

**Selection of Consultant**

**To**

**Carry out Skill Demand Assessment Survey and Detailed  
Project Report for establishment of Marine Skill Training Centre  
at ITI campus, Dwarka in the State of Gujarat**

**Request for Qualification cum Request for Proposal**

**(RFQ cum RFP)**



**Gujarat Infrastructure Development Board,  
8th Floor, Block No. 18, Udyog Bhavan, Sector -11,  
Gandhinagar, Gujarat – 382 017  
Phone No: 91-079-23232701/4, Fax No: 91-079-23222481,  
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## **Letter of Invitation**

To,

**Sub: Selection of Consultant to Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

Dear Sir,

We are pleased to invite you to participate in the Bidding Process for the “**Selection of Consultant to Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat**”. The RFQ cum RFP Document is enclosed herewith.

We look forward to your participation and professional services.

Thanking you,

Yours faithfully,

**Smt. Avantika Singh Aulakh, IAS**  
**Chief Executive Officer**  
**Gujarat Infrastructure Development Board**  
Block No. 18, 8th Floor, Udyog Bhavan  
Gandhinagar-382 017

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## Glossary

Authority	As defined in Disclaimer
RFQ cum 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
Affiliate	As defined in Clause 2.22.1
Parent	As defined in Clause 2.22.1
Ultimate Parent	As defined in Clause 2.22.1
TOR	As defined in Clause 3
Key Personnel	As defined in Clause 3.5
Contract Agreement	As defined in Annexure 15
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.

### Abbreviations

ADB	Asian Development Bank
BG	Bank Guarantee
CA	Concession Agreement
CV	Curriculum Vitae
DET	Directorate of Employment & Training
FID	Department for International Development
DFR	Detailed Feasibility Report
DPR	Detailed Project Report
DSCR	Debt-Service Coverage Ratio
EIRR	Economic Internal Rate Of Return
GIDB	Gujarat Infrastructure Development Board
ICT	Information and Communications Technology
IRR	Internal Rate of Return
IS	Indian Standards
IT	Information Technology
JBIC	Japan Bank for International Cooperation
JV	Joint Venture
O&M	Operation and Maintenance
PPP	Public Private Partnership
SOP	Standard Operating Procedure
SPT	Standard Penetration Test
UDIN	Unique Document Identification Number
ULB	Urban Local Body
USP	Unique Selling Propositions
VGf	Viability Gap Funding
VR	Virtual Reality

### **Disclaimer**

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

The purpose of this RFQ cum RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFQ cum RFP (the "**Bid**"). This RFQ cum 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 RFQ cum 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 RFQ cum RFP. The assumptions, assessments, statements and information contained in this RFQ cum 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 RFQ cum RFP and obtain independent advice from appropriate sources.

Information provided in this RFQ cum 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 RFQ cum RFP or

otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ cum RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ cum 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 RFQ cum 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 RFQ cum RFP.

The issue of this RFQ cum 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 Selection of Consultant **To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.** 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 State of Gujarat has around 144 Islands across its coastline. These islands need to be developed socially, economically and with Environment protection. They provide unique marine ecosystems and also present immense opportunities for tourism development.

Government of Gujarat vide resolution of Home Department No: B-5/CSS/1020/GOI-10 (Part-1) dated 21st August, 2019 has formed an Island Development Authority under the chairmanship of Hon'ble Chief Minister of the State.

Concept Plan and proposed shelf of projects prepared for Pirotan Island (Jamnagar), Shiyal bet (Amreli) and Bet Dwarka (Devbhumi Dwarka) were presented at the 3rd meeting of Island Development Authority held under the chairmanship of Hon'ble Chief Minister on 30th June 2020. It was further decided by Authority to designate ITI Dwarka as Marine Skill Training Centre of Gujarat for conducting marine as well as Island supporting courses in order to enable local population to benefit from the expected generation of employment opportunities. The broad areas of marine skill training will be related to Island Tourism, Nature Education, Adventure water sports, Safety and Security Activities and the like.

With the objective of skilling the young workforce of Gujarat and elevating their skills to global standards for employment in India and abroad, the Government of Gujarat intends to set up a marine Skill Training Centre for facilitating and coordinating various skill development initiatives of the state.

Therefore, Government of Gujarat through GIDB is looking forward for Selection of Consultant for conducting Skill Demand Assessment and Detail Project Report for Marine Skill Training Centre at ITI Dwarka.

## **1.2. Request for Qualification cum Request for Proposal (RFQ cum RFP)**

The Authority invites bids/proposals from interested firms (the "**Bids**" or "**Proposals**") for selection of an Agency (the "**Consultant**") who shall undertake detailed Market Demand Assessment, Detailed feasibility Study, Detailed Project Report, Financial projections, determining costs, identification of courses for setting up Marine Skill Training Centre at ITI campus Dwarka in the State of Gujarat (collectively the "**Consultancy Assignment**").

The Authority intends to select the Consultant through an open 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 RFQ cum 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 RFQ cum RFP Document.

#### 1.4. Schedule of the bidding process:

Sl. No	Event	Period	Date	Time	Venue
1	<b>Floating of RFQ cum RFP</b>	(T)	<b>18 June 2022</b>	11:00 hrs.	Through advertisement, GIDB website and N Procure website
2	Last Date of Receiving Queries (RFQ cum RFP)	<b>T+3 Days</b>	21 June 2022	17:00 hrs	Through email with covering letter and queires in excel format as per annexure 13 to <a href="mailto:gm-gidb@gujarat.gov.in">gm-gidb@gujarat.gov.in</a>
3	Pre-bid Meeting	<b>T+5 Days</b>	23 June 2022	15:00 hrs	Conference Room, Directorate of Employment & Training, Block No. 1, 3rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar - 382010
4	Reply to Pre-bid Queries (Response upload online)	<b>T+13 Days</b>	01 July 2022	NA	NA
5	Last Date of Submission of RFQ cum RFP				
	<b>(a) Submission of Financial Bid (online)</b>	<b>T + 23 Days</b>	<b>11 July 2022</b>	17:00 hrs	<b>Financial Bid Submission</b> online submission through <a href="https://nprocure.com">https://nprocure.com</a> [Tender ID -----]
	<b>(b) Submission of Technical Bid (Hard Copy)</b>	<b>T + 26 Days</b>	<b>14 July 2022</b>	17:00 hrs	<b>Technical Bid Submission</b> As per Clause 2.12
6	Opening of Technical Bids	<b>T + 26 Days</b>	14 July 2022	17:30 Hrs	Conference Room, Directorate of Employment & Training, Block No. 1, 3rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar - 382010
7	<b>Presentation by Bidders</b>	<b>T + 32 Days</b>	<b>20 July 2022</b>	15:30 hrs	
8	a) Declaration of Technical Result	<b>T + 34 Days</b>	22 July 2022	13:30 hrs	Conference Room, Gujarat Infrastructure Development Board, Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017
	b) Opening of Financial Bids	<b>T + 34 Days</b>	22 July 2022		
9	Issue of Letter of Award (LoA)	<b>T + 45 Days</b>	27 July 2022	18:00 hrs	Through e-mail.

## **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 RFQ cum RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (the "Sole Firm") or as lead member of a consortium of maximum two firms (the "Lead Member") 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 RFQ cum RFP.

2.1.2. The Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFQ cum 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 RFQ cum 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 Financial Bid should be scanned and submitted online in the format at **Annexure - 10 and Annexure - 11**, clearly indicating the bid amount in both figures and words, in Indian Rupees, and signed by the Bidder's authorized 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 RFQ cum 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, its consortium member (the "Member") or Associate (or any constituent thereof) and any other Bidder, its consortium member (the "Member") 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, its consortium member (the "Member") or Associate or a constituent thereof in the other Bidder(s), its consortium member (the "Member") 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

2.1.10. A 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 RFQ cum RFP is not transferable.

2.1.12. Any award of Contract pursuant to this RFQ cum 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 RFQ cum RFP.

2.1.14. Any queries or request for additional information concerning this RFQ cum RFP shall be submitted in writing by e-mail in the format at **Annexure 13** to the officer designated in Clause 2.12 below. The communication shall clearly bear the following identification/ title/ subject:

**"Queries/Request for Additional Information: RFQ cum RFP– Selection of Consultant to Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat."**

## **2.2. In case of Consortium**

The consultants in the consortium shall not be allowed to bid for the project individually. Further, one party cannot be a part of more than one consortium. It is explicitly declared that such bids will be treated as non-responsive, and shall not be considered for the project; and the bid security of both the consortiums shall be forfeited. **The Team Leader must be from the lead Member of the Consortium.**

## **2.3. Cost of Bidding**

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

## **2.4. Bid Processing Fees**

The consultants would be required to pay **INR 10,000/- (Rupees Ten Thousand only)** as bid processing fees in the form of demand draft in favour of **Gujarat Infrastructure Development 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.

*Note-The bidders participated in the previous attempt would be exempted from the bid processing fee.*

## **2.5. Site Visit and Verification of Information**

2.5.1. Bidders are advised to submit their respective Bids and ascertaining for 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 RFQ cum 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 RFQ cum 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:

(i) 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 RFQ cum 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 RFQ cum 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 RFQ cum RFP**

<b>Request For Qualification cum Request for Proposal Document</b>		
<b>Volume I</b>		Letter of Invitation
		Glossary
		Disclaimer
		Bid Summary
		Introduction
		Instruction to the Consultants
		Terms of Reference
		Evaluation of Bids
		Fraud and Corrupt Practices
		Miscellaneous
<b>Volume II</b>		<b>Annexure</b>
	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)

<b>Request For Qualification cum Request for Proposal Document</b>		
	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/ Construction Supervision Assignments/ Projects/ Contract Works in- complete
	Annexure 1 (G)	Format for Certificate of Relationship of Parent Organization or Affiliate or Ultimate Parent Organization or Promoter with the Bidder
	Annexure 1 (H)	Format for Undertaking from the Financially Evaluated Entity or its Parent Organization
	Annexure 2	Power of Attorney for signing of Proposal
	Annexure 3	Power of Attorney for Lead Member of Consortium
	Annexure 4	Firm's References
	Annexure 5	Approach Paper on Methodology and Work Plan For Performing the Assignment
	Annexure 6	Composition of the Team Personnel, And Task(S) Of Each Team Member
	Annexure 7	Format of Curriculum Vitae (CV) For Proposed Professional Staff
	Annexure 8	Time Schedule for Professional Personnel
	Annexure 9	Activity (Work) Schedule
	Annexure 10	Submission Letter of Financial Proposal <b><u>(to be submitted online)</u></b>
	Annexure 11	Total Price of the Services <b><u>(to be submitted online)</u></b>
	Annexure 12	Performa Bank Guarantee for Performance Security
	Annexure 13	Format of Query (s) submission
	Annexure 14	Checklist for Submission
	Annexure 15	Draft Contract Agreement
	Annexure 16	Letter of Consent for Attending Pre-Bid Meeting
	Annexure 17	Deleted.
	Annexure 18	Undertaking Regarding Availability of Key Expert
	Annexure 19	Undertaking by Key Expert

## **2.8. Clarifications**

2.8.1 Bidders requiring any clarification on the RFQ cum RFP may notify the Authority in writing by e-mail in accordance with Clause 2.1.14. They should send in their queries within the date mentioned in the Schedule of Bidding Process specified in Clause 1.4. Authority shall endeavour to respond to the queries, but no later than Ten (10) days prior to the Bid Due Date. The responses will be sent by e-mail and uploaded on the website. 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 endeavour 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 RFQ cum 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 RFQ cum 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 RFQ cum 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 or written in indelible ink and signed by the authorised 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 initialled 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 at Annexure 1 to 9 and Annexure 12 to 19 and seal it in an envelope and mark the envelope as **“RFQ cum RFP –Selection of Consultant to Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.”**

2.11.2. The 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-14.

2.11.3. The 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**

1. 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/ Construction Supervision Assignments/ Projects/ Contract Works in- complete in the format of Annexure 1 (F).
- ix) Format for Certificate of Relationship of Parent Organization or Affiliate or Ultimate Parent Organization or Promoter with the Bidder of Annexure 1 (G).
- x) Undertaking from the Financially Evaluated Entity or its Parent Organization in the format of Annexure 1 (H).
- xi) Power of Attorney for signing of Bid in the format of Annexure 2
- xii) In case of Consortium, Power of Attorney for Lead Member of Consortium in the format of Annexure 3.
- xiii) Checklist for Submission in the format of Annexure 14.

#### **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 2 projects in each completed and on-going projects category 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) Time schedule for professional personnel in the format of **Annexure 8**.
- v) Activity (work) schedules in the format of **Annexure 9**.
- vi) A copy of the Contract Agreement with each page initialled by the person signing the Bid in pursuance of the Power of Attorney referred to in hereinabove.;
- vii) 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).
- viii) Checklist for Submission in the format of **Annexure 14**.

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 9**. Such information must be provided by the Consultant and each Associate (in case of Consortium).

i). A brief description of the organization and outline of recent experience of the Consultant and each Associate (in case of Consortium) 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). A Staffing Schedule indicating clearly the estimated duration in terms of person-months and the proposed timing of each input for each nominated expert using the format shown in **Annexure 8**.

v). 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.

vi). 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.

vii). The Technical Proposal shall not include any financial information. Technical Proposals containing financial information may be declared non-responsive.

viii). 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.

ix). Higher rating will be given to nominated experts from the consulting firm and associated consulting firms, if any, who are regular full-time employees. The Authority defines a regular full-time employee to be a person who has been employed continuously by the Consultant or one of its Associates, for more than twelve (12) months prior to the date of submission of the Proposal.

x). 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 fax/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. A true copy of the technical proposal accompanying the Bid, as specified in Clause 2.11.3 above, shall be placed in hard binding and the pages shall be numbered serially. Each page thereof shall be initialled in blue ink by the authorised signatory. This copy of the documents shall be placed in a separate envelope and marked "**Copy of Technical Proposal**".

2.11.7 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.

2.11.8 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

### **2.11.9 The Financial Proposal – to be submitted online**

- i). The Financial Proposal must be submitted online in PDF Format on the letterhead of the Sole Applicant using the format shown in Annexure 10 and Annexure 11 through <https://gidb.nprocure.com>.
- ii). Annexure 11 (Total Price of the Services) must be filled up online through NPROCURE using the format shown in Annexure.
- iii). 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.
- iv). The financial quote should be exclusive of Goods and Service Tax. No additional finance will be provided under any other headings not mentioned in the financial quotation.
- v). All the costs must be expressed in Indian Rupees only.
- vi). All information provided in Consultants' Financial Proposal will be treated as confidential.

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

2.11.11 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)

Fax: +91-79-26857321, 40007533

E-mail: [nprocure@gnvfc.net](mailto:nprocure@gnvfc.net)

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



## **2.12. Address of Communication**

2.12.1. Each of the envelopes shall be addressed to:

ATTN. OF: **Smt. Avantika Singh Aulakh, IAS**

Designation: **Chief Executive Officer,**

Address: **Gujarat Infrastructure Development Board  
Block No. 18, 8th Floor, Udyog Bhavan,  
Gandhinagar-382 017**

Phone No: **91-079-23232701/ 4, Fax No: 91-079-23222481**

E-mail: [ceo-gidb@gujarat.gov.in](mailto:ceo-gidb@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 RFQ cum 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. **1,00,000/- (Rupees One Lakh only)** in the form of a demand draft issued by one of the nationalised/ Scheduled banks in India drawn in favour of - **Gujarat Infrastructure Development 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 non-responsive.

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 RFQ cum 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 RFQ cum 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 RFQ cum 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 4.7;
- 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 withdraw 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 RFQ cum 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 RFQ cum RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- (a) If an Applicant engages in any of the Prohibited Practices specified in Clause 5.1 of this RFQ cum RFP;
- (b) if the Applicant is found to have a Conflict of Interest as specified in Clause 2.1.9;
- (c) if the Selected Applicant commits a breach of the Agreement;
- (d) When the Selected Bidder fails to make complete supply services satisfactorily;

2.21.2 An amount equal to **3% (Three 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 12) from any nationalised/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. The Bank Guarantee (BG) shall be as per Annexure 12.

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;

**2.21.8 The Performance Security deposit shall be paid in time and if it is paid after fifteen (15) days from the date of issuance of LOA then the penalty of 0.065% per day of the amount of security deposit shall be recovered from the bidder while receiving the security deposit.**

**2.22. Eligibility Criteria:**

**2.22.1** The Bidder can however use the technical and financial strength of its Parent Organization or Affiliate or Ultimate Parent Organization or Promoter to fulfil the Technical and/or Financial Eligibility criteria mentioned below. In case of Consortium, the members of consortium can also use the credentials of the Parent Organization or Affiliate or Ultimate Parent Organization or Promoter to fulfil the eligibility requirement. For the clarification of doubt,

- a) **"Affiliate"** shall mean an organization that either directly or indirectly
  - a. Controls or
  - b. is controlled by or
  - c. is under common control with
    - a Bidder and "control" means ownership by one organization of at least twenty six percent (26%) of the voting rights or equivalent ownership rights of the other organization.
- b) **"Parent"** shall mean an organization, which holds more than 51% equity or equivalent ownership rights either directly or indirectly in the Bidder or a Member in a Consortium developing the Project.
- c) **"Ultimate Parent"** shall mean an organization, which owns at least more than fifty percent (51%) equity or equivalent ownership rights either directly or indirectly in the Parent and Affiliates.

**2.22.2** In above case, the Bidder shall submit an Undertaking from the Parent Organization or Affiliate or Ultimate Parent Organization or Promoter in the format specified at Annexure and also furnish a certificate of relationship of Parent Organization or Affiliate or Ultimate Parent Organization or Promoter with the Bidder in the format specified at Annexure 1 (G) of this RFQ cum RFP. Company Secretary/ Statutory Auditor Certificate with Unique Document Identification Number (UDIN) towards shareholding/ ownership pattern of the Parent Organization and the Bidder along with a Board resolution/ Authorization from the Parent Organization or Ultimate Parent Organization or Promoter shall also be submitted.

**2.22.3. Pre – qualification/ Eligibility criteria for the applicants - General**

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

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

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

(i) The bidder should have undertaken/ completed the following projects of similar nature carried out in India or Abroad:

Category	Minimum Desired Experience
<b>Skill Development</b>	<p><b>2 (Two) ongoing/ completed Project Experience for any of the following studies/ programs for centre/ state skill development agencies/ missions/ Sector Skill Council (SSC) or DETs/ Director General of Training/Ministry of Skill Development/ National Skill Development Corporation (NSDC) during last <u>7 (Seven) years</u>:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Skill Market Demand assessment</b></li> <li>▪ <b>Impact assessment of schemes for skill/ entrepreneurship development</b></li> <li>▪ <b>PMU for Entrepreneurship or Skill Development programs</b></li> <li>▪ <b>Evaluation or research studies</b></li> </ul> <p><b>The Project/Assignment Fee shall be at least <u>10 Lakhs</u></b></p>

### General Instructions:

1. Projects/ Firm's eligible project experience without the proof of experience as mentioned below will not be considered for evaluation:

1) 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;

2. Along with Work order copy and/ or Completion Certificate, the submitted testimonial MUST contain other documents which include Project Reports, Research Reports, detail description of work [Scope of Work, Terms of Reference, Total Project Cost] carried out by the consultant;

3. **The supporting document(s) claimed for each firm's relevant experience shall be placed immediately after each firm's experience. Only those studies would be considered for the evaluation for which the documentary proof mentioning Total Project Fee (wherever applicable) have been provided immediately after each claimed firm's experience;**

#### 2.22.5. Pre – qualification/ Eligibility criteria for the applicants -Financial Strength

The Applicant should fulfil following eligibility criteria in terms of financial capacity from consultancy services:

Sl. No.	Financial Capacity	Minimum Value
		Applicant
1.	<b>Average Annual Turnover* of Bidder/ Lead Member (in case of consortium) from Consultancy for Previous 3 Audited Financial Years (2018-19, 2019-20, 2020-21)</b>	<b><u>Rs. 5 Crore</u></b>
2.	<b><u>Net worth/Cumulative Surplus of Bidder and Each member of consortium</u> during last Audited Financial Years <b>[FY 2020-21]</b></b>	<b>Positive Net Worth/ Surplus</b>

### **General Instructions:**

1. If audited financial sheets for FY 2020-21 are not available, in that case, the bidder has to submit un-audited/ Provisional financial sheets for FY 2020-21 certified by the chartered accountant. Failure to do so would be considered as a non-responsive bid.
2. The Bidder shall provide an Auditor's Certificate having Unique Document Identification Number (UDIN) specifying the Financial Capacity, as above, as per applicable accounting standards.
3. \*For the avoidance of doubt,
  - i) Consultancy means Consultancy Fees received by the Applicant for providing Project related Design and/ or Engineering and/ or Consultancy Services which include Business Advisory/ Business Plan Preparation, Feasibility Studies, Detailed Project Report, Techno-Economic Feasibility Studies and/or Project Management and/ or Design and Engineering Service and/or Architectural Service and/ or Construction Supervision Services to its Clients.
  - ii) In case of non-profit agencies, annual turnover is defined to include all research grant, grant-in-aid and receipt for all activities undertaken within a particular financial year.
  - iii) The Consultancy does not include IT Implementation, Audit (namely, Internal Audit, IS Audit, IT Audit), and Statutory Audit Services to its Clients.

### **2.23. Currency Conversion Rate and Payment Currency**

2.23.1 For the purposes of technical evaluation of Bidders, In case fee was paid in currency other than Indian Rupees, the exchange rate should be considered based on **TT buying rates as on 31 May 2022, [i.e. 1 USD= INR 77.6641]** for the purpose of conversion. In case of any other currency, the same shall first be converted to USD and the amount so derived in USD shall be converted into INR at the aforesaid rate.

2.23.2 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**

#### **3.1. General**

1. The Authority seeks the services of reputed firms to carry out Skill Demand assessment, Detailed Project Report, Feasibility study for selection of courses for Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.
2. The Consultant is expected to complete the requisite services within the time schedule as specified in the subsequent para.
3. The Consultant shall assist the Authority by furnishing any clarifications as required from time to time.

#### **3.2. Objective**

1. The proposed ITI building with state-of-the art infrastructure and world class amenities will attract Local as well as both National & International students. The Centre will provide world-class training facilities for the enhancement of the employability skills of Marine enthusiasts.
2. The Authority is desirous to undertake the consultancy service for Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat. Based on the Market Demand Assessment, Feasibility Study and DPR, the Authority will make their best effort to set up new courses for Marine Skill Training Centre depending upon the outcome of the Consultancy Assignment.
3. The main objective of the study is to assess the existing & potential market demand of Marine Skill Training requirement for different stakeholders Industries/Entrepreneurs/Water Sport operators/ Fishermen / Travel agents/Port Operators/Shipping Cos etc. of Marine sector within the state and across the country.
4. The Consultancy Assignment shall also cover willingness of the interested industries for using the proposed Marine Skill Training Centre.;

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### **3.3. Scope of Work**

**The key tasks to be covered under the Consultancy Assignment are as follows:**

**TASK 1: Inception Report**

- 1) The Inception report shall comprise of assessment of State profile along with the locational advantage w.r.t Marine Skill Training Centre, Economic profile of the state, preliminary information related to Marine Skill courses;
- 2) Identify similar courses in the state including Government and Private, preliminary assessment of Key Marine Skill Training Centre in the state vis-à-vis their capacity utilization levels;
- 3) Identify the key Stakeholders required for the study, Work plan and staffing schedule proposed for the study.

**TASK 2: Skill Demand Assessment Report (Interim Report)**

Consultant shall do research on training programmes to be conducted in the centre with help of DET. Research on course to be conducted for Marine skill training with help of stakeholder consultations. Consultant shall, with help of DET do case study of national and international skill training centres to draw up the proposed course for students.

The Consultant shall carry out the Market and Demand Assessment Studies, for the proposed project, as may be necessary, as below:

- 1) Assessment of market demand (present & future), market trends and future demand for proposed project and its courses, evaluate the options for the type and the size of the complementing facilities to be part of the proposed project.
- 2) Carry out Market Survey and undertake Supply and demand assessment to determine the various possible courses for Centre.
- 3) The consultant shall prepare Data collection plan for skill demand assessment survey using appropriate study tools for carrying out surveys like, but not limited to Employer's surveys, Training provider's surveys, etc.
- 4) Consultant shall do youth profiling survey and get details of Age, qualification, residing location etc.

- 5) Consultants should identify courses which are aligned with requirements of locals, in informal sector, Industries concerned with Marine Skill (Local, Marine, Water sports players, Ports, Shipping Companies etc.) and various Stakeholders identified.
- 6) Consultant should also study and Review existing Skill Gap Assessment document prepared by State Government or any agency to consider existing demand of Manpower and skilled personnel.
- 7) The Consultant would frequently conduct interactions/discussions with all relevant departments/stakeholders of DET. Development of Courses, strategies need to be formulated and implemented in consultation with the stakeholders.
- 8) Consultant shall assess other courses of this kind running across the state & features available in the state vis-à-vis their capacity utilization levels, develop questionnaire to have a detailed interaction with the key Industries players operating in the State and other key Industries players willing to expand their business in the state for the sector along with their manpower requirement through Marine skill training.
- 9) Demand Assessment shall also cover the industry requirement of such courses and with Industries engaged in Marine Related activities and employ such candidates.
- 10) Strategic positioning of the proposed Course including developing key Unique Selling Propositions (USPs) for the proposed Course;
- 11) Identify Skill Requirement in Marine sector
- 12) Mapping of local industries for identification of demand
- 13) List out Benefits to Students, ITI, & Industries
- 14) The target users / developers and the competitive strategy that can attract developers for implementing the Projects on PPP Mode;
- 15) Review of the similar Course running in the Country / in other Countries for benchmarking of Project/ Project components with similar facilities;
- 16) Case Study and Best Practices across India and world for similar courses/trades.

- 17) Consultants should Study Govt. of India Schemes and guidelines, Local DCR rules and identify available clearances and approvals to be obtained for the development of the project.
- 18) Consultant, with the concerned departments, shall identify the placements opportunities for the youth who get trained in this Marine Skill centre. Also, have to identify industries where these trained personnel can be placed. Consultant should present the numbers based on the requirements from Departments/Industries
- 19) Consultant should do Case Studies of similar Marine skill training centre Nationally / International and list out course details, functioning, funding etc
- 20) Consultant should study and identify Equipment provision for Centre from State/Central govt.
- 21) Consultant should study and identify source of funding for courses available from State/Central govt.
- 22) Presentation on Market & Demand assessment and Strategy;
- 23) Consultant has to conduct Site visit to National Institute of Water Sports- Goa (NIWS), ITIs in Goa and Directorate of Skill Development and Entrepreneurship, Goawith ITI Principal, Officials from Directorate of Employment & Training and other concerned delegates.

### **TASK 3: Determining Costs**

Cost Estimation shall broadly cover following, but not limited to:

- 1) Broad Project quantities under each sub-heads and cost estimation;
  - 2) Civil Structures for following, but not limited to: construction of centre etc.
  - 3) CAPEX, OPEX, Maintenance expenditure and Revenue Stream required
  - 4) Cost for Running the programme
  - 5) Electricity Costs;
  - 6) Staff Salaries;
  - 7) Administration Expenses;
  - 8) Repairs and Maintenance Expenses;
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9) Determine the fees structure for running courses

10)Promotion Activity cost

11)Operation costs for running in course

12)Costs for Conducting events

**Task 4: Determining Income**

1) Fees per trade (Generally fees in ITIs in Gujarat per month)

2) Examination Fees (Generally fees in ITIs in Gujarat per examination)

3) Donations from Corporates etc.

4) Rent from Cafeteria

5) Income from various events such as Conferences, Student Engagement Programmes

6) Estimation of the investment requirement for the components of the project, various revenues streams and expenditures of the project as a whole, based on which the viability of the project would be computed;

7) Suggest phase wise financial forecast, specifically estimating the proceeds from Development Charge and Premium if any;

8) Assessment of cost factors for setting up & running new course, preparation of financial model and various Key performance indicators like, Project IRR, Equity IRR, NPV, DSCR etc. and structuring of project to be implemented on PPP, EPC.

**Task 5: Identification of Courses and Faculty**

1) Consultant shall do demand survey with stakeholders, students, industry partners to identify the courses to be conducted based on industry needs.

2) Consultant shall review and verify all existing secondary information, technical data, documents and maps prepared (if any) during data collection.

3) Consultant should identify the courses/ trades and its framework to be conducted at ITI Dwarka with help of Stakeholders consultation, Demand Survey and demand identified. The demand analysis based on the survey should capture tourism potential, and details of existing Marine ecosystem.

- 4) Consultant shall identify and provide list of agencies (Government and Private) which provides certification for marine related training courses that are recognised nationally and internationally. Also, to share costs for certification if possible.
- 5) Consultant shall do study on Faculty profile to identify requirements of faculties.
- 6) Consultant shall study existing guidelines determining stipend and remunerations of the faculties involved in Marine Skill training.
- 7) Consultant shall identify and list out similar nature of Vocational courses, Short term and Higher qualification courses aligned with National Skills Qualification Framework (NSQF).
- 8) Consultant shall suggest long term and short term courses/trades based on demand.
- 9) Consultant shall develop a training framework model for skilling of professionals as per the needs of the industry with its participation.
- 10) Consultant shall explore possibilities of collaboration with expert Marine Training Institutes and academies in the country and abroad for technical guidance and support on specialised marine skilled courses.
- 11) Consultant shall identify and assist Authority in collaboration with industry partners for their marine skill manpower requirement
- 12) Consultant shall project and suggest authority the Enrolment capacity for each of the courses (Long Term/Short Term) identified based on the demand.
- 13) Submit the Draft Project Report covering all the above tasks.

#### **Task 6: Preparation of Concept Plan**

Consultant would undertake concept master planning and zoning, project components (on site and offsite infrastructure) and prepare preliminary block cost estimates of the components associated thereof. Onsite space allocation for various components would be based on state government laws and regulations as well as industrial standards best practices adopted worldwide. The concept plan for proposed Project would cover the following aspects:

- Reconnaissance Survey of land parcel identified by the department
  - Approach and accessibility to the site.
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- Topography assessment.
  - Proposed Area Development Plan
  - Proposed layout plan with building components.
  - Proposed Infrastructure and utilities
    - Transportation connectivity from local to regional level (with the concept of Transit Oriented Development and integration with the existing mass transportation systems)
    - Water supply, sewerage, drainage, storm water drainage, solid waste disposal, power supply and gas supply.
  - Open spaces
  - Phasing of the Project; Phase wise utilisation of training centre
  - Provide preliminary estimates of the project cost and revenue projections
  - The proposed layout should be prepared by taking into consideration applicable policies and development Bid, which would have a direct implication on the proposal; allocation of land for a purpose.
  - Prepare Suggestions for state of the art building for Marine Skill Training Centre
  - Consultant will be required to prepare a 3D model of proposed state of art building and its components for the project.

**TASK 7: Final Market & Demand Assessment, Detail Project Report, Financial Feasibility Report:**

- 1) Authority upon receiving the draft market & demand assessment and Draft Detail Project report with financial feasibility report along with Concept plan from the consultant will review the same and provide its inputs on the report. The Authority may recommend some changes in the report and Consultant shall be required to incorporate such changes after discussion with the Authority and submit the Final market & demand assessment and Detail Project Report with financial feasibility report and Final Concept Plan for Marine Skill Training Centre.

**Duration of Work**

- The Consultant shall work for the Authority till the submission of Final Report and total duration of the Consultancy Assignment shall be **4 months**. The
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Consultant must have sufficient manpower along with Key Personnel to comply with the Scope of Services.

**3.4. Data & Facilities to be provided by the Authority:**

- The Authority shall act as facilitator as and when required;
- **The Consultant Shall work in close coordination and under the guidance of Directorate of Employment and Training Government of Gujarat, GIDB and other Stakeholders involved for the desired outcome of this assignment.**



### 3.5. Project Team

The Consultant would be required to form a multi-disciplinary Full-Time Project Team for this assignment, consisting of the following key personnel:

Sl. No	Expert	No. of Positions	Education/ Experience/ Knowledge
1.	Team Leader cum Skill Gap Expert	01	<p><b>PhD/MBA/ Master of Social Work (MSW)/ post graduate in management/planning from a recognized and reputed academic institution with</b></p> <ul style="list-style-type: none"> <li>• Minimum Ten (10) years of experience in research domain.</li> <li>• Expertise in study design and sampling.</li> <li>• Prior experience in conducting studies/surveys in fields related to tourism/ island development/ marine/ water sports, etc.</li> <li>• Should have provided oversight to large data collection studies.</li> <li>• Should have conducted both qualitative and quantitative data collection and analysis</li> <li>• Should have led large field level teams.</li> </ul>
2.	Architect	01	<p><b>Graduate degree in Architecture and Post Graduate in Architecture/ Planning with Minimum Five (5) years of Experience in</b></p> <ul style="list-style-type: none"> <li>• Undertaking architecture/ urban design projects, detailed master plan assignments of similar magnitude and nature.</li> <li>• Having knowledge of applicable legislation &amp; policy guidelines of Union and State Government.</li> </ul>
3.	Research Analyst	01	<p><b>Graduate /Masters in Economics/ Statistics/ Management discipline with Minimum Five (5) years of relevant research experience in</b></p> <ul style="list-style-type: none"> <li>• Conducting studies/surveys in fields related to tourism/ island development/ marine/ water sports, etc. / national or international labour market/ skill gap</li> <li>• Ability to use statistical tools to interpret data sets</li> <li>• Ability to analyse large data sets</li> <li>• Ability to identify, analyse, and interpret trends or patterns in complex data sets</li> <li>• Report writing skills</li> </ul>

**Note:** It is also expected that the above-mentioned specialists shall be supported by pool of support staff who shall largely be responsible for stakeholder interactions and interviews, questionnaire design, demand assessment, skill gap analysis, data collection etc.

### 3.6. Period of Assignment and Payment Terms

The breakup of the period of Assignment as per the Terms of Reference is as follows:

S. No.	Deliverables	Proportionate Payment (% of Fees)	Timeline for submission from date of signing agreement
T=Award of Mandate (Date of Signing of Agreement)			T
1.	<b>On Submission of Inception Report:</b> State profile along with the locational advantage, preliminary information related to ITI Courses etc. as per Task 1	10%	T + 1 Week
2.	<b>Submission of Skill Demand Assessment Report (Interim Report)</b>	30% after Acceptance	T+5 weeks
3.	<b>Submission of Draft Detailed Project Report with Feasibility Report and Concept Plan (Draft Final Report)</b> (Covering all Tasks 3, 4, 5 & 6)	40% after Acceptance	6 weeks from acceptance of Interim Report
4.	<b>Submission of Final Detailed Project Report with Feasibility Report and Concept Plan</b>	20% after Acceptance	4 weeks from acceptance of Draft Detailed Project Report
	<b>Total</b>	100%	<b>16 weeks (4 months)</b>

- The above table does not include the time taken for granting approvals by the Authority/ DET/ Government of Gujarat (GoG)/ Steering Committee/ Government of India (GoI). No compensation will be given to consultant if project gets extended under any reason except as agreed by the Authority.
- The Consultant shall whenever required make presentations before competent authorities from time to time for securing approval from GoG in connection with the Consultancy Assignment and whenever advised by the Authority in consultation with the Consultant. The Team Leader along with the Core Team proposed shall remain present during the presentation meetings;
- **The Consultant team shall be made available as and when required by the Authority.**
- **Support team shall be made available during the entire course of assignment period for conducting surveys – Primary survey and research work from secondary source of information.**

- The Consultant shall submit the final report within 2 weeks after issuing changes/modifications as per the Authority/ Steering Committee/ State Government suggestions.
- All invoices will be paid by the client within 2 weeks of the acceptance of submission of the same to the Authority by the consultant.
- Acceptance means after submission of reports and after the Consultant has made presentations to the Authority/ Government of Gujarat (GoG)/ Steering Committee/ Government of India (GoI), the Authority will issue a letter of acceptance along with comments/ suggestions of the Authority on the report;

### **3.7. Deliverables/ Reports/ Documents**

The consultant has to submit 5 hardcopies along with soft copies of each deliverable for reviewing, comments and approval.

#### **Deliverable 1:**

**Task 1 - Inception Report:** Within 01 (one) week from date of signing of agreement.

The report shall include but not limited to the following:

- Mobilisation Plan
- Detailed approach and methodology
- Time Frame and task allocation
- Key Personnel and Supporting Staff along with deployment schedule;
- Identification of key issues
- SWOT Analysis based on preliminary assessment
- Understanding of scope of Project
- Method and time frame for conducting surveys
- Type of surveys, location/duration of surveys for the project assignment;
- Assessment and Identification of the user group
- Identification of Stakeholders such as Marine related Industries, Marine Institutes, etc
- Identification of risks
- Identification of Data requirements
- Preliminary Case Study details

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**Deliverable 2: Skill Demand Assessment Report (Interim Report):** Within 5 weeks from acceptance of Inception Report.

**Task 2 - Skill Demand Assessment** shall contain Market demand, Market trends, Stakeholder consultation outcome, Development of Courses. Formulation of courses, various questionnaire used, Study on Govt, Schemes, Benefits to Students, ITI, & Industries, Demand for Industry requirement, Identify Skill Requirement, Case Studies of similar Marine skill training centre institutes, identify source of funding, Others if any.

**Deliverable 3: Draft Detailed Project Report with Feasibility Report and Concept Plan (Draft Final Report):** Within 6 Weeks from acceptance of Skill Demand Assessment Report

**Task 3: Determining Costs:** Cost Estimation shall broadly cover following: Broad Project quantities, cost of Civil structure, cost for Running the programme, etc as per ToR ; others if any

**Task 4: Determining Income:** Fees per trade, Examination fees, income from events, Project IRR, Equity IRR, NPV, DSCR etc. Others if any

**Task 5: Identification of Courses:** identify the courses/ trades and its framework, Long term and Short term courses/trades based on demand, identify and assistance for industry collaboration etc, Others if any.

**Task 6: Preparation of Concept Plan** including Skill Demand Assessment report, feasibility study and concept plan with 3D images of State of art building

**Deliverable 4: Final Detailed Project Report with Feasibility Report and Concept Plan:** Within 4 weeks from acceptance of Draft Detailed Project Report, incorporate all the suggestions and modifications suggested by authority and submit the Final Detailed Project Report with Feasibility Report and Concept Plan.

### **3.8. Approvals Terms**

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The Authority has formed a Steering Committee (SC) for this assignment and all the works and reports prepared by the Consultant will be discussed in the SC and on the basis of the recommendations of the SC, the Authority shall accord approvals to such works and reports with or without modifications;

### **3.9. 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.

### **3.10. 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.

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### **3.11. Responsibilities of the Authority**

- i) The Authority shall act as a facilitator to the consultant in collecting all existing information & all available data for the proposed assignment from the departments of State and Centre;
- ii) The Authority shall approve the documents & reports submitted by Consultant within 15 days of submission. This will include Inception Report, Skill Demand Assessment Report (Interim Report), Draft and Final Detailed Project Report with Feasibility Report and Concept Plan through Steering Committee formed for this assignment for timely implementation of this project assignment;
- iii) The Authority shall bear the applicable mandatory fees required for clearances and approvals prescribed by Central Government and State Government Authorities and provide the required application letters/ documents for approval wherever and whenever required;
- iv) The various costs, such as cost of advertisements for publishing RFP, statutory payments etc. if any., shall be met out by the Authority, in addition to the cost of consultancy fees;
- v) The Authority shall arrange meetings with stakeholders on the request of the Consultant and as and when required;

### **3.12. 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, designs developed and analysis given by them;
  - iii) The Consultant shall collect all data, existing information for carrying out the assignment;
  - iv) The Consultant shall bear data collection expense, site visit and survey expense for carrying out the assignment;
  - v) The Consultant shall do justification to the primary and secondary data collected by giving appropriate credit and source reference in the report;
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- vi) The Consultant shall have to make their own arrangement for accommodation, equipment, software for carrying out the assignment during their stay in field visit;
- vii) The Consultant shall require making necessary provision for housing their staff as per requirement. No assistance shall be provided by the Authority;
- viii) The Consultant shall have to make their own arrangements for necessary computer software and hardware and transportation facilities to and fro from the Authority's Office Gandhinagar to meet their daily requirements;
- 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 submit site visit requirements in writing in one week advance. All site visits and surveys shall be carried out in consultation with the Authority;
- xi) The Consultant shall ensure that its manpower/ Project Team proposed shall be available on all working days of Government of Gujarat (including working Saturdays);
- xii) 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 and whenever advised by the Authority in consultation with the Consultant;
- xiii) The Consultant shall submit Fortnightly Work Plan in advance for discussion and approval of the Authority;
- xiv) The Consultant Shall work in close coordination and under the guidance of Directorate of Employment and Training Government of Gujarat, GIDB and other Stakeholders involved for the desired outcome of this assignment.

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## **4. Evaluation of Bids**

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### **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 RFQ cum RFP. A Bid shall be considered responsive only if:

- (a) it is received as per the format at Annexure 1 to 19;
- (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 2.20;
- (e) it is accompanied by the Power(s) of Attorney as specified in Clauses 2.1.4 and Annexure 2 as the case may be;
- (f) it contains all the information (complete in all respects) as requested in this RFQ cum 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 parameter and the marks shall be given accordingly:

1. As part of the evaluation, the Pre-Qualification Proposal submission shall be checked to evaluate whether the Applicant meets the prescribed Minimum



Qualification Criteria. Subsequently, Applicants who meet the Minimum Qualification Criteria (the “**Shortlisted Applicants**”), shall be checked for responsiveness in accordance with the requirements of the RFQ cum RFP and only those Proposals which are found to be responsive would be further evaluated on the following parameter and the marks shall be given accordingly:

- a. Prior experience in carrying out similar and related assignments as per Annexure 4;
- b. Qualification and experience of the key personnel of the proposed team for the study;
- c. Approach paper on methodology proposed by the consultant to carry out the study, site appreciation, coverage of TOR, understanding issues, innovativeness, Time Schedule, Work Plan, etc;

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/Consortium 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 price bids of only technically qualified bidders would be opened for further consideration. The consultant (L1) who has quoted the lowest price will be given a score of 100. The consultants will be allotted score relative to the score of L1, which will be as below:

$$Sf = 100 \times \frac{F_L}{F}$$

Where: Sf = The financial score of the Financial Proposal being evaluated

F<sub>L</sub> = The price of lowest priced Financial Proposal

F = The price of Financial Proposal under consideration

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### **C. Weightage of Technical and Financial Bid**

4.3.5. The score of technical proposals would be given 70% weightage and that of the financial proposals would be given 30% weightage.

- i) The weightage for **technical proposal** may be further segregated into:
  - a. 35% weightage - firm's experience; and
  - b. 40% weightage - qualification & experience of the proposed as part of Project Team;
  - c. 25% weightage - approach methodology, time schedule & work plan;

The weighted total score of both the Technical and Financial proposals shall be used to rank the Consultants. The first ranked consultant may then be called for negotiations.

4.3.6. The detailed contents of each Financial Proposal will be subsequently reviewed by the Authority. During the examination of Financial Proposals, the Authority's staff and any others involved in the evaluation process will not be permitted to seek clarification or additional information from any Consultant who has submitted a Financial Proposal.

4.3.7. Financial Proposals will be reviewed to ensure that the figures provided therein are consistent with the details of the corresponding Technical Proposal.

4.3.8. Financial Proposals will be checked for computational errors, and prices will be corrected and adjusted as necessary.

4.3.9. The **Total Price of the Services** quoted for each Financial Proposal will be determined.

4.3.10. The Authority 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.

### **4.4 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

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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 In the event the bid composite bid scores are 'tied', the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

4.4.4 The Authority 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. 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**

4.6.1 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

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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

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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 4.8 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, analysed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

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## **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 RFQ cum 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 RFQ cum 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 RFQ cum 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

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Agreement or arising there from, 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.

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## **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 keeping in view the COVID-19 situation. 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 need 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 in the format specified in Annexure 16 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 Applicants who have e-mailed the Consent Form in the format specified in Annexure 16.
- 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/ Ahmedabad** 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 Guarantee 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.

## **Annexure 1**

### **Proposal Submission Letter**

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

Sir,

I / We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Qualification cum 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 and 01 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 RFQ cum 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 RFQ cum 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 RFQ cum 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 RFQ cum 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,

Authorized Signature:

**Signature**\_\_\_\_\_

**Full Name**\_\_\_\_\_

**Designation**\_\_\_\_\_

**Name of the Firm**\_\_\_\_\_

**Mobile No**\_\_\_\_\_

**E-mail**\_\_\_\_\_

**Address**\_\_\_\_\_

Encl: (1) TECHNICAL PROPOSAL - (2 Copies) in separate envelope for each copy.

Details of the Consortium Members:

**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.

<b>Sr. No.</b>	<b>Description</b>	<b>Information to be provided by applicant</b>
1.	Name of Bidder	
2.	JV (Indicate applicable option)	
3.	Name of lead member	
4.	Name of JV member	
5.	Legal status of the Bidder (company/ proprietorship firm/ partnership/ Limited Liability Partnership/ educational institutions/ universities/ Trust/ Society/ 100% owned subsidiary incorporated in India)	Lead Member: JV member(s):
6.	If 100% owned subsidiary incorporated in India, whether the applicant has an undertaking from the parent organization that they will provide financial / technical support to subsidiary for Authority's consultancy work, if awarded based on this document.	Yes/No/Not applicable
7.	Have you abandoned any work in last five years? (Please support with undertaking)	Yes/No
8.	Has the bidder suffered bankruptcy/ insolvency in the last five years? (Please support with undertaking)	Yes/No
9.	Is the bidder currently blacklisted by any government (Central, State, ULBs, Missions, Councils)/ funding agencies (World Bank, ADB, JBIC, DFID, etc.)/ Public Sector Undertakings?  (Please support with undertaking)	Yes/No



## Annexure 1 (B)

### Format for Pre-qualification Proposal (Technical Strength)

#### Relevant Services Carried Out in the Last 7 (Seven) years That Best Illustrate Qualifications

Category	Minimum Desired Experience	Number of Projects submitted for Pre-qualification

**\*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.
- In case fee was paid in currency other than Indian Rupees, the exchange rate should be considered based on TT buying rates as on 31 May 2022, [i.e. 1 USD= INR 77.6641] for the purpose of conversion.

**(Details of all major consultancy works of similar nature executed during last 7 (Seven) years)**

**Name of Bidder:**

**Experience: Skill Development**

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

Note:

- The list of work to be compiled as per the format above.
- Copy of supporting documents (experience proof) should be enclosed.

**Annexure 1 (C)**

**Format for Pre-qualification Proposal (Financial Strength)**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that as per Audited Financial Statements of (“Name of Single Entity Bidder”) for the period **01<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2021 (FY 2020-21), 01<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2020 (FY 2019-20), and 01<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019 (FY 2018-19)**, the other relevant documents maintained by (“Name of Single Entity Bidder/ Consortium Member 1”), the Annual Turnover /(total research grant, grant-in-aid and receipts) details **from Consultancy/ Advisory/ Research Services** [excluding IT Implementation, Audit (namely, Internal Audit, IS Audit, IT Audit), Statutory Audit and Net Worth/ Cumulative Reserves for the said three financial years of (“Name of Single Entity Bidder/ Consortium Member 1”) are as follows:

All Values: INR in Crores

<b>Bidder Type (1)</b>	<b>Annual turnover From Consultancy/ Advisory Services/Research Services</b>			<b>Net Worth/ Cumulative Reserves</b>
	<b><u>FY Year 1 2020-21</u></b>	<b><u>FY Year 1 2019-20</u></b>	<b><u>FY Year 1 2018-19</u></b>	<b><u>FY 2020-21</u></b>
Single Entity Bidder				
Consortium Member 1,(if Applicable)				

**Certificate from the Statutory Auditor**

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

Unique Document Identification Number (UDIN):

Name of Authorized Signatory:

Designation:

Registration No:



Name of firm:

Signature of Authorized Signatory:

Date:

Seal of Audit firm:

\* Note:

1. A 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 RFQ cum RFP Document.

Instructions:

1. The Bidder/ its constituent Consortium Members shall attach copies of the balance sheets, financial statements and Annual Reports for **Financial Year 1 (2020-21), Financial Year 2 (2019-20), Financial Year 3 (2018-19)**. 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 also provide the name and address of the Bankers to the Bidder.

**Annexure 1 (D)**

**Format for Declaration of Bankruptcy / Insolvency**

*(to be submitted on the letterhead of the Sole Applicant / Each Consortium Member)*

**The Bidder should not have suffered bankruptcy / insolvency in the last five years**

Letter No:

Date:

**UNDERTAKING**

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

Dear Sir,

We, [Firm Name], having registered office at [address], are submitting the proposal for abovementioned 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/ Each Consortium Member)*

**The Bidder should not have been blacklisted by any Government/ Public Sector Organization;**

Letter No:

Date:

### **UNDERTAKING**

To,

**Chief Executive Officer,  
Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

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 been blacklisted by any government (Central, State, ULBs, Missions, Councils)/ 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/  
Construction Supervision Assignments/ Projects/ Contract Works in- complete**

*(to be submitted on the letterhead of the Sole Applicant/Each Consortium Member)*

**The Bidder should not have abandoned Consultancy Assignments/ Construction Supervision Assignments/ projects/ contract works in- complete.**

Letter No:

Date:

**UNDERTAKING**

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

Dear Sir,

We, [Firm Name], having registered office at [address], are submitting the proposal for abovementioned assignment. We do hereby declare that [Firm Name] has never been abandoned any assignment/ Consultancy Assignment/ Construction Supervision 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 1 (G)**

**Format for Certificate of Relationship of Parent Organization or Affiliate or Ultimate Parent Organization or Promoter with the Bidder**

*(to be submitted on the letterhead of the Sole Applicant/Each Consortium Member)*

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

Dear Sir,

We hereby certify that M/s.....,M/s.....,M/s.....are the Affiliate(s)/Parent Organization of the Bidder as per the definition of Affiliate/ Parent Organization/ Ultimate Parent Organization as provided in this RFQ cum RFP and based on details of equity holding/ ownership rights as on seven (7) days prior to the online Financial Bid submission date.

The details of equity holding/ ownership rights of the Affiliate/Parent Organization/Ultimate Parent Organization/ Bidder or vice versa as on seven (7) days prior to the Bid Deadline are given as below:

Name of Bidder

Name of the Affiliate of the Bidder/ Parent Organization/ Ultimate Parent Organization of the Bidder

Name of the Organization having common control on the Affiliate and the Bidder

Percentage of Equity Holding/ Ownership rights of Parent Organization in the Bidder

\*Strike out whichever is not applicable.

.....

(Insert Name and Signature of Statutory Auditor or practising Company Secretary of the Bidder)

Name:

Full Address:

Telephone No.:

E-mail address:

Fax/No.:

## **Annexure 1 (H)**

### **Format for Undertaking from the Financially Evaluated Entity or its Parent Organization**

*(to be submitted on the Letter Head of the Financially Evaluated Entity or its Parent Organization of the Sole Applicant/Each Consortium Member)*

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

Dear Sir,

We refer to the RFQ cum RFP No.....dated.....for "Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat". "We have carefully read and examined in detail the RFQ cum RFP, including in particular, Clause ....of the RFQ cum RFP , regarding submission of an undertaking, as per the prescribed Format \_\_\_of the RFQ cum RFP .

We confirm that M/s.....(Insert name of Bidder) has been authorized by us to use our Technical and or Financial capability for meeting the Technical and or Financial Eligibility as specified in Clause...of the RFQ cum RFP referred to above.

We have also noted the amount of the Performance Guarantee required to be submitted as per Clause....of the RFQ cum RFP the .....(Insert the name of the Bidder) in the event of it being selected as the Successful Bidder".

In view of the above, we hereby undertake to you and confirm that in the event of failure of .....(Insert name of the Bidder) to submit the Performance Guarantee in full or in part at any stage, as specified in the RFQ cum RFP, we shall submit the Performance Guarantee not submitted by .....(Insert name of the Bidder)".

We have attached hereto certified true copy of the Board Resolution/ Authorization Whereby the Board of Directors/ Partners/ Trustees/ Promoters of our Organization have approved issue of this Undertaking by the Organization.

All the terms used herein but not defined, shall have the meaning as ascribed to the said terms under the RFQ cum RFP.

Signature of Authorised Signatory

Common seal of .....has been affixed in my/our presence pursuant to Board of Directors/ Partners/ Trustees/ Promoters Resolution dated.....

WITNESS

.....

(Signature)

Name.....

Designation.....

Mobile.....

E-mail.....

.....

(Signature)

Name.....

Designation.....

Mobile.....

E-mail.....

## 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 office 1) 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 **Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat**, 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 ours aid 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:

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.

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 favour 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.

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<sup>1</sup>In case of partnership firm : name and address of principal office of the partnership firm to be provided



### **Annexure 3**

#### **Format for Power of Attorney for Lead Member of the Consortium**

(On INR300/- Stamp paper duly attested by Notary Public)

#### **POWER OF ATTORNEY**

Whereas, the **CEO GIDB, Udyog Bhavan, Gandhinagar** has invited proposals from qualified Applicants for taking up Consultancy Services for **Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

Whereas, \_\_\_\_\_, (the “Consortium”) being Member of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal and other connected documents in respect of the Project, and Whereas, it is necessary for the Member of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, \_\_\_\_\_ having our registered office at \_\_\_\_\_, M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) and hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or

any person, in all matters in connection with or relating to or arising out of the Consortium's bid for the Project and/ or upon award thereof till the Contract Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney 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 Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED

THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_.

For \_\_\_\_\_

(Name & Title)

For \_\_\_\_\_

(Name & Title)

For \_\_\_\_\_

(Name & Title)

Witnesses:

1.

2.

(Executants)

(To be executed by all the Members of the Consortium)

Notes:

- 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.
- Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of 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.

## Annexure 4

### Firm's References

#### Relevant Services Carried Out in the Last Seven 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) for all eligible experience in para 2.22.4.**

(i)	Assignment Name	
(ii)	Name of Firm who carried out the study	
(iii)	Type of Study/ Category	<ul style="list-style-type: none"> <li>▪ <b>Skill Market Demand assessment</b></li> <li>▪ <b>Impact assessment of schemes for skill/ entrepreneurship development</b></li> <li>▪ <b>PMU for Entrepreneurship or Skill Development programs</b></li> <li>▪ <b>Evaluation or research studies</b></li> </ul>
(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)	<b>Status of the Study</b> [Completed/ On-going] (If the study is not completed, please mention what stage/s of the study has been completed so far).	
------	---	--

**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, or
- iii. A Certificate from Chartered Accountant/ Auditor having Unique Document Identification Number (UDIN) confirming the receipt of last two payment from the Client)].

2. Work order copy and/ or Completion Certificate or other document. The submitted testimonial MUST contain Scope of Work, Terms of Reference, Total Project Cost carried out by the consultant;
3. **The supporting document(s) claimed for each firm's relevant experience shall be placed immediately after each firm's experience. Only those studies would be considered for the evaluation for which the documentary proof mentioning Total Project Cost (wherever applicable) have been provided immediately after each claimed firm's experience;**

Firm's Name: \_\_\_\_\_

## **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. The Approach Paper shall also include relevant national n international case studies on types of marine skill development courses are conducted;
3. 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**

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

<b>2.Support Staff</b>						
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Proposed Position</b>	<b>Name of Firm</b>	<b>Employment Status (regular / part time / others)</b>	<b>Education Qualification</b>	<b>No. of Years relevant experience</b>

### 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 :





### Annexure 8

#### Time Schedule for Professional Personnel

- Please provide PERT chart of the work schedule. Provide Completion dates of various milestones.
- Also provide staffing schedule, which should mention, detail schedule of each member of the proposed team, assignment which would be carried out by them, timeframe during which they will work etc.

Sl. No.	Name	Position	Reports Due/Activities	Months (in the form of a Bar Chart)												Number of Person - Month
				1	2	3	4	5	6	7	8	9	...	18		
1.																Subtotal (1)
2.																
3.																Subtotal (2)
<b>Grand Total of Person - Months</b>																

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Authorized Representative)  
 Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Annexure 9**

**Activity (Work) Schedule**

<b>A. Activities:</b>												
		<b>Week wise Program (in form of Bar Chart)</b> <i>[1st, 2nd, etc. are weeks from the start of assignment]</i>										
Sl. No.	Item of Activity (Work)	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th
	_____											
	_____											
	_____											
	_____											
	_____											

<b>B. Completion and Submission of Reports</b>	
<b>Reports</b>	<b>Programme: (Date)</b>

## Annexure 10

### Submission Letter of Financial Proposal

*(to be submitted online in PDF Format through **NPROCURE** on the letterhead of the Sole Applicant/ Lead Member (In case of Consortium))*

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

Reference Authority, Letter no: \_\_\_\_\_ dt: \_\_\_\_\_

Sir,

I/ We, the undersigned, offer to provide the consulting services for “Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.” 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) 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 11**

#### **Total Price of the Services**

*(to be filled up through **NPROCURE** and to be submitted online in PDF Format through **NPROCURE** on the letterhead of the Sole Applicant/ Lead Member (In case of Consortium))*

**To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

#### **Break up - Total Price of the Services**

<b>Sr. No.</b>	<b>Price Component</b>	<b>Rs. (In Figure)</b>	<b>Rs. ( In words)</b>
1.	Person-Month Rate		
2.	(No. of Person Months) x (Person-Month rate)		
3.	Out of Pocket Expenditure		
4.	Any other expenses		
<b>5.</b>	<b>Total Price of the Services</b>		

Note:

1. The Person Man-month shall be considered as 24 working days in one Month.
2. All the prices quoted above must be exclusive of Goods and Service Tax (GST) as applicable;
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 12

### Proforma Bank Guarantee for Performance Security

[Date]

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

In consideration of Gujarat Infrastructure Development Board (GIDB), acting on behalf of the [Governor of Gujarat] (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 no..... dated ..... 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 there under 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, the .....day 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 13

#### Format for Query(s) Submission

<b>Queries - Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.</b>							
<b>Sr. No.</b>	<b>Refer Document (RFQ cum RFP)</b>	<b>Page No.</b>	<b>Clause No.</b>	<b>Subject</b>	<b>As per Bidding document</b>	<b>Clarification sought</b>	<b>Clarifications to be given by the Authority</b>
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						

## Annexure 14

### Checklist for Submission

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

<b>Envelope A – Pre-Qualification Proposal</b>	<b>Tick (√)</b>
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/ Construction Supervision Assignments/ Projects/ Contract Works in- complete in the format of Annexure 1 (F).	
10) Format for Certificate of Relationship of Parent Organization or Affiliate or Ultimate Parent Organization or Promoter with the Bidder in the format of Annexure 1 (G).	
11) Format for Undertaking from the Financially Evaluated Entity or its Parent Organization in the format of Annexure 1 (H).	
12) Power of Attorney for signing of bid in the format of Annexure 2.	
13) Power of Attorney for Lead Member of Consortium in the format of Annexure 3	
<b>Envelope B – Technical Proposal</b>	
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	

18)Time schedule for professional personnel in the format of Annexure 8.	
19)Activity (work) schedules in the format of Annexure 9.	
20)A copy of the Contract Agreement in the format of Annexure 15.	
21)Comments on Terms of Reference.	
22)Checklist for Submission in the format of Annexure 14.	
23)Undertaking Regarding Availability of Key Expert in the format of Annexure 18.	
24)Undertaking by Key Expert in the format of Annexure 19.	
<b>Online submission – Financial Proposal</b>	
25)Submission letter of Financial Proposal in the format of Annexure 10.	
26) Total Price of the Services of the Services in format of Annexure 11.	

## **Annexure 15**

### **Draft Contract**

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

This CONTRACT (hereinafter together with the Annexure (1.Terms of Reference, 2.Approach Paper on Methodology, 3.Work Plan for Performing the Assignment, 4.Time Schedule for Professional Personnel, 5.Activity (Work) Schedule, 6.Submission Letter of Financial Proposal, 7.Break up –Financial Proposal of the Services attached hereto called the Contract) is made on the \_\_\_\_\_ Day of \_\_\_\_\_ 202 , between Gujarat Infrastructure Development Board (GIDB), having its office at Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382017, India, on the one part (hereinafter called the **"Authority"**, which expression shall unless repugnant to the context, include its successors and assignees) and \_\_\_\_\_ a company / partnership firm/ educational institutions/ universities/ trust/ society/ 100% owned subsidiary incorporated under \_\_\_\_\_ with its corporate office at \_\_\_\_\_, India (hereinafter called the **"Consultant"**, which expression shall unless repugnant to the context, include its successors and assignees).

WHEREAS,

(A) the Authority has requested the Consultant to provide consulting services (hereinafter called the Services) necessary for **"Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat."**

(B) The Consultants has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

#### **1.0 Services**

The Consultant shall perform the Services under this Contract in accordance with the Terms of Reference as mentioned in Section-3 of this RFQ cum RFP document hereto. The consultant will also be required to take into consideration all the suggestion made by Authority / Steering Committee during each stage of the assignment. The

RFQ cum RFP- Selection of Consultant to Carry out Skill Demand Assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.

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consultant will be required to address all such suggestions / queries as long as there is no major deviation from the Scope of Work and detailed TOR.

The Consultant would follow a methodology to carry out the proposed assignment. The methodology should be such as prescribed in his Technical bid and as finalised by the Authority.

Any modifications in the report or in plans and sections as are required due to reasons attributable to consultants or if any additional work relevant to the assignment (which is within the scope of the work) is required to be carried out for preparation of reports of high professional quality (as agreed in the terms of reference- Section-3 of RFQ cum RFP document) and acceptable to the approving authorities shall be carried out without any additional compensation.

### **1.2 Commencement Date**

The Consultant will commence the services as soon as possible but not later than 15 days after the Authority has given to the Consultant notice to proceed with the Services (Letter of Award).

### **1.3 Additional Work**

If, in the opinion of the Authority, it is necessary to carry out any work outside of the Terms of Reference for the purposes of the Project in addition to the Services, the Consultant shall carry out such additional work and with the prior authorisation of the Authority. The charge for the Personnel required for such additional work would be as per the Person-Month quoted by the bidder and mentioned in Annexure-10 and Annexure-11. Also, if there are any out of pocket expenses, such expenses would be paid as mutually agreed.

In case there is any dispute about determining whether any work proposed is within or outside the Scope of proposed TOR, the decision of Authority shall be final and binding on the Consultant.

### **1.4 Other Documents**

RFQ cum RFP document including any amendments made to it at the bidding stage, Consultant's bid offer documents, Terms of Reference, Inception Report, Interim Report, Concept Plan, Detailed Master Plan, RFQ document, RFP document, Draft Concession Agreement, Bid evaluation reports and shall form part of the Contract.

## **2.0 Personnel**

### **2.1 Personnel**

- a) The Services shall be carried out by the Personnel specified in Annexure - 6 hereof (hereinafter called the Personnel) for the respective periods of time indicated therein. The Consultant may, with the prior approval of the Authority, make minor adjustments in such periods as may be appropriate to ensure the efficient performance of the Services, provided that such adjustments will not cause payments made under the Contract to exceed the cost estimates referred to in Section 4.1.
- b) Except as the Authority may otherwise agree, no changes shall be made in the Personnel. The Authority expects all the Personnel specified in the specified in Annexure - 6 to be available during implementation of the Agreement. The Authority will not consider any substitution of Personnel except under compelling circumstances such as death or medical incapacity which is beyond the control of the Consultant and the concerned Personnel. Such substitution shall be limited to not more than two Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. The Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience and which is found eligible and acceptable by the Authority. The consultant must take prior approval of Authority before the replacement takes place.
- c) .If, any time during the assignment, it is found that the person, as mentioned in Annexure – 6, not performing the task which they were to perform, instead some other person/s are performing or if the consultant replaces any person without knowledge of the Authority, in such case the Authority may accept such a person if such a person is found of equal or more calibre. The outgoing person shall complete the knowledge transfer with the replaced person as per the satisfaction of Authority. However, such a replacement would not be binding on the Authority and the Authority reserves the right to cancel the contract with a prior notice and after providing an opportunity of being heard to the consultant.
- d) In the event that any person specified in Annexure - 6 is found by the Authority to be incompetent in discharging his assigned duties, the Authority may request the Consultant to forthwith provide as a replacement a person with qualifications

and experience acceptable to the Authority. The decision of the Authority in this regard shall be final and binding on the consultant.

## **2.2 Project Manager**

The Consultant shall ensure that at all times during the fieldwork the Project Manager, acceptable to the Authority, shall take charge of the operations of the Personnel in the field. The Project Manager shall be responsible for liaison in the field between the Consultant and the Authority.;

## **3.0 Undertakings of the Consultant**

### **3.1 General Standard of Performance by the Consultant**

The consultant shall carry out the Services with due diligence and efficiency, and shall exercise such skill and care in the performance of the services as is consistent with recognized professional standards.

The Consultant shall act at all times so as to protect the interests of the Authority.

### **3.2 Records**

During the subsistence of this Agreement and two years from the date of completion of the assignment, the Consultant shall permit the duly authorized representative of the Authority, (after reasonable advance notice is served on the Consultant), from time to time to inspect its records and accounts relating to the Services and to make copies thereof and shall permit the Authority or any person authorized by the Authority, from time to time, to audit such records and accounts during and after the services.

### **3.3 Information**

The Consultant shall furnish the Authority such information relating to the Services and the Project as the Authority may from time to time reasonably request.

### **3.4 Assignments/ Sub-Contracting**

The rights and liabilities of the consultants shall not be assigned or transferred by the consultants, without the consent in writing of the Authority to any other persons, firm or organisation. The Authority may allow such assignment/sub-letting at his



discretion. Such assignment/sub-letting shall not relieve consultants from any obligation, duty or responsibility under the contract. Any assignment as above without prior written approval of the Authority shall be void. The Authority, may, transfer its rights and obligations to any other person, firm or organisation only with the consent of the consultants.

If it is found that the consultant has assigned particular work to some other consultant / sub-contractor, without approval and notice of the Authority, the Authority reserves a right to reject any such work carried out. Even if the Authority accepts any such work, Authority reserves right to not to pay the amount which can be contributed to the amount of work done. The estimate of such amount can be made from Person-Month rate and Person-Months spend on the work and reasonable estimate of out of pocket expenses. The estimate made by the Authority in such case shall be final and binding on the Consultant.

In the event that any such independent consultant or sub-contractor is found by the Authority to be incompetent in discharging his assigned duties; the Authority may request the Consultant forthwith either to provide as a replacement, a consultant or sub-contractor with qualifications and experience acceptable to the Authority or to resume the performance of the Services itself. The decision of the Authority in this regard shall be final and binding on the consultant.

### **3.5 Confidentiality**

(a) The consultant shall treat all information, report and other submissions made by them as confidential, and shall take all reasonable precautions of those having access to such materials maintaining confidence. With respect to questionnaire and survey in project all information gathered should be treated as confidential.

(b) The Consultant shall use all the documents, drawings and other data and information of a proprietary nature received from the Authority or other concerned authorities, solely for the purpose of performing and carrying out the obligations on his part under the agreement and shall not disclose the same to any other person except to the extent required, in the performance of the work for the assignment and shall maintain the utmost secrecy. The consultant shall bind his employees who are involved in the assignment by a suitable secrecy agreement.

(c) Except with the prior written consent of the Authority, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential

information disclosed to them for the purposes of the Services, nor shall the Consultant or the Personnel make public or inform any one, directly or indirectly, any such information received by them or any recommendations formulated in the course of or as a result of the Services. Confidential Information for the purposes of this clause means all information that has been marked as confidential at the time of disclosure.

(d) The Authority agrees with the Consultant that all information including to information relating to Consultant's trade secrets, know-how/technical data, research, products, strategies, internal procedures, employees and business opportunities and other proprietary information of Consultant as described specifically as "confidential information" belongs to the Consultant and shall not disclose or divulge such confidential information to any third parties or make use or allow others to make use thereof. These clauses, (a) and (b), shall survive the termination of this Agreement. However, the reports submitted by the consultants to the Authority, become property of the Authority and the Authority is free to use any / all information mentioned in the report, procedures specified in the report, suggestions / conclusions made in the report and any such other information based on the report.

### **3.6 Prohibition on Conflicting Activities**

The Consultant shall ensure that no member of the Personnel assigned to the Contract shall not engage, directly or indirectly, during the subsistence of this Contract either in his name or in the name of his close relative or through the Consultant, in any other business or professional activities which is likely to be conflict with the performance of his duties or assignment under this Contract.

### **3.7 Independent Contractor**

Nothing contained herein shall be construed as establishing or creating between the Authority and the Consultant the relationship of master and servant or principal and agent, it being understood that the position of the Consultant and of anyone else performing the Services is that of an independent contractor.

### **3.8 Insurance**

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.

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.

### **3.9 Notice of Delay**

In the event that the Consultant encounters delay in providing the required services or facilities set forth in Section-3 for the conduct of the Services, the Consultant shall promptly notify in writing the Authority of such delay, and may request an appropriate extension of time for completion of the Services. However, the Authority reserves the right to grant any such extension and the decision of the Authority in this regard shall be final and binding on the consultant.

### **3.10 Delays by the Authority**

If the services are impeded or delayed by the Authority so as to increase the quantum or duration of the services then;

- i) The consultant shall inform the Authority of the circumstances and probable effects including extension of time;
- ii) The Authority shall take the request into account, if genuine, and the time for completion of the services shall be increased accordingly;
- iii) Time taken by the Authority for approval of deliverables however shall be additional to reporting and time-schedule of consultant. Only after one deliverable is approved in written that the time period for next deliverable shall come into effect;

### **3.11 Ownerships of data, Information and Documentation**

All data collected, software developed, information generated and documentation prepared under the scope of this assignment shall be the property of the Authority. Any reproduction, in part or full of the submissions made would require permission of Authority.

### 3.12 Copyright

The Authority shall retain copyright of all documents prepared by consultants and shall be entitled to use or copy them for the intended work and for this need not obtain the consultant's permission. Consultant shall need to take permission from the Authority for copying the documents mentioning the purpose for which they are intended.

## 4.0 Prices and payment terms

### 4.1 Prices

The total cost to carry out the study is: Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) exclusive of Goods and Service Tax (GST) as applicable. The break-up of price is as follows:

<b>Sr. No.</b>	<b>Price Component</b>	<b>Rs. (In Figure)</b>	<b>Rs. ( In words)</b>
1.	Person-Month Rate		
2.	(No. of Person Months) x (Person-Month rate)		
3.	Out of Pocket Expenditure		
4.	Any other expenses		
<b>Total Price of the Services</b>			

The prices quoted are lump sum, firm and exclusive of Goods and Service Tax (GST) as applicable for the Scope of Work and Terms of Reference agreed and mentioned in Section 3 (Terms of Reference) including all expenses for personnel services, visits, transport charges, cost of collecting required data, etc. and all the necessary services, materials, stationary, computer services, typing, printing, photocopying etc. to fulfil the requirement of the scope. No change in the prices will be allowed on any account except for changes in Goods and Service Tax (GST).

#### 4.2 Payment Terms:

The payment for the assignment shall be paid as follows:

<b>S. No.</b>	<b>Deliverables</b>	<b>Proportionate Payment (% of Fees)</b>	<b>Timeline for submission from date of signing agreement</b>
T=Award of Mandate (Date of Signing of Agreement)			T
<b>1.</b>	<b>On Submission of Inception Report:</b> State profile along with the locational advantage, preliminary information related to ITI Courses etc as per Task 1	10%	T + 1 Week
<b>2.</b>	<b>Submission of Skill Demand Assessment Report (Interim Report)</b>	30% after Acceptance	T+5 weeks
<b>3.</b>	<b>Submission of Draft Detailed Project Report with Feasibility Report and Concept Plan (Draft Final Report)</b> (Covering all Tasks 3, 4, 5 & 6)	40% after Acceptance	6 weeks from acceptance of Interim Report
<b>4.</b>	<b>Submission of Final Detailed Project Report with Feasibility Report and Concept Plan</b>	20% after Acceptance	4 weeks from acceptance of Draft Detailed Project Report
	<b>Total</b>	100%	<b>16 weeks (4 months)</b>

- a. In consideration of the services to be provided by the selected consultant under the contract, the consultant shall be entitled for payment as per Annexure 10 & Annexure 11 of the RFQ cum RFP Document;
- b. Acceptance means, after submission of reports and after the Consultant has made presentations to the Government of Gujarat (GoG)/ Authority/ Committee/ Government of India (GoI), the Authority will issue a letter of acceptance along with comments / suggestions of the Authority on the report;
- c. The consultant shall be responsible for the set of deliverables on a timely basis. The quality and timeliness of these deliverables shall directly affect the payment terms;
- d. The above table does not include the time taken for granting approvals by Government of Gujarat (GoG)/ Authority/ IDA-PMC/Government of India (GoI). No compensation will be given to consultant if project gets extended under any reason except as agreed by Authority.

- e. The Consultant shall whenever required make presentations before competent authorities from time to time for securing approval from GoG in connection with the Services and whenever advised by the Authority in consultation with the Consultant;
- f. The Consultant shall submit the final reports of each assignment within 2 weeks after issuing changes/ modifications as per Authority/ Steering Committee/ State Government suggestions;
- g. In case, the client is not able to communicate the acceptance of report within 30 days of submission of the report, the client will release 50 % of the payment due at particular stage of study. The balance 50% of the payment will be released upon acceptance of the report by the client.
- h. Above payments shall be made after deduction of tax at source, whichever may be applicable, by the Acts prevailing at the time of making payment. Payment of all other tax and levies would be the responsibility of the consultant. All payments to the consultants would be made in Indian Rupees only.
- i. If the report submitted by the consultant is not acceptable to the Authority, reasons for such non-acceptance should be recorded in writing; the Authority shall not release the payment due to the consultant. In such case, the payment will be released to the consultant only after it re-submits the report and which is accepted by the Authority.

## **5.0 Time schedule for the Assignment**

The total time frame for carrying out the assignment would be **4 months** from start i.e. from the date of signing of Agreement. The details of work plan, timeframe for each stage of assignment is put up as per Annexure- 9 of RFQ cum RFP document. Time taken by Authority in order to provide feedback/ comments will not be considered while calculating the time taken by consultants.

## **6.0 Reports**

All reports and recommendations and general correspondence from the Consultant to the Authority prepared by the Consultant under this Contract shall be in the English language. The consultant shall submit phase wise reports as per Terms of Reference attached as Annexure.

## **7.0 Liquidated Damages for late submission**

### **7.1 Performance Security**

7.1.1 The Authority shall retain by way of performance security (the “**Performance Security**”), **3% (Three per cent)** of all the amounts due and payable to the Consultant, to be appropriated against breach of this Agreement or for recovery of liquidated damages as specified in Clause 7.2. The balance remaining out of the Performance Security shall be returned to the Consultant at the end of 4 (four) months after the expiry of this Agreement. For the avoidance of doubt, the parties hereto expressly agree that in addition to appropriation of the amounts withheld hereunder, in the event of any default requiring the appropriation of further amounts comprising the Performance Security, the Authority may make deductions from any subsequent payments due and payable to the Consultant hereunder, as if it is appropriating the Performance Security in accordance with the provisions of this Agreement.

7.1.2 The Consultant may, in lieu of retention of the amounts as referred to in Clause 7.1.1 above, furnish a Bank Guarantee substantially in the form specified at Annexure-12 of this Agreement.

### **7.2 Liquidated Damages for late submission**

7.2.1 In case the above reports are not submitted within the period stipulated as above due to reasons attributable to the Consultant, the consultants will be liable to pay at the discretion of the client, a liquidated damages to the client of 0.5% per week on the contract price subject to maximum of 10% reckoned on the Total Price of the Services. Fraction of a week will be considered as a full week for the purpose of liquidated damages calculations.

7.2.2 In case the consultant does not submit the report within two months of due date, the client reserves the right to terminate the contract as per the provisions of Section 8.1.

## **8.0 Termination of the Contract**

8.1 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.

8.2 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 Section 8.5.

8.3 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 Section 8.5.

8.4 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.

8.5 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 Section 4.1 and reasonable amount of out of pocket expenses. In case of failure to decide compensation, Arbitrator as per the terms of the contract shall be appointed to decide the compensation.



## **9.0 Performance obligations**

Consultant shall have to be responsible for the soundness of services rendered. In the event of any deficiency in these services, consultants shall promptly redo/remedy without any additional cost to the Authority and to carry out such modifications and /or rectification as may be required.

## **10.0 Compliance with laws, statutes, rules and regulations of Government / local authority**

Consultants shall comply with all laws, statutes and rules & regulations of Central and State Governments or Local authorities that may be applicable from time to time in respect of any personnel deployed or engaged by consultants or their sub-contractor either directly or indirectly. With respect to their employees or assignees, consultants shall be solely responsible for strictly following all laws, industrial laws, factories act, minimum wages act and other such laws which are applicable from time to time, including but not limited to the modification, amendments or additions which are made to these laws during the period of contract. Consultant will also be responsible for the various levies of State/Central Governments and/or any Statutory Body. Consultants shall have to, at Consultant's expense, comply with labour laws and keep the Authority indemnified in respect thereof. Consultants shall be fully responsible for all matters arising out of the performance of the contract and shall comply, at their own expenses, with all laws / acts / enactment / orders / regulations / statutory obligations, whatsoever of the Government of India/ State Government, Local Self Government or any Statutory Authority.

## **11.0 Period of Agreement**

The agreement to be entered into between the Authority and the consultant shall be valid from the date of signing the contract till final approval of Chief Executive Officer, Gujarat Infrastructure Development Board (GIDB), is received.

## **12.0 Liability**

In no event shall either party be liable for any direct, indirect, incidental, special, consequential, reliance or cover damages, including, but not limited to, loss of profits, revenue, data or use, incurred by the other party. In no event however shall

the total liability of the Consultant under this Agreement exceed the amount of fees received by the Consultant from the Authority. However this clause will not prevent the Authority from levying the liquidated damages as per Clause 7 and 8.1.

### **13.0 Notices**

Any notice or request required or permitted to be given or made under this Agreement to either party shall be in writing. Such notice or request shall be deemed to have been duly given or made when it shall be delivered by hand, mail or fax to the party to which it is required or permitted to be given or made at such party's

Head Office or Registered Office or Corporate Office or branch office addresses.

### **14.0 Arbitration**

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 endeavoured to be solved by mutual negotiations. If, however, such negotiations are anfractuous, 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.

The venue of arbitration shall be Ahmedabad 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.

### **15.0 Force Majeure.**

15.1 Force Majeure means such of the following factors which substantially affect the performance of the contract, such as:

- a) natural phenomena, including but not limited to floods, draughts, earthquakes and Epidemics;
- b) acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, , quarantines, embargoes;
- c) Illegal strikes and legal lockouts in respect of Authority's / consultant's scope of work provided;

Either party shall within fifteen (15) days from the occurrence of such a cause notify the other in writing of such causes.

15.2 The Consultants or the Authority shall not be liable for delays in performing their obligations resulting from any Force Majeure cause as referred to and/or defined above.

15.3 However if such an event lasts for a period of 90 days or more, then either party shall have an option to terminate this Agreement forthwith without any liability after intimating the other party of the same. The consultant shall however be entitled to receive payments for all the services rendered by it under this Agreement prior to termination of contract. The payment shall be determined as per Section 8.5.

### **COVID-19**

The Services, Deliverables and any advice or recommendations included therein do not consider nor incorporate potential implications or impact of the coronavirus (COVID-19), including but not limited to performance, operations, and/or results. Authority is neither responsible nor liable for any consequence, impacts, implications, direct or indirect, of the coronavirus (COVID-19) arising from or related to the Services, Deliverables, advice or recommendations provided by us.

### **16.0 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 for this job 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 Authority on preparation of final report or on termination of the contract.

## **17.0 Indemnity**

Consultant shall indemnify the Authority and every members, officers and employees of the Authority, against all actions, proceedings, claims, demands, costs and expenses whatsoever arising out of or, in connection with various matters and against all actions, proceedings, claims, demands, costs and expenses whatsoever arising out of any negligent act or omission or failure by consultants in the performance of Consultant's obligation under this Agreement.

## **18.0 General clauses**

### **18.1. Entire Agreement & Amendments**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior written, oral or implied understandings between them on that subject matter. This Agreement may be amended, modified or supplemented only by the Authorised representatives of the parties in writing executed on behalf of both parties hereto.

### **18.2 Non Exclusive Agreement**

The Consultant shall be free to do similar business either for itself or for any other party or offer similar services to any third parties but without in any way affecting the services agreed to be offered by it under this Agreement and subject to clause 3.7.

### **18.3 Severability**

In the event that any provision or any portion of any provision of this Agreement shall be held invalid, illegal or unenforceable under applicable law, the remainder of this Agreement shall remain valid and enforceable in accordance with its terms.

### **18.4 Survival**

The clauses of this Agreement, which by their very nature ought to survive termination of this Agreement, shall so survive.

**Ms. Swati Buch General  
Manager,**  
Gujarat Infrastructure  
Development Board (GIDB)

**Name  
Designation**

**Authorised Signatory**

**Authorised Signatory**

On behalf of the **Authority**

On behalf of the **Consultant**

Gujarat Infrastructure Development Board

\_\_\_\_\_

In witness of

In witness of

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Annexure16**

**Letter of Consent for Attending Pre-Bid Meeting**

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

To,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant to Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

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 RFQ cum RFP issued on the above mentioned assignment through e-mail in Excel format as per Annexure 13 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 17**

**Deleted.**

**Annexure 18**

**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,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

We, M/s ..... [Insert name of the Bidder] confirm that key experts named below are the employee of the Bidder 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 RFQ cum RFP and the Contract.

Name of the Bidder

.....  
Signature of the Authorised Person

.....  
Name & Designation of the Authorised Person

Date:

Place:



**Annexure 19**

**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,

**Chief Executive Officer,**

**Gujarat Infrastructure Development Board**

Block No. 18, 8th Floor, Udyog Bhavan, Gandhinagar-382 017, Gujarat, India

**Sub: Selection of Consultant To Carry out Skill Demand assessment Survey and Detailed Project Report for establishment of Marine Skill Training Centre at ITI campus, Dwarka in the State of Gujarat.**

**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 RFQ cum RFP and the Contract.

Name of Expert

Signature

Date

Name of Authorized  
representative of the bidder  
(Authorized signatory)

Signature

Date

Date:

Place: