



DEENDAYAL PORT AUTHORITY

(Erstwhile Kandla Port Trust)

CIVIL DIVISION, OOT



Mob : 9879514129
Email : sc.oot@deendayalport.gov.in

Office of the Superintending Engineer (C)
Administrative Office Building,
Off-Shore Oil Terminal, Vadinar
Dist: Devboomi Dwarka,
Gujarat -361010

No: OOT/03/

Dt.07.01.2026

To,

'Expression of Interest'

Sub: "Outsourcing of Technical Manpower & staffs for attending various technical projects & works of OOT, Department for 03 (three) years"- reg.

Sir,

Deendayal Port Authority, an autonomous body under Ministry of Ports, Shipping & Waterways, Govt. of India, invites expression of interest from the recognized Manpower providing Agency/ Service provider, having experience in supplying of technical manpower professionals.

Kindly submit your Expression of interest along with budgetary-offer 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. on the above mentioned E-mail Ids.

The rates quoted must be inclusive of all costs such as deployment of manpower, fooding, lodging, 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 EOI with budgetary offers for the above work should reach this office before 16.01.2026 in the address as shown below.

Deendayal Port Authority, Kamal Kunj P.N. 113-8, Ist Floor Mahavir Society-C, Opp Mahi Milk Dairy, Opp Saru Section Road, Jamnagar. {Contact No. Mob.No. 8980058035, Mr. Ashish Zala}

Thanking you,

Yours faithfully,


Superintending Engineer (Civil)
Deendayal Port Authority

Broad Scope of Work:

1.01 Deendayal Port Authority (DPA) intends to engage engineering professional from recognized Manpower providing Agency/ Service provider, having experience in supplying of technical manpower professionals.

1.02 **SCOPE OF WORK:** The broad scope of work for the Manpower providing agency includes deployment of 11 Nos. experienced professionals under OOT Department to look after the projects & works during the tendering & execution period for the various works of Mechanization/ Modernization/ Upgradation projects, PPP projects, and other projects & works of the department. The deployed staffs will be posted under various project In-charges of OOT Deptt., to look after the assigned works. The broad role and functions (not limited to) of the Manpower providing Agency/ Service provider shall include the following:

1.03 Qualifications & Experience of Technical staffs to be deployed:

Technical Personnel at the level of:	Qualifications	Minimum Experience	Maximum Age limit	Number of staffs required
Engineering Assistant (Civil)	Full time degree/ diploma in Civil Engineering	Two years' experience in the profession in a reputed organization*	45 years.	5
Multi-Tasking Staff (MTS)	Full time degree/ diploma/ graduate or equivalent in any of stream.	Six months * Good command on computer applications i.e. MS office, Emails etc. and having fluent computer office works skill with a speed of minimum 20 words / minute.	45 years.	15

*experience in estimation, tendering/ project execution/supervision of projects, if available, in Civil Engineering works/ Construction of Jetty works will be preferred.

The contractor has to submit documentary evidence i.e., appointment/ experience letters/ salary slips/ bank statements, and, notarized qualification and experience declaration based on relevant documents etc. with respect to the mentioned experience against each staff before deployment.

a) Broad roles and functional requirements of the staffs (not limited to): -Engineering Assistant (Civil):

- Draft & verify proposals for Expression of Interests, proposals for estimate & DTPs for the assigned works.
- Monitoring the assigned work as per Tender condition and expedite the work in time- bound manner
- Achievement of the milestone of the assigned work in time bound manner.
- Checking the Design and drawings of the plant and machineries with actual; and comment on deviations, if any.
- Identifying the bottlenecks of the assigned work area and efficient resolving of the same.
- Guiding subordinates for efficient work execution
- Coordination between DPA and the contractor for the optimum execution of the work.
- Monitoring and over viewing supervision of the equipment's and plant/machineries.

- Record & schedule the Repair and Maintenance of the plant and equipments and plant/ machineries.
- Supervision of AMC of the assigned work.
- Guiding subordinates in the facility for efficient utilization
- Maintain records of work and AMC of the assigned work area
- Guide subordinates for efficient planning, execution, and AMC of the work-area.
- Data feeding, draft proposal, templates for ERP, SAP, e-office system of DPA for the works.
- Other works assigned by DPA.

b) Multi-Tasking Staff (MTS)

- Physical & online maintenance of records of section.
- ERP, SAP & e-office draft entry template/ attachment as per requirements.
- Site visits & reporting on the project progress as per the requirements.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other clerical & non-clerical work in the Sections/Unit.
- Record & schedule the Repair and Maintenance of the plant and equipments and plant/machineries. And keeping record of same in computer, if required.
- Assisting in routine office work like diary, dispatch etc. including on computer works.
- Delivering of Dak (inside & outside the building).
- Tracking & record of file, proposals, bills etc. movements of the deployed section.
- Other works assigned by DPA.

The above list of roles and functional requirements is only illustrative and not exhaustive. Deptt. is free to add to the list, duties of similar nature ordinarily performed by officials at this level.

- 1.04 COMPLIANCE WITH ESI ACT 1948:-** The contractor should adhere the Employees State Insurance Act 1948 (34 of 1948) latest amendments:
- (i) The contractor should have the ESI code (if applicable to region). The contractor should submit the ESI code number and confirm the payments made by them.
 - (ii) The claims of ESI contribution shall be admitted as per actual submission of documentary proof of payment made to ESI towards employers' contributions.
- 1.05 EMPLOYEES PROVIDENT FUND ACT 1952 latest amendment:**
- (i) The contractor should have the EPF code. The contractor should submit the EPF code number and confirm the payments made by them.
 - (ii) The Contractor has to comply with all provisions contained in EPF and Miscellaneous Provision Act, 1952 latest amendment.
 - (iii) The employers' contribution made towards EPF shall be admitted as per actual submission of documentary proof alongwith full details of manpower deployed on regular basis.
- 1.06 IDENTITY CARDS / ENTRY PASSES:** - The contractor should arrange for providing identity cards/entry passes / to his / her own employees which should be got countersigned by the Port Authorities. The Service Provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- 1.07** The Service provider agency shall provide the office working aids like suitable latest version laptops, dairy, stationaries etc. & protective safety (as applicable) devices such as hand gloves, ear-plugs, safety shoes etc. as applicable and shall also maintain the same to all the deployed personnel for smooth working environment, at his own cost. DPA shall not be responsible for the same.
- 1.08 CONTRACT LABOUR ACT:** - Tenderer shall comply with all necessary regulations of Contract Labour (Regulation and Abolition) Act, 1970 and 1971.

- 1.10 ACCIDENT OR INJURY TO WORKMEN: The Port shall not be liable for any damages or compensation payable as per law in respect or in consequence of any accident or injury to any workmen or any other person in the employment of the contractor and the contractor shall indemnify and keep indemnified DPA against all such damages and compensation and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
- 1.11 EMPLOYMENT CONDITIONS: The persons deployed by the Agency should be free from any adverse remarks in any Police records/Criminal cases are pending against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending, which will be got verified by the Service Provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department by the service provider. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- 1.12 Attendance details for contractual employees shall be maintained by DPA and the documentary proof of the same should be furnished alongwith the monthly bill to the Engineer-In-Charge.
- 1.13 The personnel deployed by Service Provider shall be deputed for the work assigned by the Officers of DPA within the area of DPA including Vadinar from time to time as per the requirement of OOT Deptt. The deployed staffs shall be responsible for charge and care of DPA's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
- 1.14 The personnel deployed under the Contract should be good in public relations and while handling the assigned work, their actions shall promote goodwill and ensure discipline, integrity and enhance the image of this Port. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 1.15 The service provider shall initially deploy the mentioned personnel as per the qualifications & experience requirement for the work with the required documents mentioned elsewhere in the terms & conditions and shall report to E-I-C. The E-I-C in later stage after observation of the performance of personnel, may ask for replacement of any deployed personnel in writing as per relevant clause based on non-satisfactory performance of the deployed personnel, if any.
- 1.16 The Port may request the Service Provider to dismiss or remove from the work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct, because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct etc. upon receiving written notice and Service Provider shall replace the personnel within two weeks.
- 1.17 Port shall not be liable for any loss, damage, theft, accident, burglary or robbery of any personal belongings, equipment or vehicles, of the personnel of the service provider. The Service Provider shall indemnify any loss/ damage occurring to the Port / Port properties. The complete responsibility for safe working of the deployed staffs will be borne by the Service Provider. Contractor has to provide copy of Personal Cover Insurance. In case of accident/police case/ court cases, sole responsibility will be of contractor. Notarized self-declaration to make the clause effective shall be submitted before the commencement of the work.
- 1.18 The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
- 1.19 The persons deputed shall not be below the age of 25 years and maximum age of person should be as mentioned in Qualifying criteria in respect of all categories and they shall not interfere with or disturb the duties of the employees of the Port.
- 1.20 The Service Provider shall ensure proper conduct of the deployed person in office premises, and enforce prohibition of consumption of alcoholic drinks, guthka-paan, smoking, loitering without work and comply with Port rules and regulations including the requirement of ISO 9001 and EMS 14001.

1.21 STATUTORY PROVISIONS:

- (i) The transportation, food, medical and other statutory requirement under the various Acts / Govt. Regulations in respect of each personnel of the Service Provider will be the responsibility of the service provider. This shall include all statutory payments as applicable from time to time.
- (ii) Recruitment and appointments of a personnel should be made only by the Service Provider, and the DPA shall not be responsible for party to any dispute that may arise between the Service Provider and the contract personnel.
- (iii) The Service Provider is the employer of the personnel under all labour legislation including Industrial Disputes Act, 1947 etc.
- (iv) The Service Provider is totally responsible for making any payments as may become applicable to the staff employed by them under the provisions of the Employees' compensation Act, 1923. Service provider shall also take care of Annual Increments & Bonus during festival to the deployed personnel within the quoted price for the work.
- (v) All statutory obligations like EPF, ESI compensations for accidents of any kind or any other payments totally rest with the said contract and if Service Provider fails to recover and remit along with contributions, DPA shall deduct the same from Administrative charges payable to the Service Provider and remit the same to the prescribed authorities on Service Provider behalf.
- (vi) The person deployed by Service Provider shall not claim any benefit/ compensation/ absorption/ regularization of services in DPA under the provision of Industrial Disputes Act, 1947, Contract Labour (Regulation & Abolition) Act, 1970 or any other act. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office. The persons so deployed shall be under the control and responsibility of the Agency and Port has no liability what so ever in this regard.
- (vii) The Contractor shall at all times during the continuance of the contract comply fully with all existing Acts, Regulations and bye laws including all statutory amendments and re- enactment of State or Central Government and other local authorities and any other enactments and Acts that may be passed in future either by the State or the Central Government or local authority. Also, the minimum wage rate as stipulated by the state Govt./Central Govt. is to be followed by the Service provider.

1.22 WORKING HOURS:

- a) Working hours will be 8 hours between 10.00 A.M. and 6.00 P.M. including half hour lunch break normally from 1.00 p.m. to 1.30 p.m. If required, the persons will be required to attend duty on shift basis (8 hours per shift). If the persons actually work for four hours or below eight hours, the salary will be paid for half day wages. No grace time will be allowed to any persons in respect of check in / checkout in Attendance register on any account.
- b) The Full attendance per person per month except Port closed holidays & Sundays will be required for the deployed manpower's. As per Contract employee act & other prevailing rules, each person shall be allowed to avail 12 nos. Casual Leave per year subject to prior intimation/ approval. The service provider shall maintain a register of Leave-record of all the staffs engaged by the contractor for the work, and get it signed by the E-I-C every month. Also, if required, in case of exigency and with prior intimation, the contractor has to deploy the substitute person against the person on leave. Full payment shall be paid to the personnel during the mentioned & pre-approved 12 days leave period.

1.23 Payment Conditions:

- (i) The personnel engaged by the Service Provider shall be employee of the Service Provider and it shall be the obligation of the Service Provider to pay their salary by EDI within 10th of every month by the Service Provider.
- (ii) All payments shall be made in Indian rupees.
- (iii) The Service Provider will submit the bill in triplicate in the 1st week of following month for payment with reference to rates quoted in the price bid per month or revised rate, as the case may be. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower. The normal time to make payment by this Port is 30 days from the date of receipt of bill in full shape.
- (iv) 100% monthly payment will be released after calculated deductions, if any.
- (v) Payment will be made by RTGS only after satisfactory performing duty and submission of dully signed bill.

- (vi) The Service Provider should submit the bill every month along with the details of payment to the engaged staffs viz., Name of the employee, Gross Salary, Deductions, Net amount credited into bank, name of the Bank and date on which the amount was credited into the bank. The Service Provider must certify that the payment to the employees provided by him have to be credited to concerned individual bank.
- (vi) Payments to the Service Provider would be strictly on certification by the office that his services were satisfactory and attendance as per the requirements of deployment as per the subject tenders.

1.24 The Service Provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office. Also, the Service Provider shall provide a substitute, if required by Port, well in advance if the person deployed is on leave and the Port will not bear any additional cost for such substitute.

1.25 **Penalty:**

In case of availability of any deployed manpower is less than as mentioned in Cl. 1.22 (b) above, a penalty at the rate of 0.5 % of the accepted monthly rate if the cumulative days of absent is exceeding 10 % of total working days in a month (in addition to non-payment for the unavailable days) will be levied subject to maximum penalty of 10% of the contract value/ month.

1.26 The Service Provider shall be accessible at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone from the Department to the Service Provider shall be acknowledged immediately on receipt on the same day. The Service Provider will ensure every day that the stipulated manpower has been complied with.

1.27 By mutual consent, additional manpower as per the project requirements, if required by the port, shall be supplied at the same rates & conditions for the present tender.

1.28 Documents to be submitted by the Successful Service Provider before deployment of manpower:

- (i) List of manpower shortlisted by Service Provider for deployment in the DPA containing full details i.e. Date of birth, marital status, educational qualification, Bio Data of all persons alongwith copies of all available certificates Photo ID Card provided by the Service Provider.
- (ii) The contractor has to submit documentary evidence i.e., appointment/ experience letters/ salary slips/ bank statements, and, notarized experience declaration based on relevant documents etc. with respect to the mentioned experience against each staff before deployment.
- (iii) The Contractor has to submit (on the day of acceptance of Work-order) a copy of valid Identity Card of the engaged staffs issued by State or Central Government Authority of India and also has to submit verified valid address proof of home-town/ permanent address.

1.29 All boarding, lodging & transportation cost should be solely bear by the contractor. The deployed staffs may avail of the facility of minimal accommodation (unfurnished) in DPA quarter type B or C on payment of license fee / rent, as applicable depending upon availability. Electricity & water charges shall have to be borne by the candidate as per actuals. Also, any nuisance or unsocial behavior in DPA-Colony will be liable to cancellation of accommodation.

Other General Conditions:

1.30 The personnel to be deputed/posted should be capable to perform duties & responsibilities mentioned under "Scope of Work".

1.31 **AMBIGUITY:** Should there be any ambiguity or doubt as to the meaning of the tender clauses/condition, if any further information is required, the matter should immediately be referred to DPA in writing whose interpretation shall be final and binding.

1.32 **Contract Period:** The contract for Manpower supply will be for 36 months from the date of award of work, and same is extendable for one more year on same rate & conditions on mutual consent.

1.33 Any notice to the contractor shall be deemed to be sufficiently served, if given or left in writing at his usual or last known place of abode or business.

- 1.34 The service provider should confirm that there is no conflict of interest on the part of him and on the part of the deployed engineers / other personnel in performing the work, and has to submit an 'Undertaking' regarding the same.
- 1.35 Information relating to the Designs, Drawings, Materials, Details related to the execution of the work and any other information provided by Deendayal Port Authority to service provider to perform the scope of work, shall not be disclosed by the service provider to any person. The service provider 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.
- 1.36 The deployed staffs are obliged to assist Deendayal Port Authority for cross verifying the quality of the materials/ work of tender under consideration by carrying out inspection, testing, audit, verification of site records and its certification and any other means required in this connection.
- 1.37 Service Provider is required to suggest various measures for achieving optimum quality in various works, to sort out all problem regarding quality, during the course of execution and to give proper suggestions.
- 1.38 DPA reserves the right to increase/ decrease the quantum of work.
- 1.39 **Price to be all inclusive:** The Services provided by the Manpower Service Provider agency shall be inclusive of all as per scope and no extra payment shall be entertained. However, if the approved staff deployed by the Service Provider has to go out of station for Inspection & testing etc. with the approval of Engineer-In-Charge, necessary T.A. & D.A., applicable for entry level Class II officer of Deendayal Port Authority, will be reimbursed by DPA on submission of all required evidences & documents.
- 1.40 Income tax and any other taxes, cess, surcharges 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.
- 1.41 DPA reserves the right to cancel the work contract with 3 months' notice period on the grounds such as un-satisfactory work, un-due and inordinate delay in providing services / reports/or any other reasons etc. during the execution of work.
- 1.42 Correction, if any, should be signed / initialed, white ink corrections are not allowed and may lead to rejection of offer.
- 1.43 All the rules and regulations governing DPA will be applicable.
- 1.44 The Service Provider should strictly follow all statutory rules & regulations like labour laws, insurance, safety norms & regulations, Dock Safety Regulations etc. The service provider will be held responsible for any violation of the same. The set of such conditions (regulation) is available with Welfare Officer/Safety Officer Deendayal Port Authority.
- 1.45 Force Majeure is restricted to Act of God only.
- 1.46 No Lien/Claim: The personnel provided by the contractor shall have no lien of claim in any manner on DPA, after their services are no more required by the DPA or during their deployment. The personnel of contractor will not take part in any activity of DPA employee's union/Association as well as visitors.
- 1.45 The firm shall submit their rates as per the Schedule 'B'. Rate should be inclusive of all taxes, excluding 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 bill mentioning GSTIN. Applicable Statutory recoveries including TDS under Income Tax, TDS under GST acts will be deducted/ recovered while accounting for or making payments to the Vendor 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

1.46 Any other conditions/ obligations must be followed strictly as and when instructed.

Agency


Superintending Engineer (C)
Deendayal Port Authority

Form - A

Schedule - B

Sub: Outsourcing of Technical Manpower & staffs for attending various technical projects & works of OOT, Department for 03 (three) years"- reg

Schedule of Rates

S. N.	Description	Unit	Rate	Qty.	Amount in Rs.
1	2	3	4	5	
1	Comprehensive rate per month for deployment of 5 Nos. of Technical personnel with the required qualifications & experience and as per the mentioned scope, terms & conditions for the 1 st year.	Months		12	
2	Comprehensive rate per month for deployment of 5 Nos. of Technical personnel with the required qualifications & experience and as per the mentioned scope, terms & conditions for the 2 nd year.	Months		12	
3	Comprehensive rate per month for deployment of 5 Nos. of Technical personnel with the required qualifications & experience and as per the mentioned scope, terms & conditions for the 3 rd year.	Months		12	
4	Comprehensive rate per month for deployment of 15 Nos. of MTS personnel with the required qualifications & experience and as per the mentioned scope, terms & conditions for the 1st year.	Months		12	
5	Comprehensive rate per month for deployment of 15 Nos. of MTS personnel with the required qualifications & experience and as per the mentioned scope, terms & conditions for the 2nd year.	Months		12	
6	Comprehensive rate per month for deployment of 15 Nos. of MTS personnel with the required qualifications & experience and as per the mentioned scope, terms & conditions for the 3 rd year.	Months		12	

(Total Rupees in words (excluding GST)

Only)

GST: extra at applicable rates.

Agency

**Superintending Engineer (M)
Deendayal Port Authority**