



भारतसरकार/ GOVERNMENT OF INDIA
पत्तन,पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहनमहानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 25-31011/1/2020-NT - DGS

Date: 18.01.2021

रुचि की अभिव्यक्ति के लिए अनुरोध

REQUEST FOR EXPRESSION OF INTEREST (EOI)

for short listing of Consulting Agencies/ Consultants in India, to provide 'Consultancy services' to the Directorate General of Shipping towards establishment of a Maritime Knowledge Cluster viz. 'DG Shipping's Knowledge Cluster'

1. Introduction

1.1 The Directorate General of Shipping (DGS), [an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India] dealing with matters relating to merchant shipping, including, but not limited to matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects, invites EOI from Consulting Agencies/ Consultants in India to provide 'Consultancy services' towards establishment of an online platform for Maritime Knowledge Cluster.

1.2 The Directorate envisages participation of various reputed national and International entities in the cluster and cover wide range of topics related to merchant shipping.

1.3 Planned to be operated on virtual platform (e-mode), the Cluster is aimed to provide a common platform for researchers, research facilitators and sponsors [Universities, Institutes, Labs, etc. of repute] as well as consumers of research outcomes [Ports, Shipping firms, Shipyards, Marine Ancillaries, equipment designers, NGOs, Governmental bodies, etc.] to interact and forge partnerships, thereby augmenting innovation in mercantile marine. The cluster will draw inspiration from the Knowledge cluster of Norway and Living Labs of Singapore, and provide platform for knowledge creation, industry lead research, sharing of knowledge and research across institutions participating in blue economy.

1.4 The cluster shall also help in further strengthening the voice of Indian Maritime Sector on International platforms [IMO, ILO, etc.]. The cluster shall gather views of stakeholders on different issues, assimilate and deliberate on such views and furnish inputs to DGS, for the DGS to represent them on international forums.

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1.5 Copy of the Advertisement that has been advertised in regard to this 'Request for EOI' is annexed as Annexure-I.

1.6 EOI may be submitted online through CPPP Portal. Last date for submission of EOI is 2nd February, 2021 up to 1700 hrs.

1.7 Interested parties may submit a security fee of Rs 5000/- through Bharat Kosh in the name of PAO (Shipping), Mumbai, Executive Officer (D.G.) (Shipping).

2. INSTRUCTIONS TO THE CONSULTANTS

2.1 Nature/ Scope of the job

2.1.1 To provide consultancy to the Directorate General of Shipping in regard to following:

2.1.1.1 In selecting optimum Framework/ nature of the parent body that shall govern the Cluster

a. The Consultant shall evaluate and propose various options to the Directorate regarding the nature of the parent body that shall govern the Cluster – (i.e. governed as an independent entity (under the Directorate) 'or' directly by the Directorate)

2.1.1.2 If decided to be promoted as an independent entity,

(i) The legal stature and composition of such entity? Be it a registered Trust 'or' a registered society 'or' a Section 8 Company 'or' other(s)? The consultant may also propose the number and nature of office bearers of the finalized entity.

(ii) The consultant shall specify how the financial needs of this entity is to met with. The capital costs, Recurring costs the annual budget, etc.

(iii) If it is decided for the parent body to be an independent entity, the Consultant shall assist the Directorate in drawing the statutory documents required for legitimating the entity, such as Trust Deed 'or' MoA 'or' AoA or other(s), as applicable, resolutions, etc., The consultant shall also assist in registration of such documents with the relevant statutory bodies/ registering authorities as well as in the registration of the entity with various governmental bodies (PAN, TAN, GST, DIN, section 12A & 80G of IT Act 1961, FEMA, PF, etc.). Consultation to be also provided in Opening of Bank Account & Compliance Report for Banking queries

(iv) The Consultant shall provide consultation to the Directorate in drawing the composition and organisational structure of the knowledge cluster and its subdivisions, including their interrelations. This may include the number, nature, powers and responsibilities of the members in its governing and executive arms and their recruitment/appointment rules.

(v) Drafting of bye-laws, systems and procedures for the management of the cluster.

(vi) Manpower Management

- a. Provide consultation in framing the HR policy and procedures of the Cluster.
- b. Consultation in identifying the strength and competence of manpower required.
- c. Consultation in Drawing Recruitment/ Appointment Rules for the staff and assist the Directorate in framing their contracts.
- d. Assistance in Constitution of Panel Committee for their selection.

2.1.1.3 Consultation with respect to Financial Structuring, Accountancy and Audit

- a) The Consultant shall work out financial estimate for the project and also propose different sources of funding that may be utilised.
- b) The Consultant shall evaluate and propose to the Directorate different financial models for operation and enhancement of the Cluster.
- c) Establish Accounting system as per Indian Accounting Standard.
- d) Appoint Auditors.

2.1.1.4 National and International Partnerships and Collaborations

- a) The Consultant shall identify reputed entities for the Cluster to forge partnerships and collaborations with. These may range from National and International Governmental and Inter-Governmental bodies, NGOs, Educational and Research Organisations, Private Enterprises, Industry's Associations, etc.
- b) The nature of collaboration/ partnership may include student exchange programs, establishing of Chair(s) & fellowships, mutual acceptance of educational qualifications, technology sharing, access to facilities, priority in grant of internships, sponsorships and research project.
- c) The Consultants shall assist the Directorate with documents [MoUs, Agreements, grants, etc.] to ink such partnerships/ collaborations.

2.1.1.5 Quality Management System, Accreditations and Approvals

- a) The Consultant shall assist the Directorate in establishment of QMS as per the latest applicable ISO Standards, including those related to Information Technology.
- b) Acquire accreditations as required

2.1.1.6 Spreading Awareness

- a) Design multimedia awareness campaign on International level about the Cluster.
- b) Provide monitoring tools to the Directorate, basis outcomes of which the Directorate may improvise/ amend the campaign.

2.1.1.7 Technical and Architectural Consultancy for setting up the Cluster on e-platform

- a. Preparation of Project Report.

- b. Design, develop and implement the software using the latest technology [including AI and ML], which shall function as a virtual campus.
- c. Identification of Equipment [Servers, computers, etc], Instruments, Bandwidths, Lease Line(s), Third Party software(s), Security protocols, etc. The Consultant shall also advise physical requirements for setting up the Data Centre and Data Recovery site and provide consultation in their establishment.
- d. The Consultant shall facilitate integration of data/ live feed from third parties after security check and provide protocol for the same. The consultant shall also suggest third parties, integration of whose portals/ data/ live feed with the cluster's software, may benefit the initiative.
- e. The Consultant shall commission the portal after clearing applicable security audits.
- f. Prepare 'Planned Maintenance System' for monitoring and maintenance of the portal and associated hardware/ equipment. This shall include contingency management including 'Cyber Crisis Management Plan'.
- g. Provide Consultation in drawing TOR and agreements for appointing AMC provider.
- h. Identify agencies which may be engaged for periodic audits of the system and assist the Directorate in drawing TOR and agreements for their appointment.

2.1.1.8 Materials / Equipment Management

- a) Call for Tenders
- b) Identification of OEM / dealers / suppliers
- c) Comparative analysis of market prices

2.1.1.9 Legal Consultancy

- a) In respect to Intellectual Property Rights.
- b) In collaborations and partnerships with other International and National Organisations.

2.1.2 While implementing the aforesaid measures due regard shall be had to applicable laws, including international statutes, if any getting affected.

2.2 Place of execution: - Mumbai

2.3 **Delivery:** - 180 Days

2.4 **ELIGIBILITY CRITERIA**

2.4.1 The applicant should be a registered corporate / firm/ Govt. Institution under Indian Laws or /and an autonomous Institution approved by GOI.

2.4.2 The applicant should be in the field associated with consultancy for establishment of institution, for last 3 (three) years as on 30th June, 2020.

- 2.4.3 The applicant should have representative office at Mumbai, capable of providing support and at the earliest, when required.
- 2.4.4 The applicant should not have been black-listed by any Governmental Body or PSU. Applicant must certify to that effect.
- 2.4.5 The Firm/ Company should not be barred from working in security areas.

3. **INFORMATION TO BE FURNISHED**

It is required the following information in the regard to the applicant be furnished in the EoI:

- (a) Core business, address and years in business;
- (b) Qualifications in the field of the assignment (number of similar project handle during last 5 years);
- (c) Technical and managerial organisation of the firm; and
- (d) General qualifications and number of key staff.
- (e) The consultants should indicate information relating to their eligibility and any conflict of interest that they know may impact objective performance and impartial advice for their services.
- (f) It is required that brevity of the information be maintained.



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2. The EOI Document is available for download on Central Public Procurement Portal (CPPP) at eprocure.gov.in, on GeM and on DGS website at dgshipping.gov.in. All Corrigenda, addenda, amendments, time extensions to the EOI will be posted at the aforesaid locations and no separate notification shall be issued.
3. Further details, if any required, may be obtained from Capt. Mohit Behl, Nautical Surveyor-cum-DDG(Tech), Mumbai through e-mail mbehl-dgs@gov.in with copy to sankar.d@gov.in
4. Interested Parties having relevant experience and expertise can submit the EOI online through CPPP Portal. Last date for submission of EOI is 2nd February, 2021 up to 1700 hrs. The applicants may also send their comments on the objectives and scope of the work or service projected in the enquiry.
5. Short listed applicants may be invited for presentation / proposal before the Consultancy Evaluation Committee (CEC), appointed at DGS for the project. Bid/RfP Document will be subsequently issued to the short listed applicants only.