

Project Management Unit
Jal Marg Vikas Project (JMVP)
INLAND WATERWAYS AUTHORITY OF INDIA
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REoI reference no: IN-IWAI-425098-CS-QCBS

Expression of Interest

1. Inland Waterways Authority of India (IWAI) is implementing “Jal Marg Vikas Project (JMVP)” for capacity augmentation of NW-1 (Varanasi-Haldia stretch of the Ganga-Bhagirathi-Hoogly River System) with the technical and financial assistance of the “World Bank” to improve the navigability of NW-1 through: (i) fairway development by providing an assured depth of 2.2m to 3.0m throughout the corridor for atleast three hundred thirty (330) days in a year to make it navigable for comparatively larger vessels of 1,500-2,000 DWT; and (ii) civil structures, logistics and communications interventions required that includes multimodal terminals, jetties, navigational locks, barrages, channel marking systems etc.
2. JMVP is a veritable template for the development of a modern eco-system for IWT in in the region that that aims at fairway development and connectivity, enhancing the quantum of floating stock/terminals equipped with modern navigation. Although its geographical scope lies in West Bengal, Jharkhand, Bihar and Uttar Pradesh, it has the potential to create an integrated growth and development model for Bangladesh and North East India on the bedrock of IWT and multimodal connectivity leveraging historical waterway linkages.
3. One of the objectives of JMVP is to establish regional connectivity with neighboring countries among India, Nepal, Bhutan, Bangladesh and Myanmar and capitalize the potential of natural waterway connectivity of over 5000 kms, to study the linkages of NW-1 as a vibrant channel for trade and economic development with the neighboring countries, MoPSW has assigned IWAI to implement this waterway led regional connectivity project, the Eastern Waterways Connectivity Transportation Grid (EWaCTG) project (now being called as Regional Waterway Grid or RWG project) which involves the linkage of JMVP with other waterways in India and the neighboring countries.

4. Accordingly, IWAI intends to engage consultancy services (“the Services”) for Selection of Consultancy Services for “**Project Management Consultancy Services for Regional Waterways Grid (RWG) Project**”.
5. The detailed ToR is enclosed as Annex-I. The broad scope of the study includes:
 - a) Assist IWAI to successfully execute the RWG Project by providing administrative, managerial, technical, professional and financial know-how and support.
 - b) Assist IWAI in obtaining necessary administrative and financial approvals for RWG Project
 - c) Procurement Management and Monitoring
 - d) Project Oversight & Reporting
 - e) Contract Management & Administration
 - f) coordinating with agencies such as various Central Govt. Ministries / Departments, State Government departments, district administration and other statutory bodies on matters related to the project and infrastructure development including policy
 - g) Suggesting various methods to be adopted for promotion of cargo movement and assist the client in achieving the milestones related with cargo movement in the region
 - h) study and assessment, of infrastructure linked initiatives in the RWG region, assessment of regulatory and policy related initiatives and assessment of physical constraints and other operational constraints in the movement of cargoes in the region specifically through waterways
 - i) Overall Support to the client in implementation of the project
6. The Vice Chairman & Project Director, Project Management Unit (PMU), JMVP, IWAI, invites eligible consulting firms (“Consultants”) to submit their interest to provide Consultancy services for “**Project Management Consultancy Services for Regional Waterways Grid (RWG) Project**”. Consultants interested in providing the Service should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants may associate with other firms in the form of a joint venture / Consortium or a sub-consultancy to enhance their qualifications. It should be noted that CVs shall not be evaluated at REoI stage and therefore need not to be submitted with REoI. The short-listing criteria are:
 - A) Consultant should be engaged in conducting similar activities for the past 5 years – copy of Certificate of Incorporation to be submitted along with the EoI.
 - B) Consultant should have a minimum average annual financial

turnover of INR 7.73 Crores during the last 5 years – CA certified declaration for last 5 years to be submitted along with the EOI.

- C) Consultant should have completed 3 studies pertaining to providing PMC services during last 05 years – List of Scope of work, date of commencement, date of completion, client’s details, along with copies of work order, completion certificate issued by client to be submitted.
 - D) Consultant should be having a minimum of 10 employees on their payroll – declaration to be submitted.
 - E) Notarized copy of Power of Attorney of the signatory/is signing the EoI and/or associating to submit the EoI - to be submitted.
 - F) In case of EoI submission as an association of consultants, then nature of association whether Joint Venture / Consortium or as Sub-Consultant and name of the lead consultant needs to be mentioned.
 - G) Declaration of Consultant / Each member of JV or Consortium regarding not being debarred by any Government entity – to be submitted.
7. The EoI can be submitted by the interested consultants through e-procurement portal by **28.06.2024 by 15:00 hours (IST)** and it shall be opened on the same day at 15:30 Hours (IST) and it shall be clearly marked “Expression of interest for Consultancy services for **“Project Management Consultancy Services for Regional Waterways Grid (RWG) Project”**”.
8. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* dated January, 2011 (“Consultant Guidelines”) revised July, 2014, setting forth the World Bank’s policy on conflict of interest.
9. A firm or an individual debarred by the World Bank in accordance with the anticorruption guidelines shall be ineligible for this assignment in any form or way. A list of debarred firms and individuals is available at the Banks external website: www.worldbank.org/debarr.
10. A Consultant will be selected in accordance with the Quality and Cost Based Selection method set out in the Consultant Guidelines. The contract would be awarded on time-based.
11. Further information can be obtained at the address mentioned above during office hours.

Instructions for submission of Expression of Interest:

1. Accomplished Expression of Interest (Application) must be submitted together with a Letter of Intent not later than **15:00 hours (IST) on 28.06.2024** and it shall be opened on the same day at 15:30 Hours (IST). Documents in support of all qualification information shall be submitted with application. Proposal of EOI with qualification information shall be furnished on / before the due date of submission at the address mentioned above.
2. The Application shall be basis of drawing up a shortlist of eligible Consultants who will be invited to submit proposal for services required.
3. All Applications shall be submitted in English.
4. A Consultant shall submit only one proposal. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the Request for Proposals.
5. The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
6. IWAI reserves the right to reject any Applications, without assigning any reasons thereof.
7. The Applicant shall provide all the information sought under this Qualification Document. PMU, IWAI would evaluate only those Applications that are received within the specified time and complete in all respects. Incomplete and/or conditional Applications shall be liable to rejection.

Guidelines for preparation of Expression of Interest

Following information shall be submitted:

1. Complete name of firm(s), date of establishment and type of organization whether individual, proprietorship, partnership, private limited company, public limited company etc.

2. Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address. For Consultant of foreign registry, indicate if there is any branch office(s) established in India with details in aforesaid manner.
3. If present firm(s) is the successor to or outgrowth of one or more predecessor firms, fresh name(s) of former entity (ties) and year(s) of their original establishment with details in aforesaid manner.
4. Present a brief narrative description of the firm(s). Kindly avoid submission of company brochures for the purpose description of the firm.
5. List of not more than two (2) principals who may be contacted by this Office.
6. Listed principals must be empowered to speak for him or for the firm on policy and contractual matters.
7. Indicate financial figures from consultancy business for past 5 (five) financial years.
8. Organizational strength of consultant shall be given.
9. Application Form: Annexure-II

(Vice Chairman & Project Director)

Terms of Reference

for

Hiring of an Organization for Project Management Consultancy

Services for Regional Waterways Grid (RWG) Project

under

‘Capacity Augmentation of National Waterway-1’ between Haldia to

Varanasi

(Jal Marg Vikas Project)

1. **Background & Introduction**

1 Introduction

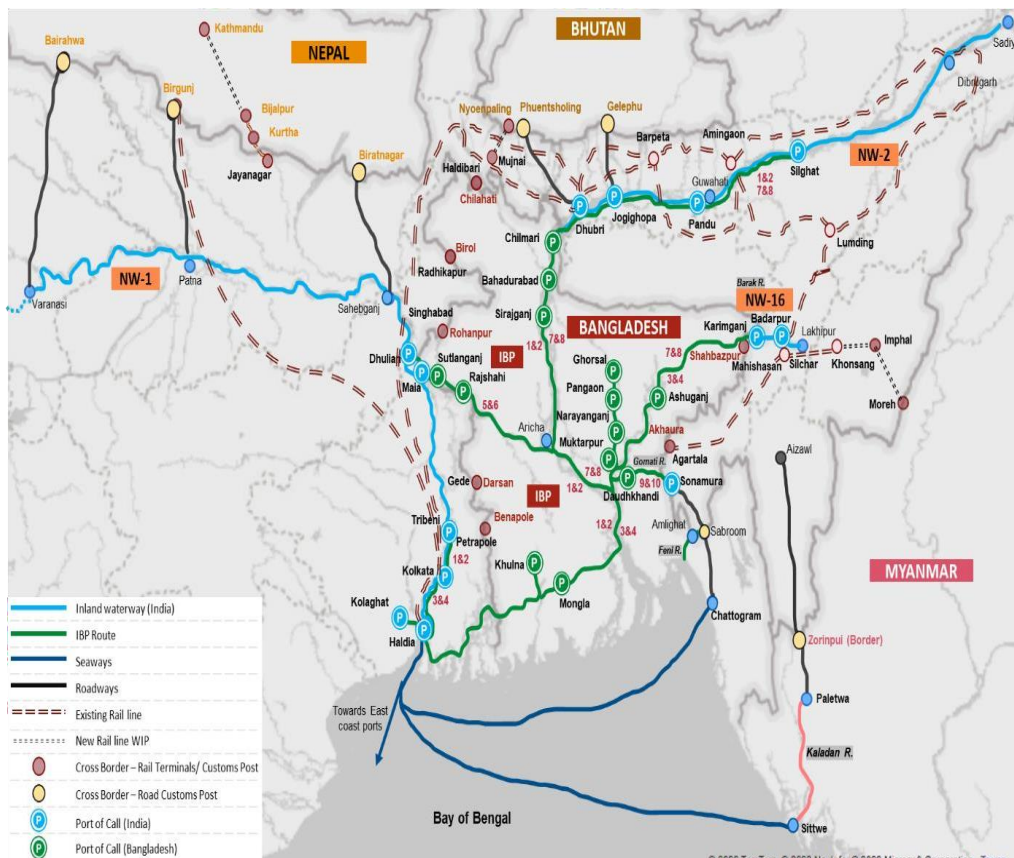
- 1.1 Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India. IWAI was set up in 1986 and is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) in the country and specifically on the National Waterways (NW).
- 1.2 The Ganga-Bhagirathi-Hooghly river system from Haldia to Allahabad has been declared as National Waterway-1 (NW-1). This waterway is of national significance passing through four states of Uttar Pradesh, Bihar, Jharkhand, West Bengal and potentially serving the major cities of Haldia, Howrah, Kolkata, Katwa, Behrampur, Farakka, Sahibganj, Rajmahal, Bhagalpur, Patna, Ballia, Buxer, Ghazipur, Varanasi and Allahabad, their industrial hinterlands, and several industries located along the Ganga basin.
- 1.3 IWT on NW-1 has the potential to form the most economic, reliable, safe and environmentally friendly form of transport. Where developed for use by modern vessels operating on dependable rights of way, it can reduce investment needs in rail and road infrastructure, promote greater complementarities in the economic strategies 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.
- 1.4 There is already evidence of growing demand for transport on NW-1, especially for dry and liquid bulk cargoes. This includes demand from the thermal power plants, cement companies, fertilizer companies, oil companies, the Food Corporation of India and others for coal, fly-ash, cement and clinker, stone chips, edible oils, petroleum products, food grains and over dimensional cargo.
- 1.5 Connectivity is central to trade, economic growth, and sustainable development of a country and Intra-regional trade is complementary to, as well as a key driver for deeper global integration. Better connectivity and trade integration with neighboring countries enlarges the market for domestic firms, allowing them to exploit economies of scale and become more efficient.
- 1.6 With the rapid economic growth that India's Eastern regions and Bangladesh have witnessed, the quantum of traffic within the region has grown very rapidly and most projections indicate that this momentum is expected to continue. The Government of India's (GoI) Act East policy provides the additional impetus to this trends at it seeks to develop the entire region from Eastern India, Nepal, Bhutan to Myanmar to Thailand and beyond to ASEAN countries in a trade and development connected manner that is symbiotic and sustainable.
- 1.7 There has been significant investment in transport infrastructure at the national level by the respective countries, however, cross-border and transport infrastructure networks, specifically the water transport network remains underutilized for intraregional trade.
- 1.8 The Ganga/Padma delta and the lower deltaic regions to the south including Sunderbans and Meghna deltas, along with Brahmaputra, Barak valleys are arguably one of the most densely populated regions in Asia. Land is extremely scarce given pressures of cultivation and there is a perpetual threat of erosion and rise in sea levels due to climate change related issues. Hence, in order to meet the transportation requirements of these regions, the development of infrastructure requiring land poses a significant environmental and social challenge.
- 1.9 In such a scenario, the development of the waterways as a mode of connectivity, specifically with intermodal integration can help boosting regional economy by resolving existing infrastructure constraints and improve regional connectivity. For handling the expected large scale regional trade volumes between the countries,

transit cargo from land locked countries Bhutan and Nepal and to enhance connectivity to the North-East Region (NER) of India, the waterways network can be leveraged by creating and waterways-based connectivity ecosystem more that is efficient, effective, and agile for handling the regional cargo movement.

1.10 To achieve this, the development of a regional waterways network integrated with road or rail, the Regional Waterway Grid (RWG) project is proposed, which envisages to enhance economic activity in the region by supporting cross border trade, enhance connectivity for the NER, aid in trade facilitation, boost economic and transport corridors, and overall regional development.

2 Regional Waterway Grid (RWG) Project

- i) The Regional Waterway Grid (RWG) project (formerly conceptualized as Eastern Waterways Connectivity Transport Grid or EWACTG) is a waterway led regional connectivity project, which involves development of intermodal logistical linkages amongst the regional countries the Indian subcontinent, namely India, Bangladesh, Nepal, Bhutan, and Myanmar- via waterways while enhancing connectivity to the NER, India. It also involves proposal for improvement of regulatory and policy measures for enhancing bilateral and transit trade via seamless movement of goods (and passengers) across borders, both bilateral and transit.
- ii) The broad objective of the RWG project is to enhance economic activity in the region by facilitating trade and commerce via efficient movement of goods and passengers by augmenting waterways, putting in place intermodal connectivity in a manner that is socially, environmentally, and economically sustainable.



2.1 Expected outcomes of RWG Project

The expected outcomes that RWG seeks to achieve is to connect the region seamlessly via IWT network and

coastal shipping via intermodal coordination, bringing down logistics cost and ensuring logistics infrastructural development that is in sync with ESG goals thereby promoting growth and employment generation with sustainability.

i) **Boost Economy:**

- Foster trade between countries
- Raise national income
- Generate employment
- Encourage Private Sector Participation
- Streamline ease of doing business

ii) **Promote Sustainability:**

- Promote Greener mode of transport
- Sustainable proposition for cargo transportation in the region

iii) **Efficient Transportation:**

- Promote Multimodality

2. **Objective of the Services**

2.1 Based on the Preliminary Project Preparatory Study carried out under RWG project, following broad initiatives or project components have been identified:

- Fairway development & Dredging: Dredging and riverbank stabilization, fairway & infrastructure development on IBP routes, NW 2, 16 and in Sunderbans, and navigation lock and canal at Jangipur.
- Modernization of terminal facilities: Modernization of Ports of Calls and streamline similar infrastructure on both sides.
- Navigational Lock: Revamping/upgradation of navigational lock and Jangipur and the navigation channel.
- Navigational Aids: Installation of modern state of the art navigation aids for ensuring navigation 24 hours a day.
- First/last mile connectivity: Developing efficient road connectivity upto the smaller jetties/terminals along the IWT corridors.
- Terminal Development: Tourist jetties and landing jetties, new cargo and dedicated Ro-Ro terminals and storage facilities, including cold storage.

2.2 Keeping in view the overall scope and objectives of RWG, manpower of multi-disciplinary skills and expertise is required for which it has become necessary to appoint a professional business consulting firm (hereinafter referred to as the “**Consultant**”) for providing Project Management Consultancy (PMC) services for development and implementation of RWG (hereinafter referred to as “**Services**”).

2.3 The Client desires to engage Consultant for a period of 18 months years or till 31.12.2025 (whichever is earlier) from the Effective Date and such time period shall be extendable for subsequent period of one (1) year on mutual consent of both the Parties and subject to project(s) requirement & satisfactory performance of Consultant. The payment of this assignment is planned to be done under World Bank assisted Jal Marg Vikas Project (JMVP), payment after the JMVP shall be considered by IWAI through its resources. The Consultant will work with the Client officials in discharging its functions / responsibilities effectively &

efficiently for overall management of the project(s) and ensure that project(s) development is in accordance with the Client's development strategy and various other compliances.

2.4 The Consultant will act as a vital link between the Client and all the stakeholders and ensure coordinated execution. The Consultant will assist the Client in (i) efficient procurement and management of other consultants and / or contractors and / or entities needed for the project(s); (ii) ensure progress of the works and quality of deliverables by other consultants and / or contractors and / or entities appointed for the project(s), such that each and every activity envisaged for the project(s) is completed in agreed timeline, within budgeted cost frame and in full compliance with the applicable Client's / Bank's acts, rules and regulations; and (iii) project(s) coordination including reviews and meetings. The objective is also to achieve project(s) monitoring indicators and milestones, within the stipulated time frame.

3. **Detailed Scope of Work for the Services**

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

3.1 **Project Management**

The Consultant shall assist the Client in the following activities:

4.1.1 *Project Preparation*

- (a) Assist IWAI to successfully execute the RWG Project by providing administrative, managerial, technical, professional and financial know-how and support.
- (b) Assist IWAI in obtaining necessary administrative and financial approvals of the competent authority required for successful implementation of the Project, including preparation of proposals for internal approvals, Agenda Notes for consideration of proposals by the IWAI Board, Standing Finance Committee Memorandum, Expenditure Finance Committee (EFC) / Public Investment Board (PIB) Memorandum, Note for the Cabinet Committee on Economic Affairs (CCEA) etc.
- (c) acquainting with all the work done and reports / documents prepared for the project(s) by the Client i.e. review already approved reports / documents prepared for the project(s) and document them on soft and hard media, for ready reckoning for future recourse; and
- (d) streamlining internal workflow for better coordination and control by setting procedures, systems, standards, criteria and reporting systems including point of contact for all the working teams

4.1.2 *Procurement Management*

4.1.2.1 *Preparation of Bid Documents*

- (a) Determining the best suitable procurement strategy and preparing detailed Terms of Reference (ToR) /scope of work and qualifying & bid evaluation criteria for procurement of goods, services and works contracts;
- (b) Preparing bidding documents for procurement of goods, services and works contracts such as Expression of Interest (EoI), Request for Qualification (RFQ) / Pre-Qualification (PQ) and Request for Proposal (RFP) as directed by the Client from time to time as per the Standard Procurement Guidelines of the Bank. For this purpose, the Consultant shall work closely with the Client / Bank, its legal & financial advisers and technical consultants; and
- (c) Incorporating all suggestions / comments / reviews in the documents and subsequent finalizing of the bidding documents

4.1.2.2 *Pre-bid meeting*: conducting Pre-bid meetings / conferences, preparing (i) minutes of Pre-bid meetings; (ii) replies to the Pre-bid queries; and (iii) amendments / addenda / corrigenda to the Bid documents

4.1.2.3 *Selection of the preferred Bidder*

- (a) Evaluating the Technical & Financial Bids received from the Bidders, participating in the Technical Evaluation Committee (TEC) meetings, preparing minutes of the TEC meetings, issuance of clarifications to the Bidders, preparing Technical & Financial Bid Evaluation Reports and review of Bids' validity period. Further, the Consultant shall ensure that all the applicable policies, procedures and guidelines of the Bank are adhered; and
- (b) Preparing Letter of Award (LoA) & executing Contract Agreement in accordance with relevant clauses of RFP / Bid Document and refund of Bid Security / Earnest Money Deposit (EMD) to the unsuccessful Bidders

4.1.2.4 *Procurement Monitoring*: tracking & monitoring all procurement activities using the IT based MIS tool and dashboard to enable effective decision making and also highlight triggers for ongoing / next set of activities to be initiated on rolling basis. The Consultant is expected to update the data in the IT tools/apps and run the tool for review, monitoring and tracking. Further, the Consultant shall highlight any non-conformity or deviations from the approved schedule and need for amendments, if any.

4.1.3 *Project Oversight & Reporting*

- (a) Tracking & monitoring various project(s) and initiatives using the IT based MIS tools and dashboards so as to enable effective decision making and also highlight triggers for ongoing / next set of activities to be initiated on rolling basis. The Consultant is expected to update the data in the IT tools / apps and run the tool for review, monitoring and tracking. Further, the Consultant shall highlight any non-conformity or deviations from the approved schedule and need for amendments, if any;
- (b) Escalating issues to the Client in case of unavailability of data from the other consultants and / or contractors and / or entities appointed for the project(s) on timely basis;
- (c) Developing any other comprehensive dashboard for project(s) monitoring and monitoring physical & financial progress for execution of works and assist in forward physical & financial planning;
- (d) Reporting monthly & quarterly project(s) status to all the stakeholders and identification of critical interfaces that need to be managed carefully;
- (e) Conducting regular project(s) review meetings with the other consultants and / or contractors and / or entities appointed for the project(s) and other relevant stakeholders to discuss the various project(s) related aspects and preparing, circulating, following up and reporting on the action points discussed during various project(s) review meetings and highlight any non-compliance; and
- (f) Monitoring the Key Performance Indicators (KPIs) of other consultants and / or contractors and / or entities appointed for the project(s) vis-à-vis actual performance to highlight the key areas of concern and suggest improvement areas

4.1.4 *Schedule Monitoring*

- (a) Reviewing the reports/schedules prepared by other consultants and / or contractors and / or entities appointed for the project(s) and conduct trend analysis, schedule analytics including planned vs actual analysis & critical path analysis and recommendations on course correction/ look ahead plans;
- (b) Undertake analysis of critical path and near critical path for the project(s) on monthly/quarterly basis and suggest fast tracking/crashing/improvements in order to ensure timely completion of the project(s) in line with the overall implementation schedule; and

(c) providing oversight on initial & revised baselines and gaps vis-a-vis progress on ongoing basis

4.1.5 *Contract Management & Administration*

- (a) overall administration of the contracts and monitoring of various documents submitted during the contract execution between the Client and other consultants and / or contractors and / or entities appointed for the project(s);
- (b) keeping track of all the contract documentations and ensuring timely renewal of these documents during the course of the contract and / or at the time of any contract extensions;
- (c) monitoring any major change in scope of the project(s) and reporting impact of the change on overall time & cost; and
- (d) providing advice to the Client on other consultants and / or contractors claims / disputes

3.2 **Traffic & Logistics**

The Consultant shall assist the Client in the following activities:

- (a) reviewing and providing comments on feasibility reports / DPRs / market studies / any other report / proposals within the context of traffic & logistics;
- (b) identifying policy gaps (if any);
- (c) coordinating with agencies such as various Central Govt. Ministries / Departments, State Government departments, district administration and other statutory bodies on matters related to the project and infrastructure development including policy;
- (d) identifying relevant hinterland and target stakeholders that can be potential users of IWT sector;
- (e) conducting cost benefit analysis to assess potential for traffic components for key Origin-Destination (O-D) pairs;
- (f) preparing Standard Operating Procedures (SoPs) / Manuals, concept notes, schemes etc for various activities related to movement of cargo / passenger / Ro-Ro / Ro-Pax movement;
- (g) supporting in arranging stakeholder consultations / programs, preparing Memorandum of Understandings (MoUs) / Agreements with stakeholders;
- (h) suggesting various methods to be adopted for promotion of cargo movement and assist the client in achieving the milestones related with cargo movement in the region.; and
- (i) conducting outreach events including one-on-one meetings, presentations, joint meetings, workshops, road shows with stakeholders and facilitating interaction / meetings .

3.3 **Overall Support**

The Consultant shall assist the Client in the following activities:

- 4.3.1 Study and assessment, of infrastructure linked initiatives in the RWG region, assessment of regulatory and policy related initiatives and assessment of physical constraints and other operational constraints in the movement of cargoes in the region specifically through waterways.
- 4.3.2 Preparation of detailed proposals regarding required interventions to realize the significant potential that RWG has to offer in terms of an environmentally friendly mode of transport and bringing in logistics efficiencies, boosting trade and economic development, including Terminal development, Fairway development, Navigational Aids, First mile/last mile, Connectivity, Vessels, Regulator/Policy etc.
- 4.3.3 Preparing proposals/ agendas / notes / write ups / presentations for the consideration of the Ministries and departments of Central & State Government including their subsequent follow ups;
- 4.3.4 Coordinating various meetings with the other consultants and / or contractors and / or entities appointed for the project(s). The Consultant shall prepare agendas / write ups /presentations/ notes before each meeting and should discuss the same with the officials of the Client. The Consultant shall also prepare and

submit minutes after every meeting for necessary actions and follow ups;

- 4.3.5 various audits / inspections / investigations and prepare the replies on the comments / observations raised by these agencies from time to time;
- 4.3.6 preparing comments / opinions / recommendations sought by the Ministries / departments / implementing agencies under the State / Central Government with respect to the Client's project(s) being developed/implemented;
- 4.3.7 maintaining all relevant records & correspondences and keep them updated from time to time;
- 4.3.8 conducting various seminars/workshops/meetings etc. with various stakeholders; and
- 4.3.9 documentation of key insights and learnings including the innovations or use of latest technology being adopted that are undertaken during the project(s) to ensure that the all stakeholders are aware of the same

The Consultant shall also undertake site visits/ inspections to the various project(s) sites of the Client on need basis, if requested by the Client.

4. Reporting Requirements & their Timelines

The Consultant will prepare and submit the following reports in hard and soft copy to the Client in the format prepared by the Consultant and as approved by the Client:

S. No	Particulars of the Report	Content of the Report	Time of submission
1)	Inception Report	The Consultant shall prepare and submit an Inception Report at the end of first month containing a description on approach and methodology along with detailed work plan and resource deployment plan	Within 30 days from Effective Date
2)	Monthly Progress Reports	The Consultant has to ensure that various components of the project(s) are progressing in accordance with the approved work program. The Consultant shall prepare & submit a brief Monthly Progress Report summarizing the works accomplished by the other consultants and / or contractors and / or entities appointed for the project(s) for the preceding month. The report shall showcase physical & financial progress and outline any problems encountered (administrative, technical or financial) and give details on the same. The report shall also record the status of payment of consultants and / or contractors and / or entities appointed for the project(s), monthly certificates of all claims for cost or time extensions, and of action required from the Client to permit unconstrained works implementation.	For every month by 7 th date in the following month
3)	Quarterly Progress Reports	The Consultant shall prepare and submit a comprehensive Quarterly Progress Report summarizing all activities under the contract of consultants and / or contractors and / or entities appointed for the project(s) at the end of each quarter, and also at other times when considered warranted by the concerned stakeholders because of delay of the works or because of the occurrence of technical or contractual difficulties. Such reports shall include but not be limited to: (i) details of major milestones achieved by the consultants and / or contractors and / or entities appointed for the project(s); (ii) progress of the consultants and / or	For every quarter by 7 th date in the following month after completion of quarter

S. No	Particulars of the Report	Content of the Report	Time of submission
		contractors and / or entities appointed for the project(s); (iii) all contract variations and change orders; (iv) status of consultants and / or contractors and / or entities appointed for the project(s) claims, if any etc. and will include brief descriptions of the technical and contractual problems being encountered, physical and financial progress, financial status of the contract as a whole consisting of the cost incurred, cost forecast and other relevant information on the ongoing contract.	

5. Manpower Requirement & Eligibility Criteria

The Consultant shall form a multi-disciplinary on-site team (the "**Experts**") for undertaking the Services. The Experts must have relevant experience complying to the requirements of ToR, familiarity with the local conditions and prevalent local laws and must exhibit expertise of international standards in monitoring of large infrastructure projects. The Experts nominated by the Consultant must be confirmed as available for the Services to do the scheduled work. The Consultant's team must comprise of highly qualified and experienced Key and Non-Key Experts, best suited for the Services.

S#	Experts	Client's H.O.
Key Experts		
1.	Team Lead	1
2.	Traffic Expert	1
3.	Technical Expert	1
4.	Procurement Expert	1
Non-Key Experts		
1.	Non-Key Experts	1++

++ denotes positions which will not be considered for Technical Evaluation

The minimum & desired qualification and experience of the Experts are briefly described herein however, the Consultant shall only provide the CVs of the Key Experts in their Technical Proposal which would be considered for the purpose of evaluation. Further, the Consultant can engage sub-consultants for Environment Specialist and Social Specialist.

CVs shall not be evaluated at REoI stage. The same shall be evaluated during detailed technical proposal evaluation stage.

For Non-Key Experts, the Consultant shall submit the CVs for approval of the Client prior to signing of the Contract.

The CVs of the proposed Key Experts must be submitted along with a signed declaration by the proposed professional confirming their availability for the Services. The CVs submitted without such declaration shall not be considered for Technical Evaluation. Some Key Experts shall be employed intermittently, at intervals which would be proposed by the Client.

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
A. Key Experts					
1.	Team Lead	1	Graduate in Civil Engineering and Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> • Minimum experience of twenty (20) years out of which minimum ten (10) years of experience in the Ports and IWT sector • Preference would be given to Experts who have led project management consultancy services assignment in the Ports/ IWT sector as Project Manager / Project Director 	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> • leading, coordinating and supervising the Consultant's team for delivering the Services in a time bound manner and also providing directions to the Consultant's team to ensure that the project(s) are delivered as per the Client's / Bank's requirements • overall management of the project(s) including but not limited to monitoring, reporting and coordinating to ensure that the project(s) development is in accordance • Assist client in obtaining necessary administrative and financial approvals of the competent authority required for successful implementation of the Project, including preparation of proposals for internal approvals, Agenda Notes for consideration of proposals by the IWAI Board, Standing Finance Committee Memorandum, Expenditure Finance Committee (EFC)/Public Investment Board (PIB) Memorandum, Note for the Cabinet Committee on Economic Affairs (CCEA) etc. • overall administration of the contracts and monitoring
2.	Traffic Expert	1	Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> • Minimum experience of fifteen (15) years out of which minimum five (5) years of experience in traffic & logistics studies in the Ports & Waterways sector • Preference would be given to those Experts who have experience in operations & 	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> • reviewing and providing comments on feasibility reports / DPRs / market studies / any other report / proposals within the context of traffic & logistics • coordinating with agencies such as various Central Govt. Ministries / Departments, State Government departments, district administration

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
				<p>commercial management of Ports / IWT projects and have experience in planning & organizing cargo movements in IWT sector</p>	<p>and other statutory bodies on matters related to traffic & logistics</p> <ul style="list-style-type: none"> • preparing Standard Operating Procedures (SoPs)/ Manuals, concept notes, schemes etc for various activities under RWG • ways / methods to be adopted for promotion of cargo movement and overall support to the Client in arranging stakeholder consultations / programs
3.	Technical Expert	1	Graduate in Civil / Mechanical Engineering and Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> • Minimum experience of seven (7) years out of which minimum three (3) years of experience in preparation of MIS / project controls / project management in Ports / IWT / Roads & Highways / Airports & Aviation / Railways / Urban Transportation / Logistics parks & MMLH sectors • Preference will be given to those Experts who have relevant experience in the IWT sector 	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> • conducting regular project(s) review meetings with the consultants and / or contractors and / or entities appointed for the project(s) and other relevant stakeholders to discuss the various project(s) related aspects and preparing, circulating, following up and reporting on the action points discussed during various project(s) review meetings and highlight any non-compliance • monitoring the KPIs of consultants and / or contractors and / or entities appointed for the project(s) vis-à-vis actual performance to highlight the key areas of concern and suggest improvement areas • preparing proposals/ agendas/ notes/ write ups/ presentations for the consideration of the Ministries and departments of Central & State Government including their subsequent follow ups • preparing comments/ opinions/ recommendations sought by the Ministries/ departments/ implementing agencies under the State/ Central Government with respect to the Client's project(s) being developed/implemented
4.	Procurem	1	Graduate in the field of Civil	<ul style="list-style-type: none"> • Minimum experience of seven (7) years out 	<p>Shall be responsible for the following major activities:</p>

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
	ent Expert		Engineering and Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<p>of which minimum five (5) years of experience in managing procurement of various goods / consultancy / works contracts for Ports / IWT / Roads & Highways / Airports & Aviation / Railways / Urban Transportation / Logistics parks & MMLH projects with Government Departments / PSUs. Should also have relevant experience of working on multilateral funded (World Bank / ADB etc.) projects</p> <ul style="list-style-type: none"> • Preference will be given to those Experts who have relevant experience in the IWT sector 	<ul style="list-style-type: none"> • Developing procurement strategies and plans • Preparation of RFQ / PQ/ RFP documents for invitation to Bid for project(s) including issuance of notices / request for Bids etc. • Bid Process Management and selection of consultant(s) and / or contractor(s) for project(s) development
B. Support staff/ Non key expert					
1.	Support staff	1	Graduate in the field of Civil Engineering	<ul style="list-style-type: none"> • Minimum experience of five (5) years in the infrastructure sector 	<ul style="list-style-type: none"> • Shall be responsible for providing overall support to the Key Experts and shall ensure proper coordination among the project implementation teams



[DOCUMENT TITLE]				
Reference :- To, Vice Chairman & Project Director Jal Marg Vikas Project Inland Waterways Authority of India (Ministry of Ports, Shipping and Waterways, Govt. of India) A – 13, Sector – 1, Noida -201301 (U.P.)			Date:-	
Subject:- “Project Management Consultancy Services for Regional Waterways Grid (RWG) Project” IWAI Reference: -				
Dear Sir, Refer your Expression of Interest We are pleased to enclose our credentials for the subject cited assignment as per your requirements listed at Para 3 (a through d).				
SL.NO	Description of Documents	Documents required to be furnished	Yes / No	Reference
1	Name of the Organization	<i>Copy of Certificate of Incorporation.</i>		
	Date of Establishment			
	Date of Commencement of Business			
	Type of Organization – Legal Status			
	Nature of Business			
	PAN No			
	GST No			
	Exact & Complete Address			
	Telephone / Fax numbers.			
	E-mail and cable address.			
1.1	Present a brief profile - narrative description of the firm(s).	<i>Kindly avoid submission of company brochures for the purpose description of the firm</i>		
	Organizational strength of Consultant			
	Key persons ... 2 principals with contact details to be Contacted by IWAI.			
1.1	EOI Submitted as Sole Applicant or Joint Venture / Consortium	<i>If submitted as Joint Venture / Consortium, details of Joint Venture / Consortium Partner similar to 1 above</i>		
	Details of Joint Venture Partner			
2	For Consultant of Foreign registry , indicate if there is any branch office(s) established in India with details in aforesaid manner	<i>If yes, details similar to 1 above</i>		

3	Qualification Requirements	<i>Details of relevant Engagement,</i>			
3 a	Consultant should have a minimum average annual financial turnover of INR 7.73 Crores during the last 5 years – CA certified declaration for last 5 years to be submitted along with the EOI’.	2022-23	<i>CA certified declaration for last 5 years.</i>		
		2021-22			
		2020-21			
		2019-20			
		2018-19			
3 b	Consultant should have completed 3 studies pertaining to providing PMC services during last 05 years. – List of Scope of work, date of commencement, date of completion, client’s details, along with copies of work order, completion certificate issued by client to be submitted.	<i>Kindly Provide following details toward completed works.</i> <ul style="list-style-type: none"> • <i>Client’s details</i> • <i>Scope of work</i> • <i>Date of commencement,</i> • <i>Date of completion,</i> • <i>Synopsis of the Projects (relevant certificates of Commencement & completions issued by client should be enclosed)</i> 			
3c	Consultant should be having a minimum of 12 employees on their payroll – declaration to be submitted.	<i>Declaration to be made by company HR</i>			

Hope you will find the same in line with your requirements.

Signature & Name of the Consultant
Date & Seal

Certificate

This is to confirm & certify that the information furnished with this Expression of Interest (EOI) are true & Correct and are not debarred by the World Bank.

Signature & Name of the Consultant
Date & Seal

**Enclosure :-
As listed here under:-**