

Request for Proposal (RFP)

For

Appointment of Consultancy firm for undertaking study on the “Potential of Coastal Shipping in India & Assisting Ministry of Shipping in Implementing Roadmap for Promotion of Coastal Shipping”



Ministry of Shipping
(Government of India)
Transport Bhawan, 1, Parliament Street
New Delhi – 110001
Ph No : 011-2332167

LETTER FOR ISSUE OF RFQ FOR THE

**“Consultancy firm for Potential of Coastal Shipping in India &
Assisting Ministry of Shipping in Implementing Roadmap for
Promotion of Coastal Shipping”**

The set of RFP document is issued to:

Name : _____

Address : _____

Ministry of Shipping

Signature of the Officer

Issuing the RFP Document : _____

Ministry of Shipping

No SS-16011/1/2011-MG/CS Cell

28/01/2015

NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FROM CONSULTANCY FIRMS FOR UNDERTAKING STUDY ON THE POTENTIAL OF COASTAL SHIPPING IN INDIA AND TO ASSIST MINISTRY OF SHIPPING IN IMPLEMENTING THE ROADMAP FOR PROMOTION OF COASTAL SHIPPING

Ministry of Shipping, GOI, invites RFP from Consultancy firms for undertaking study on the potential of Coastal Shipping in India and to Assist Ministry of Shipping in Implementing the Roadmap for Promotion of Coastal Shipping.

The RFP document providing the Terms of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria are available in the web site <http://shipping.nic.in/> .

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

1. Pre Bid meeting on 04/02/2015 at 1500 Hrs
2. Receipt of offers on or before 3.00 pm(1500 Hrs) on 13/02/2015
3. Opening of Technical offers at 1530 Hrs on 13/02/2015

Reputed and interested consultants/consulting firms/consortia may download the RFP from the above website and send in their response to

Shri Abhinav Gupta,
Deputy Secretary to Government of India,
Ministry of Shipping,
Room no : 413,
Transport Bhawan,
1, Parliament Street,
New Delhi – 110 001,
Phone/Fax : 011-2331672;
E-mail : abhinav.gupta@nic.in

Ministry of Shipping

APPOINTMENT OF CONSULTANCY FIRMS FOR UNDERTAKING STUDY ON THE POTENTIAL OF COASTAL SHIPPING IN INDIA AND TO ASSIST MINISTRY OF SHIPPING IN IMPLEMENTING THE ROADMAP FOR PROMOTION OF COASTAL SHIPPING

1.0 Background:

- 1.1 The Ministry of Shipping is focused on promotion of coastal shipping in India. Accordingly, a Coastal Shipping Cell has been set up in the Ministry of Shipping to provide policy framework to promote coastal shipping in India as well as deal with coastal shipping related issues on priority basis.
- 1.2 With a view to assist in devising and implementing the roadmap for promotion of Coastal Shipping in India, external consultancy support is required. The consulting firm engaged for the purpose, would carry out a study on the potential of Coastal Shipping in India.
- 1.3 The study would also include benchmarking, recommendations for policy changes and detailed implementation blue print. Subsequent to the study, the consulting firm shall assist the Ministry in implementing the roadmap for promotion of coastal shipping.
- 1.4 The entire period of consultancy engagement shall be two years inclusive of the study period and shall be subject to review at various mutually agreed milestones.

2.0 SCOPE OF CONSULTANCY SERVICES:

The scope of consultancy services shall include but not necessarily limited to the following activities:

2.1 Stage – I: Short Term Study, which would inter alia, involve following:

- (a) Economic attractiveness of coastal shipping over other modes of transport for major cargo-type/ commodities
 - (i) Detailed economic case across key N-S/ S-N routes; Costs broken by different modes in case multi-modal transport, taxes, port charges etc.
 - (ii) Identification of commodities & routes that can be taken up in first phase and Recommendations on priority routes, commodities that should be targeted through policy and non-policy measures.
 - (iii) Feedback from existing coastal players and integrated logistics players on their competitiveness vis-à-vis other modes.
 - (iv) Summary of non-economic factors that affect transport & logistics choices.
- (b) Broad assessment of passenger traffic across the coastal region – to include both Ferry service and viability of cruise lining and associated ecosystem; benchmarking with other countries where these have developed in a significant way.

- (c) The Short Term Study shall be completed within 60 days from award of contract.

2.2 Stage – II: Long Term Study, which would interalia, involve following:

- (a) Overview of cargo movement across the country.
- (b) Assessment of port infrastructure (selected ports); benchmarking with relevant local and global ports; synthesis of key debottlenecking opportunities (low, medium CAPEX) to improve throughput; specific other recommendations could also include revenue sharing responsibilities, model to support coastal shipping etc.
- (c) Assessment of quality and quantity of Talent across Shipping ecosystem i.e. shipping, ports, yards/ repair centres etc; recommendation of attracting and retaining talent into the Shipping ecosystem across junior & senior levels.
- (d) Assessment of yard/ repair centres network to support coastal shipping for repairs/ heavy maintenances/ dry docks along with spares capability; recommendations on augmenting yard/ repair centres capability in this country especially key route.
- (e) Summary recommendations for different stakeholders, especially for MOS and its affiliates; guidelines and recommendations on quantum of subsidies to be provided (OPEX, CAPEX, Revenue Sharing, Laws i.e. Cabotage law etc.)
- (f) Proposed implementation roadmap including key milestones, requirements and tracking plan to ensure swift implementation.
- (g) The Long Term Study shall be completed within 120 days after conclusion of Short Term Study and after approval of the Ministry.

2.3 Stage – III: Assisting Ministry in implementing the road map

The Team of two professionals shall be deployed at the Ministry with the following experience from the existing team which has done the study:

- Team leader with at least 10 years relevant experience in coastal shipping
- Team associate with at least 5 years relevant experience in coastal shipping

3.0 SUBMISSION OF REPORTS BY CONSULTANT.

- 3.1 The consultant shall be required to submit 2(two) copies each of the following reports as per the time frame indicated below:

Sl. No.	Report Item	Specified Date of submission
Stage I		
1	Short Term Study (draft)	Within 60 days from award of consultancy assignment
2	Short Term Study (final)	Within 10 days from communication of acceptance of the draft Short Term Report.

Stage II		
3	Long Term Study (draft)	Within 120 days after conclusion of Short Term Study and after approval of the Ministry.
4	Long Term Study (final)	Within 10 days from communication of acceptance of draft Long Term Study
Stage III		
5	Assisting Ministry in implementing the road map	Conclusion of implementation of the policy for coastal shipping in India. The aggregate time period for the assignment including Stage I, Stage II and Stage III shall be two (2) years.

4.0 PRESENTATION BY CONSULTANT

- 4.1 The consultant would be asked to present the findings to various stakeholders as part of this TOR; the final deliverable would include a detailed presentation and associated financial models.
- 4.2 The venue of the presentations will be Delhi/ Mumbai or any other location specified by the Ministry.

5.0 PAYMENT SCHEDULE

- 5.1 The payment will be released by the Ministry of Shipping to the Consultant as per following schedule:
- i. 30% on to be submission and acceptance of Short Term Reports (Final) as per **Stage – I.**
 - ii. 30% on submission and acceptance of long Term Report (Final) as per **Stage - II.**
 - iii. 40% on satisfactory completion of **Stage - III.**

6.0 RIGHT FOR TERMINATION

- 6.1 Ministry reserves right to terminate this consultancy assignment after completion of either Stage – I or Stage – II.

7.0 CRITERIA FOR SELECTION

- 7.1 The criteria for selection of the Consultancy firm and weightage accorded are as follows:
- a. Technical score.....80 points
 - b. Financial score.....20 points
 - Total.....100 points
- 7.2 Criteria for Technical score would be as follows:
- (a) Capability of consulting firm (score: 20 points).
 - (i) Global consultants focused on strategy consulting (score: 05 points) (>5000 – 5 points; 2000-5000 – 3 points; 500-2000 – 1 point; 0 otherwise).

- (ii) Shipping assignments conducted globally (score: 05 points) (>50 –5 points; 20-50 –3 points; 5-20 – 1 point; 0 otherwise)
 - (iii) Shipping assignments conducted in India (score: 05 points) (>5 – 5 points; 2-5 – 3 points; 1 - 2 – 1 point; 0 otherwise).
 - (iv) Number of consultants in India focused on strategy consulting (score: 05 points) (>200 – 5 points; 50-200 – 3 points; 20-50 – 1 point; 0 otherwise)
- (b) Team capability (score: 30 points).
- (i) Lead partner's/ Team leader's experience in coastal shipping in India (score: 10 points).
 - (ii) Team's experience in coastal shipping in India (with at least 2 members) (score: 10 points).
 - (iii) Work done by team in the last 05 years in coastal shipping/shipping sector (score: 10 points).
- (c) Relevant case examples based on prior work done (score: 30 points).

7.3 Criteria for Financial score would be as follows:

- (a) The consulting firm should have a minimum annual turnover or Rs. 10 Crores, from Indian operations, continuously over a period of last three years (score: 05 points) (> 500 Crores – 5 points, 100-500 – 4 points, 50-100 – 3 points, 25-50 – 2 points, 10-25 – 1 point).
- (b) The financial bid shall be inclusive of applicable taxes. Based on bid amount, the following criterion is to be followed:
 - (i) L1 gets full 15 points.
 - (ii) Other participants score calculated as (L1/ Bid of other participant) X 15.

7.4 The consulting firm shall be selected by the Ministry on the basis of recommendations of a technical Evaluation Committee constituted by the Ministry for the purpose.

7.5 The Technical Evaluation Committee shall submit the recommendations within 15 days of opening of technical bid.

8.0 **SCHEDULE OF RFP PROCESS:**

8.1 The following scheduled has been fixed for the bidding process:.

Sr. No	Events	Date
1.	Notice inviting RFP	28/01/2015
2.	Last date for receiving queries	03/02/2015 by 1500 Hrs
3.	Pre-bid meeting	04/02/2015
4.	Last date for responding to RFP	13/02/2015 by 1500 Hrs
5.	Opening of Technical bid	13/02/2015 by 1530 Hrs

9.0 WHAT TO SUBMIT

- 9.1 Application letter as per **Annex-I**.
- 9.2 Power of Attorney in the name of person(s) who will initial/ sign the Bid Documents.
- 9.3 Form of Particular as per **Annex-II**, which illustrate the background, organization and experience of the Participant and of the persons/firm/body corporate with which the Participant would be associated for the purpose of providing the services for this project.
- 9.4 A list of major assignments for fulfilling the criteria for Technical Score (refer Para 7.2 above) in the format placed at **Annex – III**.
- 9.5 Bio-data of the Team Members proposed to work on the project as per **Annex – IV**
- 9.6 Financial bid for entire scope of Services to be rendered in the format as illustrated in the **Annex-V**.

10.0 HOW TO SUBMIT

- 10.1 Interested parties may visit website <http://shipping.nic.in/> . The document will be available for download from 28/01/2015 (0900 hrs IST).
- 10.2 A **pre-bid conference** may be held. If so, the time and venue will be informed subsequently to the participants.
- 10.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”. Similarly, the original Financial proposal shall be placed in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment/ job. The envelope containing the Technical Proposal, Financial Proposal, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE 13-02-2015, 3.00 PM”. And also cover shall be super-scribing “**APPOINTMENT OF FIRM FOR UNDERTAKING STUDY ON THE POTENTIAL OF COASTAL SHIPPING IN INDIA AND TO ASSIST MINISTRY OF SHIPPING IN IMPLEMENTING THE ROADMAP FOR PROMOTION OF COASTAL SHIPPING – No SS-16011/1/2011-MG/CS Cell**”
- 10.4 The above documents shall be submitted to following:

Shri Abhinav Gupta,
Deputy Secretary to Government of India,
Ministry of Shipping,
Room no : 413,
Transport Bhawan,
1, Parliament Street,
New Delhi – 110 001,
Phone/Fax : 011-2331672;
E-mail : abhinav.gupta@nic.in

10.5 The Ministry reserves the right to deal with the proposal in any manner without assigning any reason for the same. The decision of the Ministry of Shipping in this regard shall be final.

LETTER OF APPLICATION

(On the Letter head of the Participant)

Date:

To,

Sub: **NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FROM CONSULTANCY FIRMS
FOR UNDERTAKING STUDY ON THE POTENTIAL OF COASTAL SHIPPING IN INDIA
AND TO ASSIST MINISTRY OF SHIPPING IN IMPLEMENTING THE ROADMAP FOR
PROMOTION OF COASTAL SHIPPING**

Sir,

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Participant") and having reviewed and fully understood all of the requirements of the Tender Document and information provided, the undersigned hereby submits bid for the assignment referred above. We confirm the validity of this bid for 120 days from the date of opening of the Financial Bid.

We are enclosing our Bids including Technical Bid and Financial Bid in one original plus one copy, for your evaluation.

.....
Signature
(Authorized Signatory)
Name:
Designation:
Company:

FORM OF PARTICULARS

1. Name and Address of the applicant with Telephone No., Fax No., Email address and Website
2. Date & Year of establishment and commencement of operations
3. Legal status of the applicant (attach copies of original document defining the legal status)
 - a. A proprietary firm
 - b. A firm in partnership
 - c. A limited company or Corporation/ Joint Venture/ Consortia
4. Brief Background of the Bidder
5. Brief Profile of Associate (if any)
6. Annual Turnover
7. Service Tax no.
8. PAN no.

Date:

.....

Signature

(Authorized Signatory)

Name:

Designation:

Company:

Annex-III**FORMAT FOR SUBMITTING DETAILS OF ELIGIBLE PROJECTS.**

The following information should be provided in the format indicated for each reference project for which your company, either individually as a corporate entity or as one of the major companies within a consortium was legally contracted to perform.

Sr. No.	Particulars	No. of Projects
1	Project Name	
2	Project Location	
3	Name & Address of the client with Tel No. & Fax No.	
4	Do you have any objection if the clients are contacted for reference? Yes / No	
5	Detailed narrative description of the work including project components, Please mention, interalia, nature of the work performed.	
6	a) Were the services provided exclusively by your firm? Yes / No. b) Were Services provided by your firm in association with other firms? Yes / No. c) Exact description of the division of Responsibility for items listed at (5) above as between you & your Associates.	
7	Detailed description of the actual services	
8	Assignment period (Months / Years)	

(Note: The information should be specific and to the point to facilitate a quick and objective decision.)

Date:

Authorized Signatory

BIO-DATA FORMAT

1. PROPOSED POSITION FOR PRESENT ASSIGNMENT
2. NAME
3. DATE OF BIRTH
4. NATIONALITY
5. QUALIFICATIONS
6. WORKING IN THE FIRM SINCE
7. COUNTRIES OF WORK EXPERIENCE
8. EMPLOYMENT RECORD (STARTING WITH PRESENT POSITION, PERIOD, ALLIANCE - POSITION HELD AND DESCRIPTION OF DUTIES)
9. DETAILED TASKS ASSIGNED : Work undertaken best illustrates, capacity to handle the tasks assigned.

(List the tasks one by one giving list of project name and component, year, position held, exact duties rendered with time spent on each project).

10. CERTIFICATE

I, the undersigned, certify that, to my knowledge and belief this bio-data correctly describes myself, my qualifications and experience.

Date:

.....

Signature of Personnel / Associate

Name:

Designation:

Company:

It is certified that the information as above is true.

.....

Authorised Signatory

Name:

Designation:

Company:

FINANCIAL BID FORMAT

From:

To

Sub: NOTICE INVITING REQUEST FOR PROPOSAL(RFP) FROM CONSULTANCY FIRMS FOR UNDERTAKING STUDY ON THE POTENTIAL OF COASTAL SHIPPING IN INDIA AND TO ASSIST MINISTRY OF SHIPPING IN IMPLEMENTING THE ROADMAP FOR PROMOTION OF COASTAL SHIPPING

I/We have perused the RFP Document for subject assignment and other details and I am / we are willing to undertake and complete the assignments as per terms and conditions stipulated in the RFP Document.

Our total price offer inclusive of all local levies, duties and taxes as applicable, incidentals, overheads, traveling expenses, printing and binding of reports, expenditure related to presentation to be made during the execution of the assignment, sundries, all other items involving expenditure for execution of this assignment covering scope of work as stipulated in RFP is Rs.....(in Words Rupees..... only). Service Tax as applicable shall payable in addition. Income tax and other statutory taxes, if any, will be deducted at source, by The Promoters in accordance with the Income Tax Act and other Acts in force.

These rates shall be applicable in case the services are required beyond the period of completion of Stage III.

Sl.No.	Deployment of team	Rate of man per month (inclusive of all taxes)	Fee for one year (inclusive of all taxes)
1.	Team Leader		
2.	Team Associate		
Total (in words): Rs. /- (Rupees)			

The offer shall remain valid till 120 days from the last date of submission of the Bid Document or extended last date (if applicable).

I/We also agree to accept the payments as per Payment Schedule stated in the RFP.

Date:

.....

Signature
(Authorized Signatory)

Name:
Designation:
Company:
