



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX



महाप्रबंधक (अभियांत्रिकी) का कार्यालय,
जाहवर टॉवर एक्सटेंशन बिल्डिंग (दूसरी मंजिल),
पी.ओ.: हल्दिया टाउनशिप,
जिला: - पुरबा मेदिनीपुर,
राज्य: - पश्चिम बंगाल,
भारत। पिन - 721 607

Office of General Manager (Engineering),
Jahawar Tower Extension Building (2nd floor),
P.O.: Haldia Township,
Dist.: - Purba Medinipur,
State:- West Bengal,
India. Pin - 721 607

दूर. सं./Tel. No. : + 91- 3224- 263255/ 264496

[ईमेल/E-Mail : aganesan.hdc@kolkataporttrust.gov.in]

संख्या/No.: GM(Engg.)/ 100 Lock/ Consultancy Services/ O- 15

दिनांक/Date : 20.10.2022.

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Prof. Dr. R. Sundaravadivelu,
Department of Ocean Engineering,
Indian Institute of Technology, Madras,
Chennai- 600 036.

"LETTER OF ACCEPTANCE (LOA)"

Dear Sir,

Sub.: Order for Project Management Consultancy Services for sample replacement of the existing Sliding ways plates at Inner & Outer Lock Gates of Lock Entrance of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

Ref.: Your revised offer vide ref. no. IC/22-23/OEC/HDC/RSUN/Ltr.413 dated 22.08.2022.

Reference above, we are pleased to place an order with you for subject work, at a cost of INR 32.50 Lakhs plus GST extra as applicable, at an estimated period of 7 (seven) months excluding visits & online meetings and Project Management Consultancy services, at a cost of INR 7.00 Lakhs plus applicable GST, at an estimated construction period of 3 (three) months or till completion of construction, whichever is later, as per following scope of work, price, terms & conditions etc. :-

1.0 Scope of Work

1. To take a sample of existing sliding way plate and carry out necessary test for material composition from any institution and submit the report.
2. To prepare the specification of sliding plate including estimate for making and fixing of 12/24 nos. new sliding way plates.
3. To select the list of firms for manufacturing for procuring the plates.
4. To assist HDC in preparing tender to HDC for procuring the plates.
5. To assist HDC in preparing tender fixing of the sliding way plates.
6. To vet the report from the contractor containing- preparing the methodology and schedule of replacement of existing damaged sliding way plates with newly manufactured sliding way plates.
7. To carry out inspection of new sliding way plates at manufacturer's works before dispatch at site along with a certified agency and port authorities.

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8. To monitor the execution of the work as per the schedule (PMC Service).
9. Based on the execution, preparation of the report for estimate, methodology of execution of the remaining sliding way plates, including shutdown plan to carry out the work for both inner and outer lock gates.

2.0 Consultancy Charges and period

Rs 32,50,000.00 + GST (presently @ 18% or as applicable on date of remit) and period of 7 (seven) months excluding visits and online meetings.

3.0 Scope of work with deliverables timelines (period) and break up of consultancy charges (PART-1) :

Sl. No.	Deliverable Items	Timeline for Deliverables (the mentioned timelines start from after receipt of previous stage payment)	Payment in Lakhs (Excluded GST)
	Advance payment 40% along with Work Order		13.00
1	Collecting sample of sliding plate and sending to IITM HO for carrying out necessary test and submission of Material test report.	30 days from receipt of advance payment	3.50
2	To assist HDC in tender preparation of specification of sliding plate including estimate for making and fixing of 12/24 nos. new sliding way plates.	30 days from receipt of stage payment 1	4.00
3	Selection of list of firms for manufacturing and fixing of new sliding way plates.	45 days from receipt of stage payment 2	4.00
4	To vet the methodology and schedule for replacement of existing damaged sliding way plates with newly manufactured sliding way plates	45 days from receipt of stage payment 3	4.00
5	Based on the execution, preparation and submission of the report for estimate, methodology for execution of the remaining sliding way plates, including shutdown plan to carry out the work for both inner and outer lock gates.	60 days from the completion of stage payment 4	4.00
	Total		32.50

Note : The PMC charges for replacement work of sliding way plates is given separately.

Services for Consultancy Services :

The following conditions are for easy and smooth completion of the work:

1. The Boarding, lodging, local transportation (inside & outside HDC premises) and pick up & drop from airport / railway station shall be borne and arranged by HDC for the site visit of faculty / Senior Project Advisor / Senior Project Officer / Project Officer.

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2. All logistics and passes inside the port for the materials and scanning team has to be borne and arranged by HDC. A personnel from HDC having knowledge of the work area will be available during the sample collection.
3. The team will have access to boat, electricity and other details. This will also be borne and arranged by HDC.

4.0 Project Management Consultancy Services Payment Terms (PART- 2) :

Construction period (3 months or till completion of construction whichever is later)

Sl. No.	Description	Man Months	Rate per man month in Rs lakhs	Amount in Rs lakhs
1	Project Officers / Project Associates / Project Technicians or equivalent (Two nos. Project Engineers will be stationed at HDC, Haldia for 3 months (8 Hr/day-D/N) and will be involved in day-to-day activities for execution of work and certifying measurement for bills in shifts)	3x2	0.75	4.5
2	Online meetings of faculty with Project Officers / Project Associates / Project Technicians / and /or with HDC officials (for execution period of 3 months – 1 meeting per month)	3	0.5	1.5
3	Office expenses	3 Months	L.S.= 1 lakh	1.0
Total				7.0

The total remuneration for this scope shall be Rs. 7,00,000.00 (Seven Lakhs only) plus applicable GST at the date of remitting the amount (presently @18%) for the project duration of 3 (three) months comprising of construction management period with the following payment schedule :

1. Before mobilization of PMC team to HDC Haldia, an advance 40% payment of Rs. 2,80,000/- (Plus applicable GST at the date of remitting the amount, presently @18%) shall be paid.
2. The agreement being a fixed sum agreement, balance amount of Rs 4,20,000/- (plus applicable GST at the date of remitting the amount, presently @18%) towards remuneration, the PMC shall be paid for a period of 18 months of construction period.
3. **In other words, Rs. 1,40,000/-** (plus applicable GST at the date of remitting the amount) to be paid at the end of every month during project execution period of 3 (three) months, with respect to IITM invoice. If for any reasons whatsoever the number of months increase/ decreases, HDC will pay at pro rata basis.
4. As per the rules from nodal agency of IC&SR, IITM is paying the GST in advance for submitting invoice and it will be cancelled automatically after 2 (two) months and shall not be refunded.

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Services and Facilities for PMC services

1. During the period of work, the necessary permit/ passes at project site and gate passes shall be arranged and borne by HDC for the PMC team (Faculty, Senior Project Advisor / Officer Project Associate / Officer/ Technician from IIT Madras) during execution.
2. In any case additional manpower (e.g., due to longer shifts, etc.) is deputed above the requested number to cover the mentioned scope, the additional manpower cost shall be paid by HDC on pro rata basis. Along with that the boarding, lodging, gate passes, permits and transportation shall be arranged and borne by HDC.
3. In addition, the boarding, lodging and local transportation for the IIT Madras team shall be borne by HDC.
4. The HDC shall make available to the PMC team, office accommodation free of rent in nearby area close to site.
5. As necessary, HDC shall bear and provide for boarding and lodging for the team leader and technical advisor based on the visits.
6. Moreover, a furnished Guest House accommodations (along with boarding and lodging) for the resident PMC's personnel during construction period of 3 months or till completion of project.
7. During the work, the travel from Kolkata / Kharagpur / Howrah station to Haldia or any other location (and back) shall be arranged and borne by HDC for the PMC team (Faculty, Senior Project Advisor / Officer and Project Associate / Officer/ Technician from IIT Madras). In addition, logistics for entering HDC area, boarding, lodging and local transportation for team from IIT Madras Headquarters Project Faculty / senior officials (Team leaders, Technical Advisor and Project Officer) during visit at HDC, Haldia would also be arranged and borne by HDC.
8. In addition to boarding and lodging, local transportation for resident PMC team and IITM HQ will be arranged and borne by HDC.

Role of PMC Team :

1. Supervise works and to approve the materials and workmanship of the works.
2. Review quality assurance and quality control during construction of works.
3. Review the material testing results, mix designs and order special tests of materials and / or completed works and / or order removal and substitution of substandard materials and / or works as required.
4. Review and ensure that the construction work is carried out in accordance with the Specification and Standards and Good Industry practice and as per time schedule and adopt measures to bring it back to the original schedule date of completion if delayed.
5. Identify delays in completion and recommend to the HDC, Haldia the remedial measures to expedite the progress.
6. Review the safety measures provided.
7. Supervise and monitor various Completion Tests as required for the works.

8. Post execution evaluation of test results and recommend methodology if required.
9. Issue the Completion Certificate, in accordance with the provisions of the Contract.
10. Check and certify all requests for advances, all monthly bills and interim bills, escalation bills excess/ extra/ substitute items of work and final bill of the contractor.
11. Scrutinize and advise Employer upon the claims raised by the contractor if any.
12. The PMC shall provide technical assistance and furnish information as may be required by the employer in connection with audit comments and queries from central Vigilance Commission, Government of India and any other statutory bodies etc. including assisting in defending the claims / counter claims during Arbitration if so required.

5.0 Special Conditions

Site Visit:

During site visit of IIT Madras (B) the following charges are applicable (if necessary),

1. Professor/ faculty- 1.50 Lakhs plus GST per man visit.
2. Senior Project Advisor / Project Advisor- 1.25 Lakhs plus GST per man visit.
3. Senior Project Officer / Project Advisor Officer- 1.00 Lakhs plus GST per man visit.

The above charges are including to and fro travel from IIT Madras Head office to Kolkata, but excluding the local boarding, lodging and travel during the visit. HDC shall arrange and bear local transportation to and fro from Kolkata.

Online Meetings:

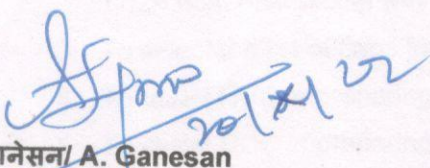
For online meetings and discussions, IIT madras shall charge Rs 50,000 plus GST for the project discussion during consultancy period other than PMC period.

Note: In any case, if the above scope of work and Terms of reference deviate from the actual work, special charges shall be claimed as per IIT Madras norms.

6.0 Remittance Details of Consultancy Charges

IIT Madras is exempted from paying Income Tax under section 10 (23 C) (iii ab) of Income Tax Act 1961. Hence no deduction would be made. GST Registration Number of IITM is **33 AAAA I 3615 G1Z6**.

Kindly acknowledge receipt of this "Letter of Acceptance" (Work Order) and return the duplicate copy duly signed under your office seal, as token of your acceptance.



ए. गनेसन/ A. Ganesan

महाप्रबंधक (अभियांत्रिकी) / General Manager (Engineering)

हल्दिया गोदी परिसर / Haldia Dock Complex

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता/ Syama Prasad Mookerjee Port, Kolkata

