



# Request for Proposal (RFP) for Selection of Consultant for preparing Techno- Economic Feasibility Report for Development of an underwater viewing gallery and a Restaurant at Beyt Dwarka



## **Indian Ports Association**

1st Floor, South Tower, NBCC Place

B. P Marg, Lodi Road

New Delhi - 110 003

Ph No: 011-24369061/63; Fax No : 011-24365866

## Disclaimer

1. This RFP document is neither an agreement nor an offer by the IPA. The purpose of this RFP is to provide information to the short listed parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
2. Though adequate care has been taken in preparation of this Request for Proposal (RFP) document, Consultancy Company/ Firm/Consortium (Applicant) submitting detailed financial proposal in response to this RFP should satisfy itself that the information provided in the RFP document is complete in all respects.
3. Neither IPA nor their employees will have any liability to any prospective Consultancy Company/ Firm/Consortium (Applicant) or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Project/Assignment.
4. IPA will not be responsible for any delay in receiving the proposals and reserves the right to accept/reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever.
5. IPA also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application and it reserves the right to change/modify/amend any or all provisions of this RFP document.

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The set of RFP document is issued to:

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Officer

Issuing the RFP Document : \_\_\_\_\_

# 1. LETTER OF INVITATION

New Delhi,

Date: 17<sup>th</sup> June 2016

Dear Mr./Ms.

Name of the Consultant

Address of the Consultant

## 1. Introduction

The Indian Port Association invites proposals to provide the following consulting services:

**Preparation of Techno-Economic Feasibility Report for Development of Underwater Viewing Gallery and Restaurant at Beyt Dwarka, in Jamnagar District of Gujarat.** More details on the services are provided in the Terms of Reference.

## 2. Background

Beyt Dwarka, also known as Beyt Shankhodhar, is a small island and was the main port in the region before the development of Okha. Beyt Dwarka or Shankhodhar is an inhabited island at mouth of Gulf of Kutch situated about 2 km off the coast of Okha, Gujarat, India. At present Beyt Dwarka can be reached by ferry service from Okha. There is a consideration to connect Beyt Dwarka Island to mainland near Okha. This would benefit thousands of tourists visit temples at Beyt Dwarka as it offers opportunities to spot dolphins, marine excursions, camping and picnicking after from the religious tourism.

As it is planned to provide connectivity to the island, it is proposed to provide some additional features that can attract tourists such as viewing gallery and restaurant.

## 3. Objective

The objective of this RFP is to engage a consultant for **Preparation of Techno- Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat**

**4. A firm will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.**

5. All communications including the submission of Proposal should be addressed to:

**Managing Director,**  
Indian Port Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
B.P.Marg, Lodi Road,  
New Delhi – 110 003  
Ph: 011 – 24369061; Fax No: 011-24365866

The official website for accessing the information related to RFP: [www.ipa.nic.in](http://www.ipa.nic.in)

## **2. INSTRUCTIONS TO THE CONSULTANTS/APPLICANTS**

- 2.1 The applicant will be required to submit their financial offer strictly on the basis of terms of reference provided in this RFP document without attaching any counter conditions and certificate to this effect has to be furnished.
- 2.2 The applicant has to submit a non-refundable bid processing fee Rs. 10,000/- along with the proposal through a DD/Banker's cheque drawn in favour of Indian Ports Association, New Delhi.
- 2.3 In case of any dispute arising while performing the services as described in this RFP document, the decision of the IPA will be final.
- 2.4 For applicants who are subsidiaries of foreign companies (Equity of Foreign entity more than 50%) and if their turnover are claimed, the IPA shall insist for a letter from the Parent Company to make their services available to Indian Company as required and demanded by IPA without any extra financial liabilities.
- 2.5 The applicant must be a well-established consultant in India for more than 5 years having experience in conceptualizing/ planning/engineering/design/proof-checking, preparing feasibility reports, design and estimation, preparation of architectural / structural drawings, preparation of tender documents, evaluation of tenders, comprehensive project management with quality and quantity survey, preparation of bills etc. of the work (s).
- 2.6 The applicant should have regular set up of a team of experience professional having handled such specific projects.
- 2.7 The applicant shall be able to hire the services of some other suitable consulting agencies for specialized jobs.
- 2.8 When two or more firms are forming a consortium to participate in RFP then one firm shall become the lead member of the consortium and shall submit an authorization letter for other members of consortium. The evaluation will be conducted on the basis of document submitted by consortium as a whole against evaluation criteria. However, no applicant applying individually or as a member of a consortium, as the case may be, can be member of another applicant.
- 2.9 Even though applicants satisfy the necessary requirements they are subject to disqualification if they have:
  - Made untrue or false representation in the form, statements required in the application document.
  - Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
- 2.10 It may be noted, Project shall be allotted to an Applicant commensurate to their capabilities and capacities as assessed by IPA. No representation in this respect will be entertained.

- 2.11 For selection of consultant, proposals received will be evaluated based on the details furnished and minimum criteria specified by the IPA in this document.
- 2.12 **Bid Undertaking:** Applicant has to furnish following undertaking along with bid.

“I/we certify that in the last three years, we/any of the consortium members have neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part”.

### 2.13 Bid Security

A Bid Security in the form of a Bank Guarantee or Demand Draft, from a scheduled Indian Bank in favour of 'Indian Port Association' valid for 180 days from the last date of submission, payable at New Delhi, for the sum of Rs 1,00,000/- (Rupees One Lakh Only) will be required to be submitted by each Applicant.

**The Bank Guarantee or Demand Draft in original shall be placed in an envelope and attached with the envelope containing the Technical proposal marked as “Technical Proposal - Preparation of Techno- Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat”. Envelope containing financial proposal should be marked as “Financial Proposal - Preparation of Techno-Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat” and “to be opened only in presence of Evaluation Committee”. Both the envelopes i.e. envelope containing Technical Proposal and Financial Proposal shall be placed in an outer envelope and marked “Not to be opened before 13-07-2016 and opened only in presence of Evaluation Committee”.**

**Bids received without the specified Bid Security shall be summarily rejected. The envelope containing bid security should be marked as Bid Security.**

IPA shall not be liable to pay any interest on bid security deposits. Bid security of unsuccessful applicants will be returned, without any interest, as promptly as possible after signing the contract with Successful Applicant or when the selection process is cancelled by IPA.

IPA shall be entitled to forfeit and appropriate the bid security as mutually agreed loss and damage payable to IPA in regard to the RFP without prejudice to IPA any other right or remedy under the following conditions:

- 1) If any 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, or
- 2) In the case of a Successful Applicant, if the applicant fails to sign the agreement within the specified time limit, and/or fails to submit the inception report within the specified time, or
- 3) If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to IPA.

For the Successful Applicant the bid security will be retained by IPA till the submission of the Final Report. After selection of the Successful Applicant the Bid Security will be converted into Performance Guarantee and it will be released 180 days after the approval of the final report.

#### **2.14 Right to accept or reject any or all proposals**

Notwithstanding anything contained in this document, the IPA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

The Authority reserves the right to reject any Proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification/ rejections occurs after the proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

#### **2.15 Language**

The Proposal with all accompanying documents (as specified in this RfP document) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this document. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

#### **2.16 Evaluation processes**

The RFP is being circulated only to the empanelled consultants of IPA and through this RFP technical proposal comprising of approach and methodology and the financial offer along with key personnel required specifically for this project is requested from the Consultants for evaluation.

The weightage for the technical details and financial quote is given below:

- Technical Proposal                      - 80%
- Financial Bid                                - 20%



The scoring criteria to be used for evaluation shall be as follows:

<b>S. No.</b>	<b>Parameter</b>	<b>Maximum Marks</b>
<b>1</b>	<b>Relevant experience of the bidder</b>	<b>20</b>
<b>2.</b>	<b>Proposed Methodology and Work Plan</b>	<b>10</b>
<b>3.</b>	<b>Team Composition</b>	<b>70</b>
	• Transportation Expert	
	• Structural Engineer	
	• Hospitality Expert	
	• Financial Expert	
	• Social and Environmental Expert	

### **2.17 Correspondence with applicant**

Given and except as provided in this RFP, the IPA shall not entertain any correspondence with any applicant in relation to acceptance or rejection of any application.

IPA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:

- Suspend and/or cancel the bidding process and/or amend and/or supplement the Bidding process or modify the dates or other terms & conditions relating there to.
- Consult with any applicant in order to receive clarification or further information.
- Select or not to select any applicant and/or to consult with any applicant in order to receive clarification or further information.
- Retain any information and / or evidence submitted to the IPA by, on behalf of, and/or in relation to any applicant and/or.
- 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.

### **2.18 Fraud and corrupt practices**

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 document, the IPA (Client) 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 Client 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 Client for, inter alia, time, cost and effort of the Client, in regard to this document, including consideration and evaluation of such Applicant's Proposal.

2.18.1 Without prejudice to the rights of Client herein above and the rights and remedies which the Client may have under the LOA or the Agreement, if an Applicant, as the case may be, is found by the Client 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 shall not be eligible to participate in any tender or RFP issued by the Client during a period of three years from the date such Applicant, as the case may be, is found by the Client 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.

2.18.2 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 Client 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 Client, 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 Client 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 Client 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.

## **2.19 Ownership of document and copyright**

All the study outputs including primary data shall be compiled, classified and submitted by the consultants to the Client in hard and soft copies shall remain the property of the client and shall not be used for any purpose other than that intended under these terms of reference without the permission of the Client.

## **2.20 Coordination with Ministry of Shipping and Gujarat Maritime Board**

Although the RFP for preparation of **Preparation of Techno- Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat** is being issued by Indian Port Association but for all work related matters the selected consultant has to work in tandem with **Ministry of Shipping and Gujarat Maritime Board**. The Port Department will assist the consultant in getting all the relevant information pertaining to the project on best effort basis but it will primarily be the responsibility of the consultant to arrange the information necessary for the implementation of this project.

## **2.21 Team for the Project**

The team proposed at the time of empanelment has to be employed on this project and if the consultant wants any replacement in that case they have to take the permission of **MD IPA**. For the same, the CV of the replacement has to be provided along with a written request citing reason for replacement. The person who is the replacement has to be equal or better qualified than the person replaced.

### 3. DATA SHEET

#### INFORMATION TO CONSULTANTS

S.No.	
1	<p>The name of client is: "Indian Ports Association</p> <p>The method of selection is Quality and Cost - Based Selection (QCBS).</p> <p>The weights given to technical and financial proposals are</p> <p>Technical =80%</p> <p>Financial =20%</p>
2	<p>Objective and description of the assignment:</p> <p>The main objective of this assignment is to conduct:<b>Preparation of Techno- Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat</b></p> <p>The detailed description of services is mentioned in the Terms of Reference.</p>
3	<p><b>Clarifications must be requested on or before 1200 Hrs on 26-06-2016.</b></p> <p><b>Pre-bid meeting at 1500 Hrs (3.00 pm) on 27-06-2016</b></p> <p>The address for requesting clarifications and Pre-bid meeting is:</p> <p>Chief Administrative Officer, Indian Port Association, 1st Floor, South Tower, NBCC Place, B.P.Marg, Lodi Road, New Delhi – 110 003 Ph: 011 – 24369061; Fax No: 011-24365866; email : ipa@nic.in</p>
4	<p>The proposal of the consultant should be valid for 180 days from the last date of submission.</p> <p>Duration of project: <b>2 Months</b></p>
5	<p><b>The date of submission of proposal is: 13-07-2016(before 3.00 PM IST)</b></p> <p>The address for submission of proposal is:</p> <p>Chief Administrative Officer, Indian Port Association, 1st Floor, South Tower, NBCC Place, B.P.Marg, Lodi Road, New Delhi – 110 003 Ph: 011 – 24369061; Fax No: 011-24365866</p> <p><b>The Applicant to state cost in Indian Rupees only.</b></p> <p>Applicant must submit :</p> <ul style="list-style-type: none"> <li>■ Technical proposal: Two copies (one original + one copy) and one soft copy (PDF + Word Format).</li> <li>■ Financial proposal: One copy only in sealed envelopes with name of the Project written on the sealed envelope. This is to be placed in a sealed outer envelope which also contains envelope for Bid Security. The outer envelope and envelope containing financial proposal should be marked in bold capital letters as <b>FINANCIAL PROPOSAL: TO BE OPENED ONLY IN PRESENCE OF EVALUATION COMMITTEE</b> and "Not to be opened before <b>13-07-2015</b>".</li> </ul>

## 4. TERMS OF REFERENCE

### Background

Beyt Dwarka, also known as Beyt Shankhodhar, is a small island and was the main port in the region before the development of Okha. Beyt Dwarka or Shankhodhar is an inhabited island at mouth of Gulf of Kutch situated about 2 km off the coast of Okha, Gujarat, India. At Present Beyt Dwarka can be reached by ferry service from Okha.



This coastal town is traditionally identified with Dwaraka or Dwaravati, mentioned in the Mahabharata as Krishna's city. Ancient Dwaraka sank in sea known for archaeological site or Island of Barka mentioned in the Periplus of Erythrean Sea was a port, and some scholars have identified it as Dwarka.

The Deccan College, Pune and the Department of Archaeology, Government of Gujarat, in 1963 made the first archaeological excavations at Dwaraka and second round of excavations in 1979 by the ASI. A distinct pottery known as lustrous red ware, which could be more than 3,000 years old was found here. Scientists and archaeologists have researched this site for 20 years.

The Underwater Archaeology Wing (UAW) of the Archaeological Survey of India (ASI) began excavations at Dwaraka again from January 2007 to study the antiquity of the site in a holistic manner, excavations are being conducted simultaneously both on land and undersea. The objective of the excavation was to know the antiquity based on material evidence. In the offshore excavation, the ASI's trained underwater archaeologists and the divers of the Navy searched the sunken structural remains and finds were studied and documented.

A large number of people visit this place to visit temples at Beyt Dwarka and also to spot dolphins, marine excursions, camping and picnicking.

There is a consideration to connect Beyt Dwarka Island to mainland near Okha, which will further enhance the tourism activities. Considering the ecological and heritage significance and

also expected increase in tourism with the proper connectivity, it is proposed to provide some additional features that can attract tourists such as underwater restaurant and viewing gallery.

## Scope of work

1. Study the number of tourists and their profiles (national, international, gender based and age-wise), who visit Beyt Dwarka currently and estimate the potential increase in the long term horizon of 20 years.
2. Collection of existing information as well as primary data especially on the hydrography, geotechnical, water quality, sediment, ecology and archeological settings of the project area.
3. Coordination with National Highway Authority of India (NHAI), Ministry of Shipping (MoS), Ministry of Road, Transport and Highway (MoRTH), Tourism Corporation of Gujarat Ltd. (TCGL), Gujarat Maritime Board (GMB), Archeological Survey of India (ASI), National Institute of Oceanography (NIO) to collect information relevant to the project.
4. Assess the possibility of setting up of Underwater Viewing Gallery and restaurant having see-through walls to enable watching of marine life and heritage resources.
5. Identify an appropriate location for the facility based on presence of spectacular marine life, heritage resources, proximity to proposed bridge/link being planned by MoRTH and other existing tourist spots.
6. Evaluate various similar facilities world-wide and their suitability to the proposed project location.
7. Determine and suggest an appropriate environmentally sensitive design options for an underwater viewing facility/ observatory and restaurant and suggested options that are to be analyzed on the following parameters and the most suitable option to be recommended for implementation:
  - a. No. of visitors
  - b. Time for construction
  - c. Operation and Maintenance requirements
  - d. Safety and risk
  - e. Environmental Impact
  - f. Attractiveness to the visitors
  - g. Order of Magnitude Capital Cost Estimate
8. The proposal must address and resolve technical challenges from the start and create a realistic, practical and cost-feasible design.
9. Prepare the perspective views of the proposed structure along with floor plans.
10. Preparation of the capital cost estimates and financial feasibility estimate of the project along with the implementation schedule.
11. Assessment of environmental, ecological sensitivity of the proposed facility, especially heritage resources within the study area (both off shore and onshore) and assess the significance and severity of the project on the resource arising from pre-construction, construction and operational phase.

12. Preparation of Environmental Management Plan covering environmental, social, emergency response, and monitoring aspects for pre-construction, construction and operational phase.
13. Identify all relevant stakeholders, clearances, approvals and permits required for the project.

**Deliverable, time frame and payment schedule**

<b>S.No.</b>	<b>Milestone</b>	<b>Time*</b>	<b>Payment (%)</b>
1	Inception Report	<b>D + 7 days</b>	<b>10</b>
2	Report on data collection (environment, ecology, archeology etc.) and location survey.	<b>D + 30 days</b>	<b>15</b>
3	Draft report on the market analysis w.r.t the tourism potential and the selected locations for Tourist Centre / Hotel	<b>D + 45 days</b>	<b>20</b>
5	Draft TEFR	<b>D + 60 days</b>	<b>40</b>
6	Final report	<b>D + 75 days</b>	<b>15</b>

\*D – Date of issue of LoA.

## **5. TECHNICAL PROPOSAL - STANDARD FORMS**

Form 5A. Technical Proposal submission form

Form 5B. Description of Approach, Methodology and work plan for performing the assignment

Form 5C. Team composition and task assignments

Form 5D. Format of Curriculum Vitae of proposed professional staff



## Form 5A: Technical Proposal Submission Form

Date:

To:

**Managing Director,**

Indian Port Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
B.P.Marg, Lodi Road,  
New Delhi – 110 003  
Ph: 011 – 24369061; Fax No: 011-24365866

**Subject: Consultancy Services for Preparation of Techno- Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat**

Dear Sir:

We, the undersigned, offer to provide the consulting services for **Preparation of Techno- Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat** in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in JV/Consortium with: [*Insert a list with full name and address of each Joint Venture/Consortium partner*]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The Annual Turnover from Consultancy Services of the lead firm/consortium partner for FY 2014-15 is Rs \_\_\_\_\_ (Rs. \_\_\_\_\_) only (respectively). Certificate(s) from Statutory Auditor/Chartered Accountant is attached along with this letter.

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,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## Form 5B: Description of Approach, Methodology and Work Plan for Performing the Assignment

Technical approach, methodology and work plan are key components of the Technical Proposal. The consultant is suggested to present its Technical Proposal (5 (five) A4 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology
  - b) Work Plan, and
  - c) Organization and Staffing
- a) **Technical Approach and Methodology.** In this chapter the consultant should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The consultant should highlight the problems to be addressed along with their importance and explain the technical approach the consultant would adopt to address them. The consultant should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan.** In this chapter the consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client) and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Form of Work Schedule.
- c) **Organization and Staffing.** In this chapter the consultant should propose the structure and composition of the proposed team. The consultant should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

## Form 5C: Team Composition and Task Assignment

Professional Staff					
Name of Staff	Firm	Area of Expertise	Position Assigned - Professional Experience in years	Educational Qualification/ no. of eligible projects	Marks Allocated
		Transportation Expert	Team Leader – 15 years	Bachelor degree in civil engineering with minimum experience of 15 years in various field of civil engineering, planning and design of bridge, road, tunnel etc. Experience of at least 5 similar projects. Experience of designing any underwater and see through tunnel will be an added advantage.	20
		Structural Engineer	Deputy Project Manager – 12 years	Bachelor degree in Civil engineering with minimum experience of 12 years in various field of engineering, planning and design of bridge, road, tunnel etc. Experience of at least 3 similar projects. Experience of designing any underwater and see through tunnel will be an added advantage.	15
		Hospitality Expert	MBA – 10 years	Master's in Business Administration with minimum experience of 7 years in market demand analysis for hospitality projects like theme restaurant, resorts etc. Experience of at	15

				least 3 similar projects	
		Financial Expert	Financial Expert – 7 years	MBA or equivalent qualification from any university/institution. He shall have minimum experience of 7 years in financial modelling and analysis. At least 2 relevant projects.	10
		Social and Environmental Expert	Social and Environmental expert – 7 years	Master’s Degree in Environmental Engineering or Master’s Degree in Environmental Science or equivalent. At least 2 relevant projects.	10

**For a key personnel,** 20% marks is for year of experience & number of assignment and 80% for quality & relevance of the experience.

<b>Support Staff</b>				
<b>Name of Staff</b>	<b>Firm</b>	<b>Area of Expertise</b>	<b>Position Assigned</b>	<b>Task Assigned</b>

## Form 5D: Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_
2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, qualifications obtained, and date*]: \_\_\_\_\_  
\_\_\_\_\_
6. **Membership of Professional Organisations:** \_\_\_\_\_  
\_\_\_\_\_
7. **Training & Publications** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_  
\_\_\_\_\_
8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_  
\_\_\_\_\_
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_  
\_\_\_\_\_
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:  
  
From [Year]: \_\_\_\_\_ To [Year]: \_  
  
Employer: \_\_\_\_\_  
  
Positions held: \_\_\_\_\_

<b>11. Detailed Tasks Assigned</b> [ <i>List all tasks to be performed under this assignment</i> ]  	<b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b> [ <i>Among the assignments in which the Staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.</i> ]  
---------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of staff member)Day/Month/Year*

*Full name of the staff:-----*

*Signature of Authorized representative of the staff----- Date-----*

*(Day/Month/Year)*

Full name of authorized representative: \_\_\_\_\_

## **6. FINANCIAL PROPOSAL - STANDARD FORMS**

Form 6A Financial Proposal Submission Form

Form 6B Summary of Costs

Form 6C Breakdown of Costs

Form 6D Breakdown of Remuneration

Form 6E Breakdown of Out of Pocket Expenses

## Form 6A: Financial Proposal Submission Form

Date:

To:

**Managing Director,**

Indian Port Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
B.P.Marg, Lodi Road,  
New Delhi – 110 003  
Ph: 011 – 24369061; Fax No: 011-24365866

**Subject: Preparation of Techno- Economic Feasibility Report for Development of underwater viewing gallery and restaurant at Beyt Dwarka in Jamnagar District of Gujarat**

Dear Sir,

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*]. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*<sup>1</sup>].

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 undertake that, in completing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



## Form 6B: Summary of Costs

SNo	ITEM	Cost (in Indian Rupees)	
		Amount in words	Amount in figure
A	Costs of financial proposal		
B	Service Tax		
C	Other Taxes and duties		
	<b>Total cost of financial proposal</b>		

## Form 6C: Breakdown of Costs

<b>Cost component</b>	<b>Amount (s) in words (Indian Rupees)</b>	<b>Amount (s) in figure (Indian Rupees)</b>
<b>Remuneration</b>		
<b>Out of pocket Expenses</b>		
<b>Cost of financial proposal</b>		

### Form 6D: Breakdown of Remuneration

Name	Position	Staff – month Rate	Input (Staff-months)	Amount (in Rs)
<b>Key Staff</b>				
<b>Support Staff</b>				
<b>Total</b>				

### Form 6E: Breakdown of Out of Pocket Expenses

No.	Description	Unit and Unit Cost	Quantity	Amount (in Indian Rupees)
1	Per diem allowances			
2	Miscellaneous travel expenses			
3	Communication costs			
4	Drafting, reproduction of reports			
5	Local transportation costs			
6	Misc. (survey, data collection, etc.)			
<b>Total</b>				

## ANNEXURE – I

### Format of Bank Guarantee for Bid Security

**To**

**Managing Director,**  
Indian Port Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
B.P.Marg, Lodi Road,  
New Delhi – 110 003  
Ph: 011 – 24369061; Fax No: 011-24365866

WHEREAS \_\_\_\_\_ [Name and address of the consultant] (hereinafter called “the consultant”) in pursuance of the consultancy project \_\_\_\_\_ to provide the services on terms and conditions set forth in this Request for Proposal (RFP) dated \_\_\_\_\_ [Name of project and brief description of works] (hereinafter called the “bid”).

AND WHEREAS it has been stipulated by you in the RFP inviting bid(s) that the Applicant shall furnish to you a bank guarantee issued by a Nationalised / Scheduled bank for the sum specified therein as security for compliance with his obligations in accordance with the bid submitted.

AND WHEREAS we have agreed to issue on behalf of the Applicants such a bank guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of, the Applicant up to a total of \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee] as aforesaid without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicants before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the RFP or the bid or of the services to be performed there under or of any of the bid documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification or by the extension of time for performance granted to the Applicant or postponement/non exercise/ delayed exercise of any of its rights by IPA or any indulgence shown by IPA to the Applicant and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise of any of its rights by IPA or any

indulgence shown by IPA provided nothing contained herein shall enlarge the Guarantor's obligation hereunder.

The liability of the bank under this guarantee shall not be affected by any change in the constitution of the Applicant or of the bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand in writing is served upon us on or before \_\_\_\_\_ our liability under this guarantee shall cease.

Signature and seal of the Gurantor \_\_\_\_\_ in presence of

Name and designation \_\_\_\_\_ 1. \_\_\_\_\_

(Name, Signature & Occupation)

Name of the bank \_\_\_\_\_

Address \_\_\_\_\_ 2. \_\_\_\_\_

(Name, Signature & Occupation)

Date \_\_\_\_\_

## ANNEXURE – II

### Power of Attorney for Authorised representative

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr. / Ms. son/daughter/wife and presently residing at , who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorised Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Consultant {Project Name}, proposed to be developed by the Client (the "IPA") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Client in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF ,20\*\*

For

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized

Accepted

(Signature, name, designation and address of the Attorney)

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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required

procedure,. The Power of Attorney should be executed on a non-judicial stamp paper of Ras.50 (fifty) and duly notarised by a notary public.

Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalised by the Indian Embassy if it carried a conforming Appostille certificate.