



DEENDAYAL PORT AUTHORITY

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Office of the
Executive Engineer (C-I),
Annexes Building, Room No.303,
Administrative Office Building,
Post Box No. 50,
Gandhidham (Kutch)-370201.

No. CN/WK/Ghogha/PMC/ 589

Date: 18/09/2025

To,
M/s. Rites Limited,
Shikhar Plot No.1, Sector-29,
Gurugram-122 001(India),
Tel:(0124) 2571666, Fax:(0124) 2571660,
E-mail: www.rites.com

Sub: Appointment of M/s. Rites Limited as PMC for the work of "Dredging in Approach channel, Turning Circle, Berth pockets surrounding of landing pontoon etc. for maintaining 6.8m BCD from the existing dredged level at Ghogha Ro-Ro Terminal Gujarat" on nomination basis.

Ref: 1) DPA's mail dated: 13.05.2025
2) Rites offer vide mail dated: 15.05.2025

Sir,

1. With reference to your offer dated: 14.05.2025 amounting to Rs. 1,31,52,000 + GST (Rupees One Crore Thirty-One Lakhs Fifty-Two Thousand) excluding GST, towards providing the services for the subject work, including all the terms and conditions mentioned in the letter has been accepted by the Competent Authority, DPA on Nomination Basis.
2. The Scope of work, Deliverables, Terms of payment etc. are mentioned in **Annexure-A**.
3. Kindly, send acknowledgement of this work order & start the work on or before 29/09/2025.

Thanking You,
Encl: As Above.

Your Faithfully,

Executive Engineer (C-I),
Deendayal Port Authority

Sub: Appointment of M/s. Rites Limited as PMC for the work of "Dredging in Approach channel, Turning Circle, Berth pockets surrounding of landing pontoon etc. for maintaining 6.8m BCD from the existing dredged level at Ghogha Ro-Ro Terminal Gujarat" on nomination basis.

SCOPE OF WORK / TERMS OF REFERENCE (TOR): -

1) The Broad scope of Project Management Consultant shall include but not limited to the following activities: -

1. The PMC shall study the survey Reports, DPR/ Feasibility Report etc., available with the Port.
2. To provide PMC services including comprehensive **supervision / monitoring**, of dredging work, taking measurements, scrutinizing bills, certification with recommendation for release of payments for the work done.
3. To provide Project Management Consultancy (**PMC**) services including supervising/monitoring, deputing hydrographic surveyors for joint pre /post dredging survey works, checking the survey charts/dredging quantity calculation, scrutinizing bills, certification with recommendation for release of payment for the work done.
4. To ensure all the documents relating to the execution of project are properly maintained so that the same can be produced whenever required for Government/Other Audit.
5. Deployment of sufficient number of professionals/experts by the Consultant with prior consultation for supervision and project management at project site.
6. Project Management Consultant shall be fully responsible for the quality of works, financial control and successful completion of works assigned to it.
7. PMC shall be available for all discussion / meeting between DPA, respective State Government or any other concerned Departments /Ministries of GOI at New Delhi.
8. To submit Monthly reports on the expenditure incurred, physical progress of the project planning and execution and the audited final statement of accounts for works undertaken by Port.
9. Provide necessary technical, financial and legal assistance required from time to time from Head office / local office during the consultancy period.
10. Preparing material for the Board Meeting (Draft Board Notes) for obtaining approvals at various stages.

11. Preparation of letters, drafts, etc. for obtaining Govt. approvals required at various stage during the implementations of projects
12. Co-ordination and correspondence with concerned statutory State/Central Govt. organizations/persons. Frame bidding documents for valuation of assets, land valuation pertaining to PPP project.
13. Scrutiny of various policies /guidelines issued by statutory authorities from time to time and suggest any action to be taken by DPA.
14. To frame presentation to be made by Port before Authorities in relation to Progress of work and execution of work.
15. Any other matter related to procedural issues of proposed dredging work.
16. Duly verified Daily Dredged Report (DDR), DLM Prints and track plots of dredging work execution.
17. Pre, Progressive/ interim/ Post hydrographic reports and survey charts duly verified (both in hard and soft copies).
18. To make presentation before the DPA officials, DPA Board, and suggest further course of action for the proposed dredging work.
19. Initiate actions for handing over of site and timely issue of drawings, scrutinize the dredging methods proposed by the contractor and approve the same including the contractor's charts and drawings as required for execution, Preparation of Implementation Methodology, Regular Inspection of Contractor's dredger, equipment, plant, machinery etc., to ensure whether they are as per the terms and conditions of contract, assist the port in engagement of third party survey agency with Steel/FRP survey boats having hull mounted transducers to carry out the contractor's payment surveys, Associate with the third party surveys, Certification of navigational charts, Maintenance of up to date records of dredging quantity, Monitoring of dredging activity, Check and certify all request for advances, all monthly bills, interim bills, escalation bills and final bill including extra item ,variation etc., Monitoring the progress of dredging and submission of periodical progress Reports and final Report on completion of services etc.,

2) Objectives of assignment

The aim of this consultancy service is to provide qualitative technical and administrative services for implementation and management of the dredging work.

3) Project Management Consultant Framework

The main feature of Project Management Consultant Framework formulated for the execution of the dredging project of DPA:

- i. The Deendayal Port Authority (DPA) will administer the project. As a representative of Board of Members of DPA, acting through its Chairman, Dy. Chairman, Chief Engineer of the Port or any other

Officers so nominated by the DPA will administer the project.

- ii. To administer the Contract under the Project, DPA will be the contractual employer and Chief Engineer will act on behalf of the 'Employer'.
- iii. The Project Management Consultant shall be the 'Engineer' for the dredging project. The "Engineer for the Project" shall make the necessary measurements and control the quality of works and shall make all engineering decisions required during the execution of the Contract. However, the Engineer shall prepare and submit the required documentations/proposal and seek prior approval of the Employer/ Board with regard to the following:
 - a. Variation order/ Variation statements with financial implications.
 - b. Variations in work quantities which attract for fixation of rates.
 - c. Approval of additional items, extra items, sums or costs and variations of rates and prices.
 - d. Approve any extension of contractual time limits
 - e. Stopping and/or termination of the Contract for Works
 - f. Preparation of Board Notes for obtaining approval at various stage.

4) PMC Services

Providing Project Management Consultancy Service to DPA for the Discharging duties as Engineer/ PMC and responsibilities of DPA as per the tender documents of dredging project by providing Technical / Office Staff/ Experts and Maintaining office etc.

5) PMC (Project Management Consultant) Team

The PMC shall form a multi-disciplinary team (the "Consultancy Team") for undertaking this assignment. Other expertise such as that required for financial analysis, material investigation characterization, quantity survey, social impact assessment, safety etc. for the project shall be included in the Team either through the Key Personnel specified below or through other Professional Personnel, as necessary.

Sr. No	Category of Key personnel's : Full Time Professional (FTP)	Nos.	Responsibility
1	Project Manager	01 Nos	Project Manager /Team leader shall be responsible for the overall performance and administration of the Consultant's Team at the Project Site. The Project Manager/ Team Leader will also act as the Engineer's Representative and shall be overall in-charge for the Consultant's Supervision

			team for the Dredging project.
2	Hydrographic Surveyor:	01 Nos	Hydrographic Surveyor shall be responsible for the overall supervisions and verifications of hydrographic survey works and performance at the Project Site.
3	Dredge Master and/ or Engineer with experience in dredging monitoring.	02 Nos	He will be responsible for the overall supervisions and monitoring of dredging activity on board (round the clock), verifications of Daily dredge quantity(DDR), DLM, Track plots, Quality Assurance and Quality Control etc. of the dredging contract.

Note:

- (i) It is the responsibility of the consultant to deploy additional project staff as and when required and ensure round the clock monitoring of the dredging activities at no extra cost.
- (ii) Deployment of staff at site shall be made with prior approval of Employer

The major tasks for the PMC team and Team leader shall include but not limited to the following:

- 1) Establishment of Site offices and assist in establishment of Laboratories;
- 2) Assist the Employer with the Review of the Contractors' securities, insurance and safety plans;
- 3) Scrutiny of the Contractor's work programme, and scheme for the deployment of plant, equipment and machinery for approval of the Chief Engineer/ Dy. Chief Engineer/ Executive Engineer;
- 4) Assist the Employer/ Chief Engineer/ Dy. Chief Engineer/ Executive Engineer in the interpretation of provisions in the Contract documents and technical specification;
- 5) Assist the Employer/ Chief Engineer/ Dy. Chief Engineer/ Executive Engineer in handing over the site and issuing order to commence the works;
- 6) Liaison with the local authorities for shifting of utilities wherever required;
- 7) Review, approve and issue detailed drawings to the Contractor;
- 8) Approve the working drawings prepared by the Contractor
- 9) Regular supervision of works;
- 10) Evolve and implement Quantity and Quality Control procedures;
- 11) Evolve criteria for the acceptance of works;
- 12) Prepare and issue variation orders after the approval of the Employer;
- 13) Assist the Employer in the evaluation of Contractor's claims;
- 14) Verify and certify Contractor's Interim Payment application/ Certificates and bills for approval of Chief Engineer/ Dy. Chief Engineer/ Executive Engineer;
- 15) Assist the Chief Engineer/ Dy. Chief Engineer/ Executive Engineer in

- monitoring Physical and Financial Progress of the works;
- 16) Prepare quarterly project budgets and estimates;
- 17) Assist DPA in conducting monthly progress meetings
- 18) Compile monthly progress reports and prepare Quarterly Reports;
- 19) Strictly monitor the progress of work for timely completion of the project.
- 20) Verify and certify Contractor's Statements at completion;
- 21) Prepare Project Completion Report;
- 22) Time schedule and management of Team's resources; and
- 23) Advising the Employer / Chief Engineer/ Dy. Chief Engineer/ Executive Engineer in all matter related to the progress of works, with particular reference to delays, possible reasons and mitigating measures.

6) Dredging Supervision

- a) Carry out detailed checking and verification of the setting-out data available with Employer like bathymetric charts, seismic profiles, soil investigation reports and model studies reports to ensure conformity with the working drawings for execution.
- b) Carry out regular inspection of the Contractor's dredger, equipment, plant, machinery, installations, housing, medical facilities, etc. and ensure they are adequate and are in accordance with the terms and conditions of the Contract in respect of all complying with statutory requirements pertaining to navigation, labour, insurance and any other requirements imposed by the statutory bodies time to time.
- c) Direct the Contractor to carry out all such works or to do all such things as may be necessary to avoid or to reduce the risk in case of any emergency affecting the safety of life or of the works or of the adjoining property and advise the Employer thereof as soon thereafter as is reasonably practicable.
- d) Supervise the Contractor in all matters concerning the Health & Safety and care of the work including environmental aspects and labour welfare.
- e) Inspect the Works on substantial Completion before taking over and indicate any outstanding work to be carried out by the Contractor before issue of completion certificate by the Employer.
- f) The dredging in front of berths shall be closely monitored. The consultants shall ensure that no structural members shall be damaged by the contractor during execution. Any modifications in respect of dredging in front of berths shall be recommended and implemented with intimation to the Employer.
- g) Checking and ensuring that the dredged spoil is being dumped at designated dumping grounds.
- h) Supervision and checking of re-positioning of the existing navigational aids in order to have safe navigation during execution and suggest modifications, if any. Consultant shall finalize the locations of proposed navigational aids with Supervision if required.
- i) On completion of dredging work, before issuing of completion certificate to the Contractor, consultant shall provide to the Employer, photographs, detailed calculations, specifications of

equipment installed, etc. and obtain certificate from Employer in respect of satisfactory completion of work.

7) Testing of material and works

- a) Evolve and implement a system for the quality assurance of the works and acceptance criteria. The sampling methods and the acceptance criteria shall be as per the international practices.
- b) Inspect the performance of works with regard to workmanship and compliance with the specifications, order/supervise/perform tests on materials and/or work and approve/disapprove the Contractor's plant and equipment.
- c) Associate with the work tests being carried out by the Contractor and suggest the Contractor to undertake additional tests as necessary to assess the nature of dredged material.
- d) Carry out comprehensive technical supervision of the works to ensure their quality and conformity with the standards and specifications as per contract. Consultants shall assess and check the laboratory and field tests carried out by the Contractor to establish their nature of dredged material.
- e) In the event, any dredged material is not dumped in designated location, the Consultant shall initiate actions for removal of such material and initiate actions so that such cases do not recur.
- f) Maintain a permanent record of all measurements for the work quantities to be paid for and the results of all tests carried out for monitoring the quality of works.

8) Measurement and payment

- (iii) Identification of the area dredged and associating with the test of soil samples being carried out by contractor at approved laboratories.
- (iv) Associate with Hydrographical survey being carried out by contractor/DPA/third party for the field measurement of completed works and quantities of materials incorporated in the work and maintain up to date book containing such computations.
- (v) Maintain up to date records of remaining quantities to be dredged in the work and monitor the expected project cost based upon the remaining quantities. General records of all labour, insurances, labour licenses, security passes issued for the contractor's workers, wage rates paid by the contractor shall be maintained.
- (vi) Check and certify all requests for advances, all monthly bills, interim bills, escalation bills and final bill of the contractor. Recording of Measurement books etc. for Running Account Bills/Payments.
- (vii) scrutinize and advise Employer upon the claims raised by the contractor if any

- (viii) Advise Employer during arbitration proceedings if any
- (ix) Plan and monitor expected payment schedule for the entire project for arrangement of cash flow from employer in order to avoid hindrance to the project.

9) Progress of work

- (x) Implement a system for monitoring the progress of work based on the computer based project management techniques
- (xi) Systematically check the progress of work.
- (xii) Maintain up to date status of all the dredging activities and other allied works against the original schedule for completion of work.
- (xiii) Shall investigate and initiate early actions with regard to the delays in the execution of works. The Project Manager/ Team Leader of the Consultant's Supervision Team shall explain in his monthly progress and special reports the reasons for delays and explain the actions to be taken/already taken to correct the situation. All reports prepared by the Consultant's Team shall be objective and shall substantiate any event/recommendation with factual data and information. The Progress Reports shall contain the pertinent data in chart form and shall clearly bring out the comparison between the projected and the actual work done using "S" curves and/or any other widely accepted superior methods of representation.

10) Reports

10.1 Types of reports

All reports and documents prepared by the Consultants shall be professional, precise and objective. The report formats shall be finalized in Consultation with the Employer officials. The Consultants shall provide one copy/set of each of the following document & reports to DPA:

- (i) Commencement Report within 30 days after commencement of Services;
- (ii) Monthly Progress Report by the 10th day of every month;
- (iii) Final Report at the completion of services.

10.2 Commencement report

The Commencement Report shall contain the details of all meetings held with the Employer and the Contractor and decisions taken therein, the resources mobilized by the Consultants as well as the Contractor and the Consultant's perception in the management and supervision of the project. The report shall also include the work Programme and resource mobilization for the project.

10.3 Progress report

The Progress Reports (Monthly and Quarterly) shall contain details of all meetings, decisions taken therein, mobilization of resources (Consultant's and the Contractor's), physical and financial progress and the projected progress for the forthcoming periods. The Report shall clearly bring out the delays, if any, reasons for such delay(s) and the recommendations for corrective measures. The Report shall also contain the performance data for Contractor's plant and equipment.

11) Coordination of Consultant

- i. Periodic on site meetings: The Consultant shall attend meetings at Project Site/Deendayal Port Authority, Gandhidham whenever considered necessary and called for by the Employer's representative to discuss issues connected with the Contract management.
- ii. If, consultant shall call for the meeting at Gandhidham/Kandla by DPA, he has to make all arrangement for the same without any extra cost. No any claim in this regard shall be entertained by DPA.
- iii. Government level meetings: The Senior representative of the Consultant shall also attend, if directed by the Employer, any meetings that may be called for by the Ministry of Shipping, New Delhi to review the progress of the project.

12) Deliverable:

- a) Deployment of the PMC staff within 10 days from the date of instruction from DPA.

The project data shall remain the property of the Authority and shall not be used for any purpose other than that intended under this Terms of Reference without the permission of the Authority.

13) FACILITIES OF PMC:

- a) The PMC shall make his own transport arrangements for transportation of men and material to the office and at the project site. Local transport shall be arranged by the PMC/ Consultant at their own cost and if required have to carry DPA personal assigned/associate for the work
- b) The PMC shall have his own office, office supplies, computer hardware and peripherals, computer software, communication system (telephone, fax, e-mail / Internet) and support staff
- c) All other facilities like furniture, interiors, office equipment, stationery, communication facilities, and vehicles shall be arranged by PMC. PMC's financial offer deemed to include expenditure involved for arranging such things.

14) Mode & RELEASE OF PAYMENT:

The payment will be released on monthly basis on providing a Certificate for work done and recommendation of the Dy. Chief Engineer (Projects), Deendayal Port Authority. The employer shall release the above monthly payments after recovery of the amount, if any, as per the conditions of the Contract.

15) Time period

- 15.1 Time limit for completion of the project work as stipulated in the tender is **Twelve Months (12 months)** from Date of issue of work order. The assignment/task is further extendable for **Twelve (12) months** if required, at sole discretion of the Deendayal Port Authority with existing terms and conditions of tender documents. The payment towards extension period shall be made as per the existing terms and conditions and rates quoted by the consultant.
- 15.2 The contract with consultant shall be terminated at the stage, if contracting agency engaged for main work fails in the execution of the work, or DPA terminate / rescind main contract of Dredging works the present contract shall also be deemed to have been terminated. Nothing extra shall be paid on account of the termination of the contract.
- 15.3 Depending upon the progress and additional time required for completion of the work, DPA shall issue separate order for granting extension of time to the PMC upto a maximum of the revised scheduled date of completion of main contractor plus 30 days under the same terms and conditions including the rates and amount covered under the original agreement.



**Executive Engineer (C-I),
Deendayal Port Authority**

अधिकांशी अभियंता (निर्माण-1)

दीनदयाल पोर्ट ट्रस्ट

Executive Engineer (C-I)

Deendayal Port Trust