



**INLAND WATERWAYS AUTHORITY OF INDIA  
(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)**

**Head Office : A-13, Sector-1, Noida-201301  
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**Dated : 28/6/2017**

**Expression of Interest (EoI) for empanelment of Consulting Firm**

IWAI invites Expression of Interest (EoI) in the form of an application in the given format (Annexure A) from the reputed Consulting Firms having experience in detailed design, cost estimates, preparation of specification for construction works & interior works of different types of facilities / institutes / buildings.

For further details as regards eligibility, etc. the web-site of IWAI viz [www.iwai.nic.in](http://www.iwai.nic.in) may be visited .

**Sd/-  
Secretary**

## **Expression of Interest (EoI) for empanelment of Consulting Firm**

### **1. Background and brief about Project**

- 1.1 Inland Waterways Authority of India (IWAI) is a statutory body under the Ministry of Shipping, Govt. of India. IWAI was set up in 1986 with a mandate to develop and regulate the inland waterways for the purposes of shipping and navigation. IWAI is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) in the country and specifically National Waterways (NW). In April, 2016, the Government of India has declared 106 new National Waterways in addition to the existing five National Waterways. These new National Waterways are under various stages of development.

### **TERMS OF REFERENCE (TOR)**

### **2. Objectives**

- 2.1 In an attempt to preserve & showcase the heritage of Inland Water Transport (IWT) Sector in India and act as forerunner in Training & Development of manpower in IWT Sector, it has been planned by IWAI, Govt. of India, to establish an Inland Waterway Museum cum Training Centre at its Head Office in Noida. IWAI also intends to develop a few satellite training centres to cater the local training requirements of manpower & guest house (Jal Yatri Niwas) for overnight stay of passengers / crew travelling enroute on NWs at other locations.
- 2.2. In this regard, firstly, IWAI intends to form a panel of Consulting Firm qualifying the eligibility requirements mentioned in Section 4 and evaluation criteria in Section 5. Following which IWAI is desirous of engaging a Consulting Firm for a period of 2 (two) years, to provide services for converting this plan into reality.
- 2.3 IWAI invites Expression of Interest (EoI) in the form of an application in the given format (Annexure A) from the reputed Consulting Firms (hereinafter referred as “Consultant”) having experience majorly in conceptualization / preliminary design / design of Museums, Training Centres / Educational Institutes / Universities / Guest Houses for preparing the initial concept, components, layout plans. The Consultant should also have experience in detail design, cost estimates, preparation of specification for construction works & interior works of the Museum / Training Centres / Educational Institutes / Universities / Guest Houses etc.
- 2.4 The overall responsibility of the Consultant will encompass all the jobs required for carrying out this project from concept to commissioning, with strict control on quality of work and avoiding any time and cost overrun. The Consultant will have to work in close co-ordination with IWAI and its deputed team and all major decisions shall be taken in consultation with them.

### **3) Scope of Work**

The broad scope of work of the Consultant is as below, but not limited to this. In case any associated work is required for successful execution of the project then the same shall also be organized by the Consultant.

The Consultant shall be on the panel of IWAI for a period of 2 years and on award of work will be required to provide the following scope of services as & when required.

The scope of work shall include but not limited to the following:

- 3.1 Firming up the detailed requirement mentioned in Section 2.1 in consultation with IWAI and a team nominated for the Project by IWAI, keeping in view the budget.
- 3.2 Providing at least two concept plans suiting IWAI requirements, making a power point presentation on the same to IWAI (and any other group as decided by IWAI) and incorporate comments. After incorporating the comments, all the concept plans shall be put up to IWAI for approval.
- 3.3 Carrying out detailed architectural, structural, interior, electrical, air-conditioning, design for the approved scheme. Preparation of execution drawings and subsequent updation of the same as per the site requirements.
- 3.4 During execution the consultant shall have to visit the site as per requirement and not limited to any number.
- 3.5 Preparation of detailed estimate for all the works (within the approved budget).
- 3.6 Tendering, including preparation of tender documents (in guidance of IWAI), as per GFR rules for lining up agencies for civil construction, interiors, electrical, air-conditioning, works, Construction supervision and overall Project Management for successful and timely execution of the project.
- 3.7 The Consultant shall conduct all project review meetings in designated office and also at construction Sites for smooth execution of project.
- 3.8 Scrutinize of the bills submitted by the contractors / vendors and certifying the same for payment (after necessary corrections).
- 3.9 Providing liaisoning with the state / central government authorities for securing all the necessary permissions for uninterrupted and successful construction of the project with assistance from IWAI.
- 3.10 Ensuring unhindered execution of the project and assisting in handing over the completed works to IWAI.

#### **4) Qualification and experience**

- 4.1 The Consultant should be a single entity (Firm / Company) registered in India and should of National or International repute. Appropriate documents supporting their status must be submitted.
- 4.2 The Consultant should have successfully completed at least 2 (two) “Similar Projects” in the previous 5 (five) years ending from the EoI Submission Last Date. The Consultant shall furnish documentary evidence i.e. copies of work orders/ relevant pages of contract, completion certificate from their clients, Drawings/photographs related to their projects in support of their fulfilling the qualification criteria. If desired, IWAI may visit the site and take feedback from the client.
- 4.3 “**Similar Project**” shall mean architectural design including interior works for Museum / Hotels / Educational Institutes / Universities / Training centres / Guest Houses or any similar structures / buildings and Project Management & supervision of projects.

4.4 Average annual turnover of the Consultant from consultancy services for last 3 financial years i.e. 2013-14, 2014-15 and 2015-16 should be at least INR 5 Crore (INR Five Crore only). The Consultant shall submit the audited financial statements and certificate from statutory auditor.

#### 4.5 Key Personnel and Professional Experience

The consultant team should comprise minimum of the following key personnel:

S. No.	Designation	Minimum Qualification	Professional Experience
1.	Architect	Bachelor's Diploma/ Degree in Architecture from a recognised institute in India or abroad and Masters in Architecture	10 years' experience in planning, design and architectural inputs of similar projects.
2.	Interior Designer	Bachelor's Diploma/ Degree in Architecture (recognised by Council of Architecture) and Post – Graduation in Interior design.	10 years' experience in interior planning and design of similar projects.
3.	Structural Engineer	Bachelor's degree in Civil Engineering and Masters in Structural design	10 years' experience in structural design of similar projects.

#### 5. Selection Procedure

All the applicants meeting the minimum eligibility requirements will be invited for making a presentation which will be evaluated on the following evaluation criteria of 100 marks:

Sr. No.	Evaluation Criteria (Description)	Maximum Marks
<b>1</b>	<b>Years of Experience</b>	<b>20</b>
1.1	5 years	10
1.2	More than 5 years and upto 7 years	12
1.3	More than 7 years and upto 10 years	15
1.4	More than 10 years	20
<b>2</b>	<b>Experience of working with Govt. &amp; Quasi – Govt. organizations</b>	<b>10</b>
<b>3</b>	<b>Experience of working on similar projects</b>	<b>40</b>
3.1	Each similar project (max 5 nos.)	4
3.2	Additional Marks for Museum / Memorial Projects	5
3.3	Additional Marks for Educational Institutes / University Projects	5
<b>4</b>	<b>Approach &amp; Methodology</b>	<b>30</b>
<b>5</b>	<b>Total (1+2+3+4)</b>	<b>100 Marks</b>

Based on the above evaluation, IWAI shall shortlist the Consultants and form a panel of Consultants those who will be scoring 70 marks out of 100 marks.

Once shortlisted, thereafter, depending upon the requirement, IWAI will share the terms of reference of a specific project (Training centres, Guesthouse etc.) with the panel of Consultants along with the financial bid formats.

The consultant quoting the lowest on percentage basis of the total project cost will be selected for the work.

The desirous individuals may download the application format up to 3 pm hrs till 19/07/2017 from the official website [www.iwai.nic.in](http://www.iwai.nic.in).

The application duly completed in all respects shall be received upto 3 pm hrs till 20/07/2017 in the office of Secretary, Inland Waterway Authority of India, A-13, Sector-1, and Noida-201301.

Secretary  
Inland Waterway Authority of India  
Noida

## Annexure A-Application Format

### A. General Information / Details of Consultant

Consultant name: <i>[insert full name]</i>
Consultant's year of constitution: <i>[indicate year of constitution]</i>
Consultant's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Consultant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above <input type="checkbox"/> 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. <input type="checkbox"/> Scanned copy of Service tax Registration certificate and PAN Card. <input type="checkbox"/> Audited copy of Balance Sheets for last three years i.e. 2013-14, 2014-15 and 2015-16. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### B. Curriculum Vitae of Key Personnel

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.]:
7. **Membership of Professional Associations** :
8. **Countries of Work Experience** :  
[List countries where staff has worked in the last ten years] :
9. **Language Known** :  
[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing] :

**10. Employment Record :**  
 [Starting with present position, list in reverse order every employment held] :  
**From [Year] :** ..... **To [Year] :** .....  
**Employer :** .....  
**Positions held:**.....

**11. Detailed Tasks Assigned**  
 [List all tasks to be performed under this Assignment/Job] :

**12. Certification :**  
 I, the undersigned, certify that to the best of my knowledge and belief. 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]**

**C. Details of Work experience / Projects undertaken**

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					

We hereby declare that our bid is made in good faith and the information contained therein is true and correct to the best of our knowledge and belief.

Thanking You,  
 Yours faithfully

Name:  
 Designation:

Date:  
 Place: