

दीनदयाल पत्तन प्राधिकरण
DEENDAYAL PORT AUTHORITY
ISO 9001-2015 certified Port



Executive Engineer (Projects)
Room. No. 110, ANNEX,
Administrative Office
Gandhidham – Kutch Pin – 370 201
E – Mail: kptprojectdivision@gmail.com
Website: www.deendayalport.gov.in

No.: ProjectCell/3070/PMU/2024

Date: 30/04/2024

To,
M/s _____

Expression of Interest

Sub: Appointment of Consultant for Establishing Project Monitoring Unit (PMU) for Procurement, Monitoring, Implementation and Administrative Support at Deendayal Port Authority – Call for Expression of Interest along with Budgetary Offer

Sir,

Deendayal Port Authority (DPA) is an autonomous organization under the administrative control of Ministry of Ports, Shipping and Waterways. DPA intends to appoint consultant for establishing the Project Monitoring Unit (PMU) for Project Monitoring and Administrative Support.

Accordingly, DPA intends to appoint a consultant for establishing Project Monitoring Unit at DPA office. The brief scope of work is kept at **Annexure-I**.

Interested firms should send their Expression of Interest along with budgetary-offer in the format given in **Annexure-II**. The rates quoted must be inclusive of all taxes, duties for performing scope of work & exclusive of GST. The GST applicable shall be shown separately.

Your Expression of interest along with budgetary quotation for the above work should be submitted through email to the id: kptprojectdivision@gmail.com or hard copy to the following address on or before 10/05/2024 by 17:30 Hrs.

Address:

Office of the Executive Engineer (Project),
Room no. 110, A.O. Building (Annex),
Deendayal Port Authority
Gandhidham (Kutch) 370 201, Gujarat
M: +91- 9724301528; Email: kptprojectdivision@gmail.com

Yours faithfully,

Executive Engineer (Projects)
Deendayal Port Authority

Disclaimer

The information in this document shared by the DPA (“Authority”) has been prepared to assist the applicants in preparing the non-binding EOI and it is clarified that:

- a) It does not constitute an invitation to offer or an offer in relation to the transaction.
- b) This document does not constitute any contract or agreement of any kind whatsoever.
- c) The purpose of the EOI is to know the interested firms in the subject work and also to work out the estimated cost of the work for which tender may be invited subsequently.
- d) It shall not be assumed that there shall be no deviation or change in any of the information mentioned herein. While this document has been prepared in good faith, neither DPA nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by DPA or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

Annexure-I

A. SCOPE OF WORK FOR PROJECT MONITORING UNIT (PMU)

1. Project Monitoring:

- Projects of Civil, Mechanical, Electrical and Marine of value more than Rs. 50 Lakhs and above are to be considered for PMU works. List will be given to PMU time to time after issuing work order. Special type of work of value less than Rs.50 Lakhs may also be considered as per direction of the Authority.
- Develop and implement monitoring frameworks, guidelines, and procedures to ensure effective oversight of project progress, budget adherence, and quality standards.
- Regularly assess project timelines, milestones, and deliverables to identify potential risks and deviations from the plan and provide timely reports and updates to relevant stakeholders on the status of projects, highlighting any issues or concerns that require attention.
- Prepare monitoring formats or suggest necessary changes in monitoring formats available with the Authority for aligning with the overall Project Monitoring framework.
- Assist in establishing Budgetary cost monitoring and reporting framework.
- Assist DPT in the implementation of Technology driven and IT enabled Real Time / near Real-time Project Monitoring tool. The IT enabled monitoring tool should be able to generate necessary information and reports broadly covering the following:
 - High Level Reports for Top Management / Administration
 - Project Level Project Progress Reports for concerned Departments / Individual Port level
- Monitor, review and report the construction of the projects within the stipulated time frame.
- Assistance in preparing MIS / Dashboard for online monitoring of projects.
- Preparing the Minutes/ discussion points, Presentations etc. on requirement basis
- Submission of Monthly Progress Reports or as required by DPT.
- Proper record keeping in soft & hard copy.
- Provide necessary assistance from time to time from Head Office.
- Any other work assigned by the Authority from time to time.

2. Procurement and Contract Management:

- Assist in preparation of detailed terms of reference /scope of work for procurement of goods, services and works.
- Review and assess existing Bidding Documents (including EoIs, RFPs etc. for Works, Goods, Services and Combinations thereof) and Contract Templates. Prepare Standard Bidding and Procurement documents (including EoIs, RFPs etc.) for goods, works, services and various procurement types as well as for evaluation of documents.
- Assist in preparation of Bidding Documents such as EOIs, RPQ, RFP etc. for non-standard procurements.
- Scrutiny & evaluation of Bids and submission of evaluation report.
- Review of ToR/EoI/RFP/Bid documents prepared by DPT so as to ensure that the same is, in compliance with, the procurement plan approved and provide inputs/comments/suggestions to them on the course of action to be taken if any.
- Assist in Bidding Process like receipt and acceptance of Bids, managing revised submissions before the due date with the approval of competent authority, opening of the bids/proposal received, preliminary evaluation, record of minutes of bid opening, bid process fees in appropriate accounts, etc.
- Any other work assigned by the Authority from time to time.

3. Legal Disputes/Issues Management & RTI Responses:

- Providing Transactional and Legal advice as required/requested by Govt/DPA.
- Prepare comprehensive and accurate responses to requests made under the Right to Information (RTI) Act pertaining to the port's projects and activities as required/requested.
- Ensure compliance with RTI regulations and guidelines, including maintaining confidentiality and protecting sensitive information.
- Any other work assigned by the Authority from time to time.

4. Expert Deployment:

- Identify and station at DPA a team of required experts with diverse skills and expertise to support various aspects of project management and administration. The list of experts to be deployed is mentioned in following section **B. PMU TEAM TO BE DEPLOYED AT DPA ON FULL TIME BASIS.**

5. Project Dashboard Management:

- Modify if required and maintain the existing project dashboard of DPA to provide real-time insights into project performance, progress, and key metrics. Updation of the dashboard on weekly/monthly basis or as decided by the Authority.
- Ensure the accuracy, reliability, and security of data presented on the project dashboard through regular updates and maintenance.

6. Administrative Support:

- Provide administrative support to the Chairman, Deputy Chairman, and HoDs, including scheduling meetings, preparing agendas, managing correspondence, reports, presentation, studying reports etc.
- Coordinate with other departments and external stakeholders as necessary to facilitate smooth project execution and communication.
- Any other works as directed by the Authority

B. PMU TEAM TO BE DEPLOYED AT DPA ON FULL TIME BASIS:

| S.No. | Key Person | Qualification | Experience |
|-------|--|---|---|
| 1 | One Project Management Expert – Team Leader | Graduate Degree (B.E/B.Tech) in Engineering with Post Graduate in Management/PGDM from govt. recognized university. | <p>Minimum of 7 years of experience in project management consultancy of infrastructure projects.</p> <p>Should have been involved in Project Management as well as Procurement Management in three similar projects of Central/State Government.</p> <p>“Similar projects” means infrastructure projects except real estate sector projects.</p> |
| 2 | Four Procurement Specialist | Graduate Degree (B.E/B.Tech) (2 nos. Civil, 1 no. Mechanical and 1 no. Electrical) | <p>Minimum of 3 years of experience of professional experience in procurement, preparation of contracts/agreements and bid process management.</p> <p>Should have worked as a Procurement person for three similar projects. Experience in similar projects of Central/State Government is preferable.</p> |
| 3 | Four Project Management Specialist | Graduate Degree (B.E/B.Tech) in Engineering (2 nos. in Civil Engineering, 1 no. Mechanical and 1 no. Electrical) | <p>Minimum of 3 years of experience in project management consultancy of infrastructure projects.</p> <p>Should have worked as a Project Management person for three similar projects. Experience in similar projects of Central/State Government is preferable.</p> |
| 4 | One IT Expert for Project Dashboard Management | Bachelor's degree in computer science, information technology, or a related field. | Minimum of 3 years of experience in IT project management, with a focus on dashboard development, maintenance and data analytics. |
| 5 | One Manager to Chairperson Office – 1 | <p>Bachelor's degree in any field (Business Administration, Engineering, Computer Science, etc.)</p> <p>Post Graduate in Management / PGDM from govt. recognized university.</p> <p>Preference will be given to candidates from top 50 Management Institutes as per NIRF* ranking 2023.</p> | <p>Minimum of 5 years of experience in providing administrative support to senior executives.</p> <p>Experience of Govt. Sector is preferable.</p> <p>Should have excellent managerial and executive support skills</p> |
| 6 | One Marine Engineer | Bachelor's degree or higher in Marine Engineering, Naval Architecture, or equivalent, along with a Certificate of competency issued by DG(Shipping) or equivalent. | <p>Minimum 5 years in marine engineering, preferably in project management roles, including marine construction projects, vessel operations, and maintenance. Proficiency in relevant software and tools, knowledge of regulations, and overseeing maintenance and repair activities.</p> <p>Experience in Project management, marine construction techniques, environmental regulations, feasibility studies, disaster management and safety procedures is preferable.</p> |
| 7 | One Marine Officer | Bachelor's degree or equivalent in Marine Studies, Nautical Science, or related, with a valid marine officer certification. | <p>Minimum 3 years in marine operations, preferably in supervisory roles, including overseeing vessel operations, navigation, safety protocols, and communication skills.</p> <p>Experience in watchkeeping duties, cargo handling, familiarity with international regulations, risk assessments, emergency response procedures, and maritime security operations including ISPS Code implementation, security drills, and coordination with authorities is preferable.</p> |

*NIRF - National Institutional Ranking Framework, Ministry of Education, Government of India

Annexure-II

(ON THE LETTERHEAD OF THE COMPANY)

BUDGETARY OFFER

Date: __/__/2024

To,
The Executive Engineer (Projects)
Deendayal Port Authority.

Sub: Appointment of Consultant for Establishing Project Monitoring Unit (PMU) for Procurement, Monitoring, Implementation and Administrative Support at Deendayal Port Authority – call for Expression of Interest along with Budgetary Offer

Sir,

The budgetary offer for the subject work in accordance with your EOI request letter dated _____ is submitted as under:

| Description | Amount | |
|--|-----------|----------|
| | In figure | In words |
| Lump-sum charges including all taxes, duties for performing the Scope of Work. | | |
| Total Rs. | | |

Note: The amount quoted shall be exclusive of Goods & Service Tax.

Signature with seal
Name & Designation of Signatory: