

BID IDENTIFICATION NO: 01/SE(M)/ P&IWT /2026-27



**GOVERNMENT OF ODISHA
COMMERCE & TRANSPORT (COM) DEPARTMENT**

REQUEST FOR PROPOSAL

FOR

**ENGAGEMENT OF NAVAL ARCHITECT FOR PROVIDING
CONSULTANCY SERVICES UNDER SUPERINTENDING
ENGINEER (MECH.), PORTS & IWT, MECHANICAL DIVISION**

**SUPERINTENDING ENGINEER(MECHANICAL)
PORTS & IWT, MECHANICAL DIVISION, CUTTACK**

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**OFFICE OF THE SUPERINTENDING ENGINEER (MECH.)
PORTS & INLAND WATER TRANSPORT, MECHANICAL DIVISION
C.D.A., SECTOR-6, CUTTACK-14, Phone :0671- 2504177
E-mail - portsniwtm@gmail.com**

No. 1382 /Date 19.05.2026 /

NOTICE INVITING REQUEST FOR PROPOSAL

BID IDENTIFICATION NO.: 01/SE(M)/ P&IWT /2026-27

1. The Superintending Engineer (Mech.), Mechanical Division, IWT, CDA Sector-6, Cuttack-14 on behalf of the Governor of Odisha, invites **sealed bids** for “**Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division**” for the year **2026-27**” in **Double Cover System** bidding from **Reputed & experienced Naval Architecture / Marine consultancy firms**.
2. The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Timeline
1.	Date & Time of availability of Bid Document	22.05.2026 to 05.06.2026 up to 17.00 Hours
2.	Last Date & Time for Submission of Bids	05.06.2026 up to 17.00 Hours
3.	Date & Time for Submission of Pre-Bid Queries / Clarifications	22.05.2026 at 11.30 Hours to 29.05.2026 up to 15.00 Hours
4.	Date of opening of Technical Bids	06.06.2026 at 11.30 Hours
5.	Date of opening of Financial Bids	To be intimated later
6.	Bid Processing Fee (Non-Refundable)	Rs.2,360.00 (Rupees Two Thousand and Three Hundred Sixty only)- including GST in shape of Demand Draft in favour of the Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack, Odisha issued from any Nationalized/ Scheduled Bank
7.	Earnest Money Deposit (EMD) (Refundable)	Rs.9,000.00 (Rupees Nine Thousand only) in shape of Demand Draft/ Bank Guarantee in favour of the Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack, Odisha issued from any Nationalized/ Scheduled Bank

3. Proposals without bid processing fees and EMD shall be rejected. Proposals submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.
4. Bidders are required to submit the technical and financial proposals separately. The proposals in sealed **Cover-I containing “Technical Proposal”** and sealed **Cover-II containing “Financial Proposal”** should be placed in a third sealed cover super-scribed “**Engagement of Naval Architect for providing**

Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division” for the year 2026-27” must reach the undersigned office by Hand/ Courier/ Speed Post on or before 05.06.2026 up to 17.00 Hrs. The authority will not be responsible for any delay.

5. The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website of **Government of Odisha: <https://odisha.gov.in/state-tenders-advertisement>** or can be collected from the undersigned office.
6. Complete address for submission of bids and for Query/ Clarifications if any;

**Office of the Superintending Engineer (Mechanical)
Ports & Inland Water Transport, Mechanical Division
CDA, Sec-6, Cuttack-753014
Phone :0671- 2504177
E-mail - portsniwtm@gmail.com**

7. Any addendum/corrigendum made for this assignment will be hosted in the above website only.
8. If any of the intending bidders wish to withdraw from participation in the bid, the bidders can freely withdraw from the participation before scheduled date and time of closure, failing which action as deemed fit as per relevant codal practice will be taken against them.
9. The Authority reserves the right to cancel any or all bids without assigning any reason thereof. The authority, in no way shall be responsible for any postal/courier delay.

**Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack**

Memo No. 1383 /Dated 19.05.2026 /

Copy forwarded to the Deputy Director (Advertisement), I&PR Department, Odisha, Bhubaneswar for kind information with a request to publish the notice in 1(One) leading Odia Daily and 1 (One) English National Daily News Paper **on or before 22.05.2026** for wide circulation.

**Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack**

Memo No. 1384 /Dated 19.05.2026 /

Copy forwarded to the Head State Portal Group, IT Centre, Department of Information and Technology, Odisha, Bhubaneswar with a request to display the Request for Proposal (RFP) up to **05.06.2026 up to 17.00 Hours** in the Website of Government of Odisha i.e. <https://odisha.gov.in/state-tenders-advertisement> for wide circulation.

**Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack**

Memo No. 1385 /**Dated** 19.05.2026 /

Copy forwarded to the Director, Printing Stationery and Publication, Government of Odisha, Madhupatana, Cuttack-10 for information and necessary action. He is requested to arrange for publication in next issue of Odisha Gazette.

Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack

Memo No. 1386 /**Dated** 19.05.2026 /

Copy submitted to the Additional Secretary, Commerce & Transport (Com.) Department, Government of Odisha, Bhubaneswar for information.

Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack

Memo No. 1387 /**Dated** 19.05.2026 /

Copy submitted to the Director, Ports & IWT, Bhubaneswar, Odisha for information.

Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack

Memo No. 1388 (3) /**Dated** 19.05.2026 /

Copy forwarded to the Superintending Engineer (Civil), Ports & IWT, South Division, Berhampur/Executive Engineer, Fishery Engineering Division, Bhubaneswar/ Principal, Crew Training Institute, Chandabali for information and wide circulation.

Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack

Memo No. 1389 /**Dated** 19.05.2026 /

Copy forwarded to the Estimator for information and necessary action.

Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack

Memo No. 1390 (2) /**Dated** 19.05.2026 /

Copy to Office Notice Board for wide circulation/ Guard File for record and reference.

Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack



**OFFICE OF THE SUPERINTENDING ENGINEER (MECH.)
PORTS & INLAND WATER TRANSPORT, MECHANICAL DIVISION
C.D.A., SECTOR-6, CUTTACK-14, Phone :0671- 2504177
E-mail – portsniwtm@gmail.com**

NOTICE INVITING REQUEST FOR PROPOSAL

BID IDENTIFICATION NO.: 01/SE(M)/ P&IWT /2026-27

01. Name of the work : **Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division.**
02. No. of Covers : **Double cover**
03. Bid Cost : **Rs.2,360.00**
04. Date & Time of availability of Bid Document : **22.05.2026 to 05.06.2026 up to 17.00 Hours**
05. Date & Time for Submission of Pre-Bid Queries / Clarifications : **22.05.2026 at 11.30 Hours to 29.05.2026 up to 15.00 Hours**
06. Last Date & Time for Submission of Bids : **05.06.2026 up to 17.00 Hours**
07. Date of opening of Technical Bids : **06.06.2026 at 11.30 A.M.**
08. Date of opening of Financial Bids : **To be intimated later**
09. Name and address of officer inviting Tender (OIT) : **Superintending Engineer (Mech.),
P&IWT, Mechanical Division, CDA, Sector-6
Cuttack, Odisha-753014, Ph:0671-2504177,
E-mail: portsniwtm@gmail.com**

Further details can be seen from the state tender Website of Government of Odisha i.e. <https://odisha.gov.in/state-tenders-advertisement>. The Addendum / Corrigendum if any will be hosted in the website only.

**Sd/-
Superintending Engineer (Mech.)
Ports & IWT, Mechanical Division
CDA, Cuttack**

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Organization	Superintending Engineer (Mech.), Ports & IWT Mechanical Division, CDA, Cuttack
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	Proposal Validity	90 days
4.	Date & Time of availability of Bid Document	22.05.2026 to 05.06.2026 up to 17.00 Hours
5.	Date & Time for Submission of Pre-Bid Queries / Clarifications	22.05.2026 at 11.30 Hours to 29.05.2026 up to 15.00 Hours
6.	Last Date & Time for Submission of Bids	05.06.2026 up to 17.00 Hours
7.	Date of opening of Technical Bids	06.06.2026 at 11.30 Hours
8.	Date of opening of Financial Bids	To be intimated later
9.	Bid Processing Fee (Non-Refundable)	Rs.2,360.00 (Rupees Two Thousand and Three Hundred Sixty only)- including GST in shape of Demand Draft in favour of the Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack, Odisha issued from any Nationalized/ Scheduled Bank
10.	Earnest Money Deposit (EMD) (Refundable)	Rs.9,000.00 (Rupees Nine Thousand only) in shape of Demand Draft/ Bank Guarantee in favour of the Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack, Odisha issued from any Nationalized/ Scheduled Bank
11.	Performance Bank Guarantee (PBG) (As Bank Guarantee from any scheduled commercial bank /nationalized bank in the name of the Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack, Odisha	5% of the contract agreement amount
12.	Contact Person	The Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack-753014 E-mail: portsniwtm@gmail.com
13.	Address for Submission of Proposal	Office of the Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack-753014
14.	Place of Opening of Proposal (Hard Copy):	Venue: Office of the Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack

SECTION-I
LETTER OF INVITATION

Name of the Service: Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical division

1. Superintending Engineer (Mech.), Ports & IWT, Mechanical Division, CDA, Cuttack, (the “Authority”), in accordance with the provisions under the Guidelines for Engagement of Consultants and Outsourcing of Services issued in the Office Memorandum No. 37323/F Dt. 30.11.2018 of the Finance Department, now invites proposal from reputed & experienced Naval Architects/ Marine Consultancy Firms for providing consultancy services at Ports & IWT Mechanical Division, Cuttack.
2. A bidder will be selected under Least Cost based Selection (LCS) procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP document must be accompanied with a non-refundable amount Rs. 2,360/- (Rupees Two Thousand and Three Hundred Sixty) only towards Bid Processing Fee with stipulation that if the bidder withdraw or modify their bids during period of validity etc., the bidder will be suspended for the time specified in the tender documents.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post / Courier only. The authority shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of bids complete in all respects is Dt.05.06.2026 up to 5.30 P.M. and the date of opening of the technical bids is Dt. 06.06.2026 at 11:30 A.M. in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.11). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [Section - I]
 - b. Information to the Bidder [Section - II]
 - c. Terms of Reference [Section - III]
 - d. Technical Proposal Submission Forms [Section - IV]
 - e. Financial Proposal Submission Forms [Section -V]
 - f. Bid Submission Checklist [Section –VI]
 - g. Annexure [Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant assignment related material need to be provided]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Authority’s knowledge, the Authority holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Authority reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd: //-

Superintending Engineer (Mech.)

Ports & IWT, Mechanical Division, Cuttack

SECTION-II

INSTRUCTION TO THE BIDDERS

1. ELIGIBILITY CRITERIA:

Each bidder shall be assessed based on the following eligibility criteria for evaluation of the technical proposals. The bidder must comply with all the requirements and shall submit documentary evidence in support of eligibility as part of the technical proposal. Failure to submit the required supporting documents or non-compliance with any of the eligibility conditions shall lead to rejection of the bid.

Sl. No.	Eligibility Criteria	Supportive Documents
1.	<p>In case of an Individual, Bidder must be a Naval Architect & registered member of Institution of Naval Architects, India (INA).</p> <p>In case of a Marine Consultancy Firm, Bidder must be a Company as registered under Indian Companies Act, 1956/2013 or a Partnership Firm registered under the relevant act / laws or a Limited Liability Partnership registered under relevant act / laws. The Firm must have a qualified INA Registered Naval Architect working under it with the required experience.</p>	<p>Certificate of Registration from Institution of Naval Architects, India (INA)</p> <p>Certificate of Incorporation/Registration/ Partnership deed/ GST Registration along with Certificate of Registration from Institution of Naval Architects, India (INA)</p>
2.	<p>In case of an Individual, The Naval Architect should have minimum 7 (Seven) yrs experience in Design/Survey of Seagoing /IV Vessels/ Classification Societies/ Shipyard /State Port Departments or State Maritime Boards.</p> <p>In case of a Marine Consultancy Firm, the Bidder should have at least 7 (Seven) years' experience in Marine / Naval Consultancy Services and should have a qualified Naval Architect with experience of minimum 7 (Seven) yrs in Design/Survey of Seagoing / Inland Vessels (IV Vessels) / Classification Societies / Shipyards / State Port Departments or State Maritime Boards.</p>	<p>Copies of Work Order / Contract Document / Completion Certificate from the previous Authority/ Clients</p>
3.	<p>In case of a Marine Consultancy Firm, the average financial turnover must be Rs. 10 Lakh per year from marine/naval consulting business only during the last 03 (Three) consecutive assessment years.</p>	<p>Financial Details of the bidder (TECH - 3) along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder.</p>
4.	<p>Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Authority.</p>	<p>Affidavit from the Bidder as per the format (TECH - 6)</p>

Please note - For the purposes of this RFP, consortium / JV is not allowed.

2. BID PROCESSING FEE:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 2,360/- (Rupees Two Thousand and Three Hundred Sixty only)** in shape of **Demand Draft** from any Nationalized/ Scheduled Bank in favour of “**Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack**” payable at Cuttack. Proposals received without bid processing fee will be out rightly rejected.

3. EARNEST MONEY DEPOSIT (EMD):

The Bidder shall furnish as part of its Proposal, a **bid security of Rs.9,000/- (Rupees Nine Thousand only)** in the form of **Bank Guarantee/Demand Draft** from any Nationalized/ Scheduled Bank in favour of “**Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack**” payable at Cuttack & countersigned by its local branch at Cuttack (the "Bid Security"), returnable not later than 180 days from Proposal Due Date. In case successful bidder is announced, the Bid Security of all unsuccessful bidders shall be returned, while the Bid Security of the successful bidder shall continue to be effective until the successful bidder furnishes the Performance Bank Guarantee (as per the provisions of this RFP). The Bid Security shall be forfeited if (a) a successful bidder fails to sign the Agreement for whatever reason, or (b) the bidder withdraws the tender during the validity period of tender.

4. VALIDITY OF THE PROPOSAL:

Proposals shall remain valid for a period of **90 (Ninety Eighty) Days** from the date of opening of the technical proposal. The Authority reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. PRE -PROPOSAL QUERIES:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to the “**Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack**”, through e-mail to (portsniwtm@gmail.com) till the timeline as per Bidder Data Sheet. Clarifications to the above will be uploaded through email to the respective bidders. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

6. SUBMISSION OF PROPOSAL:

Bidder must submit their proposals by **Registered Post / Speed Post / Courier/By Hand** only to the under mentioned address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Authority will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Authority will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Authority.

Complete address for submission of bids if any;

Office of the Superintending Engineer (Mechanical)

Ports & Inland Water Transport, Mechanical Division, CDA, Sec-6, Cuttack-753014

7. PREPARATION AND SUBMISSION OF PROPOSAL:

7.1. Documents Comprising the Bid

The proposal shall be submitted in 2 (Two) parts in 2 (Two) separate envelopes put together in 1 (one) single outer envelope. The outer envelope should be superscribed with the RFP No & Bidder Details. The 2 parts (collectively referred to as 'Proposal') shall be:

Part 1- Technical Proposal

Part 1, the "Technical Proposal" should have the following documents.

- i. Filled in Bid Submission Check List in Original (Annexure-I)
- ii. Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
- iii. Bid Processing Fee & Bid Security in the form as mentioned.
- iv. Copy of Certificate of Incorporation/ Registration/ MSME Certificates and Certificate of Registration from Institution of Naval Architects, India (INA)
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Identification Number (GSTIN)
- vii. Copies of IT Return along with audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA for the last 03 (Three) consecutive assessment years
- viii. General Details of the Bidder (TECH – 2).
- ix. Financial Capacity of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- x. Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder (as per instruction in pre-qualification section of the RFP)
- xi. List of completed assignments of similar nature (Past Experience Details, TECH - 5) along with copies of contracts / work orders / completion certificate from previous clients.
- xii. Self-Declaration regarding Conflict of Interest (TECH - 6).
- xiii. CV of Naval Architect as per TOR (TECH - 7)
- xiv. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past.
- xv. All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder.
- xvi. Any pending legal issues / involvement in legal conflicts in last 03 (Three) consecutive assessment years
- xvii. RFP Document duly signed by Bidder's Authorized Signatory.

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

Part 2- Financial Proposal

The Part 2, the “Financial Proposal” should be submitted as per the format for Financial Bid given in Section -V, FIN-2.

7.2 Submission of Bids:

The Technical proposal (**Part A**) and Financial Proposal (**Part B**) must be inserted in separate sealed envelopes, along with bidder’s name and address on the envelope and clearly marked as follows:

Part-A:
Technical proposal for

“ENGAGEMENT OF NAVAL ARCHITECT FOR PROVIDING CONSULTANCY SERVICES UNDER SUPERINTENDING ENGINEER (MECH.), PORTS & IWT, MECHANICAL DIVISION”

Part-B:
Financial proposal for

“ENGAGEMENT OF NAVAL ARCHITECT FOR PROVIDING CONSULTANCY SERVICES UNDER SUPERINTENDING ENGINEER (MECH.), PORTS & IWT, MECHANICAL DIVISION”

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for
“ENGAGEMENT OF NAVAL ARCHITECT FOR PROVIDING CONSULTANCY SERVICES UNDER SUPERINTENDING ENGINEER (MECH.), PORTS & IWT, MECHANICAL DIVISION”

The Bidder’s Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the **Superintending Engineer (Mech.), Ports & IWT, Mechanical Division, CDA, Cuttack**, at the following address:

Office of the Superintending Engineer (Mechanical)
Ports & Inland Water Transport, Mechanical Division
CDA, Sec-6, Cuttack-753014

Note:

- a. If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, the office will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.
- b. Bids shall be submitted through registered post or courier service at the address mentioned above. This office shall not take any cognizance and shall not be responsible for delay/loss in transit or non-submission of the Bid in time.

Any deviation from the prescribed procedures / information / formats / conditions shall result in outright rejection of the proposal. All the pages of the proposal have to be signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. OPENING OF THE PROPOSAL:

- i. Complete proposal must be submitted on or before the time and date stated in the Data Sheet.
- ii. Opening of Proposals will be done in the presence of bidders for Technical and Financial proposal.
- iii. The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be intimated later.

9. EVALUATION OF THE PROPOSAL:

A two-step evaluation process will be conducted as explained below for evaluation of the proposals:

- a. **Technical Evaluation (1st Stage):** Technical evaluation will be done only for those applicants who clear the requirements set in the 'Pre-Qualification Criteria'. The Technical eligibility of the candidate shall be assessed based on the following criteria:

Sl. No.	Evaluation Criteria	Requirement	Marks
1.	Company Incorporation/ Registration		20
1.1	Incorporation / Registration of Company as applicable	Minimum 7 years	10
		More than 7 Years	20
2.	Professional Qualification & Registration		20
2.1	Registration Certificate / MSME Certificate	Submission of Valid Certificates	10
2.2	Institution of Naval Architects (INA) Registration Certificate	Submission of valid INA Certificate	10
3.	Experience of Naval Architect		35
3.1	Relevant Experience in Design/Survey of Seagoing / Inland Vessels / Classification Societies / Shipyards / State Port Departments / State Maritime Boards	Minimum 7 years	15
		7-10 years	20
		More than 10 years	35
4.	Financial Capacity		20
4.1	Average Annual Turnover from Consulting Business during last 3 consecutive Financial Years	Minimum 10 Lakhs per year	10
		More than 10 Lakhs per year	20
5.	Completeness & Compliance of Bid		5
5.1	Complete, clear, and compliant submission of all required documents	Full compliance as per RFP	5

In the first stage, the Technical Proposal will be evaluated based on the parameters stated above. For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the **minimum technical score (T) that a Bidder requires to qualify for opening of the Financial Proposal is 60.**

- b. **Financial Evaluation (2nd Stage):** The financial proposals of the bidders qualifying the technical evaluation (1st Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

The **lowest evaluated financial proposal (Fm)** will be given a maximum **financial score of 100 points**. The formula for determining the financial scores of other proposals will be computed as follows:

$Sf = 100 \times Fm/F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the Proposal under consideration.

