



REQUEST FOR PROPOSAL

Empanelment of Companies/Agencies
for Providing Consulting Services
e-Tender Notice No. IPA/PGAV/CoE/RFP/2022
dated 28/12/2022

Indian Ports Association

1st Floor, South Tower, NBCC Place
B.P. Marg, Lodi Road
New Delhi – 110003
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Indian Ports Association

Empanelment of Consultants for Major Ports

1. Notice for Empanelment of Consulting Agencies

Indian Ports Association has decided to take up the task of preparation of panel of consultants for different type of consultancy services for use by the Major Ports Authorities as and when required. Accordingly, Indian Ports Association Invites Requests for Proposals (RFP) from eligible companies/agencies for empanelment to provide consultancy services to Major Port Authorities. Tenders can be downloaded web site www.ipa.nic.in & <https://eprocure.gov.in/eprocure/app> (CPP Portal). Bids are to be submitted online on the CPP Portal. Any future clarification and /or corrigendum(s) shall be communicated on <https://eprocure.gov.in/eprocure/app> and www.ipa@nic.in

The validity of empanelment will be for a period of two years, extendable by one more year to enable meeting organizational needs for unfinished or extended engagement needs. IPA shall not provide any minimum guarantees of business to the empaneled companies/agencies and reserves the right to terminate the empanelment at any time owing to deficiency of service, sub-standard quality of manpower deployed, insolvency/performance of selected company(s)/agency(s), adoption of unethical practices and/or other situations involving material breach. IPA, also reserves the right to terminate in whole or part this empanelment without assigning reasons, including modifications, extent that it is feasible and permitted within the spirit of this requirement.

2. Introduction

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports which are under the supervisory control of Ministry of Shipping. Over the years, IPA has consolidated its activities and grown strength by strength and considered to be a think tank for the Major Ports with the goal of integrating the maritime sector.

3. Scope of work

The broad scope of services to be provided by the selected companies/agencies is listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empaneled company/agency.

Maritime Vision- Technology & Innovation

a) Carbon Neutral Port

1. Under Strategic area - Digitized Port Operations
 - o RFID system at entry, smart lights
 - o Smart & app-based parking
 - o Smart Energy management
 - o Application of big data analytics to assess sensors data
 - o Just-in-time system for vessels
 - o Complete Port Automation

b) MIV 2030- “Must-have” solutions

1. Asset health monitoring and predictive maintenance
2. Computer vision /OCR driven gate operations waiting time optimization
3. Advanced analytics-based energy efficiency management
4. Smart Quay walls and buoys to aid ship navigation
5. Document e-verification via virtual data repository (IRS, DGS, etc)
6. Automated feedback for grievance redressal and customer experience
7. E-gate pass automation for all personnel
8. 100% cargo scanning to enhance Yard integrity
9. Net-gen Vessel Traffic Management System (VTMS)
10. Online booking system to improve storage capacity utilization
11. Automated virtual tariff calculation system to aid in decision making
12. Single Window system for shipping regulations and approvals management
13. Virtual booking system for seamless shipment management
14. Single Window system for automated online payment enablement
15. Automated underwater keel clearance system
16. Electronic Financial Receipt (eFR) generation for all transactions

17. Electronic Delivery Order (eDO) enablement for process streamlining
18. Central EBS system to eliminate process redundancy
19. Capex projects monitoring and progress management
20. Digital incident management system for emergency response

c) MIV 2030- “Driving Logistics efficiency” solutions

1. AI/ML driven container arrival prediction and monitoring
2. AI chatbot platform for employee query addressal (HR, IT, etc.)
3. Predictive Modelling and Sentiment Analytics to improve service levels
4. Biometrics led seafarer's identity identification & management
5. Computer vision-based cargo theft management
6. ML driven trade analytics and preferential pricing models
7. Performance Management system for real time KPI monitoring & analytics
8. IoT based automated pilotage to reduce vessel TAT
9. IoT based automated routing & vehicle traffic congestion optimization
10. IoT based automated berthing to reduce vessel TAT
11. RFID based geofencing and route planning
12. Drone based aerial surveillance and container profiling
13. RPA based e-documentation to improve process efficiency
14. GPS driven real time container tracking for throughput improvement
15. IoT based truck platooning for enhanced efficiency & safety
16. Building Information Modelling (7D BIM) or Digital Twin enablement
17. Semi / Fully automated Quay cranes for enhanced productivity
18. Satellite based ship to shore communication
19. Automated mooring operations
20. Smart fuel management for tugboats
21. Rail-mounted gantry cranes (RMGs) for container management
22. Elevated container conveyor for productivity maximization
23. Portable Pilot Unit (PPU) to aid ship navigation
24. Siltation monitoring system for dredging cost optimization
25. Automated allotment of berths by using AI/ML [2026-30]

26. Allotment of land for storing cargo inside/outside Custom Bound Area using Metaverse [2030-35]
27. Fully automated services e-gate 2.0 at all ports based on computer Vision and OCR technologies [2023]
28. Drone based cargo/ container profiling [2024]
29. RPA based document verification system for logistics operations [2025]
30. Using blockchain for high value financial transactions and issuing and storing important records/documents [2026-30]
31. Automation of mobile harbour cranes [2030-35]
32. Remote and autonomous waypoint navigation, MASS vessel designs [2035-40]
33. Unmanned automated terminal operations [2040-47]
34. Data driven decision making
 - Centralised Data centre (DC) & Data resource (DR)
 - Develop connectivity between DC/ DR with major ports
 - lot based data aggregation from Port, asset monitoring & predictive maintenance
35. Maritime digital platforms
 - National logistics Portal as Maritime single window
 - Implement KPI dashboard at all levels
 - Centralized Project management system to monitor all capex projects
 - Using blockchain for high value financial transactions and issuing and storing important records/documents
36. Pro-active traffic management
 - Command & control centre at Ports based on All lot data aggregation
 - Chatbot/ VRS/ Portal based Grievance redressal
 - Next generation VTMS at all ports. Underwater keel clearance system with AR/VR modelling
 - High speed wireless communications, global navigation satellite systems & smart aids to navigation

- Monitor, combat and mitigate oil spills, chemical leakages toxicity, flotsam and marine plastic litter from ships

37. Advanced ship shore operations

- Automated pilotage Automated Berthing
- Automated Mooring operations
- Autonomous inspection of structures
- Smart anchorage management
- Just-in-time systems

38. Maritime Safety and security

- Drone based aerial surveillance
- GIS/ GPS based tracking of assets/ vehicles
- Advanced navigation research simulators Smart buoys to augment search and rescue Digital technologies to reduce cyber threat
- Predictive incident management. Next generation patrol vessels [2030-40]

d) Infrastructure and Regional Planning

- Survey of existing infrastructure and amenities
- Land use Planning and Developmental Strategies
- Feasibility and Usage Optimization
- Reuse and recycle of wastewater
- Preparation of Annual Business Plan for ports
- Coastal Development Plans
- Safeguards

4. Instructions for Empanelment

In order to be considered for empanelment, Companies/Agencies should submit their offers (hereinafter called bids) conforming to the following instructions:

4.1 Considering the size/capacity of the interested organization and their ability to support either a specific service or a wide range of requirements, a generic model of empanelment that is being adopted.

4.2 Further, the companies/agencies should have positive net worth at the time of submission of the bid.

- 4.3 If a company/agency with diversified consulting services is interested to apply, the average sales turnover could relate to the entire company/agency. Likewise, the same principle shall be accorded in the case of group companies/agencies as long as the parent company/agency provides support to its subsidiary company/agency through a legally enforceable arrangement for joint and several liability.
- 4.4 Interested companies/agencies can submit their application along with Non-refundable payment towards Document Fee of Rs.10,000/- (Rupees Ten Thousand Only) + GST. All necessary supporting documents as mentioned in the proposal should be submitted along with the Application.
- 4.5 The Application Form should be complete in all respects. The details provided by the Company/Agency in the Forms, should be complete, valid, current, and active.
- 4.6 Incomplete offers will be rejected without giving any reason.
- 4.7 The empanelment of companies shall follow a three-stage process:

Stage-1 Prequalification: The Company/Agency should meet the prequalification criteria

Stage-2 Technical evaluation: Technical bids of only those Companies/Agencies qualifying in Stage-1 shall be taken up for technical evaluation as per the Technical bid evaluation criteria

Stage-3 Commercial evaluation: Commercial bids of only those Companies/Agencies qualifying in Stage 2 shall be opened as per the Commercial bid evaluation criteria

4.8 Other instructions:

- I. During prequalification and technical evaluation of bids, IPA, may at its discretion, seek clarifications from the bidders on their bids and the bidders are required to respond within the time frame prescribed by IPA.
- II. At any time prior to the prescribed last date for receipt of offers, IPA reserves the right to modify the RFP. The amendments and modifications to the RFP shall be notified on the IPA website (www.ipa.nic.in), which shall be binding on the bidders. Bidders are advised to frequently visit the website of IPA for updates.
- III. Bids from a consortium of companies/agencies are not allowed.

- IV. The bids prepared by the bidders and all correspondence and documents relating to the bids exchanged between the IPA and the bidders shall be in English language.
- V. All pages of the bid should be initialled and stamped by the Authorized Representative of the bidder. Where an assigned Authorized Representative has signed the bid, a Certificate of Authority should be submitted in the form of Power of Attorney/Board Resolution.
- VI. Commercials in any form or by any reason before the opening the Bids should not be revealed, failing which such bids are liable to be rejected.
- VII. The cost related to the empanelment shall be borne by the bidder. The cost includes the submission of bids as per RFP as well as future requirements to submit bids to Major Ports/IPA.

4.9 Methodology for submission of Bids

- i) Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in the rejection of the bid.
- ii) Scanned copies of Technical Bid shall be submitted on e-Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. An amount of **Rs. 10,000/- (Rupees Ten thousand only) towards tender fee and Rs. 2,00,000/- (Rupees two lakh only) towards EMD**, is payable for submission of bids. In case of payments of the above amounts by Demand Drafts, the DDs shall be drawn from a Nationalized/scheduled commercial bank, payable to Indian Port Association, New Delhi. Copies of the DDs should be scanned and uploaded along with the Technical proposal. In case the Agency has a valid MSME registration under the required category, such agencies are exempt from paying tender fee and EMD. A copy of the MSME certificate shall also be scanned and uploaded along with the Technical bid in such cases. Tender fee and EMD may also be submitted through NEFT, the details of which are as under.

Name of the Organization	INDIAN PORTS ASSOCIATION
Address of organization with PIN Code	1 st Floor, South Tower, NBCC Place Bhisham Pitamah Marg, Lodhi Road, New Delhi – 110003
Contact person	Consultant (Technical) 9822388841

Name of the Bank and Branch	Indian Overseas Bank Lok Kala Manch, Lodhi Colony, New Delhi
Account No.	149801000002360
IFSC Code No.	IOBA0001498
Beneficiary E-mail ID	ipa@nic.in prem.mpt@gmail.com

- iii) Proof of submission of tender fee and EMD through NEFT shall be furnished in the Technical bid.
- iv) Agencies shall also submit a hard copy of the Technical Bid which shall reach IPA by the due date and time. The hard copy submitted shall contain apart from other documents, original demand drafts/copy of MSME certificate and a pen drive containing all the documents submitted as hard copy. The outer envelope of the hard copy submission shall contain the name of agency, name of work RFP no. and the following written in bold letters. '**Tender Document. Do not open before due date and time.**'
- v) The Financial bid should be submitted Online only as per the Price Schedule in e-procurement Portal only (CPPP) <https://eprocure.gov.in/eprocure/app>.

vi) **Bid Documents**

The bids prepared by the Company/Agency shall comprise and confirm to the following Standard forms:

A. Prequalification Proposal

- I. Pre-Qual Form-1 (Prequalification Proposal Submission Form)
- II. Pre-Qual Form-2
- III. Pre-Qual Form-3 (Bidders' Organization & Experience)

B. Technical Proposal

- I. Tech Form-1 (Technical bid submission form)
- II. Tech Form-2 (Overall experience and organizational strength)
- III. Tech Form-3 (Presentation)
- IV. Tech Form-4 (Qualification and Competence of professional staff)

C. Commercial Proposal

- I. Commercial Form-1 (Commercial Bid Submission Form)
- II. Commercial Form-2 (Summary of Costs of Resources-Consultancy)

D. Affidavit from authorized signatory of bidder (As per specified format)

5. Evaluation Criteria

5.1 Eligibility of applicants

The Companies/Agencies will be shortlisted based on prequalification criteria defined as below:

#	Pre-qualification Criteria	Supporting Documents to be furnished
1.	The Company/Agency should be registered in India under the Companies Act 2013 / Limited Liability Partnership Act 2008 with their registered office in India for the last five years as on date of submitting its application	Certificate of Incorporation/ Partnership Deed
2.	The Company/Agency should be operating in the field of providing Consultancy Services involving consultancy services from the last ten financial years.	Attested copy of the Memorandum and Articles of Association. Certificate from statutory auditors can be accepted.
3.	a) Average of the Turnover in the last 3 Financial Years (2019-20, 2020-21, 2021-22) should be at least INR 25 Crores b) The company/agency should be in net profit at the time of submission of the bid.	CA Certificate from Statutory Auditor of the Company
4.	The bidder should have at least two engagements of minimum value Rs.5 Crore each during the last 7 Years for Central Government or State Government or its agencies.	<ul style="list-style-type: none">• Work Order/ Completion Certificate/ Client Certificate and citations
5.	The Company/Agency should have minimum 50 employees on their payroll as on date of submission of bid	Self-Declaration along with list of professionals from the current authorized signatory of the Company.
6.	The Bidder should be single entity. Consortium shall not be allowed	-
7.	The Company/Agency shall submit non-refundable Document Fee of Rs. 10,000/-	The Payment for Application Processing Fee can be made through NEFT or Demand Draft in favour of Indian Ports

		Association payable at New Delhi
8.	The Company/Agency shall not earlier be blacklisted or under pending litigation/action, suit, proceeding or investigation by any State/UT Government or Central Government/IPA/agency(ies)/any Indian tribunal in India from participating in bidding process.	Certificate from the current authorized signatory of the Company/Agency.
9.	In case the entity is a defaulter in paying any dues to any of the Government IPAs, the entity is not eligible for the tender.	Certificate from the current authorized signatory of the Company/Agency.
10.	The Company/Agency shall submit EMD of Rs.2.00 lakhs through online mode or Demand Draft	EMD can be submitted through NEFT or Demand Draft in favour of Indian Ports Association payable at New Delhi

5.2 Technical bid qualification

Technical evaluation will be done only for those bidders who have qualified the pre-qualification stage. The technical evaluation of the qualified bidders shall be done based on the following evaluation criteria: -

#	Evaluation Criteria	Score
1	Experience in Providing Consultancy Services – Bidder should demonstrate their past experience in consultancy /advisory services for Central Government or State Government or their agencies with a consulting fee of at least 5 cr during the past seven years. (10 marks per engagement) Relevant proofs including Work Order / LoA / Lol etc shall be furnished	30
2	Experience of providing consultancy support in the field of Logistics/ Industrial Infrastructure/ Ports/Infrastructure and regional Planning and other similar domains for Government or Private Sector client. International Projects are allowed. (5 marks per engagement) Relevant proofs including Work Order / LoA / Lol etc shall be furnished	10

2	Turnover Turnover from Management Consultancy/Advisory Services in last financial year i.e. FY 2021-22 i. ≥ 25 Cr. and ≤ 50 Cr.: 05 Marks ii. ≥ 50 Cr.: 10 Marks	10
3	Employees on payrolls i. ≥ 50 and ≤ 75 : 05 Marks ii. ≥ 75 and ≤ 100 : 10 Marks iii. > 100 : 15 Marks	15
5	Presentation, Approach and unique value proposition	35
Total		100 marks

5.3 Evaluation of Technical proposal

The minimum Technical Qualification score for the bidder to be qualified is 70 for opening of Financial Bid. The Bidder shall be selected on the basis of QCBS Method, whereby technical proposal will be allotted weightage of 70% and financial proposal will be allotted weightage of 30%.

5.4 Evaluation of financial proposal

- i. In the second stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score (SF).
- ii. For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- iii. The IPA will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfill its obligations as per the RFP within the total quoted price shall be that of the Consultant. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F \text{ (F = amount of Financial Proposal of the applicant)}$$

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5.5 Combined and Final Evaluation

- i. Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:
- ii. $S = ST \times 0.70 + SF \times 0.30$ (Where S is the combined score)
- iii. A minimum score of 70 on Technical is required for Financial opening

6. Earnest Money Deposit and Bid Document Fee

No Application will be considered which is not accompanied by a sum of Rs. 2,00,000.00 (Rs. Two lakhs only) as Earnest Money Deposit and a non refundable bid document fee of Rs.10,000.00. In the event of the applicant withdrawing the Application before the expiry of 180 (one hundred and eighty) days from the date of opening, the Application shall be cancelled and the earnest money deposit therewith forfeited by the IPA.

7. Right to accept or reject any or all proposals

7.1 Notwithstanding anything contained in this document, IPA reserves the right to accept or reject any Proposal/application and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

7.2 IPA/Major IPA reserves the right to reject any Proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected.

8. Correspondence with Applicant

Given and except as provided in EOI/RFP, IPA shall not entertain any correspondence with any applicant in relation to acceptance or rejection of any application.

IPA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:

- (a) Suspend and/or cancel the process and/or amend and/or supplement the process or modify the dates or other terms & conditions relating there to.
- (b) Consult any applicant in order to receive clarification or further information.
- (c) Empanel or not to empanel any applicant and/or to consult with any applicant in order to receive clarification or further information.
- (d) Retain any information and / or evidence submitted to the IPA by, on behalf of, and/or in relation to any applicant and/or.
- (e) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any applicant.

9. General Terms and Conditions

9.1 The Rate Chart Table of the various resources (as finalized in this RFP) of the Companies/Agencies that are empaneled shall remain valid during the period of empanelment.

9.2 Change of name of the company/agency: During the period of empanelment, if the name of the company/agency has undergone a change due to acquisition, amalgamation etc., the company/agency shall inform IPA within one month. In such cases, all the obligations under the contract with the IPA should be passed on for compliance to the successor company.

9.3 The empanelment made by IPA is intended to be used by all Major Ports.

9.4 In case of any dispute or difference arising out of the empanelment, the decision of IPA shall be final.

10. Key Events

#	Key Activities	Date
1	Download of RFP	29/12/2022
2	Pre-Bid Query Submission	12/01/2022
3	Pre-Bid Query Response	23/01/2022
4	Last date and time for submission of bids	07/02/2022 before 15.00 hrs
5	Date & time of opening of bids	07/02/2022 at 15.30 hrs
6	Date of Technical Presentation	To be informed
7	Date of opening of Commercial bids	To be informed

11. Address for Communication & Proposal Submission

Indian Ports Association

Chief Administrative Officer

1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg,

Lodhi Road, New Delhi 110003

ipa@nic.in

12. Fraud and Corrupt practices

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection' Process. Notwithstanding anything to the contrary contained in this document, the IPA shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices"). In such an event, the IPA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the IPA for, inter alia, time, cost and effort of the IPA, in regard to this document, including consideration and evaluation of such Applicant's Proposal.

Without prejudice to the rights of the IPA herein above and the rights and remedies which the IPA may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the IPA to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the IPA or IPA during a period of three years from the date such Applicant or Consultant, as the case may be, is found by the IPA to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the IPA who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant adviser of the IPA in relation to any matter concerning the Project; (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the IPA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

13. Registration of Procurement Portal

13.1 Registration of bidders on Procurement Portal

All the bidders intending to participate in the tender's process online are required to get registered on the Procurement Portal. Please visit the website for more details.

13.2 Obtaining a Digital Certificate

- i. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- ii. The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities
- iii. Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation.
- iv. If the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the IPA tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

Pre-Qua Form 1 – Pre-Qualification Proposal Submission Form

To
Chief Administrative Officer
1st Floor, South Tower, NBCC Place, Bhisam Pitamah Marg,
Lodhi Road, New Delhi 110003

Subject: Submission of Pre-qualification Proposal for empanelment with IPA for providing Consultancy Services

Dear Sir,

We, the undersigned, offer to provide Consultancy Services to Indian Ports Association in accordance with your Request for Empanelment. We are hereby submitting our Proposal, which includes Pre-Qualification Proposal, a Technical Bid and the Commercial Bid sealed in separate envelopes inclusive of the services that would be provided by us as part of this empanelment.

We hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFP document.

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

Yours sincerely,

Signature with date:

Name of authorized signatory

Seal of Agency

Pre-Qual Form 2

To

Chief Administrative Officer

1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg,
Lodhi Road, New Delhi 110003

Subject: RFP for Empanelment

Dear Sir,

1. Having examined the Tender document, I/ We [name of the bidder (s)], the undersigned, herewith submit our response to your Tender Notification dated _____ for empanelment of companies for providing consultancy services _____ in full conformity with the said tender document no _____
2. I/We have read the provisions of the Tender document and confirm that these are acceptable to us. Hence, we are hereby submitting our Bid.
3. I/We agree to abide by this Tender, consisting of this letter, financial bid and all attachments, for a period of 120 days from the closing date fixed for submission of bid as stipulated in the Tender document.
4. I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption, in force in India.
5. I/We understand that IPA is not bound to accept/annul any bid received in response to this Tender.
6. In case, I/We are engaged by IPA as service provider for projects, I/We shall provide all assistance/cooperation required by IPA appointed auditing agencies officials for performing their auditing and inspection functions. I/We understand that our non-cooperation for the same shall be grounds for termination of service/contract.
7. In case, I/ We are engaged as a vendor, we agree to abide by all the terms & conditions of the Contract and Guidelines issued by IPA from time to time.
8. I/ We have submitted requisite fee and EMD as per procedure laid in the Tender. All other required documents (details given in summary table below) as per the stated Qualification Criteria.
9. Our Entity's profile is as under:-

#	Required Details	Remarks
1	Legal Name of Entity	
2	Type of Business	
3	Company Identification No. (CIN)	
4	Business Address: City District State PIN code Telephone Nos Contact email	
5	Registered Address of the Company: Address City District State PIN code Telephone Nos Contact email Company Website URL	
6	PAN No. of bidder TAN No. of bidder VAT or CST of bidder	
7	Has the firm transacted business under any other previous names? If yes, under which name business transacted	
8	Ownership of the Company/Firm: Whether Company owned or controlled by parent Company? If yes, complete the following: Legal name of the parent company Full address of parent company Street City District State Pin	
9	Date of ownership	
10	Name of Bid and Contract Signing Authority – I Name Designation Contact No. Email:	

	Power Of Attorney or resolution of Board of Directors through which authorized as signatory Authority – II Name Designation Contact No. Email: Power Of Attorney or resolution of Board of Directors through which authorized as signatory	
11	Memorandum of Association and Articles of Association of the company Bye Laws and certificates of registration (in case of registered firm)	
12	Whether MOA of Bidding Company allows entering into the bid of respective services? If yes, indicate the relevant clause.	

Yours Sincerely,

Authorized Signatory(ies)[In full and initials]: _____

Name and Title of Signatory(ies): _____

Name of Bidding Company/Firm: _____

Address: _____ *(Affix the Official Seal of the Bidding Company)*

Pre-Qualification Form 3- Bidders Organization & Experience

1.	Name of the bidder		
2.	Mailing address in India		
3.	Telephone and fax number		
4.	E-mail address		
5.	Name and designation of the Authorized Representative of the bidder		
6.	Year of establishment and constitution of organization		
Sr. No.	Pre-qualification Criteria	Supporting Documents to be furnished	Compliance YES / NO
1.	The Company/Agency should be registered in India under the Companies Act 1956 / Limited Liability Partnership Act 2008 with their registered office in India for the last five years as on date of submitting its Application.	Certificate of Incorporation.	
2.	The Company/Agency should be operating in the field of providing Consultancy Services involving consultancy services for IT projects from the last three financial years.	<ul style="list-style-type: none"> • Attested copy of the Memorandum and Articles of Association. Certificate from statutory auditors can be accepted. • Declaration from the authorized signatory on the services that were provided earlier and the services that they wish to offer for this empanelment. 	
3.	<p>a) Average of the Turnovers from the last 3 Financial Years (2019-20, 2020-21, 2021-22) should be at least INR 25 Crores</p> <p>b) The company/agency should have positive net worth at the time of submission of the bid.</p>	CA Certificate from Statutory Auditor of the Company	
4.	The bidder should have at least two completed engagement of minimum value Rs.5 Crores in their services offerings during the last 7 Years for Central	<ul style="list-style-type: none"> • Work Order/ Completion Certificate/ Certificate Client and 	

	Government or State Government.	<p>citations.</p> <ul style="list-style-type: none"> In the event of a multi-stage, multi-service engagement, a completed phase supported by a client certificate or documentation / payment realization shall also be considered equivalent. 	
	The Company/Agency should have minimum 50 Full Time Resources on their own payroll as on date of submission of bid	Certificate and list of professionals from the current authorized signatory of the Company /Agency along with their Provident Fund Numbers. Self-declaration with supporting document can be accepted.	
	The Company/Agency should be an individual organization. Consortium shall not be allowed	Certificate from the current authorized signatory of the Company/Agency.	
	The Company/Agency should submit non-refundable Document Fee of Rs. 10,000/-	The Payment for Application Processing Fee can be made by eligible bidders through NEFT or DD	
	The Company/Agency should an Earnest Money deposit of Rs. 2,00,000/-.	The Payment for EMD of Rs.2,00,000/- (Rupees Two Lacs only) can be made by eligible bidders through NEFT or DD	
	The Company/Agency should not earlier be blacklisted or under pending litigation/action, suit, proceeding or investigation by any State/UT Government or Central Government/IPA/agency(ies)/any Indian tribunal in India from participating in bidding process.	Certificate from the current authorized signatory of the Company/Agency.	
	In case the entity is a defaulter in paying any dues to any of the Government IPAs, the entity is not eligible for the tender.	Certificate from the current authorized signatory of the Company/Agency.	

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

Technical Form 1- Technical Bid Submission Form

To

Chief Administrative Officer

1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg,

Lodhi Road, New Delhi 110003

Subject: Submission of Technical Proposal for empanelment with IPA for providing Consultancy Services

Dear Sir,

We, the undersigned, offer to provide Consultancy Services to Indian Ports Association/Major Ports in accordance with your Request for Empanelment. We are hereby submitting our Proposal, which includes this Technical Bid and the Commercial Bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFE document. We would hold the terms of our bid valid till our empanelment, as stipulated in the RFE document.

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

Yours sincerely,

Signature with date:

Name of authorized signatory

Seal of Agency

Tech Form 2- Bidders Overall Experience & Organizational Strength

Sl. No.	Name of Assignment	Client Name and Description (Government IPA/ Private)	Services delivered, key resources	Project Value, dates/duration and current status	Supporting documentation
1.					
2.					
3.					
4.					
5.					
6.					

NOTE: For each project specified above, please provide separate information (not exceeding two pages) on all relevant points to support evaluation.

Tech Form 3- Bidders Presentation

THE BIDDERS SHOULD ENCLOSE A HARD COPY OF THEIR PRESENTATION MATERIAL AS A PART OF THIS FORM. THE PRESENTATION SHOULD DEMONSTRATE COMPETENCE AND EXPERIENCE WITH PROOF FOR THE SERVICES PROPOSED AND THE PAST EXPERIENCE IN SUPPORT OF EVALUATION.

PRESENT OF THE HIGHLIGHTS OF NO MORE THAN THREE (3) PROJECTS SUBMITTED FOR EVALUATION INCLUDING GOVERNMENT SECTOR EXPERIENCE, INCLUDING STAFF STRENGTH, COMMERCIAL INFORMATION (where applicable), SERVICE DELIVERY APPROACH, LOCAL OFFICE INFORMATION, etc. SHOULD BE SPECIFIED.

Note: All of the above projects should be from the project references submitted in their proposal and should not exceed 20 slides. The bidder shall be invited.

Tech Form 4- Qualification & Competence of Professional Staff

Sr. No	Resource Category	Prescribed Qualification	Minimum period of relevant experience	Number of full Time resource persons fulfilling the prescribed qualification
(1)	(2)	(3)	(4)	(5)
1	Managing Consultant >= 15 Years	BE/B-Tech/ Post Graduate with at least 60% marks with MBA.	15 Years	
2	Principal Consultant >= 10 Years	BE/B-Tech/ Post Graduate with at least 60% marks with MBA.	10 Years	
3	Senior Consultant >= 6 Years	BE/B-Tech/ Post Graduate with at least 60% marks with MBA.	6 Years	
4	Consultant >= 3 Years	BE/B-Tech/ Post Graduate with at least 60% marks with MBA.	3 Years	

Note :

- 1) Please attach resumes for each of the above categories to illustrate the competency and experience.
- 2) It is further required that the companies/agencies provide same or similar resources when work is awarded by the IPAs/Major Ports.

Com Form 1- Commercial Bid Submission Form

[TO BE SUBMITTED ON THE LETTER HEAD OF THE BIDDER]

To

Chief Administrative Officer

1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg,

Lodhi Road, New Delhi 110003

Subject: Submission of Commercial Proposal for empanelment with IPA for providing Consultancy Services

Dear Sir,

We, the undersigned, offer to provide Consultancy Services to Indian Ports Association in accordance with your Request for Empanelment. The commercial bid will be uploaded in the CPP Portal and no hard copy submission will be done.

Our Commercial bid shall be binding upon us for the bid validity period of 120 days, from the last date of bid submission, as stipulated in the RFP document.

We hereby declare that all the information and statements made in the Commercial bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of the RFP document.

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

Yours sincerely,

Signature with date:

Name of authorized signatory

Seal of Agency

Com Form 2- Summary of Costs of Resources- Consultancy

(To be submitted on the CPP Portal only)

Sr. No (1)	Key Personnel with Experience	Man Month Rate in Rupees (INR) without GST	Weightage	Total
	1	2	3	4 (2*3)
1	Managing Consultant (>= 15 Years)		10%	(A)
2	Principal Consultant (>= 10 Years)		20%	(B)
3	Senior Consultant (>= 6 Years)		30%	(C)
4	Consultant (>= 3 Years)		40%	(D)
Gross Total Value (GTV) =			A + B + C + D	

Notes

- For consideration of their bids, bidders shall have to quote for all the above Resource categories.
- For any of the resource categories, bids quoting zero, abnormally high or low rates as compared to the generally prevalent rates in the Consultancy industry shall be rejected and EMD shall be forfeited.
- The rates quoted should be as per industry standards for the educational qualifications and experience mentioned in the tender.
- Bidders quoting less than 30% (thirty percent) of the average Gross Total Value (GTV) quotes will be disqualified and other bidders will be considered for further evaluation. The GTV is computed by adding GTVs of all the technically qualified Bidders and dividing the same by the number of technically qualified Bidders.
- Experience criteria shall be as specified in Tech Form 4.
- The first four ranked bidders with the combined Technical and Financial scores will be considered for empanelment. These four bidders will have to match the lowest rate quoted by any of these four bidders for an individual key personnel. In case this condition is not accepted by any of these three bidders the 5th ranked bidder will be considered under the same conditions. In such an event, the financial bid of the 4th ranked bidder will not be considered for rate comparison. This process will be continued so that a panel of four bidders can be made with the lowest quote for each key personnel.

- The list of the empaneled firms with man-day rates for each key personnel will be circulated to all the ports. Ports may select any firm to carry out any assignments. Ports will state the man-days upfront. Ports may discuss with the empaneled firms to arrive at the reasonable man-days requirement. Ports may also devise any means to ensure that the final consultancy fee is competitive.
- IPA/Major Port committee shall have the sole prerogative to interview and select the candidates during award of work. Any candidate not found to be performing to meet job requirements shall be replaced by the company/agency free of cost with an alternative individual meeting the qualification and experience requirement and the agency shall ensure a minimum overlap period of two (2) weeks between such resources at their cost.
- All candidates shall have the relevant experience in the area of their expertise as specified by the IPA and possess necessary consulting, oral/written communication and inter-personal skills.

AFFIDAVIT

(To be submitted by bidder on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only to be duly attested by Notary Public)

Affidavit of Mr S/o
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/shaving its Head Office/Regd. Office at
2. That the information/documents/Experience certificate submitted by M/s.....along with the tender for(Name of work)..... to the Corporation are genuine and true and nothing has been concealed.
3. I shall have no objection in case the IPA verifies them from issuing authority(ies). I shall also have no objection in providing the original copy of the document(s), in case the IPA demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the IPA at its discretion may disqualify / reject / terminate the workorder and also forfeit the EMD / All dues.
5. I shall have no objection in case IPA verifies any or all Bank Guarantee(s) under any of the clause(s) of work order including those issued towards EMD and Performance Security from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before the IPA receives said verification.
6. That the Performance Security issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, the IPA shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.
7. That I hereby confirm that my/our firm/company M/s.....have not been convicted of any non-bailable offence, by any of the courts.

8. That I hereby confirm that my/our firm/company M/s.....has not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
9. That I hereby confirm and declare that none of my/ our group/ sister concern/ associate company is participating/ submitting this tender.
10. That I hereby confirm and declare that my/our firm/company M/s... .. has not been black listed/ de-listed or put on holiday by any Institutional agencies/ Govt. Deptt./ Public Sector Undertaking, in the last TWO years.
11. That I hereby confirm and declare that my/our firm/company M/s.....We have paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.
12. That in the past five years prior to the date of this application, I or any principal of the entity has not been deemed to be in default on any contract or have not been forcefully terminated from any contract of any Organization.
13. That I hereby confirm and declare that my/our firm/company M/s..... that there has been no litigation with any Government IPA/organization on account of similar services.
14. That I hereby confirm and declare that my/our firm/company M/s..... has not undergone any legal proceedings of whatever kind in the past three years.
15. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD/Performance

Security/ All dues. May take any appropriate legal action against me.

Deponent

Verification

I,, the Proprietor/ Authorized signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false. Verified atthis.....day of