BE PROVIDED BY THE EMPLOYER**

1. On the Terms of Reference

[suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal]

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
 - b) Work Plan, and
 - c) Organization and Staffing
- a) **Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
 - b) **Work Plan:** The consultant should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology showing understanding of the Tor and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
 - c) **Organization and Staffing:** The consultant should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.

CURRICULUM VITAE(CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position :

[For each position of key professional separate from TP-5 will be prepared]:

2. Name of Firm :

[Insert name of firm proposing the Staff]:

3. Name of Staff :

[Insert full name]:

4. Date of birth :

5. Nationality :

6. Education :

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations :

8. Other Training :

9. Countries of work experience :

[List countries where staff has worked in the last ten years]:

10. Languages :

[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record :

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment name of employing organization, positions held]:

From [Year]: To Year]

Employer:

Positions held :

12. Detailed Tasks Assigned :

[List all tasks to be performed under this Assignment/Job]:

- Relevant projects worked on:
- *Title of the project*
- *Client*
- *Designation in the project*
- *Role in the project*

13. Work undertaken that best illustrates Capability to Handle the Tasks Assigned: [Among the Assignment/Jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification :

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

Date :

Place :

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEROF**

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of Section 1, If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm our associate/group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of Section 1. We also acknowledge that in case of misrepresentation of the information, our proposals/contract shall be rejected/terminated by the employer which shall be binding on us.

Authorized Signature [in full and initials]:

Name and title of Signatory:

Name of Firm:

Address:

Section 3

(TO BE FILLED BY THE BIDDERS AND ATTACHED IN PDF FORMAT IN SECOND COVER ON CPPP)

(Financial Proposal-Standard Forms)

Form FP-1: Financial Proposal submission Form

Form FP-2: Financial Proposal for engagement of consultants for construction project management control room for Sagarmala

Note : The Financial bid should be submitted online only as per the Price Schedule given in Section-3 Financial Proposal and attached in PDF format in e-procurement Portal only(CPPP) <https://eprocure.gov.in/eprocure/app>. Please refer Annexure-III for further details.

FINANCIAL PROPOSAL SUBMISSION FORM

(TO BE FILLED BY THE BIDDERS AND ATTACHED IN PDF FORMAT IN SECOND COVER ON CPPP)

[Location, Date]

To: [Name and address of employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [insert title of Assignment/job] in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal is for the sum of [insert amount(s) in words and figures 1]. This amount is inclusive of all the applicable Domestic Taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Para 9 of Section 1

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

[Authorized Signature [in full and initials]:

[Name and title of Signatory:]

[Name of Firm:]

Address:

**Financial Proposal for consultants for construction project management
control room for Sagarmala
(TO BE FILLED BY THE BIDDERS AND ATTACHED IN PDF FORMAT IN
SECOND COVER ON CPPP)**

No.	Description	Amount(INR)
1	Construction management software	
1.1	Analysis, design, development, deployment, and implementation of the construction project management software for 500 named users for 3 years	
1.2	Training to the IPA/ Port users (Per day per batch of 10 user)	
1.3	Integration with 3 rd party systems that may be used by IP. Ports (per system) for limited set of data viz. daily progress report and planning	
1.4	Support & Maintenance of Software (per year)	
1.5	Sub Total Amount: (excluding Taxes & Duties)	
1.6	Taxes & Duties on 1.5	
1.7	Sub Total (From 1.1 to 1.6)	
2	Project Management Services cost	
2.1	Taxes & Duties on 2 above	
2.2	Sub Total (2 + 2.1)	
3	Grand Total (1.7 + 2.2) Including Taxes & Duties)	

Note:

1. Specify the name(s) of Taxes & Duties & the rates considered by bidder in above proposal under each head of Financial Proposal.
2. Taxes & Duties shall be reimbursed by IPA based on documentary evidence for having deposited the same by the bidder.

Authorized Signature [in full and initials]:

Name:

Designation:

Name of Firm:

Address:

Check list of Documents

The bids shall be accompanied with the followings:

- | | |
|---|-------------------------------------|
| 1). DD/ Pay order/RTGS, etc towards EMD(Rs50,000/-), | <input type="text" value="Yes/No"/> |
| 2). Firm registration certificate | <input type="text" value="Yes/No"/> |
| 3). Copy of Work Orders/ Self-certification | <input type="text" value="Yes/No"/> |
| 4). Copy of completion certificates along with value/Self-certification | <input type="text" value="Yes/No"/> |
| 5). Resume of Team Leader & Team members with supporting documents and undertaking to maintained the team during assignment | <input type="text" value="Yes/No"/> |
| 6). Undertaking that the firm/Institution is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority | <input type="text" value="Yes/No"/> |
| 7). Authority Letter , if any | <input type="text" value="Yes/No"/> |
| 8). Duly Audited copy of Annual Accounts of Last three years | <input type="text" value="Yes/No"/> |
| 9). Undertaking regarding Non Disclosure | <input type="text" value="Yes/No"/> |
| 10). Undertaking regarding non- failure to perform | <input type="text" value="Yes/No"/> |
| 11). Duly filled format(as given in Technical bid with Self Evaluation sheet) | <input type="text" value="Yes/No"/> |

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the eProcurement/ etender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the eProcurement site using the “Click here to Enroll” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email-id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the eToken/Smart Card to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any

document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However, if the file size is less than 1 MB the transaction uploading time shall be very fast.

- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder shall take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument shall be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
- 19) The details of the DD/any other accepted instrument, physically sent, must tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid shall be rejected.
- 22) If the price bid format is provided in a spread sheet file like PDF_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/PDF template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA shall not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system must be printed by the bidder and kept as a record of evidence for online submission of bid for the

particular tender and will also act as an entry pass to participate in the bid opening date.

- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders must follow this time during bid submission.
- 26) All the data being entered by the bidders must be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered shall not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder must logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 0120-4200462, 0120-4001002 and 8826246593 or send a mail over to cppp-nic@nic.in ; support-eproc@nic.in.

10. ANNEXURE-A



Control Room Director

Qualification – BE/B. Tech. Civil Engineer – Having experience of Project Management of Port / Refinery / industrial Project Min – 10 years

- Monitoring progress, Managing and controlling overall Project control room
- Regularly meeting with IPA and Ministry to report progress
- Ensuring project managers supervise and manage their own multidiscipline teams
- Making strategic decisions and providing the necessary leadership and direction for teams of project managers to implement those decisions
- Ability to lead project teams of various sizes and see them through to completion.

Strategic Planning Manager

Qualification – BE/ B. Tech. Civil Engineer + MBA – Having experience of Project Management Min – 7 years

- Assisting to Project Control Room Director

- Prior experience as a strategic planner or business analyst.
- Excellent interpersonal and communication skills.
- Excellent knowledge of industry strategies.
- Ability to problem-solve.
- Ability to interpret relevant data
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Competency in Microsoft applications including Word, Excel, MSP, and Outlook.

Strategic Planning Associate

Qualification –MBA – Having experience of Project Management Min – 3 years

- A degree in business, finance, HR, Operation Management or a related field and MBA with specialization in Finance, HR, Operation, Management, Business.
- Prior experience as a strategic planner or project analyst.
- Excellent interpersonal and communication skills.
- Excellent knowledge of industry strategies.
- Ability to problem-solve.
- Ability to interpret relevant data.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Competency in Microsoft applications including Word, Excel, MSP, and Outlook.

Project Manager

Qualification –BE/B. Tech. - Civil Experience Min – 7 years

- Proven experience in project management.
- Ability to lead project teams of various sizes and see them through to completion.

- Strong understanding of formal project management methodologies.
- Experience as a construction project manager
- Able to complete projects in a timely manner.
- Understanding of selected project management software implementation.
- Experience overseeing a construction project.
- Planning and management experience.
- Competency in Microsoft applications including Word, Excel, MSP, and Outlook.

Project Associate

Qualification –BE/ B. Tech. - Civil Experience Min – 3 years

- Experience in project management.
- Strong understanding of formal project management methodologies.
- Experience as a construction project Engineer
- Planning and project tracking experience

Planning Associate

Qualification –BE/B. Tech. - Civil Experience Min – 3 years

- Three years of experience in a related field.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, MSP, and Outlook.

Contract Associate

Qualification –BE/ B. Tech. - Civil Experience Min – 3 years

- Proficient knowledge of legal requirements pertaining to relevant contracts.
- Examine all project issues from contract/legal perspective and prepare a draft of requisite communications
- Communication skills, both written and verbal. -Excellent reading and comprehension

Finance Manager

Qualification – CA/ MBA Finance - Min – 7 years

- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Experience in Financial Analysis, Financial Modelling & Project Financing.
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with superb organizational skills.
- Ability to work under pressure and meet tight deadlines.
- Ability to work independently and as part of a team.
- Excellent report-writing and communication skills.
- Solid proficiency in Microsoft Office and other financial planning software.
- Experience in financial industry/PSU/Central/State Govt. on Contract/Project Management and Implementation.

Finance Analyst

Qualification – CA/ MBA Finance - Min – 3 years experience.

- Proven experience in the financial industry.
- Proficiency with spreadsheets, databases and financial software applications.
- Outstanding presentation, reporting and communication skills.
- Proven knowledge of financial forecasting and diagnosis, corporate finance and information analysis.
- Proficient in Word, Excel, Outlook, and PowerPoint.
- Comfortable using a computer for various tasks.
- Deep understanding of the financial system and institutions.

Legal Manager

Qualification – LLB - Min – 7 years experience.

- Experience with corporate governance issues and corporate secretarial duties including experience in Commercial laws.
- Examine all project issues from contract/legal perspective and prepare a

draft of requisite communications

- Excellent verbal and written communication skills.
- Knowledge of statutes, rules, and regulations pertaining to businesses.
- Proficient understanding of business sensitivities and confidentiality.

Legal Associate

Qualification – LLB - Min – 3 years experience.

- Excellent verbal and written communication skills.
- Knowledge of statutes, rules, and regulations pertaining to businesses.
- Proficient understanding of business sensitivities and confidentiality.

Office Coordinator

Qualification – Graduate - Min – 2 years

- Microsoft office and data entry skills
- Fair verbal and written communication skills.