Indian Maritime University, Chennai

Tender for Appointment of Consultant for the preparation of
Detailed Project Report (DPR) for IMU’s Jaigarh Campus

General Information and Instruction to the Bidders

Tender No. IMU/HQ/Consul/2016                          25/06/2016

Appointment of Consultant for the preparation of DPR for IMU’s
Jaigarh Campus

Sealed Tenders are invited from reputed Consultants for the preparation of
Detailed Project Report (DPR) for IMU’s Jaigarh Campus in Maharashtra. The Tender Document can be downloaded from the University Website www.imu.edu.in. The last date for receiving bids is 3 p.m on Monday 25th July 2016.

REGISTRAR
**Tender Abstract**

<table>
<thead>
<tr>
<th>Notice Inviting Tender No:</th>
<th>No. IMU/HQ/Consul/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender document download start date</td>
<td>From Saturday 25th June 2016 from the website <a href="http://www.imu.edu.in">www.imu.edu.in</a></td>
</tr>
<tr>
<td>Pre-bid Meeting</td>
<td>Monday 11th July 2016 at 11:00 am in Indian Maritime University East Coast Road, Uthandi Chennai – 600 119.</td>
</tr>
<tr>
<td>Last Date for Submission of Bid</td>
<td>Monday 25th July 2016 at 3:00 pm</td>
</tr>
<tr>
<td>Technical Bid Opening Date and Time</td>
<td>Monday 25th July 2016 at 3:30 pm</td>
</tr>
<tr>
<td>Price Bid Opening Date</td>
<td>Friday 29th July 2016 at 3:00 pm</td>
</tr>
<tr>
<td>EMD Amount</td>
<td>Demand Draft of Rs.1,00,000/- drawn in favour of Indian Maritime University payable at Chennai.</td>
</tr>
<tr>
<td>Address for Submission of Tender</td>
<td>The Registrar, Indian Maritime University, East Coast Road, Uthandi Chennai – 600 119</td>
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</tbody>
</table>
1. **Introduction:**

The Indian Maritime University (IMU) was established on 14th November 2008 as a teaching-cum-affiliating university under the Ministry of Shipping, Government of India, with Chennai as headquarters. It was set up to promote maritime studies, training, research and extension with focus on emerging areas like oceanography, maritime history, maritime laws, maritime security, search and rescue, transportation of dangerous cargo, environmental studies and other related fields, and to achieve excellence in these areas.

There were 7 renowned legacy teaching-cum-research institutes under the Ministry of Shipping, and these were subsumed under the Indian Maritime University in November 2008. The 3 institutes in Mumbai, namely, the Training Ship Chanakya, the Lal Bahadur Shastri College of Advanced Maritime Studies & Research, and the Marine Engineering Research Institute became the Mumbai Campus of the Indian Maritime University. The 2 institutes in Kolkata, namely, the Marine Engineering Research Institute and the Indian Institute of Port Management became the Kolkata Campus of the University. The National Ship Design and Research Centre in Visakhapatnam and the National Maritime Academy in Chennai became the Visakhapatnam and Chennai Campuses respectively of the University. Post-November 2008, Kochi Campus was set up - in 2009. The University also has 36 Affiliated Institutes.

IMU proposes to start a new Campus at Jaigarh, Ratnagiri District, Maharashtra in 20 acres of land in partnership with JSW-JSL. The proposed location is approx. 7 kms from JSW Jaigarh Port and 2kms from Vinayakwadi (JSW colony) and is connected with Mumbai Goa Highway NH-66, Ratnagiri town and Railway Station.
The following programmes are offered by the Indian Maritime University in its Campuses and Affiliated Institutes:

**Undergraduate programmes**

1. 4-Year B.Tech (Marine Engineering)
2. 4-Year B.Tech (Naval Architecture & Ocean Engineering)
3. 3-Year B.Sc (Ship Building & Repair)
4. 3-Year B.Sc (Maritime Science)
5. 3-Year B.Sc (Nautical Science)
6. 1-Year Diploma in Nautical Science leading to B.Sc. (Applied Nautical Science)

**Postgraduate programmes**

1. 2-Year MBA (Port and Shipping Management)
2. 2-Year MBA (International Transportation and Logistics Management)
3. 2-Year M.Tech (Naval Architecture and Ocean Engineering)
4. 2-Year M.Tech (Dredging and Harbour Engineering)
5. 2-Year M.Tech (Marine Technology and Management)-introduced from Academic Year 2016-17
6. 2-Year M.Sc (Commercial Shipping and Logistics) - introduced from Academic Year 2016-17

**Postgraduate Diploma programmes**

1- Year PGDME: Post Graduate Diploma in Marine Engineering

**Research Programmes**

At present Ph.D programme is being conducted at IMU Visakhapatnam Campus. IMU intends to make all its Campuses centres for doing research leading to Ph.D before 2018-19.

2. **Objective of this Tender/Scope of the Work**

IMU intends to appoint a reputed Consultant who shall be required

A. **General:**
(i) to undertake an overview of the Global Shipping, Port and Ship building Industries with special reference to India;
(ii) to identify the gaps if any in the present Maritime Education and Training in India vis-à-vis the Industries’ requirements and the global best practices;
(iii) to recommend how IMU can plug these gaps by offering new academic and/or training programmes and become a Centre of Excellence in Maritime Education and Training; and

B. Particular to Jaigarh Campus:

(i) to recommend the specific academic and/or training programmes in the maritime sector to be offered in the proposed Jaigarh Campus taking into account the economic profile, status of physical infrastructure, status of institutions offering higher education and/or training, the skills presently available, etc in Ratnagiri district, Maharashtra.

(ii) Based on such a study, the Consultant will be required to prepare a Detailed Project Report (DPR) for IMU’s proposed Jaigarh Campus suggesting (a) the various viable maritime programmes (academic/training; short-term/long-term) that could be conducted in that Campus, (b) the job prospects for these programmes, (c) the related the capital and infrastructure requirement programme-wise, (d) the staff required– academic and administrative, (e) financial feasibility of the Jaigarh Campus project as a whole.

3. Manpower Deployment:

a. The Consultant shall deploy the following qualified personnel for the Project

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description</th>
<th>No.</th>
<th>Minimum Qualification</th>
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<tbody>
<tr>
<td>1</td>
<td>Marine Engineering</td>
<td>1</td>
<td>a) MEO Class I (Motor) Certificate of Competency; and</td>
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<tr>
<td>Expert</td>
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|        | b) Sailing experience of minimum period of two years at Management level within the meaning of STCW convention in force; and  
c) A minimum of ten years of experience in Maritime industry in one or more of the following areas:  
i. Sailing experience in management level [beyond the prescribed minimum of two years indicated at (b) above]  
ii. Teaching Marine Engineering in a recognised maritime institution  
iii. Engineering Surveyor in Directorate General of Shipping or in any recognised Classification Society,  
iv. Technical Superintendent in any reputed Ship-owning or Ship-managing company |
| 2 Nautical Expert | 1 | a) Master (Foreign Going) Certificate of Competency; and  
b) Sailing experience of minimum period of two years at Management level within the meaning of STCW convention in force; and  
c) A minimum of ten years of experience in Maritime industry in one or more of the following areas:  
i. Sailing experience in management level [beyond the prescribed minimum of two years indicated at (b) above]  
ii. Teaching Nautical Science in a recognised maritime institution  
iii. Nautical Surveyor in Directorate General of Shipping or in any recognised Classification Society,  
iv. Technical Superintendent in any reputed Ship-owning or Ship-managing company |
<p>| | | |</p>
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<tbody>
<tr>
<td>3</td>
<td>Shipbuilding Expert</td>
<td>1</td>
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</table>
|   |   | A. a) Post-Graduate degree in Naval Architecture and Ocean Engineering/ Naval Architecture and Ship Building and Ph.D in a related field; and  
|   |   | b) A minimum of 8 years of experience of teaching and/or research in a University, College or Accredited Research Institution/ Industry. Evidence of published work is desirable;  
|   |   | or  
|   |   | A minimum of 12 years of professional experience in design and/or construction in a reputed ship building industry in a management position equivalent to the post of Assistant Professor or above in a University. Evidence of published work is desirable.  
|   |   | [OR]  
|   |   | B. A retired Naval officer of the rank of ‘Captain’ or above with experience in Shipbuilding. |
| 4 | Port Sector Expert | 1 |
|   |   | An officer with Post Graduate degree in Engineering who has served as Traffic Manager or Chief Engineer or Chief Mechanical Engineer or Deputy Conservator in any Major Port. |
| 5 | Expert in either Economics/ Finance/ Management/ Public Administration | 1 |
|   |   | A serving or retired Professor from a reputed Central/State University with Ph.D in Economics/Finance/Management/Public Administration. |

b. The Consultant should submit the Curriculum Vitae (CV) containing the names of the Experts, designation, qualifications, work experience etc to be deputed for the Project and get the same approved by IMU before commencement of work. If IMU is not satisfied with any Expert proposed, it has the right to direct the Consultant to provide a replacement.
c. If, for any reason beyond the reasonable control of the Consultant such as retirement, death, medical incapacity, etc, it becomes necessary to replace any of the Experts, the Consultant shall provide a replacement subject to approval by IMU.

d. The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of Project personnel.

e. It is left to the Consultant to choose a Team Leader to coordinate the 5 Experts from among them.

f. Each of the 5 Experts shall be required to visit Jaigarh and its surroundings at least once to study the economic profile, status of physical infrastructure, status of institutions offering higher education and/or training, the skills presently available, etc in Ratnagiri district, Maharashtra.

4. **Project Timelines**

   a. The bidder should submit the **draft Report** and make a Presentation to the Vice Chancellor IMU at Chennai within 60 days from the date of issue of work order and submit the **final Report** and make a Presentation to the Vice Chancellor IMU at Chennai within a further 30 days from the date of Presentation on the draft Report.

   b. The final Report shall be deemed to have been accepted by IMU unless the University gives written notice to the Consultant specifying in detail the deficiencies in the Report within 4 weeks from the date of the Presentation on Final Report. The Consultant shall thereupon make the necessary corrections and submit the duly corrected final Report to the satisfaction of IMU within 15 days (extendable by another 15 days at IMU’s discretion).
c. The bidder shall submit a progress report on Fortnightly basis to IMU.

5. **Infrastructure Support and Coordinator of the Project**

a. An office will be provided in the IMU Mumbai Campus – Palm Beach Block, Karave, Nerul, Navi Mumbai - 400706. However, laptops/desktops and other peripherals shall be arranged by the Consultant.

b. IMU shall provide all necessary documents required for preparation of DPR for Jaigarh Campus. In this connection, the Director, IMU Mumbai Campus, Karave, Nerul, Navi Mumbai-400706 will be the coordinator.

6. **Obligation of the Consultant**

a. Submission of Report: The consultant is required to submit the final report in the form of Six (6) sets of hard copies and soft copies in Compact Disc (CD) as well as inclusive of the working, assumptions, source of obtaining information, different methodology used for reaching logical conclusion and these documents will remain the property of IMU.

b. Standard of Performance: The Consultant shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the IMU and shall at all times support and safeguard
the IMU legitimate interests in any dealings with the Third Parties.

c. Conflict of Interest: The Consultant shall hold the IMU’s interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the Consultant shall promptly disclose the same to the IMU and seek its instructions.

d. Prohibition of Conflicting Activities: The Consultant shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

e. Professional Liability: The Consultant shall carry out its assignment with due diligence and in accordance with prevailing standards of profession. Consultant’s liability to the governed by the applicable Law.

f. The Consultant shall indemnify IMU from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of i) infringement or alleged infringement by the Consultant of any patent or other protected right, or ii) plagiarism or alleged plagiarism by the Consultant.

g. Documents prepared by the Consultant to be the Property of the IMU: All plans, specifications, designs, reports, and other documents prepared by the Consultant for the IMU under this Contract shall become and remain the property of the IMU, and
the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the IMU, together with a detailed inventory thereof.

h. If any query or clarification sought by IMU with regard to report submitted by the Consultant within a period of six months after the submission and acceptance of final DPR, the Consultant should provide the necessary clarification along with supporting documents to IMU within 15 days from the date of receipt of written communication from IMU.

7. **Qualifications of Bidders**

a. IMU is looking for a Consultant who has a proven capacity in preparation of Detailed Project Report (DPR). Along with time, *quality is of the essence of this contract*. Accordingly, IMU has opted for a **Quality-cum-Cost based System (QCBS)** of Tender Evaluation in which 60% weightage will be given to the Technical Bid and 40% weightage to the Price Bid.

b. IMU has prescribed 2 sets of technical criteria:

   i. **Minimum Eligibility Criteria** – Bidders who do not possess **ALL** these criteria will be screened and not taken up for Technical Evaluation.

   ii. **Technical Evaluation Criteria** – Bidders who possess all the Minimum Eligibility Criteria will be given marks based on certain well defined criteria which are indicative of their technical capacity to execute the Project. *The Technical Score (TS) of the Bidder getting the highest mark will be treated as 60*, and those of the others will be arrived at proportionately using the formula: $TS = \ldots$
(T/T_{\text{max}}) \times 60 \text{ where } T_{\text{max}} \text{ is the highest mark secured in the Technical Evaluation by one of the Bidders, and } T \text{ is the mark secured by any given Bidder. In this manner, each Bidder will be assigned a Technical Score (TS) out of 60.}

**N.B.** The Bidder may furnish modes of proof other than the ones indicated below but it shall be entirely up to IMU whether to accept them or not.

8. The **Minimum Eligibility Criteria** shall be as follows:

   a. **The Bidder should be a private/public limited company or a partnership firm. Individuals are not eligible to participate. Joint Venture/ Consortiums are NOT permitted.**

      *Mode of Proof: Copy of Registration/Incorporation Certificate showing that the Bidder is a private/ public limited companies/ partnership firms*

   b. **The Bidder should have an office in India with an employee strength of at least 10 persons since 2013-14 or earlier:**

      *Mode of Proof: Copy of address proof such as Rent Agreement, Local Body Tax receipts, Electricity bill showing that the bidder has an office in India and Salary Slip, Statutory Payments such as PF, TDS Return, Income Tax Certificate etc showing that the bidder has an employee strength of at least 10 persons]*

   c. **The Bidder should have experience in preparing Detailed Project Reports since 2005-06 or earlier.**

      *Mode of Proof: Copy of Purchase Order/Contract showing that*
the Bidder has been preparing DPRs since 2005-06 or earlier].

d. **The Bidder should have prepared at least 5 Nos. of Detailed Project Reports of Project value each of at least Rs. 25 lakhs for organizations such as Central/State Universities/Autonomous Educational Institutes; Port Trusts; Public Sector Undertakings; Central/State Government Departments/Agencies; Banks; Public Limited Companies during last 3 years, 2013-14, 2014-15 and 2015-16.**

   **[Mode of Proof: Copy of Purchase Order/Contract for proving ‘Award of Work’]**

e. **The Bidder should have an average annual turnover of at least Rs.3 Crore during the following 5 years – 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15.**

   **[Mode of Proof: Copy of Profit & Loss Account of the bidder for each of the 5 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 5 years authenticated by a Chartered Accountant or a Certificate authenticated by the Chartered Accountant stating that the Bidder have an average annual turnover of Rs.3 Crore during the following 5 years – 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15].**

f. **The Bidder should NOT have been debarred or blacklisted by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.**

   **[Mode of Proof: The bidder should give an undertaking for this.]**
The Bidder must possess **ALL** the above Minimum Qualifying Criteria. If he/she does not possess even one of these, he/she shall stand disqualified and his/her bid will not be taken up for technical evaluation.

9. The **Technical Evaluation Criteria** shall be as per table below:

*Note: Before opening the Technical Bids, the weightage assigned to the various Technical Evaluation Criteria listed in Schedule III of the Technical Bid will be explained to the Bidders so that the process is fair and transparent.*

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of Criteria</th>
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<tbody>
<tr>
<td>1</td>
<td>Total No. of completed DPRs in any Sector for specified organisations (#) during the last 5 years i.e., 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.</td>
</tr>
<tr>
<td>2</td>
<td>Total project value of the completed DPRs for specified organisations (#) during the last 5 years i.e., 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.</td>
</tr>
<tr>
<td>3</td>
<td>Total No. of completed DPRs in sectors such as Marine Engineering, Nautical Science, Ports, Shipbuilding and Higher Education and related fields (*) and for specified organisations (#) during the last 5 years i.e., 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.</td>
</tr>
<tr>
<td>4</td>
<td>Total project value of completed DPRs in sectors such as Marine Engineering, Nautical Science, Ports, Shipbuilding and Higher Education and related fields* for specified organisations (#) during the last 5 years i.e., 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.</td>
</tr>
</tbody>
</table>

(##) - Specified organisations means organizations such as Central/State Universities/Autonomous Educational Institutes; Port Trusts; Public Sector Undertakings; Central/State Government Departments/Agencies; Banks; Public Limited Companies

(*)- It shall be IMU’s prerogative to decide whether a sector is related or not.
10. **Pre-Bid Meeting:** Interested Consultants may attend pre-bid meeting scheduled to be held at 11 AM on Monday 11\textsuperscript{th} July 2016 at Registrar’s Chambers, IMU Chennai.

11. **Submission of Bids**

   a. The Tender Document can be downloaded from IMU web site [http://www.imu.edu.in](http://www.imu.edu.in) for free.

   b. The Bidders shall submit their bids in two parts:
      
      i. **Technical Bid,** and
      
      ii. **Price Bid.**

   c. The Technical and Price Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope super-scribing Tender for "Appointment of Consultant for Preparation of Detailed Project Report on IMU’s Jaigarh Campus". In case any Bidder encloses the Financial Bid within the Technical Bid, the same shall be rejected summarily.

   d. The Bid Document must be addressed to:

      
      The Registrar,
      
      Indian Maritime University,
      
      East Coast Road,
      
      Uthandi,
      
      Chennai – 600119.

      They must sent only by **Registered/Speed Post** or through **Special Messenger** so as to reach by **3:00 PM on Monday 25\textsuperscript{th} July 2016.** Late tenders shall not be accepted.

   e. All the pages of the Bid Document shall be *continuously*
numbered and submitted as a package along with a **Covering Letter** in the prescribed proforma (**Schedule I**) letter on the Bidder’s letter head.

f. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format ([**Schedule 1**](#)) along with an **Earnest Money Deposit** (EMD) of **Rs.100,000** in form of **Demand Draft** drawn in favour of Indian Maritime University and payable at Chennai. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

g. The Technical Bid will have 2 Schedules: **Schedule II** contains "**Minimum Eligibility Criteria**“ and **Schedule III** contains the “**Technical Evaluation Criteria**”

h. **If a bidder does not possess ALL the Minimum Eligibility Criteria** laid down in Schedule I, then Schedule II of his/her Technical Bid will not be taken up for marking and evaluation nor will his/her Financial Bid be opened.

i. The Price Bid should be in the prescribed format (**Schedule IV**) and should be in the form of lump sum amount in Indian Rupees inclusive of all taxes. The lump sum quote should be inclusive of all expenses which consultant may incur while executing the assignment including data generation, compilation, presentation, travelling allowance, boarding and lodging etc and applicable taxes as required for the preparation of and submission of DPR.
j. All prices in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices in figures and words, the prices in words will be considered correct.

k. Bidders should avoid alterations/corrections in the prices submitted by them. However, if alterations/corrections in prices are inescapable each alteration/correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.

l. The Bid Document along with all accompanying supporting documents and all communications shall be in English language. In case, any of the documents is in another language, it must be accompanied by an accurate translation in English. For the purpose of evaluation of the Bid, the translation in English shall prevail.

m. Information, references and certificates from the respective clients certifying technical, delivery and execution capability of the Bidder should be signed and the contact numbers of all such clients should be mentioned. The IMU, Chennai may also independently seek information regarding the performance from the clients.

n. If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then IMU reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3 years.

o. Bidders are allowed to sub-contract any part or whole of this contract with the prior written permission of IMU.
12. **Tender Evaluation Process**

a. **The Technical Bids will first be opened at 3.30 pm on Monday 25th July 2016** in the presence of the bidders if any.

b. *Before opening the Technical Bids*, the weightage assigned to the various Technical Evaluation Criteria listed in Schedule III of the Technical Bid will be explained to the Bidders so that the process is fair and transparent.

c. Schedule III will be marked and evaluated only in respect of bidders who possess **ALL the Minimum Eligibility Criteria laid down in Schedule II**.

d. The IMU shall have the right to call upon the Bidders to explain/substantiate/prove the various claims made by the Bidder in Schedules II and III, and if satisfactory explanation-proof is not forthcoming, the IMU reserves the right to treat the claim as ‘Not Proved’ and ignore it.

e. Schedule III of the Technical Bid submitted by each Bidder would be assessed based on the Technical Evaluation Criteria already announced. *The Technical Score (TS) of the Bidder getting the highest mark will be treated as 60*, and those of the others will be arrived at proportionately, using the formula: $TS = \left(\frac{T}{T_{\text{max}}}\right) \times 60$ where $T_{\text{max}}$ is the highest mark secured in the Technical evaluation by one of the Bidders, and $T$ is the mark secured by any given Bidder. **In this manner, each Bidder will be assigned a Technical Score (TS) out of 60.**

f. **The Price Bids shall be opened at 3.00 pm on Friday 29th July 2016 in the presence of the eligible bidders present (if any).** The Price Bids of those Bidders who did not possess the
Minimum Eligibility Criteria laid down in Schedule II will not be opened.

g. This Tender, being a Quality-cum-Cost based Tender, with quality and integrity being paramount, will be evaluated on 60:40 basis. This means 60% weightage will be given to Technical Bid and 40% weightage will be given to the Price Bid.

h. The Financial Score (FS) out of 40 for each bidder will be arrived at using the formula: \[ FS = \left( \frac{P_{\text{min}}}{P} \right) \times 40 \] where \( P_{\text{min}} \) is the value of the lowest Price Bid, and \( P \) is the value of the Price Bid of a given Bidder.

i. The Total Score for a Bidder (out of 100) = TS + FS.

j. The Bidder with the highest Total Score will be awarded the contract subject to other terms and conditions of Tender.

k. The IMU shall issue a Work Order to the successful bidder giving him 3 days’ time to furnish the Security Deposit and execute the Contract with IMU in the prescribed format.

l. IMU reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason

m. IMU reserves the right to test check whether the claims/reports made by the Consultant are correct.

13. Security Deposit

a. Within 3 days of the successful Bidder's receipt of notification
of award, the Bidder shall furnish a Security Deposit of **Rs.10 lakhs** in the form of a A/C Payee **Demand Draft**. The EMD already paid can be adjusted against the Security Deposit.

b. The Security Deposit will be discharged to the Consultant after **six (6) months** from the date of acceptance of the Final report by IMU.

c. The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) resulting from the failure of the Consultant to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Consultant.

14. **Payment Terms:**

a. No advance will be paid to the successful bidder.

b. The payments to the Bidders (in Indian Rupee) will be regulated as follows:

   i. **30%** - After IMU’s acceptance of the Draft Report and Presentation submitted by the Consultant.

   ii. **70%** - After IMU’s acceptance of the Final Report and Presentation submitted by the Consultant and that all the data and other relevant records have been duly submitted to IMU.

c. The above payment schedule is subject to timely and satisfactory completion of all deliverables. In the event of **delays** on the part of the bidder, not attributable to IMU or to **Force Majeure** causes, IMU shall have the right to make ‘cuts’ in payment at the rate of 0.25% of the **amount payable** for each day of delay but not exceeding 10% of the amount payable.
d. In the event of unsatisfactory performance or non-performance or on detection of Plagiarism, IMU shall have the right to withhold the payment after giving a 7-day notice to the Consultant to show cause against the same, and to take such other legal action to make good the losses caused by the Consultant to IMU. IMU shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Consultant shall stand forfeited) and to entrust the remaining work to another Consultant.

15. **Confidentiality**

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information or data relating to IMU’s without the prior consent of the IMU. IMU reciprocally agrees to do likewise regarding any proprietary or confidential information or data relating to the Bidder which may come into the possession or custody of IMU in the course of the project.

16. **Resolution of Disputes**

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.
Bid Document
Schedule I
Covering Letter to Accompany Technical Bid


From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai – 600119.

Sir,

We are a ____________________________________________________________
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[Introduce your company/firm and its activities with particular reference to your experience in preparation of DPRs. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200 words].

2) We hereby submit our Bid for “Appointment of Consultant for
3) We have enclosed a Demand Draft bearing No. ............... dated ............. for Rs.100,000 towards Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

4) We have read and understood and hereby agree to all the terms and conditions stipulated by IMU in this tender including the Quality-cum-Cost based System (QCBS) of Tendering with 60% weightage to the Technical Bid and 40% weightage to the Price Bid, the Deliverables under the Project, the Time Line for delivery, Payment Terms, etc.

5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage.

6) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with IMU within 3 (three) days from the date of issue of the Purchase Order failing which the Purchase Order may be cancelled and the EMD forfeited.

7) Our Price Bid is inclusive of all taxes, duties and charges and the price quoted shall be firm till the execution of the contract.

8) We shall work closely with IMU and keep IMU posted at every stage about the progress made, and handover the entire data to IMU on conclusion of the project.

9) We shall render all assistance to IMU to make the projects a success including provision of consulting to the Registrar, IMU or any other designated officer.

Yours faithfully,

Date: ........................................
Place: ........................................

Signature with Seal of Authorised Signatory
Schedule II

TECHNICAL BID: Minimum Qualifying Criteria

1. Whether the Bidder is a private/public limited company or partnership firm: YES/NO.
   - Mode of Proof enclosed:
   - Available at which page number of Bid Document:

2. Whether the Bidder has an office in India with an employee strength of at least 10 people since 2013-14 or earlier: YES/NO.
   - Mode of Proof enclosed:
   - Available at which page number of Bid Document:

3. Whether the Bidder has experience in preparing Detailed Project Reports since 2005-06 or earlier: YES/NO.
   - Mode of Proof enclosed:
   - Available at which page number of Bid Document:

4. Whether the Bidder has prepared at least 5 Nos. of Detailed Project Reports of each of value of at least Rs. 25 lakhs for organizations such as Central/State Universities/Autonomous Educational Institutes; Port Trusts; Public Sector Undertakings; Central/State Government Departments/Agencies; Banks; Public Limited Companies during last 3 years, 2013-14, 2014-15 and 2015-16: YES/NO.
   - Mode of Proof enclosed:
   - Available at which page number of Bid Document:
5. Whether the Bidder should has an average annual turnover of at least Rs.3 Crore during the following 5 years - 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15: YES/NO.

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual Turnover (Rs. Crores)</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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<tbody>
<tr>
<td>2010-11</td>
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<td>2011-12</td>
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<td>Average</td>
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6. Whether the Bidder has been debarred or blacklisted by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance: YES/NO

The Bidder must possess ALL the above Minimum Qualifying Criteria. If he/she does not possess even one of these, he/she shall stand disqualified and his/her bid will not be taken up for technical evaluation

**Declaration**

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date: ___________________________ Signature with Seal of Authorised Signatory

Place: ___________________________
[On the Letter head of the Bidder and to be put in a separate sealed cover]

**Schedule III**

**TECHNICAL EVALUATION CRITERIA**

1. Details of all the completed DPRs in any sector together with the Project Value for specified organisations (#) during the last 5 years i.e., 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title &amp; brief description of the DPR</th>
<th>Name, Address &amp; Contact No. of the Client for whom the DPR was prepared</th>
<th>Date of submission of DPR</th>
<th>Value of the Project</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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*Note: The date of submission of the DPRs should be within the 5-year period*

2. Details of all completed DPRs in sectors such as Marine Engineering, Nautical Science, Ports, Shipbuilding and Higher Education and related fields (*) for specified organisations (#), together with the Project Value during the last 5 years i.e., 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title &amp; brief description of the DPR</th>
<th>Sector for which the DPR was prepared</th>
<th>Name, Address &amp; Contact No. of the Client for whom the DPR was prepared</th>
<th>Date of the submission of DPR</th>
<th>Value of the Project</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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Etc. 

(#) – Specified organisations means organizations such as Central/State Universities/Autonomous Educational Institutes; Port Trusts; Public Sector Undertakings; Central/State Government Departments/Agencies; Banks; Public Limited Companies

(*)- It shall be IMU’s prerogative to decide whether a sector is related or not.


<table>
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<tr>
<th>Year</th>
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**Declaration**

We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date: 

Signature with Seal of Authorised Signatory
We hereby submit our Price Bid for the preparation of Detailed Project Report (DPR) for IMU’s Jaigarh Campus:

| Lump sum consideration in Rupees (in figures) |  
| Lump sum consideration in Rupees (in words) |

The lump sum quote should be inclusive of all expenses which consultant may incur in preparation and submission of Report (hard and soft copies)
including data generation, compilation, presentation, travelling allowance, boarding and lodging etc. and applicable taxes. No amount other than this will be payable by IMU.

Date: 

Signature with Seal of Authorised Signatory

Place: