



TENDER

FOR

CONSULTANCY SERVICES FOR TECHNICAL ASSISTANCE  
FOR UPGRADATION OF EXISTING TERMINAL AT  
KARIMGANJ & BADARPUR AND CONSTRUCTION OF NEW  
TERMINAL AT SILCHAR ON BARAK RIVER (NW-16)

TENDER No. IWAI/HY/NW/101/BARAK (TERMINAL)/16-17

INLAND WATERWAYS AUTHORITY OF INDIA

JANUARY, 2017

## DISCLAIMER

1. This Tender document is neither an agreement nor an offer by the Inland Waterways Authority of India (IWAI) to the prospective Applicants or any other person. The purpose of this Tender is to provide information to the interested parties that may be useful to them in the formulation of their Bid pursuant to this Tender.
2. IWAI does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender document and it is not possible for IWAI to consider particular needs of each party who reads or uses this tender document. This tender document includes statements which reflect various assumptions and assessments arrived at by IWAI in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this tender document and obtains independent advice from appropriate sources.
3. IWAI will not have any liability to any prospective Consultancy Company/Firm/Consortium or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award of the Assignment, the information and any other information supplied by or on behalf of IWAI or their employees, any consultants or otherwise arising in any way from the selection process for the Assignment. IWAI will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon any statements contained in this tender document.
4. IWAI will not be responsible for any delay in receiving the Bids. The issue of this Tender document does not imply that IWAI is bound to select an Applicant or to appoint the Successful Applicant, as the case may be, for the consultancy and IWAI reserves the right to accept / reject any or all of Bids submitted in response to this Tender document at any stage without assigning any reasons whatsoever. IWAI also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Application.

5. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IWAI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. IWAI reserves the right to change / modify / amend any or all provisions of this Tender document. Such revisions to the Tender document/ amended Tender document will be made available on the website of IWAI.

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## **SECTION-I: NOTICE INVITING E-TENDER**

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Government of India)

A-13, Sector-1, Gautam Buddha Nagar, NOIDA, U.P. -201301

Tel: (0120) 2527667, 2522969 Fax (0120) 2522969

Email: hc.iwai@nic.in

Website: www.iwai.nic.in & <https://eprocure.gov.in/eprocure/app>

F.No.

### NOTICE INVITING E-TENDER

**a) Introduction:**

Inland Waterways Authority of India (IWAI) invites online Tenders/Bids from reputed **Consulting firms** in two cover systems (Cover – I: Technical Bid and Cover – II: Financial Bid) for “Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16)”

**b) Critical Data sheet:**

Interested parties may download the Tender document online from the website <https://eprocure.gov.in/eprocure/app> and IWAI's website “[www.iwai.nic.in](http://www.iwai.nic.in)” and are advised to pay INR 2,000/- (Rupees Two thousand only) as the cost of Bid document deposited to IWAI fund.

Document download start date	19.01.2017
Date of submission of pre-bid queries	23.01.2017
Pre-bid meeting	27.01.2017 at 1430 hrs
Bid Submission Last Date	06.02.2017 up to 1500 hrs
Bid Opening date	07/02/2017 at 1530 hrs
Cost of tender document	INR 2000/-

**c) Scope of the work:**

In brief, the scope of work for the appointed Consulting firm shall be providing preliminary design & drawings, technical specifications, BoQ, methodology with timelines and carry out field studies including surveys, soil investigations etc. for upgradation of existing terminals including allied infrastructure at Karimganj &



Badarpur and construction of new terminal at Silchar respectively. The detailed Terms of Reference (ToR)/scope of the work shall be as in the Section-VI of this document.

**d) Method of Selection:**

Bidder will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this Tender document.

**e) Clarifications:**

Clarification/Query if any on the Tender document shall be obtained from the following address:

**The Chief Engineer**

**Inland Waterways Authority of India**

**A-13, Sector – 1,**

**Noida-201301**

**Tel: (0120) 2527667, 2522969 Fax (0120) 2522969**

**Website: [www.iwai.nic.in](http://www.iwai.nic.in)**

**Email: [ce.iwai@nic.in](mailto:ce.iwai@nic.in)**

- f) IWAI reserves the right to accept or reject any or all Tenders without assigning any reason and no correspondence shall be entertained in this regard.

**Chief Engineer  
IWAI, Noida**

## **SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)**

## **1. Background**

- 1.1 Inland Waterways Authority of India (IWAI) is a statutory body under the Ministry of Shipping, Government of India. IWAI was set up in 1986 with a mandate to develop and regulate the inland waterways of the country primarily declared as National Waterways. In March, 2016, the Government of India has declared 106 new National Waterways in addition to the existing five National Waterways by the National Waterway Act, 2016
- 1.2 Inland Water Transport (IWT) has the potential to form the most economic, reliable, safe and environment friendly mode of transport. When developed for use by modern inland waterway vessels, it can reduce investment needs in rail and road infrastructure, promote greater complementarities in the riparian states, enhance intra-regional trade and, through increased economies of scale, significantly reduce transport costs for the benefit of the entire economy and India's global trade competitiveness.

## **2. Introduction**

- 2.1 The Employer will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in Clause 16 under Section- II: Instructions to Bidder (ITB).
- 2.2 The name of the Assignment/Job has been mentioned in Section - III: Data Sheet. Detailed scope of the Assignment/Job has been described in Section - VI: Terms of Reference
- 2.3 The date, time and address for submission of the Bids have been given in Section - III: Data Sheet.
- 2.4 Bidder shall bear all costs associated with the preparation and submission of their Bids.
- 2.5 The Employer is not bound to accept any Bid and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Bidder.

## **3. Bidder Eligibility Criteria**

The Bidders shall meet the following pre-qualification criteria:-

- 3.1 Bidder should be the one among the renowned Consultancy organizations those are private entities, Government entities or any combination of such entities in the form of JV/consortium under an existing agreement or with the intent to enter into such agreement supported by a Letter of Intent having proven competence, capacity and experience in sphere of Port, Inland Water Transport (IWT) sector and experience in

- preparing preliminary design and drawings, technical specifications, BoQ's, survey works and site investigations.
- 3.2 The Bidder shall meet the Qualification criteria of executing similar works of the value as mentioned in clause 16.1 of ITB. The Bidder shall indicate the value of the order executed by him together with the details of name of the party, order value, scope of work, completion period stipulated in the order and actual completion period / date / status. The completion certificate awarded by the client on its letter head should have a mention of start date, date of completion and value of the work executed by the Bidder. The Bidder can provide the details of the works that have been substantially completed. "Substantially Completed Works" means the works where physical quantity and financial value of similar works satisfactorily completed till Bid Submission Date exceeds the similar work requirements as stipulated in Clause 16.1 of ITB. Substantial completion of works shall be supported by client certificates with the details of name of the work, name and extent of similar work, work order value, start date, percentage of similar work completed till date. In case the work was performed by the Bidder in JV, the percentage share of the Bidders in the work executed as JV should be clearly mentioned in the completion certificate. In case the work was performed by the bidder as a sub-consultant, the bidder shall submit completion certificate awarded to it by the main consultant.
- 3.3 Copy of work order/letter of award/letter of work agreement alone shall not suffice Bidders claim for executing the similar work. Submitting completion certificate from the client on its letter head along with supporting documents as mentioned in Clause 3.2 above is mandatory to qualify.
- 3.4 Average Annual Turnover during the last three (03) years ending 31st March of the previous financial year should be as mentioned in Clause 16.1.2 of ITB. The Bidders shall provide financial turnover of the firm for the last three years duly certified by statutory auditors.
- 3.5 Any entity which has been barred by the Central Government, any State Government, a statutory Employer or a public sector undertaking, or International Funding Agency (World Bank, ADB, JICA etc.), as the case may be, from participating in any project, and the bar subsists as on the Bid submission date, would not be eligible to submit Bid.

- 3.6 The similar work experience of parent company/subsidiary/sister Company of the Bidder shall not be considered unless the parent company/subsidiary/sister company is part of the JV/consortium participating in the Bid.
- 3.7 The Bidder shall offer and make available the list of all Key Personnel and Non key resource as mentioned in Section - III Data Sheet meeting the requirements specified in Clause 7 of Section – VI: Terms of Reference. Each of the Key Personnel and Non key resource must fulfil the conditions of eligibility with respect to Qualifications and Experience as outlined in Clause 7.2 of Section – VI.
- 3.8 Bidder should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial Employer or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder.
- 3.9 The Bidder shall also indicate following:
- 3.9.1 The Bidder shall have adequate resources for successful execution of the consultancy work and should be financially solvent. Bidder shall provide a solvency certificate from any nationalized/scheduled bank in India for an amount as indicated in Section - III: Data Sheet.
- 3.9.2 The Bidder shall be income tax assessee and accordingly the Bidder shall submit a copy of Income Tax Return (ITR) filed by the Bidder for the last three financial years.

#### **4. Pre-bid Meeting**

A Pre-Bid meeting shall be held as per the date and time mentioned in Section III - Data Sheet. Bidders willing to attend the pre-bid should inform the employer beforehand in writing and email. The maximum no. of participants, who chose to attend the pre-bid meeting, shall not be more than two per bidder. The representatives attending the pre-bid meeting must carry an authority letter duly signed by the authorised signatory of his/her organisation permitting the representatives to attend the pre-bid meeting on behalf of the respective bidder.

During the course of Pre-Bid Meeting, the Applicants will be free to seek clarifications and make suggestions for consideration by the Employer. The Employer will endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process.

The Bidders may put forth their pre-bid queries in the format prescribed in Form 4I, Section IV.

## **5. Clarifications and Addendums**

5.1 Bidders may request a clarification on any clause of the document up to the number of days indicated in Section - III: Data Sheet before the Bid submission date. Any request for clarification must be sent in writing, or by e-mail to the Employer's address indicated in Section - III: Data Sheet.

5.2 The Employer will respond in writing or by e-mail and will send written copies of the response (including an explanation of the query but without identifying the source of query) to Bidders. Should the Employer deem it necessary to amend the Tender document as a result of a clarification, it shall do so following the procedure mentioned hereunder:

- (i) At any time before the submission of Bids, the Employer may amend the tender document by issuing an addendum/corrigendum (amendment) in writing or by e-mail. The information of issue of such amendment will be uploaded on the Employer's website and will be binding on the bidders. The bidders shall acknowledge receipt of all amendments. To give reasonable time to the bidders to take an amendment into account, the Employer may, if the amendment is substantial, extend the deadline for the submission of Bids. The amendment /clarification, if any, to the document will be available on <https://eprocure.gov.in/eprocure/appand> IWAI's website "www.iwai.nic.in"

## **6. Preparation of Bids**

In preparing their Bid, Bidders are expected to examine in detail the documents comprising the Tender document. Material deficiencies in providing the requested information may result in rejection of the Bidder's Bid.

Bidders shall adhere to the requirements mentioned below:

### **6.1 EMD**

6.1.1 Bidders shall furnish EMD of the amounts as mentioned in Section III Data Sheet. In case of a JV, the EMD shall be furnished by the Lead Member. EMD for the mentioned amount shall be deposited to IWAI Fund through RTGS in the following account

- i) Name of bank account: IWAI FUND
- ii) Bank name and address: Union Bank of India, Sector 15 Noida

iii) Bank account Number: 513202050000007

iv) IFSC: UBIN0551325

6.1.2 Bids not accompanied by EMD shall be rejected as non-responsive.

6.1.3 No interest shall be payable by the Employer for the sum deposited as earnest money deposit.

6.1.4 The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.

6.1.5 The EMD shall be forfeited by the Employer in the following events:

- (i) If Bid is withdrawn during the validity period or any extension agreed by the Bidder thereof.
- (ii) If the Bid is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- (iii) If the Bidder tries to influence the evaluation process.
- (iv) If the First ranked Bidder withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Proposal by the consultant)
- (v) In case the Bidder, submits false certificate in terms of any documents supported to such Tender.
- (vi) If the Bidder fails to sign the contract in accordance with conditions of contract on receipt of award of work
- (vii) If the Bidder fails to furnish the security deposit in accordance with conditions of contract.
- (viii) In case of a Bidder revoking or withdrawing his Tender or varying any terms in regard thereof without the consent of the Employer in writing, his earnest money paid along with the tender shall be forfeited.

## **6.2 Cost of Tender Document**

All Bidders are required to pay the cost of Tender Document as mentioned in Section-III of Data Sheet through RTGS, to be deposited in the same account, the details of which are mentioned in Clause 6.1.1 above. The cost of Tender Document is Non-Refundable.

## **6.3 Bank Solvency**

All bidders shall submit bank solvency certificate from a nationalized/scheduled bank in India for an amount as mentioned in Section III: Data Sheet. The bank solvency

certificate can be submitted by any one member of the JV / Consortium and the name of that member submitting the bank solvency certificate shall be mentioned in the JV / Consortium Agreement.

#### **6.4 Taxes**

The Bidders shall fully familiarize themselves with the applicability of all types of taxes (such as inter alia value added tax, Works Contract Tax, sales tax, service tax, income taxes, custom duties, fees, levies and GST etc.) and all such taxes, as prevailing on date of submission of the bid, must be included by the Bidder in the Financial Proposal along with the conditions mentioned thereon. It may be noted that the service tax which will be quoted separately by the Bidder as per Form Fin – 2 will be reimbursed to the Bidder on producing proof of payment of deposit of service tax in Government treasury.

#### **6.5 Currency**

Bidders shall express the price of the consultancy work in Indian Rupees.

#### **6.6 Language**

The Bid as well as all related correspondence exchanged between the Bidders and the Employer shall be in English language and shall be strictly as per the formats attached in this Tender Document. The Employer will evaluate only those Bids that are received in the specified formats and are complete in all respects. Any supporting documents submitted by the Bidder with its Bid or subsequently, in response to any query/ clarification from the Employer shall be in English and in case any of these documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, and in such case, for all purposes of interpretation of the Bid, the translation in English shall prevail.

#### **6.7 Bid Validity**

The Section – III: Data Sheet indicates for how long the Bids submitted by the bidders must remain valid after the submission date. During this period, Bidders shall maintain the availability of Professional staff nominated in the Bid and also the amount quoted for the services in the Financial Bid shall remain unchanged. Should the need arise, the Employer may request Bidders to extend the validity period of their Bids. Bidders who agree to such extension shall confirm that they will maintain the availability of the Professional staff Proposed in the Bid and that their financial Bid will remain unchanged. Also, in their confirmation of extension of validity of the Bid,



bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. The bidders have the right to refuse to extend the validity of the bids and bids of such bidders, who do not extend the validity of their bids, shall not be considered for further evaluation.

## **6.8 Number of Bids**

A bidder can submit one bid only either as a single entity or in the form of a JV/consortium. In case a bidder submits or participates in more than one bid, the application of the bidder shall be rejected summarily.

## **6.9 Bids by Joint venture/consortium**

6.9.1 The Joint Venture/consortium can be entered between two or more firms and limited to maximum three firms.

6.9.2 The lead member should have highest share of participation in a JV/consortium.

6.9.3 In case the bidder is a JV of two members then the minimum share of the 2nd member shall be 25%. In case the bidder is JV/consortium of three members then the minimum share of 2nd and 3rd member shall be 15% each, with total share of all the JV/consortium members being 100%.

6.9.4 There shall be a Joint Venture Agreement specific for the contract between the constituent firms, indicating clearly, amongst other things, the proposed distribution of responsibilities both financial as well as technical for execution of the work amongst them (as per the format in Form 4L). The Bidder has to submit either of the following:

6.9.4.1 A copy of the existing Joint Venture Agreement (if any) in accordance with requirements mentioned in this Tender Document Or

6.9.4.2 A documentary proof of "intent of forming JV/consortium" on Rs.100/- notarized stamp paper at the time of submission of bid. The successful bidder will however be required to submit the copy of Joint Venture Agreement in accordance with requirements mentioned in this Tender document after issuance of Letter of Intent and before signing of agreement.

The Letter of Intent to enter into a JV / Consortium agreement should contain at least the following:

- Name of the Lead Partner
- Clearly mentioned Percentage share of JV / Consortium members adhering to the clause 6.9.3 mentioned above.

- “All the partners shall jointly and severally liable for the execution of the Contract in accordance with the Contract terms”
- 6.9.5 Lead partner’s authorization shall be evidenced by submitting a power of attorney, duly notarized, signed by the legally authorized signatories of all the partners/members of JV/consortium.
- 6.9.6 The Lead Partner shall be authorized to incur liabilities and to receive instructions for and on behalf of the partners of the Joint Venture, whether jointly or severally, and entire execution of the Contract (including payment) shall be carried out exclusively through the partner-in-charge. A copy of the said authorization shall be furnished in this Bid.
- 6.9.7 In the event of default by any partner, in the execution of his part of the Contract, the Employer shall be so notified within 30 days by the Lead Partner, or in the case of the Lead Partner being the defaulter, by the partner nominated as partner-in-charge of the remaining Joint Venture/consortium. The partner-in-charge shall, within 60 days of the said notice, assign the work of the defaulting partner to any other equally competent party acceptable to the Employer to ensure the execution of that part of the Contract, as envisaged at the time of bid. Failure to comply with the above provisions will make the Consultant liable for action by the Employer under the Conditions of Contract. If the Lead Partner, defined as such in the Communication approving the qualification, defaults, it shall be construed as default of the Consultant and Employer will take action under the Conditions of Contract.
- 6.9.8 Notwithstanding the permission to assigning the responsibilities of the defaulting partner to any other equally competent party acceptable to the Employer as mentioned in sub clause 6.9.7 above, all the partners of the Joint Venture/consortium will retain the full and undivided responsibility for the performance of their obligations under the Contract and/ or for satisfactory completion of the Works.
- 6.9.9 The bid submitted shall contain all relevant information for each member of JV/consortium as per the requirement stipulated under clause 10.1 of ITB
- 6.9.10 Lead member should have stake in the Joint Venture / consortium as stipulated in Clause 6.9.3 of Instructions to Bidders (ITB) and it should be clarify the proposed responsibilities as per the format in Form 4L. However, the JV / Consortium members together shall meet the overall qualification Criteria stipulated in Clause 16.1 if ITB.
- 6.9.11 For sustainability of JV, refer clause 12 of Standard form of Contract.

## 7. Conflict of Interest

- 7.1 Employer requires that selected bidder (Consultant) provides professional, objective, and impartial advice and at all times holds the Employer's interests paramount, strictly avoids conflicts with other assignment(s)/job(s) or his own corporate interests and act without any consideration for future work.
- 7.2 Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:-
- (a) **Conflicting Activities:** A firm or any of its affiliates who have been engaged by the Employer to provide goods, works or assignment/job other than consulting assignment/job for a project shall be disqualified from providing consulting assignment/job related to those goods, works or assignments/ jobs. Conversely, a firm or any of its affiliates who have been hired to provide consulting assignment/ job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment/job other than consulting assignment/job resulting from or directly related to the firms consulting assignment/job for such preparation or implementation. For the purpose of this paragraph, assignment/ job other than consulting assignment/job are defined as those leading to a measurable physical output; for example surveys, exploratory drilling, aerial photography, satellite imagery etc.
- (b) **Conflicting assignment/ job:** A consultant {including its Personnel and Sub-consultant(s)} or any of its affiliates shall not be hired for any assignment/ job that by its nature may be in conflict with another assignment/ job of the Consultant to be executed for the same or for another Employer, for example a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project and a Consultant assisting an Employer in the privatization of public assets shall not purchase nor advise purchasers of such assets.
- (c) **Conflicting Relationships:** A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment/job (ii) the selection process for such assignment/job or

(iii) supervision of the Contract, may not be awarded a Contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

7.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the consultant during bidding process or termination of its Contract during execution of assignment.

7.4 No agency or current employees of the Employer shall work as Consultants under their own ministries, departments or agencies.

## **8. Acknowledgement by Bidder**

It shall be deemed that by submitting the Proposal, the Bidder has:-

- 8.1 Made a complete and careful examination of the Tender for Consultancy;
- 8.2 Received all relevant information requested from the Employer;
- 8.3 Satisfied itself about all matters and necessary information required for submitting a competitive bid;
- 8.4 Acknowledged that it does not have a Conflict of Interest; and
- 8.5 Agreed to be bound by the undertaking provided by it under the terms and conditions laid in this tender document.

## **9. Guidelines for e-submission of the Bids**

- 9.1 The Bids should be submitted through Central Public Procurement Portal for e-Procurement <https://eprocure.gov.in/eprocure/app>
- 9.2 Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the Consultants/Bidders on the e-procurement/e-Tender portal is a prerequisite for e-Tendering.
- 9.3 Bidder should enrol in the e-Procurement site using the <https://eprocure.gov.in/eprocure/app> option available “Enrol Here” on the home page portal. Enrolment is free of charge. During enrolment/registration, the Bidders should

- provide the correct/true information including valid e-mail id. All the correspondence shall be made directly with the Consultants/Bidders through email id provided.
- 9.4 Bidders need to login to the site through their user ID/password chosen during enrolment/registration.
- 9.5 Then the Digital Signature Certificate (Class - II or Class - III Certificates with signing key usage) issued by SIFY/TCS/node/eMudra or any Certifying Employer recognized by CCA India on e-Token/Smart Card, should be registered.
- 9.6 Only the registered DSC, should be used by the Bidder and should ensure safety of the same.
- 9.7 Consultant/Bidder may go through the Tenders published on the site and download the required Tender documents/schedules in which the Bidder is interested.
- 9.8 After downloading/getting the Tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked.
- 9.9 If there are any clarifications, this may be obtained online through the Tender site, or through the contact details as specified in Section – III: Data Sheet. The Bidder should also take into account the addendum/corrigendum published before submitting the Bids online.
- 9.10 Then the Bidder may log into the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smart card to access DSC.
- 9.11 Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my favourites’ folder.
- 9.12 From the favourite’s folder, he selects the tender to view all the details indicated.
- 9.13 It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 9.14 Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the Tender document/schedule and generally, they can be in general PDF/xls/rar/jpg formats. If there is more than one document, they can be clubbed together and can be provided in the requested format as specified in Section – III: Data Sheet. Each document to be uploaded online should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted.
- 9.15 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per Tender

- requirements and then sent along with Bid documents during Bid submission. This will facilitate the Bid submission process making it faster by reducing upload time of Bids.
- 9.16 Bidder should submit the Cost of Tender Document/ EMD for the amount as specified in Section –III: Data Sheet. The original payment instruments should be posted/couriered/given in person to the employer within the due date as mentioned in this Tender document. Scanned copy of the instrument should be uploaded as part of the offer, if asked for.
- 9.17 While submitting the Bids online, the Bidder should accept the Terms & Conditions and proceed further to submit the Bid packets.
- 9.18 The Bidder has to select the payment option as offline to pay the Cost of Tender Document/ EMD as applicable and enter details of the instruments.
- 9.19 The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise submitted Bid will not be acceptable.
- 9.20 The Bidder has to digitally sign and upload the required Bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the Bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the Bid document including conditions of contract without any exception and have understood the entire document and are clear about the requirements of the Tender requirements.
- 9.21 The Bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the Bid will be automatically rejected.
- 9.22 If the price Bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the Bidder; else the Bid submitted is liable to be rejected for this Tender.
- 9.23 The Bidders are requested to submit the Bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the Bid submission end Date &Time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the online submission of Bids by the Bidders at the eleventh hour.
- 9.24 After the Bid submission, the acknowledgement number, given by the e-tendering system should be printed by the Bidder and kept as a record of evidence for online

submission of Bid for the particular Tender and will also act as an entry pass to participate in the Bid opening date.

- 9.25 The Bidder should ensure/see that the Bid documents submitted is free from virus and if the documents could not be opened, due to virus, during Tender opening, the Bid is likely or liable to be rejected.
- 9.26 The time settings fixed in the server side & displayed at the top of the Tender site, will be valid for all actions of requesting, Bid submission, Bid opening etc., in the e-Tender system. The Bidders should follow these time settings during Bid submission.
- 9.27 All the data being entered by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during Bid submission & not be viewable by any one until the time of Bid opening.
- 9.28 Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid openers public keys. Overall, the uploaded Tender documents become readable only after the Tender opening by the authorized Bid openers.
- 9.29 The confidentiality of the Bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 9.30 The Bidder should logout of the Tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 9.31 Any queries relating to the Tender document and the Terms and Conditions contained therein should be addressed to the Tender Inviting Employer for a Tender or the relevant contact person indicated in the Tender.
- 9.32 Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315

## **10. Submission of Bids**

The Hard Copy of original instruments in respect of cost of Tender document and earnest money, must be delivered to the office of Chief Engineer on or before Bid closing Date & Time. Online Bids submitted without hard copies of original payment

instruments i.e. Tender document fee and EMD shall automatically become ineligible and shall not be considered. The Cost of Tender Document shall be non-refundable.

The Technical and Financial Bids, complete in all respects, should be submitted as per sequence mentioned below. Bids should be submitted in Two Covers:

## **10.1 Cover-I: Technical Bid**

### **10.1.1 Enclosure – I**

- a. Scanned copy of the proof of Cost of Tender Document as specified in Section – III: Data sheet
- b. Scanned copy of the proof of EMD as specified in Section – III: Data Sheet
- c. Proof of bank solvency for the amount as specified in Section – III: Data Sheet
- d. Scanned copy of Tender Acceptance Letter duly filled and signed by the authorised signatory of the Bidder as per Annex – V
- e. Scanned copy of Form of Tender (Form 4A)
- f. Scanned copy of a signed declaration by the bidders (Form 4G)
- g. Power of Attorney for the authorised person of the bidder as per Form 4D. This form shall be accompanied by a copy of company identity card or general identity card (passport/Driving licence/Voter's ID etc.) of the authorised representative.
- h. Bidder information form (Form 4H)
- i. Composition/Ownership/Shareholding pattern of the organization
- j. Board Resolution, details of top management (Board members), key officials with documentary evidence, Articles of Association/memorandum of association of the company.
- k. Registration/incorporation certificate of the company/Firm.
- l. Original tender document with all addendums and corrigendum issued till date duly stamped and signed by the authorised signatory of the bidder.
- m. Power of Attorney for lead member of the JV/Consortium as per Form 4J



### **10.1.2 Enclosure – II**

- a. Scanned copy of the Annual Report/Audited balance sheets, for the last three financial years ending 31st March of the previous financial year i.e. 2013-14, 2014-15 and 2015-16.
- b. Scanned copy of Service Tax Registration certificate.
- c. Scanned copy of PAN card of the Bidder.
- d. Form 4C for average annual turnover
- e. Scanned copy of Bank account details, along with a cancelled cheque, for transaction through e-payment in format given at Annex- III & Annex - IV.
- f. Integrity agreement

### **10.1.3 Enclosure – III**

Scanned copy of complete Company profile with details such as:

- a. Background of the organization
- b. Copies of completion certificate on client letter head for similar projects executed by the bidder in last seven years. The submitted certificates shall comply to conditions laid in clause 3 of ITB ( Bidder Eligibility Criteria) Such eligible projects shall be supplied in Form 4B
- c. Copies of work order/agreement with value and status (% completed till submission) in case of ongoing work shall be submitted separately as proof of on-going assignments as per Form- 4F
- d. Relevant experience of the bidder to be submitted as per Form 4M
- e. List of litigation history, if any.

### **10.1.4 Enclosure – IV**

- a. Scanned copies of following keeping in view the scope of work listed in the ToR:
  - (i) The approach to the work and methodology to be adopted, and
  - (ii) Detailed work plan
- b. Scanned copy of the list of experts/key personnel (Form 4E) with complete signed CV's, adhering to the following requirements:

- (i) The Key Personnel must be permanent and full time employee(s) of the firm.
- (ii) The Bidder is to ensure that the time allocated for the key personnel does not conflict with the time allocated for any other assignment. The Employer reserves the right to request a workload projection (including time spent on other projects/clients) for the Key Personnel.
- (iii) The composition of the proposed Team and task assignment to individual personnel shall be clearly stated.
- (iv) The Key Personnel shall remain available for the period as indicated in the Tender Document
- (v) No alternative Bid for any Key Personnel shall be made and only one CV for each position shall be furnished
- (vi) Each CV shall bear original signatures of the Key Personnel and the authorized signatory of the Bidder. Scanned signatures on the CV's shall not be accepted. The employer may seek replacement of any of the CV's it finds unsuitable/not meeting the criteria stipulated in the tender document.
- (vii) A CV shall be summarily rejected if the educational qualification of the Key Personnel proposed does not match with the requirement stipulated in the Tender document.
- (viii) The Employer reserves the right to ask for proof of age, qualification and experience at any stage of the project.
- (ix) Since the replacement of key personnel effects the marking of technical evaluation of the bids, the bidders shall strictly observe that there shall be no replacement/change in the key personnel proposed by the consultants at the time of signing of contract from the key personnel proposed by the consultant at the time of bidding. For any reasons whatsoever if the bidder engages in replacement of key personnel there shall be a deduction of 10% from the total remuneration of the replaced personnel.

- (x) During execution of work, the replacement of the key personnel shall only be on health grounds of the individual or if the personnel ceases to work for the consultant and is no longer an employee of the consultant. The consultant shall not replace any of the key personnel without the written prior consent of the Employer. In case consultant engages in such activity i.e. replacement of key personnel with or without employers' prior consent, such action shall attract a deduction of 5% of remuneration of the replaced personnel. However, there shall be no deduction if the replacement is made on health grounds of the personnel. The consultant shall submit medical certificate of such personnel intended to be replaced on health grounds.

**It may be noted that the Technical Bid shall not contain any reference to the consultancy fee.**

## **10.2 Cover-II: Financial Bid**

Financial Bid in excel format (BoQ\_1) provided along with this Tender as Form Fin – 2 shall be used for quoting prices/offer.

- (i) This will contain consultancy fee to be charged for completing the work.
- (ii) While working out consultancy fees, following points should be noted:
  - (a) The Bidders will have to make their own arrangements for the transport/accommodation/TA/DA of their personnel assigned to this project. The price quoted shall also include the Bidders representative visit to various offices, and other places for meetings, data collection, presentations, public consultation, secretarial staff, their salary, allowances, overhead expenditure etc.
  - (b) All duties, taxes, royalties and other levies payable by the bidder under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder except for service tax which will be quoted separately as per the format in Form Fin – 2 and which will be reimbursed to the Bidder on producing proof of payment. The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to any adjustment. The prices shall be quoted by the Bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees (INR).

10.3 The total duration of consultancy services shall be as specified in Section – III: Data Sheet.

**11. Extension of Bid submission date**

The employer may extend the date of submission of bids by issuing an addendum and uploading the same on Employer's website.

**12. Late Proposals**

Online proposals received by the employer after the specified bid submission date or any extension thereof, pursuant to clause 11, shall not be considered for evaluation and shall be summarily rejected.

**13. Liability of the employer**

The bidders are advised to avoid last moment rush to submit bids online and they should upload their bids well in advance before the bid submission deadline. The employer shall not be liable for failure of online submission of bids by the bidder that may arise due to any reason whatsoever. It shall be construed that the guidelines for online submission of bids, mentioned under clause 9 of ITB, have been read and understood by the bidder.

**14. Modification/Substitution/ Withdrawal of Bids**

The bidders may modify, substitute or withdraw their tender after submission before the submission deadline as mentioned NIT in this tender document through e-Procurement Mode.

No bid shall be modified after the deadline for submission of bids

**15. Bid opening and evaluation process**

15.1 From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.

15.2 The employer will constitute a tender evaluation committee (TEC) which will carry out the evaluation process.

15.3 Online Bid opening shall be carried out in two stages. Firstly, 'Technical Bid' of all the online Bids received shall be opened on the date and time mentioned in Section – III: Data Sheet. 'Financial Bid' of those Bidders whose Technical Bid has been determined

to be responsive and on evaluation fulfils the criteria as stipulated in the Tender Document, shall be opened on a subsequent date, which will be notified to such Bidders. In the event of the specified date for the submission of bids being declared a holiday for The Employer, the Bids will be opened at the appointed time and location on the next working day. Bids for which a notice of withdrawal has been submitted in accordance with Clause 14 shall not be opened.

15.4 The TEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified Clause 16. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient or found not meeting the minimum eligibility criteria as mentioned in clause 3 and clause 16.1 of ITB. Only responsive Proposals shall be further taken up for evaluation. A Bid shall be considered responsive only if:

15.4.1 It is received by the Bid submission date and time including any extension thereof, pursuant to Clause 11.

15.4.2 It is accompanied by the Earnest Money Deposit' as specified in Clause 6.1;

15.4.3 It is received in the forms specified in section IV (Technical Proposal) and in section V (financial proposal);

15.4.4 It does not contain any condition or qualification or suggestion or submission.

15.4.5 It fulfils the eligibility criteria stipulated in Clause 3 and Clause 16.1 of ITB.

15.5 The Employer shall inform the Bidders, whose Technical Bids are found responsive and on evaluation fulfils the criteria stipulated in the Tender document, of the Date, Time and Place of opening of the Financial Bids. The Bidders so informed, or their representative, may attend the meeting of online opening of Financial Bids.

15.6 At the time of the online opening of the 'Financial Bids', the names of the Bidders, whose Bids were found responsive along with the Bid prices, the total amount of each Bid, and such other details as the Employer may consider appropriate will be announced by the Employer at the time of Bid opening.

15.7 Bidder may, if deemed necessary by him, send a representative to attend the financial bid opening. Such representative shall have a letter of authorization from the bidder to attend the bid opening on its behalf. In case a bidder sends a representative on its behalf to attend the financial bid opening, it shall be construed that the representative has the authority of the bidder

## 16. Bid evaluation

### 16.1 Qualification criteria

To qualify for this tender, the Bidder must satisfy each of the qualifying criteria stipulated in Clauses 16.1.1 to 16.1.4 of ITB. Not satisfying any of the qualification criteria will render the bid non-responsive and financial bids of such bidders will not be opened.

#### 16.1.1 Qualification criteria for consultancy services

The bidder should have successfully completed and/or substantially completed “Similar Works” in the previous 7 (seven) years ending from the Bid Submission Last Date as per the criteria specified below:

- a) 3 similar works each costing not less than INR 15.53 lakhs (Rupee Fifteen Lakhs Fifty Three Thousand) or
- b) 2 similar works each costing not less than INR 23.30 lakhs (Rupee Twenty Three Lakhs Thirty Thousand) or
- c) 1 similar work costing not less than INR 31.10 lakhs (Rupee Thirty One Lakhs Ten thousand).

For this purpose, the “**Similar Works**” means providing Technical assistance which includes preliminary design & drawings, technical specifications, work methodology, BoQ and survey work including site investigations etc. for Inland Waterways Terminals / Ports / Jetties / Harbor construction.

#### 16.1.2 Qualification criteria for Average Annual Turnover for last 3 financial years i.e. 2013-14, 2014-15, 2015-16

Average annual turnover of the Bidder from consultancy services for last 3 financial years i.e. 2013-14, 2014-15 and 2015-16 should be at least INR 11.65 lakhs (INR Eleven Lakhs Sixty Five thousand only)

#### 16.1.3 Qualification Criteria for Work Plan and Methodology Statement

- i. The Bidder shall submit the work plan indicating the schedule (design & drawings, BoQ, site investigations etc., manpower) in bar chart format and approach to work.
- ii. The Bidder shall submit the detailed methodology to be adopted for preparation of design & drawings, developing technical specifications, BoQ, conducting field / site investigations and other relevant requisites to be covered as per the scope of work.

16.1.4 In case a bidder fails to meet the above mentioned minimum qualification criteria, the further process for technical evaluation will not be carried out and such bids shall be treated as non-responsive.

## 16.2 Technical Evaluation

16.2.1 The points earmarked for evaluation of Technical Bids would be as follows:

Sl. No.	Description	Points
1.	The consultants relevant experience for the assignment	30
3.	The quality of work plan & methodology proposed	30
4.	The qualification of the key experts/professionals proposed	40
	<b>Total</b>	<b>100</b>

### Detailed marking scheme

Sl. No.	Criteria	Score
<b>1.</b>	<b>The consultants relevant experience for the assignment</b>	<b>30</b>
	a) General experience of the consulting firm in providing technical assistance (including preliminary design & drawings, technical specifications, BoQ, methodology with timelines etc.)– three marks will be given for each similar work assignment limiting to maximum of total 15 marks.	15
	b) Specific experience of the consulting firm in preparing preliminary design & drawings, technical specifications, BoQ, developing construction methodology for permanent & floating terminals and allied infrastructure works in Inland Waterways projects / riverine structures – 3 marks for similar work assignment limiting to maximum of total 9 marks	09
	c) Bonus marks for successfully completed one similar work having consultancy value more than 100 lacs	06
<b>2.</b>	<b>The quality of work plan &amp; methodology proposed</b>	<b>30</b>
	a) Work Plan	10
	b) Approach & Methodology	20
<b>3.</b>	<b>Key experts/professionals proposed</b>	<b>40</b>
	Team Lead / Senior Consultant	20
	Senior Consultant	10
	Consultant	10
	<b>Grand Total</b>	<b>100</b>

### Sub-criteria for Key Personnel / Non Key resource scoring

Sl. No.	Key Personnel	Minimum Qualification	Preferred Qualification	Relevant Experience	Total
1.	Team Lead	7	3	10	20
2.	Senior Consultant	4	2	4	10
3.	Consultant	4	2	4	10
<b>Sub – Total</b>					<b>40</b>

16.2.2 The Technical Bids must score at least 75 marks out of 100 to become eligible for opening of Financial Bids. In other words, Financial Bids of only those Bidders whose Technical Bids have a score of 75 marks or more (out of 100) would be opened for further processing. However, if the number of such pre-qualified bidders is less than two, the Employer may, in its sole discretion, pre-qualify the bidder(s) whose Technical score is less than 75 marks.

### 16.3 Financial evaluation

The financial score shall be evaluated according to the following formula:

$$S_f = 100 * F_m / F$$

(S<sub>f</sub> is the normalized financial score, F<sub>m</sub>=lowest price amongst the bidders under consideration and F is the price of bid under consideration for calculation)

### 16.4 Final Evaluation

16.4.1 A combined score of Technical and Financial will be evaluated. The successful bidder shall be selected as per the following procedure:

- Proposal will be ranked according to the combined normalized Technical (S<sub>t</sub>) and normalized Financial (S<sub>f</sub>) scores using the weights mentioned below.
- The weights, Technical (T<sub>w</sub>) and Financial (F<sub>w</sub>) would be given for Technical and Financial proposals, where T<sub>w</sub> =0.70 and F<sub>w</sub> =0.30  
(T<sub>w</sub>=the weight given to technical proposal; F<sub>w</sub>=weight given to the financial proposal; T<sub>w</sub> + F<sub>w</sub>=1)
- Final score (S) would be arrived at using the following formula:  
$$S = S_t \times T_w + S_f \times F_w$$
  
Where S<sub>t</sub>= 100\*T/T<sub>m</sub> (T= is the technical score of the bidder under consideration and T<sub>m</sub>= highest technical score amongst the bidders under



consideration) and  $S_f = 100 * F_m / F$  ( $F_m$ =lowest price amongst the bidders under consideration and  $F$  is the price of bid under consideration for calculation)

## **17. Award of Contract**

- 17.1 The Employer shall issue a Letter of Award to the selected Bidder. It may also notify all other Bidders about the decision taken (if requested by other Bidders).
- 17.2 The Consultant will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the Standard Form of Contract in Section VII, within 15 days of issuance of the Letter of Intent.
- 17.3 The Consultant is expected to commence the Assignment/job on the date and at the location specified in Section III Data Sheet

## **18. Insurance**

- 18.1 The Consultant shall maintain at his own cost personal and accident insurance for all his Personnel and property as considered satisfactory by the Client to cover any risks arising from work and services to be rendered by the Consultant under this Consultancy Agreement. The Consultant shall ensure the same for his sub-consultants also. Client shall not be responsible for any such events or effects thereof. A statement to this effect may be submitted with the offer.

## **19. Indemnity**

- 19.1 It shall be deemed that by submitting the Bid, the Bidder agrees and releases the Employer, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

## **20. Fraud and Corrupt Practices**

- 20.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Tender for Consultancy, the Employer shall reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice

(collectively the “Prohibited Practices”) in the Selection Process. In such an event, the Employer shall, without prejudice to its any other rights or remedies, forfeit the Bid Security or Performance Security, towards damages payable to the Employer for, inter alias, time, cost and effort of the Employer, in regard to the Tender for Consultancy, including consideration and evaluation of such Bidder’s Proposal.

- 20.2 Without prejudice to the rights of the Employer under Clause 18 (Insurance) hereinabove and the rights and remedies which the Employer may have under the LOA or the Agreement, if a Bidder or Consultant is found by the Employer to have directly or indirectly or through an agent, engaged or indulged in any prohibited practices during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder or Consultant shall not be eligible to participate in any tender or Tender for Consultancy issued by the Employer during a period of two years from the date such Bidder or Consultant, as the case may be, is found by the Employer to have directly or through an agent, engaged or indulged in any prohibited practices, as the case may be.

## **21. Ownership of Document and Copyright**

All the deliverables and study outputs including primary data shall be compiled, classified and submitted by the Consultant to the Employer in hard copies and editable soft copies in addition to the requirements for the reports and deliverables indicated in the Terms of Reference.

The study outputs shall remain the property of the Employer and shall not be used for any purpose other than that intended under these Terms of Reference without the prior written permission of the Employer. In the case of any deliverables by Consultant consisting of any Intellectual Property Rights ("IPR") rights of the Consultant, the Consultant shall provide the Employer with necessary irrevocable royalty-free license to use such IPR. Further, for the avoidance of any doubt, it is clarified that any intellectual property developed during the course of, or as a result of, the services rendered in relation to the consultancy, shall be and remain property of the Employer.

## **SECTION - III: DATA SHEET**

## DATA SHEET

CLAUSE NO. OF DATA SHEET	REFERENCE OF ITB	PARTICULARS	DESCRIPTION
1.	2.1	Employer	The Chairman, Inland Waterways Authority of India (IWAI), A-13, Sector-1, Noida-201301
2.	2.2	Name of the Assignment/job is	Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16)
3.	2.1	Method of Selection	Quality and Cost Based Selection (QCBS)
4.	2.3	Date & time for submission of Bid Address for submission of hard copy of payment instruments (Tender Fee & EMD)	<b>Date : 06.02.2017</b> <b>Time : Latest by 1500 Hrs (IST)</b> <b>Submission : online submission</b> <b>Address:</b> Chief Engineer Inland Waterways Authority of India (IWAI), A-13, Sector-1, Noida-201301
5.	4	A pre-Bid meeting will be held on	<b>Date : 27.01.2017</b> <b>Time : 1430 hrs</b> <b>Venue:</b> Inland Waterways Authority of India (IWAI), A-13, Sector-1, Noida-201301
6.	5.1	Last date for seeking clarifications	<b>Date : 23.01.2017</b> <b>Time : 1700 hrs</b> <b>Email Id:</b> ce.iwai@nic.in
7.	6.1	EMD	INR 78,000
8.	6.2	Cost of Tender Document	INR 2000/-
9.	6.3	Bank Solvency	INR 15.53 Lakhs
10.	3.4 & 16.1.2	Average Annual Turnover	INR 11.65 Lakhs

CLAUSE NO. OF DATA SHEET	REFERENCE OF ITB	PARTICULARS	DESCRIPTION
11.	6.7	Bid Validity	120 days after opening the Technical Bid
12.	3.3	Similar Works	As stipulated in Clause 16.1.1 of ITB
13.	-	JV/consortium allowed	Yes
14.	3.7	The estimated number of Key Personnel and Non key resource required	6
15.	-	The formats for the Technical Bid	FORM 4A: Form of Tender
			FORM 4B: Eligible Projects
			FORM 4C: Average Annual Turnover
			FORM 4D: Power of Attorney (for authorized representative of Bidder)
			FORM 4E: Curriculum-Vitae (CV) of Key Personnel
			FORM 4F: List of Ongoing assignments
			FORM 4G: Declaration by the Bidders
			FORM 4H: Bidder information sheet
			FORM 4I: Format for pre-bid queries by Bidders
			FORM 4J: Power of Attorney for Lead Member of JV/Consortium
			FORM 4K: Statement of Legal Capacity
			FORM 4L: Joint Bidding Agreement
			FORM 4M: General Experience
16.	-	Consultancy Period	2 months from the date issuance of LOA.
17.	15.3	Bid Opening date	<b>Date : 07.02.2017</b> <b>Time : 1530 hrs</b>
18.	17.3	Location of Assignment	Silchar to Bhanga stretch of Barak River (NW-16) – Badarpur, Karimganj & Silchar (Terminal location)



## **SECTION-IV: TECHNICAL BID STANDARD FORMS**

## FORM 4A: Form of Tender

To,

**Chief Engineer  
IWAI, A-13, Sector -1,  
Gautam Buddha Nagar  
NOIDA - 201301, U.P.**

Dear Sir,

1. Having examined the information and instructions for submission of tender, Standard form of Contract, Technical, General and Detailed specifications, Bill of Quantities (BoQ) agreement and bank guarantee forms, etc. for the above named works, I/ We .....(Name of Bidder) hereby tender for execution of the works referred to in the tender document in conformity with the said standard form of contract, Schedule of quantities for the sum as stated in BoQ of this tender document or such other sum as may be ascertained in accordance with the said conditions of contract.
2. I/ We undertake to complete and deliver the whole of the works comprised in the Contract within the time as stated in the tender and also in accordance in all respects with the specifications, Scope of work and instructions as mentioned in the tender document.
3. I am tendering for the works mentioned in the table below and submitting the EMD for the following Stretches vide RTGS / NEFT/ BG in IWAI Account as per the details given therein:

S. No.	River, Stretch	RTGS / NEFT	
		Amount (INR)	Details of RTGS / NEFT (No. and Date) and details of the bank (Name of bank, branch, address)
1			

4. I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 120 days from the date of opening of technical bids or extension thereto as required by the IWAI and not to make any modifications in its terms and conditions.
5. I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Earnest money, as aforesaid and IWAI shall without any prejudice to another



right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said earnest money shall be retained by IWAI towards part of security deposit to execute all the works referred to in the tender document upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree(s) to abide by and fulfil all the terms and conditions and provisions of this tender. No interest is payable on earnest money deposit and/ or security deposit.

6. I/ We have independently considered the amount of Liquidated Damages shown in the tender hereto and agree that it represents a fair estimate of the loss likely to be suffered by IWAI in the event of works not being completed in time.
7. If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.
8. If my/ our tender is accepted, I/We am/are to be jointly and severely responsible for the due performance of the Contract. **I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking or Multilateral or International Aid Agency/Development Bank.** Any such discovery by IWAI at any stage of the tender/contract may result in disqualification of the firm or cancellation of the contract.
9. I/ We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender without assigning any reason.
10. I/ We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

Date .....

Signature .....

Name .....

Designation .....

duly authorized to sign & submit tender for an  
on behalf of

(Name and address of firm)

M/s .....

Telephone no's.....FAX No.....

## FORM 4B: Eligible Projects

### Format for Responsiveness of Bid (Eligible Projects) Project Specific Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an JV for carrying similar works under this assignment.]

1. Use projects with copy of proof of experience as required for meeting the minimum qualification criteria prescribed.
2. Exhibit only those projects undertaken in the last Seven (7) years from Bid Submission Last Date.
3. Projects without the proof of completion / substantial completion certificates including start Date, end date and value of the work executed as applicable from respective client will not be considered.
4. Projects that have been substantially completed shall also be considered. Substantially completed works have been defined in Clause 3.2 of ITB.

S. No.	Client Name, Name of work & location of project	Contract Value in INR	Date of start of work	Scheduled completion date	Actual completion date	Details of work (including similar work)	Remarks
		Financial value of similar work satisfactorily completed					

**Firm's Name** : .....

**Authorized Signature** : .....

**Note:**

1. For the purpose of evaluation, Bidders should assume 7% inflation for Indian Rupees every year and 2% for foreign currency portions per year compounded annually.
2. Bidders should mention the maximum value of similar works executed during the last seven years (adjusted last day of the month previous to the one in which this Tender is invited).
3. In case of foreign currency, it should first be escalated at the rate mentioned above and then the amount so derived shall be converted to INR at the exchange rate prevailing last day of the month previous to the one in which this Tender is invited.
4. Exchange rate should be taken from official website of RBI (<https://www.rbi.org.in/scripts/ReferenceRateArchive.aspx>)
5. In case exchange rate for the currency in consideration is not available on RBI website (mentioned above), Bidders shall quote exchange rates from websites such as [www.xe.com](http://www.xe.com), [www.oanda.com](http://www.oanda.com), along with copy of the exchange rate used by the Bidder for the conversion.
6. Any additional comments / information to substantiate that the said work conforms to the specified similar works can also be indicated by the bidder as deemed fit.

Please limit the description of each project in two A4 size sheet of paper. Descriptions exceeding two (02) A4 size sheet of paper may or may not be considered for evaluation.

## FORM 4C: Average Annual Turnover of Applicant

Sl. No.	Financial Years	Average Annual Turnover of Applicant (INR) in Last Three Years
1.	2012-2013	
2.	2013-2014	
3.	2014-2015	
<b>Average Annual Turnover</b>		[ indicate sum of the above figures divided by 3]

### Certificate from the Statutory Auditor

This is to certify that .....[Name of the Firm][Registered Address] has received the payments shown above against the respective years.

**Name of Authorized Signatory**

**Designation:**

**Name of Firm:**.....

**(Signature of the Statutory Auditor Seal of the Firm)**

### Note:

1. In case the Consultant does not have a statutory auditor, it may provide the certificate from a practicing chartered accountant.
2. This Form shall be submitted on the letter head of the CA/statutory auditor

### FORM 4 D: Power of Attorney

*(To be executed on Non-Judicial Stamp Paper of Rs.100 and duly notarized)*

Know all men by these presents, We, .....(name of organization and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr./Ms. ....son/daughter/wife and presently residing at ... who is presently employed with/retained by us and holding the position of . ....., ..... as our true and lawful attorney (hereinafter referred to as the "**Authorised Representative**"), with power to sub-delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16). The selection of Consultant for Inland Waterways Authority of India (the "**Employer**") including but not limited to signing and submission of all applications, Bids and other documents and writings, participating in pre-bid and other conferences and providing information/responses to the Employer, representing us in all matters before the Employer, signing and execution of all contracts and undertakings consequent to acceptance of our Bid and generally dealing with the Employer in all matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award thereof to us till the entering into of the Contract with the Employer.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

**IN WITNESS WHEREOF WE, .... THE ABOVE NAMED PRINCIPAL HAVE  
EXECUTED THIS POWER**

**OF ATTORNEY ON THIS ... DAY OF....., 20\*\***

**For ...**

**(Signature, Name, Designation and Address)**

**Witnesses:**

1.....

2. ....

**Accepted**

**(Signature, name, designation and address of the Attorney)**

**Notes:**

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate.

## FORM 4E: Curriculum-Vitae (CV) of Key Personnel & Non key Resource

1. **Proposed Position/Designation** :

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. In case of foreign degrees, Indian equivalent to be indicated]:

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. **Language Known** :

[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 Para 12.]

**Name of Assignment/Job or project** :

**Year** :



**Location** :

**Employer** :

**Main project features** :

**Positions held** :

**Activities performed** :

**Period of deployment** :

**14. Certification :**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I also confirm my availability for the project.

I hereby declare that I have not given my consent to any other consultant besides ..... (name of bidder) to use my CV for the purpose of bid submission for this project.

**Date:**.....

**[Signature of staff member]**

**[Signature of authorized signatory of the firm]**

**Place:**.....

**[Full name of authorized representative]**

### FORM 4F: List of Ongoing Assignments

Sl. No.	Full Postal Address of Client & Name of officer-in-charge	Description of the work including similar works	Value of contract	Date of commencement of work	Scheduled completion period	Average completion as on date	Expected date of completion

## FORM 4G: Declaration by the Bidders

To,

Date:.....

The Chief Engineer,  
INLAND WATERWAYS AUTHORITY OF INDIA,  
A-13, Sector – 1, Noida - 201 301,  
District- Gautam Buddha Nagar (U.P.)

Kind Attention: Chief Engineer

Sub: Declaration from the Bidder.

Tender Reference No:.....

Dear Sir,

This is with reference to the above mentioned Tender document.

We hereby make the following declarations:

1.	<input type="checkbox"/>	No alteration has been made in any form in the downloaded Tender document.
2.	<input type="checkbox"/>	We have not been banned or de listed by any government or quasi government agency or public sector undertaking.
3.	<input type="checkbox"/>	We accept the payment terms of clause 6 of Condition of the Contract.
4.	<input type="checkbox"/>	We provide our acceptance to all Tender Terms and Conditions.

5. We confirm that neither we have failed nor we have been expelled from any project or agreement during the last 03 years.
6. I/We confirm that neither we have failed nor we have been expelled from any project or agreement during the last 03 years.
7. I/We agree to disqualify us for any wrong declaration with respect to the submissions made by us for this tender and reject my/our tender summarily.
8. I/We agree to disqualify us from this tender and black list us for tendering in IWAI projects in future, if it comes to the notice of IWAI that the documents/submissions made by me/us are not genuine.

**Yours Faithfully**  
**(Signature of the Bidder, with Official Seal)**

**Note:** Please Tick the appropriate box in the above table.

## FORM 4H: Bidder information sheet

Bidder name:

*[insert full name]*

Bidder's Party name:

*[insert full name of Applicant's Party]*

Bidder's Party country of registration:

*[indicate country of registration]*

Bidder's year of constitution:

*[indicate year of constitution]*

Bidder's legal address in country of constitution:

*[insert street/ number/ town or city/ country]*

Bidder's authorized representative information

Name: *[insert full name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

1. Attached are copies of original documents of

- ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above
- ☐ In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Note:

This Form shall be supplied with Identity proof of the authorized representative

**FORM 4I: Format for Pre bid queries by Bidders**  
(To be submitted in Bidders Letter head)

Name of Bidder:

Date of Submission:

Pre – Bid Queries

S. No.	Section No. Clause, Sub Clause No and Page No. of Tender	Tender clause description	Query
1.			
2.			
3.			
4.			
5.			
6.			
.			
.			
.			
.			

## FORM 4J: Power of Attorney for Lead Member of JV/Consortium

*(To be executed on Non-Judicial Stamp Paper of Rs.100 and duly notarised. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarized in the jurisdiction where the undertaking is being issued.)*

Whereas the Inland Waterways Authority of India (the “Authority”) has invited Bids from interested parties for the **“Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16) (hereinafter referred to as “The Work”)** and Whereas,

.....,

.....and ..... (collectively  
the

“JV/Consortium”) being Members of the JV/Consortium are interested in bidding for the Project in accordance with the terms and conditions of the tender document and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the JV/Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the JV/Consortium, all acts, deeds and things as may be necessary in connection with the JV/Consortium’s Bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, .....having our registered office at ....., M/s.  
..... having our registered office at ....., M/s.  
..... having our registered office at ....., and  
..... having our registered office at ....., (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s ..... having its registered office at ....., being one of the Members of the JV/Consortium, as the Lead Member and true and lawful attorney of the JV/Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV/Consortium and any one of us during the bidding process and, in the event the JV/Consortium is awarded the contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the JV/Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the pre-qualification

of the JV/Consortium and submission of its Bid for the Project, including but not limited to signing and submission of all, Bid and other documents and writings, participate in bidders and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the Bid of the JV/Consortium and generally to represent the JV/Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the JV/Consortium's Bid for the **"The Work"**.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium and shall be legally binding upon us/Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS

POWER OF ATTORNEY ON THIS ..... DAY OF ..... 20\*\*

For ..... (Signature)  
..... (Name & Title)

For ..... (Signature)  
..... (Name & Title)

For ..... (Signature)  
..... (Name & Title)

Witnesses:

- 1.
- 2.

.....  
(Executants)

(To be executed by all the Members of the JV/Consortium)

**Notes:**

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

*For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostil certificate.*



## FORM 4K: Statement of Legal Capacity

*(To be forwarded on the letterhead of the Bidder/ Lead Member of JV/Consortium)*

Ref. Date:

To,

Chief Engineer

Inland Waterways Authority of India

A-13, Sector-1,

NOIDA – 201 301

Uttar Pradesh

India

Dear Sir,

We hereby confirm that we/ our members in the JV/Consortium (constitution of which has been described in the Bid) satisfy the terms and conditions laid out in the tender document.

We have agreed that ..... (insert member's name) will act as the Lead Member of our JV/consortium.\*

We have agreed that ..... (insert individual's name) will act as our representative/ will act as the representative of the consortium on its behalf\* and has been duly authorized to submit the tender document. Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same. All actions/representations of the Lead Member/Authorised Signatory shall be legally binding on the Consortium.

Thanking you,

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of.....

*\*Please strike out whichever is not applicable.*

**FORM 4L: Joint Bidding Agreement**  
*(To be executed on Stamp paper of appropriate value)*

THIS JOINT BIDDING AGREEMENT is entered into on this the ..... day of .....  
20...

AMONGST

1. {..... Limited, a company incorporated under the Companies Act, 1956} and having its registered office at ..... (hereinafter referred to as the “**First Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

2. {..... Limited, a company incorporated under the Companies Act, 1956} and having its registered office at ..... (hereinafter referred to as the “**Second Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

3. {..... Limited, a company incorporated under the Companies Act, 1956} and having its registered office at ..... (hereinafter referred to as the “**Third Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns)

The above mentioned parties of the FIRST, SECOND and THIRD PART are collectively referred to as the “**Parties**” and each is individually referred to as a “**Party**”

WHEREAS,

- (A) Inland Waterways Authority of India (the “**Authority**”), has invited Bids (the “**Bids**”) by its Request for Bid dated ..... (The “**tender Document**” for “**Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16)**”) (The “**Work**”)
- (B) The Parties have read and understood the TENDER Document and are interested in jointly bidding for the Project as members of a JV/Consortium and in accordance with

the terms and conditions of the TENDER document and other TENDER documents in respect of the Project, and

- (C) It is a necessary condition under the TENDER document that the members of the JV/Consortium shall enter into a Joint Bidding Agreement and furnish a copy thereof with the Bid.

**NOW IT IS HEREBY AGREED as follows:**

**1. Definitions and Interpretations**

In this Agreement, the capitalised terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the TENDER.

**2. JV/Consortium**

- 2.1 The Parties do hereby irrevocably constitute a JV/consortium for the purposes of jointly participating in the Bidding Process for the Project.
- 2.2. The Parties hereby undertake to participate in the Bidding Process only through this JV/Consortium and not individually and/ or through any other JV/consortium constituted for this Project, either directly or indirectly or through any of their Associates.

**3. Covenants**

The Parties hereby undertake that in the event the JV/Consortium is declared the Preferred Bidder and awarded the Project, it shall submit a Joint Venture Agreement specific for the contract between the members, indicating clearly, amongst other things, the proposed distribution of responsibilities both financial as well as technical for execution of the work amongst them.

**4. Role of the Parties**

The Parties hereby undertake to perform the roles and responsibilities as described below:

- (a) Party of the First Part shall be the Lead member of the JV/Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf of the JV/Consortium during the Bidding Process and until the

signing of the tender for **“The Work”** when all the obligations shall become effective;

- (b) Party of the Second Part shall be assisting the Lead member in the manner as recorded herein for carrying out the entire scope of work awarded under the tender for **“The Work”**.
- (c) Parties shall jointly and severally endeavour to carry out the works, if awarded to them pursuant to the bidding process conducted by the Authority, in accordance with the terms and conditions specified in the TENDER Documents and such other agreements/Contracts/Work Orders as may be executed from time to time between the Authority and the JV/Consortium’s Special Purpose Company.

## 5. **Joint and Several Liability**

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the TENDER and the tender for **“The Work”**, till such time as prescribed in accordance with the tender for **“The Work”**.

## 6. **Shareholding**

- 6.1 The Lead Member of such Preferred Bidder JV/consortium shall at all time during the License Period hold equity equivalent to .....(as per clause 6.9.2) of the subscribed and paid up capital in the special purpose company incorporated by the parties to work as the consultant. Further,  
other consortium members whose technical/financial eligibility shall have been used for the purpose of qualification under this TENDER shall hold .....(as per clause 6.9.3) equity in the subscribed and paid up capital contractor during the License Period; Provided however that Authority may in its sole and absolute discretion permit a JV/consortium member to divest [in full/partially] its equity shareholding in the subscribed and paid up capital of the consultant.
- a. The Parties undertake that they shall comply with all equity lock-in requirements set forth in the tender for **“The Work”**.

## 7. **Representation of the Parties**

Each Party represents to the other Parties as of the date of this Agreement that:

- (a) Such Party is duly organized, validly existing and in good standing under the laws of its incorporation and has all requisite power and authority to enter into this Agreement;
- (b) The execution, delivery and performance by such Party of this Agreement has been authorized by all necessary and appropriate corporate or Governmental action and a copy of the extract of the charter documents and board resolution/ power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member is annexed to this Agreement, and will not, to the best of its knowledge:
  - (i) Require any consent or approval not already obtained;
  - (ii) Violate any Applicable Law presently in effect and having applicability to it;
  - (iii) Violate the memorandum and articles of association, by-laws or other applicable organizational documents thereof;
  - (iv) Violate any clearance, permit, concession, grant, license or other Governmental authorization, approval, judgment, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or
  - (v) Create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement;
- (c) This Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and
- (d) There is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliates is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfilment of its obligations under this Agreement.

(e) Such Party has read and understood the tender Documents and is executing this Agreement for the purposes as recorded hereinabove out of its own free will;

## 8. Termination

This Agreement shall be effective from the date hereof and shall continue in full force and effect at all times during the subsistence of the tender for “**The Work**” is achieved under and in accordance with the tender for “**The Work**” in case the Project is awarded to the JV/Consortium. However, in case the JV/Consortium is either not prequalified for the Project or does not get selected for award of the Project, the Agreement will stand terminated in case the Bidder is not pre-qualified or upon return of the Bid Security by the Authority to the Bidder, as the case may be.

## 9. Miscellaneous

9.1 This Joint Bidding Agreement shall be governed by laws of India.

9.2 The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

## 10. Proposed distribution of Responsibilities

Sr. No.	Name of Member of JV	Percentage Share	Technical Responsibility	Financial Responsibility	Remarks
1	Lead Partner				
2	Member 2				
3	Member 3				

\*The above details can be furnished as a separate document and shall be duly signed by the authorized signatory.

**IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.**

**SIGNED, SEALED AND DELIVERED**

**For and on behalf of**

(Signature)

(Name)

(Designation)

(Address)

**For and on behalf of the LEAD MEMBER**

**SIGNED, SEALED AND DELIVERED**

**For and on behalf of**

**For and on behalf of SECOND PART**

(Signature)

(Name)

(Designation)

(Address)

In the presence of:

1) \_\_\_\_\_

2) \_\_\_\_\_

**Notes:**

- *The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member.*

*For a Joint Bidding Agreement executed and issued overseas, the document shall be legalised by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney has been executed.*

## FORM 4M: General Experience

(Each Bidder or member of a JV must fill in this form)

### Name of the Bidder / Members JV Consortium:

General Experience				
Contract Identification and Name Name and Address of Employer Brief Description of the Works Executed by the Bidder	Starting Month Year	Ending Month Year	Years	Role of Bidder



## **SECTION - V: FINANCIAL BIDSTANDARD FORMS**

## Form Fin – 1: Financial Bid Submission Form

[Location, Date]

To:

[Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide the consultancy services for [Insert title of Assignment/Job] in accordance with your notice inviting tender dated [Insert Date] and our Technical Bid. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all types of taxes (such as VAT, Sales tax, Income tax, duties, fees, levies and service tax). We hereby confirm that the financial Bid is unconditional and we acknowledge that any condition attached to financial Bid shall result in rejection of our financial Bid.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid, i.e. before the date indicated in .....clause...

We understand you are not bound to accept any Bid you receive.  
We remain,

**Yours sincerely,**

**Authorized Signature [In Full and initials]:**

**Name and Title of Signatory :** .....

**Name of Firm :** .....

## Form Fin – 2: Summary of Costs - BoQ

Sl. No.	Particulars	Amount (in Figures)	Amount (in Words)
A.	Consultancy Fees ( <b>Form Fin- 3</b> )		
B.	Investigation Fees (Topographical & river morphological survey) ( <b>Form Fin – 4</b> )		
C.	Soil Investigation Fess ( <b>Form Fin – 4</b> )		
D.	Service Tax		
	<b>Total</b>		

Note: All payments shall be made as per the Clause 8 of ToR.

### Authorized Signature

**Name** : .....

**Designation** : .....

**Name of Firm** : .....

**Address** : .....

### Form Fin – 3: Consultancy Fees

**1. Key Resource** (*as required*)

Sl. No.	Designation	Man-months Required	Man-month Rate (INR)	Total Amount (INR)
1.	Team Lead / Project Manager	2		
2.	Senior Consultant	2		
3.	Consultant	8		
	<b>Total</b>			

**2. Miscellaneous Expenses**

Sl. No.	Designation	Total Amount (INR)
1.	Housing + Travel expenses	
2.	Local Transport	
3.	Others	
	<b>Total</b>	

**Note:**

1. Man-months rate and corresponding total amount shall include total emoluments, expenditure allowances, overheads & bonuses, and all local taxes thereon. These are to be provided only for the purpose of break-up of quoted remuneration.
2. The Miscellaneous Expenses details as stipulated above, are to be provided only for the purpose of break-up of total cost under this head.

**Authorized Signature**

**Name**

**Address**

## Form Fin – 4: Investigations

### 1. Investigation Fees (Topographical & river morphological survey)

Sl. No.	Description	Rate (INR)	Total Amount (INR)
1.	Topographical & river morphological survey (i.e. Hydrographic survey at terminal location from 500 m u/s to 500 d/s, total 9.00 km @ 3 km/location)		

### 2. Soil Investigations

1.	Soil investigation, 3 locations (2 bore hole at each location, total 450 m depth @ 75m/ borehole)		
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**Authorized Signature**

**Name**

**Address**

## **SECTION-VI: TERMS OF REFERENCE (ToR)**

## **1. Introduction**

Inland Waterways Authority of India (IWAI) is a statutory body under the Ministry of Shipping, Government of India. IWAI was set up in 1986 with a mandate to develop and regulate the inland waterways of the country primarily declared as National Waterways. In March, 2016 Government of India has declared 106 new National Waterways in addition to the existing five National Waterways by the National Waterway Act, 2016.

National waterways of India are well in line to become the lifeline of the country. Not only will these serve the transportation obligations of our nation, but also will serve as recreational centres. After the notification of National Waterways Act, 2016, IWAI has initiated developmental works for the new 106 National Waterways. To progressively cater to the developmental works of the National Waterways, IWAI has grouped these waterways into three categories:

Eight waterways which are most viable, have been prioritized for developmental works and are positioned in category 1. Feasibility and detailed projects reports of these waterways are available, environmental studies are underway and tender documents for development of these rivers are being carried out.

46 waterways which fall in the coastal regions and have tidal stretches are placed in category 2. These waterways have been sub-divided into 8 clusters and developmental works of such waterways shall be taken up based on the results of 2-stage DPR studies. (Stage I – feasibility study and Stage II – DPR based on viability).

The remaining 52 waterways which are in remote, inaccessible & hilly regions are placed in category 3. Feasibility studies have already been awarded for these waterways. Developmental works would be planned based on the outcome of these reports.

## **2. Brief about Project**

- 2.1.** IWAI desires to engage a technical consultant (“Consultant”) for preparing preliminary design & drawings, technical specifications, bill of quantities (BoQ), site survey and investigations for upgradation of existing terminals at Karimganj & Badarpur and construction of new Terminal at Silchar on River Barak in the stretch between Bhanga to Silchar (71 km).

The works to be carried out for development of above waterways are i) Fairway development works – Dredging, installation of Navigational Aids, River conservancy works ii) Terminal Construction works, approach roads and other allied infrastructure works.

### **3. Objectives of Consultancy**

- 3.1.** The objective of this consultancy is preparation of preliminary design & drawings, technical specifications, bill of quantities and work methodology with timelines for development and upgradation of existing terminals & construction of new terminals. The Consultant shall carry out field study including topographical surveys, morphological survey (hydrographic survey), site investigations, soil investigations etc. required for designing the structure for existing and new terminal. The consultant shall consider in its study, the planning, design & construction of approach roads and other allied infrastructure works necessary for Terminal management. IWAI is planning to upgrade existing terminals at Badarpur & Karimganj and develop new terminal at Silchar. The Consultant shall prepare preliminary design & drawings, technical specifications, bill of quantities and shall carry out field studies and surveys for development, upgradation and construction of said terminals.
- 3.2.** The Consultant is required to provide a team of suitably-qualified experts for the period, including full-time and need based/ part time resource deployment, as specified in ToR.

### **4. Details and Role of Consultant**

#### **4.1. Barak Waterway (NW-16)**

##### **A. Terminals**

IWAI will develop the terminals in the stretch from Bhanga to Silchar. The Terminals at Badarpur, Karimganj and Silchar will be constructed by the Contractor. The facilities proposed, but not limited to, at the Terminal are i) Berthing Facilities for Vessels ii) Cargo Storage and Handling Facilities iii) Administration Buildings iv) Widening / construction of approach pavements v) Bank Protection Works vi) Other ancillary facilities vii) Equipments for loading and unloading.

The Consultant shall carry out the works as prescribed in Clause 5 with reference to the objective set out in DPR.

### **5. Detailed scope of work**



Unless the scope of work is explicitly restricted in the Contract, Scope of Work under the Contract shall include but shall not be limited to following:

- i. The Consultant shall carry out the study for upgradation of existing terminals at Karimganj and Badarpur as well as for the development of new floating terminal at Silchar.
- ii. The study will suggest the technical features of existing equipment and machinery and complete appraisal of available facilities at existing terminals at Karimganj & Badarpur and identify & categorize the components which are defunct / reparable / good in condition.
- iii. Identification of works required for the upgradation of existing terminals at Badarpur & Karimganj with reference to the objectives set out in the DPR prepared for Barak River including access roads, buildings and other allied infrastructure.
- iv. List out the work for the development and construction of new terminal at Silchar including access roads and allied infrastructure. The consultant shall consider in its study and give strong focus on the planning and design including constructability aspects including a holistic approach towards roads and other allied infrastructure works, equipment etc to be installed , as may be necessary for enabling successful Terminal operations and thereby bringing in overall efficiency in cargo loading and unloading operations including logistic and evacuation facilities.
- v. Carry out topographical survey, river morphological survey and site investigations of proposed site (Silchar). In case, soil investigation is required for the design of the structure, the same will have to be assessed by the Consultant and a proposal to be submitted for the decision of IWAI. After approval by IWAI, the Consultant shall carry out the soil investigations.
- vi. Preparation of preliminary design and development of tender drawings for the works to be carried out for upgradation of existing terminals and development of new terminal.
- vii. Preparation of Technical specifications, bill of quantities (BoQ) and tentative cost for upgradation of existing terminals and development of new terminal.
- viii. Preparation of work methodology to be adopted for upgradation and development of terminals with timelines.

- ix. Pro-Technical support to IWAI in
  - a. Preparation of Tender document.
  - b. Preparation of replies to the queries raised by the prospective bidders during pre-bid meeting
  - c. Bid evaluation process
- x. Preparation of reports covering the results of the studies carried out, topographical survey, river morphological survey, site investigations and soil investigations. The report shall include the preliminary design & drawings, technical specifications, bill of quantities and work methodology with timelines.
- xi. Presentation on the whole of the work carried out and debriefing the same to IWAI.

## 6. Time schedule and Deliverables

Total period of this ‘Consultancy Services’ shall be **2 months** from the date of the signing of the contract with employer/IWAI. It is to inform that time is the essence of the contract as the work under this contract is very important and critical factor for the timely execution of the project. The selected Consulting Organization will have to submit the following reports, along with the review and incorporation of the comments given by the project proponent are summarized below:

Sl. No.	Reports to be delivered	No. of Copies	Time Schedule
1.	Preliminary report (showcasing the brief description, methodology adopted and way forward)	2	After 10 days of issuance of LOA
2.	Draft Report (Preliminary Design & Drawings, Technical specification, BOQ, methodology with timelines)	2	After 45 days of issuance of LOA
3.	Field Study report (topographical & morphological survey and soil investigation)	2	After 45 days of issuance of LOA
4.	Final Reports (Preliminary Design & Drawings, Technical specification, BOQ, methodology with timelines)	2	On or before 2 months

## 7. Manpower Requirement and Qualification

## 7.1. Manpower requirement

Sr. No.	Barak Waterway	
	Resource	Nos
1.	Team Lead / Project Manager	1
2.	Senior Consultant	1
3.	Consultant	4
<b>Total</b>		<b>6</b>

## 7.2. Eligibility criteria and roles and responsibility of the key personnel

Sr. No.	Resource	Minimum Eligibility / Roles
1.	Team Lead / Project Manager	<p>B. Tech – Civil Engineering, Preferred Qualification – Masters in Structural design / Ports /Harbour / Dock Engineering. Min. 15 Years of experience out of which atleast 10 years shall be in concept &amp; detailed design, planning &amp; implementation of Port / IWT and allied infrastructure projects. He should have minimum 3 years of experience as a Team Leader / Project Manager in Port / IWT and related infrastructure Projects and should have successfully delivered at least one project in port/IWT sector in similar capacity.</p> <p>He shall be responsible for overall design of the project, technical specifications and methodology, along with site investigations, surveys and support in Bid Process Management. He shall act as a single point of contact responsible for coordination, timely deliverables and attend progress review meetings with IWAI including other stakeholders, as necessary.</p>
2.	Senior Consultant	<p>B. Tech – Civil Engineering, Preferred Qualification – Masters in Civil Engineering (Structural Design). Minimum 10 years of experience out of which 5 years should be in design, review of design and drawings, preparation of BoQ, technical specifications for Port/IWT related projects in at least two project of similar works/magnitude. He should have experience in preliminary design (Port / IWT structures), preparation of drawings, preparing BoQ, technical specifications.</p> <p>He shall be responsible for preliminary design, preparation of drawings, preparing BoQ, technical specifications.</p>
3.	Consultant	<p>B. Tech – Civil Engineering, Preferred Qualification – Masters in Geotechnical Engineering. Minimum 8 years of experience out of which 3 years should be in methodology preparations, project planning, conducting surveys, site</p>

Sr. No.	Resource	Minimum Eligibility / Roles
		investigations. He shall be responsible for carrying out surveys, field studies including surveys, preparing methodology with timelines.

## 8. Payment Terms

- 8.1. The payment (for Sl. No. A+B, Form Fin – 2: Summary of Costs – BoQ) will be made on submission of reports and as per the table below:

Sl. No.	Reports to be delivered	Payment
1.	Preliminary report (showcasing the brief description, methodology adopted and way forward)	10%
2.	Field Study report (topographical & morphological survey)	25%
3.	Draft Report (Preliminary Design & Drawings, Technical specification, BOQ, methodology with timelines)	20%
4.	Final Reports (Preliminary Design & Drawings, Technical specification, BOQ, methodology with timelines)	30%
5.	After completion of Pro-Technical support to IWAI as provisioned in Scope of work	15%

- 8.2. As per Clause 5, point no (v), the Consultant on his assessment shall submit a proposal for decision of IWAI to carry out Soil Investigation. On obtaining the approval from IWAI for carrying out the soil investigation, the payment (for Sl. No. C, Form Fin – 2: Summary of Cost – BoQ) will be made to Consultant separately. It will be IWAI's discretion solely whether to execute the work through Consultant, if the need may arise. The payment for this work, if it is executed by the Consultant, shall be made along with Deliverable as outlined in Sl. No. 3 i.e Submission of Draft Report, as per Table of Payment Terms as outlined in Clause 8.
- 8.3. All the payments shall be made in Indian Rupees only and shall be subject to applicable Indian Laws for withholding taxes, if any.
- 8.4. The Consultant is liable to provide the consultancy services during the defects liability period as per the conditions mentioned in Clause 8 of Section VII of the tender document. No extra payment for rendering services during defects liability period will be made to the Consultant.



## **SECTION-VII: STANDARD FORM OF CONTRACT**

## 1. Conditions of Contract

- 1.1 **Definitions:** Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- 1.1.1 **“Employer”** means the Chairman, Inland Waterways Authority of India (IWAI), A-13, Sector-1, Noida-201301 and its successors who have invited the bids for consultancy services and with whom the selected Consultant signs the Contract for the Services and to whom the selected consultant shall provide services as per the terms and conditions and ToR of the contract.
- 1.1.2 **“Principal/Owner”** refers to Inland Water Employer of India (IWAI)
- 1.1.3 **“Consultant”** means any entity or person or association of person who provides the Services to the Employer under the Contract.
- 1.1.4 **“Contract/Agreement”** means the Contract signed by the Parties and all the attached documents that is the Conditions of contract, the Annexures/Appendices and any modifications thereof subsequently agreed to in writing by both Parties. The terms "Agreement" or "Contract" or "Consultancy Agreement" are interchangeable.
- 1.1.5 **“Instructions to Bidders”** means the document which provides Bidders with information needed to prepare their technical and financial Bids.
- 1.1.6 **“NIT”** means the notice inviting e-tender that is being sent by the Employer to the bidders.
- 1.1.7 **“TIA”** means the Tender Inviting Authority
- 1.1.8 **“Assignment/Job”** means the work/services to be performed / provided by the Consultant pursuant to this Contract.
- 1.1.9 **“GC”** means General Conditions of Contract.
- 1.1.10 **“Accepted”** means accepted in writing by the Employer including subsequent written confirmation on previous verbal acceptance, if any and Acceptance means acceptance in writing including as aforesaid.
- 1.1.11 **“Applicable Laws”** means the laws and any other instruments having the force of laws in India as they may be issued and in force from time to time.
- 1.1.12 **“Approved”** means approved by the Employer in writing and Approval means approval by the Employer as aforesaid.

- 1.1.13 The word “tender” is synonymous with “bid”, and “Tenderer” with “Bidder”
- 1.1.14 **“Employer’s Representative(s)”** means the Representative(s) appointed by the Employer.
- 1.1.15 **“Bidder”** means a private company/public company/partnership constituted under the relevant laws and who applies for this Consultancy Tender.
- 1.1.16 **“INR”**, Re. or Rs. means Indian Rupees.
- 1.1.17 **“Key Personnel”** means professionals staff provided by the Consultant
- 1.1.18 **“Party”** means the Employer or the Consultant, as the case may be, and Parties means both of them.
- 1.1.19 **“Support Personnel”** means the staffs that support the Key Personnel.
- 1.1.20 **“Third Party”** means any person or entity representing other than the Employer, the Consultant
- 1.1.21 **“Bid”** means the Technical and Financial Bids as mentioned under this tender.
- 1.1.22 **“Terms of Reference” (ToR)** means the document included as under Section V which explains the objectives, scope of work, activities, tasks to be performed, and expected results and deliverables of the Assignment/job.
- 1.1.23 **“Contract sum”** means the agreed and accepted Consultancy Fee as per the Letter of Award (LOA) including taxes as applicable as per the prevailing rates at the time of LOA.
- 1.1.24 **“Chairperson/Chairman”** means Chairperson/Chairman of Inland Waterways Employer of India.
- 1.1.25 **“Chief Engineer”** means the Chief Engineer, IWAI deputed for the projects under Employer.
- 1.1.26 **“Work Order”** means the Letter of Award issued by the IWAI conveying the acceptance of the tender/offer subject to such reservations as may have been stated therein.
- 1.1.27 **“Day”** means a calendar day beginning and ending at mid-night.
- 1.1.28 **“Week”** means seven consecutive calendar days
- 1.1.29 **“Month”** means the one Calendar month.



1.1.30 “**Consultancy Services**” means Consultancy Services/Works to be executed in accordance with the contract.

## 1.2 **Marginal Headings:**

The marginal headings or notes of each of the clauses in these conditions shall not be deemed as a part thereof or to be taken into consideration in the interpretation or construction thereof or of the contract.

## 1.3 **Interpretation**

- a) In interpreting these conditions of contract, singular also means plural, male also means female or neuter and the other way around, Headings have no significance. Words have their normal meaning under the language of the contract unless specifically defined.
- b) The documents forming the contract shall be interpreted in the following order of priority.
  - i. Agreement
  - ii. Letter of Acceptance, Notice to proceed with the work.
  - iii. Consultant’s Bid.
  - iv. Conditions of Contract.
  - v. Activity schedule: and
  - vi. Any other document listed in the contract data as forming part of the contract
- c) These regulations for tenders and contracts shall be read in conjunction with the conditions of the contract which are referred to herein and shall be subject to modifications, additions, suppression by special conditions of the contract and/or special specifications if any annexed to the tender form.
- d) (i) **PARTIES:**

The parties to the contract are the consultant and the employer.
- (ii) **REPRESENTATIVES OF THE CONSULTANT SIGNING THE CONTRACT ON BEHALF OF THE CONSULTANT:**

A person signing the tender or any other document in respect of the contract on behalf of the consultant shall produce authorization letter from the consultant who has been short listed for the award of contract. If it is discovered at any time that the person so signing had no consent of the consultant to do so, the Chairman on behalf of Employer may, without prejudice to any other right or remedy of The Employer, cancel/terminate the contract.

**(i) ADDRESS OF THE CONSULTANT AND NOTICES AND COMMUNICATIONS ON BEHALF OF THE EMPLOYER**

For all purposes of the contract including arbitration there under, the address of the consultant mentioned in tender shall be the address to which all communication addressed to the consultant shall be sent, unless the consultant has notified a change by a separate letter containing no other communication and sent by registered post due to,

**Chief Engineer**

**Inland Waterways Authority of India**

**A - 13, Sector – 1,**

**Noida - 201301**

**Tel: (0120) 2527667, 2522969 Fax (0120) 2522969**

**Website: [www.iwai.nic.in](http://www.iwai.nic.in)**

The Consultant shall be solely responsible for the consequence of an omission to notify a change of address in the matter aforesaid.

Any communication or notice on behalf of The Employer, in relation to the contract may be issued to the consultant by The Employer, and such communications and notices may be served on the consultant either by fax or courier or registered post or under certificate of posting or by ordinary post or by hand delivery at the option of The Employer.

**e) POWER OF THE CHAIRMAN:**

For all purposes of the contract including arbitration proceeding there under the Chairman on behalf IWAI shall be entitled to exercise all the rights and powers of The Employer.

**1.4 CONDITIONS OF CONTRACT SHALL ALSO INCLUDE:**

The Consultant shall carry out the consultancy services in accordance with accepted bid and tender conditions mentioned hereunder:

- i) Consultants are advised to understand & appraise themselves the scope, nature of the work involved, if any, requirement of experienced personnel, liasoning for delivering the desired result.

- ii) The successful consultant will have to execute an agreement with IWAI on Rs.100/- stamp paper (non-judicial) within 28 days from the date of issue of LOA. Format of agreement is placed at Annexure-II. The conditions of the agreement shall be binding on the consultant.
- iii) The acceptance of tender shall rest with the IWAI. The IWAI reserves the right to reject any or all tenders received without assigning any reasons whatsoever.
- iv) The right to award, spilt up work and to reject the offer without assigning any reason is reserved with the Employer.
- v) Any breach of conditions of contract shall be brought to the notice of the consultant and he shall be given an opportunity to explain the fact, but the IWAI has right to withdraw in full or part of the work of the consultant. In such event, payment shall be made in proportion to the extent of service rendered by the consultant till such time.
- vi) The consultant shall insure all their personnel working on this project and keep IWAI indemnified of all liabilities, loss, etc.
- vii) The rate quoted by the consultant will remain valid for 120 days from the date of the opening of the Technical Bid.
- xi) Suitable extension of consultancy period may be granted by IWAI only for reasons eligible for consideration. The consultant shall make request for the same in writing in advance indicating the reasons and period of extension desired.
- xii) The consultant shall not change nature and level of technical experts as well as other staff indicated in the Bid.
- xiii) The Consultant shall be fully responsible for the correctness and accuracy of all the data, analysis, facts and documents etc.
- xiv) The consultant shall observe all care & diligence in the drafting the Act existing into consideration the similar Act of developed countries, prevailing condition/status of IWT sector in the country, the technological development in this sector as on date & future as well as the suggestion, views and comments obtained from the stake holders in this sector.
- xv) The consultant shall not without the prior written approval of the Employer, concede, transfer or sublet partially or fully the right and obligation under this

contract or any part thereof to the third parties otherwise the Employer shall have right to terminate this contract without assigning any reasons except for notifying the consultant of such termination in writing. The consultant in such case shall have no right to claim for compensation for any harm due to this termination. However, the consultant shall still remain responsible in case the Employer approves to his conceding, transferring or subletting to the third parties fully, individually and jointly with the parties to whom the work has been conceded, transferred or sublet.

- xvi) The consultant shall make their own arrangements for the transport, accommodation, TA/DA of their personnel assigned to this consultancy work, visiting IWAI offices/ offices of the classification society, statutory Authorities, stake holders including State/Central Govt. Dept. as may be required in connection with this consultancy work, attending discussions/ meeting/ presentations etc. with concerned authorities.
- xvii) Consultancy fees quoted for the work would deem to have included all the incidental costs including cost of all the drawings, designs, reports, schemes, documents, workshops, public meetings etc. which would be required to be prepared by the consultant during the course of the assignment.
- xviii) In the event of consultant's firm closing its business, IWAI shall have the right to employ any other agency to complete the work at the risk and cost of the Consultant. The payment shall be made to Consultant up to the stage of services then completed. In this regard, decision of Chairperson, IWAI shall be final and binding on the consultant.

#### 1.5 Joint and Several Liability

If the Consultant constitutes (under applicable Laws) a joint venture, consortium or other unincorporated grouping of two or more persons/ companies

- a) these persons/ companies shall be deemed to be jointly and severally liable to the Employer for the performance of the Contract;
- b) these persons/ companies shall notify the Employer of their leader who shall have authority to bind the Consultant and each of these persons/ companies shall provide a parent company guarantee as a part of bid submission.
- c) The Consultant shall not alter its composition or legal status without the prior consent of the Employer.

## **2. Commencement, Completion, Extension, Modification and Termination of Contract.**

2.1 **Commencement & Completion of Contract:** The consultant shall begin carrying out the services from the date of issuance of LOA (letter of award). The consultant shall carry out the works in all respect as per the ToR to the entire satisfaction of the employer for a period of 2 months.

### **2.2 Extension/Reduction of Contract Period:**

No extension of the period of consultancy is envisaged under this contract. However, if there are genuine reasons which could not have been foreseen by an experienced consultant on account of which time schedule agreed to between the parties may not be adhered to, the Consultant shall inform the employer in writing of such anticipated delay along with reasons and request for extension of time. However, it is at sole discretion of the Employer to grant such extension of time to the consultant and for a period as the employer finds most feasible and in best interest of the project.

### **2.3 Modifications or variations:**

Any modification or variations of the terms and conditions of this contract, including any modification or variation of the scope of the services, may only be made by written mutual agreement between the parties. However, any such variation shall not result in a change in the agreed total consultancy fee or substantial changes to the TOR.

### **2.4 Force Majeure**

#### **2.4.1 Definition**

a. For the purposes of this contract, Force Majeure means an exceptional event or circumstances which is beyond the reasonable control of a party, is not foreseeable, is unavoidable and not brought about by or at the instance of the party claiming to be affected by such events and which has caused the non-performance or delay in performance and which makes party's a performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, tsunami, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such party invoking force majeure to prevent), confiscation or any other action by government agencies.

- b. Force majeure shall not include (i) any event which is caused by the negligence or intentional action of a party or by or of such party's Sub-Consultants or agents or employees, not (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of the conclusion of this contract, and avoid or overcome in the carrying out of its obligations hereunder.

#### 2.4.2 **Measures to be taken:**

- a. A party affected by an event of force majeure shall continue to perform its obligations under the contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of force majeure
- b. A party affected by an event of force majeure shall notify the other Party of such event as soon as possible and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- c. Any period, within which a party shall, pursuant to this contract, complete any test shall be extended for a period equal to the time during which such party was unable to perform such action as a result of force majeure.
- d. During the period of their inability to perform the services as a result of an event of force majeure, the consultant, upon instructions by the Employer shall either:
  - i. Demobilize
  - ii. Continue with the services to the extent possible
- e. In the case of disagreement between the parties as to the existence or extent of force majeure, the matter shall be settled according to clause on dispute resolution/arbitration.

#### 2.5 **Suspension:**

The "Employer" may, by written notice of suspension to the consultant, suspend all payments to the consultants hereunder if the consultant fails to perform any of its obligations under this contract, including the carrying out of the assignment, provided that such notice of suspension (i) shall specify the nature of the failure and (ii) shall allow the consultant to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the consultant of such notice of suspension.

## 2.6 **Termination**

2.6.1 **By the “Employer”:** the Employer may terminate this contract in case of the occurrence of any of the events specified in paragraphs (a) through (g) of this clause.

- a) If the consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the “Employer” may have subsequently approved in writing.
- b) If the consultant fails to comply with any final decision reached as a result of arbitration proceedings.
- c) If the consultant, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing this contract.
- d) If the consultant submits to the Employer a false statement which has a material effect on the rights, obligations or interests of the “Employer”.
- e) If the consultant places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the employer.
- f) If, as the result of Force Majeure, the consultant is unable to perform a material portion of the services for a period of not less than sixty (60) days.
- g) If the “Employer”, in its sole discretion and for any reason whatsoever, decided to terminate this contract.

2.6.1.1 In such an occurrence the Employer shall give a not less than thirty (30) days written notice of termination to the consultants.

2.6.2 **By the Consultant:** The consultant may terminate this contract, by not less than thirty (30) days written notice “Employer”, in case of the occurrence of any of the events specified in paragraphs (a) through (c) of this clause.

- a) If the employer fails to pay money due to the consultant pursuant to this contract and not subject to dispute within forty five (45) days after receiving written notice from the consultant that such payment is overdue.
- b) If, as the result of force majeure, the consultant is unable to perform a material portion of the services for a period of not less than sixty (60) days.
- c) If the employer fails to comply with any final decision reached as a result of arbitration.

2.6.3 **Cessation of services:** Upon termination of this contract by notice pursuant to clauses 2.6 of conditions of contract hereof, the consultant shall immediately upon dispatch or receipt of such notice, take all necessary steps to bring the services to a close in a prompt

and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

**2.6.4 Payment upon termination:** Upon termination of this contract pursuant to clauses 2.6.1 hereof, the Employer shall make the following payments to the consultant:

a) If the contract is terminated pursuant to clause 2.6.1, sub clauses (a) to (e), consultancy fee for services satisfactorily performed prior to the effective date of termination, less:

- i. The amount of performance security:
- ii. Advance payments, if any, received by the consultant up to the date of the issue of the termination notice less other recoveries due in terms of the contract, less taxes due to be deducted at source in accordance with applicable law and

However, if the contract is terminated under sub-clause (g) 2.6.1 at the sole discretion of the employer, the amount payable to the consultant shall be for services satisfactorily performed prior to the effective date of termination, less advance payments, of any, received by the consultant up to date of the issue of the termination notice, less other recoveries due in terms of the contract, less taxes to be deducted at source in accordance with applicable law. The agreed stages of payment at clause 5 shall be guiding factors for deciding the completion stage of the assignment.

**2.6.5 Disputes about events of termination:** If either party disputes whether an event specified in paragraphs (a) to (g) of clause 2.6.1 hereof has occurred such party may within forty five (45) days after receipt of notice of termination from the other party, refer the matter for dispute resolution.

### **3. Obligations of the Consultant**

#### **3.1 General**

**3.1.1 Standard of performance:** The consultant shall perform the services and carry out their obligation hereunder with all due diligence, efficiency and economy in accordance with generally accepted professional standards and practices and shall observe sound management practices and employ appropriate technology and safe effective methods. The consultant shall always act, in respect of any matter relating to this contract or to the assignment as faithful adviser to the Employer and shall at all times support and safeguard the Employers legitimate interested in any dealings with Sub-Consultants or Third Parties.



- 3.2 **Conflict of Interests:** The consultant shall hold the Employers interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. The consultant shall not engage and shall cause their personnel as well as their sub-consultants and their personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this contract. If during the period of this contract, a conflict of interest arises for any reason, the consultant shall promptly disclose the same to the Employer and seek its instructions.
- 3.3 **Confidentiality:** Except with the prior written consent of the Employer the consultant and the personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the consultant and its personnel make public the recommendations formulated in the course of, or as a result of the services.
- 3.4 **Insurance to be taken out by the consultant:** The consultant shall take out and maintain adequate insurance at its own cost against various risks inducing risk of life in respect of its personnel deployed for the assignment and shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.
- 3.5 **Reporting requirements:** The consultant shall submit to the Employer progress report of its activity as on 1<sup>st</sup> of every month starting from the commencement of the assignment duly indicating the (i) Activities carried out during the report period (ii) A brief of the progress/stage achieved with reference to the ToR (iii) Places visited and officials contacted and (iii) problems, if any affecting the progress. All reports shall be delivered in soft copy also in addition to the hard copies. Besides, the consultant is to submit various reports as mentioned.
- The consultant is required to make a presentation at appropriate place (to be decided from time to time) on their Monthly progress reports, Draft Final Report and Final Report at the time of submission of these reports as specified.
- 3.6 **Consultant's Actions Requiring Employers Prior Approval:** The consultant shall obtain the Engineer-in-Charge (EIC) prior approval in writing before making any change or addition to the personnel listed in their Bid.
- 3.7 **Documents prepared by the consultant to be the property of the Employer:** All plans, drawings, specification, design, reports, other documents and software made available to the consultant/prepared by the him under this contract shall become ad

remain the property of the Employer, contract, deliver shall not later than upon termination or expiration of this inventory thereof. The consultant may retain a copy of such documents with approval of Employer and shall not use anywhere, without taking permission, in writing, from the Employer and the Employer reserves right to grant or deny any such requested. If license agreements are necessary or appropriate between the consultant and third parties for purposes of development of any such computer programs, the consultant shall obtain the Employers prior written approval to such agreements and the employer shall be entitled at its discretion to require recovering the expenses related to the development of the program (s) concerned.

#### **4. Obligations and Responsibility / Inputs by IWAI:**

- 4.1 IWAI shall assist the Consultant for getting the necessary details available (documents/reports) for the respective project.
- 4.2 IWAI, if asked by the Consultant shall furnish Detailed Project Report of the project at the time of work execution only for taking reference.
- 4.3 IWAI shall provide only the available details / data and balance shall be managed by the Consultant. Non availability of the required inputs from IWAI, which is not essential for IWAI to be furnished, shall not be an excuse for improper preparation of reports /delay in preparation.

#### **5. Security Deposit and Performance Guarantee**

- 5.1 The successful bidders' EMD will be converted in to security deposit (SD) and the successful bidder has to remit balance amount of Security Deposit (i.e. Total 5% Security Deposit deducting EMD submitted with technical bid) in IWAI Fund through RTGS as per the details mentioned in Clause 6.1.1 of ITB. Bank guarantee will not be accepted as security deposit. The bidder shall also deposit an amount equal to 5% of the awarded value of the work as performance guarantee (PG) in the form irrevocable bank guarantee from nationalized/schedule bank in India with validity of 180 days beyond the contract period. This Security deposit and performance bank guarantee shall be submitted within 21 days after the issuance of LOA.
- 5.2 The total security deposit and performance guarantee shall remain with IWAI till the completion of the contract or the payment of the final bill payable in accordance with agreement conditions whichever is later, provided the employer is satisfied that there is no demand outstanding against the consultant.
- 5.3 No interest will be paid on security deposit.

- 5.4 If the consultant neglects to observe or fails to perform any of his obligations under the contract, it shall be lawful for the Employer to forfeit either in whole or in part, the security deposit furnished by the consultant. However, if the consultant duly performs and completes the contract in all respects and presents in absolute "NO DEMAND CERTIFICATE" in the prescribed form, the IWAI shall refund the security deposit to the consultant after deduction of cost and expenses that the Employer may have incurred and other money including all losses and damages which the Employer is entitled to recover from the Consultant.
- 5.5 In case of delay in the progress of work, the employer shall issue to the consultant a memo in writing pointing out the delay in progress and calling upon the consultant to explain the causes for the delay within 3 days of receipt of the memo and 10 days from issuance of memo whichever is earlier. If the employer is not satisfied with the explanations offered, he may forfeit the security deposit and / or withhold payment of pending bills in whole or in part and/ or get the measures of rectification of progress of work accelerated to the pre-defined level at the risk and cost of the consultant.
- 5.6 All compensation or other sums of money payable by the consultant under the terms of the contract or any other contract or on any other account whatsoever, may be deducted from or paid by the sale of a sufficient part of his security or from the interest arising there from or from any sums which may be due or may become due to the consultant by the Employer on any account whatsoever. Also in the event of the consultant's security deposit being reduced by reasons of such deductions or sale, as aforesaid the consultant shall, within 14 days of receipt of notice of demand from the Engineer-in-Charge make good the deficit in his security deposit.

## **6. Payment Terms**

- 6.1 (a) No advance payment shall be made:  
(a) Payment terms shall be as mentioned in clause 8 of ToR, Section VI, of this tender document.

### **6.2 Mode of Payment:**

Invoices complete in all respects is to be raised by the Consultant to 'Chief Engineer, IWAI, A-13, Sector-1, Noida – 201 301' who shall process the same after due verification and the payment shall be paid through RTGS/NEFT within 30 (Thirty) Days from the date of receipt of the invoice at IWAI's Head Office at Noida.

## **7. Arbitration**

In the event of any dispute or difference covering, relating to or raising out of this agreement, the parties shall do their utmost to settle it in fair and amicable manner in a spirit of mutual cooperation and any dispute or difference not settled within thirty days, shall be referred to the sole arbitration of a person so nominated by the Chairman, IWAI and such arbitrator shall have the right to extend the period of arbitration proceedings with the consent of the parties. The venue of the arbitration shall be Noida. In view of the arbitration proceedings, the work under the agreement should not be suspended.

## **8. Defect liability period**

The Consultant shall render the services till the award of work to the Contractor and shall provide technical assistance / support as per the scope stipulated in ToR and shall also assist in tender preparation, reply to pre-bid queries and other related works.

## **9. Laws Governing the Contract**

- i. The laws of India shall govern this contract.
- ii. Irrespective of the place of works, the place of performance or place of the payment under the contract, the contract shall be deemed to have been made at the place from which the letter of acceptance has been issued.
- iii. Courts in Delhi shall alone have jurisdiction to decide any dispute arising out of or in respect of contract, but not settled through the dispute resolution provision in the contract.

## **10. Professional Liability**

10.1 Except in gross negligence or willful misconduct on the part of the consultants or on the part of any person or firm acting on behalf of the consultants in carrying out the services, the consultants, with respect to damage caused by the consultants to client's property shall not be liable to client:

10.1.1 For any indirect or consequential loss or damage; and

10.1.2 For any direct loss or damage equal to the total payments for professional fees and reimbursable expenditure made or expected to be made to the consultants hereunder.

- 10.2 This limitation of liability shall not affect the consultants' liability, if any, for damage to third parties caused by the consultants or any person or firm acting on behalf of the consultants in carrying out the services.

## **11. Miscellaneous Provisions**

- i. The consultant notifies the employer of any material change in their status, in particular, where such change would impact or performance of obligations under this contract.
- ii. The consultant shall be liable to and responsible for all obligations towards the Employer for performance of the assignment.
- iii. The consultant shall at all-time indemnify and keep indemnified the Employer against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this project.
- iv. The consultant shall at all times indemnify and keep indemnified the Employer against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Consultant's) employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the consultant.
- v. The consultant shall at all times indemnify and keep indemnified the employer against and all claims by employees, workman, consultants, sub-consultants, suppliers, agent (s), employer engaged or otherwise working for the consultant, in respect of wages, salaries, remuneration, compensation or the like.
- vi. All claims regarding indemnity shall survive the termination or expiry of the contract.
- vii. It is acknowledged and agreed by the parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the consultant for any engagement, service or employment in any capacity in any office or establishment of the Government of India or their Employer.

## **12. Sustainability of JV**

In case JV/consortium is not sustained due any reasons or discrepancies arising amongst the JV/consortium members, unsustainability of JV/consortium shall be determined by the Engineer in Charge/Employer during the monitoring in the contract period based on

the failure of the deliveries/missing of the milestones and other deliverables. The same shall be dealt in the following manner:

- (a) If JV/consortium becomes unsustainable after being selected as L1, EMD of the defaulting JV/consortium shall be forfeited.
- (b) If JV/consortium becomes unsustainable after the award of contract, the employer has complete authority to nominate another consultant to complete the balance work on risk and cost of the defaulting consultant. The Consultant will be notified by the Employer of the decision to stop the work and Employer shall ascertain the value of work completed till date. No payment shall be released immediately, however, after completion of entire work on risk and cost, the differential cost would be recovered from all held up amount (BG, EMD, Security deposit and unpaid amount for the work done) of the defaulting Consultant and if any balance amount is still available, that shall be released to the defaulting Consultant.

**To be signed by the bidders' and the same is to be signed by Authorized Signatory/  
competent Employer on behalf of IWAI.**

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at ..... on this .....day of ..... 2016

BETWEEN

Chairperson, Inland Waterways Authority of India represented through Chief Engineer, Inland Waterways Authority of India, A - 13, Sec. – 1, Noida.

IWAI, (Hereinafter referred as the 'Principal/Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....

(Name and Address of the Individual/firm/Company)

through .....(Hereinafter referred to as the

(Details of duly authorized signatory)

“Bidder/Consultant” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Employer has floated the Tender (NIT No.: IWAI/ .....)  
(hereinafter referred to as “Tender/Bid”) and intends to award, under laid down organizational procedure, contract for Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16).

AND WHEREAS the Employer values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Consultant(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

**Article 1: Commitment of the Principal/Owner**

- 1) The Employer commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Employer will, during the Tender process, treat all Bidder(s) with equity and reason. The Employer will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - (c) The Employer shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Employer obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Employer will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

**Article 2: Commitment of the Bidder(s)/Consultant(s)**

1. It is required that each Bidder/Consultant (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Iwai all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Consultant(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/Consultant(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the tender process or execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the contract.
  - b) The Bidder(s)/Consultant(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c) The Bidder(s)/Consultant(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents



provided by the Employer as part of the business relationship, regarding plans, technical Bids and business details, including information contained or transmitted electronically.

- d) The Bidder(s)/Consultant(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Consultant(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
  - e) The Bidder(s)/Consultant(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Consultant(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
  4. The Bidder(s)/Consultant(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
  5. The Bidder(s)/Consultant(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Employer under law or the Contract or its established policies and laid down procedures, the Employer shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Consultant(s) and the bidder/consultant accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Consultant(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Employer after giving 14 days' notice to the consultant shall have powers to disqualify the Bidder(s)/Consultant(s) from the tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Consultant from future contract award processes. The imposition and duration of the exclusion will be determined by the

severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Employer has disqualified the Bidder(s) from the tender process prior to the award of the contract or terminated/determined the contract or has accrued the right to terminate/determine the contract according to Article 3(1), the Employer apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Consultant.
3. Criminal Liability: If the Employer obtains knowledge of conduct of a bidder or Consultant, or of an employee or a representative or an associate of a bidder or Consultant which constitutes corruption within the meaning of IPC Act, or if the Employer has substantive suspicion in this regard, the Employer will inform the same to law enforcing agencies for further investigation.

#### **Article 4: Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Consultant as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Consultant can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Employer may, at its own discretion, revoke the exclusion prematurely.

#### **Article 5: Equal Treatment of all Bidders/Consultants**

- 1) The Bidder/Consultant shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its sub-vendors.
- 2) The Employer will enter into Pacts on identical terms as this one with all Bidders and Consultants.
- 3) The Employer will disqualify Bidders, who do not submit, the duly signed Pact between the Employer and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

### **Article 6: Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Consultant 12 months after the completion of work under the contract.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Employer.

### **Article 7: Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Employer, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Consultant is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by The Employer/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

### **Article 8: LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

**(For and on behalf of Employer)**

.....  
(For and on behalf of Bidder/Consultant)

**WITNESSES:**

1. ....  
(signature, name and address)

2. ....  
(signature, name and address)

**Place:**

**Date :**

## **SECTION-VIII: ANNEXES**

## ANNEX - I: BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

**To**

The Chairman

Inland waterways Authority of India

Ministry of Shipping, Govt. of India

A-13, Sector-1,

Noida(U.P.)

Pin- 201301

In consideration of the ..... (hereinafter called “**Employer**”) having to enter into an Agreement with M/s ..... (hereinafter called the “**Consultant**”) as a follow up to the Letter of Acceptance no.....dated..... issued by the Employer for **Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16)**, on production of Performance security in the form of Bank Guarantee for INR ..... (Rupees.....only), at the request of ..... **Consultant**, We, (**Bank**) do hereby undertake to pay to the Employer an amount not exceeding INR..... (Rupees-----only) against any default or failure on the part of Consultant to perform the contract in accordance with terms & conditions or any breach of the said Agreement.

1. We, (**Bank**) do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Employer stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Employer by reason of breach by the said **Contract** or any of the terms or conditions contained in the said time frame or by reason of the **Consultant’s** failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR ..... (Rupees.....only).
2. We, (**Bank**) undertake to pay the Employer any money so demanded notwithstanding any dispute or disputes raised by the **Consultant** in any suit or proceeding pending

before any court or Tribunal relating thereto, liability under this present being absolute and unequivocal. The payment so made by us under this guarantee shall be valid discharge of our liability for payment there under and the **Consultant** shall have no claim against us for making such payment.

3. We, (**Bank**) further agree that the guarantee herein contained shall remain in full force and effect till completion of project work to the complete satisfaction of the Employer in terms of conditions of contract and Letter of Acceptance and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Agreement have been fulfilled and its claim satisfied or till the scheduled date of completion of Works as per the Agreement. We(**Bank**) shall consider that the terms and conditions of the said Agreement have been fully and properly carried out by the said **Consultant** and accordingly discharge this Guarantee after 90 days from the date of completion of the said contract unless a demand or claim under this Guarantee is served by the Employer in writing on the bank but before the expiry of the said period in which case it shall be enforceable against the bank notwithstanding the fact that the same is enforced after the expiry of the said period or after the extended period as the case may be.
4. We (**Bank**) further agree with the Employer that the Employer shall have fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time or performance by the said **Consultant** from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said **Consultant** and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said **Consultant** or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said **Consultant** or by any such matter or thing whatsoever which under the law relating to sureties would, but for the provision, have effect of so relieving us.
5. It shall not be necessary for the Employer to proceed against the **Consultant** before proceeding against the Bank and the guarantee herein contained shall be enforceable

against the bank notwithstanding any security which the Employer may have obtained or obtain from the **Consultant** at the time when proceedings are taken against the bank hereunder be outstanding or unrealized.

6. Notwithstanding anything contained herein above our liability under the guarantee is restricted to INR.....(Rupees..... only) and shall remain in force until ..... or otherwise until the extended date by the Employer. Unless a claim or suit under this guarantee is filed with us on or before or the extended date ..... ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and the bank shall be relieved and discharged from all liabilities therein.
7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the **Consultant**.
8. We, (**Bank**) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Employer in writing.

Dated the ..... of ..... 2016  
for .....  
(Indicate the name of bank)

Signature.....

Name of the Officer .....  
(In Block Capitals)  
Designation

Code No. ....  
Name of the bank and Branch.(SEAL)



## **ANNEX - II: AGREEMENT FORM**

**Consultancy Services for Technical assistance for upgradation of existing terminal at  
Karimganj & Badarpur and construction of new terminal at Silchar on Barak River  
(NW-16)**

### **AGREEMENT**

### **BETWEEN**

**INLAND WATERWAYS AUTHORITY OF INDIA**

### **AND**

**CONSULTING FIRM**

This agreement made on this            day of    Two thousand thirteen between Inland Waterways Authority of India, A – 13, Sector – 1, Noida - 201 301, U.P. (hereinafter called the “IWAI” which expression shall unless excluded by or repugnant to the context be deemed to include their successor in office) on the one part and M/S.....having its office at .....(hereinafter called “Consultant “which expression shall unless excluded by or repugnant to the context be deemed to include their heirs, executors, administrators, representatives and assigns or successor in office ) on the other part.

**WHEREAS IWAI** is desirous of giving Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16) as per the work Order No. ....dated .....in accordance to the ToR conduits of the agreement attachment hereto all of with form part if the agreement.

**WHEREAS THE CONSULTANTING FIRM** has agreed to undertake the Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16) on Terms and Conditions herein after set forth.

NOW THEREFORE THESE PRESENTS WITNESS and it is hereby agreed, declared by and between the parties hereto as follows:

The Consultant shall undertake the **Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16)** as per the work Order No. ....dated .....in accordance to the ToR of the agreement attachment hereto all of which form part of the agreement.

The following documents shall be deemed to form and to be read and construed as part of the agreement i.e.

- a) Notice inviting Tender
- b) Form of Tender
- c) Condition of contact
- d) Schedule of the price bid
- e) Agreement form
- f) Technical Bid No. with Date.
- g) Addendums/Corrigendums
- h) Minutes of Pre-bid Meeting
- i) All Correspondence
- j) .....
- k) ....
- l) .....
- m) .....

In WITNESS whereof the IWAI has caused Shri .....on their behalf to hereunto set his hand and the Consultant has caused Shri ..... on their behalf to hereunto set his hand and the firm has caused its common seal to be affixed hereunto the day and year first above written.

**Witnesses, IWAI**

1)

2)

.....

And this deed was duly executed by Shri.....for the  
Consultant above named in the presence of

**Witnesses of Consultant**

1)

2)

## **ANNEX -III: DETAILS OF BANK ACCOUNT**

### **FOR RELEASE OF PAYMENT THROUGH ELECTRONIC FUND TRANSFER SYSTEM (TO BE FURNISHED BY THE BIDDER ON ITS LETTER HEAD)**

**NAME OF THE PROJECT:**\_\_\_\_\_

We \_\_\_\_\_(Name of the Bidder) hereby request you to give our payments by crediting our bank account directly by E-payment mode as per account details given below. We hereby undertake to intimate IWAI in case of any change in particulars given below and will not hold IWAI responsible for any delay / default due to any technical reasons beyond IWAI's control:-

**Bank Account Number** : \_\_\_\_\_

**RTGS/NEFT/IFSC CODE** : \_\_\_\_\_

**NAME OF THE BANK** : \_\_\_\_\_

**ADDRESS OF THE BRANCH** : \_\_\_\_\_

**OF THE BANK**

**BRANCH CODE** : \_\_\_\_\_

**ACCOUNT TYPE**

**(SAVING/CURRENT/OTHERS)** : \_\_\_\_\_

**A BLANK CHEQUE (CANCELLED) IS ENCLOSED HEREWITH.**

IWAI hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, I/We would not hold IWAI responsible.

**Signature of Authorized Signatory**

**Name & Designation**

**Date:**

**Place**

## ANNEX-IV: BANK CERTIFICATION

It is certified that above mentioned beneficiary holds a Bank Account No. .... with our branch and the bank particulars mentioned above are correct.

**Date:**

**Name:** \_\_\_\_\_

**Authorized Signatory**

**Authorization No.** \_\_\_\_\_

**Official Seal/Stamp**

## **ANNEX-V: TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

**To,**

**Date:**

**The Chief Engineer,  
INLAND WATERWAYS AUTHORITY OF INDIA,  
A-13, Sector – 1, Noida - 201 301,  
District: - Gautam Budh Nagar (U.P.)**

**Sub:** Acceptance of Terms & Conditions of Tender.

**Tender Reference No:**

**Name of Tender/Work:** - Consultancy Services for Technical assistance for upgradation of existing terminal at Karimganj & Badarpur and construction of new terminal at Silchar on Barak River (NW-16).

Dear Sir,

1. I/ We have downloaded /obtained the Tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely: [www.iwai.nic.in](http://www.iwai.nic.in) OR <https://eprocure.gov.in/eprocure/appas> per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire Terms and Conditions of the Tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms/conditions/clauses contained therein.
3. The minutes of the pre-bid meeting(if any) and/ or corrigendum(s)(if any) issued from time to time by your department/organisation for this work too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the Tender conditions of above mentioned Tender document(s)/minutes of the Pre-bid Meeting (if any)/corrigendum(s) (if any) in its totality / entirety.

5. In case any provisions of this Tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this Tender/Bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully**  
**(Signature of the Bidder, with Official Seal)**

## ANNEX-VI: FORM OF BANK GUARANTEE FOR EMD

To  
The Chairman,  
Inland Waterways Authority of India,  
A-13, Sector 1,  
Noida – 201 301.

WHEREAS \_\_\_\_\_ (Name of Tenderer) (hereinafter called the Tenderers) wishes to submit his tender for work of \_\_\_\_\_ in the state/s of \_\_\_\_\_ herein called “the Tender” KNOW ALL PEOPLE by these present that we \_\_\_\_\_ (Name of Bank) of \_\_\_\_\_ (Name of country) having our registered office at ( \_\_\_\_\_ ) (hereinafter called the “Bank”) are bound unto the Inland Waterways Authority of India (hereinafter called the “Employer”) in the sum of the INR \_\_\_\_\_ (Rupees \_\_\_\_\_) for which payment can truly be made to the said Employer. The Bank bind themselves, their successors and assigns by these presents with the common seal of the Bank this day \_\_\_\_\_ of 2016 and undertake to pay the amount of \_\_\_\_\_ INR \_\_\_\_\_ to the Employer upon receipt of this written demand without the employer having to substantiate his demand.

The conditions of this obligation are:

If the tenderer withdraws his tender during the period of Tender validity specified in the Form of Tender.

or

If the Tenderer having been notified of the acceptance of his Tender by the Employer during the period of tender validity fails or refuses to execute the Form of Agreement in accordance with the instructions to bidders, if required; or fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders.

We undertake to pay Employer upto the guaranteed amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by his is due to his owing to the occurrence of any one of the above conditions, specifying the occurred condition or conditions.



This guarantee will remain in force upto and including the date 180 days beyond the validity of the bid as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, at any time prior to the closing date for submission of the Tenders Notice of which extension to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date of expiry of this guarantee.

SIGNATURE OF AUTHORISED REPRESENTATIVE OF THE BANK

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NAME AND DESIGNATION

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SEAL OF THE BANK

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SIGNATURE OF THE WITNESS

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NAME OF THE WITNESS

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ADDRESS OF THE WITNESS

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