

GOVERNMENT OF ODISHA

COMMERCE & TRANSPORT (COMMERCE) DEPARTMENT

DIRECTORATE OF PORTS & IWT, ODISHA

REQUEST FOR PROPOSAL (RFP) FOR PROCURING THE SERVICES OF A CONSULTING FIRM / COMPANY / INSTITUTION FOR SETTING UP OF A PROJECT MONITORING AND IMPLEMENTATION UNIT (PMIU) IN THE DIRECTORATE OF PORTS AND INLAND WATER TRANSPORT UNDER COMMERCE & TRANSPORT (COMMERCE) DEPARTMENT, GOVERNMENT OF ODISHA

Period of availability of RFP document: Dt.01.11.2017 to 28.11.2017 upto 05.00 P.M.

(Downloadable from website : <http://ct.odisha.gov.in/> & <http://portsniwtodisha.in/ActiveTender.aspx>)

Date of Pre Bid meeting in Directorate of Ports & IWT, Odisha, Bhubaneswar :- 10.11.2017 at 11.30 A.M.

Last date for receipt of Proposal in Directorate of Ports & IWT, Odisha, Bhubaneswar :- 28.11.2017 upto 05.00 P.M.

(Through Speed post/ Registered post/Courier. No drop box facility available)

**Address for submission of Proposal document :- Directorate of Ports and Inland Water Transport, Paribahan Bhawan, 2nd Floor, A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar, Khurda
Phone No: 0674-2390355/59 ,
Fax-0674-2396885, Email:- portsniwt.od@nic.in**

**Date and Time of Proposal opening :- Cover- 'A' & Cover-'B' shall be opened on 29.11.2017 at 11.00 A.M.
Date & time of opening of Financial Proposal shall be intimated to the qualifying bidders .
(Bidder's authorized representative should be present at the time of opening of Technical and Financial Proposal)**

**Contact Person for Clarification on the RFP :- Name : Ajay Kumar Khuntia,
P.A. (Tech) to Director,
Directorate of Ports & IWT,
Odisha, Bhubaneswar
Contact No: 0674-2390355/59
Fax:0674-2396885
Email:- portsniwt.od@nic.in**



**Directorate of Ports & Inland Water Transport,
Paribahan Bhawan (2nd Floor), A.G. Square,
Unit-II, Ashok Nagar, Bhubaneswar-9
Phone-0674-2390355, Fax-0674-2396885, Email: - portsniwt.od@nic.in**

REQUEST FOR PROPOSAL (RFP)

RFP NO. DPIWT-08/2017-18 / DATE _____ /

Sealed Proposals are invited from reputed agencies in conformity to the RFP schedule for setting up a **Project Monitoring and Implementation Unit (PMIU)** in the **Directorate of Ports and Inland Water Transport, Government of Odisha** for a period of **2 (Two)** years as per the details given below;

Schedule of RFP

Particulars	Details
Bid Inviting Authority	Director Ports and Inland Water Transport, Odisha, Paribahan Bhawan (2 nd Floor), A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar-751009 Ph-0674-2390355, Fax-0674-2396885, Email:- portsniwt.od@nic.in
Request for Proposal No.	DPIWT-08/2017-18
Date of Publication of RFP document	01.11.2017
RFP Document Cost	The RFP document can be downloaded from the official website of Commerce & Transport Department i.e., i.e http://ct.odisha.gov.in/ & http://portsniwtodisha.in/ActiveTender.aspx The proposal should accompany the RFP document cost of Rs.10,000/- in shape of Demand Draft from any nationalized bank drawn in favour of Director, Ports and Inland Water Transport, Odisha, Bhubaneswar payable at Bhubaneswar failing which the proposal will be deemed invalid.
Place of Submission of Bid Documents	Directorate of Ports and Inland Water Transport, Paribahan Bhawan (2 nd Floor), A.G. Square, Unit-II, Ashok Nagar, Bhubaneswar-751009 (Through By Hand/Speed Post/ Regd. Post/ Courier)

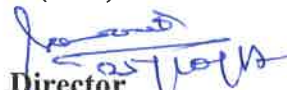
Earnest Money Deposit (EMD) Amount	EMD for an amount of Rs.1,00,000/- (Rupees One Lakh) only is to be furnished in shape of Term Deposit from any Nationalised Bank/ National Savings Certificate (NSC) duly pledged in favour of Director, Ports and Inland Water Transport, Odisha, Bhubaneswar by the bidder along with the proposal (Cover-A). Proposals without the requisite EMD shall be treated as rejected. No exemption from submission of EMD is allowed. Adjustment of EMD with respect to other works previously lying in Director, Ports and Inland Water Transport, Odisha, Bhubaneswar is not allowed.
Pre Bid Meeting	10.11.2017 at 11.30 A.M. in the Directorate of Ports & IWT, Odisha, Bhubaneswar
Pre Bid query response	16.11.2017
Last Date of Submission of Bid Documents	28.11.2017 upto 05.00 PM, Directorate of Ports & IWT, Odisha, Bhubaneswar
Tentative Date, Time & Venue for Opening of Packet-'A' & Packet-'B'	29.11.2017 at 11.00 A.M. in the Directorate of Ports & IWT, Odisha, Bhubaneswar
Date, Time & Venue for Opening of Packet-'C'	Will be intimated later on.

The authority reserves right to cancel any or all bids without assigning any reason.


Director
Ports & IWT, Odisha

Memo No. 2438 (00) /Dated 25/10/17 /

Copy along with the soft copy (CD) of the above RFP forwarded to the Deputy Director, I&PR Department (Advertisement), Odisha, Bhubaneswar with a request to publish the Notice in 1 (One) National English leading daily edition and 2 (Two) local Odia Dailies preferably on or before **01.11.2017**.


Director
Ports & IWT, Odisha

Memo No. 2439 /Dated 25/10/17 /

Copy forwarded to the Head State Portal Group, IT Centre, Department of Information and Technology, Odisha, Bhubaneswar with a request to display the RFP in the Website of Commerce & Transport Department, Government of Odisha i.e <http://ct.odisha.gov.in/> & <http://portsniwtodisha.in/ActiveTender.aspx> so as to enable the interested Consultant to participate in the RFP till the last date of sale i.e. **28.11.2017 up to 1700 Hours**. The CD containing the above RFP is enclosed herewith for the purpose.


Director
Ports & IWT, Odisha

Memo No. 2440 /Dated 25/10/17

Copy forwarded to the Director, Printing Stationary and Publication, Government of Odisha, Madhupatana, Cuttack-10 for information and necessary action. He is requested to arrange for publication in next issue of Odisha Gazette.



Director
Ports & IWT, Odisha

Memo No. 2441 /Dated 25/10/17

Copy submitted to the Joint Secretary, Commerce & Transport (Com.) Department, Government of Odisha, Bhubaneswar for information and necessary action with reference to their Letter No.4528/Com, Dtd.23.09.2017.



Director
Ports & IWT, Odisha

o/c

**REQUEST FOR PROPOSAL FOR SELECTION OF PROJECT
MONITORING AND IMPLEMENTATION UNIT FOR THE
DIRECTORATE OF PORTS AND INLAND WATER TRANSPORT &
RAIL CO-ORDINATION WINGS UNDER COMMERCE &
TRANSPORT DEPARTMENT, GOVERNMENT OF ODISHA**

01. Introduction:-

1.1.1 Ports

Odisha, a principal maritime state has a coastline of 480 Kms extending from Bahuda Mouth in Ganjam district to Bichitrapur (Talashari) in Balasore district. It is endowed with conducive, unique, natural and strategic port locations. Paradeep is the only Major port in Odisha. Government of Odisha has identified 13 potential sites along 480 Km stretch of Odisha coast to develop non-major ports on PPP mode. Out of above 13 sites, Dhamara Port, a green field project developed by Dhamara Port Company Limited has completed its Phase-I development and started its commercial operation from May,2011. Phase-II development of Dhamara Port is in progress. Land acquisition/alienation work of Subarnarekha Port and Astaranga Port is in progress. Besides these, pre techno-economic feasibility study has been prepared for development of container cargo and cruise terminal near Puri District and development of Port Bahuda in Ganjam District & Bahabalpur in Balasore District.

1.1.2. Railway

Railways have always played an important role in economic development and rapid social transformation in all parts of the country. It is one of the key economic infrastructures, which has large multiplier effect on growth and development indices.

While the State contributes more than Rs.15000 Cr. Approximately to the revenues of Indian Railways annually, the railway route length spread across Odisha is 2500 kms. with an average of less than 16 km. per 1000 Square Km. as against the national average of over 19 kms. Therefore, Government of Odisha has made Railways a priority area and aims to increase Rail Density in the State, have Rail connectivity to every District and also have Rail Services and Industries as per the need of the State.

1.2. The Project Monitoring and Implementation Unit (PMIU) is a Scheme for 2 (Two) year for effective monitoring and implementation of Ports & Railway projects developed/under development in the state in PPP/ SPV Mode.

02. Objective and Scope of Proposal

2.1. Objective

- (i) The PMIU will assist for liaisoning with different Ministries/ Department of Government of India/ Government of Odisha including local administration and other state PSUs and different private parties/ organizations.
- (ii) The PMIU will assist the Inspecting Officers as and when required.
- (iii) The PMIU will assist for formulation, implementation, monitoring and evaluation of new and existing projects/ schemes as per Concession Agreement.
- (iv) The PMIU will monitor the implementation of schemes regarding rehabilitation/ resettlement and exploration of new opportunities for employment.
- (v) The PMIU will assist Directorate in implementation of Boat Management System and monitor the registration, renewal and enforcement of Boats and collect information from the Registering Authorities as well as Nodal Officer of all Districts of Odisha.
- (vi) The PMIU will assist Rail Co-ordination Cell of Transport Department and Directorate for implementation of Railways Projects in the State.

2.2. Scope of Work

- (i) Management of Concession Agreements signed for development of Ports under PPP.
- (ii) Monitor the land alienation/acquisition process.
- (iii) Technical scrutiny of feasibility report/DPR.
- (iv) Monitor the CSR Activities to be undertaken.
- (v) Monitor, review and report the construction/ operation the projects within the stipulated time frame.
- (vi) Planning, monitoring implementation, verification of assets/ accounts/ auditing of all port projects.
- (vii) Preparation of strategy for avoiding cost and time overrun of the project.
- (viii) Monitor the schemes regarding as per clients satisfaction.
- (ix) Monitor the registration, renewal and enforcement of Boats.
- (x) Monitoring the work of National Waterway No.5
- (xi) Government of Odisha have taken-up various planned projects along with creation of various Joint Ventures (JV) and Special Purpose Vehicle (SPV) to undertake various projects.

Ongoing project on Direct Contribution of Government of Odisha

- a) Khurda Road- Bolangir of 289 kms.
- b) 2 new Railway Projects have been approved and MoUs signed on 10th October,2016 between GoO and MoR, to connect Malkangiri and Nawarangpur Districts on direct contribution model.

New Line Projects

- a) Haridaspur- Paradip Railway Company Limited, an SPV to take-up a new alternative line between Paradip Port and Haridaspur (between Cuttack- Bhadrak) of 82 kms. This new line shall provide railway connectivity to Kendrapada District.
- b) Sukinda Railway Limited, another SPV for a new line between Angul (Talcher) to Sukinda of 90 kms.
- c) Mahanadi Coal Railways Limited, a Coal JV of Ministry of Coal, Rail & Government of Odisha has formed by merging “Brahmani Railway Company Limited”.
- d) Indian Port Rail Company Limited, an SPV to create a Heavy Haul new line between Talcher and Paradip. Government of Odisha has already given consent to participate in the SPV.

Major Doubling & Third line Projects in progress

- a) Sambalpur- Titlagarh (182 kms.) & Jharsuguda- Raipur (20 kms)
- b) Sambalpur- Talcher (168.34 kms.)
- c) Daitari- Banspani (182 kms)
- d) Bhadrak- Vizianagaram third line.
- e) Doubling of Kirondole- Kottavalasa line
- f) Doubling of Rayagada- Koraput line
- g) Third line of Vizianagaram to Sambalpur

The above prioritization of Railway has led to increased allocation from Railway in State Budget to Rs.260.00 Crore in 2016-17 and likely to increase further in future. Therefore, it is imperative now to closely monitor all Railway Projects in the State through engaging professional personnel by means of PMU Cell.

- (xii) Any other work assigned by the Commerce & Transport Department or by the Director, Ports & IWT, Odisha & Rail Co-ordination Cell of Commerce & Transport Department from time to time.

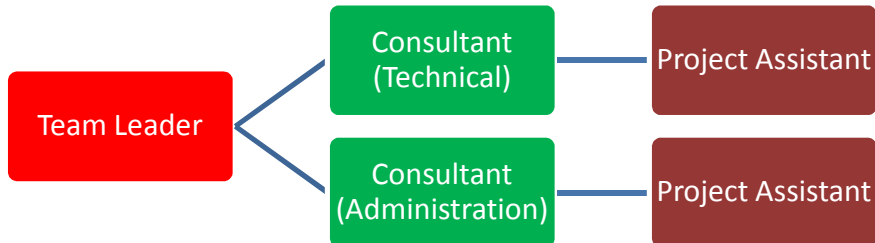
03. Key Personnel for the PMIU:

The selected Firm would provide the following personnel to be deployed at Commerce & Transport Department /Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar.

Type of resource	Nature of requirement	No of professionals required	Eligibility/Experience required	Job description
Team Leader	Full Time	1	Must have MBA with 7 years experience.	Overall in charge of the PMIU and point of contact beyond the PMIU (from the firm side)
Consultant (Technical)	Full Time	1	Should be a Graduate Civil Engineer having minimum 3 years experience in Port/ Railway/ Infrastructure Sector	To oversee the overall program management of the Ports, Railway & Infrastructure Sector. To visit various ports and Railway Sites for monitoring and management from the department side. To prepare and provide required reports for implementation of the ports & railways Projects in the State.
Consultant (Administrative)	Fulltime	1	Should be a MBA Graduate with minimum 3 years experience in Contract Management	Formulating, validating and facilitating the goods and services requirement. Procuring the goods/services and managing the BID process management. Managing the contract of various agencies. Verify the delivery of goods/services by the vendors as per the SLA and commissioning of the same. Facilitating contract management for the same.
Project Assistant	Fulltime	2	Should be a Graduate with Project management and computational skills	Assisting the Directorate/ Commerce & Transport Department in writing letters, preparing excel reports and comparison statements, extracting information from the system and application, preparing presentations etc.

04. Deliverables

- (i) The Team Leader and his team will be in place within one month of the awarding of the contract.
- (ii) The schematic diagram of the team as follows;



05. The contract of the PMIU will be for a period of 2 (Two) years and can be extended depending upon the work on the same terms and conditions.

06. Payment Terms

The Consultant should raise the monthly bill as per the approved rate to the Director, Ports & IWT, Odisha on completion of each month.

6.1. Consultancy Fee

Based on the actual performance /achievements made over the agreed milestones as mentioned in **Clasue-2.1 & 2.2**, monthly payment will be made to the PMIU.

6.2. Taxes & Duties

GST as applicable due on the charges for the services being provided by PMIU would be deducted at source by the Directorate of Ports & IWT, Odisha from the payment made by it.

6.3. Replacement Clause

- (i) Replacement of resources shall generally not be allowed before completion of the minimum period of one year. The replacement of agreed personnel by the bidder will be allowed within the mandatory period i.e., one year only in case the personnel leave the organization by submitting resignation with the present employer.
- (ii) In case of failure to meet the standards set for delivering the project, (which includes efficiency, cooperation, discipline and performance) bidder may be asked to replace the personnel without any penalty for replacement/exit.

- (iii) The replaced personnel will be accepted by the Commerce & Transport Department, Odisha, Bhubaneswar only if he scores the same or more on the evaluation criterion mentioned in this RFP and is found suitable to the satisfaction of the Commerce & Transport Department. The outgoing personnel should complete the knowledge transfer with the replaced personnel as per the satisfaction of the Commerce & Transport Department. The bidding firm shall be allowed 15 days to replace the personnel.
- (iv) However, Commerce & Transport Department, Odisha is free to relieve any personnel (apart from minimum committed numbers) at any time (beyond minimum committed period) during contract period without any penalty by serving 15 days advance notice. The company will be liable to provide the suitable replacement as per the terms mentioned at **Point-iii** above.

07. Confidentiality

The deliverables, reports and other works of the Consultant for this assignment including all studies and other materials, contributions shall be the property of the Director of Ports, Government of Odisha and **Rail Co-ordination Cell of Commerce & Transport (Transport) Department**. The Consultant will not have any right on such materials including data. The Consultant shall keep all work and services carried out for this assignment entirely confidential and not use, publish or make known, without the written approval. However, the foregoing obligations of confidentiality and secrecy and non-use shall not apply to any information that was in Consultant's possession prior to commencement of work or which is or shall become available to the public in the form of printed information.

08. Tender Methodology

- (a) For the purpose of selection of the successful Consultant, a two-stage bidding process will be followed.
 - i. The response to the present tender is to be submitted in three parts, i.e. Cover-'A' , Cover-'B' & Cover-'C'. in separate sealed covers to be marked distinctly.
 - ii. The 'Technical Proposal' will contain the exhaustive and comprehensive details of approach, methodologies to be followed, assertions, documents and any other collateral the Consultant would want to submit to the Directorate of Ports & IWT.
 - iii. The Bids would be evaluated on a Technical -cum-Financial Evaluation methodology.
 - iv. Technical Performance would be assessed and evaluated by Evaluation Committee on the basis of points awarded to each of the bidder.
 - v. The Criteria for evaluating the Technical Bids would be as follows –

S. No	Parameter	Maximum marks	Criteria/Parameters for Technical Evaluation
1	Strength and relevant previous experience of the bidder	60	<p>1. Financial strength of the firm: (20 Marks) Annual turnover for last 3 (Three) financial years ending 2014 >=100 crores = 20 marks >=75 crores & < 100 crores = 15 marks >=50 crores & < 75 crores = 10marks</p> <p>2. Relevant experience in Project/Program Management in Govt.: (30 Marks) Program/project management unit project experience in government sector in India in last 7 years with value (maximum 5 projects to be considered for evaluation): >= work order value with 5 crores = 6 marks for each project >= work order value with 3 crores = 4 marks for each project >= work order value with 1 crore = 2 marks for each project</p> <p>3. Relevant experience in Ports & Railway or similar Infrastructure Sector : (10 Marks). Consultancy services provided to any Port/ Railway/ Infrastructure Sector in India, each project carries 2 mark. (maximum 5 projects to be considered for evaluation):</p>

2	Approach and Methodology	10	<p>Technical Approach & Methodology: 10 Marks</p> <ul style="list-style-type: none"> • Understanding of TOR (5 marks) • Approach & Methodology (5 marks)
3	Quality and competence of proposed resources	30	<p>Team Leader: 10 Marks</p> <p>(a) MBA- 2 marks</p> <p>(b) Years of experience >=7 to 10 Years of experience – 2 marks >=10 Years of experience- 4 marks</p> <p>c) Managing large scale government PMU/PIU projects 2 projects – 2 marks 4 projects and above – 4 marks</p>
			<p>Consultant (Technical)- 10 Marks</p> <p>a) BE/B.Tech/M.Tech in Civil Engineering – 2marks</p> <p>b) Years of experience =5 Years of experience – 2 marks =7 Years of experience- 3 marks</p> <p>c) Years of experience in Port/ Railway/ Infrastructure Sector =3 years – 2 marks >5 years – 3 marks</p> <p>d) Direct experience in Port Sector – 1 marks e) Direct experience in Railway Sector – 1 marks</p>
			<p>Consultant (Administrative)- 10 Marks</p> <p>a) MBA – 2marks</p> <p>b) Years of experience =5 Years of experience – 2 marks =7 Years of experience- 4 marks</p> <p>c) No. of PMU projects handled along with experience in contract management/ vendors/ deliverables =2 years – 2 marks >3 years – 4 marks</p>
	TOTAL	100	

(b). Selection Criteria

- i. The selection of the Consultant shall be based on the Technical Qualification and Lowest Price (L₁) Quoted by the Bidder.
- ii. The Bidder qualifying minimum qualification criteria will be technically evaluated.
- iii. **Bidders scoring 80% in technical qualification criteria** will qualify for opening of Financial Bid (**Cover-‘C’**).
- iv. The Financial Bid (**Cover-‘C’**) of the Bidders scoring less than 80% in technical qualification criteria will not be opened.

(c) Minimum Qualifications for the Bidder/ Eligibility Criteria

- (i) National / International reputed consulting firm registered under the Societies Act / Companies Act/Limited Liabilities Partnership Act.
- (ii) The Annual turnover of the Consulting firm/ Company / Institution during preceding three financial years should be more than **Rs.50.00 (Fifty) Crore**. A copy of the certificate of incorporation and the audited financial statements of the preceding three years must be submitted along with the proposal.
- (iii) Bidder should have undertaken minimum five assignments related to State Government /Central Government / Public Sector Undertakings programs and/or schemes in the country in the last five years. Documentary evidence in form of signed agreements should be submitted.
- (iv) Bidder should have undertaken minimum 2 assignments for Port/ Railway/ Infrastructure Sector in the last 5 years. Documentaries in the form of signed agreement with completion certificate should be submitted.
- (v) Consortiums/ Tie-ups of two or more firms are NOT permitted to bid in the project.

09. Bid Format:

- (a) The Main Cover shall be super-scribed “**Proposal for Selection of Project Monitoring and Implementation Unit (PMIU)**” in Directorate of Ports and Inland Water Transport under Commerce & Transport (Com) Department. The 3 (Three) Sealed Covers i.e., **Cover-‘A’**, **Cover-‘B’** & **Cover-‘C’** within the Main Cover should contain:

- i. Document Cost and Earnest Money Deposit clearly super-scribed “**Cover- A**”
- ii. Technical Bid clearly super-scribed “**Cover -B**” and
- iii. Financial Bid clearly super-scribed “**Cover- C**”

(b) The Cover - ‘A’ should contain:

- i. Proposal submission form (in the prescribed format) containing details of the Bidder, Contact Address, Email, Phone, Fax, Name of Contact Person for this project. – as in **Annexure – I**
- ii. Non-refundable document cost (**downloaded from website <http://ct.odisha.gov.in/> & [http:// portsniwtodisha.in/](http://portsniwtodisha.in/) Active Tender .aspx. of Rs.10,000/- in shape of Demand Draft** from any Scheduled/ Nationalized Bank drawn in favour of Director, Ports and Inland Water Transport, Odisha, Bhubaneswar payable at Bhubaneswar.
- iii. **Earnest Money Deposit (EMD)**

EMD in shape of Term Deposit from any Nationalised/ Scheduled Bank/ National Savings Certificate (NSC) duly pledged in favour of Director, Ports and Inland Water Transport, Odisha, Bhubaneswar for **Rs.1,00,000/- (Rupees One Lakh) only** is to be furnished by the bidder along with the technical proposal. Proposals without the requisite EMD shall be treated as non-responsive & liable for rejection. No exemption from submission of EMD is allowed. Adjustment of EMD with respect to other works previously lying in Director, Ports and Inland Water Transport, Odisha, Bhubaneswar is not allowed.

Unsuccessful bidder’s EMD will be returned as promptly as possible after the expiry of the period of proposal validity or execution of Agreement with the Director, Ports and Inland Water Transport, Odisha, Bhubaneswar by the successful Bidder whichever is earlier. No interest will be paid on EMD.

The EMD may be forfeited:

- (a) if a Bidder withdraws its proposal during the period of validity of the proposal
 - (b) in case of a successful bidder, if the bidder fails to execute the work assigned.
- iv. Documents in support of the eligibility criteria for this bid (As mentioned in **Clause-8 (c)**).
 - v. Copies of Income Tax (PAN), Goods & Service Tax (GST)

(c) **The Technical Bid (Cover 'B')** should contain the following information's/ documents in support of the Technical Criteria:-

Sl. No.	Parameter	Criteria/ Parameters for Technical Evaluation	Information Provided by Bidder	Marks Allotted
(1)	(2)	(3)	(4)	(5)
01.	Strength and relevant previous experience of Bidder	i. Financial Strength of the Firm (Max-20 Marks)	Quantum for the company in respect of the parameter indicated be mentioned here Audited Balance sheet in last 3 years i.e., 2014-15 , 2015-16 & 2016-17 (As per Technical Bid Format-I)	
		ii. Relevant experience in Project/ Program Management Unit in Govt. Sector in India (Max-30 Marks)	As per Technical Bid Format-II-A	
		iii. Relevant experience in Port/ Railway/ similar Infrastructure Sector (Max-10 Marks)	As per Technical Bid Format-II-B	
02.	Approach and Methodology	(i) Technical Approach & Methodology (Max-10 Marks)	Provide a brief here on: <ul style="list-style-type: none"> • Understanding of TOR (5 marks) • Approach & Methodology (5 marks) 	
03.	Quality and competency of proposed resources	(i) Team Leader (Max-10 Marks)	Name of the personnel who would be deployed for the project As per Technical Bid Format-III	
		(ii) Consultant (Technical) (Max-10 Marks)	Name of the personnel who would be deployed for the project As per Technical Bid Format-III	
		(iii) Consultant (Administrative) (Max-10 Marks)	Name of the personnel who would be deployed for the project As per Technical Bid Format-III	

TECHNICAL BID FORMAT-I

(To be furnished with Technical Proposal)

Bidders Profile

01. Name of the Company/Firm :-
02. Year Established :-
03. Objective of Company/Firm :-
04. Address of Office :-
05. PAN No. :-
06. GST No. :-
07. Telephone No./ Fax No. :-
08. Email Address :-
09. Name of the Govt. Department/PSU/ Private Sector/ International Clients to whom the bidder has provided similar Services, if any:
 - (i) (ii)
 - (iii) (iv)
 - (v) (vi)
10. Brief Description of background of the firm for this assignment :-
11. No. of years of proven experience of providing similar services :-
12. Annual turnover of the Consulting Firm/ Company/ Institution (in Rs.) during preceding three Financial Years (Please attach copy of the Audited Financial Statements) :-
2014-2015:
2015-2016:
2016-2017:

Dated this _____ day of _____ 2017

**Signature of Authorized Signatory
Name & Designation**

Company/ Firm Seal

TECHNICAL BID FORMAT-II-A

(To be furnished with Technical Proposal)

**Project/Programme Management Unit experience in Govt. Sector in India
in last 7 (Seven) years**

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name & Details of Client	
5	Total Project Cost (In Indian Rupees)	
6	Order Number	
7	Period and Nature of Services rendered by the Applicant (Start date and End date)	
8	Consultancy Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Project (Completed/ongoing)	
10	Description of actual services provided by firm's staff	
11	Copy of Supporting Documents attached	

**Signature of Authorized Signatory
Name & Designation**

Company/ Firm Seal

***Photocopy/scan of work order, signed agreement or completion certificate (if available)
are to be attached.**

TECHNICAL BID FORMAT-II-B

(To be furnished with Technical Proposal)

Relevant experience in Port/ Railway/ similar Infrastructure Sector

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name & Details of Client	
5	Total Project Cost (In Indian Rupees)	
6	Order Number	
7	Period and Nature of Services rendered by the Applicant (Start date and End date)	
8	Consultancy Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Project (Completed/ongoing)	
10	Description of actual services provided by firm's staff	
11	Copy of Supporting Documents attached	

**Signature of Authorized Signatory
Name & Designation**

Company/ Firm Seal

***Photocopy/scan of work order, signed agreement or completion certificate (if available) are to be attached.**

TECHNICAL BID FORMAT-III

(To be furnished with Technical Proposal)

Format of CV

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:

S.No	Degree/Diploma	University/Institute	Dates

7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages

Language	Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor

11. Employment Record

From [Year]: To [Year]:
Employer:
Positions held:

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

(d) **Financial Bid (Cover 'C')**

FINANCIAL BID

To

**The Director,
Ports and Inland Water Transport,
Odisha, Bhubaneswar.**

Sub:- Financial Proposal for Procuring Services of a Consulting Firm/ Company / Institution for setting up of a Project Monitoring and Implementation Unit (PMIU) in Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar.

Dear Sir,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with the RFP. Our Financial Proposal follows:

Sl. No.	Item	Lump-sum monthly Profession Fees (in Indian Rupees)
(1)	(2)	(3)
01.	Consultancy Service for Project Monitoring and Implementation Unit at Commerce & Transport Department /Directorate of Ports and Inland Water Transport, Government of Odisha which includes the cost of deployment of 5 personnel [i.e, Team Leader, Consultant (Technical), Consultant (Administration), Project Assistant (2 Nos.)]	Rs. (Figure) Words:

The Financial Proposal is without any condition

Signature and Seal of the Bidder _____

Name :-
Designation :-
Company/Firm :-
Date :-

*TDS will be deducted as per Income Tax Rules.

Note:- The applicant should quote lump-sum monthly professional fee for consulting services and exclusive of all applicable taxes, duties.

10. Bid Opening

- (i) Bids not supported with Document Cost & EMD shall be summarily rejected.
- (ii) Technical bids of eligible bidders will only be opened.
- (iii) Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar will open all proposals, in the presence of Bidders or their authorized representatives, at the date and time mentioned in the following location:

**Directorate of Ports and Inland Water Transport,
Paribahan Bhawan (2nd Floor), A.G. Square,
Unit-II, Ashok Nagar, Bhubaneswar-751009
Phone:-0674-2390355/59, Fax-0674-2396885
Email:- portsniwt.od@nic.in**

- (iii) The financial bid will be opened after completion of the technical evaluation by the Evaluation Committee. The financial bid of agency with less than 80 marks in technical score out of 100 marks will not be opened.

11. Validity of Proposal

Proposals shall remain valid for 90 (Ninety) days after the date of proposal opening. A proposal valid for a shorter period shall be rejected as non-responsive.

12. Contract Period

Contract will be initially valid for a period of two years from the date of deployment of the personnel in Commerce & Transport Department /Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar and may be renewed depending upon the work. There will not be conflict of interest of this assignment with any other assignment or transaction contracted with Commerce & Transport Department /Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar.

13. Agreement:

The selected firm has to sign an agreement with the Director, Ports and Inland Water Transport, Odisha, Bhubaneswar, Govt. of Odisha.

14. Right to Termination

- (a) Commerce & Transport Department /Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar reserves the right to terminate the Agreement, if it is of the opinion that the performance of the consultant is not satisfactory at any point of time during the period of the contract.
- (b) Commerce & Transport Department Director, Ports and Inland Water Transport, Odisha, Bhubaneswar, may ask for replacement of any member of the PMIU in case of non- satisfactory performance. In such case, the team member should be replaced within 30 days by the firm.
- (c) Either party can terminate the agreement by giving two months written notice.

15. Right to accept / reject any applications

Commerce & Transport Department /Directorate of Ports and Inland Water Transport, Odisha reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the term and condition at any time, without assigning any reason whatsoever.

16. Disputes

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

17. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Commerce & Transport Department /Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar will be hosted only on the **website <http://ct.odisha.gov.in/> & <http://portsniwtodisha.in/ActiveTender.aspx>.**

18. Acknowledgement by Applicant

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

- a. made a complete and careful examination of the RFP;
- b. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of Commerce & Transport Department/ Directorate of Ports and Inland Water Transport, Odisha or relating to any of the matters stated in the RFP Document
- c. satisfied itself about all matters, things and information, including matters referred to in **Clause 8** , necessary and required for submitting an informed Application and performance of all of its obligations there under;
- d. acknowledged that it does not have a Conflict of Interest; and
- e. agreed to be bound by the undertaking provided by it under and in terms hereof.

19. Award of Consultancy

After selection, a Letter of Acceptance (the “LOA”) shall be issued, in duplicate, by Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar may, unless it consents to extension of time for submission thereof, forfeit the EMD of such Applicant, and the next eligible Applicant may be considered.

20. Performance Security

Upon receipt of Letter of Acceptance (LOA) from the Directorate of Ports and Inland Water Transport, Odisha, the successful Consultant shall submit Performance Security of 10% of the Professional Fee for two years in form of Bank Guarantee/ Term Deposit pledged in favour of Director, Ports and Inland Water Transport, Odisha, Bhubaneswar.

21. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement with Director, Ports and Inland Water Transport, Odisha within a period of 21 (Twenty One) days from the date of issuance of LOA. If the Selected Applicant fails to submit the Performance Security and fails to sign the Agreement, its EMD shall be forfeited and appropriated by Director, Ports and Inland Water Transport, Odisha. In such an event, the Directorate of Ports and Inland Water Transport, Odisha may invite the Second Ranked Applicant for negotiations and may issue LOA to him.

22. Commencement of Assignment

The Consultant shall commence the Services within thirty (30) days from the date of signing of the Agreement. If the Consultant fails to commence the assignment as specified herein, Director, Ports and Inland Water Transport, Odisha, Bhubaneswar may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same.

Infrastructure such as furniture, computer, office stationery, telephone etc. required for discharging the function of PMIU at work place will be provided by Commerce & Transport Department / Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar.

23. Other Information

- (i) Bidder are requested to download the RFP Document from the website **website <http://ct.odisha.gov.in/> & <http://portsniwtodisha.in/ActiveTender.aspx>.**
- (ii) Bidder are requested to submit their proposal in the following address through Speed Post/ Registered Post/ Courier/ by Hand.

**Directorate of Ports and Inland Water Transport,
Paribahan Bhawan (2nd Floor), A.G. Square,
Unit-II, Ashok Nagar, Bhubaneswar-751009
Phone:-0674-2390355/59, Fax-0674-2396885
Email:- portsniwt.od@nic.in**

- (iii) Bidders may submit requests for clarification to this RFP by sending an email on our address i.e., **portsniwt.od@nic.in**. Clarification requests must be received by **07.11.2017**
- (iv) Pre –bid conference will be held on **10.11.2017 at 11.30 A.M.** in the Directorate of Ports and Inland Water Transport, Odisha, Bhubaneswar.
- (v) The last date of submission of bid document is **28.11.2017 upto 05.00 P.M.** No Bids should be entertained after receipt of due date and time.
- (vi) **The Cover – ‘A’ & Cover - ‘B’** shall be opened on **29.11.2017 at 11.00 A.M.** by the undersigned in the **Directorate, Ports & IWT, Paribahan Bhawan (2nd Floor), A.G Square, Unit-II, Ashok Nagar, Bhubaneswar-751009** in the presence of bidders or their authorised representatives who wish to attend. Bidders who participated in the bid can witness the opening of bid. If the office happens to be closed on the date of opening of Bids as specified, the bids will be opened on the next working day.
- (vii) The Technical Evaluation Report alongwith date and time for opening of Financial Bid (Cover-C) will be uploaded in the **website <http://ct.odisha.gov.in/> & [http://portsniwtodisha.in/ Active Tender.aspx](http://portsniwtodisha.in/ActiveTender.aspx)**. The eligible bidders will also be intimated through Fax/e-Mail.

Proposal Submission Form

Date _____
RFP No. _____

To

**The Director,
Ports and Inland Water Transport,
Odisha, Bhubaneswar.**

Sir,

We, the undersigned, offer our proposal to provide the consulting services for as Project Monitoring and Implementation Unit (PMIU) in accordance with your Request for Proposal **dated** [.....] and our Proposal. We are hereby submitting our Proposal, which includes this Qualification Proposal & Technical Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal i.e., **dated** [.....] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to modifications resulting from Contract Negotiations.

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

We Remain

Yours Sincerely

Authorized Signature :
Name and Title of Signatory:
Name of Firm :
Address :
Email :
Name of Contact Person :
Email :
Telephone :
Mobile :
Fax :