10. EVALUATION PROCESS:

- i. The highest evaluated Technical Proposal (**Th**) shall be given maximum Technical Score (St) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following: $St = 100 \times T/Th$, in which “St” is the Technical Score, “Th” is the highest Technical Score given, and “T” is the Technical Score of the proposal under consideration.
- ii. Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (Tw = the weight given to the Technical Proposal (0.7); Fw = the weight given to the Financial Proposal (0.3)) as following:

$$S = St \times Tw + Sf \times Fw,$$

- iii. The Selected bidder shall be the First Ranked Bidder (having the highest combined score). The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

11. PERFORMANCE BANK GUARANTEE: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a from any Nationalized/Scheduled bank pledged in favour of “**Superintending Engineer (Mech), Ports & IWT, Mechanical Division, CDA, Sector-6, Cuttack**”, as per the format at **Annexure-II**, for a period of two months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of **two calendar months** beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. CONTRACT NEGOTIATION:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm his availability. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any.

13. AWARD OF CONTRACT:

After completion of the contract negotiation stage, the Authority will notify the successful bidder in writing by issuing a Letter of Award (LOA) for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the contract after fulfilling all formalities within **7 (Seven) days** of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **6 (Six) months** from the date of issue of work order and will be extended on mutual consent.

14. CONFLICT OF INTEREST:

Conflict of interest exists in the event of:

- i. Conflicting assignments, typically monitoring and evaluation of the same project by the empanelled bidder;
- ii. Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Authority directly or indirectly; and
- iii. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Authority as this would amount to their disqualification and breach of contract.

15. DISCLOSURE:

- i. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- ii. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. ANTI-CORRUPTION MEASURE:

- i. Any effort by Bidder(s) to influence the Authority in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

- ii. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Authority shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. LANGUAGE OF PROPOSALS:

The proposal and all related correspondence exchanged between the bidder and the Authority shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of civil court of Cuttack only within Odisha.

20. GOVERNING LAW AND PENALTY CLAUSE:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Authority holds the option for cancellation of the contract for pending activities and completes the same from any other Naval Architect Consultant. The Authority may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Authority and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. The amount will be deducted from the subsequent payment. In addition, the PBG amount may also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final. In such situations, the firm will be debarred from participation in future bids of this department for next three years from the date of this occurrence and notifications.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Authority's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Authority, the consultant or its personnel shall

not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Authority may amend the RFP by issuing an addendum at <https://odisha.gov.in/state-tenders-advertisement>. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Authority may, at its discretion, extend the deadline for the submission of the proposals.

23. Authority's right to accept any proposal and to reject any or all proposal(s):

The Authority reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

Superintending Engineer (Mech.), Ports & IWT, Mechanical Division, CDA, Cuttack shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Authority's request, the Firm/Consultant shall take all necessary steps to submit them to the Authority in compliance with the requirements of the contract.

25. Force Majeure:

For purpose of this clause, **'Force Majeure'** means an event beyond the control of the Firm/Consultant and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Firm/Consultant, which prevents or delays the execution of the order by the Firm/Consultant. If a force Majeure situation arises, the Firm/Consultant shall promptly notify Authority in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Authority in writing, the Firm/Consultant shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Firm/Consultant shall advise Authority in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Authority reserves the right to cancel the contract without any obligation to compensate the Firm/Consultant in any manner for what so ever reason.

26. Settlement of Dispute:

The Authority and the Firm/Consultant shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the **Superintending Engineer (Mech.)**,

Ports & IWT, Mechanical Division, CDA, Cuttack. The arbitration proceeding shall be held in **Cuttack** within Odisha.

27. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without **Bid Processing Fee & EMD/Bid Security** declaration as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- Proposal is received in incomplete form.
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents / information.
- A commercial bid submitted with assumptions or conditions.
- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Authority during the overall selection process.

28. Liability:

The Liability of the selected firm/consultant under this agreement in any case shall not be beyond the amount of fees payable to the selected consultant under this agreement.

29. Indemnity:

The Firm/Consultant at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the consultant under this agreement.

SECTION: III

TERMS OF REFERENCE (ToR)

1. **INTRODUCTION**

The Inland Water Transport (IWT) Department is responsible for the development, regulation, and maintenance of safe and efficient inland waterway transportation systems. In order to strengthen technical expertise in vessel planning, design, operation, and maintenance, the Department proposes to engage a qualified Naval Architect. The Naval Architect will provide professional support in matters related to vessel design, technical evaluation, safety compliance, shipbuilding supervision, repair and maintenance of inland vessels, and implementation of modern technologies for efficient inland navigation. The engagement is intended to enhance the operational efficiency, safety standards, and sustainability of inland water transport services and infrastructure.

2. **OBJECTIVES**

The Naval Architect shall assist the Department in matters related to provide professional consultancy services for ensuring technical soundness, operational efficiency, safety, and regulatory compliance of vessels and floating structures under the Ports & Inland Water Transport (IWT) Department. The Naval Architect shall provide technical expertise in vessel design review, inspection, maintenance planning, stability assessment, repair and rehabilitation, statutory compliance, and modernization of inland water transport assets to support safe and sustainable waterway operations.

3. **ENGAGEMENT DETAILS**

Engagement of **One (01) no.** Naval Architect with **minimum 7 years' relevant experience** for carrying out surveys, inspections, vessel registration support, technical assessments, compliance verification, advisory services, reporting, and coordination with the Department.

4. **PERIOD OF ENGAGEMENT**

The Engagement shall be initially for a period of **6(Six) months** from the date of issue of work order. The same may be extended on mutually agreed terms, subject to satisfactory performance and requirement of the Department.

5. **SCOPE OF SERVICES**

The Naval Architect Consultant shall provide professional and technical consultancy services covering the following activities:

A. Survey and Certification

- i. Conduct technical surveys of vessels operating in Major and Non-Major Ports
- ii. Assist in certification processes ensuring compliance with applicable maritime rules and standards

B. Registration of Vessels

- i. Provide technical support and verification for registration of vessels
- ii. Scrutinize drawings, documents, and specifications required for registration

C. Inspection of Marine Crafts & Structures

- i. Carry out technical inspections of departmental vessels and boats, Floating crafts and pontoons.

D. Technical Assessment

- i. Evaluate seaworthiness, stability, and structural integrity of vessels
- ii. Review design, construction, and modification proposals from a naval architecture perspective

E. Compliance & Safety

- i. Ensure adherence to applicable maritime laws, inland vessel rules, and safety standards
- ii. Identify deficiencies and recommend corrective actions

F. Advisory & Consultancy

- i. Provide expert advice on:
 - Repair, maintenance, and retrofitting of vessels
 - Safety improvements and risk mitigation
- ii. Assist in resolving technical issues related to marine engineering and vessel operations

G. Reporting & Documentation

- i. Submit inspection reports, survey findings, and technical recommendations
- ii. Maintain proper records of all inspections and consultancy activities

H. Departmental Support

- i. Assist the department in technical decision-making
- ii. Attend meetings, site visits, and inspections as required

6. AVAILABILITY AND SITE VISIT REQUIREMENTS

- i. The consultancy services include a **minimum of six (06) visits per month** by the Naval Architect Consultant to departmental offices at Cuttack and Bhubaneswar and/or to project locations anywhere within India for inspections, meetings, and technical assessments, as required by the Department. No additional payment shall be admissible for these mandatory visits.
- ii. Any visits beyond the stipulated six (06) visits per month shall be undertaken as per the requirement of the Department. Such additional visits shall not be entitled to any extra remuneration unless specifically approved in writing by the competent authority.

- iii. All expenses towards travel, boarding, lodging, and local conveyance for undertaking the above visits, including additional visits, shall be borne by the Consultant. No separate reimbursement shall be admissible.
- iv. Failure to complete the minimum required visits or to attend duties as directed shall be treated as non-compliance. In such cases, proportionate deduction in consultancy fees shall be made. In case of repeated or continued non-compliance, the Department reserves the right to withhold payment and/or terminate the engagement as per contract conditions, by giving fifteen (15) days' prior notice.

7. **PAYMENT**

Payment shall be made on a **monthly basis**, upon submission of bills for consultancy services rendered, duly certified by the Engineer-in-Charge.

SECTION-IV

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To,
The Superintending Engineer (Mech.),
Ports & IWT Mechanical Division
CDA, Sector-6, Cuttack - 753014, Odisha

Subject: Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.....Dated:..... I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH-2**BIDDER'S ORGANISATION (GENERAL DETAILS)**

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for Communication : Tel: Fax: Email Id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email Id:	
4	INA Registration & Company Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If yes, please furnish contact details	YES / NO
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	EMD Details Amount: DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH - 3

BIDDER ORGANISATION (FINANCIAL DETAILS)

Financial Information in INR				
Details	FY.....	FY.....	FY.....	Average
Annual Consulting Turnover from marine consulting / Naval Architect services (in Lakh)				
<i>Supporting Documents:</i>				
Audited certified financial statements for the last Three consecutive FYs. (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).				
<i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

N.B: No Scanned Signature will be entertained

TECH -4
FORMAT FOR POWER OF ATTORNEY
(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof certify that <Name of person>is authorized to execute the attorney on behalf of <Name of Organizations<Designation of the person>of the company acting for and on behalf of the company under the authority conferred by the < Notification/ Authority order no.>Dated <date of reference>has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person>in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH – 5
(BIDDER’S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments only of similar nature** during last 7 years).

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Authority	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of assignments of similar undertaken during the last 7 Years (preceding the due date of proposal) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous clients need to be furnished along with the above information.

**Please refer to Section-2 of RFP for definition of Similar nature of Services.

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your Project Monitoring Unit which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Authority which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

TECH – 7

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED NAVAL ARCHITECT

1. **Proposed Position :**
2. **Name of Firm :**
3. **Name of Staff :**
4. **Date of Birth :**
5. **Years with Firm :**
6. **Nationality :**
7. **Education :**
8. **Membership in Institute of Naval Architects, India (INA) :**
9. **Other Trainings :**
10. **Countries of Work Experience :**
11. **Languages :**

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

12. Consulting Service Record:

For experience in last 7(Seven) years, give types of activities performed and Authority references, where appropriate as per the prescribed format given below]

From [Mention Year]	To [Mention Year]
Authority Name:	
Position Held:	
Details of the Task Assigned [List all tasks to be performed under this Assignment/job]	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Naval Architect with Date:

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.

SECTION-V

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

FROM
(NAME OF THE FIRM)

To,
The Superintending Engineer (Mech.),
Ports & IWT Mechanical Division
CDA, Sector-6, Cuttack - 753014, Odisha

Subject: Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division

Sir

I/We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated for Proposal No. _____, Dated: _____. Our attached financial proposal is for **Rs. _____ Lakh for the sum of [Amount in words and figures]**. The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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 of 90 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

**Amount must match with the one indicated in Fin-2.*

FIN -2
SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Description	Duration	Unit	Estimated Amount (in Rs.)	Quoted Rate per Month (in Rs.)	Quoted Amount (in Rs.)
1	Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division	6	Months	4,50,000/-		
2	GST	@		18%		
3	TOTAL					

(IN WORDS: _____) ONLY

****NOTE: Quoted rate per month & Quoted amount shall be inserted by the Bidder in the prescribed format.**

SECTION-VI

BID SUBMISSION CHECKLISTS

ANNEXURE – I

BID SUBMISSION CHECKLIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 2360/- in form to DD		
4	EMD of Rs. 9,000/-shape of BG/DD		
5	Copy of Certificate of Incorporation / INA Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last Three FYs		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit - Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders/ completion certificates from the employers for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Undertaking for not have been black-listed by any Central Govt. / State Port Departments or State Maritime Boards.		
15	CV of Naval Architect (TECH - 7)		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

ANNEXURE – II

PERFORMANCE BANK GUARANTEE FORMAT

To,
The Superintending Engineer (Mech.),
Ports & IWT Mechanical Division
CDA, Sector-6, Cuttack - 753014, Odisha

Subject: Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division

WHEREAS (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No _____ dated _____ to undertake the service *“Engagement of Naval Architect for providing Consultancy Services under Superintending Engineer (Mech.), Ports & IWT, Mechanical Division”* (herein called contract) **AND WHEREAS** it has been stipulated by **Superintending Engineer (Mech.), Ports & IWT, Mechanical Division, CDA, Cuttack, Odisha** in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; **AND WHEREAS** we have agreed to give the supplier such a bank guarantee; **NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, <Year>

Our branch at Cuttack (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....
Seal, name & address of the Bank & Branch