

Request for Proposal (RFP)

For Appointment of Consultant for “Transforming
Indian Major Ports to drive Sustainable Profit
Improvement”



Indian Ports Association

1st Floor, South Tower, NBCC Place

B. P Marg, Lodi Road

New Delhi - 110 003

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INR 10,000/-

(November 2015)

LETTER FOR ISSUE OF RFP FOR

Consultant for “Transforming Indian Major Ports to drive Sustainable Profit improvement”

The set of RFP document is issued to:

Name : _____

Address : _____

The cost of the RFP document is INR 10,000/- (Indian Rupees Ten Thousand only)

IPA

Signature of the Officer

Issuing the RFP Document: _____

Indian Ports Association

IPA/MSD/ICTD/Profitability/2015

12/11/2015

“Transforming Indian Major Ports to drive Sustainable Profit improvement”

Indian Ports Association has been assigned by Ministry of Shipping, Government of India with the task for appointment of Consultant for transforming Indian major ports through operational improvement and capability enhancement program for Five Major Ports.

Accordingly, Indian Ports Association invites Requests for Proposal (RFP) from interested consultants for improving productivity, profitability, operational efficiency and key capabilities for of Five Major Ports.

The RFP 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 <http://ipa.nic.in>.

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

1. Pre-bid meeting will be held at 1200 Hrs on 20/11/2015
2. Submission of document fee of Rs.10,000/- for RFP on or before 1430 Hrs on 30/11/2015.
3. Receipt of offers on or before 3.00 pm (1500 Hrs) on 30/11/2015
4. Opening of Technical offers at 1530 Hrs on 30/11/2015

Reputed and interested consultants/consulting firms/consortia may download the RFP from the above website and send in their response to the Managing Director, Indian Ports Association, 1st. floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003.

In case, if RFP document is downloaded from website, the requisite document fee of Rs. 10,000/- in form of Demand Draft, In favor of Indian Ports Association shall be submitted along with bid.

Indian Ports Association

Appointment of Consultant for conducting an operational improvement and capability enhancement program for Major Ports

Introduction

India's ports comprise of 12 major ports and around 200 non-major ports along the coast and islands. The Major Ports except one i.e. Kamarajar Port (Ennore) are managed by the respective Port Trust Boards and the Kamarajar Port is in the form of Public Limited Company. All the Major Ports are administered by the Central Government under Ministry of Shipping. The total volume of traffic handled by all the Indian Ports during 2014-15 was 1052.20 million tonnes and the major ports account for around 56% of total sea-borne trade.

The importance of maritime infrastructure in facilitating international trade and economic growth is well recognized. The cargo handled at Major Ports has increased from 19.38 million tonnes in 1950-51 to 581.34 million tonnes by the end of 2014-15. For meeting the future challenges, a quantum growth in development and modernization of the port infrastructure is required, especially for ensuring global competitiveness.

With infusion of new technology and capacity building, the cumulative/total capacity available at ports matches the current requirement. The Capacity of the Major Ports as on 31-3-2015 was 871.52 Million Tonnes. However, ports are unable to handle additional traffic because of slow evacuation of cargo from the ports. Thus, despite having adequate capacity and modern handling facilities, the ports are not able to ensure a quicker turnaround of ships (average turnaround time in 2014-15 at major ports is 4.01 days). This undermines the competitiveness of Indian ports vis-à-vis other ports in the region and also with international ports.

As per the Maritime Agenda, 2020, the traffic at major ports is likely to reach at the level of 1214.82 Million Tonnes by 2019-20, whereas capacity is likely to increase to 1459.53 million tonnes. The Indian ports association on the direction of Ministry of Shipping has already undertaken a project on "Benchmarking, Capability Maturity Assessment and preparing a Roadmap for Operational Improvement" for all twelve major ports.

To this further endeavour, Indian Ports Association on the direction of Ministry of Shipping has now mandated to appoint a consultant for building on the findings of the earlier assignment

and ensure timely implementation of the operational improvement roadmaps and profitability improvement initiatives.

Objective

The objective of this RFP is to engage an internationally reputed consultant to carry out an Operational Improvement and capability enhancement program, building upon the operational improvement roadmaps already developed as part of a previous engagement. The list of 12 Major Ports is listed as Annexure-I. Out of these 12 Ports, consultant to carry out an operational & profitability improvement program for the following Ports:

1. Kolkata Port Trust (KDS & HDC)
2. Paradip Port Trust
3. Ennore Port Ltd
4. Jawaharlal Nehru Port Trust
5. Kandla Port Trust

The RFP 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
Part I	-	Objective & Scope of Services
Part II	-	TOR, 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 IPA/Ministry which has invited the bids for consultancy services and with which the selected Consultant signs 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 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) “Phase 1” means Months 1 – 6 of the 12 month assignment

(j) “Phase 2” means Months 6 – 12 of the 12 month assignment

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

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

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

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

(o) “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 will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the 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 will be the basis for signed Contract with the selected Consultant.

2.5 The Employer will provide to the Consultants the inputs and facilities specified in the Section 2 without any cost and make available relevant project data and reports.

2.6 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. 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 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 RFP Documents

4.1 Consultants may request a clarification on any clause of the RFP documents up to 15 days 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 Part II of Section 1. The Employer will respond in writing, or by standard electronic means and will 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 RFP 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 RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will 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 have 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 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.

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 RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants. In this regard, all bidding consultants will be given access to the relevant reports submitted by the consultant of “Benchmarking, Process Maturity Assessment & Operational Improvements roadmap” assignment.

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 Proposal, 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 RFP.

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 will 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 will 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 should 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 can be claimed by the Professional staff themselves in their CVs. Consultants should 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 confidentiality agreements with clients, a self-certification from the Managing Director of the consultant should be provided.

(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 authorized representative of the Professional Staff (Form TP-5 of Section 3).

(e) 2 Softcopies of the complete proposal either in CDs or Pen drives in single word format.

8.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

8.6 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Forms (Section 3). The financial proposal will be submitted only for phase 1 (first 6 months) of the assignment. The financial for phase 2 will be assumed to be the same financial quote as made for phase 1 (first 6 months). 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 to Domestic taxes (such as Value added, services, 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

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

12. Earnest Money Deposit (EMD) and Performance Bank Guarantee

12.1 Earnest Money Deposit

An EMD of Rs. 2,50,000.00 (Rupee Two Lakh fifty thousand only), in the form of Demand Draft(DD) drawn in favour of Indian Ports Association, payable at New Delhi has to be submitted alongwith the proposal.

- i. Proposal not accompanied by EMD shall be rejected as non-responsive.
- ii. No interest shall be payable by the Employer for the sum deposited as EMD.
- iii. No bank guarantee will be accepted in lieu of the earnest money deposit.
- iv. The EMD of the unsuccessful bidders would be returned back within 45 days of award of job.

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

- i. If 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

The successful bidder will have to submit Performance Bank Guarantee equivalent to 10% of value of project awarded with validity period till completion of Assignment/Job (for phase 1 only). The Performance Bank Guarantee for Phase 2 shall be furnished before the start of Phase 2.

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 signed the proposal must initial such corrections. Submission of

letters for both Technical and Financial Proposals should 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 in any other form demonstrating that the representative has been duly authorize to sign.** The signed Technical and Financial Proposals shall be marked “ORIGINAL”.

13.3 The original and all copies of the Technical Proposal (alongwith 2 soft copy in word format in CD or Pen drive) 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, Document fee, EMD 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-30-11-2015, 3.00 PM”. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/ or marked as stipulated. This circumstance may be case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

13.4 The Proposal must be sent to the address/ addresses indicated in the Section 1 and received by the Employer no 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 should 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 consultant proposal.

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

14.3 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 Term 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 employer in the presence of the consultants' representatives who choose to attend.

15. Technical Negotiations

15.1 Technical negotiation will 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 will 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 : Employer will require assurances that the Professional staff will be actually available

16. Award of Contract : After technical Negotiations, the employer shall issue a letter of intent(LOI) to the selected consultant. The consultant will 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 will be held at 1200 Hrs on 20/11/2015.
2. Submission of document fee of Rs.10,000/- for RFP on or before 1430 Hrs on 30/11/2015.
3. Receipt of offers on or before 3.00 PM(1500 Hrs) on 30/11/2015.
4. Opening of Technical offers at 1530 Hrs on 30/11/2015.

19. RFP Document

The RFP 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 <http://ipa.nic.in>.

Reputed and interested consultants/consulting firms/consortia may download the RFP from the above website. In case, if RFP is downloaded from website, the requisite document fee of Rs. 10,000/- in form of Demand Draft, In favor of Indian Ports Association shall be submitted along with bid.

20. Submission of Proposal

Proposal, in its complete form in all respect as specified in the RFP document, must be submitted to

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

The bids received after due date will be rejected and no action will be taken on these bids.

Section 2

(Terms of Reference)

PART I : Objective & Scope of Services

1. Objective of Assignment

Over the last decade, Major ports have witnessed a gradual decline in profitability. This has been driven by a combination of low volume growth, significant escalation in costs and loss of market share to more productive and competitive private players. Indian Ports Association and Ministry of Shipping has accordingly launched a transformation effort and wishes to engage the services of a leading consulting firm on a profitability improvement programs for the following five ports:

1. Kolkata Port Trust (KDS & HDC)
2. Paradip Port Trust
3. Ennore Port Ltd
4. Jawaharlal Nehru Port Trust
5. Kandla Port Trust

The objective of the program will be to drive higher profits and revenue growth through timely implementation of priority operational improvement initiatives. An equally important focus of the program will be to reduce the vessel turnaround time and thus reduce the logistic cost for the customers.

The selected consultants will have to work closely with the teams of each of these five major ports, IPA and the Ministry of Shipping and build on the initiatives identified under the study – “Benchmarking, Capability Maturity Assessment and preparing a Roadmap for Operational Improvement”.

A. Phase 1 of the program (1-6 months):

The selected consultants are expected to provide on ground active support to the five ports towards timely implementation of priority initiatives.

1. Paradip Port Trust

- I. Draft and implement productivity norms: Consultants will work with the Port leadership team and the officials from the Ministry and IPA to detail out performance norms for every combination of berth, commodity and equipment across both mechanical and conventional berths. The performance norms will have to be designed with the view of improving operating performance (gross tons/hour handled) and unlock greater capacity for the port. The norms should also have provision for both nominal penalty and incentives. The consultants will define the norms and also help the port in implementing and refining these norms through discussions with trade. The consultants will also have to regularly monitor impact of these norms, report impact and recommend modifications as necessary.
- II. Drive improvement in Productivity of Mechanical Coal handling berths: The consultants will have to undertake detailed study to recommend changes in operations and maintenance practices and reduce non-working time as well as improve net discharge rate for the two existing mechanical coal handling berth. Consultants will have to help the port in engaging with the berth operator and the customers in driving necessary operating changes e.g. no. of hatch changes, no. of draft checks, pre and post survey time etc. to achieve improvement in productivity.
- III. Drive improvement in Productivity of Conventional bulk handling berth: The consultants will have to undertake detailed study to recommend changes in operation and maintenance practices and reduce non-working time as well as improve net discharge rate. Consultants will have to help port engage with trade and in driving necessary changes (no. of hatch changes, no. of draft checks, pre and post survey time etc.) with the customers.
- IV. Support port in upgrading crane and evacuation infrastructure initiatives: The consultants will have to support the port in the

tendering process for upgrading equipments e.g., MHCs while ensure competition and fair value realization.

- V. Re-deployment on Iron Ore handling berth for Coal handling: The consultants will have to work with the port to devise and implement strategy using findings from earlier studies to start coal handling on the iron ore berths. The consultants will have to identify target customers and help in building a value proposition that allow them to move to Iron Ore handling berths without increasing their overall logistic costs.
- VI. Optimize usage of existing storage land and create new land parcels: The consultants will have to help implement the strategy outlines for optimizing the MCHP (Mechanical Coal handling plant) storage land and release constraints in yard and evacuation. The consultants will guide the port on steps required for developing additional 100000 sqm of hard stand storage yard.

Along, with the above priority initiatives the consultants will also have to help the port implement all the other initiatives identified under the Quantitative Benchmarking project as well as identify other opportunity areas for driving higher revenues/driving down cost to increase port profitability while also reducing the vessel turnaround time and logistic cost for the trade.

2. Kolkata Port Trust

a. (Kolkata Dock complex)

- I. Drive upgradation of berth and crane infrastructure at the NSD terminal: The consults are expected to support the port in implementing the strategy outlined for upgrading the berths and commissioning new MHCs on container handing berths in NSD terminal.
- II. Productivity improvement in NSD through NWT reduction: As per the findings from earlier studies, about ~23-25% of the time (9 - 12

hours) is non-working time at the NSD terminal berths. The consultants will have to work with the port to significantly reduce this non-working time by implementing the identified initiatives such as hot seat changes, reduce pre and port survey delays etc.

III. Implementing of Cost Reduction initiatives: The consultants will actively support the port in driving down cost in the key opportunity areas already identified (e.g. loco cost reduction, Security cost reduction etc.) and also identify new areas / opportunities for cost reduction.

IV. Rail evacuation and rake turnaround time improvement: The share of rail evacuation is very small in kolkata due to very high turnaround time. The key factors behind this as identified in the previous study are poor condition of existing infrastructure and need to develop new track infrastructure. The consultants will have to work with the port in driving implementation of the key initiatives and program manage the rollout of tenders / RFOs as required to improve rail infrastructure and increase share of rail cargo.

Along, with the above priority initiatives the consultants will also have to help the port implement all other initiatives identified under the Quantitative Benchmarking project as well as identify other opportunity areas for driving higher revenues / driving down cost to increase port profitability while also reducing vessel turnaround time and logistic cost for the trade.

b. Kolkata Port Trust (Haldia Dock Complex):

I. Dredging cost reduction: The total cost of dredging across Haldia and Kolkata port trust is ~ Rs 380 Cr, a large share of which is currently subsidized through central grants. The port is keen to reduce this cost significantly and has identified two key initiatives to achieve the same. The consultants will have to help the port implement these initiatives by program managing the technical evaluation/studies, analyzing the study findings and building

necessary business case and synthesizing insights to facilitate decision making. The consultants will also have to help frame a robust RFP for the dredging contract that balances risk and facilitates innovation (e.g. Dredger with Split hopper barges etc.) to reduce overall dredging cost.

- II. Draft and implement performance norms: Consultants will have to work with the Port leadership team and the officials from the Ministry and IPA to detail out performance norms for every combination of berth, commodity and equipment across both mechanical and conventional berths in Haldia, including the liquid/POL terminal. The performance norms should be designed with the view of improving the operating performance (gross tons/hour handled) of the customers/stevedoring agents and unlock capacity. The norms should have provision for both nominal penalty and incentives. The consultants will also help the port in implementing and refining these norms through discussions with trade. The consultants will also have to regularly monitor the impact of these norms and recommend modifications as necessary. Separately.

- III. Drive upgradation of berth, crane and yard infrastructure: Currently, only berth number 4A, 4B and 12 have mobile harbour cranes installed. There is an opportunity to implement MHCs on berth number 2,3,8,9 in a phase wise manner to drive up the productivity and free up capacity on the bulk handling berths in Haldia. Also, there is an opportunity to double the productivity of berth #4 by commissioning a new stacker reclaimer. The consultants will have to provide support in drafting and rolling out the RFP that will drive competition and expedite the process of commissioning the new MHCs. The consultant will also have to guide the port on steps required for upgradation and hard standing land behind these berths to create adequate storage capacities.

- IV. Drive improvement in Productivity of bulk handling berths: The consultants will have to undertake detailed study to recommend changes in operations and maintenance practices and reduce non-working time as well as improve net discharge rates for all the bulk handling berths in Haldia. Consultants will have to help port engage with trade and in driving necessary changes (no. of hatch changes, no. of draft checks, pre and post survey time etc.) with the customers. The consultants will also have to work with the port to draft policies/processes that reduces the delays due to shift change loss.
- V. Enhance lock gate capacity and high tide utilization: Since, Haldia is a tidal port, lock gate is the key constraint in driving throughput. The port has studied the operations in detail in the last study and has identified a set of initiatives to optimize the usage of lock capacity and tidal window and further increase capacity (e.g. replace low parcel cargo with high cargo parcel, create parking berths to allow vessels to come in advance during high tide etc.). The consultants will have to work with the port team to implement these initiatives and ensure that the identified throughput potential is fully realized.
- VI. Draft and implement strategy for making trans-loading facility competitive: Haldia port has relatively low draught currently which limits its ability to attract large sized vessel. In order to address this limitation Haldia port has decided to build a trans-loading facility in deep sea ton successfully compete against the new private ports with deep draught. The consultant will have to work with the port team to build a detailed working model and pricing strategy that will make the economics of trans-loading facility at Haldia more or equally attractive versus the neighboring private port competitors.

Along with the above priority initiatives the consultants will also have to help the port implement all other initiatives identified under the Quantitative Benchmarking projects as well as identify other

opportunity areas for driving higher revenues / driving down cost to increase port profitability while also reducing vessel turnaround time and logistic cost for the trade.

3. Kandla Port Trust

- I. Draft and implement performance norms: Consultants will have to work with the Port leadership team and the officials from the Ministry and IPA to detail out performance norms for every combination of berth, commodity and equipment across both mechanical and conventional berths in Kandla, including liquid/POL terminals. The performance norms should be designed with the view improving the operating performance (gross tons / hour handled) of the customers / stevedoring against capacity. The norms should have provision for both nominal penalty and incentives. The consultants will also help the port in implementing and refining these norms through discussions with trade. The consultants will also have to regular monitor the impact of these norms, report impact and recommend modification as necessary.
- II. Drive up gradation of crane and yard infrastructure: There is an opportunity to implement MHCs on berth CJ6 and CJ9 to drive up the productivity and free up capacity on the bulk handling berths in Kandla. The consultants will have to provide support to the port in the tendering process to expedite the process of upgrading MHCs while ensure competition and fair value realization.
- III. Mechanization of fertilizer and Food handling: The consultant will have to help the port in building a strong value proposition and guide the ports on the steps required for upgradation and mechanization of fertilizer and food handling facilities at Kandla to drive down the cost for customers and making modal shift from road to coastal feasible.

IV. Drive improvement in productivity of bulk and oil handling berths:

The consultants will have to undertake detailed study to recommend changes in operations and maintenance practices and reduce non-working time as well as improve net discharge rates for all the bulk handling berths in kandla. The consultants will also have to ensure optimal utilization of cranes by matching berth strength with cranes and also by optimizing the use of grabs as per commodity handled to maximize productivity. Consultants will also have to help port engage with trade and in driving necessary changes (no. of hatch changes, no. of draft checks, pre and post survey time etc.) with the customers. The consultants will also have to work with the port to draft policies / processes that reduces delays due to shift change loss.

Along, with the above priority initiatives the consultants will also have to help the port implement all other initiatives identified under the Quantitative Benchmarking project as well as identify other opportunity areas for driving higher revenues / driving down cost to increase port profitability while also reducing vessel turnaround time and logistic cost for the trade.

4. Kamarajar Port Limited (Ennore):

- I. Setup and institutionalize reviews systems: The consultants will have to help setup and institutionalize review systems that will help the port regularly track performance of its concessionaries and regularly engage with them to resolve bottlenecks, drive higher productivity and attract more cargo to the port thus benefiting both the port and the concessionaire. The consultant will have to help engage with the concessionaires to explain them in review and data sharing processed and run the review cycles till it gets institutionalized.
- II. Draft and implement performance norms: Consultants will have to work with the Port leadership team and the officials from the Ministry and IPA to detail out performance norms for every

combination of berth, commodity and equipment across both mechanical and conventional berths in Ennore, including the liquid / POL terminals. The performance norms should be designed with the view of improving the operating performance (gross tons / hour handled) of the customers and enhance available capacity. The norms should have provision for both nominal penalty and incentives. The consultants will also help the port in implementing and refining these norms through the discussions with trade. The consultants will also have to regular monitor the impact of these norms, report impact and recommend modification as necessary.

- III. Create additional coal handling capacity by converting existing Iron ore handling berths: Consultants will have to work with the Port leadership team to drive timely implementation of new contracts as well as other necessary changes in the berth infrastructure to allow coal handling at the current Iron ore handling berth.

Along with the above priority initiatives the consultants will also have to help the port implement all the initiatives identified under the Quantitative Benchmarking project as well as identify opportunity areas for driving higher revenues / driving down cost to increase port profitability while also reducing the vessel turnaround time and logistic cost for the trade.

5. Jawaharlal Nehru Port Trust :

- I. Setup and institutionalize reviews systems: The consultants will have to help setup and institutionalize review systems that will help the port regularly track performance of its concessionaries and regularly engage with them to resolve bottlenecks, drive higher productivity and attract more Container/cargo to the port thus benefiting both the port and the concessionaire. The consultant will have to help engage with the concessionaires to explain them in review and data sharing processed and run the review cycles till it gets institutionalized.

- II. Draft and implement performance norms: Consultants will have to work with the Port leadership team and the officials from the Ministry and IPA to detail out performance norms for every combination of berth, commodity and equipment across both mechanical and conventional berths in Jawaharlal Nehru, including the liquid / POL terminals. The performance norms should be designed with the view of improving the operating performance (gross tons / hour handled) of the customers and enhance available capacity. Special attention shall be given to container handling berths and improvement of crane productivity and reduction in shift change losses to improve QC productivity. The norms should have provision for both nominal penalty and incentives. The consultants will also help the port in implementing and refining these norms through the discussions with trade. The consultants will also have to regular monitor the impact of these norms, report impact and recommend modification as necessary.
- III. Redesign operator incentive scheme : Consultant shall help in integrating individual performance into an incentive scheme provides a more direct link to terminal performance. Individual productivity targets should be set for different equipment types, and not just be based on quay crane productivity. Steeper incentive structures, aligned with target productivity levels of the terminal, are required to motivate operators towards better performance. The expected impact shall be improvement in crane productivity by up to ~ 3.5 crane moves per hour, based on improvement in operator performance; potential increase in operating surplus of ~ 20 crore
- IV. Improve QC productivity through dual cycling: Dual cycling is a practice of doubling crane productivity through combining load and discharge into single crane movements to avoid wasted trips. Consultant shall help port in reducing in number of cycles required for a given parcel size and reducing in terminal trailer trips between berth and yard by implementation of dual cycling. The expected

impact in crane productivity of ~1 crane move per hour, translating to an estimated increase in operating surplus of ~Rs 12 crore per annum.

- V. Dynamic deployment of RTGCs based on actual demand : RTGC utilization rate varies across RTGCs in import and export yard due to difference in peak activity for each yard. Consultant shall help in improving the productivity of the RTGCs by pooling the RTGCs and re-deploying them based on peak load. As a result of deploying more RTGCs to the peak activity, loss of time due to gantry will be reduced and productivity would increase. The expected impact would in reduction in idle time at berth on account of waiting for TTs, resulting in an increase in capacity with incremental surplus of ~ Rs 6 crore.
- VI. Acquire 9 additional RTGCs : The Consultant will have to support the port in the tendering process for acquiring 9 additional RTGCs to align equipment ratio with international norms.
- VII. Convert shallow berth yard to RTGC – operatable IM yard: The Consultant will have to support the port to re-organized the container yards in order to facilitate pooling and pooling and re-deployment of RTGCs base on peak activity requirement considering following design principles:
- Maximize contiguous yard space with paths for RTGCs to move from one yard to another
 - RTGCS need not be dedicated to an import or export yard, but be available for use based on actual volume of intake, loading and unloading.

Along with the above priority initiatives the consultants will also have to help the port implement all the initiatives identified under the Quantitative Benchmarking project as well as identify opportunity areas for driving higher revenues / driving down cost to increase port profitability while also reducing the vessel turnaround time and logistic cost for the trade

6. Automate performance dashboards: Consultants will have to develop an automated dashboard reporting system to monitor and track key operating metrics as well as to monitor and track progress on the strategic roadmaps developed by the ports. The consultants are expected to set up the dashboard for all the 12 major ports. Till the time automated dashboards are developed and implemented, the consultants will help ports report the same through physical dashboards for the five ports covered under this project.

Phase 2 of the Program (7-12 months)

1. Continue to provide deep dive support through phase 2 to the five major ports covered under phase 1 for timely implementation of already identified initiatives and all new initiatives identified. The consultants are expected to visit the ports, discuss with the leadership team on the status of various initiatives and assist in resolving bottlenecks if any. It is expected that the consultants will follow a set cadence of visiting the port in a regular fashion. The consultants will also have to jointly work with all the port team to review and define performance norms to drive operational productivity for all bulk conventional and mechanical berths
2. The consultants will have to build upon capability maturity assessments conducted as part of previous projects and develop a detail improvement roadmap as well as handhold in implementation: The consultants will have to further detail out key capability gap areas required for competing with private ports as identified through previous capability maturity assessments. The following four areas will have to be specifically covered in phase 2::
 - a. Business development: The consultants will have to assess the current BD capability across ports and make detail recommendations on the target structure, team size, team capability and processes. Further, the consultants are expected to support the Port in embedding this capability by handholding the team and planning necessary training and development for the team members.
 - b. Pricing capability: The consultants will have to review the current internal capability for making Pricing decisions and using pricing as a strategic lever to enhance revenues and profitability of the port. The consultants will have to make detail recommendations on the team and the framework / processes (competitor

benchmarking, total cost to customer analysis, periodic pricing reviews etc.) required. The consultants are further expected to hand hold the team and plan necessary training / skill building (analytical skills, excel modelling, pricing models etc.) activities.

- c. Vendor & Concessionaire Contract management: Major ports are moving towards the land lord model and thus vendor and concessionaire management will be a key capability required to drive higher performance for the ports. Consultants are expected to review the existing processes and capabilities around concessionaire & vendor selection, setting up of **vendor /concessionaire performance norms and SLAs**, periodic performance monitoring & reporting and effectiveness of joint review forums. Consultants will prepare an action plan for developing the capabilities and support the ports in driving implementation.

2. Key Deliverables, timeframe and resource requirement:

The consultants shall submit the following deliverables

S No.	Deliverables	Time from inception
Phase 1(1 – 6 months)		
1	Inception Report	2nd week
2	a) Initiative implementation update for each of the five ports covered under the program - 1 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time – 1 c) Dashboards with key operating performance metrics for the five ports covered in the program b) Prototype/screen shots of the automated dashboards	6th week
3	a) Initiatives implementation update for each of the five ports covered under the program -2 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time – 2 c) Implementation of the automated dashboard for performance tracking and implementation status reporting	12th week

4	a) Initiative implementation update for each of the five ports covered under the program - 3 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time - 3	18th week
5	a) Initiative implementation update for each of the five ports covered under the program - 4 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time – 4 C0 Updated strategy roadmaps with revised timelines and all new initiatives identified included	24th week
Phase 2 (6 – 12 months)		
6	Inception Report	Week 26th
7	Program management status report on implementation monitoring, tracking and status against target delivery metrics for the five ports covered under this project and the capability development activities	Every 6 weeks starting 32 nd week (week 32, 38, 42, 48)

4.1 The consultant is required to submit the final report 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 will remain the property of IPA and will not be used for any other purpose other than those intended under RFP without obtaining permission of IPA. IPA will issue completion certificate to this effect.

4.2 Each deliverable of the consultant will be reviewed by the committee constituted by IPA for this purpose. The consultant would also be required to make a presentation on the draft reports before IPA/Port Trusts/Ministry and incorporate their suggestions in the final report.

4.3 The consultant shall ensure timely completion of the milestones mentioned above. There will be a penalty @ 0.5% of the total value of work awarded for every week of delay in non-achieving the milestones of work order unless such delay is duly approved by IPA. The

maximum penalty will be 10% of the total value of contract. 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 @ 10%.

4.4 The consultant is expected to deploy not less than 5 resources in Phase 1 & Phase II who have worked in the area of Operational improvement in infrastructure entities preferably ports. In the Phase 1, the resources have to be placed in the following locations: one each at KoPT(KDS and HDC), Kandla, Paradip and two resources in the central team at IPA/Ministry who will also look after JNPT & Ennore Ports. This deployment can be changed in consultation with IPA. Deployed resources will also assist the other ports on the basis of directions issued by IPA/Ministry as and when required. The deployment of the resources for Phase 2 would be decided based on the outcomes of the Phase I assignment by IPA.

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 depends upon interpretation of law. The information given is not a complete or authoritative statement of law. The Authority 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 will remain with 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 before the last date and time of bid submission, the proposals and accompanying documentation of the qualification proposal will become the property of IPA and will not be returned after opening of the qualification proposal. IPA is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can 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 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 will be evaluated as per the requirements specified in the RFP and adopting the qualification criteria spelt out in this RFP. The Bidders are required to submit all required documentation in support of the qualification criteria specified in RFP. IPA will 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. Eligibility Criteria

The bidder shall fulfil all of the following eligibility criteria independently on date of submission of bid:

S.No	Criteria	Supporting documents to be submitted
PQ1	Size and Financial Solvency: Bidder to be an organization with a minimum turnover of more than INR 100 Crore on an average of last 3 years from consulting revenues	CA certified statement showing revenues for 3 financial years FY 12-13, FY 13-14 and FY14-15.
PQ2	International experience and ports network: The bidder should have worked with at least 3 large ports (at least 50 MT per annum or 1 M TEU container traffic) internationally in the last 5 years on relevant assignments with work similar to the described scope	Details of the work and confirmation by the authorized signatory of bidder

The MD of the consulting firm shall self-certify if the firm has non-disclosure agreement with its clients.

*Relevant Assignment is defined as business, operational and financial consulting assignments excluding Preparation of DPRs, IT implementation, Forensic/ Internal Audit/ Risk Assessment and Transaction/M&A engagements. IPA reserves the right to validate the credentials.

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 of the Consulting firm shall self-certify if the firm has done assignments on non-disclosure agreements. In such cases, broad details of the assignment has to be provided to ascertain relevance
- 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) from consultancy during last three years.
- 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. Duly filled check list as given in **Annexure II** of the RFP.

8. Proposal Submission

Interested 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.

The technical proposal (One Original hard copy and two softcopy in word format) and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”. Financial Proposal should indicate a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both the envelopes containing the Technical and Financial proposals shall be placed into an outer envelopes and sealed along with EMD. This outer envelope shall bear the title of the assignment “Appointment of Consultant for conducting a benchmarking study of Port Sector with reference to select Port Trusts”.

I. Technical Proposal Content

Technical proposal should 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 should 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 taxes for the entire Scope of Services.
- b) The lump sum quote should be inclusive of all expenses which consultant may incur while executing the assignment excluding Travel, Boarding & Lodging. Expenses made on Travel, Boarding & Lodging, as approved by Ministry/IPA, will be reimbursed on actual as required.
- 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. Evaluation of Proposal

Each Proposal, which pre-qualifies in, shall be evaluated according to the following criteria and granted a score. If the score is less than 65 as per the scoring criteria mentioned below, then the bidder will not qualify for financial evaluation. The bidder shall be disqualified and financial bid of those disqualified bidders shall not be opened.

S.No	Criteria	Marks
1	Relevant Past experience of the agency in the last ten years	40
A	<p>India case studies of assignments on productivity/profit improvement/operations excellence. (Excluding assignments related to transaction advisory, risk management and audit). This would be assessed inter-alia on the recency, size, no of assignments and relevance and quality of the assignments. Assignments should be of a minimum value of Rs 5 Crs.</p> <p><i>(The consultant shall provide the list of all relevant assignments. 20% marks would be for number of assignment and 80% for quality of work. Who secure maximum marks will get highest score and other bidder based on normalization.)</i></p>	10

S.No	Criteria	Marks
B	<p>International case studies of assignments on productivity improvement /profit improvement/operations excellence for Ports/terminals outside India. This would be assessed inter-alia on the recency, size, no of assignments and relevance and quality of the assignments. Ideally, the bidder should demonstrate experience of transformation / comprehensive performance improvement. Assignments should be of a minimum value of USD 1,000,000 (Rs 6.0 Crs).</p> <p><i>(The consultant shall provide the list of all relevant assignments. 20% marks would be for number of assignment and 80% for quality of work. Who secure maximum marks will get highest score and other bidder based on normalization.)</i></p>	30
2	Qualification and Experience of Team Proposed for the assignment	30
A	<p>Team Leader (One):</p> <p>Post Graduate with minimum 10 years work experience in either strategy / operations improvement, productivity improvement/profit improvement programs in ports and maritime sector. Team leader should have been a permanent employee of the bidder for at least 3 years. The candidate must have ideally been involved in at least 3 ports. Preference for international experience.</p> <p><i>(20% marks for year of experience & number of assignment. 80% for quality & relevance of the experience. Who secure maximum marks will get highest score and other bidder based on normalization.)</i></p>	10
B	<p>Transformation and Capability Development Experience (One):</p> <p>Post Graduate with minimum 15 Years work experience leading large transformation programs and capability building programs in areas of Organization, operations or process benchmarking studies / business process reengineering / cost reduction assignments / profit improvement program. Ideally, the expert should have worked on at least 3 ports. The expert should have been a permanent employee of the bidder for at least 3 years. Preference for international experience.</p> <p><i>(20% marks for year of experience & number of assignment. 80% for quality & relevance of the experience. Who secure maximum marks will get highest score and other bidder based on normalization.)</i></p>	10
C	<p>Port Sector Expert (Three):</p> <p>Post Graduate with minimum 10 Years work experience in business consulting, operations improvement and strategy consulting assignments in ports & maritime sector. Port expert should have ideally worked on 3 ports and should have</p>	10

S.No	Criteria	Marks
	international experience. The expert should have been a Permanent employee of the bidder for at least 3 years. Preference for international experience. Out of three, one Port expert should have experience in dredging operations & Techniques <i>(20% marks for year of experience & number of assignment. 80% for quality & relevance of the experience. Who secure maximum marks will get highest score and other bidder based on normalization.)</i>	
3	Approach, Methodology and Work Plan Proposed Understanding of key operational improvement implantation levers in ports Approach, tools, methodologies, Workplan and approach <i>Bidders also have to make presentation on above before the evaluation Committee</i>	30

The MD of the consulting firm shall self-certify if the firm has non-disclosure agreement with its clients.

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 to Indian Ports Association for a period of 6 months. The consulting fees for phase 2 will be

assumed to be the same financial quote as made for phase 1 (first 6 months). 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 (80% of X)	Weighted Financial Score (20% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

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

10. Support/Inputs to be provided by IPA

IPA will provide the consultant, the MoU's of the last five years of the specified Port Trusts, Annual Report, Business Plan and Annual Plan submitted by Port Trusts /Ministries and any other additional information which is available in public domain. IPA will also provide the Report and recommendations port-wise given as output of the Benchmarking, Capability Maturity Assessment and preparing a roadmap for operational improvement study.

11. Payment Terms

The payment instalments for Phase 1 will be released as per the following schedule:

S No.	Deliverables	Payment terms
1	Inception Report	20%
2	a) Initiative implementation update for each of the five ports covered under the program - 1 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time – 1 c) Dashboards with key operating performance metrics for the five ports covered in the program b) Prototype/screen shots of the automated dashboards	20%
3	a) Initiatives implementation update for each of the five ports covered under the program -2 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time – 2 c) Implementation of the automated dashboard for performance tracking and implementation status reporting	20%
4	a) Initiative implementation update for each of the five ports covered under the program - 3 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time - 3	20%
5	a) Initiative implementation update for each of the five ports covered under the program - 4 b) Value creation/impact created report clearly showing improvements in productivity and turnaround time – 4 C0 Updated strategy roadmaps with revised timelines and all new initiatives identified included	20%

An additional improvement linked incentive will be offered to the consultant as per the following guidelines to incentivize the consultants to drive and improve operating performance for each of the five ports covered under this program:

Port	Target	Improvement linked incentive
Paradip	10% improvement on baseline productivity (gross tons/hour handled) on bulk handling berths CB1, CB2, EQ1, EQ2, EQ3, CQ1, CQ2, MPB, SQ	+ 5% of the quoted fees
	11%-30% improvement on baseline productivity (gross tons /hour handled) on bulk handling berths CB1, CB2, EQ1, EQ2, EQ3, CQ1, CQ2, MPB, SQ	+7.5% of the quoted fees
	Greater than 30% improvement on baseline productivity (gross tons /hour handled) on bulk handling berths CB1, CB2, EQ1, EQ2, EQ3, CQ1, CQ2, MPB, SQ	+10% of the quoted fees
Kolkata	Rs 50 Cr of annualized dredging cost reduction ⁺	+ 2.5% of the quoted fees
	Rs 51 - 100 Cr of annualized dredging cost reduction ⁺	+3.75% of the quoted fees
	Greater than Rs 100 Cr of annualized dredging cost reduction ⁺	+5% of the quoted fees
Kolkata (HDC)	10 % improvement on baseline productivity (gross tons/hour handled) on non captive bulk handling berths within the	+ 2.5% of the quoted fees

	<p>impounded dock (Berth number 2,8,9,10,11,12,13)</p> <p>11% - 30 % improvement on baseline productivity (gross tons/hour handled) on non captive bulk handling berths within the impounded dock (Berth number 2,8,9,10,11,12,13)</p> <p>Greater than 30 % improvement on baseline productivity (gross tons/hour handled) on non captive bulk handling berths within the impounded dock (Berth number 2,8,9,10,11,12,13)</p>	<p>+3.75% of the quoted fees</p> <p>+5% of the quoted fees</p>
Kandla	<p>10 % improvement on baseline productivity (gross tons/hour handled) across bulk (CJ1, CJ2, CJ3, CJ4, CJ5, CJ6, CJ7, CJ8, CJ(, CJ10) and non POL Oil Jetties (OJ1, OJ2, OJ3, OJ4, OJ5)</p> <p>11% - 30 % improvement on baseline productivity (gross tons/hour handled) across bulk (CJ1, CJ2, CJ3, CJ4, CJ5, CJ6, CJ7, CJ8, CJ(, CJ10) and non POL Oil Jetties (OJ1, OJ2, OJ3, OJ4, OJ5)</p> <p>Greater than 30 % improvement on baseline productivity (gross tons/hour handled) across bulk (CJ1, CJ2, CJ3, CJ4, CJ5, CJ6, CJ7, CJ8,</p>	<p>+ 5% of the quoted fees</p> <p>+7.5% of the quoted fees</p> <p>+10% of the quoted fees</p>

	CJ(, CJ10) and non POL Oil Jetties (OJ1, OJ2, OJ3, OJ4, OJ5)	
Ennore	10% improvement on baseline productivity (gross tons/hour handled) across coal handling berths CICTL, CGS001, CJS002	+ 5% of the quoted fees
	11%- 30% improvement on baseline productivity (gross tons/hour handled) across coal handling berths CICTL, CGS001, CJS002	+7.5% of the quoted fees
	Greater than 30% improvement on baseline productivity (gross tons/hour handled) across coal handling berths CICTL, CGS001, CJS002	+10% of the quoted fees
Jawaharlal Nehru	20% improvement on baseline productivity (moves/ hr) across Container berth	+ 5% of the quoted fees
	21%-50 % improvement on baseline productivity (moves/ hr) across Container berth	+7.5% of the quoted fees
	Greater than 50% improvement on baseline productivity (moves/ hr) across Container berth	+10% of the quoted fees

Gross productivity will be measured using the Gross tons/hour handled metric calculated by dividing the total cargo handled (MT) by the total berthing time of the vessel.

The baseline for productivity will be assumed to be the average of first six months (April – September) performance in this financial (2015 – 2016). The target achieved will be the average of the performance achieved in the last three months of the phase 1 of this assignment.

⁺The baseline for dredging cost will be the annual cost incurred for Kolkata Port Trust (across Kolkata Dock System and Haldia Dock Complex) during the financial year 2014-15.

The maximum improvement linked incentive will be capped to 50% of the fees quoted for the assignment. IPA will be the authority for validating and confirming the value realized from the base financial year 2014-15 adjusted for any abnormal events. The incentive fee calculated based on the above will be paid as the last instalment.

The consulting fees for phase 2 will be assumed to be the same financial quote as made for phase 1 (first 6 months). Phase 2 will not have any variable component on the payments.

The payments for phase 2 will be made every 8 weeks (linked to the status report submission), in equal instalments (except the first 10% payment for inception report).

S No.	Deliverables	Payment terms
6	Inception Report	10%
7	Program management status report on implementation monitoring, tracking and status against target delivery metrics and capability development activities (every 6 weeks starting week 32)	15% every 6 weeks (week 32, 38, 42, 48)

IPA reserves the right to terminate the assignment at the end of first 6 months (phase 1) and will communicate the same 2 weeks before completion of phase 1 of the project.

12. General Terms and Conditions

- (i) Data provided for the study are confidential in nature. The consultant should not share the data without IPA permission. 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) should 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 should be registered under relevant Laws/Acts of the country.
- (vii) In case of any dispute arising, the decision of the IPA will 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 IPA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- b. The Authority 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 Authority, 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 Authority, 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 Authority 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 Authority, in regard to this document, including consideration and evaluation of such Applicant's Proposal.
- b) Without prejudice to the rights of the. Authority herein above and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of three years from the date such Applicant or Consultant, as the case may be, is found by the Authority 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 LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases

to be in the service of the 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 LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant or 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. 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 [Transforming Indian Major Ports to drive sustainable profit improvement] in accordance with your Request for Proposal dated [insert date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope and requisite EMD.

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 Part II of 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 :

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

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 for further information.

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
2012-13			
2013-14			
2014-15			

(Seal & Signature of Bidder)

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 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.

**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]

2. On Inputs and Facilities to be provided by the employer

[Comment here on Inputs and facilities to be provided by the Employer as mentioned in Paragraph 11 of the Section 2 including : administrative support, office space, data etc.]

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 Tech-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 toher 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]:
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 willful 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

(Financial Proposal-Standard Forms)

Form FP-1: Financial Proposal submission Form

Form FP-2: Financial Proposal for profitability Reports

FINANCIAL PROPOSAL SUBMISSION FORM

[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] for the phase 1 of the project (first 6 months) with the understanding that the same quote will be applicable for phase 2 (for next 12 months). This amount is inclusive of the 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 Profitability Reports

Sl. No.	Name of the Assignment	Fees quoted (inclusive of all Taxes)

(Fees in words) Rs.

Authorized Signature [in full and initials]:

Name :

Designation :

Name of Firm:

Address:

List of Major Ports

- 1) Kolkata Port Trust (KDS and HDC)
- 2) Paradip Port Trust
- 3) Visakhapatnam Port Trust
- 4) Ennore Port Ltd
- 5) Chennai Port Trust
- 6) V.O. Chidambaranar Port Trust (Tuticorin)
- 7) Cochin Port Trust
- 8) New Managlore Port Trust
- 9) Mormugao Port Trust
- 10) Jawaharlal Nehru Port Trust
- 11) Mumbai Port Trust
- 12) Kandla Port Trust

Check list of Documents

The bids shall be accompanied with the followings:

1) DD/ Pay order towards EMD(Rs 2,50,000/-), Document fee(Rs 10,000/-)

Yes/No

2) Firm registration certificate.

Yes/No

3) Copy of Work Orders/ Self-certification

Yes/No

4) Copy of completion certificates along with value/Self-certification

Yes/No

5) Resume of Team Leader & Team members with supporting documents

Yes/No

6) Undertaking that the firm/Institution is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority

Yes/No

7) Authority Letter , if any

Yes/No

8) Duly Audited copy of Annual Accounts of Last three years

Yes/No

9) Undertaking regarding Non Disclosure

Yes/No

10) Duly filled format (as given in Technical bid with Self Evaluation sheet along with softcopy in word format & Financial bid)

Yes/No