

DEENDAYAL PORT AUTHORITY
(Erstwhile Deendayal/ Kandla Port Trust)

Mech. Engg. Deptt.

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Office of the
Chief Mechanical Engineer
Second Floor,
Annexe to A.O. Building
Gandhidham, Kutch
Gujarat, Pin-370201

No.MS/WK/4066/Gim-PC/312

Date: 08/01/2024

To,

M/s. _____

'Expression of Interest'

Sub: ***"Appointment of Consultant for the study & preparation of Schedule of Rates (S.O.R.) of Mechanical items at Deendayal Port"***

(This Notice is issued only to elicit Expression of Interest from the parties interested in the work and does not constitute any binding commitment from the Deendayal Port Authority to proceed with the work or invite any or all the parties in the subsequent bidding process. Open Tenders will be issued subsequently)

Sir,

Deendayal Port Authority (erstwhile Deendayal/ Kandla Port Trust), an autonomous body Under Govt. of India, Ministry of Shipping, invites expression of interest from the recognized Consultancy agency, having experience in such studies.

Kindly submit your Expression of interest for the subject work on the basis of the scope of work enclosed herewith. Expression of Interest should include profile of your firm, work experience in similar works, summary of financial reports, and your comments/suggestions (if any) regarding the proposal etc.

The rates quoted must be inclusive of all costs such as tools, instruments (if required), staffs & labour, transportation and other auxiliary charges for successful completion of the work excluding GST. The GST applicable shall be shown separately, which shall not be considered for evaluation purposes.

Your Expression of interest alongwith budgetary offer for the above work should reach this office before **22.01.2024**.

Thanking you,

Yours faithfully,

Sd./-

Superintending Engineer (M)
Deendayal Port Authority

Broad Scope of Work:

- 1.01 Deendayal Port Authority is an autonomous body under the Ministry of Shipping, Government of India. The Port is located on the Gulf of Kutch on the northwestern coast of India some 256 nautical miles southeast of the Port of Karachi in Pakistan and over 430 nautical miles northwest of the Port of Mumbai (Bombay). Deendayal Port is located some 90 kilometers from the mouth of the Gulf of Kutch on the Kandla Creek on Latitude 23°0'49" and Longitude 70°13'32". It was opened as a natural deep-water harbour in the 1930s to serve the hinterland of and beyond the state of Gujarat.

Presently, Deendayal Port handles dry cargo at its fourteen general cargo / multipurpose berths and a PPP berth of Adani Kandla Bulk Terminal Pvt Ltd is operational from 2015; Container handling berth of 11th and 12th in Kandla, operational in PPP mode under Kandla International Container Terminal Private Limited; six jetties for handling POL products and other liquid cargo traffic at Kandla and three Single Buoy Mooring (SBM) at Vadinar for handling crude oil. The port is spread over 330 hectares which is fully custom bonded. Deendayal Port has mooring facilities in the inner harbour area for stream handling; there are four cargo moorings and one deep draft mooring point in this area.

The traffic handled by Deendayal Port has shown a consistent increase and it's been growing at a faster pace. The total traffic (both liquid and dry cargo) handled by the Port has gone from 45.91 million tons in 2003-04 to 122.61 million tons in 2019 -20. It shows the CAGR of 6.76 % over the said Fifteen years' period. The present optimal handling capacity of existing dry cargo berths 1 to 16 (except 11&12- container berths) including barge jetties at Bunder basin, Tuna and IFFCO Barge Jetty (Excluding Containers) is as assessed is 45.85 MMTPA (Not Including Adani Kandla Bulk Terminals Pvt. Ltd.). The Optimal capacity of the Container handling facility of 11th and 12th Berth is 0.6 MTEU's, which is operational under PPP by Kandla International Container Terminal Private Limited.

Mechanical Engineering Department is looking after the various operational & service areas under the department viz. Floating Dry-dock, Salvage & Navigation Aids, Workshop, Tugs, Floating crafts, Weighbridges, Fire-fighting, DG sets, Mobile Harbor Cranes, Purchase & auction of items, planning, Revamping of firefighting systems at Oil jetties, New Firefighting facilities at Oil Jetty nos. 7 and 8, New Dry-docking facility, estimation & execution of several EPC & PPP projects like Mechanization of various Berths. As the mechanical work of the department is vast in nature and the department wants to frame Schedule of Rates (S.O.R.) for cost management, standardization, and transparency in various works.

In this regard, DPA intends to appoint an experienced consultancy firm with a team of well experienced professionals having vast knowledge to study & prepare the Schedule of Rates (S.O.R.) for the Mechanical works pertaining to DPA in consultation with port officials at each and every phase of the assignment.

1.02 SCOPE OF WORK: The broad scope of work but not limited to, includes the following:

- a) To conduct detailed study with discussion, feedback & inputs from various sections/ areas of Mechanical works under the department & analyze the items to be considered for the Mechanical S.O.R.
- b) Preparation of section wise list of items which can be considered for Mechanical S.O.R.
- c) Identification & Recommendation of suitable items for S.O.R. based on the analysis among the departmental areas.
- d) Power point presentation of the final area wise list of items for consideration of Mechanical S.O.R.
- e) Cost Estimation of all the finalized items of the S.O.R. from present market rates or recent previous P.Os. / W.Os. of DPA/ other organization with documentary supports.
- f) Preparation & submission of draft Mechanical S.O.R. as per available guidelines/ procedures, if any.
- g) Comments & replies on the observations of the Management in the proposal of Mechanical S.O.R.
- h) Comparison & analysis of the prepared S.O.R. with the available S.O.R. of very related field of Central or State Govt. Organizations.
- i) Preparation & submission of Final Mechanical S.O.R. based on the corrections/ inputs suggested by DPA.
- j) Publication & printing of the Mechanical S.O.R. on the respective portals and atleast 25 nos. of hard prints of the S.O.R.
- k) Preparation of procedure & guidelines for the department officials to adopt the S.O.R. in their estimate with examples.
- l) To propose for the escalation procedure in the prepared S.O.R. and its applicability period.
- m) To prepare detailed report for the Mechanical S.O.R. with its applicability, suitability and, limitation, for preparation of the estimates for works.
- n) Any other reports, analysis, information, workout, justification etc. for the proposed Mechanical S.O.R., as desired by the management.
- o) The consultant shall have to deploy for at least one month and then from back-office a team of specialists in relevant fields of Mechanical, Structural, Finance etc. for the understanding, inputs, consolidation and preparation of the Mechanical S.O.R. for the subject work.
- p) Laid down and submit procedures for specialized work where SOR are not supportive or cannot be applied.

Other General Conditions:

1.03 Minimum Requirement of key personnel (Male/ Female):

Key Personnel	Educational Qualification	Length of Professional Experience	Experience on Eligible Assignments	Responsibilities

Team Leader Cum Project Coordinator -01 No.	Graduate in Mechanical Engineering	10 years	Should have worked as a Team leader in consultancy job in at least one completed similar assignment during a period of last 7 years ending on the date of submission of the bids.	He/she will lead, coordinate and supervise the multidisciplinary team.
Technical Expert- 01 No.	Graduate in Mechanical/ Industrial/ Structural Engineering	7 years	Should have been associated with execution of in at least One completed similar assignment during a period of last 7 years ending on the date of submission of the bids.	He/she shall organize and coordinate the Engineering Analysis for the S.O.R.
Financial Expert- 01 No.	CA/ ICWA/CFA/ MBA(Finance)	7 years	Should have been worked as an Economist / Financial Consultant	He/she will be responsible for Economical / financial / viability analysis, and other financial aspects, Preparation of proposal
Assistants- 02 Nos.	Graduate	5 years	Should have worked in preparation of reports, data-analysis, etc.	He/she will be responsible for data collection, coordination, consolidation, drafting of reports, proposals, comments etc. for the work.

- 1.04 The agency shall employ the key personnel named in the Schedule of Key Personnel as referred to in the Contract Data to carry out the functions stated in the Schedule or other personnel approved by the Officer-in-Charge.
- 1.05 All deliverables, scheduled / defined in this document, will compulsorily bear the signature of all the Key Personnel, failing which the same will not be acceptable. The Key Personnel shall attend all discussions, meetings, presentations etc. with the employer, as & when required upon prior intimation.
- 1.06 The firm will ensure continuation of same key personnel till completion of the consultancy. DPA will allow maximum two replacement in each category provided the new person is having similar or better qualification and experience. However, any replacement can be made only with the written approval of DPA.
- 1.07 The appointed Experts & Assistants shall work under an overall incharge i.e. Team Leader for the work, and shall be responsible to interact with Engineer-in-charge or his representative.
- 1.08 The Consultancy shall be responsible for safety, health, Transportation and accommodation & Insurance of the persons & belongings etc. of the staffs employed by him.
- 1.09 **Contract Period:** The contract period will commence from the date of issue of WO. Time schedule for the consultancy will be 02 months, or, acceptance of the Final S.O.R. by the management, whichever is later.

Project Deliverables & Timeframes:

Milestone Code	Description of Services	Timeframe
IR	Inception Report	10 days from date of commencement of the work.
DSOR	Draft Mechanical S.O.R. with data collection & analysis, reasoning, justification, presentation etc.	40 days from the date of confirmation by DPA regarding acceptance of inception report / issue of letter by DPA to submit the draft S.O.R.
FSOR	Final Mechanical S.O.R. based on the inputs, comments, observations.	10 days from the date of approval of the draft S.O.R.

- 1.10 The agency should confirm that there is no conflict of interest in taking up this inspection & quality assurance assignment, and has to submit an 'Undertaking' regarding the same.

- 1.11 Information relating to the Data, Designs, Drawings, documents, Details related to the execution of the work and any other information provided by Deendayal Port Authority to bidder to perform the scope of work, shall not be disclosed by the bidder to any person. The bidder shall treat all information confidential and shall not divulge any information unless it is directed to do so by any statutory entity that the power under law to require its disclosure or is to enforce or assent any right or prevalent of the statutory entity and/ or Authority.
- 1.12 The Bidder shall exercise all reasonable care and diligence in discharge of Technical, Professional and Contractual duties, to be performed by them and will be fully responsible for carrying out their duties properly.
- 1.13 DPA reserves the right to cancel the Consultancy agency work contract with one-month notice period on the grounds such as un-satisfactory work, un-due and inordinate delay in the work, non-submission of reports during execution of work etc. The Engineer-in-charge can also ask the Consultancy to remove/ replace any of the personnel due to unsatisfactory performance or inordinate delay in work. Balance work will be carried out by the employer at the risk and cost of the Consultancy. The decision of the Deendayal Port Authority in this regard shall be final and binding upon the Consultancy.
- 1.14 DPA reserves the right to increase/ decrease the quantum of work.
- 1.15 The Consultancy has to arrange gate passes for entry of men and vehicles inside/outside Deendayal Port Authority area at his own cost from CISF, and as per the rules and regulation in force at time
- 1.16 **Price to be all inclusive:** The Services provided by the Consultancy agency shall be inclusive of all and no extra payment shall be entertained. However, if the approved representative of Consultancy has to go out of station for the purpose relating to the work with the approval of Engineer-In-Charge, necessary T.A. & D.A., applicable for entry level Class I officer of Deendayal Port Authority, will be reimbursed by DPA on submission of all required documents.
- 1.17 **Payment Terms:**

Payment Schedule	
On submission of Inception report	10% of Lump Sum amount quoted for the work
On submission of Draft Mechanical S.O.R. covering the scope of work.	20% of Lump Sum amount quoted for the work
After approval of Draft Mechanical S.O.R. by DPA.	20% of Lump Sum amount quoted for the work

On submission of final Mechanical S.O.R.	20% of Lump Sum amount quoted for the work
After approval of Final Mechanical S.O.R. by DPA.	30% of Lump Sum amount quoted for the work

- a) All payments shall be made in Indian rupees through RTGS.
- b) Payment will be made by RTGS only after satisfactory completion of the work and submission of dully signed bill.

1.18 Penalty:

- i) Liquidated damages at the rate of ½% per week part thereof of contract value will be recovered in case of any delay for the activities mentioned at Condition 1.05 above and/ or delay in submission of the data/ reports/ comments/ compliances etc. as required beyond 07 days after intimation by DPA. Delay on account of DPA will not be the responsibility of the consultant.
- ii) Except in case of resignation, termination or death of the personnel engaged in the project, for any replacement of key personnel, a penalty of Rs. 25,000/- per person will be levied. All such substitutions will be with the written approval of DPA and with equal or better qualified personnel. However, such substitution will be allowed for maximum two instances only. Any further substitution may lead to disqualification (during tendering stage)/termination (after awarded of work).
- iii) For any delay in submitting the staff profile and photo Identities as per clause no. 1.03 above, penalty at the rate of Rs. 1000/- per day per person will be imposed.
- iii) Maximum penalty is limited to 10% of the total contract value rate quoted by the bidder.

- 1.19 **GST:** The bidder shall quote the price exclusive of GST. Applicable GST on the taxable value of supply of Goods or Services or both covered in this tender/contract will be paid by Port on production of required document as per prevailing rules as per Goods & Service Tax Act, 2017. All other duties, taxes, cesses applicable, if any, shall be borne by the bidder. Applicable Statutory recoveries including TDS under Income Tax, TDS under GST acts will be deducted/ recovered while accounting for or making payments to the bidder as per the applicable laws.

Contractor / Service provider / Supplier etc. has to ensure timely and proper filling of GSTR 1 so that Deendayal Port Authority can avail input tax credit in timely manner. In case DPA not allowed input tax credit due to failure on part of the contractor/Service provider/Supplier etc., it will be a financial loss to the DPA and therefore same shall be recovered from the payment/deposit of the contractor/service provider/supplier.

- 1.20 Income tax and any other taxes at the prevailing rates shall be deducted from the bill and only the net amount shall be paid to the party through Bank for which the firm shall furnish their Bank A/c details.

- 1.21 Correction, if any, should be signed / initialled, white ink corrections are not allowed and may lead to rejection of offer.
- 1.22 All the rules and regulations governing DPA will be applicable.
- 1.23 The Consultancy should strictly follow all statutory rules & regulations like labour laws, insurance, safety norms & regulations, Dock Safety Regulations etc. The bidder will be held responsible for any violation of the same. The set of such conditions (regulation) is available with Safety Officer Deendayal Port Authority.
- 1.24 Force Majeure is restricted to Act of God only.

Contractor

Sd./-
Superintending Engineer (M)
Deendayal Port Authority

Form – A

LETTER OF TRANSMITTAL
(To be typed in Firm's Letterhead)

To

The Superintending Engineer (M)
CME Liaison office, A.O. Building,
First Floor, Gandhidham
Deendayal Port Authority,
Kutch, Gujarat – 370201.

Sub: (..... Name of the Work.....)

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/we hereby submit our Expression of Interest and the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed form and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize Deendayal Port Authority or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability and capability for having successfully provided the services along with prescribed format.
5. We understand that DPA will be at liberty to finalize requirements and issue public tenders for the work.

Signature(s) of Applicant(s)

Enclosures:

Seal of applicant:

Date of submission:

Form - B

Name of firms/Applicants

(Organizational Structure)

1	Name & Address of the applicant with Telephone No./Fax No	
2	a) Year of Establishment	
	b) Date & Year of commencement	
	c) Legal status of the applicant (attach copies of original document defining the legal status)	
3	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation/ Joint venture / Consortia	
	d) State owned	
4	Any other information considered necessary but not included above	
5	PAN Number	
6	GST Registration Number	
7	Provident Fund Certificate Number	

Signature with Seal

Form - C

Details of past experience in the Last Five (5) Years

<i>Sl. No.</i>	<i>Name of Work</i>	<i>Name of Client</i>	<i>Estimated cost in Rs.</i>	<i>Date of Completion</i>
<i>1</i>				
<i>2</i>				
<i>3</i>				
<i>4</i>				
<i>5</i>				

Signature with Seal

Form - D

Schedule of Rates

Sr. No	Particulars	Amount quoted (in figures)
1.	Preparation of Detailed Schedule of Rates (S.O.R.) for the Mechanical works as per the scope of work mentioned in the document	
Total amount, Rs.		

(In Words: Rupees_____Only)

GST: _____% EXTRA.

Consultant Agency

Sd./-
Superintending Engineer (M)
Deendayal Port Authority