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Volume-II



Panel of Empanelment of Consultants for Major Ports

A Guide for Use of the Panel



Indian Ports Association
Centre of Excellence



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1. INTRODUCTION

Governing body in its 169th meeting held on 30th September, 2016 at Kandla, deliberated to expand the role of IPA and establishing the Centres of Excellence in the various functional areas relating to Port Operations and Management to help the Major Ports. It was also discussed that IPA can empanel quality Consultancy firms and individual Consultants in various areas. Once this kind of panel is prepared after open tender process and stringent scrutiny by IPA, Major Ports can make use of this panel and seek only financial bids from those in the panel depending upon the Terms of Reference.

After detailed deliberations, Governing Body identified and approved 42 focus areas in total and also constituted a committee consisting of the following members to guide IPA in finalizing the modalities for the empanelment process of Consultants/ Consultancy firms:

- a) Chairman, IPA
- b) MD, IPA
- c) Shri Rinkesh Roy, Chairman, PPT
- d) ShriI. Jeyakumar, Chairman, MGPT
- e) Shri P C Parida, Chairman, NMPT
- f) Shri Cyril C. George, Dy Chairman, CHPT
- g) Shri S K Madabhavi, CE JNPT

Later on, one more focus area namely „*Capacity Building*’ was also identified, which make a total of 43 focus area.

The aforesaid 43 focus areas are categorized into the following groups:

- Group I - Projects
- Group II - Environment, Coastal Management & Green Port Initiatives
- Group III - Finance/Taxation/Investment
- Group IV - Audit
- Group V - Town Planning
- Group VI - Legal
- Group VII - Disaster Management
- Group VIII - Others (Business Development / HR / Welfare)
- Group IX - Capacity Building

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2. CONSULTANTS

The Consultants fall under Groups I, II, V & VIII pertaining to Projects, Environment, Town Planning and Others respectively of the “Establishment of Centres of Excellence at IPA”. The following is the list of various Focus Areas where projects under which Consultants have been empanelled.

Table 1 - Consultant categories under Focus Areas under Centre of Excellence

Category	Consultants Categories	Focus Areas under Centre of Excellence
1a.	Town Planners, Architects & landscape Planners	Group V- Town Planning
1b.	Feasibility Study for District Parks, Logistics Parks, MMLP's	
2	Legal Advisors	Group VI - Legal
3a	Ship Repair Yards	Group I - Projects
3b	Lock Gate Systems	
4.	Oil Pollution & Mitigation	Group VII - Disaster management
5	Energy Audit	Group IV- Audit
6.	Hydrographic Survey	-
7.	Feasibility study on Development of Marina Industry.	Group-II- Environment, Coastal Management & Green Port Initiatives.

3. ROLES OF PANEL OF CONSULTANTS

The Governing Body has approved the following General Guidelines in its 173rd meeting held on 3/11/2017 for use for Empanelled List which will also be applicable to Consultants

a) The Panel is intended to streamline the tendering process for the engagement of Consultants under various categories as depicted in Table 1 above in port projects; enable fast access to firms that have been pre-qualified against relevant criteria; and ensure transparency and accountability through clear definition of the processes and the role and responsibilities of the agencies and the private sector.

b) Where Sponsoring Authorities (Individual Ports) are seeking a quote from a Panel member, the Sponsoring Authority (here Major Ports or their associated entities) concerned should directly approach those members. A full listing of category-wise Panel members and their contact details is provided in **Annexure 1**.

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c) The Panel is valid for a period of three years. During this period, Indian Ports Authority may remove firms from the Panel if it concludes that they have not demonstrated adequate capability of providing the required services in a professional manner or add new firms, after due diligence. Any information on change to Panel membership will be made available through IPA website.

**BRIEF SCOPE IN VARIOUS CATEGORIES OF CONSULTANTS AS DEFINED
IN RFQ**

Town Planners, Architects & landscape Planners: The objective of this RFQ is to prepare a panel of Town Planners / Urban Planner/Architects (Individual/Firms) as a consultants for use by the major ports for the identified consultancy services that will be based upon the requisite track record and specialization of the empanelled applicants.

Broad role of Urban Planners:

Urban Planners are predominantly concerned with the land use planning, development and subdivision, with the intent of achieving the desired urban planning outcome. The planning instrument is often a combination of legislation, policy, acts, regulations, rules, codes, schemes, plans, policies and manuals.

Broad role of Architects:

An architect is a professional who plans, designs, and reviews the construction of buildings. Architects deal with a broad range of projects, from single buildings to large townships. To practice architecture means to provide services in connection with the design of buildings and the space within the site surrounding the buildings.

Broad role of Landscape Architects

A landscape architect is a person who designs the landscapes for areas ranging from single-building plots to neighborhoods to large layouts and city-level plans. The role of a Landscape Architect includes site analysis, site inventory, land planning, planting design, grading, storm water management, sustainable design, construction specification etc.

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Feasibility Study for District Parks, Logistics Parks, MMLP's To collect basic information regarding site, its surrounding and infrastructure. After reconnaissance survey, the Engineering and Infrastructure surveys form part of this exercise. The available data will be put together and the following surveys and studies will be undertaken:

- i. Topographical survey of the site with Key location plan of the site.
- ii. Geo-tech investigation, CBR and other surveys required for the project.
- iii. Utilize aerial photography of the area and prepare base map. Review base map to identify existing land uses and the overall character and condition of the parts of the study area.
- iv. Review existing zoning ordinances, comprehensive plans and other relevant plans and programs.

Legal Advisors: Legal advisors and Firm will act as the first case of interface for Major Ports in India for all legal matters that they require assistance / opinion / representation as well as litigation matters.

Ship Repair Yards: To identify potential investment partners to support the development of the ship repair industry in India, focusing on ports and also to assist in port(s)' ship repairing capabilities viz. capacity in existing infrastructure, area, finance, and manpower. To identify short term, medium term and long term goals to be achieved by the port(s) in its ship repairing facilities over a given timeframe. To develop a specific Action Plan with clear identification of roadmap for action to achieve the goals identified including but not limited to a commercially viable financial plan and roadmap required to achieve the goals & an identification of the target segments that the ship repairing facilities will be focused on (for eg. Passenger vessels, containerships, bulk vessels etc. along with a comprehensive management model to establish a PPP between IPA and a designated partner.

Lock Gate Systems: Consultants is required to provide practical guidance related to construction/maintenance/handling of Lock Gate Systems, Pumping stations, Sluice Systems, Bunkering, Marina, Coastal Road Works and Ship Repair Yards at the Seaport premises and/or Coastal area(s).

Oil Pollution & Mitigation: To ensure that operators follow safe operating procedures. Specific Spill Prevention, Control and Countermeasure Plans (SPCC) outline an operator's prevention procedures and are required by the EPA, Ensuring process safety minimizes the risk of a spill and protects the health and safety of people and the environment, Analysis of the oil spills and its impact along the coast and port areas due to various incidents and accidents.

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Energy Audit: This includes, providing consultancy services to client organizations, under Energy Audit, for establishing Management Systems conforming to the following International Standards, leading to third party certifications. It also includes study of the processes, procedures and practices of the client organization related to Energy requirements and consumption, Assistance in defining the Policies, objectives and scope of the management system for Energy Audit, Assistance in setting objectives, targets and a framework of review and corrective actions in the field of Energy Management, Assistance in identifying risks and suitable control measures in Energy Management, Assistance in developing the required documentation in Energy Management & Assistance in conducting Internal Audit, Corrective action, Management Review in Energy Management

Hydrographic Survey: The advent of satellite positioning systems, multi-beam and multi transducer acoustic systems and sophisticated data processing systems have drastically changed the way hydrographic surveys are conducted and to collect the data with higher precision and quality. The specific Hydrographic Survey related requirement of works at ports are as under:

- Classification of bathymetry
- Position
- Vertical datum
- Depth measurement
- Various other measurements
- Data processing
- Quality control
- Data attribution
- Data management

Preparation and supply of charts and survey reports in hard copies as well in electro-magnetic form. The survey charts shall be digitized contour map (with interval of 1 m) of the stream (Scale 1:2500) & To assist client organizations in upgrading their existing systems to the latest version of the standards

Marina: To identify Potential investment partners to support the development of the Marina Industry in India.

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4. GUIDELINES TO BE FOLLOWED FOR USE OF EMPANELLED LIST

The Governing Body has provided the following **General Guidelines** for use for Empanelled List which will also be applicable to Consultants

- i. If estimated consultancy fee is Rs. 2 crores and above, then only Category-A empanelled list will be used. If estimated consultancy fee is less than Rs. 2 crores, then the Ports are at their discretion to use any of the empanelled lists or combined lists viz. Categories A, B, C & D.
- ii. While inviting price bid, Resume/CVs of the team deployed for a particular project shall be asked for and those CVs shall be evaluated based on QCBC compliance i.e. evaluated on 70:30 basis.
- iii. While giving an advertisement, minimum 21 days" time shall be given for submission of offers (i.e. Price Bid plus CVs).

5 STEP BY STEP GUIDE FOR CONSULTANTS

Annexure 2 provides a summary of the steps that Sponsoring Authorities (Individual Ports) need to take in determining whether the Panel is applicable to their requirements, and the procedure in appointing Panel members to act as Consultants

6 OTHERS:

- A) Minimum Qualification of Full Time Equivalent (FTE) for professional.
 - i) Technical Personnel : B.Tech, BE in the specific area of skill as per RFP
 - ii) Other Non-Technical persons: Graduate
- B) List of Empanelment will be updated regularly at intervals by IPA.

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Annexure -1

**LIST OF EMPANELMENT OF TOWN PLANNER CONSULTANTS AS PART OF ESTABLISHMENT
OF CENTRES OF EXCELLENCE**

CATEGORY: URBAN PLANNER

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
CATEGORY - A		
1.	C.P. Kukreja Architects Ashirwad, D-1, Green Park, New Delhi-110016	Contact Person: Dikshu C Kukreja Contact Number: 011 26863953 Email : cpka@cpkukerja.com
2.	LEA Associates South Asia Pvt. Ltd. B-1/E- 27, Mohan Cooperative Industrial Estate, Mathura Road, New Delhi-44	Contact Person: Ananda Kishore Das, Contact Number: 011-26973950-52, 41678150 Email : lasa@lasaindia.com
CATEGORY - B		
1.	DDF Consultant Pvt Ltd. 501, B-9, ITL Twin Towers, Netaji Subhash Place, Pitampura, New Delhi-110034,	Contact Person: Ms Nitika Dua, Contact Number: 011 47400500 Email: info@ddfgroup.com
2.	AECOM India Private Limited 9th Floor, Infinity Tower C, DLF Cyber City, Phase II Gurgaon -122002, Haryana	Contact Person : Rogern Gunn Contact Number: 0124 4830100 Email : abhishek.malhotra@aecom.com
3.	Haskoning DHV Consulting Pvt. Ltd Green Boulevard, Plot B9A, Tower B, 4th Floor, Sestro-62, NOIDA-201301, India	Contact Person: J V L Narayana, Contact Number :0120 4016100 Email : info.india@rhdhv.com
4.	Voyant Solution Private Ltd. 403, 4 th Floor, Park Centra, Sector-30, NH- 8, Gurugram-122001	Contact Person: Shri Vishun Prasad Saini , Contact Number: 0124 4598200 (30 lines) Email : info@voyants.in
CATEGORY-C		
1.	Feed Back Infra Private Limited 15 th Floor, tower 9B, DLF Cyber City, Phase III, Gurugram 122002	Contact Person: Rakesh Bansal, Contact Number: 9811132080 Email : rakesh.bansal@feedbackinfra.com

CATEGORY: ARCHITECT

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
CATEGORY - B		
1.	DDF Consultant Pvt Ltd. 501, B-9, ITL Twin Towers, Netaji Subhash Place, Pitampura, New Delhi-110034,	Contact Person: Ms Nitika Dua, Contact Number: 011 47400500 Email: info@ddfgroup.com
2.	C.P. Kukreja Architects Ashirwad, D-1, Green Park, New Delhi-110016	Contact Person: Dikshu C Kukreja Contact Number: 011 26863953 Email : cpka@cpkukerja.com
3.	Voyant Solution Private Ltd. 403, 4 th Floor, Park Centra, Sector-30, NH- 8, Gurugram-122001	Contact Person: Shri Vishun Prasad Saini , Contact Number: 0124 4598200 (30 lines) Email : info@voyants.in

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CATEGORY - C		
1.	Space Ace V- 20A/05, DLF Phase-III, Gurugram, Haryana -122002	Contact Person: Samir Rastogi , Contact Number: 9312650035 , 0124 4106618 Email : spaceace.india@gmail.com
2.	Enarch Consultants Private Ltd B-66, Sector-63, Noida-201301	Contact Person: Prikshit Sharma , Contact Number: 0120 4318964, 4202182 Email: enarchindia@rediffmail.com enarchjobs@gamial.com

CATEGORY: LANDSCAPE ARCHITECT

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
CATEGORY - B		
1.	NMP Design Pvt Ltd D-75, Freedom Fighter Colony, Neb Sarai, IGNOU Road, New Delhi - 110068	Contact Person: Paras Sareen , Contact Number: 9971200603, 8800474849 Email : nmp.landscape@gmail.com
CATEGORY- C		
2.	INI Design Studio Pvt Ltd 71/72 Titanium Corporates Road, Satellite Ahmedabad 380015	Contact Person: Harsh Goel,, Contact Number: 7966128870/72/72 Email : infor@inidesignstudio.com
	Jain & Associates S13/21 DLF- II, Gurgaon-122002, Haryana	Contact Person: Pamkaj Jain , Contact Number: 9810076318 Email : jainpunk@yahoo.com jainandassociates@gmail.com

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Annexure -1

**LIST OF QUALIFIED FIRMS FOR EMPANELMENT OF CONSULTANTS FOR TECHNO-ECONOMIC
FEASIBILITY STUDY FOR DISTRI PARK, LOGISTIC PARKS MMLPS**

CATEGORY-A		
Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1.	CBRE South Asia Private Limited 19 th Floor, DLF Square, M Block, DLF City Phase III, Jacaranda Marg, Gurgaon 122002, Haryana	Contact Person: Vaibhav Chaudhari, Contact Number: 0124 4659700 Email: newdelhi@cbre.co.in
2.	PricewaterHouseCoopers Pvt Ltd 17th Floor, Tower 10C, Cyber City, Gurgaon -122002, Haryana	Contact Person : Manish R Sharama Contact Number: 0124 3306000 Email :
3.	Inros Lackner Consulting Engineering & Architects Linzer Str. 3 28359 Bremen,	Contact Person: Dr Klaus Richter, Contact Number: +49 421 658410 Email : bremen@inros-lackner.de
4.	Mahindra Consulting Engineers Ltd. Mahindra Towers, No. 17/18, Pattullous Road, Chennai -600 002	Contact Person: C. N. Narayanan, Contact Number: 04428542325/ 42404477 Email : mace@mahindra.com
5.	Tractebel Engineering Pvt Ltd. 37, Institutional Area, Sector-44, Gurgaon 122002, Haryana	Contact Person: Virendra Kumar Jha, Contact Number: 9811698349 Email : virendra.jha@tractebel.engie.com
6.	Feedback Infra Private Limited 15 th Floor, Building 9B, DLF Cyber City Gurguram-122 002	Contact Person: Aditi Vyas, Contact Number: 9810789181 Email : aditi.vyas@feedbackinfra.com
7.	Howe Engineering Projects (India) Pvt Ltd. 1003B, 10 th Floor BPTP Park Centra, Sector- 30, Gurugram 122001	Contact Person: Navneet Vaish, Contact Number: 0124-4740850/9871598046 Email : navneet.vaish@howeindia.com

CATEGORY-B		
Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1.	Deloitte Touche Tohmatsu India LLP 7 th Floor, Building 10 C , DLF Cyber City Complex, Gurugram 122002	Contact Person: Peeyush Naidu, Contact Number: 01246792000
2.	Ernst & Young LLP 3 rd & 6 th Floor, Worldmark-1, IGI Airport Hospitality District Aerocity, New Delhi-110037	Contact Person: Nripesh kumar Contact Number: 011-66718000

CATEGORY-C		
Sl. No.	Name of Firm and Address	Contact Person and Contact Details
5.	Jones Lang LaSalle Property Consultants (India) Pvt Ltd No. 1110 11 th Floor Ashoka Estate 24 Barakhamba Road, New Delhi-110001	Contact Person: Mr Debashis Dutta Contact Number: 09830823006 Email : debashis.dutta@ap.jll.com
8.	Infrastructure Development Corporation (Karnataka) Limited (iDeCK) 9/7, KCN Bhavan, Yamunabai Road, Off Race Course Road, Bangalore-560001	Contact Person: T. Paul Koshy, Contact Number: 09886339775 Email: paul.koshy@idfc.com , ideckinfo@idfc.com
9.	Magus Consulting Pvt Ltd. 501, Neelyog Square, Ghatkopar (East), Mumbai-400 077	Contact Person: Nishant Vasani , Contact Number: 022 67354700 Email : info@magusindia.co

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LIST OF QUALIFIED INDIVIDUAL/FIRMS FOR EMPANELMENT AS LEGAL ADVISORS

Labour / Industrial Relation / Service Law:

CATEGORY 1-A:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	M/s. HSA Advocates	Contact Person: Mr. Anjan Dasgupta, Partner, Contact Number: 022 - 43400400 Email: mail@hsalegal.com
2	M/s. Kochhar & Company	Contact Person: Mr. Ngangom Junior Luwang, Senior Partner, Contact Number: 011 – 41115222/9650006817 Email: delhi@kochhar.com

CATEGORY – 1-C:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	Mr. Ravinder Agarwal	Contact Person: Mr. Ravinder Agarwal, Advocate, Contact Number: 011 – 41076348/9810056263 Email: ravinderagar@gmail.com
2	M/s. Corporate Legal Partners	Contact Person: Mr. Vikas Kumar, Advocate, Contact Number: 011 – 41018751 Email: info@corporatetelegalpartners.com

Commercial Law including Corporate Law / Arbitration Law / Contract Law:

CATEGORY 2-A:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	M/s. HSA Advocates	Contact Person: Mr. Anjan Dasgupta, Partner, Contact Number: 022 - 43400400 Email: mail@hsalegal.com
2	M/s. Dhir & Dhir	Contact Person: Ms. Poonam Rawat, Chief Operating Officer, Contact Number: 011 – 42410000 Email: delhi@dhirassociates.com
3	M/s. Meharia & Company	Contact Person: Mr. Amit Meharia, Managing Partner, Contact Number: 011 – 41502006/9830079467 Email: delhi@mcolegals.in/amit.m@mcolegals.in

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4	M/s. ASA Law Firm	Contact Person: Mr. Atul Sharma, Proprietor, Contact Number: 011 – 43108998/9311052521 Email: asa@asalegal.in
5	M/s. Kochhar & Company	Contact Person: Mr. Ngangom Junior Luwang, Senior Partner, Contact Number: 011 – 41115222/9650006817 Email: delhi@kochhar.com
6	Mr. Pawan Upadhyay	Contact Person: Mr. Pawan Upadhyay, Advocate, Contact Number: 9811137356 Email: unuconsultants@gmail.com
7	M/s. Corporate Legal Partners	Contact Person: Mr. Vikas Kumar, Advocate, Contact Number: 011 – 41018751 Email: info@corporatetelegalpartners.com
8	M/s. Maheshwari & Co.	Contact Person: Mr. Vipul Maheshwari, Managing Partner, Contact Number: 011 – 26101906/41354615 Email: info@maheshwariandco.com

CATEGORY – 2-B:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	Mr. Ravi Dutt Sharma,	Contact Person: Ravi Dutt Sharma, Advocate, Contact Number: 9810310710 Email: rdsharmaadvocate@gmail.com

CATEGORY – 2-C:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	M/s. Suri & Company	Contact Person: Mrs. Gurvinder Suri, Advocate, Contact Number: 011 – 43434600/41743450-54 Email: litigation@surico.in , corporate@surico.in
2	Mr. Ravinder Agarwal	Contact Person: Mr. Ravinder Agarwal, Advocate, Contact Number: 011 – 41076348/9810056263 Email: ravinderagar@gmail.com
3	M/s. MSB Legal	Contact Person: Mr. M.S.Bhardwaj, Advocate, Contact Number: 022 – 22025781/9930331134 Email: msblegal@gmail.com

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4	M/s. Link Legal India Law Services	Contact Person: Mr. Anupam Sarada, Contact Number: 011 – 46511000, 46511029 Email: annapoorna@linklegal.in ,
5	M/s. The Law Point.	Contact Person: Ms. Gita Kriplani, Contact Number: 011 – 4350 8322 Email: registrardel@thelawpoint.com
6	Mrs. Sharmila Upadhyay	Contact Person: Mrs. Sharmila Upadhyay, Advocate, Contact Number: 011 – 23070303/9999003577 Email: upadhyay.sharmila74@gmail.com
7	M/s. Legasis Partners	Contact Person: Mr. Suhas Tuljapurkar, Managing Partner, Contact Number: 022 – 48814444/66176500 Email: suhas.tlegasis.in
8	M/s. Hammurabi & Solomon	Contact Person: Mr. Manoj Kumar, Managing Partner, Contact Number: 011 – 41551825/41550586 Email: mailadm@hammurabisolomon.com

Civil Law and Criminal Law / Property related issues / Municipal Laws / Electricity Laws:

CATEGORY 3-A:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	M/s. HSA Advocates	Contact Person: Mr. Anjan Dasgupta, Partner, Contact Number: 022 - 43400400 Email: mail@hsalegal.com
2	M/s. The Law Point	Contact Person: Ms. Gita Kriplani, Contact Number: 011 – 4350 8322 Email: registrardel@thelawpoint.com
3	M/s. Kochhar & Company	Contact Person: Mr. Ngangom Junior Luwang, Senior Partner, Contact Number: 011 – 41115222/9650006817 Email: delhi@kochhar.com
4	Mr. Pawan Upadhyay	Contact Person: Mr. Pawan Upadhyay, Contact Number: 9811137356 Email: unuconsultants@gmail.com

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CATEGORY – 3-C:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	Mr. Ravi Dutt Sharma	Contact Person: Ravi Dutt Sharma, Advocate, Contact Number: 9810310710 Email: rdsharmaadvocate@gmail.com
2	M/s. Link Legal India Law Services	Contact Person: Mr. Anupam Sarda, Contact Number: 011 – 46511000, 46511029 Email: annapoorna@linklegal.in ,
3	M/s. S. K. Singhi & Co., LLP	Contact Person: Mr. S.K.Singhi, Managing Partner, Contact Number: 9748035250 Email: surendra.singhi@sksinghiandc.com

Environment Law:

CATEGORY 4-A:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	M/s. HSA Advocates	Contact Person: Mr. Anjan Dasgupta, Partner, Contact Number: 022 - 43400400 Email: mail@hsalegal.com

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Annexure -1

LIST OF QUALIFIED FIRMS FOR EMPANELMENT AS CONSULTANTS FOR SHIP REPAIR YARD

Ship Repair Yard

Category: A & B:

Sl. No.	Name of Firm and Address	Contact Person and Contact Details
1	Royal Haskoning DHV, Platinum Techno Park 502-505, 5 th Floor, Plot No. 17 & 18, Sector 30 A, Navi Mumbai – 400 703.	Contact Person: Ms. Nishi Chandra, Contact Number: 9818721800 Email: nishi.chandra@rhdhv.com
2	WAPCOS Limited, 76-C, Institutional Area, Sector – 18, Gurugram – 122 015.	Contact Person: Mr. Jatinder Kumar, Chief Engineer (P&H), Contact Number: 0124 – 2397395/2397388 Email: ports@wapcos.co.in

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Annexure-1

**LIST OF QUALIFIED FIRMS FOR EMPANELMENT AS LOCK GATE SYSTEMS CONSOLTANTS FOR
CATEGORY-A**

<u>Sl. No</u>	<u>Name of the Firm & Address</u>	<u>Contact Person & Contact Details</u>
1.	M/s Royal Haskoning DHV Platinum Tehno Park 502-505 5 th Floor, Plot No 17-18 Sector 30 A, Navi Mumbai -400703	Ms Nishi Chandra Business Development manager Mob: 9818721800 Email: nishi.chandra@rhdhv.com
2.	M/s Tractebel Engineering Pvt Ltd Intec house, 37, Institutional Area Sector 44 Gurgaon- 122002	Mr. Virendra Kumar Jha Deputy GM- Ports & Waterways Mob; 9811698349 Email: virendra.jha@tractebel.engie.com
3.	M/s Sea Syst Engineering (I) Pvt Ltd. 217, Raheja Arcade, Sakal Road Sector 11, CBD Belapur Navi Mumbai - 400614	Cmdr. M.K. Mukherjee Managing Director Contact: 022-67939603 Email: admin@seasyst.in

CATEGORY- C

<u>Sl. No</u>	<u>Name of the Firm & Address</u>	<u>Contact Person & Contact Details</u>
1.	M/s WAPCOS Limited 76C, Institutional Area, Sector-18 Gurugram-122015	Mr. Jatinder kumar Chief Engineer (P&H) Contact: 0124-2397395/88 Email: ports@wapcos.co.in

**DOCUMENT FOR EMPANELMENT OF CONSULTANTS AS PART OF
ESTABLISHMENT OF CENTRES OF EXCELLENCE TO BE CIRCULATED
ACROSS MAJOR PORTS**

Annexure-1

**LIST OF QUALIFIED FIRMS FOR EMPANELMENT AS CONSULTANTS FOR FEASIBILITY STUDY
ON OIL POLLUTION AND MITIGATION IN MAJOR PORTS**

CATEGORY -A

<u>Sl. No</u>	<u>Name of the Firm & Address</u>	<u>Contact Person & Contact Details</u>
1.	M/s Viraj Clean Sea Enterprises Pvt Ltd D-440, 2 nd floor, Vashi Plaza, Sector – 17, Vashi, navi Mumbai-400703	Mr Rajeev Ranjan Managing Director Contact: 022-40135610, 27657811 Email: info@virajcse.com
2.	M/s Kitco Limited Femith's P.B. No 4407, Puthiya Road NH Bypass, Vennala Kochi – 692028	Mr. Amit Rajkhera Consultant Contact: 04844129000/2805033 Email: mail@kitco.in
3.	M/s OSCT LLP (India) 312, Puranik Capital, Kasarvadavli Ghodbunder Road, Thane-West Mumbai 400607	Capt. Kedar Chaudhary Managing Director Contact: 022-61463991/9833975650 Email: info@osct.co.in kedar@osct.co.in

CATEGORY- B

<u>Sl. No</u>	<u>Name of the Firm & Address</u>	<u>Contact Person & Contact Details</u>
1	M/s DHI (India) Water & Environment Pvt. Ltd, 206 Ground Floor, Okhla Industrial State, Phase 3, New Delhi- 110020	Dr. Flemming Jakobsen Managing Director, Contact: 011-47034500 Email: flj@dhigroup.com
2.	M/s IRCLASS (Indian Register of Shipping), 52A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai Mumbai- 400072	Mr. Sayaji L Nikam Associate Vice President Contact: 022-30519400/71199400 Mob: 9820855500 Email: ho@irclass.org

CATEGORY- C

<u>Sl. No</u>	<u>Name of the Firm & Address</u>	<u>Contact Person & Contact Details</u>
1	M/s VR MaritimeServices Pvt Ltd 506, Navkar Premises Co-Operative Society, Morya Classic, Plot No B-18 Oshiwara, New Link Road, Andheri-W Mumbai- 400058	Capt. Sanjay Parashar Managing Director Contact: 022-67484545 Email: resume@vrmaritime.net
2.	M/s Sea Care marine Services Gali No 1, Lakshman Chahu Mhatre Compound, Satyawani Mhatre Nagar, Khandan, Gothivali, Opp Rabale Railway Station, Rabale Navi Mumbai- 400701	Mr. S.N. Singh CEO Contact: 022-27692614 Mob: 9987566115/9820062614 Email: seacaremarine@yahoo.com snsingh@seacaremarine.com
3.	M/s Environmental Technical Services Pvt Ltd, C-14D, Gangotri Enclave, Alaknanda, New Delhi- 110019	Dr. JP Srivasta, Director Mob: 9810830190/9873552267 Email: jpshri@gmail.com ss@etsinfra.com

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Annexure-1

LIST OF QUALIFIED FIRMS FOR EMPANELMENT AS CONSULTANTS FOR ENERGY AUDIT

Category - A		
S. No	Name of the Firm and Address	Contact Person and Contact Details
1	M /s. NITCON Limited, 603, 6 th Floor, Kailash Building, 26 - K. G. Marg, New Delhi – 110 001.	Contact Person: Ms. Raj Shree Singh Senior Manager, Contact Number: Mobile: 9205607542 Landline No: 011-4932 4115. Email: nitcondelhi@nitcon.org
2	M /s. Katyani Energy Solution Pvt. Ltd., A-86, Arjun Nagar, Kotla Mubarakpur, New Delhi – 110 003.	Contact Person: Mr. Mukesh Kumar Business Development Manager, Contact Number: Mobile: 9868615189 Contact Number: 011 40793249 Email: katyanienergy@gmail.com
3	M /s. URS Verification Pvt. Ltd., F-31, Sector-6, Noida – 201 301.	Contact Person: Mr. Ashok Kumar Manager Technical, Contact Number: 9818009692 Land Line No. 0120 6404223 – 26 Email: inspection@ursindia.com
4	M /s. PGS Energy Services Private Limited, H.O: SCO 409-410, Sector 35-C, Chandigarh – 160 035.	Contact Person: Mr. Pradeep Dhingra Director, Contact Number: Mobile: 9876105017 Land Line No. 0172 460 5017 Email: pd@pgsenergyservices.com
5	M /s. Bhagwat Technologies & Energy Conservation Pvt. Ltd., 5, Millennium Business Centre, 34, Corner Market, Malviya Nagar, New Delhi - 110 017.	Contact Person: Mr. Anil Kumar, Director, Contact Number: Mobile: 9891584175 Land Line No. 011 46552106 Email: ak@btecon.com

Category - B		
S. No	Name of the Firm and Address	Contact Person and Contact Details
1	M/s. Indian Register of Shipping, 52-A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai – 400 072.	Contact Person: Mr. Sayaji L Nikam, Associate Vice President, Contact Number: 9820855500 Land Line No. 022 71199400 Email: ho@irclass.org
2	M/s. Enfragy Solutions India Pvt. Ltd., 704, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi – 110 066.	Contact Person: Ms. Moumita Chandra, Executive – Energy Services, Contact Number: Mobile: 9874452993 Land Line No. 033 30128485/8586 Email: info@enfragy.com

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Annexure-1

**LIST OF QUALIFIED FIRMS FOR EMPANELMENT AS CONSULTANTS FOR HYDROGRAPHIC
SURVEY**

Category - A:

Sl. No	Name of Firm and Address	Contact Person and Contact Details
1	M/s. Ocean Science & Surveying Private Limited, C-005/006, Tower No. 8, Railway Station Complex, CBD Belapur, Navi Mumbai – 400 614.	Contact Person: Mr. Sanjay Nair, Manager- Business Development & Contracts, Contact Number: 022 – 27595100, Email: mail@oceanscience.in
2	M/s. Fugro Survey (India) Pvt. Ltd., Fugro House, D-222/30, TTC Industrial Area, MIDC, Nerul, Navi Mumbai – 400 706.	Contact Person: Mr. Abhishek Gupta, Contact Number: 022 – 27629500 Email: mail@fugro.in
3	M/s. WAPCOS Limited, 76-C, Institutional Area, Sector-18, Gurgaon -122015 (Haryana).	Contact Person: Mr. Jatinder Kumar, Chief Engineer (P&H), Contact Number: 0124 – 2397395/2397388 Email: ports@wapcos.co.in
4	M/s. IIC Technologies Limited, 8-2-350/5/B-22, Road No. 3, Banjara Hills, Hyderabad – 500 034 (Telangana).	Contact Person: Mr. Dinesh Gupta, Vice President-Business Development, Contact Number: 040 – 67914444 Email: Sanjeev.sharma@iictechnologies.com
5	M/s. Global Marine Infratech Pvt. Ltd., Ground Floor, Siksha Sandhan, Plot No: ND 7, VIP Area, IRC Village, Bhubaneswar - 751 015.	Contact Person: Mr. Ashis Kumar Kantha, Director, Contact Number: 0674 – 2550599/2551899 Email: info@gmiindia.in
6	M/s. Geoservices Maritime Pvt Ltd, Plot No. D-14/15, Sector-06, New Panvel (E), Navi Mumbai – 410 206.	Contact Person: Lt Cdr Dhananjay Shirsat, IN (Retd), Director, Contact Number: 022 – 27490588, Email: operations@geoservicesmaritime.com

Category - B:

1	M/s. Global Surveys, Mangal Krupa, Flat No. 03, Plot No. 46, Sector 12B, Bonkode, Koperkhairane, Navi Mumbai – 400 709.	Contact Person: Mr. K.K. Bajpai, Contact Number: 9818721800 Email: nishi.chandra@rhdhv.com
2	M/s. Pramitee Engineering and Surveys Pvt Ltd., Sai Kunj, Plot No. E-18, Sector-12, Behind Fire Station, Kharghar, Navi Mumbai – 410 210.	Contact Person: Mr. Chandra Bali Pandey, Managing Director, Contact Number: 022 – 27741303/41271220 Email: info@pramitee.com

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Annexure-1

**LIST OF QUALIFIED FIRMS FOR EMPANELMENT AS CONSULTANTS FOR FEASIBILITY
STUDY ON DEVELOPMENT OF MARINA INDUSTRY**

Category - A:

Sl. No	Name of Firm and Address	Contact Person and Contact Details
1	M/s WAPCOS Limited, 76-C, Sector-18, Gurgaon, Haryana - 122015	Contact Person: Jatinder Kumar Chief Engineer (P&H), Contact Number: 0124-2397395/2397388, Email: ports@wapcos.co.in
2	M/s KPMG Advisory Services Private Limited Building No 10, 8 th Floor, Tower-B, DLF Cyber City, Phase-II, Gurgaon- 122002	Contact Person: Mr. Sameer Bhatnagar, Team Leader cum Global Ports Expert Contact: 7838900985 Email: mail@fugro.in

Category - B:

Sl. No	Name of Firm and Address	Contact Person and Contact Details
1	M/s Haskoning DHV Consulting Pvt Ltd. Platinum Techno Park 502-505, 5 th Floor, Plot No . 17&18, Sector 30A, Navi Mumbai - 400703	Contact Person: Mr. Mohammad Aslam, Bijapur Chief Engineer (P&H), Contact : 0224165000 Email: aslam.bijapur@rhdhv.com

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Annexure 2

**STEP BY STEP GUIDE FOR INDIVIDUAL PORTS TO SELECT & APPOINT
CONSULTANTS FROM THE AVAILABLE PANEL**

Step 1

Ensure the project meets the eligibility criteria

The Panel has been developed to provide pre-qualified Consultants for all manner and to be delivered within Major Ports in India. The first step is to confirm that the project under consideration is amenable / requiring specialised consulting under the various categories.

The Panel should be used for projects with a capital cost above Rs 200 crores for Class A projects and under Rs 200 under Class B projects under the Consultants RFQ.

The reason for limiting the Panel to projects and categories of this kind is that they raise distinctive problems in their execution. The Panel of Consultants has been selected on the basis of their capability to advise on projects of this kind of value.

Step 2

Develop specific terms of reference for the assignment

The Panel is intended as a source of Consultants to assist with implementation of the project. The Panel is not intended for use for preliminary analysis, for instance to determine whether the project is viable.

The terms of reference for the assignment should relate to the successful execution of projects under the various defined Categories under the RFQ.

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An indicative list of tasks that could be considered in developing the terms of reference includes:

- In depth experience and knowledge in the sphere of project activity under various categories under which each consultant is empaneled;
- A good understanding of the project based on similar experiences in other projects areas/categories where the consultant is empaneled;
- Management of other advisory inputs, and overall management of the consulting team (including Major Port), to ensure a successful conclusion.
- Ability of the Consulting Firm/Consortia to be able to hire/avail of tailored-made team with requisite experience to execute the project.

Panel members have been selected on the basis of their capability and experience in discharging their consulting skills as per terms of reference. Where specialised technical advice is required, such technical experts should be procured separately by the selected Consultants.

Step 3

Determine which Panel member to approach

The Firms/Consortia on the Panel have been selected on the basis of their ability to provide consulting services. Therefore, there may be advantages to use Consultant who have previously worked in the category projects concerned. These consultants may bring a close familiarity with typical experience in each category project area.

The individual Major Ports would need to seek an indication from Panel members which of the categories in which they have had previous experience in undertaking such consulting. Each Panel member would need to provide an

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Updated list of their experiences that is in specific areas in the Port Development and Management where their experiences would matter.

These categories have been selected as ones in which projects are likely to evolve on an immediate basis. However, it is also intended that the Panel can be used for other co-related categories.

Before approaching Panel members, the Sponsoring Authority (here Major Ports or their associated entities) should carefully consider whether it wishes to seek only those Consultants with previous expertise in the specific project(s) applicable under the given categories. This will reduce the number of eligible Panel members, and, therefore, reduce the number of competitors.

Step 4

Seek a proposal and financial quote from the selected Panel members

Having identified the project for Consulting advisory, the Sponsoring Authority (here Major Ports or their associated entities) should request a proposal (RFP) from all or at least five members of the Panel. The RFP should clearly define the tasks to be undertaken by the Consultant, the key deliverables, the timelines and the evaluation criteria. The RFP should also provide background on the project, how it is currently being managed, and (where relevant) the role of other Consultants to the same, if any.

The proposal from the selected Panel member should provide a detailed description of the resources that will be applied to the assignment, especially adequately experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under the contract. The Panel member must agree to assign specific individuals to the key positions and that, once assigned to work under this contract, key personnel shall not be removed

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or replaced without written notice to the Authority. If key personnel are not available for work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Panel member shall immediately notify the Sponsoring Authority (here Major Ports or their associated entities), and shall, subject to the concurrence of the Sponsoring Authority, replace such personnel with personnel of substantially equal ability and qualifications.

The Panel member should confirm that there is no conflict of interest in taking up this Consulting advisory assignment. Sponsoring Authority (here Major Ports or their associated entities) should take an undertaking from the tendering Panel member or consortia, that they/their affiliates will not bid for/rate the same projects.

In case the Panel member is a consortium, change in composition of the consortium shall not be permitted by the Sponsoring Authority (here Major Ports or their associated entities).

In short, the RFP should contain the following:

- A letter of invitation; Information to consultants regarding the procedure for submission of proposal;
- Terms of Reference (ToR);
- List of key position whose CV and experience would be evaluated;
Standard formats for financial proposal;
- Proposed contract terms;
- Procedure proposed to be followed for midterm review of the progress of the work and review of the final documents.
- Financial proposal format

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Step 5

Evaluate proposals from Panel members

The Panel members have already been pre-qualified as capable of providing consulting services under their empanelled categories. A further technical offer and evaluation is therefore not required. It is expected that appointment will be on the basis of a financial evaluation of their bids as well as evaluation of their personnel under QCBS methodology (refer 4ii herewith). However, the Sponsoring Authority (here Major Ports or their associated entities), while evaluating should ensure that:

i. The Panel member has confirmed its acceptance of the deliverables; has confirmed its capability and resources to meet the deliverables within the timeline set out in the RFP;

ii. The Panel member has confirmed that they face no conflict of interest in undertaking the assignment. A conflict of interest will arise if the Panel member, or its parent company, is advising the said Major Port in the same project/similar project, or if the Panel member or its parent company or subsidiary is considering a debt or equity involvement in the project. It is therefore, recommended that the Sponsoring Authority (here Major Ports or their associated entities) appointing the Consultant(s) should ensure that such a conflict of interest does not exist or arise.

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Step 6

Sign a contract with the successful Panel member

Sponsoring Authorities (Major Ports along with its associated entities) using the Panel should note that they will be the party contracting with the Panel member. IPA has established the Panel, but will not be involved in any contracts between Sponsoring Authorities and Panel members.

After the completion of evaluation process and the selection of the preferred Panel member, the Sponsoring Authority (here Major Ports or their associated entities) must send a letter of appointment together with a contract of engagement.

The Sponsoring Authority (here Major Ports or their associated entities) will rely on the Consultant for managing the project up to its completion or up to individual contract time period, whichever is relevant. It is of great importance that the contract clearly sets out: The role and functions of the Consultant and of other parties, key deliverables, timelines, and accountabilities; The basis on which the Consultant will be paid; The reporting requirements to ensure the Sponsoring Authority is well informed on progress of the consulting engagement(s), and on any issues arising; and Probity requirements, including the need to actively monitor any possible conflicts of interest, and the need to maintain project confidentiality, supported by a Deed of Confidentiality.

Major Ports would be separately providing advice on standard terms and conditions in a contract with a Consultant under different categories.

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Annexure 2

Step 7

Commencement of service

After signature of the contract, the Consultant can start work.

The Sponsoring Authority (here Major Ports or their associated entities) should ensure that a full and comprehensive briefing is provided to the Consultant (s) to assist an early and effective start on the assignment.

The Sponsoring Authority (here Major Ports or their associated entities) should also ensure that all relevant parties, including project staff within the Sponsoring Authority itself, other institutions involved in the project, and other Consultants/experts working on the project are informed of the appointment of the Consultant(s) under their respective categories.

Step 8

Report performance to the individual Major Port Contract Manager

The Panel has been established by IPA to assist agencies in identifying and retaining Consultants. It is of importance that IPA/Major Port receives feedback on the performance of Panel members to ensure the ongoing quality, and the effectiveness of the Panel arrangement.

Sponsoring Authorities should inform IPA when a Panel member is appointed to provide consulting services and provide a report on performance after completion of the Consultant(s)" assignment.

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Annexure 3

TOR of Consultants Categories under below mentioned focus areas under Centre of Excellence:

Category	Consultants Categories	Focus Areas under Centre of Excellence
1a.	Town Planners, Architects & landscape Planners	Group V- Town Planning
1b.	Feasibility Study for District Parks, Logistics Parks, MMLP's	
2	Legal Advisors	Group VI - Legal
3a	Ship Repair Yards	Group I - Projects
3b	Lock Gate Systems	
4.	Oil Pollution & Mitigation	Group VII - Disaster management
5	Energy Audit	Group IV- Audit
6.	Hydrographic Survey	-
7.	Feasibility study on Development of Marina Industry.	Group-II- Environment, Coastal Management & Green Port Initiatives.

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ANNEXURE 3

1. TOR of Town Planners, Architects & landscape Planners:

The empanelment for Town Planners is required in the following categories:

Category 1: Urban Planning

Category 2: Architects

Category 3: Landscape Planning

The broad work requirements that would be expected under each category by Major Ports / IPA are as follows:

Category 1: Broad scope of work for Urban Planners

1. Identification of issues related to proposed development
2. Collection of data
 -  Conduct Surveys
 - Physical (existing land use etc)
 - Socio economic (demography, income levels etc)
 - Transportation (origin/ destination etc)
3. Arrive at the development model/vision through the following
 -  Proposed broad land uses to achieve vision
 -  Proposed level of services/infrastructure
 -  Project population
4. Preparation of Concept Plan based of above parameters and objectives
5. Detailed Plan, planning proposals
6. Land use distribution for different land uses
 -  Broad Infrastructure Plan
 -  Social Infrastructure
 -  Transportation networks
 -  Saleable lands
 -  Others
7. Resource Mobilization
8. Development control regulations for the plan
9. Broad development guidelines (including Urban Design guidelines)
10. Implementation strategy
11. Phasing of provision of infrastructure based on cost recovery mechanism worked out
12. Approval from Competent Authorities

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Category 2: Broad scope of work for Architects

1. Identification of issues related to proposed development
2. Collection of all data
 - ✚ Use of building/buildings
 - ✚ Expected population
 - ✚ Occupancy pattern etc
3. Study of building regulations / development control regulations and assessment of land suitability
4. Prepare a concept design / sketch model based on
 - ✚ Design elements / functional plan
 - ✚ Use of materials
 - ✚ Typology
 - ✚ Proposed level of services
 - ✚ Users of built space
5. Detailed plan and planning proposals which include
 - ✚ Working drawings - floor plans
 - ✚ Sections
 - ✚ Views etc
 - ✚ Service core details
6. Infrastructure Plans
 - ✚ Water Supply
 - ✚ Sewage disposal network
 - ✚ Air-conditioning network (including ducting, AHU etc)
 - ✚ Estimation
 - ✚ Bill of quantities
 - ✚ Tender documents
7. Preparation of submission drawings for building permissions/approvals/NOCs
8. Phasing of construction activity
9. Supervision and scheduling during construction
10. Project Management Services

Category 3: Broad scope of work for Landscape Planners (Architects)

1. Identification of issues related to proposed landscape development
2. Collection of all data
 - ✚ Conduct of surveys

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- Soil surveys
 - Flora fauna
 - Water table / availability
 - Inventory of indigenous trees and shrubs
 - Site study
 - Study of plans
3. Arrive at the broad landscape proposal / theme, through the requirement as land use / building use
 4. Preparation of concept landscape plan based on decided parameters and Objectives
 5. Detailed plan
 6. Plantation programme with phasing
 7. Hardscape plans
 - ✚ Detailed layout plan including building and landscaped areas
 - ✚ All hard cover areas in detail (plans, sections, views)
 - ✚ Mobility Plan (pathway, driveway)
 - ✚ Electrification plan
 - ✚ Water piping network including mechanism for watering
 - ✚ Designing of waterholes, trenches etc, if any, for water retention
 8. Softscape plans
 - ✚ Plantation plan (showing all soft areas, the legend of plantation)
 - ✚ Sections (location along with planting details)
 - ✚ Mechanism of species-wise plantation as per requirement
 9. Broad Guidelines
 10. Implementation strategy / phasing based on plantation cycles, seasonal variations etc
 11. Phasing provision of infrastructure
 12. Maintenance manual
 13. Supervision during construction

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**2. TOR of Feasibility Study for District Parks, Logistics Parks,
MMLP's**

Site Survey & Suitable assessment:

The consultant shall collect basic information regarding site, its surrounding and infrastructure. After reconnaissance survey, the Engineering and Infrastructure surveys form part of this exercise. The available data will be put together and the following surveys and studies will be undertaken:

- ✚ Topographical survey of the site with Key location plan of the site.
- ✚ Geo-tech investigation, CBR and other surveys required for the project.
- ✚ Utilize aerial photography of the area and prepare base map. Review base map to identify existing land uses and the overall character and condition of the parts of the study area.
- ✚ Review any existing or future or projects that shall impact development of the project.
- ✚ Review existing zoning ordinances, comprehensive plans and other relevant plans and programs.

The consultant shall undertake assessment of suitability of the identified locations, also ensure adequacy of land available for setting up the proposed logistics park.

- ✚ Based on afore mentioned site suitability analysis, the consultant shall recommend the suitability of the site for the proposed project.
- ✚ The consultant will be required to undertake benchmarking studies for top ten similar projects internationally and providing details for international standards and best practices for planning Industrial Park and its various components.

Market Survey and Demand Assessment:

The consultant shall study and review the available reports, documents including master plan/concept plan of the Port and explore the potential for development of the proposed project and accordingly align the approach and methodology for further work to be planned under the scope of work of this assignment. The consultant will undertake detailed demand assessment and market analysis for various components of Industrial Park, which will broadly include:

- ✚ Conduct a detailed review of economic and demographic profile of the region to assess the present demand and future growth potential of the project.

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- ✦ Opportunity assessment at global, national and regional level in terms of Output, FDI, Growth, Employment, Investment trends, Industry dynamics, infrastructure availability, technology and man power availability etc.

To establish cargo demand and the quantum and nature of the present day inward and outward cargo flows (commodity-wise) by rail, road and air, a comprehensive primary and secondary data collection exercise shall be taken up. This will include but not limited to mode-wise physical census of road traffic, origin-destination surveys etc. and other surveys, which deemed necessary to the consultant to assess the incoming and outgoing traffic moving through major inlet and outlet routes (NHs & SHs) connecting the area of influence of the project.

- ✦ The planning for site surveys to collect primary data is to be decided on the basis of the discussion with the client.
- ✦ An analysis of gaps in logistics infrastructure from the stand-point of completing the chain in an efficient manner both from cost and transit perspective needs to be done after collecting road traffic movement data. This will help in proper design of Industrial Park, which shall bridge the gap and make chain more efficient.
- ✦ The consultant shall carry out market assessment, which will include market surveys, competitor analysis etc. with concerned stakeholders to estimate the preference and willingness of development.
- ✦ A detail location analysis for development of Industrial Park w.r.t other industrial parks
- ✦ The special infrastructure requirements to market Industrial Park to targeted companies.

Infrastructure Gap Assessment

The Consultant shall undertake activities not limited to as those mentioned below for better project appreciation:

- ✦ Assessment of existing on-site & off-site physical infrastructure like road & rail connectivity, water supply, sanitation, waste disposal, power etc. in the region.
- ✦ Assess the demand for onsite Physical Infrastructure (viz. road & rail connectivity, water supply, sewerage/ waste water treatment, power supply, etc.).

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- ✚ Assess the requirements for providing Infrastructure park infrastructure for the site. It would include estimating the peak hour direction-wise traffic demand by road and rail; assess the requirements for providing access roads, interchanges / grade separators, loading/ unloading, warehousing and truck terminal facilities for goods, parking passenger vehicles in the industrial, commercial and industrial areas.

- ✚ Conduct preliminary site appraisal specifically for the identified site and proposed products to provide information of infrastructure gaps and tentative risks for the projects.

- ✚ Facilitative frameworks in terms of regulatory, legal and administrative structures.

- ✚ Possible project structures for Industrial Park and other ancillary components.

- ✚ Based on the above assessment, provide a broad area statement with recommendation on project location and the size of products and type of supportive facilities to ascertain the overall suitability of the project.

Master plan and Design Services:

Consultant will prepare the master plan for the overall site and devise a phasing strategy. It is expected that development of envisaged facilities in each phase will make the industrial park self sustainable with provision for expansion and integration in the future. The Consultant is also expected to keep in view the results of market assessment study while devising the phasing strategy. The consult should aim for developing strategy and procedure for the project by maximum utilization of natural resources. The consultant will prepare preliminary designs for all on-site infrastructure based on an assessment of the requirements for such on-site infrastructure. Detailed Master Planning will include but will not be limited to the following:

- ✚ Preparation of a layout master plan indicating proposed overall land use
- ✚ Prepare risk management matrix for identified risks associated with the project

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3. TOR of for empanelment as Legal Advisors

Legal Advisors / Legal Firms are normally required for specific legal opinion / representation sought by Major Ports. Ports may also seek the services of Legal Advisors / Legal Firms for settlement of litigation in various ports. The range of skills required by such Legal Advisors / Legal Firms as knowledge of civil, commercial, environmental and corporate laws followed within the Indian jurisdiction. Bidders must also possess arbitration experience to settle disputes with third parties. For Legal Firms knowledge and practice of International laws and arbitration would be useful. Legal advisors and Firm will act as the first case of interface for Major Ports in India for all legal matters that they require assistance / opinion / representation as well as litigation matters.

Categories of Empanelment:

Category 1: Labor / Industrial Relations law

Category 2: Commercial law covering Corporate, Taxation and Contract related law

Category 3: Environmental laws specifically related to Port development

Category 4: Civil laws

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4. TOR for empanelment as consultants for ship repair yard

The bidder for this RFQ must provide a comprehensive strategy to attract relevant PPP partners in the ship repairing industry. This strategy must include identification of development goals and management model designing for the port(s) at which the ship repairing facilities are to be developed. In addition, the bidder must also provide comprehensive implementation support to the IPA on boarding partners who will be developing the ship repairing facilities at the identified port(s) in PPP mode.

The two major parts to this RFQ's Terms of Reference are as follows:

A. Planning of ship repair strategy for given port(s)

The bidder should provide a detailed strategy to the IPA detailing the following areas:

1. As-is assessment evaluation of:

- ✚ the given port(s)' ship repairing capabilities viz. capacity in existing infrastructure, area, finance, and manpower
- ✚ the given market conditions specific to the ship-repairing industry including but not limited to macro-economic market indicators, and competitor performance
- ✚ the future market conditions specific to the ship repair industry

2. Identification of short term, medium term and long term goals to be achieved by the port(s) in its ship repairing facilities over a given timeframe

- ✚ Demarcate clear business targets and milestones within the short-term, medium term and long term goals to be achieved

3. Provide a specific Action Plan with clear identification of roadmap for action to achieve the goals identified above, including but not limited to:

- ✚ A commercially viable financial plan and roadmap required to achieve the goals identified above
- ✚ an identification of the target segments that the ship repairing facilities will be focused on (for eg. Passenger vessels, containerships, bulk vessels etc.)
- ✚ a long-list of ship repairing facilities, including allied services, to be developed to achieve the goals identified above
- ✚ a comprehensive management model to establish a PPP between IPA and a designated partner which incorporates inputs from 3(a) and 3(c)

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B. Implementation of ship repair strategy for given port(s)

The bidder should provide extended support to the IPA in the conduction of the bidding exercise to achieve the goals identified above as per the following areas:

1. Document preparation of any and all relevant documents (viz. Model Concessionaire Agreements, Request for Proposals, RFP Schedules etc.) that will be required to facilitate the PPP bidding process for IPA

- ✚ The management model created by the Bidder in the Planning phase will be used in the creation of the relevant documentation accordingly.

2. Potential partner outreach

- ✚ Support IPA in the preparation of any documents / marketing material that may be required to reach out to the potential partner pool who will be interested in participating in the PPP bidding process
- ✚ Organization and management of any and all bidder presentations that may be required for the purpose of the PPP bidding process

3. Support IPA in organizing the PPP bid process by:

- ✚ Supporting IPA in procuring and arranging for any documentation (viz. legal, procedural etc.) required for the conduction of the PPP process
- ✚ Organizing and managing the pre-bid conference(s) required to address any and all queries proffered by potential bidders to IPA with regards to the PPP process
- ✚ Ensuring closure of bid process through successful award of bids.

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5. TOR for Empanelment as Lock Gate Systems Consultants

Lock Gate Systems: This includes port planning and development covering construction and maintenance of Lock Gate Systems, Pumping Stations and Sluice Systems along with erection of mechanical and electrical equipment. Services to be used for raising and lowering boats, ships and other watercraft between stretches of water of different levels on river and canal waterways.

Pumping stations: This includes planning, designing and development of facilities including pumps and equipment for pumping of fluids/water from one place to another. To be used for a variety of water infrastructure systems, such as the supply/drainage of water to canals, drainage of low-lying land and the removal of sewage to processing sites.

Sluice: This includes planning, development and construction/re-construction of a water channel controlled at its head by a gate, traditionally a wood or metal barrier sliding in grooves that are set in the sides of the waterway.

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6. TOR for Empanelment as consultants for feasibility study on oil pollution and mitigation in major ports

Prevention of oil spills has as much to do with operational procedures as it does with modern technology and equipment. Following appropriate protocols, as well as maintenance procedures, ensures the safe operation of equipment, aiding in the goal to prevent spills from ever occurring.

Extensive steps should be in place to ensure that operators follow safe operating procedures. Specific Spill Prevention, Control and Countermeasure Plans (SPCC) outline an operator's prevention procedures and are required by the EPA. Best practices are shared across industry to highlight common general prevention measures and share case studies. Maintenance procedures require regular testing and inspection of both process and equipment. Ensuring process safety minimizes the risk of a spill and protects the health and safety of people and the environment. Operational and maintenance procedures are both encouraged and mandated across industry. Prevention, however, is not just the job of industry; consumers also play an important role in keeping oil and other fuels out of the environment by observing proper handling and disposal practices.

Mitigation strategies should be proposed in terms of both preventive and reactive measures. Analysis of the oil spills and its impact along the coast and port areas due to various incidents and accidents should be elaborated/ defined in a sequence way.

- ✚ Oil Pollution emergency plans.
- ✚ Oil spill Disaster contingency plan.
- ✚ Response Techniques.
- ✚ Establish procedures and install control measures.
- ✚ Mechanisms to manage and mitigate oil spill effect.
- ✚ Oil Pollution reporting procedure.
- ✚ To prevent a spill from reaching navigable water pathways
- ✚ Action on receiving an Oil Pollution report.
- ✚ Identification of disruptive events.
- ✚ Assessment of loss.
- ✚ Disposal of Oil.
- ✚ Develop and prepare countermeasures to contain, clean up, and mitigate the effects of an oil spill.

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- ✚ Post-spill response procedures and equipment locations.
- ✚ Formulate guidelines for use of oil dispersant.
- ✚ Formulate guidelines for inspection of equipment, contingency plan etc. for ports and resource agencies.
- ✚ Development of Oil spill modeling system.
- ✚ Development of environmental risk assessment guidelines for oil spill management in coastal waters.
- ✚ Mapping of eco-sensitive areas.
- ✚ Development of data, base on environmental parameters.
- ✚ Minimize environmental impact by timely containment and recovery response.
- ✚ Maximize effectiveness of recovery actions through selection of appropriate equipment and techniques.
- ✚ Many of the ports are not equipped with first response system.
- ✚ Co-ordination with national and local Authorities in combating oil pollution.
- ✚ Suggest optimal strategies for conducting emergency isolation operations of damaged process equipment.
- ✚ Determine the level of contamination of the site as a result of the accident.
- ✚ Measure/Steps to be undertaken for avoidance of Oil spillage incidents/accidents.

Special Terms & Conditions:

- ✚ The Consultant and his team need to co-ordinate with major ports in collecting the necessary documents and information in this regard and hold discussion with the concerned officials of major ports as required in this regard.
- ✚ Draft of the representation need to be forwarded to IPA for its vetting and final representation shall be made after incorporating the changes and additions suggested by IPA.

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7. TOR for Empanelment as consultants for Energy Audit

The work, in general includes, providing consultancy services to client organizations, under Energy Audit, for establishing Management Systems conforming to the following International Standards, leading to third party certifications:

- ✚ Energy Management System ISO 50001:2011 (latest version)

The services, under Energy Audit, shall also include:

- ✚ Study of the processes, procedures and practices of the client organization related to Energy requirements and consumption;
- ✚ Assistance in defining the Policies, objectives and scope of the management system for Energy Audit;
- ✚ Assistance in setting objectives, targets and a framework of review and corrective actions in the field of Energy Management;
- ✚ Assistance in identifying risks and suitable control measures in Energy Management;
- ✚ Assistance in developing the required documentation in Energy Management;
- ✚ Conducting training on awareness, internal auditing and implementation in energy related matters;
- ✚ Assistance and advice during implementation in the area of Energy;
- ✚ Assistance in conducting Internal Audit, Corrective action, Management Review in Energy Management
- ✚ Support during the external audit process, for Energy Audit
- ✚ Any other related works.

The Consultant shall also assist client organizations in upgrading their existing systems to the latest version of the standards. The Consultant shall be able to demonstrate benefits realized due to the implementation of systems conforming to the above standards in addition to the certification.

The specific Energy Audit related requirement of works at ports are as under:

- ✚ Energy Audit: This would include review of all existing electrical loads/operational characteristics & documentation and prevailing management practice, detailed physical inspection of Ports and preliminary energy audit, Energy Audit at Ports with field measurements & formulation of investment grade audit report, preparation of detailed project reports & feasibility reports, Cost Estimation for implementing Audit findings. Energy Auditors shall be accredited by Bureau of Energy Efficiency shall have at least five years of auditing experience.

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8. TOR for Empanelment as consultants for Hydrographic Survey

Consultant(s) must be well conversant to the followings by compliance of ISO 9001 (Quality Certified System) and ISO 14001 (Environmental Certified System):

1. Nautical Charting Hydrographic services.
2. Recurrent Bathymetry - channels, berths and waterways.
3. Investigation into deep-sea ports.
4. Bathymetric survey.
5. Multi-beam surveys

Hydrographic surveying is undergoing fundamental changes in measurement technology. The advent of satellite positioning systems, multi-beam and multi transducer acoustic systems and sophisticated data processing systems have drastically changed the way hydrographic surveys are conducted and to collect the data with higher precision and quality. The specific Hydrographic Survey related requirement of works at ports are as under:

- ✚ CLASSIFICATION OF BATHYMETRY
- ✚ POSITION
- ✚ VERTICAL DATUM
- ✚ DEPTH MEASUREMENT
- ✚ VARIOUS OTHER MEASUREMENTS
- ✚ DATA PROCESSING
- ✚ QUALITY CONTROL
- ✚ DATA ATTRIBUTION
- ✚ DATA MANAGEMENT

The Primary task to be accomplished for Hydrographic Survey includes:

- ✚ Establishing vertical control (accuracy +0.1m) and establishing bench mark (accuracy + 5 millimeters) at suitable interval. [Transfer of Bench Mark/datum w.r.t. MSL (w.r.t. water level gauge/tide level gauge/GTS bench mark).

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- ✚ Establishing horizontal control and marking selected points on the shore at suitable intervals. (accuracy +1m) 100m.
- ✚ Hydrographic Survey of 0.85 Sq km area shall be undertaken in a grid of 10 m x 10 m along with tidal observations. HTL and LTL should be clearly marked. Special features like ghats, embankments, spurs, rock outcrops, hard clay banks, etc. should also be marked when encountered. Soundings shall be reduced to chart datum (C.D.). Plotting of surveys should be approx. in a grid of 10m x 10m
- ✚ Preparation and supply of charts and survey reports in hard copies as well in electro-magnetic form. The survey charts shall be digitized contour map (with interval of 1 m) of the stream (Scale 1:2500).
- ✚ To provide any clarifications/justification required by client during the acceptance of report for the work carried out by the bidders.
- ✚ Survey should be carried out on the basis of GTS bench marks (Survey of India Bench Mark) in the vicinity. All levels shall be related to IMSL. New Bench mark shall be established either on existing abutments, jetties or other monoliths which shall meet the stability requirement for bench marks specified by Survey of India. Alternatively, new bench mark of suitable type may be built to survey of India standards. Value of bench marks shall be established to accuracy better than +5 millimeters.
- ✚ Consultant shall also assist client organizations in upgrading their existing systems to the latest version of the standards. The Consultant shall be able to demonstrate benefits realized due to the implementation of systems conforming to the above standards in addition to the certification.

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**9. TOR for Empanelment as consultants for Feasibility study on
Development of Marina Industry**

To provide a comprehensive strategy to attract relevant PPP partners in the Marina Industry. This includes:

- ✚ Identification of development goals and management model design for the location(s) as which the marine facilities are to be developed.
- ✚ To provide comprehensive implementation support to the IPA/Major Ports on boarding partners who will be developing the marina facilities at the identified location(s) in PPP mode.





INDIAN PORTS ASSOCIATION
1ST FLOOR, SOUTH TOWER, NBCC PLACE,
BHISHAM PITAMAH MARG, LODI ROAD, NEW DELHI 110 003
FAX: 011-24365866 | EPABX 24369061, 24369063 & 24368334
E mail: ipa@nic.in