



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST

सिविल इंजीनियरिंग विभाग / Civil Engineering Department
१५, स्ट्रैंड रोड, कोलकाता- 700001/15, Strand Road, Kolkata- 700001
मुख्य अभियंता का कार्यालय / Office of the Chief Engineer.

FAX No.033-2230-0413
E-Mail calport@vsnl.com

EPBX No.033-2230-3451
Website- www.kolkataporttrust.gov.in

No.KOPT/KDS/CIV/T/2006/1787

Date. 10.02.2015

Tender Notice No.: KOPT/KDS/CIV /T/2006/75 Dated.10.02.2015

Name of Work :- REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF
CONSULTANT FOR STUDIES RELATED TO UPDATION OF BUSINESS PLAN,
OPTIMISATION OF OPERATIONS & ORGANISATIONAL RESOURCES AND
PROFIT MAXIMISATION

| | |
|--|--|
| Earnest Money : | ₹ 2,00,000.00 (Rs. Two Lakhs) |
| Cost of Tender Papers : | ₹ 5000/- (Non refundable) |
| Time of completion: | 20 Weeks |
| Last date of purchase of Tender documents: | 17.02.2015 (up to 12 Noon) |
| Last date of Submission : | 18.02.2015 up to 3 P.M. at Chief Engineer's office. Details may be obtained from Kolkata Port Trust Website www. Kolkataporttrust.gov.in and Govt. of India website www.eprocure.gov.in |
| Date of opening of tender: | 18.02.2015 shortly after 3-30 P.M. at Chief Engineer's office. |
| Tender Authority: | Chief Engineer, Kolkata Port Trust 15, Strand Road, Kolkata-700 001. |

Sd/-

मुख्य अभियंता / Chief Engineer

कोलकाता पत्तन न्यास
Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
CIVIL ENGINEERING DEPARTMENT
१५, स्ट्रैंड रोड, कोलकाता - ७००००१
15, Strand Road, Kolkata – 700001

NIT No.:KOPT/KDS/CIV/T/2006/75 Dated 10.02.2015

NOTE: Last Date of Download of tender documents :17.02.2015 (up to 12 noon)

Tender is due for submission by 3:00 P.M.
On 18.02.2015

**REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF
CONSULTANT FOR STUDIES RELATED TO UPDATION OF BUSINESS
PLAN, OPTIMISATION OF OPERATIONS & ORGANISATIONAL
RESOURCES AND PROFIT MAXIMISATION**

Date: -
15, Strand Road,
Kolkata-700 001.

ए .के. मेहरा / A.K. Mehera
मुख्य अभियंता / Chief Engineer

कोलकाता पत्तन न्यास
Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
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१५, स्ट्रैंड रोड, कोलकाता -७००००१
15, Strand Road, Kolkata – 700001

NIT No. KOPT/KDS/CIV/T/2006/75 Dated: 10.02.2015

NAME OF WORK: - REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF CONSULTANT FOR STUDIES RELATED TO UPDATION OF BUSINESS PLAN, OPTIMISATION OF OPERATIONS & ORGANISATIONAL RESOURCES AND PROFIT MAXIMISATION

**PERIOD OF SALE OF TENDFER DOCUMENTS: - From 11.02.2015 To 17.02.2015
[up to 12 Noon].**

**LAST DATE AND TIME FOR RECEIPT OF TENDER DOCUMENTS:- Date:-18.02.2015
TIME: - 3-00 PM**

TIME AND DATE OF OPENING OF TENDER: - Shortly after 3.30 PM. on 18.02.2015

**PLACE OF OPENING OF TENDER: - At the office of the Chief Engineer,
15, Strand Road,
Kolkata-700001.**

**REQUEST FOR PROPOSAL (RFP) FOR
APPOINTMENT OF CONSULTANT FOR STUDIES
RELATED TO UPDATION OF BUSINESS PLAN,
OPTIMISATION OF OPERATIONS &
ORGANISATIONAL RESOURCES AND PROFIT
MAXIMISATION**

KOLKATA PORT TRUST

FEBRUARY-2015

Terms of Reference (TOR) for REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF CONSULTANT FOR STUDIES RELATED TO UPDATION OF BUSINESS PLAN, OPTIMISATION OF OPERATIONS & ORGANISATIONAL RESOURCES AND PROFIT MAXIMISATION

1. CONTEXT

Kolkata Port Trust had undertaken preparation of Business Plan in 2007 by engaging consultant. Kolkata Port Trust intend to appoint consultant for the subject work for preparation of business plan upto the year 2030 after review of traffic projections, capacity, draught considering Paradip/ Visag as first port of call. The intention is to change the system and procedure or penetration of IT to make KoPT a smart paperless port compatible with international standards. Thus a comprehensive exercise shall be carried out by examining every sphere of the organization, business model for transformation in to international port standards

2. TERMS OF REFERENCE

The Terms of Reference (TOR) of the Consultant shall be as follows:

1. Updation of the Business Plan/Perspective Plan prepared earlier with projections till 2020 keeping in view the likely growth in ship sizes. EXIM Trade and current trends including containerization, hinterland connectivity, dedicated warehouse, logistics hubs and connectivity through coastal shipping and inland waterways (wherever applicable). Also provide GAP analysis of the earlier perspective plan and reasons for non achievement.
2. To suggest ways and means to maximise profit and optimise operations of KoPT (both KDS and HDC).
3. Quantification of financial benefits of undertaking the suggested optimisation measures.
4. Optimisation of existing operations. How to reach the best international benchmarks and the roadmap for it?
5. assessing the viability of KoPT (both KDS and HDC) for coastal/inland cargo considering Paradip/ Visag or like as first port of call (in case dredging subsidy is discontinued),
6. How to optimally utilise waterfront and land resources at Haldia & Kolkata

7. Roadmap for transformation of the Port into a Land Lord Port.
8. Review the existing processes in the Port and suggest modified processes in line with Good Governance initiatives of International Ports.
9. Submission of Final Report detailing all the aforesaid facts with recommendation
10. Consultant shall also be responsible for hand-holding the ports to implement action plan suggested by them and realise financial benefits as envisaged in the action plan. This hand-holding assignment may be for a duration of 1-2 years from submission of Final Report.
11. Any other suggestion(s) which will make KoPT as a whole considering coastal/inland waterway movement as 1st Port of call with seamless multimodal transport system

3. PROPOSAL SUBMISSION

Interested consultant should submit financial proposals as per the Schedule mentioned in of Section 1 i.e. Timeline and Schedule.

The financial proposal must be submitted in sealed envelopes indicating clearly on envelopes as **“FINANCIAL PROPOSAL**. The envelopes containing the Earnest Money Deposit and Financial proposals shall be placed into an outer envelopes and sealed along with EMD of Rupees Two Lakhs (Rs.2,00,000.00). This outer envelope shall bear the title of the assignment **“REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF CONSULTANT FOR STUDIES RELATED TO UPDATION OF BUSINESS PLAN, OPTIMISATION OF OPERATIONS & ORGANISATIONAL RESOURCES AND PROFIT MAXIMISATION**

Forms TP-1 to TP-5, Forms FP-1 FP-2 and checklist of documents (Appendix –III) should be properly filled and enclosed with the Financial proposal.

Financial Proposal Content

- a) Financial proposal (in Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Services.
- b) The lump sum quote should be inclusive of all expenses which consultant may incur while executing the assignment including Travel, Boarding & Lodging as required.
- c) Financial proposal must be submitted in the form of all the duly signed forms as per **Financial Proposal-Standard Forms**

4. DELIVERABLES AND TIME LINES

The Management Consultants shall submit the following deliverables

| Sl. No. | Deliverable | Timeframe (from date of award) |
|----------------|------------------------------|---|
| 1. | Inception Report | 2 weeks |
| 2. | 1 st Draft Report | 12 weeks |
| 3. | Final Draft Report | 16 weeks |
| 4. | Final Report | 20 weeks |

5. DATE OF SUBMISSION OF PROPOSAL

The Financial bid along with EMD (Rs. 2, 00,000.00), Cost of tender document (Rs. 5,000.00); both in the form of DD/Pay Order in favour of Kolkata Port Trust payable at Kolkata, along with other documents as stated in this document shall be submitted in sealed covers super scribing the name of work, to the office of the Chief Engineer, Kolkata Port Trust before 15.00 hrs on 18.2.15. The same will be opened on the same date at 3.30 P.M.

6. PAYMENT SCHEDULE

Payments will be made in stages after acceptance of the deliverables by the Authority as per the following schedule

| Sl. No. | Deliverable | Payment as Percentage of total fees |
|----------------|------------------------------|--|
| 1. | Inception Report | 10% |
| 2. | 1 st Draft Report | 30% |
| 3. | Final Draft Report | 30% |
| 4. | Final Report | 30% |

Proposal-Other Undertakings

1. An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
2. Undertaking stating that
“Team Leader/Members would be maintained during the actual assignment to be awarded in case they are selected. In case replacement is inevitable, the equivalent qualification and experienced team/lead/member will be inducted to carry out the assignment in case of award.”
3. Undertaking stating that
‘I/We certify that in the last three years, we/any of the consortium members have neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a Judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.’
4. An undertaking regarding non-disclosure/sharing of confidential information with third parties.

LETTER OF PROPOSAL SUBMISSION

To: [Name and address of Employer]

Dear Sirs,

We, the undersigned, offer to provide the consulting Assignment/job for [Conducting a Benchmarks study for involving identification of national and international benchmarks in the port sector in order to improve the productivity, profitability, operational efficiency, and future growth prospects of Major Ports) in accordance with your Request for Proposal dated [insert date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope and requisite EMD and Document Fee.

We are submitting our Proposal in association with [Insert a list with full name and address of each associated Consultant]

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

If negotiations are held during the period of validity of the Proposal, i.e. before the date indicated in Section 1, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature [in full and initials];

Name and Title of Signature:

Name of Firm:

Address :

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A- Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm, etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members,etc shall be provided]

B- Consultant's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/Job (if possible, the employer shall specify exact assignment/job for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately]

A) Organizational Experience

| Sl. No. | Name of Entity with complete communication address. | Order No. and Date | Scope of Consultancy work | Date of award of contract & Contract Period | Value of Contract | Actual Date of Completion | Person/ Project authority who could be contracted for further information. |
|---------|---|--------------------|---------------------------|---|-------------------|---------------------------|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B) Skill & Competencies & Team Size

| SL. No. | Name of the Team Leader/Member | Qualification/ Professional qualification | No of Years Experience | Details of Experience | Remarks |
|---------|--------------------------------|---|------------------------|-----------------------|---------|
| | | | | | |
| | | | | | |

C) Gross Annual Revenue (in `)

| Financial year | Gross Annual revenue/Turnover | Revenue/Turnover from consultancy business | Remarks |
|----------------|-------------------------------|--|---------|
| 2011-12 | | | |
| 2012-13 | | | |
| 2013-14 | | | |

(Seal & Signature of Bidder)

Note: Please provide documentary evidence from the client i.e. copy of work order, contract and completion certificate for each of above mentioned assignments. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON
FACILITIES TO BE PROVIDED BY THE EMPLOYER**

1. On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal]

2. On Inputs and Facilities to be provided by the employer

[Comment here on Inputs and facilities to be provided by the Employer as mentioned in Paragraph 11 of the Section 2 including : administrative support, office space, data, etc.]

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT/JOB**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

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

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position :

[For each position of key professional separate form TP-5 will be prepared]:

2. Name of Firm :

[Insert name of firm proposing the Staff]:

3. Name of Staff :

[Insert full name]:

4. Date of birth :

5. Nationality :

6. Education :

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations :

8. Other Training :

9. Countries of work experience :

[List countries where staff has worked in the last ten years]:

10. Languages :

[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record :

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment name of employing organization, positions held]:

From [Year]: To Year]

Employer:

Positions held :

12. Detailed Tasks Assigned :

[List all tasks to be performed under this Assignment/Job]:

13. Work undertaken that best illustrates Capability to Handle the Tasks

Assigned:

[Among the Assignment/Jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point12]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification :

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

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

Date :

Place :

(Financial Proposal-Standard Forms)

Form FP-1: Financial Proposal Submission Form

Form FP-2: Financial Proposal for Benchmarking Reports

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [insert title of Assignment/job] in accordance with your Request for Proposal (RFP) dated [insert date] and our Technical Proposal. Our attached financial Proposal is for the sum of [insert amount(s) in words and figures]. This amount is inclusive of the Domestic Taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

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. before the date indicated in Para 9 of Section 1

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

Yours Sincerely,

[Authorized Signature [in full and initials]:

[Name and title of Signatory:]

[Name of Firm:]

Address:

FINANCIAL PROPOSAL FOR STUDY

| Sl. No. | Detailed Milestone | Fee | Taxes | Total Fees (inclusive of all Taxes) |
|---------|--------------------|-----|-------|-------------------------------------|
| | | | | |
| | | | | |
| | | | | |

(Fees in words) Rs.

Authorized Signature [in full and initials]:

Name :

Designation :

Name of Firm:

Address:

CHECK LIST OF DOCUMENTS

The bids shall be accompanied with the followings:

1). DD/ Pay order towards EMD(Rs Two Lakhs), Document fee(Rs Five Thousand)

Yes/No

2). Firm registration certificate.

Yes/No

3). Copy of Work Orders

Yes/No

4). Copy of completion certificates along with value.

Yes/No

5). Resume of Team Leader & Team members with supporting documents and undertaking to maintained the team during assignment

Yes/No

6). Undertaking that the firm/Institution is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority

Yes/No

7). Authority Letter , if any

Yes/No

8). Duly Audited copy of Annual Accounts of Last three years

Yes/No

9). Undertaking regarding Non Disclosure

Yes/No

10). Undertaking regarding non failure to perform (Page -30)

Yes/No

11). Duly filled format (as given in Technical bid along with **Self Evaluation sheet** & Financial bid)

| |
|---------------|
| Yes/No |
|---------------|



कोलकाता पत्तन न्यास KOLKATA PORT TRUST

सिविल इंजिनियारिंग विभाग / Civil Engineering Department
मुख्य अभियंता का कार्यालय / Office of the Chief Engineer.

FAX No.033-2230-0413

EPBX No. 033-2230-3451

E-Mail calport@vsnl.com

Website- www.kolkataporttrust.gov.in

स / No.: KoPT/KDS/Civ/T/2006/75/ 1786

द / Dated: 10.02 .2015

| | | | |
|----|--|-----|---|
| 1. | M/s. HAUER ASSOCIATES. ""SVN House" HAUER Associates., SVN House, 10, C.P. Ramaswamy Aiyar Road, Alwarpet, Chennai-600018, India Fax: .044-24991007 Email: hauer@hauers.com | 6. | M/s. Grafix Engineering Consultants Pvt Ltd. M-3 (2nd floor), Hauz Khas, Aurobindo Marg, New Delhi -110016 FAX- 011-41850010 Email: grafixdel@gecltd.com |
| 2. | Unison Project Management Pvt Ltd., 11-12, Building No 3, SDCArea; Poorna Nagar Complex, Chikhali, PUNE-411 019 Fax: 020-2749 2369 Email: unionspm@rediffmail.com | 7. | M/s WAPCOS LTD, 76-C, Institutional Area, Sector-18, Gurgaon-122015, Haryana, India : FAX- 0124-2397392 Email: ho@wapcos.gov.in ; mail@wapcos.gov.in |
| 3. | M/s. L&T Ramboll Consulting Engineers Ltd." Name Change: L& T Infrastructure Engineering Ltd 4 th & 5 th Floor, Triton Square (SKCL Building) C3-C7, Thiru-Vi-Ka Industrial Estate, Guindy, . Chennai-600 032, India Fax:.044-22509600 Email: ltrchn@ltramboll.com | 8. | M/s. KPMG Advisory Services Pvt. Ltd., Building No. 10, 8 th Floor, Tower B, DLF Cyber City, Phase -II, Gurgaon- 122002 India, Fax 0124-2549101 |
| 4. | M/S Crisil Risks Infrastructure Solution Ltd, CRISIL House, Central Avenue, . Hiranandani Business Park, Powal, Mumbai-400 076 Fax: 022-3342 1830 Email: jagannarayan.padmanabhan@crisil.com | 9. | M/s. ALIA C S Pvt. Ltd. 44, 4 th Floor, Maker Chamber III, Nariman Point, Mumbai- 400021 Fax- 02249265033 Email- dinesh@alia-solutions.com |
| 5. | M/s. Capital Fortunes in consortium with Portman India 8-2-698,Flat No. 403,5 th floor, M J Towers Road No. 12, Banjara Hills Hyderabad-5000034, India FAX 040-66038399 | 10. | M/s. Aarvee Associates Ravula Residency, Srinagar Colony main Road, Hyderabad-82, Fax :040-23736277, Tel 040-23737633 Email: aarvee@aarvee.net |

Sub: Sealed quotation for REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF CONSULTANT FOR STUDIES RELATED TO UPDATION OF BUSINESS PLAN, OPTIMISATION OF OPERATIONS & ORGANISATIONAL RESOURCES AND PROFIT MAXIMISATION

प्रिय महोदय /Dear Sir,

Sealed quotation is invited for the aforesaid consultancy. The soft copy in pdf form is available in the website of Kolkata Port Trust (www.kolkataporttrust.gov.in)

You are requested to submit your financial bid including all taxes as applicable and delivery charges at Kolkata Port Trust Head Office, 15, Strand Road, Kolkata-700 001 by 3.00 PM on 18.2.15 and same will be opened on the same date at 3.30 P.M.

Kindly note that the work is urgent in nature.

Yours faithfully,

मुख्य अभियंता / for CHIEF ENGINEER.