

**Request for Proposal (RFP) for Selection of
Consultant**

**for Preparation of Detailed Project Reports (DPRs)
for the Proposed Port at Dahej and Mahuva**

Request for Proposal (RFP)



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Glossary

Authority	As defined in Disclaimer
RFP	As defined in Disclaimer
Applicant	As defined in Clause 2.1.1
Sole Firm	As defined in Clause 2.1.1
Conflict of Interest	As defined in Clause 2.1.9
Bid Security	As defined in Clause 2.20
TOR	As defined in Clause 3
Key Personnel	As enlisted in Clause 3.2
Contract Agreement	As defined in Annexure 13
INR, Re, Rs.	Indian Rupee(s)
LOA	Letter of Award

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

Disclaimer

The information contained in this Request for Proposal document (hereinafter referred to as "**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the **Vice Chairman & Chief Executive Officer, Gujarat Maritime Board**, (the "**Authority**") or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the "**Bid**"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bidding Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the "**RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva**", and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1 Introduction

1.1 Background

The Gujarat Maritime Board (GMB), established in 1982 under the Gujarat Maritime Board Act, 1981, has been at the forefront of India's maritime growth by regulating, managing, and developing the state's non-major ports. Over the last four decades, GMB has pioneered innovative models of port development, public-private partnerships, and integrated logistics planning, positioning Gujarat as the maritime gateway of India.

Gujarat's non-major ports have consistently played a pivotal role in national trade flows. In FY 2024-25, they managed 488 MMT of cargo, contributing to nearly 30 percent of India's total port traffic and about 65 percent of the cargo movement through non-major ports nationwide. This dominant role underlines GMB's success in leveraging maritime infrastructure as a catalyst for regional and national economic development.

Building on this momentum, the Government of Gujarat and GMB are now committed to transforming the state into a globally competitive hub for port and allied industries. The state's 2340 km coastline, coupled with strong port infrastructure and robust industrial clusters, presents a natural advantage for fostering large-scale shipbuilding ecosystems.

To operationalize this vision, the Government of Gujarat and GMB are now committed to **developing Port at Dahej and Mahuva** as part of the state's continued efforts to enhance maritime infrastructure, capacity, and coastal logistics efficiency.

The proposed Port Development at Dahej and Mahuva aim to augment cargo handling capacities, improve navigational infrastructure, and enable long-term operational efficiency. Dahej, being a critical industrial and petrochemical hub, and Mahuva, serving agro-industrial and regional trade, both hold significant potential for capacity expansion and modernization.

Accordingly, GMB seeks to engage a Consultant to offer specialized services for the preparation of Detailed Project Reports (DPRs) for the proposed Port Development at Dahej and Mahuva. These DPRs will serve as the foundation for establishing modern, efficient, secure, and sustainable maritime infrastructure, aligned with national maritime priorities and global industry benchmarks.

1.2 Request for Proposal (RFP)

The Authority invites bids/ proposals from interested firms (the "**Bids**" or "**Proposals**") for the selection of a Consultant (the "**Consultant**") who shall provide Services for Preparation of DPRs for the Proposed Port at Dahej and Mahuva (collectively the "**Consultancy Assignment**" or "**Assignment**"). The Authority intends to select the Consultant through competitive bidding process in accordance with the procedure set out herein.

1.3 Brief description of Bidding Process

1.3.1 The Authority has adopted a single stage three-step tendering process (collectively the "**Bidding Process**") for evaluating the Bids/ Proposals comprising pre-qualification proposal, technical proposal and financial proposal.

1.3.2 The Pre-Qualification Proposal and the Technical Proposal are to be submitted in hardcopy and the Financial Proposal shall be submitted online as per the terms and conditions specified in Section 2 of this RFP Document.

1.3.3 The evaluation and selection of the Bidder shall be carried out as per the terms and conditions specified in Section 4 of this RFP Document.

1.4 Schedule of the bidding process:

Sr. No	Event	Date	Time	Venue
1.	Floating of RFP	01-04-2026	14:30 hrs	Through https://gmbtender.nprocure.com/ .
2.	Last Date of Receiving Queries (RFP)	06-04-2026	17:00 hrs	Through e-mail with covering letter and queries in Excel format as per Annexure 11 to [cgm-gmb@gujarat.gov.in].
3.	Pre-bid Meeting of the Bidders (RFP) Online & Offline	09-04-2026	15:00 hrs	Lothal Conference Room, 2 nd Floor, GIFT House, GIFT City, Gujarat Maritime Board, Gandhinagar, Gujarat - 382355
4.	Last Date of Submission of RFP			
	(a) Submission of Bid (online)	27-04-2026	17:00 hrs	Financial Bid online submission through https://gmbtender.nprocure.com/
	(b) Submission of Technical Bid (Hard Copy)	30-04-2026	17:00 hrs	Technical Bid Submission As per Clause 2.12
5.	Opening of Technical Bids	01-05-2026	12:00 hrs	Board Room, 1 st Floor, "SAGAR BHAVAN", Gujarat Maritime Board, Sector 10/A, Opp. Air Force, Gandhinagar – 382010
6.	Presentation by Bidders*	13-05-2026	15:30 hrs	
7.	a) Declaration of Technical Result and Opening of Financial Bids*	17-05-2026	13:00 hrs	Board Room, 1 st Floor, "SAGAR BHAVAN", Gujarat Maritime Board, Sector 10/A, Opp. Air Force, Gandhinagar – 382010

**This is tentative and subject to change at the discretion of GMB*

2 Instruction to the Consultants

A. General

2.1 General Terms of Bidding

- 2.1.1** Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process individually (the "**Sole Firm**") in response to this invitation. The term applicant (the "**Applicant**") means the Sole Firm or the Lead Member, as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 2.1.2** The Applicants are advised that the selection of consultant shall be on the basis of evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever. An applicant is eligible to submit only one Bid combined for entire assignment. Applicants shall familiarize themselves with local conditions and take them into account in preparing their Proposals.
- 2.1.3** Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the draft Contract Agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Contract Agreement.
- 2.1.4** The Bidder should submit a Power of Attorney as per the format at **Annexure - 2**, authorising the signatory of the Bid to commit the Bidder.
- 2.1.5** The Bid should be furnished in the format at **Annexure – 08 and Annexure – 09**, clearly indicating the bid amount in both figures and words, in Indian Rupees, and signed by the Bidder's authorised signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
- 2.1.6** Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid.
- 2.1.7** The Bid and all communications in relation to or concerning the Bidding Documents and the Bid shall be in English language.
- 2.1.8** The Bidding Documents including this RFP and all attached documents are and shall remain the property of the Authority and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The Authority will not return any Bid or any information provided along therewith.
- 2.1.9** A Bidder shall not have a conflict of interest (the "**Conflict of Interest**") that

affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall 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 Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder's proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Without limiting the generality of the above, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if:

(i) such Bidder or Associate (or any constituent thereof) and any other Bidder or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in a Bidder or Associate or a constituent thereof in the other Bidder(s) or Associate (or any of its constituents) is less than 1% of its paid up and subscribed capital; or

(ii) a constituent of such Bidder is also a constituent of another Bidder; or

(iii) such Bidder receives or has received any direct or indirect subsidy from any other Bidder, or has provided any such subsidy to any other Bidder; or

(iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or

(v) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Bid of either or each of the other Bidder; or

2.1.10A Bidder shall be liable for disqualification and forfeiture of Bid Security if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Bidder in any manner for matters related to or incidental to such Project during the Bidding Process or subsequent to the (i) issue of the LOA or (ii) execution of the Contract Agreement. In the event any such adviser is engaged by the Selected Bidder, after issue of the LOA or execution of the Contract Agreement, then notwithstanding anything to the contrary contained herein or in the LOA or the Contract Agreement and without prejudice to any other right or remedy of the Authority including the forfeiture and appropriation of the Bid Security or Performance Security, as the case may be, which the Authority may have there under or otherwise, the LOA or the Contract Agreement, as the case may be, shall be liable to be terminated without the Authority being liable in any manner whatsoever to the Selected Bidder for the same.

2.1.11 This RFP is not transferable.

2.1.12 Any award of Contract pursuant to this RFP shall be subject to the terms of Bidding Documents.

2.1.13 Further and other details of the process to be followed at the Bid Stage and the terms thereof are spelt out in this RFP.

2.1.14 Any queries or request for additional information concerning this RFP shall be submitted in writing or e-mail in the format at **Annexure 11** to the officer designated in Clause 2.12.1 below. The envelopes/ communication shall clearly bear the following identification/ title/ subject:

2.1.15 "Queries/ Request for Additional Information: **RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva**".

2.2 In case of Consortium

2.2.1 The consultants shall not be allowed to bid for the Assignment in Consortium.

2.3 Cost of Bidding

2.3.1 The Bidders shall be responsible for all of the costs associated with the preparation of their or outcome of the Bidding Process. In the event of any contradiction between the details furnished in this RFP and the same obtained through Bidders' own means, the data provided in RFP will prevail.

2.4 Bid Processing Fees

2.4.1 The consultants would be required to pay Rs. 20,000/- (i.e Rs. 20,000 + 18% GST = 23,600) (Rupees Twenty Three Thousand and Six Hundred only) as bid processing fees in the form of demand draft in favour of **Gujarat Maritime Board** payable at **Gandhinagar**. The demand draft must be submitted along with the Proposal. Proposals not accompanied by bid processing fees shall be rejected outright as non-responsive. The bid processing fees is non-refundable.

2.5 Site Visit and Verification of Information

2.5.1 Bidders are advised to submit their respective Bids and ascertaining for Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct, applicable laws and regulations, and any other matter considered relevant by them.

2.5.2 However, it shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the Bidding Documents;
- b) received all relevant information requested from the Authority;
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the Authority relating to any of the matters referred to in Clause 2.5.1 above;
- d) satisfied itself about all matters, things and information including matters referred to in Clause 2.5.1 hereinabove necessary and required for submitting an informed Bid in accordance with the Bidding Documents and performance of all of its obligations there under;
- e) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters referred to in Clause 2.5.1 hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Contract Agreement; and

f) agreed to be bound by the undertakings provided by it under and in terms hereof.

2.5.3 The Authority shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

2.6 Right to accept and to reject any or all Bids

2.6.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

2.6.2 The Authority reserves the right to reject any Bid and appropriate the Bid Security if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Bid. Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Bids have been opened and the Bidder gets disqualified / rejected, then the Authority reserves the right to take any such measure as may be deemed fit in the sole discretion of the Authority including annulment of the Bidding Process.

2.6.3 In case it is found during the evaluation or at any time before signing of the Contract Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if the Bidder has already been issued the LOA or has entered into the Contract Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority to the Bidder, without the Authority being liable in any manner whatsoever to the Bidder. In such an event, the Authority shall 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 Authority for, inter alia, time, cost and effort of the Authority without prejudice to any other right or remedy that may be available to the Authority.

2.6.4 The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents. Failure of the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

B. Documents

2.7 Contents of the RFP

	Glossary
	Disclaimer
	Bid Summary
	Introduction
	Instruction to the Consultants
	Terms of Reference
	Evaluation of Bids
	Fraud and Corrupt Practices
	Pre-Bid Conference
	Miscellaneous
	Annexure
Annexure 1	Proposal Submission Letter
Annexure 1 (A)	Format for Pre-qualification Proposal (General Information)
Annexure 1 (B)	Format for Pre-qualification Proposal (Technical Strength)
Annexure 1 (C)	Format for Pre-qualification Proposal (Financial Strength)
Annexure 1 (D)	Format for Declaration of Bankruptcy / Insolvency
Annexure 1 (E)	Format for Declaration of Blacklisting by any Government/ Public Sector Organization
Annexure 1 (F)	Format for Declaration of Abandonment of Consultancy Assignments/ Projects/ Contract Works in- complete
Annexure 2	Power of Attorney for signing of Bid
Annexure 4	Firm's References
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Annexure 6	Composition of the Team Personnel, And Task(s) Of Each Team Member
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Annexure 8	Submission Letter of Financial Proposal (to be submitted online)
Annexure 9	Break up - Total Price of the Services (to be submitted online)
Annexure 10	Proforma Bank Guarantee for Performance Security
Annexure 11	Format of Query(s) submission
Annexure 12	Checklist for Submission
Annexure 13	Draft Contract Agreement
Annexure 14	Letter of Consent for Attending Pre-Bid Meeting
Annexure 15	Undertaking Regarding Availability of Key Expert
Annexure 16	Undertaking by Key Expert

2.8 Clarifications

- 2.8.1** Bidders requiring any clarification on the RFP may notify the Authority in writing or e-mail in accordance with Clause 2.12.1. They should send in their queries before the date mentioned in the Schedule of Bidding Process specified in Clause 1.4. Authority shall endeavor to respond to the queries within the period specified therein, but no later than 15 (fifteen) days prior to the Bid Due Date. The responses will be sent by letter or e-mail. Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
- 2.8.2** The Authority shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- 2.8.3** The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

2.9 Amendment of RFP

- 2.9.1** At any time prior to the deadline for submission of Bids, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- 2.9.2** Any Addendum thus issued will be sent in writing to all the Bidders.
- 2.9.3** In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Bid Due Date after considering the time required by Bidders to address such amendment.

C. Preparation and Submission of Proposals

2.10 Format and Signing of Bids

- 2.10.1** The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Bids that are received in the required formats and complete in all respects.
- 2.10.2** The Bid shall be typed and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.

2.11 Sealing and Marking of Bids

- 2.11.1** The Bidder shall submit the Bid in the format specified in annexures and seal it in an envelope and mark the envelope as "**RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed**

Port at Dahej and Mahuva”

2.11.2The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the pre-qualification proposal and technical proposal along with the required documents and checklist. The technical proposal envelope shall contain the technical proposal along with the supporting documents and checklist in the format specified in Annexure 12.

2.11.3The envelopes shall be marked as “**ENVELOPE A - PRE-QUALIFICATION PROPOSAL**”, “**ENVELOPE B - TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;

2.11.4 Envelope A - The Pre-Qualification Proposal

The Pre-Qualification Proposal shall contain the following:

- i. Proposal submission Letter in the format of Annexure 1.
- ii. Bid Security and Bid Processing Fees to be enclosed.
- iii. Pre-qualification Proposal (General Information) in the format of Annexure 1 (A).
- iv. Pre-qualification Proposal (Technical Strength) in the format of Annexure 1 (B).
- v. Pre-qualification Proposal (Financial Strength) in the format of Annexure 1 (C).
- vi. Declaration of Bankruptcy / Insolvency in the format of Annexure 1 (D).
- vii. Declaration of Blacklisting by any Government/ Public Sector Organization in the format of Annexure 1 (E).
- viii. Declaration of Abandonment of Consultancy Assignments / Projects/ Contract Works in- complete in the format of Annexure 1 (F).
- ix. Power of Attorney for signing of Bid in the format of Annexure 2.
- x. Checklist for Submission in the format of Annexure 12.

2.11.5 Envelope B - The Technical Proposal

1. The Technical Proposal shall contain the following:
 - i. Experience of the firm (maximum two pages introducing the firm and associate firm(s) background and general experience, and listing maximum relevant projects in each completed and on-going projects category as required in the format of **Annexure 4** illustrating firm and associate firm(s) experience. No promotional material should be included).
 - ii. General approach and methodology and work and staffing schedule (maximum 20 pages inclusive of charts and graphs) in the format of **Annexure 5**.
 - iii. Experts’ CVs (no limit but preferably should not exceed five (5) pages for each experts’ CV) in the format of **Annexure 6 & 7**.
 - iv. Comments on terms of reference (no limit but should be concise and to the point. Copy of full TOR in comments will not be considered).
 - v. Checklist for Submission in the format of **Annexure 12**.
2. Any proposal containing vague and indefinite expressions will be disqualified.

The Technical Proposal shall contain information indicated in the following paragraphs using the Standard Technical Proposal Forms provided in the **Annexure 4 to Annexure 7**. Such information must be provided by the Consultant.

- i. A brief description of the organization and outline of recent experience of the Consultant on assignments of a similar nature is required in **Annexure 4**). For each assignment, the outline should indicate inter alia, the assignment, estimated project cost and the Consultant's role & project status. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporate entity or as one of the major participating consulting firms within an association. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's Associate(s), but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so, requested by the Client.
- ii. A concise, complete, and logical description of how the Consultant's team will carry out the services to meet all requirements of the TOR.
- iii. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- iv. An organization chart indicating relationships amongst the Consultant and any Associate(s), the Client, and other parties or stakeholders, if any, involved in the assignment.
- v. Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Consultant clearly states otherwise, it will be assumed by the Authority that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.
- vi. The Technical Proposal shall not include any financial information. Technical Proposals containing financial information may be declared non-responsive.
- vii. The name, age, nationality, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the project, should be presented in the CV format shown in **Annexure 7**.
- viii. The Authority requires that each expert confirm that the content of his/her curriculum vitae (CV) is correct and the experts themselves should sign the certification of the CV. However, in particular cases, the Authority may accept a senior officer of the Consultant signing the CVs on behalf of the experts. If, for valid reasons, the experts are unable to do so, and the Consultant's Proposal is ranked first, copy of the CVs signed by the experts concerned must be submitted to the Authority prior to commencement of contract negotiations. Note that the need to provide address and e-mail details of experts in the CVs of the experts is not considered mandatory. In cases where consulting firms/ organizations are prevented from providing such information by prevailing laws in their country, or if Consultants have

valid reasons not to comply with the completion of this item, there will be no negative impact on the evaluation of the expert.

2.11.6 If the envelope is not sealed and marked as instructed above, Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.

2.11.7 Bids submitted by fax or e-mail shall not be entertained and shall be rejected.

2.11.8 The Financial Proposal – to be submitted online

- i. The Financial Proposal must be submitted online using the format shown in Annexure 8 and 9 through <https://gmbtender.nprocure.com/>.
- ii. The financial proposal should list the costs associated with the assignment. These should cover remuneration for staff, accommodation, transportation, printing of documents and other project related expenditures.
- iii. The financial quote should be inclusive of Goods and Service Tax. No additional finance will be provided under any other headings not mentioned in the financial quotation.
- iv. All the costs must be expressed in Indian Rupees only.
- v. All information provided in Consultants' Financial Proposal will be treated as confidential.

2.11.9 The financial proposal shall be submitted online as specified in Clause 2.11.8 above.

In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n)Procure Support team:-
(n)Code Solutions - A Division of GNFC Ltd.,
(n)Procure Cell 403, GNFC Infotower, S. G. Road, Bodakdev,
Ahmedabad – 380 054 (Gujarat)

Contact Details:

Phone: +91-79-40007501, 40007512, 40007516, 40007525, 30181689,
26854511, 26854512, 26854513 (EXT: 501, 512, 516, 525)
E-mail: nprocure@gnvfc.net

TOLL FREE NUMBER: 1-800-233-1010 (EXT: 501, 512, 516, 525)

2.11.10 If the envelope is not sealed and marked as instructed above, Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.

Financial Bids submitted in hard copy or e-mail shall not be entertained and shall be rejected.

2.12 Address of Communication

2.12.1 Each of the envelopes shall be addressed to:

Designation: Vice Chairman & Chief Executive Officer

Address: Gujarat Maritime Board,

1st Floor, "SAGAR BHAVAN",
Sector 10/A, Opp. Air Force,
Gandhinagar – 382010, Gujarat

Phone No: 91-079-23238346-48,

E-mail: cgm-gmb@gujarat.gov.in

2.13 Bid Due Date

2.13.1 Applications should be submitted before 1700 hours IST by the Application Due Date mentioned in the Schedule of Bidding Process, to the address provided in Clause 2.12 in the manner and form as detailed in this RFP Document. Applications submitted by facsimile transmission, telex or email will not be accepted.

2.13.2 All applications should be submitted through RPAD speed Post or Courier only. Applications through Hand Delivery shall not be accepted. No applications after the due date shall be considered for the evaluation.

2.13.3 The Authority may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.9, uniformly for all Applicants.

2.14 Late Bids

2.14.1 Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

2.15 Rejection of Bids

2.15.1 The Authority reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Bid or to give any reasons for their decision.

2.15.2 The Authority reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

2.16 Validity of Bids

2.16.1 The Bids shall be valid for a period of not less than 180 (one hundred and eighty) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective Bidders and the Authority.

2.17 Confidentiality

2.17.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information

unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority.

2.18 Confirmation of Receipt

2.18.1 The Authority would appreciate you informing by facsimile / Email receipt of letter of invitation.

2.19 Correspondence with the Bidder

2.19.1 The Authority shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

D. Security Deposit

2.20 Bid Security

2.20.1 The Bidder shall furnish as part of its bid, a Bid Security of Rs. 10,00,000/- (Rupees Ten Lakh only) in the form of a demand draft issued by one of the nationalized/ Scheduled banks in India drawn in favor of Gujarat Maritime Board payable at Gandhinagar (the "Bid Security"), must be submitted along with the Proposal.

2.20.2 Proposals not accompanied by Bid security shall be rejected outright as nonresponsive.

2.20.3 The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.

2.20.4 No bank guarantee will be accepted as Bid Security.

2.20.5 The Bid Security of the unsuccessful bidders would be returned back within one month of issuance of LOA to the successful bidder. The Bid Security of the successful bidder would be returned shall be returned at the end of 3 (three) months after the expiry of this Agreement in accordance with the provisions thereof.

2.20.6 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- i) If an Applicant submits a non-responsive Proposal;
- ii) If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
- iii) In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 4.5;

- iv) If the offer is modified or varied in a manner not acceptable to the Authority after opening of the proposals during the bid validity period or any extension thereof;
- v) In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 4.7 and 4.8 respectively; or
- vi) If the first ranked bidder withdraws his proposal during negotiations;
- vii) If the Applicant is found to have a Conflict of Interest as specified in Clause 2.1.9;

2.21 Performance Security

2.21.1 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- If an Applicant engages in any of the Prohibited Practices specified in Clause 5 of this RFP;
- if the Applicant is found to have a Conflict of Interest as specified in Clause 2.1.9;
- if the Selected Applicant commits a breach of the Agreement;
- When the Selected Bidder fails to make complete supply services satisfactorily;

2.21.2 An amount equal to **5% (five per cent)** of the Consultant Agreement Value shall be deemed to be the Performance Security in the form of Bank Guarantee (BG) (as per Annexure 10) from any nationalized/scheduled commercial bank in India for the purposes of this Clause 2.21, which may be forfeited and appropriated in accordance with the provisions hereof.

2.21.3 The Selected Bidder shall provide Performance Security within 15 (fifteen) days of Letter of Award from the Authority.

2.21.4 The Performance Security shall be for the entire Services duration and shall be refunded at the end of 3 (three) months after the expiry of contract period/extended period provided there is no breach of contract on the part of Bidder.

2.21.5 Failure of the Selected Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security;

2.21.6 Notice of reasonable time will be given in case of forfeiture of Performance Security;

2.21.7 Failure of the Selected Bidder to comply with the requirement of the contract shall constitute sufficient grounds, to award the contract to the next highest ranked evaluated Bidder or call for new bids;

2.22 Eligibility Criteria:

2.22.1 Pre – qualification/ Eligibility criteria for the applicants - General

The Applicant must submit an undertaking for each of the following:

- The Company / Firm should not have suffered bankruptcy / insolvency in the last five years in the format specified at Annexure 1 (D) of this RFP;
- The Company / Firm should not have been blacklisted by any Government/ Public Sector Organization in the format specified at Annexure 1 (E) of this RFP;
- The Company/Firm should not have abandoned Consultancy Assignments / projects/ contract works in-complete in the format specified at Annexure 1 (F) of this RFP;

2.22.2 Pre – qualification / Eligibility criteria for the applicants - **Technical Strength**

The bidder should have undertaken/ completed the following projects of similar nature carried out in India:

Category	Minimum Desired Experience
Consultancy Experience – 1	The bidder must have experience of preparing at least One (1) Detailed Project Report for development of maritime infrastructure/Ports/Terminals of Projects value more than or equal to Rs 500 Cr from 2014-15 to 2024-25 with a minimum fee of INR 20,00,000/-
Consultancy Experience – 2	The bidder must have experience of consultancy services*of at least Three (3) related to Ports, Shipbuilding, Terminals, Inland Waterways, Jetties, Harbours, Marinas, RORO/ROPAX Terminals, Rail-Road Connectivity for the Government of India / State Government / IPA / Major Port Authority/IWAI/State Maritime Boards etc. pre- from 2014-15 to 2024-25 with a minimum fee of INR 10,00,000/- each consultancy work. <i>*Consultancy Services – Feasibility Study/ Pre-Feasibility Study/DPR/TEV</i>

General Instructions:

1. The Bidder shall have to attach relevant supporting documents for proof of project such as copies of Agreement/ completion certificate/Work Order/LOI/LOA etc. from the concerned Department, client, organization.

2. Work order copy and/ or Completion Certificate shall specifically mention type of work as per above experience requirement category in the Scope of Work/ Terms of Reference, copy of signed agreement, PDS/BoQ or fee schedule, supplementary/amended work orders, client confirmation letters along with Total fees and clearly highlight the relevant scope/ terms for evaluating the experience.

2.22.3 Pre – qualification/ Eligibility criteria for the applicants - **Financial Strength**

Average Annual Turnover of **Company/ Firm from Consultancy* / Professional Fees** for Previous 3 Financial Years (2022-23, 2023-24, 2024-25) shall not be less than **Rs. 10 Crore.**

The Bidders need to submit the Chartered Accountant/Auditor's certificate certifying the turnover from consultancy services.

2.23 **Payment Currency**

2.23.1 Above payments after deduction of tax at source, whichever may be applicable, by the Acts prevailing at the time of making payment. Payment of all other taxes and levies would be the responsibility of the consultant. All payments to the consultants would be made in Indian Rupees only.

3 Terms of Reference

Terms of Reference for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva

3.1 Scope of Work

The objective of this Consultancy is to **prepare Detailed Project Reports (DPRs) for the proposed Port at Dahej and Mahuva**, in order to define the Authority's requirements comprehensively for development, modernization, and expansion of these maritime infrastructure projects.

The Consultancy shall aim to establish a clear technical, financial, and implementation framework that enables the Authority to assess feasibility, plan investments, and invite prospective developers or concessionaires with clarity and predictability.

The scope of work outlined below is indicative and not exhaustive. The Consultant shall carry out all studies, surveys, and assessments necessary and as directed by the Gujarat Maritime Board (GMB) and other relevant Government agencies to ensure holistic project development and long-term sustainability of the proposed facilities.

Salient features of the pre-feasibility study for Port at Mahuva and Dahej; is attached as Annexure-1. The pre-feasibility report shall be provided to the selected bidder for reference. However, the consultant shall remain solely responsible for conducting its own assessment and for carrying out all necessary surveys, investigations, and mathematical modeling, as deemed fit and required based on its assessment, in full compliance with the contractual terms.

The scope of services for the Detailed Project Report shall comprise of the following, but not limited to:

- a) Data Collection
- b) Preliminary Surveys
- c) Analysis of Proposed Site of Development
- d) Assessment of Design Vessel Sizes
- e) Detailed layout
- f) Vessel size estimates
- g) Detailing of marine and landside facilities
- h) Surveys and investigations
- i) Internal and external infrastructure connectivity
- j) Project costs
- k) Tariff and revenue calculations as per GMB scale of rates
- l) Financial analysis
- m) Project implementation schedule
- n) Preparation of EPC Tender documents for bidding process including equipment's and all utilities along with good for construction of drawings

The detailed Terms of Reference (ToR) for the Preparation of Detailed Project Reports (DPRs) for Port at Dahej and Mahuva encompass the preparation of two (2) individual DPRs, proposed as follows:

3.1.1 Proposed Port at Dahej and Mahuva

1. Data Collection on the Project

- a) Site visits and collection of additional technical and operational data from Dahej and Mahuva ports.
- b) Assessment of data gaps and identification of sources for additional data.
- c) Data generation through stakeholder meetings, field surveys, and investigations as required.

2. Traffic and Vessel Size Estimates

- a) Assess present and projected vessel sizes and cargo mix based on current and future trade scenarios.
- b) Evaluate shipping and trade trends, port-wise cargo handling patterns, and hinterland linkages.
- c) Convert cargo forecasts into berth and facility requirements, including design vessel parameters and draft considerations.

3. Surveys and Investigations

- a) Ground reconnaissance for general examination of the proposed port development areas.
- b) Study of marine, meteorological, hydrological, and coastal parameters, including wave, tide, and sediment data.
- c) Carry out the following surveys and investigations:
 - Hydrographic and bathymetric surveys
 - Onshore and offshore geotechnical investigations
 - Topographical surveys and current measurements
 - Other studies as required for the project

4. Preliminary Environmental and Social Impact Assessment

- a) Engage with key stakeholders, including local communities, NGOs, and environmental authorities.
- b) Identify potential environmental and social issues, including CRZ classification, ecological sensitivity, and socio-economic impact.
- c) Assess environmental risks related to dredging, reclamation, and cargo operations.
- d) Propose mitigation measures with cost implications.

5. Alternative Layouts for Development and Selection of Suitable Option

The Consultant shall analyze site conditions and develop alternative port layout plans considering navigational safety, dredging optimization, and infrastructure efficiency. Each alternative shall be assessed through multi-criteria evaluation covering siting, technical, economic, commercial, and environmental aspects to arrive at the most viable option for detailed development.

6. Design & Detailing of Project Facilities

The Consultant shall prepare detailed master plan layouts for each port, covering all

marine and onshore facilities, with the initial phase development detailed to realistic cost estimates and developed as Design suitable for RFP or EPC tendering.

7. Detailed Layout

The detailed layout of port facilities shall include:

- Navigational channel, turning circle, and berthing areas
- Quay walls, jetties, breakwaters, and cargo handling zones
- Storage yards, internal roads, utilities, and operational areas
- Drainage, sewerage, firefighting systems, green belts, and power distribution
- Integration with approach roads, rail connectivity, and external infrastructure

8. Design of the Project Components

On the basis of the approved development plan, all project components shall be designed to international standards, covering:

- Marine Structures:** Wharves, jetties, breakwaters, retaining walls, and mooring facilities with detailed cross-sections.
- Navigational Areas:** Dredged levels, dumping grounds, and disposal/reclamation planning.
- Navigational Aids:** Placement of buoys, beacons, and lights as per IALA standards.
- Equipment Requirements:** Cargo handling and support equipment including cranes, conveyors, firefighting, and safety systems.
- Onshore Facilities:** Design of administrative buildings, control towers, workshops, and warehouses with full MEP integration.
- Connectivity:** Assessment and design of external and internal road and rail networks essential for port operations.
- Utilities:** Planning of power, water, drainage, lighting, and telecommunication systems.
- Any other required infrastructure**

9. Project Costs

- Estimate capital and O&M costs based on design quantities, schedule of rates, and market quotations.
- Include costs of civil, mechanical, and electrical works, dredging, reclamation, and environmental measures.
- Prepare phase-wise and component-wise cost summaries.

10. Revenue Estimates

- Prepare port revenue projections based on cargo handling forecasts, tariffs, and traffic mix.
- Estimate income from storage, vessel-related, and non-cargo revenues.

11. Financial Analysis

- Prepare financial models including NPV, IRR, and payback period.
- Conduct sensitivity analysis to test project viability under different cost and revenue scenarios.
- Assess implementation options (EPC/PPP/Hybrid models) based on financial feasibility.

12. Project Implementation Schedule

Prepare a detailed project implementation schedule covering planning, design, tendering, construction, and commissioning stages, clearly showing interlinkages and critical path dependencies.

13. Procurement Strategy

The Consultant shall propose a procurement and packaging strategy identifying suitable contract packages to ensure timely and cost-effective execution of the project.

14. Preparation of EPC Tender Documents

The Consultant shall prepare draft EPC tender documents including detailed drawings, BoQs, cost abstracts, and technical specifications for the following:

- a) Marine civil works (berths, jetties, breakwaters, dredging, reclamation)
- b) Onshore civil and utility works (roads, buildings, utilities, firefighting)
- c) Mechanical and electrical installations (equipment, systems, controls)

All documents shall conform to GMB and GoG standards and latest MORTH / CPWD specifications.

15. EIA Study

The Consultant shall provide all technical inputs required for the preparation of Terms of Reference (ToR) for EIA studies. A separate EIA will be conducted by a GMB-empaneled, NABET-accredited agency, for which necessary technical assistance shall be provided.

16. Preparation of Request for Proposal

The consultant shall prepare the Request for Proposal (RFP) for inviting the bid and assist in the process for the reports, data and related matters.

17. Deliverables / Reports / Documents

The Consultant shall submit all deliverables (the "Deliverables/ Reports/ Documents") in the form and frequency prescribed by GMB, as per clause 3.3. The Deliverables shall be so drafted that they could be given to the prospective bidders for guidance in preparation of their bids.

Five (5) hard copies and two (2) soft copies of each report and drawing shall be submitted. Drawings shall be of legible size and to scale suitable for tendering and technical review.

3.2 Project Team

The Consultant would be required to form a multi- disciplinary Project Team for this assignment, consisting of seven key personnel out of which two (2) key personnel including team leader would be full time stationed at office of Gujarat Maritime Board at Gandhinagar. However, as and when required, the project team members would have to visit GMB.

Sr. No.	Personnel	Educational Qualification	Eligible Experience
1.	Team Leader	Graduation with MBA/PGDM/ME/M. TECH/M.PLAN or equivalent from reputed institute.	Minimum 15 years of consulting experience across areas of DPR, various Infrastructure Projects for Ports/shipbuilding, Logistics, Transportation, etc. Number of Projects: Worked in at least 3 Infrastructure projects related to ports sector.
2.	Infrastructure Planning cum Technical Expert	MBA or ME/MTECH or /M.PLAN with B.E./B. Tech in Civil Engineering or B. Plan/ B. Arch from reputed institute	Minimum 10 years' experience in design, engineering, and development of port/marine infrastructure such as berths, jetties, breakwaters, and terminals Number of Projects: Worked in at least 2 infrastructure projects
3.	Logistics and Supply Chain Specialist	Master Degree in Logistics/ Supply Chain Management/Transportation Management/ or related field from reputed institute	Minimum 8 years of experience in transportation, logistics planning and management or experience in port operations, shipping and freight management. Number of Projects: Worked in at least 1 transportation and logistics planning projects.
4.	Naval Architect	Bachelor's or Master's Degree in Naval Architecture / Naval Architecture and Ship Building Engineering from a recognized	Minimum 8 years of experience in naval architecture, including ship design, marine structure design, stability analysis, hydrodynamics, port & harbour engineering, or vessel-related technical assessments. Number of Projects: Worked in at least 1 Projects pertaining to ship design/ vessel stability analysis, port & harbour engineering studies, dry-

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Sr. No.	Personnel	Educational Qualification	Eligible Experience
		university or institution.	dock/shipyard planning, maritime DPRs, or large-scale maritime infrastructure project conceptualization & development.
5.	Environment Expert	Graduation with MBA/M.Plan/PGDM /Environmental Science or equivalent from reputed institute with specialization in environment studies or related field	Minimum 3 years of consulting experience with at least 3 years' experience of working in sustainable projects.
6.	Financial Analyst	Post Graduate in Commerce / Chartered Accountant/MBA/C FA or equivalent from reputed institute	Minimum 5 years of consulting experience with at least 3 years' experience of working in port, shipping and maritime sector.
7.	Associate	Graduation with MBA/M. Plan /PGDM /M.Tech from reputed institute	Minimum 2 years of experience working in port, shipping and maritime sector.

3.3 Deliverable and Payment Schedule

S. No.	Deliverables	Proportionate Payment (% of Total Fees)	Timeline for Submission
1	Award of Mandate (Date of Letter of Award)		M
2	Submission of Inception Report (5% for each) Port at Dahej & Port at Mahuva	10%	M + 02 weeks
3	Submission of Draft DPRs (30% for each) Port at Dahej & Port at Mahuva	60%	M + 16 weeks
4	Submission of Final DPRs (15% each) Port at Dahej & Port at Mahuva	30%	M + 24 weeks

3.4 Deliverables/ Reports/ Documents

The consultant has to submit hardcopies along with soft copies of each deliverable for reviewing, comments and approval.

3.5 Custody of Reports/ Data etc

All documents received from the Authority, shall remain in the custody of the Consultant during the period of assignment only and shall be used exclusively in connection with the Services and shall not be made use of for any other purpose. These shall be carefully preserved by the Consultant till the completion of the job and shall be handed over to the client on preparation of final report or on termination of the contract.

3.6 Property of the Authority

All work submitted to the Authority by or under the authorship and signature of the consultant shall be the professional responsibility of the consultant.

All data collected, financial models developed with all linking sheets for this assignment would be the property of the Authority and to be submitted to the Authority in soft copies and in hard copies, in whichever form it is available as and when required by the Authority and along with the final report.

3.7 Responsibilities of the Consultant

- i) The Consultant shall collect all the relevant preliminary & secondary information, relevant documents from the State government departments/ Government Agencies;
- ii) The Consultant shall be responsible for all the data, given by them;
- iii) The Consultant shall collect all data, existing information for carrying out the assignment;

- iv) The Consultant shall bear data collection and survey expense for carrying out the assignment;
- v) The Consultant shall do justification to the data collected by validating before final submission;
- vi) The Consultant shall have to make their own arrangement for accommodation, equipment, software for carrying out the assignment during their stay in Gandhinagar and during site visits;
- vii) The Consultant shall require to make necessary provision for housing their staff at Gandhinagar as per requirement. No assistance shall be provided by the Authority;
- viii) The consultant has to keep two key personnel including team leader at GMB Office, Gandhinagar for Site Visits, daily coordinating of the assignment with the Authority for the whole tenure of this project;
- ix) The Consultant shall report on weekly basis to the Authority with review meeting on update and progress of the assignment;
- x) The Consultant shall ensure that its manpower/ Project Team proposed shall be available on all working days of Government of Gujarat (including working Saturdays);
- xi) The Consultant shall whenever required make presentations before competent authorities/ Government of Gujarat (GoG)/ Steering Committee/ Government of India (GoI) from time to time for securing approval from GoG in connection with the Consultancy Assignment.

3.8 Additional Work

Additional work related to the preparation of the Detailed Project Report (DPR) and Master Plan for ports and shipyards may be carried out at the same rates, terms, and conditions.

4 Evaluation of Bids

4.1 Opening of Bids

4.1.1 The Technical proposals shall be opened as per clause 1.4 of this document. If possible, consultant may depute their representative to be present at the time of opening of proposals.

4.2 Test of Responsiveness

4.2.1 Prior to evaluation of Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP. A Bid shall be considered responsive only if:

- a) it is received as per the format at Appendix 1 to 16;
- b) it is received by the Bid Due Date including any extension thereof pursuant to Clause 2.13.3;
- c) it is signed, sealed, hard bound and marked as stipulated in Clauses 2.10 and 2.11;
- d) it is accompanied by the Bid Security as specified in Clause 2.21.1;
- e) it is accompanied by the Power(s) of Attorney as specified in Clauses 2.1.4;
- f) it contains all the information (complete in all respects) as requested in this RFP and/or Bidding Documents (in formats same as those specified);
- g) it does not contain any condition or qualification; and
- h) it is not non-responsive in terms hereof.

4.2.2 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.

4.3 Evaluation of Bids

4.3.1 The proposals shall be evaluated as per the parameters set below and ranked accordingly.

A. Technical Evaluation:

4.3.2 The proposals shall be evaluated on the following parameters and the marks shall be given accordingly:

Technical Scoring Criteria			
S. No.	Parameter	Criteria	Maximum Marks
1	Firm Experience		30
A	Consultancy Experience - 1	The bidder must have experience of preparing at least One (1) Detailed Project Report for development of maritime infrastructure/Ports/Terminals of Projects value more than or equal to Rs 500 Cr from 2014-15 to 2024-25 with a minimum fee of INR 20,00,000/-	15

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		<p><2 Projects: 0 marks 2-3 Projects: 4 marks 4-5 Projects: 7 marks 6-7 Projects: 10 marks >7 Projects: 15 marks</p>	
B	Consultancy Experience - 2	<p>The bidder must have experience of consultancy services*of at least Three (3) related to Ports, Shipbuilding, Terminals, Inland Waterways, Jetties, Harbours, Marinas, RORO/ROPAX Terminals, Rail-Road Connectivity for the Government of India / State Government / IPA / Major Port Authority/IWAI/State Maritime Boards etc. pre- from 2014-15 to 2024-25 with a minimum fee of INR 10,00,000/- each consultancy work.</p> <p><3 Projects: 0 marks 3-4 Projects: 5 marks 5-6 Projects: 10 marks >6 Projects: 15 marks</p> <p><i>*Consultancy Services -Feasibility Study/ Pre-Feasibility Study/DPR/TEV</i></p>	15
2	Project Team		45
A	Team Leader	<p>Minimum 15 years of consulting experience across areas of DPR, various Infrastructure Projects for Ports/shipbuilding, Logistics, Transportation, etc.</p> <ul style="list-style-type: none"> ▪ Projects* <ul style="list-style-type: none"> - Up to 3 Projects: 4 marks - 3-5 Projects: 8 marks - More than 5 Projects: 10 marks <p>(* projects pertaining to Reports preparation of DPR/ Masterplans/Feasibility for Ports/Ports Infrastructure/ship building/ etc, large-scale port/logistics projects conceptualization & development)</p>	10
B	Infrastructure Planning cum Technical Expert	<p>Minimum 10 years' experience in design, engineering, and development of port/marine infrastructure such as berths, jetties, breakwaters, and terminals</p> <p>Experience</p> <ul style="list-style-type: none"> - Up to 2 Projects: 4 marks 	10

RFP for Selection of Consultant for Preparation of DPRs for the Proposed Port at Dahej and Mahuva

		<ul style="list-style-type: none"> - 2-5 Projects: 8 marks - More than 5 Projects: 10 marks 	
C	Logistics and Supply Chain Specialist	<p>Minimum 8 years of experience in transportation, logistics planning and management or experience in port operations, shipping and freight management.</p> <ul style="list-style-type: none"> ▪ Experience <ul style="list-style-type: none"> - 1-2 Projects: 4 marks - 3-5 Projects: 6 marks - More than 5 Projects: 8 marks <p>(* projects pertaining to DPR, Preparation of Masterplans for Ports, Infrastructure of Ports etc, large-scale port/logistics projects conceptualization & development)</p>	8
D	Naval Architect	<p>Minimum 8 years of experience in naval architecture, including ship design, marine structure design, stability analysis, hydrodynamics, port & harbour engineering, or vessel-related assessments.</p> <ul style="list-style-type: none"> ▪ Experience Scoring <ul style="list-style-type: none"> - 1-3 Projects: 2 marks - More than 3 Projects: 4 Marks <p>*(Projects pertaining to ship design/ vessel stability analysis, port & harbour engineering studies, dry-dock/shipyard planning, maritime DPRs, or large-scale maritime infrastructure project conceptualization & development.)</p>	4
E	Environment Expert	<p>E- Environment Expert Minimum 3 years of consulting experience with at least 3 years' experience of working in sustainable projects*.</p> <ul style="list-style-type: none"> ▪ Experience <ul style="list-style-type: none"> - 1-3 Projects: 2 marks - More than 3 Projects: 4 Marks <p>(* projects pertaining to DPR, EIA and SIA, Preparation of Masterplans for Ports, Infrastructure of Ports etc, large-scale port/logistics projects conceptualization & development)</p>	4

F	Financial Analyst	<p>Minimum 5 years of consulting experience with at least 3 years' experience of working in ports and shipping sector.</p> <ul style="list-style-type: none"> ▪ Experience - 1-3 Projects: 2 marks - 4-5 Projects: 4 marks - More than 5 Projects: 6 Marks <p>He should have undertaken financial analysis and modelling for 2 Ports related Assignments.</p>	6
G	Associate	<p>Minimum 2 years of experience in the port and shipping.</p> <ul style="list-style-type: none"> ▪ Experience - 1-2 Projects: 2 marks - More than 2 Projects: 3 marks 	3
3	Presentation	Presentation on Approach & Methodology which is to be adopted	25
Total Technical Score (ST)			Out of 100

4.3.3 Based on the above technical factors, each consultant would be assigned a technical score out of 100. Based on their ranking in technical score, the bidder scoring more than 70% would be referred to as "**Technically Qualified Bidders**" and shall be eligible for Financial Evaluation.

B. Financial Evaluation:

4.3.4 The technically eligible bidder securing minimum 70 marks in technical evaluation shall be eligible for financial bid opening. The evaluation of the technically eligible bidder shall be based on Quality and Cost Based (QCBS) method. The committee will select the bidder by giving 70% weightage to technical marks (T) and 30% weightage to the Price Bid.

4.3.5

- Technical weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 70 points as under:

Normalized Technical Score (NTS) = $\{[T/T(\text{High})] * 100\}$

St = NTS*0.70, where T is the technical score of bidders under consideration and T(High) is highest technical score received by bidder.

- Financial weightage (Sf): The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:

Normalized Financial Score (NFS) = $\{[C(\text{Low})/C] * 100\}$

Sf = NFS*0.30, where C is financial bid value of bidder under consideration and C(Low) is lowest financial bid value.

- Based on combined marks of Technical and Financial Bid, bidder securing highest score/ranking will be selected and the Committee will invite for further process.
- Highest Score (S) = St + Sf
- In case of tie in the total score, the bidder having maximum Normalized Technical Score (NTS) will be selected.

4.4 Selection of Consultant

- 4.4.1 The final selection of the firm shall be based on the highest combined score of Technical Proposal and Financial Proposal.
- 4.4.2 Subject to the provisions of Clause 2.15.1, the Bidder whose Bid is adjudged as responsive in terms of Clause 4.2.1 and who scores highest in the Technical and Financial evaluation shall be declared as the selected Bidder (the "**First Ranked Bidder**"). In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.
- 4.4.3 The Client reserves the right to reject, at its sole discretion, any or all evaluated Financial Proposals and if necessary, calls for submission of new Financial Proposals.

4.5 Availability of Personnel

- 4.5.1 Having selected the Bidder as per the provisions of Clause 4.4., the Authority will require assurances and the Bidder confirms the availability of all the Personnel proposed as part of Project Team in **Annexure 6** as part of the Technical Proposal during the Consultancy Assignment. The Authority will not consider substitutions of Personnel other than reasons such as death or Medical incapacity, or Resignation. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.
- 4.5.2 In the event, the Bidder substitutes Project Team other than reasons such as death or medical incapacity or if it is established that Personnel were offered in the Bid without confirming their availability, the Bidder shall be disqualified.
- 4.5.3 In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder's proposal, without prejudice to any other

right or remedy that may be available to the Authority hereunder or otherwise.

4.6 Contacts during Bid Evaluation

Bids shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Bids under consideration.

4.7 Negotiations

- 4.7.1 Negotiations will be scheduled with the first ranked bidder. Negotiations will commence with a discussion on the proposal, proposed methodology, staffing and any other suggestions on improving the ToR. Agreement must then be reached on the final ToRs, the staffing, Bar Charts, which will indicate activities, staff, and periods in the field and in the office, staff months, logistics and reporting. Then financial negotiations will be carried out, if required.
- 4.7.2 After successful negotiations with the first ranked bidder, the Authority shall issue Letter of Award (LOA) to the first ranked bidder for carrying out the assignment. If negotiations do not reach any conclusions and the first ranked bidder withdraws his proposal, the Authority may then call the second ranked bidder for negotiations.
- 4.7.3 No information on the evaluation and ranking of consultants' proposal will be disclosed to any person other than those directly concerned with the selection process. Any consultant who tries to influence the evaluation, ranking or contract, will be liable to be rejected.

4.8 Award of Contract

- 4.8.1 After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Selected Applicant to acknowledge the LOA, and the next highest-ranking Applicant may be considered. The Authority shall promptly notify the other Consultants who were not technically qualified and also the consultants who were technically qualified but were not selected finally, that they were unsuccessful. The Bid Security of such consultants will be refunded within 30 days after issue of LOA to the successful consultant.

4.9 Execution of Agreement

- 4.9.1 After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period prescribed in the LOA. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

4.10 Commencement of assignment

4.10.1 The Consultant shall commence the Services at the Project site within 7 (seven) days of the date of the Agreement, or such other date as may be mutually agreed.

4.10.2 If the Consultant fails to either sign the Agreement as specified in Clause 4.9 or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the Bid Security of the first ranked Applicant shall be forfeited and appropriated in accordance with the provisions of Clause 2.20.6.

4.11 Proprietary data

4.11.1 Subject to the provisions of Clause 2.17, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

5 Fraud and Corrupt Practices

5.1 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 RFP, the Authority 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 the Selection Process. In such an event, the Authority 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 Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

5.2 Without prejudice to the rights of the Authority under Clause 5.1 hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority 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 Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority 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.

5.3 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 Authority 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 Authority 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 Authority 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.

6 Pre-Bid Conference

6.1 A Pre-Bid conference of the interested parties shall be convened On-line as well as Off-line at the designated date, time and place. A maximum of two representatives of each Applicant shall be allowed to participate offline on production of authority letter from the Applicant.

6.2 For Online participation, the consultant needs to provide the consent of his organisation along with the details of the Senior Representative of the Applicant who has been authorised to participate in the Pre-bid meeting. The consent shall be mailed to the e-mail id provided in Sl. No. 2 of the clause 1.4 [Schedule of Bidding Process] of this document on or before the Last date of Receiving Queries as specified in Sl. No. 2 of the clause 1.4 [Schedule of Bidding Process] of this document. The online pre-bid meeting link shall be shared with only those Applicant who have e-mailed the Consent.

6.3 During the course of Pre-Bid conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

7 Miscellaneous

7.1

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Gandhinagar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

7.2

The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any Applicant in order to receive clarification or further information;
- c) pre-qualify or not to pre-qualify 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 Authority 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.
- f) return the Bid Security and the Performance Guaranty received from the Bidders in case the bidding process is cancelled by the Authority.

7.3

It shall be deemed that by submitting the Application, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.

7.4 Insurance

- 7.4.1 The Consultant shall at its cost take out and maintain adequate professional liability insurance as well as adequate insurance against third party liability and loss of or damage to equipment purchased in whole or in part with funds provided by the Authority.
- 7.4.2 The Authority undertakes no responsibility in respect of any life, health, accident, travel and other insurance which may be necessary or desirable for the Personnel of its own or sub-contractors and specialists associated with the Consultants for the purposes of the Services, nor for any members of any family of any such person.

7.5 Termination of the Contract

- 7.5.1 The Authority reserves the right to cancel the contract at any time if it is not satisfied with the services of the consultant or there is breach of any of the condition of this contract by the consultant, provided a period of 15 days has lapsed from the date of serving notice on the Consultant requiring it to remedy

the breach and if the breach has continued up to the date of the termination. In this event, the work done till then by the consultant shall be taken over by the Authority. Authority reserves the right to appoint a new consultant and hand over to him the all the documents to complete the assignment. In such an event, the consultant shall not be entitled to receive any payments upon termination of the contract. In such case, upon termination, the Authority may also impose liquidated damages, up to maximum of 10% of the contract value. The consultant will be required to pay any such liquidated damages to Authority within 30 days of termination date.

- 7.5.2 The Authority reserves the right to cancel the contract by giving 15 days' notice, subject to payment of the fees for the actual work done by the consultant for the project up to the date of cancellation of the contract as per Clause 7.5.5.
- 7.5.3 The Consultant reserves the right to terminate the Agreement immediately upon situations arising due to non-compliance of the stipulations of this Agreement by the Authority. The termination notice will be held valid only if it is preceded by a corresponding non-compliance notice issued at least 15 days prior to the date of the termination notice and if the non-compliance has continued up to the date of the termination notice. The Authority shall be liable to pay the Consultant fees for the actual work done by the consultant for the project up to the date of cancellation of the contract as per Clause 7.5.5.
- 7.5.4 The parties also reserve a right to terminate this Agreement in the event any voluntary insolvency petition/ IP petition is filed by either party, or if any proceedings are instituted against either party, property or assets under any bankruptcy, insolvency, receivership, debtors' relief, winding up rehabilitation, or similar statute or any effective resolution is passed for the winding up of that party or for any remedy under any such statute.
- 7.5.5 The payment of the fees will be determined based on the actual work carried out, actual Person-Months spent and Person-Month Rate as specified in Financial Proposal. In case of failure to decide compensation, Arbitrator as per the terms of the contract shall be appointed to decide the compensation.

7.6 **Arbitration**

- 1.1.1 In the event of any dispute or difference at any time arising between the parties relating to the construction, meaning or effect of this agreement or any other clause or any content of the rights and liabilities of the parties or other matters specified herein or with reference to anything arising out of or incidental to this agreement or otherwise in relation to the terms, whether during the continuance of this agreement or thereafter, such disputes or differences shall be endeavored to be solved by mutual negotiations. If, however, such negotiations are infructuous, they shall be decided by arbitration of two Arbitrators, one to be appointed by each party to the dispute or difference and to an Umpire to be appointed by Arbitrators in writing before taking upon them the burden of arbitration. Such a reference shall be deemed to be a submission to arbitration under the provisions of The Arbitration and Conciliation Act, 1996 and of any modification or re-enactment thereof.

- 1.1.2 The venue of arbitration shall be Gandhinagar only, subject to the above, the Civil Courts in Ahmedabad only shall have exclusive jurisdiction in this matter. The expense of the arbitration shall be paid as may be determined by the Arbitrators.

Annexure 1 Proposal Submission Letter

To,
Vice Chairman & Chief Executive Officer,
Gujarat Maritime Board,
"SAGAR BHAVAN, Sector 10/A,
Gandhinagar - 382010, Gujarat.

Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva.

Sir,

I / We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated -----

----- . We are hereby submitting our Proposal as per the prescribed formats sealed under separate envelopes. The envelope containing "Pre-Qualification Proposal" and "Technical Proposal" contains 01 original copy of the Pre-Qualification Proposal and Technical Proposal separately. **The Financial Proposal is submitted online.**

I/ We declare that:

- a) I/ We have examined and have no reservations to the RFP document, including any Addendum and Corrigendum issued by the Authority.
- b) I/ We do not have any conflict of interest in accordance with Clauses 2.1.9 and 2.1.10 of the RFP document; and
- c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 5.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of Clause 5 of the RFP document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

If negotiations are held during the period of validity of the Proposal, i.e., before <date>, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

Yours sincerely,

RFP for Selection of Consultant for Preparation of DPRs for the Proposed Port at Dahej
and Mahuva

Authorized Signature:

Signature_____

Full Name _____

Designation_____

Name of the Firm_____

Mobile No_____

E-mail_____

Address_____

Encl: (1) TECHNICAL PROPOSAL - (1 Copy) in separate envelope.

Annexure 1 (A) Format for Pre-qualification Proposal (General Information)

Each applicant must fill up following summary sheet carefully, as this will be utilized for evaluation. Please ensure that information provided in this summary sheet be true and correct.

Sr. No.	Description	Information to be provided by applicant
1.	Name of company / firm	
2.	If 100% owned subsidiary incorporated in India, whether the applicant has an undertaking from the parent company that they will provide financial / technical support to subsidiary for consultancy work, if awarded based on this document. [Refer: Annexure 1 (G), 1(H)]	Yes / No / Not applicable
3.	Have you abandoned any work in last five years? (Please support with undertaking) [Refer: Annexure 1 (F)]	Yes / No
4.	Have your company / firm suffered bankruptcy/ insolvency in the last five years? (Please support with undertaking) [Refer: Annexure 1 (D)]	Yes / No
5.	Is your company / firm currently blacklisted by any government (Central, State, ULBs) / funding agencies (World Bank, ADB, JBIC, DFID, etc.) / Public Sector Undertaking? (Please support with undertaking) [Refer: Annexure 1 (E)]	Yes / No

Annexure 1 (B) Format for Pre-qualification Proposal (Technical Strength)

Relevant Services Carried Out in the Last 10 (Ten) years That Best Illustrate Qualifications

S.N.	Category	Name of Work	Client Name, Telephone/ Fax no. and e-mail	Date of Award and Completion		Whether participated as individual consulting firm/ member of consortium, mentioned the consortium lead	Cost of consultancy work in Rs. Lakhs	Current status of the project	Project brief
				Date of Award	Date of Completion				

*Provide details separately for each project listed in the summary sheet in the following format.

- ☐ Projects without the proof of experience [at least (for Completed Projects: Work Order, Agreement and Completion Certificate, a Certificate from Chartered Accountant/ Auditor having Unique Document Identification Number (UDIN) confirming the receipt of full payment from the Client), (at least for on-going Projects: Work Order, Agreement and Statutory Audited Statement of last two Payment received, a Certificate from Chartered Accountant/ Auditor having Unique Document Identification Number (UDIN) confirming the receipt of payment from the Client)] will not be considered for evaluation.
- ☐ Authority reserves the right to verify the details and ask to furnish necessary proofs in this regard.

Annexure 1 (C) Format for Pre-qualification Proposal (Financial Strength)

This is to certify that as per Audited Financial Statements of ("Name of Single Entity Bidder") for the period FY 2024-25, FY 2023-24, FY 2022-23, the other relevant documents maintained by ("Name of Single Entity Bidder"), the Annual Turnover details from Consultancy Services [excluding IT Implementation, Audit (namely, Internal Audit, IS Audit, IT Audit), Statutory Audit and Taxation Services] and Net Worth for the said three financial years of ("Name of Single Entity Bidder") are as follows:

All Values: INR in Crores

Bidder Type	Annual turnover From Consultancy Services			Average Annual Turnover
	FY Year 1 2022-23	FY Year 2 2023-24	FY Year 3 2024-25	
Single Entity Bidder				
Total				

Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory:

Designation:

Name of firm:

Signature of Authorized Signatory:

Unique Document Identification Number (UDIN):

Seal of Audit firm:

* Note:

1. An Bidder consisting of a single entity should fill in details as per the row titled Single entity Bidder.
2. The Bidder should provide details of its own Financial Capacity or of an Associate as specified in RFP Document.

Instructions:

1. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 (three) years preceding the Application Due Date. The financial statements shall:
 - a. reflect the financial situation of the Bidder and its/ their Associates where the Bidder is relying on its Associate's financials;
 - b. be audited by a statutory auditor;
 - c. be complete, including all notes to the financial statements; and
 - d. correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
2. The Bidder shall submit Audited Annual Reports for Financial Year 1 (2022- 23), Financial Year 2 (2023-24), Financial Year 3 (2024-25) highlighting the Annual Turnover.
3. The Bidder shall provide an Auditor's Certificate having Unique Document Identification Number (UDIN) specifying the Annual Turnover from Consultancy.

Annexure 1 (D) Format for Declaration of Bankruptcy / Insolvency

(to be submitted on the letterhead of the Sole Applicant)

The Company/ Firm should not have suffered bankruptcy / insolvency in the last five years

Letter No:

Date:

UNDERTAKING

To,

Vice Chairman & Chief Executive Officer,

Gujarat Maritime Board,

"SAGAR BHAVAN, Sector 10/A,

Gandhinagar - 382010, Gujarat.

Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva.

Dear Sir,

We, [Firm Name], having registered office at [address], are submitting the proposal for above mentioned assignment. We do hereby declare that [Firm Name] has not been suffered bankruptcy/ insolvency in the last five years.

We remain,

Yours sincerely,

Authorised Signatory

Name of Authorized Signatory:

Designation:

Name of firm:

Date:

Seal of firm:

**Annexure 1 (E) Format for Declaration of Blacklisting by any Government/
Public Sector Organization**

(to be submitted on the letterhead of the Sole Applicant)

**The Company/ Firm should not have been blacklisted by any Government/ Public
Sector Organization**

Letter No:

Date:

UNDERTAKING

To,
Vice Chairman & Chief Executive Officer,
Gujarat Maritime Board,
"SAGAR BHAVAN, Sector 10/A,
Gandhinagar - 382010, Gujarat.

**Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports
(DPRs) for the Proposed Port at Dahej and Mahuva.**

Dear Sir,

We, [Firm Name], having registered office at [address], are submitting the proposal for
above mentioned assignment. We do hereby confirm that we have not blacklisted by any
government (Central, State, ULBs)/ funding agencies (World Bank, ADB, JBIC, DFID etc)./
Public Sector Undertaking.

We remain,

Yours sincerely,

Authorised Signatory

Name of Authorized Signatory:

Designation:

Name of firm:

Date:

Seal of firm:

Annexure 1 (F) Format for Declaration of Abandonment of Consultancy Assignments / Projects/ Contract Works in- complete

(to be submitted on the letterhead of the Sole Applicant)

The Company/ Firm should not have abandoned Consultancy Assignments/ projects/ contract works in- complete.

Letter No:

Date:

UNDERTAKING

To,

Vice Chairman & Chief Executive Officer,

Gujarat Maritime Board,

"SAGAR BHAVAN, Sector 10/A,

Gandhinagar - 382010, Gujarat.

Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva.

Dear Sir,

We, [Firm Name], having registered office at [address], are submitting the proposal for above mentioned assignment. We do hereby declare that [Firm Name] has never been abandoned any assignment/ Consultancy Assignment/ Project/ contract works in-complete

We remain,

Yours sincerely,

Authorised Signatory

Name of Authorized Signatory:

Designation:

Name of firm:

Date:

Seal of firm:

Annexure 2 Format for Power of Attorney for Signing of Proposal

(On INR 300/- Stamp paper duly attested by Notary Public)

POWER OF ATTORNEY

Know all men by these presents, We_(name and address of the registered office¹) do hereby constitute, appoint and authorize Mr./ Ms._____ (Name and residential address) who is presently employed with us and holding the position of_as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for **RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva**, including signing and submission of all documents and providing information/ responses to Authority in all matters in connection with our Proposal.

We hereby declare that all acts, deeds and things done by our said attorney pursuant to this Power of Attorney shall always be deemed to have been ratified by us and done by us.

Dated this the _____ Day of 202_

For

(Name, Designation and Address)

Accepted

_____Signature)

(Name, Title and Address of the Attorney)

Date: _____

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. A certified copy of the appropriate resolution/ document conveying authority to the person signing this Power of Attorney shall be enclosed in lieu of the Power of Attorney.

¹ In case of partnership firm: name and address of principal office of the partnership firm to be provided.

Annexure 4 Firm's References

Relevant Services Carried Out in the Last Ten Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

The consultant shall show case completed and on-going project experience for all of the categories mentioned in (iii).

(i)	Assignment Name	
(ii)	Name of Firm who carried out the study	
(iii)	Type of Study/ Category	
(iv)	Name & Address of the Client	
(v)	No of Person-Months	
(vi)	Time when the assignment was carried out : Start Date End Date	
(viii)	Has any member who worked on this project, been considered for this proposed assignment of Authority? If yes, provide name and role.	
(ix)	Narrative Description of the Scope of work of the Project	
(x)	Description of Actual Services provided by your Staff	
(xi)	Status of the Study [Completed/ On-going] (If the study is not completed, please mention what stage/s of the study has been completed so far).	

Firm's Name: _____

General Instructions:

1. Projects/ Firm's eligible project experience without the proof of experience as mentioned below will not be considered for evaluation:
 - a. At least for **Completed Projects:**
 - i. Work Order, or
 - ii. Agreement, AND
 - iii. Completion Certificate, or
 - iv. A Certificate from Chartered Accountant/ Auditor having Unique Document Identification Number (UDIN) confirming the receipt of full payment from the Client);
 - b. At least for **On-going Projects:**
 - i. Work Order, or
 - ii. Agreement AND
 - iii. Statutory Audited Statement of last two Payment received, or
 - iv. A Certificate from Chartered Accountant/ Auditor having Unique Document Identification Number (UDIN) confirming the receipt of payment from the Client).
2. Work order copy and/ or Completion Certificate shall specifically mention type of work as per above experience requirement category in the Scope of Work/ Terms of Reference, along with Total Project Cost;

Annexure 5 Approach Paper on Methodology and Work Plan for Performing the Assignment

1. Write up on Methodology to carry out this assignment. **The Write up should cover, in detail, how the consultant would carry out the assignment, understanding the issues, detailed work plan, defining milestones and innovativeness in approach and methodology.** The methodology for each head of the proposed Terms of Reference must be described.
2. Define various milestones for the assignment and specify time frame to complete each milestone. Also specify contents of reports and deliverables at each stage of the milestone.

Annexure 6 Composition of the Team Personnel, And Task(S) Of Each Team Member

1. Project Team						
Sr. No	Name of the Member	Proposed Position	Name of Firm	Employment Status (regular / part time / others)	Education Qualification	No. of Years relevant experience

Annexure 7 Format of Curriculum Vitae (CV) For Proposed Professional Staff

(i) Name of Person :

(ii) Proposed position for this assignment: (Only one Candidate should be nominated for each Position as sought)

(iii) Designation :

(iv) Date of Birth :

(v) Nationality :

(vi) No of Years with present Employer :

(vii) Education :

Name of Degree (Graduate onwards)	College and University	Specialization	Year of Passing

(vii) Relevant Experience :

Please provide details of relevant assignments, with respect to task assigned for the proposed study (as mentioned in (ii) above). Kindly provide following information for each assignment:

Name of Assignment	Name of Client	Time period	Description about assignment	Your role (Team/ Project leader, Sector Expert)	Time spent

(viii) Employment Record :

RFP for Selection of Consultant for Preparation of DPRs for the Proposed Port at Dahej and Mahuva

(Starting with present position, list in reverse chronological order, for every employment held.)

Name of Employer	Position held	Duration	Job Responsibility

(ix) Total No. of Years' Experience :

Total No. Of years in Consultancy Service	
Total no. of Years in services other than Consultancy services	
Total Experience	

(x) Certification

I, the undersigned, certify that to the best of my knowledge and behalf, this Bio data correctly describes myself, my Qualifications and my experience.

Signature of Team Member

Date

Note: The CV must be signed by the person whose CV is given. Only those CVs would be considered, which are signed by the concerned persons (Sign of authorized signatory other than the person whose CV is submitted, would not be considered.)

If the proposed Expert is not an employee of the Bidder, then the CVs shall contain an undertaking from the authorized signatory of the bidder about the availability of the concerned key experts for the duration of the Contract as per Annexure-15 format & Undertaking by Key expert as per Annexure – 18.

Annexure 8 Submission Letter of Financial Proposal

(to be submitted online through **NPROCURE** by the Sole Applicant/ Lead Member)

To,
Vice Chairman & Chief Executive Officer,
Gujarat Maritime Board,
"SAGAR BHAVAN, Sector 10/A,
Gandhinagar - 382010, Gujarat.

Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva.

Reference Authority, Letter no: _____ dt: _____

Sir,

I/ We, the undersigned, offer to provide the consulting services for "RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva." in accordance with your Request for Proposal dated <date> i.e. the date of publication, and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of Goods and Service Tax (GST) and other taxes and duties as applicable.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. <Date>.

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

We remain,

Yours faithfully,

Signature_____

Full Name_____

Designation_____

Name of the Firm_____

Mobile No_____

E-mail_____

Address_____

Annexure 9 Break up - Total Price of the Services

(to be submitted online through **NPROCURE** by Sole Applicant/ Lead Member)

RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva

Sr. No.	Price Component	Rate should be quoted for 24 Week	
		Rs. (In Figure)	Rs. (In words)
1.	Team Leader		
2.	Infrastructure Planning cum Technical Expert		
3.	Logistics and Supply Chain Specialist		
4.	Naval Architect		
5.	Environment Expert		
6.	Financial Analyst		
7.	Associate		
	Total Price for the Assignment (sum of 1 to 7)		

Note:

1. All the prices quoted above must be exclusive of Goods and Service Tax (GST) and other taxes and duties as applicable;
2. The Person Man-month shall be considered as 24 working days in one Month.
3. No escalation would be allowed due to changes in taxes and duties except Goods and Service Tax;
4. No conditions should be attached to the price proposal;
5. In case of any discrepancies in the prices mentioned in the figures and words, the prices mentioned in the words would be considered as final price;

Signature_____

Full Name_____

Designation_____

Name of the Firm_____

Mobile No_____

E-mail_____

Address_____

Annexure 10 Proforma Bank Guarantee for Performance Security

[Date]

To,
Vice Chairman & Chief Executive Officer,
Gujarat Maritime Board,
"SAGAR BHAVAN, Sector 10/A,
Gandhinagar - 382010, Gujarat.

In consideration of Gujarat Maritime Board (GMB) (hereinafter referred as the "**Authority**", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) awarding to, having its office at..... (Hereinafter referred as the "**Consultant**" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority's Agreement nodated..... valued at Rs. (Rupees), (hereinafter referred to as the "Agreement") the assignment for consultancy services in respect of the..... Project, and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. (Rupees) to the Authority for performance of the said Agreement.

1. We, (hereinafter referred to as the "**Bank**") at the request of the Consultant do hereby undertake to pay to the Authority an amount not exceeding Rs..... (Rupees) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.
2. We, (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....).
3. We, (indicate the name of the Bank) do hereby undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.
4. We, (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would

be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.
6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).
7. We, (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.
8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. crore (Rupees crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with Paragraph 2 hereof, on or before [(indicate the date falling six (6) Months after the completion of the Assignment)].

For

Name of Bank:

Seal of the Bank:

Dated, theday of, 202.....

(Signature, name and designation of the authorised signatory)

NOTES:

- (i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well

as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Annexure 12 Checklist for Submission

Bidder(s) are requested to organize their Proposals as per the following checklist in the manner set forth in the Article 2 of this document:

Envelope A – Pre-Qualification Proposal	Tick (✓)
1) Proposal submission Letter in the format of Annexure 1.	
2) Bid Security.	
3) Bid Processing Fees.	
4) Pre-qualification Proposal (General Information) in the format of Annexure 1 (A).	
5) Pre-qualification Proposal (Technical Strength) in the format of Annexure 1 (B).	
6) Pre-qualification Proposal (Financial Strength) in the format of Annexure 1 (C).	
7) Declaration of Bankruptcy / Insolvency in the format of Annexure 1 (D).	
8) Declaration of Blacklisting by any Government/ Public Sector Organization in the format of Annexure 1 (E).	
9) Declaration of Abandonment of Consultancy Assignments/ Projects/ Contract Works in- complete in the format of Annexure 1 (F).	
10) Power of Attorney for signing of bid in the format of Annexure 2.	
Envelope B – Technical Proposal	
14) Experience of the firm in format of Annexure 4.	
15) General approach and methodology and work and staffing schedule (maximum 20 pages inclusive of charts and graphs) in the format of Annexure 5.	
16) Composition of the Team Personnel, And Task(s) of Each Team Member in the format of Annexure 6.	
17) Key Professional Staffs' CVs (no limit but preferably should not exceed five (5) pages for each experts' CV) in the format of Annexure 7.	
15) Comments on Terms of Reference.	
16) Checklist for Submission in the format of Annexure 12 .	
Online submission – Financial Proposal	
19) Submission letter of Financial Proposal in the format of Annexure 10.	
20) Break up – Financial Proposal of the Services in the format of Annexure 11.	

Annexure 13 Draft Contract

[Standard Contract Agreement of GMB will be shared with Selected Bidder only.

**This RFP, Replies to Prebid Meeting and any Corrigendum issued for this RFP
will be part of this Contract Agreement]**

Annexure 14 Letter of Consent for Attending Pre-Bid Meeting

(to be e-mail on the letterhead of the Applicant)

To,
Vice Chairman & Chief Executive Officer,
Gujarat Maritime Board,
"SAGAR BHAVAN, Sector 10/A,
Gandhinagar - 382010, Gujarat.

Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva

Sir,

I, [Name], [Designation] of [Firm Name] hereby authorize the following person to attend the Online Pre-bid meeting on [Pre-bid Meeting Date] for the subject proposal on behalf of our organization. His/ Her details are as follows:

Name:	
Designation:	
Name of Firm:	
E-mail:	
Mobile No:	

We have submitted our queries in reference to the RFP issued on the above-mentioned assignment through e-mail in Excel format as per [Annexure 12](#) along with covering letter as on the due date.

We remain,
Yours faithfully,

Signature _____
Full Name _____
Designation _____
Name of the Firm _____
Mobile No _____
E-mail _____
Address _____

Annexure 15 Undertaking Regarding Availability of Key Expert

(This undertaking should be provided if the Expert is not an employee of the Bidder as on the Proposal Due Date)

Dated:

To,

Vice Chairman & Chief Executive Officer,

Gujarat Maritime Board,

"SAGAR BHAVAN, Sector 10/A,

Gandhinagar - 382010, Gujarat.

Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva

We, M/s [Insert name of the Bidder] confirm that key experts named below are the employee of the company on the proposal due date:

1.
2.
3.

Further we, M/s [Insert name of the Bidder] confirm that key experts named below:

- (ii)
(iii) (iv) (v)

have authorized us to use their technical experience and submit their name as a Key Expert for this Proposal.

If selected as the Consultant, we undertake that Key Experts mentioned above would be part of the Project Team during the assignment period and also undertake that these Key Experts will be available and will provide their best services for the duration of the Contract, in accordance with the terms of the RFP and the Contract.

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name & Designation of the Authorised Person

Date: Place:

Annexure 16 Undertaking by Key Expert

(This undertaking should be provided if the Expert is not an employee of the Bidder as on the Proposal Due Date)

Dated:

To,

Vice Chairman & Chief Executive Officer,

Gujarat Maritime Board,

"SAGAR BHAVAN, Sector 10/A,

Gandhinagar - 382010, Gujarat.

Sub: RFP for Selection of Consultant for Preparation of Detailed Project Reports (DPRs) for the Proposed Port at Dahej and Mahuva

I, [Insert name] confirm that I have authorized M/s [Insert name of the Bidder] to use my technical experience and submit my name as a Key Expert for this Proposal.

If selected as the Consultant, I undertake that I shall be part of the Project Team during the assignment period and that I shall be available to provide my best of services for the duration of the Contract, in accordance with the terms of the RFP and the Contract.

Name of Expert Signature Date

Signature

Date

Name of Authorized representative of the bidder (Authorized signatory)

Date:

Place: