

QUOTATION INVITING TENDER (QIT)

**Appointment of Consultant for Manpower
Planning upto year 2035**

for

Major Ports



Indian Ports Association

**1st Floor, South Tower, NBCC Place,
Bhisham Pitamah Marg, Lodhi Road,
Ph No : 011-24369061/63; Fax No : 011-24365866
Email –tender.ipa@nic.in**

New Delhi 110 003

November, 2018

LETTER FOR ISSUE OF QIT FOR THE
Appointment of Consultant for Manpower Planning
upto year 2035
for
Major Ports

The set of QIT document is issued to:

Name:

Address: _____

IPA

Signature of the Officer
Issuing the QIT Document:

The QIT document is not transferrable.

Table of Contents

Sl.No	Contents	Page No.
1.	Introduction	4
2.	The Future road map	4
3.	IPA	4
4.	Objective	5
5.	Terms of Reference	5-6
6.	Technical proposal	6-7
7.	Evaluation criteria	7
8.	Completeness of Response	8
9.	Proposal preparation cost/ cost of attending meetings	8
10.	Amendment to QIT document	8
11.	Right to Terminate the Process	8
12.	Liquidated Damages	9
13.	Arbitration	9
14.	Earnest Money	9
15.	Submission of Offers	9
16.	Evaluation criteria (Annexure-1)	10
17.	Financial Proposal bid format (Annexure-2)	11

Q.I.T.

Appointment of Consultant for Manpower planning upto year 2035 for Major Ports

1.Introduction : Major Port Sector

The major ports of India have a strong presence in business optimism with thrust on the following areas:

- Transportation and Coastal Shipping,
- Inland Water,
- Cruise Shipping,
- Logistics
- and other value-added activities like generation of renewable energy, environment monitoring and green port initiatives

The Port's operations are presently defined into the following verticals:

- Cargo handling
- Business Development and Marketing
- Strategic Management
- Contract and PPP Management
- Higher penetration of ICT including container scanner
- RFID technology
- integrating activities such as Dry Ports, aquatic sports, ocean adventure, creating ocean parks of ocean based creatures and formations.

2. IPA

Indian Ports Association (IPA) constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of the 12 Major Ports which are under supervisory control of Ministry of Shipping. Over the years, IPA has consolidated its activities and grown from strength and is a think tank for the Port Sector. In the recent past, IPA has become a "brand" in the industry and expanded its band-width specially in areas of Management Services, Policy Making, Consultancy and Information and Communication Technology (ICT). The IPA has recently organized studies through Boston Consultancy Group "on Benchmarking of efficiency and productivity of Major Ports as against International Standards" and also through M/s McKinsey & AECOM "to prepare a National perspective Plan for Indian Maritime Sector".

Now, the Indian Ports Association intends to engage a reputed consultancy organization to conduct a Manpower Planning upto year 2035 for various groups of employees in Major Ports.

3. The Future road map:

The functional requirements and capacities of the major ports have evolved. With a view to improve the profitability and efficiency of the major ports, the Major Ports Authorities Bill has been introduced in the Parliament. Besides, the major port's activities have proliferated through various policy initiatives and reforms which have been announced to enable Major Ports to handle higher cargo by using larger vessels and to augment port performance which include among others Port Modernisation, Port Connectivity Enhancement, Port-linked Industrialization for better ease of doing business.

Huge investments are likely for capacity augmentation schemes in ports along with setting up of new port handling facilities, development of Dry Ports, improving performance standards, etc. FDI up to 100 percent under the automatic route is now permitted for construction and maintenance of ports.

4.Objective

The plethora of opportunities and the strong desire to tap them have made it imperative for the Ports to armour themselves with the right manpower with right size. The present requirement of Manpower planning needs to consider development of new services / cadres, management reorganization, manpower optimization through right numbers and also aligning the same with capacity building for multi-skilling and multi-tasking.

The objective of this proposal is to engage a reputed consultancy organization to assess the manpower planning keeping in view the requirement of 2035 broadly conducting a review taking into account the work load in each Department and having interaction with the concerned Heads of Departments and Officers in the Major Ports.

5.Terms of Reference (ToR)

The Term of Reference (ToR) is as under:

- To assess the port-wise manpower requirements, focusing on the core and non-core areas.
- To examine, review and evolve the manpower requirements upto 2035 for every five years, for every operation, based on work load analysis and business expansion goals at Ports.
- To examine, review and suggest scope for combination of jobs and multi-tasking wherever required.
- To examine, review and suggest improvements in system of working/operations to improve productivity wherever required.
- Post-wise job study for each & every designation will be undertaken to assess the workload in each of the department.

- To prescribe a probable organizational structure for each department in the Ports, based on existing and future business opportunities.
- To prescribe broadly the job description (definition wise) for all the officers deployed in each of the department, with the special focus on the job requirements in the newer areas such as renewable energy, environment monitoring, business development & marketing, strategic management, contract & PPP management, ICT including container scanner, ERP, RFID etc.
- Standardization of areas in each Department which shall be outsourced/may be outsourced, so as to have uniformity in the outsourcing policy of the port. To identify the surplus manpower and suggest redeployment of surplus manpower in the skilled areas.
- To recommend for optimum utilization of manpower considering the mechanization, modernization and technological advancement and derive optimum manpower cost.
- To adduce port-wise recommendation by taking into the account the local factors such as OT, hot-seat arrangement, gate automation, etc

Note: The scope of the study is limited to ports and the work measurement relating to ports is to be considered under the scope of the study. A presentation of the organization's representatives on a suitable date, time & venue will be fixed and notified by IPA after scrutiny of technical proposal.

6. Technical Proposal

The Technical Proposal should have 70% weightage for the following criteria within the overall weightage:

- Institute/organization with positive net worth.
- They should have worked for clients with similar work in multi unit locations.
- Description of similar work handled by the Agency specifying the Scope; Value, Work Plan, Duration of Assignment including copies of Work Order issued to them during the preceding three Financial Years
- Staff Strength including number of key personnel in the organization having requisite skill and qualification in handling similar work.
- A Technical proposal mentioning work plan, approach, methodology and deployment of FTE's is to be submitted.
- The office locations including contact person and their contact numbers.
- A presentation is to be made by the agency on dates to be fixed and notified by IPA on their submitted Technical Proposal.

Note :

1. Similar work in this bid document relates to the work mentioned in the TOR.
2. Full Time Expert (FTE) is the key personnel in the organization having requisite skill and qualification in handling similar work.

The total marks for evaluation of technical bid shall be 100 and the organization which scores 65 marks shall be declared as qualified for evaluation of financial proposal.

The Financial Proposal is to be submitted in **Annexure-II** (with a weightage of thirty percent) shall be opened of the qualified consultancy/organizations based on their Technical Proposal. The entire study is to be completed in a period of 4 months from the date of award of work.

7. Evaluation criteria

7.1 Technical (As per Annexure-I)

Bidder should enclose the following documents along with the bid:

1. Annual Net worth Certificates of the bidder for last 3 financial years (15-16, 16-17 & 17-18) duly certified by chartered accountant.
2. Copy of Contract/ work orders/completion certificate indicating the details of previous assignment, scope, value, client, work plan issued to them during the preceding three financial years. The Competent authority of the Consulting firm shall self-certify if the firm has done assignments on non-disclosure agreements. In such cases, broad details of the assignment have to be provided to ascertain relevance.
3. Detail Curriculum Vitae of FTE's specifying their qualification, experience in similar work and position in the organization.
4. A Technical proposal mentioning work plan, approach, methodology and deployment of FTE's.

7.2 Financial

- i. The Financial Proposals of only the applicants whose Technical-Score is equal to or higher than 65 points shall be opened and evaluated. The Financial Proposals of the other applicants will be returned unopened
- ii. Of the Financial proposals opened, the lowest "Project-Cost" will be designated as "L1" and awarded a "Financial-Score" of 100.
- iii. For the other qualifying applicants, their "Financial-Score" will be calculated according to the formula:

$$\text{Financial-Score} = (\text{Project-Cost of "L1"})/(\text{Project-Cost of Applicant}) * 100$$

B. Calculation of Final Score

The "Final-Score" of each qualifying Applicants will be calculated as indicated below:

$$\text{Final-Score} = 0.7 * (\text{Technical-Score}) + 0.3 * (\text{Financial-Score})$$

The Applicant with the highest Final-Score will be invited for award of contract. In case of a tie in Final-Score, the Applicant with the higher Technical-Score will be invited for award of contract.

8. Completeness of Response

i. Bidders are advised to study all instructions, terms, requirements and other information in the QIT document carefully. Submission of bid shall be deemed to have been done, after careful study and examination of the QIT document with full understanding of its implications.

ii. The response to this QIT should be full and complete in all respects. Bid should be properly page numbered and soft copy of technical proposal only should also be submitted in pen drive in pdf form. Failure to furnish all information required by the QIT document or submission of a proposal not substantially responsive to the QIT document will be at the bidder's risk and may result in rejection of its proposal.

9. Proposal preparation cost/cost of attending meeting

i. The bidder shall submit the bid at its cost and IPA shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over IPA. IPA shall be at liberty to cancel any or all bids without giving any reason thereof.

ii. All materials submitted by the bidder along with the bid shall be the absolute property of IPA and no copyright/patent etc. shall be entertained by IPA.

iii. The consultant may also be required to attend discussions with the IPA and Ministry officials in the process as and when required at his own cost.

10. Amendment to QIT document

If IPA deems appropriate to revise any part of QIT or to issue additional data to clarify any interpretation of provisions of this QIT, it may issue supplements to this QIT. Any such supplements shall be deemed to be incorporated by this reference into this QIT.

11. Right to Terminate the Process

IPA may terminate the QIT at any time and without assigning any reason. IPA shall not be held responsible for any cost incurred by the bidder in bid preparation. IPA reserves the right to amend/edit/add/delete any clause of this bid document which will become an integral part of the QIT. However, this will be informed by uploading on IPA website.

12. Liquidated Damages

The assignments should be completed as per the time schedule given in Clause No. 6 of this QIT. In case of failure to complete the above assignments within the stipulated time period, liquidated damages will be levied in the following manner:

i. In case of default on the part of successful bidder being limited to delay only, the IPA may claim liquidated damages @ 0.5% of the amount of contract for every week(s) or part thereof of delay, not exceeding in any case 5% of the amount of Contract value. The

amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the bidder.

ii. On the occurrence of any of the event of default on the part of the bidder, the IPA may be at liberty to terminate the contract/Work Order/LoI and claim refund of any money paid or invoke the Performance Bank Guarantee and refuse to make any more payments.

13. Arbitration

Any dispute arising out of the Agreement, which cannot be amicable settled between the parties i.e., Indian Ports Association and Successful bidder, shall be referred for arbitration. An arbitrator nominated by the Managing Director, Indian Ports Association, New Delhi as per the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.

14. Earnest Money Deposit (EMD):

An EMD of Rs. 5,000.00 (Rupee Five Thousand only), in the form of Demand Draft (DD) drawn in favour of Indian Ports Association, payable at New Delhi has to be submitted along with the proposal.

- i. Proposal not accompanied by EMD shall be rejected as non-responsive.`
- ii. No interest shall be payable by the Employer for the sum deposited as EMD.
- iii. EMD of the unsuccessful bidders would be returned back in due course of time after finalization of QIT.
- iv. EMD is waived off for the firms registered with 'NSIC/MSME for supply of manpower.

15. Submission of Offers

Bid offer in two separate sealed envelopes clearly marked "Technical Proposal" & "Financial Proposal" should reach Indian Ports Association, New Delhi on or before 1500 hrs. of 03.12.2018 at the following address :

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

Evaluation Criteria**(Short listing /scoring criteria for evaluation of consultants/ institute/ firm)**

S. No	Requirement	Total maximum marks
1.	Similar work handled in multi unit locations in single project in last 3 financial years (15-16, 16-17 & 17-18) = 2 Locations - 5 marks =3 Locations - 10 marks ≥ 4 Locations - 20 marks	20
2.	Number of similar projects handled in last 3 financial years (15-16, 16-17 & 17-18) = 2 projects - 20 marks =3 projects - 30 marks ≥ 4 projects - 40 marks	40
3.	Number of FTE's = 2 FTE's - 5 marks =3 FTE's - 10 marks ≥ 4 FTE's - 20 marks	20
4.	Technical proposal mentioning Work Plan, Approach, Methodology and Deployment of Experts etc.	15
5.	Presentation on submitted Technical Proposal as per point 4 above.	5
6	Total	100

Note:-

- Annual Net worth Certificates of the bidder for last 3 financial years (15-16, 16-17 & 17-18) duly certified by chartered accountant.
- Copy of Contract/ work orders/completion certificate indicating the details of previous assignment, scope, value, client, work plan issued to them during the preceding three financial years. The Competent authority of the Consulting firm shall self-certify if the firm has done assignments on non-disclosure agreements. In such cases, broad details of the assignment have to be provided to ascertain relevance.
- Detail Curriculum Vitae of FTE's specifying their qualification, experience in similar work and position in the organization.

FINANCIAL PROPOSAL

To,

Chief Administrative Officer,
 Indian Ports Association,
 1st Floor, NBCC Place, South Tower,
 Bhisham Pitamah Marg,
 Lodi Road, New Delhi – 110 003
 Email: ipa@nic.in

S. No	Description of Work	Amount in ₹	GST ₹	Total amount in ₹
Grand Total				
In words:				

Authorized Signatory

Company/Firm Name

Date: