

SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

RFP No.: IN-IWAI-449791-CS-QCBS

**Selection for Technical Support Services Consultant (TSSC) for
Supervision of Quantity based Dredging Contracts on National Waterway –
1 (River Ganga)**

**Client: Inland Waterways Authority of India, Ministry of Ports, Shipping,
and Waterways, Government of India**

Country: India

**Project: Capacity Augmentation of National Waterway – 1 (Jal Marg
Vikas)**

Issued in: October' 2024

*Inland Waterways Authority of India,
Ministry of Ports, Shipping & Waterways
GOVERNMENT OF INDIA*

PROJECT: *Capacity Augmentation of National Waterway – 1*

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NATIONAL COMPETITIVE BIDDING
(Two-Envelope Bidding Process with e-Procurement)

File no: -IWAI/WB/NW-1/14/26/2024

Bid no: - IN-IWAI- 449791-CS-QCBS

NAME OF WORK: - Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga)

PERIOD OF SALE OF BIDDING DOCUMENT	FROM Date 09.10.2024
TIME AND DATE OF PRE-BID MEETING	DATE 21.10.2024 TIME 15.00 HOURS
LAST DATE AND TIME FOR RECEIPT OF BIDS	DATE 06.11.2024 TIME 15.00 HOURS
TIME AND DATE OF OPENING	DATE 06.11.2024 TIME 15.30 HOURS Technical Part
<i>The firms that qualify technically shall be notified subsequently for opening of the financial part of their bids.</i>	
PLACE OF OPENING OF BIDS	IWAI, A-13 Sector-1; Noida
OFFICER INVITING BIDS: - <i>Project Director (JMVP) Inland Waterways Authority of India, A – 13, Sector – 1, Noida – 201301, Uttar Pradesh – INDIA Telephone No.: (91) 0120-2424544 Email. : vc.iwai@nic.in</i>	

Employer: *Inland Waterways Authority of India,
Ministry of Ports, Shipping & Waterways
Government of India*

***Invitation of Proposals (E-Procurement Notice)
(CONSULTING SERVICES – FIRMS SELECTION)***

COUNTRY - INDIA

NAME OF PROJECT - *Capacity Augmentation of National Waterway – 1*

Loan No. 8752 – IN

Reference No. *IN-IWAI- 449791-CS-QCBS*

Assignment Title: *Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga)*

The Government of India has received a loan from the World Bank towards the cost of the Capacity Augmentation of National Waterway – 1 (Jal Marg Vikas Project) and intends to that a part of the proceeds will apply for consulting services as detailed below. **Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga)**

The *Inland Waterways Authority of India, Ministry of Ports, Shipping & Waterways, Government of India*, now invites eligible consulting firms (“Consultants”) to submit their proposals for providing the Services. Interested Consultants may download the RFP document free of cost from <https://eprocure.gov.in/eprocure/app> . The Consultants would be responsible for ensuring that any addenda available on the website is also downloaded and incorporated.

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 – January 2011 (Revised July 2014)*, setting forth the World Bank’s policy on conflict of interest.

Consultants are allowed associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the QCBS method set out in the Consultant Guidelines. Further information can be obtained at the address below during office hours between 9.30 am to 6.00 pm

Vice Chairman & Project Director (JMVP)

Inland Waterways Authority of India; Project Management Unit

Address: A–13, Sector – 1: Noida, Gautam Buddha Nagar, Uttar Pradesh – 201301; India

E-mail address: vc.iwai@iwai.gov.in , iwaipmuskp@gmail.com

Proposals must be submitted online at <https://eprocure.gov.in/eprocure/app> .Interested consultants are required to register on this website at no cost and prior to the submission of proposals. Consultant is also required to have a Digital Signature (DSC Class-II) from one of the Government of India authorized Certifying Authorities in order to submit a proposal on line at the web address indicated above.

Proposals must be submitted latest by Date: 06.11.2024 Time: 15.00 Hrs.

PART I

Section 1. Letter of Invitation

RFP No.IN-IWAI-449791-CS-QCBS
Loan/Credit/Grant No 8752-IN
Noida,

Dated: 09.10.2024

Dear Sir/ Madam.:

1. The Government of India (hereinafter called "Borrower") has applied for financing from the *[select: International Bank for Reconstruction and Development (IBRD) (the "Bank")* in the form of a "loan" (hereinafter called "loan" toward the cost of Capacity Augmentation of National Waterway – 1 (Jal Marg Vikas). The Inland Waterways Authority of India *on behalf of the Government of India*, an implementing agency of the Client, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Request for Proposals is issued. Payments by the Bank will be made only at the request of Government of India and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the loan agreement. The loan agreement prohibits a withdrawal from the *[loan/credit/grant]* account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the loan agreement or have any claims to the proceeds of the loan.
2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): Hiring of an Organization for Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga). More details on the Services are provided in the Terms of Reference (Section 7).
3. A firm will be selected under Quality and Cost Based Selection (QCBS) and in a Full Technical Proposal (FTP) format as described in this RFP, in accordance with the policies of the Bank detailed in the Consultants' Guidelines which can be found at the following website: www.worldbank.org/procure.
4. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants and Data Sheet
 - Section 3 - Technical Proposal (FTP) - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 – Eligible Countries
 - Section 6 – Bank's Policy – Corrupt and Fraudulent Practices
 - Section 7 - Terms of Reference
 - Section 8 - Forms of Contract (Time based)
5. Details on the proposal's submission date, time and address are provided in Clauses 17.7 and 17.9 of the ITC.

Yours sincerely,

Vice Chairman and Project Director, JMVP
Inland Waterways Authority of India,
A-13, Sector-1, Noida-201301

Section 2. Instructions to Consultants and Data Sheet

[“Notes to the Client”: this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes, acceptable to the Bank, to address specific country and project issues, to supplement, but not over-write, the provisions of the Instructions to Consultants (ITC), shall be introduced through the Data Sheet only. “Notes to the Client” should be deleted from the final RFP issued to the Consultants].

A. General Provisions

1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) “Applicable Guidelines” means the policies of the Bank governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (d) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (e) “Borrower” means the Government, Government agency or other entity that signs the *loan*¹ agreement with the Bank.
- (f) “Client” means the implementing agency that signs the Contract for the Services with the selected Consultant.
- (g) “Consultant” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (h) “Contract” means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (i) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific

¹ [“loan agreement” term is used for IBRD loans; “financing agreement” is used for IDA credits; and “grant agreement” is used for Recipient-Executed Trust Funds administered by IBRD or IDA]

country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.

- (j) “Day” means a calendar day.
- (k) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (l) “Government” means the government of the Client’s country.
- (m) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (n) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (o) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- (p) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the Consultants.
- (q) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (r) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.
- (s) “RFP” means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SRFP.
- (t) “SRFP” means the Standard Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.

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- (u) “Services” means the work to be performed by the Consultant pursuant to the Contract.
 - (v) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.
 - (w) “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

2.1 The Client named in the **Data Sheet** intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet**.

2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.

2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the **Data Sheet**.

3. Conflict of Interest

3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.

3.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise in the **Data Sheet**, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting assignments

(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.

c. Conflicting relationships

(iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the Bank's financing) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the 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 Bank throughout the selection process and the execution of the Contract.

4. Unfair Competitive Advantage

4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

5. Corrupt and Fraudulent Practices

5.1 The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section 6.

5.2 In further pursuance of this policy, Consultant shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, services providers, or suppliers to permit the Bank to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Bank.

6. Eligibility

6.1 The Bank permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for Bank-financed projects.

6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Bank in the Applicable Guidelines.

6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:

a. Sanctions

6.3.1 A firm or an individual sanctioned by the Bank in accordance with the above Clause 5.1 or in accordance with "Anti-Corruption Guidelines" shall be ineligible to be awarded a Bank-financed contract, or to benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall determine. The list of debarred firms and individuals is available at the electronic address specified in the **Data Sheet**.

b. Prohibitions

6.3.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

c. Restrictions for Government-owned Enterprises

6.3.3 Government-owned enterprises or institutions in the Borrower's country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client

To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budget support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow funds, and can be liable for repayment of debts and be declared bankrupt; and it is not competing for a contract to be awarded by the government department or agency which, under the applicable laws or regulations, is its reporting or supervisory authority or has the ability to exercise influence or control over it.

d. Restrictions for public employees

6.3.4 Government officials and civil servants of the Borrower's country are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Borrower's country, and they

(i) are on leave of absence without pay, or have resigned or retired;

(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring

(in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in the Borrower's country, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.; and

(iii) their hiring would not create a conflict of interest.

B. Preparation of Proposals

7. General Considerations

7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the

information requested in the RFP may result in rejection of the Proposal.

- 8. Cost of Preparation of Proposal**
- 8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- 9. Language**
- 9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the language(s) specified in the **Data Sheet**.
- 10. Documents Comprising the Proposal**
- 10.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
- 10.2 If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).
- 10.3 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
- 11. Only One Proposal**
- 11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.
- 12. Proposal Validity**
- 12.1 **The Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.
- 12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.
- 12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal

submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITC.

a. Extension of Validity Period

12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

b. Substitution of Key Experts at Validity Extension

12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected with the prior Bank's no objection.

c. Sub-Contracting

12.9 The Consultant shall not subcontract the whole of the Services.

13. Clarification and Amendment of RFP

13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.

13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

13.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals – Specific Considerations

14.1 While preparing the Proposal, the Consultant must give particular attention to the following:

14.1.1 If a Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so.

14.1.2 The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

14.1.3 If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.

14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget.

15. Technical Proposal Format and Content

15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert

position. Failure to comply with this requirement will make the Proposal non-responsive.

15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

16. Financial Proposal

16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**.

a. Price Adjustment

16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the **Data Sheet**.

b. Taxes

16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client's country is provided in the **Data Sheet**.

c. Currency of Proposal

16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.

d. Currency of Payment

16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

17. Submission, Sealing, and Marking of Proposals

17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the **Data Sheet**, the Consultant has the option of submitting its Proposals electronically.

17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all

members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "**TECHNICAL PROPOSAL**", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**"

17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**"

17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "**DO NOT OPEN BEFORE** [insert the time and date of the submission deadline indicated in the Data Sheet]".

17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

17.9 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

18. Confidentiality

18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Bank's sanctions procedures.

18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Consultant wishes to contact the Client or the Bank on any matter related to the selection process, it should do so only in writing.

19. Opening of Technical Proposals

19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a reputable public auditor or independent authority until they are opened in accordance with Clause 23 of the ITC.

19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

20. Proposals Evaluation

20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Bank issues its "no objection", if applicable.

20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While

evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

21. Evaluation of Technical Proposals

21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

22. Financial Proposals for QBS

22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.

22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.

23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)

23.1 After the technical evaluation is completed and the Bank has issued its no objection (if applicable), the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Consultant's choice.

23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and

unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals and to the Bank.

24. Correction of Errors

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

a. Time-Based Contracts

24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

b. Lump-Sum Contracts

24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

25. Taxes

25.1 The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the **Data Sheet**.

26. Conversion to Single Currency

26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet**.

27. Combined Quality and Cost Evaluation

**a. Quality- and
Cost-Based
Selection (QCBS)**

27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

**b. Fixed-Budget
Selection (FBS)**

27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the **Data Sheet** shall be rejected.

27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

c. Least-Cost Selection

27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.

D. Negotiations and Award

28. Negotiations

28.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.

a. Availability of Key Experts

28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.

28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

b. Technical negotiations

28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

c. Financial negotiations

28.6 The negotiations include the clarification of the Consultant's tax liability in the Client's country and how it should be reflected in the Contract.

28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

28.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, the Client may ask for clarifications and, if the fees are very high, ask to change the rates after consultation with the Bank.

The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying remuneration rates' structure under Clause 28.8 above, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.

29. Conclusion of Negotiations

29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.

29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. After having obtained the Bank's no objection, the Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.

30. Award of Contract

30.1 After completing the negotiations the Client shall obtain the Bank's no objection to the negotiated draft Contract, if applicable; sign the Contract; publish the award information as per the instructions in the **Data Sheet**; and promptly notify the other Consultants.

30.2 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

Instructions to Consultants

E. Data Sheet

A. General	
ITC Clause Reference	
2.1	<p>Name of the Client: Inland Waterways Authority of India, Ministry of Ports, Shipping and Waterways, Government of India.</p> <p>Method of selection: Quality and Cost Based Selection (QCBS)</p> <p>Applicable Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011 available on www.worldbank.org/procure</p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>No hard copy of Bid is required to be submitted.</p> <p>The name of the assignment is: <i>Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga)</i></p>
2.3	<p>A On – Line pre-proposal conference will be held: Yes</p> <p>Zoom Link for the On-Line Pre-Proposal Conference is as given below:</p> <p>Join Zoom Meeting – Link will be provided (at later date) on e-procurement portal (CPP Portal),</p> <p>Date of pre-proposal conference: 21.10.2024 Time: 15:00 Hrs Address: IWAI, A-13, Sector – 1, Noida – 201301, Uttar Pradesh, India Telephone: 0120-2544004 Facsimile: 0120-2543976 E-mail: vc.iwai@nic.in Contact person/conference coordinator: Vice Chairman and Project Director, JMVP</p>
2.4	<p>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: NA</p>
6.3.1	<p>A list of debarred firms and individuals is available at the Bank’s external website: www.worldbank.org/debarr</p>

B. Preparation of Proposals	
9.1	This RFP has been issued in the English language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.
10.1	<p>The Proposal shall comprise the following:</p> <p><u>For FULL TECHNICAL PROPOSAL (FTP): to be uploaded as .pdf files</u></p> <p>On-line Technical Proposal should consist of</p> <ol style="list-style-type: none"> 1) Annexure-I – Part A, Mandatory Criteria along with all attachments. 2) Form TECH-1 – Technical Proposal Submission Form (on Bidders Letter Head) 3) Power of Attorney to sign the Proposal 4) Form TECH-2 - Consultant Organization and Experience 5) Form TECH-2A – Consultant’s Organization. 6) Form TECH-2B - Consultant’s Experience. 7) Form TECH-3 – Comments or Suggestion on TOR, Counterpart Staff & Facilities to be provided by the client. 8) Form TECH-4 – Description of the Approach, Methodology, and Work Plan in responding to the Terms of Reference (TOR). 9) Form TECH-5 – Work Schedule and Planning for Deliverables 10) Form TECH-6 – Team Composition, Assignments and Key Experts Inputs along with their Curriculum Vitae (CVs to be attached). <p style="text-align: center;">AND</p> <p>On line Financial Proposal: <u>to be uploaded as .pdf files</u></p> <ol style="list-style-type: none"> (1) Form FIN-1 - Technical Proposal Submission Form (on Bidders Letter Head) (2) Form FIN-3 – Breakdown of Remunerations (3) Form FIN-4– Breakdown of Reimbursables Expenses for corresponding proposals at FIN-3 <p>On line Financial Proposal to be filled in EXCEL format.</p> <ol style="list-style-type: none"> (4) Form FIN-2 – Summary of Costs (FIN-3 & FIN-4) (EXECL format on CPP Portal)
10.2	Statement of Undertaking is required: No
11.1	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: Yes

12.1	Proposals must remain valid for 120 calendar days after the proposal submission deadline.
13.1	<p>Clarifications may be requested no later than 14 days prior to the submission deadline.</p> <p>The system will also send auto-e-mail regarding hosting of query and response to all the shortlisted Consultants. The shortlisted Consultants shall remain responsible to view query and response thereto.</p>
13.1.1	<p>The Client will host the amendment to RFP, if any on the e-procurement portal at any time prior to the submission deadline.</p> <p>The system will also send auto-e-mail regarding hosting of amendment to RFP to all the shortlisted Consultants. The shortlisted Consultants shall remain responsible to view amendment to RFP.</p>
13.1.2	The Client will host extension of submission deadline on the e-procurement portal.
13.2	<p>A Consultant may modify its Proposal in the following manner, by using the appropriate option for proposal modification on e-procurement portal, before the deadline for submission of proposals.</p> <p>(a) For proposal modification and consequential re-submission, the Consultant is not required to withdraw the proposal submitted earlier. The last modified proposal submitted by the consultant within the proposal submission time shall be considered as the ‘Proposal’.</p> <p>(b) For this purpose, modification/withdrawal by other means will not be accepted.</p> <p>(c) The modification and consequential re-submission of proposals is allowed any number of times.</p> <p>(d) A consultant may withdraw its proposal by using the appropriate option for proposal withdrawal, before the deadline for submission of proposals. However, if the proposal is withdrawn, re-submission is <i>not allowed</i>.</p>
14.1.1	Consultants in the form of a Joint Venture is Permitted.
14.1.2	<p>Estimated input of Key Experts’ time-input: 576 person-months.</p> <p>Estimated input of non-Key Experts’ time input :144 person-months.</p>
14.1.3 for time-based contracts only	Not applicable

<p>14.1.4 and 27.2 use for Fixed Budget method</p>	<p>Not applicable</p>
<p>15.2</p>	<p>The format of the Technical Proposal to be submitted is: FTP</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>
<p>16.1</p>	<p>(1) <i>a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</i></p> <p>(2) <i>cost of travel by the most appropriate means of transport and the most direct practicable route;</i></p> <p>(3) <i>cost of office accommodation, including overheads and back-stop support;</i></p> <p>(4) <i>communications costs;</i></p> <p>(5) <i>cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</i></p> <p>(6) <i>cost of reports production (including printing) and delivering to the Client;</i></p> <p>(7) <i>other allowances where applicable and provisional or fixed sums (if any)]</i></p>
<p>16.2</p>	<p>Price adjustment on the remuneration apply: YES</p> <p>Payments for remuneration made in [foreign <i>and/or</i> local] currency shall be adjusted as follows:</p> <p>(1) Remuneration paid in foreign currency on the basis of the rates set forth in Appendix C shall be adjusted every 12 months (and, the first time, with effect for the remuneration earned in the 13th calendar month after the date of the Contract Effectiveness date) by applying the following formula:</p> $R_f = R_{fo} \times \left[0.1 + 0.9 \frac{I_f}{I_{fo}} \right]$ <p>Where,</p> <p>R_f is the adjusted remuneration;</p> <p>R_{fo} is the remuneration payable on the basis of the remuneration rates (Appendix C) in foreign currency;</p> <p>I_f is the official index for salaries in the country of the foreign currency for the first month for which the adjustment is supposed to have effect; and</p> <p>I_{fo} is the official index for salaries in the country of the foreign currency for the month of the date of the Contract.</p> <p>The Consultant shall state here the name, source institution, and any necessary identifying characteristics of the official index for salaries corresponding</p>

	<p>to I_f and I_{fo} in the adjustment formula for remuneration paid in foreign currency: [<i>Insert the name, source institution, and necessary identifying characteristics of the index for foreign currency, e.g. “Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted; U.S. Department of Labor, Bureau of Labor Statistics”</i>]</p> <p>(2) Remuneration paid in local currency pursuant to the rates set forth in Appendix D shall be adjusted every 13th month (and, for the first time, with effect for the remuneration earned in the 25th calendar month after the date of the Contract) by applying the following formula:</p> $R_t = R_{t_0} \times \left[0.1 + 0.9 \frac{I_t}{I_{t_0}} \right]$ <p>where R_t is the adjusted remuneration, R_{t_0} is the remuneration payable on the basis of the rates set forth in Appendix C for remuneration payable in local currency, I_t is the official index for “Consumer Price (Combined) of all India” in the Client’s country for the first month for which the adjustment is to have effect and, I_{t_0} is the official index for “Consumer Price (Combined) of all India” in the Client’s country for the month of the date of the Contract.</p>
16.3	<p>Information on the Consultant’s tax obligations in the Client’s country should be checked with tax experts.</p> <p>The Consultant is to submit an Undertaking for Input Tax Credit in GST along with their proposal as per format attached with the RFP.</p>
16.4	<p>The Financial Proposal shall be stated in the following currencies: INR, USD, Euro, GBP</p>
<p>C. Submission, Opening and Evaluation</p>	
17.1	<p>The Consultants have to submit their Proposals electronically.</p> <p>The Client shall use the following electronic-procurement system to manage this Selection process: https://eprocure.gov.in/eprocure/app</p> <p>The Consultants shall submit their Proposals electronically on the e-procurement portal.</p> <p>The electronic submission procedures shall be as follows:</p> <p>The Consultants shall submit their Proposals (both Technical and Financial) electronically following the procedure given below. Detailed guidelines for viewing proposals and for online submission are given on the website:</p>

	<p>(a) To participate in the e-tendering process, it is mandatory for the consultants to have Class II Digital Signature Certificate (in the name of person who will sign the proposal) in the form of smart card/e-token, from any of the licensed Certifying Agency authorized by the Government of India. Consultants can see the list of licensed CAs from the link www.cca.gov.in</p> <p>(b) The consultant should register in the website using the relevant option available. Then the Digital Signature registration has to be done with the e-token, after logging into the website. The consultant can then login the website through the secured login by entering the password of the e-token & the user id/ password chosen during registration.</p> <p>(c) The size of individual files containing the documents comprising the Proposal(s) shall not exceed 2 MB and there is no limit on the number of files to be uploaded. If any document is more than 2MB, it can be reduced through zip / rar and the same can be uploaded, if permitted.</p>
17.7 and 17.9	<p>The Proposals must be uploaded on the e-procurement portal no later than:</p> <p>Date: 06.11.2024</p> <p>Time: 15:00 Hrs.</p>
19.1	<p>The procedure for online opening of technical proposals shall be: <i>Technical proposal will be opened on the e-procurement portal by the Client's Evaluation Committee at the date and time indicated below.</i></p> <p>Date: 06.11.2024</p> <p>Time: 15:30 Hrs.]</p> <p>Consultants have an option to attend the opening of the Technical Proposals in person. The opening shall take place at:</p> <p>Street Address: Inland Waterways Authority of India, A-13, Sector -1, Noida</p> <p><i>[In the event of the specified date of proposal opening being declared a holiday for the Client, the proposals will be opened at the appointed time and location on the next working day]</i></p>
19.2	<p>In addition, the following information will be read aloud at the opening of the Technical Proposals N.A.</p>
21.1	<p>Consultants technical proposal shall be evaluated in two parts. Part A (as mentioned below) shall be the mandatory criteria that the consultants must meet.</p> <ul style="list-style-type: none"> • Part-A: Technical Proposals of Consultants who do not meet the criteria in Part A, shall not be further evaluated and their proposal shall be disqualified / rejected.

	<ul style="list-style-type: none"> Part-B: Technical Proposal of Consultants, who meet the criteria in Part - A shall be evaluated further using the scoring scheme contained in Part B 																																					
21.1 Part-A	Part A: Mandatory Criteria – the format is placed in Section-3 (Annexure-I)																																					
	<table border="1"> <thead> <tr> <th>SL. NO</th> <th>Description of Documents</th> <th>Documents required to be furnished</th> </tr> </thead> <tbody> <tr> <td rowspan="11">1</td> <td>Name of the Organization</td> <td rowspan="11"><i>Copy of Certificate of Incorporation.</i></td> </tr> <tr> <td>Date of Establishment</td> </tr> <tr> <td>Nature of Business</td> </tr> <tr> <td>PAN No</td> </tr> <tr> <td>GST No</td> </tr> <tr> <td>Complete Postal Address with Pin Code</td> </tr> <tr> <td>Mobile no.</td> </tr> <tr> <td>E-mail address.</td> </tr> <tr> <td>Present profile – Brief description of the firm</td> </tr> <tr> <td>Organizational strength of consultant</td> </tr> <tr> <td>Key persons ... 2 principals with contact details to be Contacted by IWAI.</td> </tr> <tr> <td>1.1</td> <td> CPPP Portal Login- ID (E- Procurement) <i>To participate in the e-tendering process, it is mandatory for the consultants to have Class II Digital Signature Certificate or above (in the name of person who will sign the proposal) in the form of smart card/e-token, from any of the licensed Certifying Agency authorized by the Government of India</i> </td> <td><i>Kindly furnish CPP PORTAL login ID details of the Authorised Person</i></td> </tr> <tr> <td rowspan="2">1.2</td> <td>The Consultants can be a Individuals, Firms, including Joint Venture & their individual members</td> <td rowspan="2"><i>Details of Applicant / JV Partner in the Form prescribed at sl.no 1 above.</i></td> </tr> <tr> <td>Details of Joint Venture Partner</td> </tr> <tr> <td>2</td> <td>For Consultant of Foreign registry, indicate if there is any branch office(s) established in India with details in aforesaid manner</td> <td><i>If yes, details as called at sl.no1 above.</i></td> </tr> <tr> <td>3</td> <td>Consultant should have been engaged in conducting similar activities for the past 7 years – copy of Certificate of Completions to be submitted along with the EOI</td> <td><i>Details of relevant Engagement,</i></td> </tr> <tr> <td rowspan="5">3 a</td> <td rowspan="5">Consultant should have a minimum average annual turnover of INR 8 Crores in the last 5 financial years</td> <td>2023-24</td> <td rowspan="5"><i>CA certified declaration for last 5 years.</i></td> </tr> <tr> <td>2022-23</td> </tr> <tr> <td>2021-22</td> </tr> <tr> <td>2020-21</td> </tr> <tr> <td>2019-20</td> </tr> </tbody> </table>	SL. NO	Description of Documents	Documents required to be furnished	1	Name of the Organization	<i>Copy of Certificate of Incorporation.</i>	Date of Establishment	Nature of Business	PAN No	GST No	Complete Postal Address with Pin Code	Mobile no.	E-mail address.	Present profile – Brief description of the firm	Organizational strength of consultant	Key persons ... 2 principals with contact details to be Contacted by IWAI.	1.1	CPPP Portal Login- ID (E- Procurement) <i>To participate in the e-tendering process, it is mandatory for the consultants to have Class II Digital Signature Certificate or above (in the name of person who will sign the proposal) in the form of smart card/e-token, from any of the licensed Certifying Agency authorized by the Government of India</i>	<i>Kindly furnish CPP PORTAL login ID details of the Authorised Person</i>	1.2	The Consultants can be a Individuals, Firms, including Joint Venture & their individual members	<i>Details of Applicant / JV Partner in the Form prescribed at sl.no 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 as called at sl.no1 above.</i>	3	Consultant should have been engaged in conducting similar activities for the past 7 years – copy of Certificate of Completions to be submitted along with the EOI	<i>Details of relevant Engagement,</i>	3 a	Consultant should have a minimum average annual turnover of INR 8 Crores in the last 5 financial years	2023-24	<i>CA certified declaration for last 5 years.</i>	2022-23	2021-22	2020-21	2019-20
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	3b	<p>Consultant should have completed 3 such works of similar / related work during the last 7 years ending on 2023-24 towards Supervision and Project Management for successful implementation for managing and supervising of Contracts.</p> <p>Similar Work means ... Providing Technical Support Services Consultancy or Project Management Services for managing and supervising of Quantity based Dredging contracts / Assured LAD based Contracts</p>	<p><i>Kindly Provide following details toward completed works.</i></p> <ul style="list-style-type: none"> • <i>Client's details</i> • <i>Scope of work</i> • <i>Date of Start</i> • <i>Date of completion,</i> • <i>Synopsis of the Projects (relevant certificates of Commencement & completions should be enclosed)</i>
	3c	<p>Consultant should have a minimum of 60 employees on its payroll – Declaration to be submitted</p>	<p><i>Declaration to be made by the company's authorised Signatory.</i></p>
	3d	<p>Profile of the Persons likely to be deployed for this Assignment. <i>Please enclose details of methodology to be adopted - the Team Size & CV of the Team Leader & others.</i></p>	<p><i>Please provide the CV's with the details</i></p>
<p>21.1 Part-B</p>	<p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p>		
	Sl. no	Description	Points
	(i)	<p>Specific experience of the Consultant (as a firm) relevant to the Assignment:</p> <p>a) a minimum of 5 projects of similar nature to be submitted. Each project shall be awarded 2 marks</p>	<p>[10]</p>
	ii	<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):</p> <p>a) Approach and methodology (15) b) Work Plan (10) c) Organization and staffing (5)</p>	<p>[30]</p>
<p><i>[Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts]</i></p>			

	iii	Key Experts' qualifications and competence for the Assignment:	60														
<i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i>																	
		<table border="1"> <thead> <tr> <th><i>Name</i></th> <th><i>Points</i></th> </tr> </thead> <tbody> <tr> <td>Project Co-Ordinator at Noida</td> <td>10</td> </tr> <tr> <td>Project Manager cum Dredging Expert (Key Expert)</td> <td>15</td> </tr> <tr> <td>Hydrographic Surveyor (Key Expert)</td> <td>20</td> </tr> <tr> <td>Environment Expert (Key Expert)</td> <td>5</td> </tr> <tr> <td>Social Expert (Key Expert)</td> <td>5</td> </tr> <tr> <td>MIS Expert (Key Expert)</td> <td>5</td> </tr> </tbody> </table>	<i>Name</i>	<i>Points</i>	Project Co-Ordinator at Noida	10	Project Manager cum Dredging Expert (Key Expert)	15	Hydrographic Surveyor (Key Expert)	20	Environment Expert (Key Expert)	5	Social Expert (Key Expert)	5	MIS Expert (Key Expert)	5	
<i>Name</i>	<i>Points</i>																
Project Co-Ordinator at Noida	10																
Project Manager cum Dredging Expert (Key Expert)	15																
Hydrographic Surveyor (Key Expert)	20																
Environment Expert (Key Expert)	5																
Social Expert (Key Expert)	5																
MIS Expert (Key Expert)	5																
		The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights: 1) General qualifications (general education, training, and experience):	10%														
		2) Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments) :	80%														
		3) Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, et	10 %														
		Total weight:	100%														
		<p>Part-B</p> <ul style="list-style-type: none"> ➤ Specific experience of the Consultant..... – 10 ➤ Adequacy and quality of the proposed methodology – 30 ➤ Key Experts' qualifications and competence– 60 <p style="text-align: center;">Total points for the three criteria: 100</p> <p>The minimum technical score (St) required to pass is: 75</p>															
23.1		<p>An online option of the opening of the Financial Proposals is offered: Yes. Following the completion of the evaluation of the Technical Proposals, the Client will notify all Consultants of the location, date and time of the public opening of Financial Proposals.</p> <p>Notifications to the Consultants will be sent as following: The Client shall notify the Consultants online through e-procurement portal.</p>															

	<p>Consultants have an option to attend the opening of the Financial Proposals in person through authorised representative.</p> <p><i>The opening shall take place at: Date & Time</i></p> <p>Purchasers Address is: Vice Chairman & Project Director (JMVP) Inland Waterways Authority of India Project Management Unit Address: A-13, Sector – 1 City: Noida, Gautam Buddha Nagar, Uttar Pradesh – 201301 Country: India Telephone: +91 12022424544 mail address: vc.iwai@iwai.gov.in ,</p>
<p>23.3</p>	<p>Following the completion of the evaluation of the Technical Proposals, the Client will notify online through e-procurement portal, all Consultants of the location, date and time of the public opening of Financial Proposals.</p> <p>Any interested party who wishes to attend this public opening should contact [Vice Chairman & Project Director, JMVP, 0120-2544004 and request to be notified of the location, date and time of the public opening of Financial Proposals. The request should be made before the deadline for submission of Proposals, stated above.</p> <p>A notice of the public opening of Financial Proposals shall be published on the Client’s website.</p> <p>The online opening procedure shall be as following:</p> <p>Financial proposals will be opened on the e-procurement portal by the Client’s Evaluation Committee at the date and time indicated in https://eprocure.gov.in/eprocure/app</p> <p>The procedure for notifying the Consultants on the results of the Financial opening shall be as following: same as in ITB 23.2</p> <p>An option of presence in person is provided at the place, date and time as specified in BDS 23.1</p>
<p>25.1</p>	<p>For the purpose of the evaluation, the Client will exclude: all local identifiable indirect taxes such as GST, or similar taxes levied on the contract’s invoices; If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.</p>

26.1	Currency chosen for the conversion to common currency is INR. Source of Exchange rate shall be BC selling exchange rate of RBI or SBI, Main Branch, New Delhi (Date: As prevailing on 7 days prior to bid submission date).
27.1 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 80% P = 20%</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.</p>
D. Negotiations and Award	
28.1	<p>Expected date and address for contract negotiations: Date: Within 120 days of bid opening. Address: Inland Waterways Authority of India.</p>
30.1	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following: www.iwai.nic.in; www.devbusiness.com</p> <p>The publication will be done within 15 days after the contract signing.</p>
30.2	<p>Expected date for the commencement of the Services: Date: Within 15 days of signing of contract.</p>

Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION	<i>Page Limit</i>
Annexure-I	Part-A , Mandatory Criteria - listed at Para 21.1 Part A	
TECH-1	Technical Proposal Submission Form.	
TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
TECH-2	Consultant’s Organization and Experience.	
	TECH-2A - A. Consultant’s Organization	
	TECH-2B - B. Consultant’s Experience	
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	
	TECH-3A .. A. On the Terms of Reference	
	TECH-3B .. B. On the Counterpart Staff and Facilities	
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
TECH-5	Work Schedule and Planning for Deliverables	
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Consultant who signs the Proposal.

Annexure-I

Reference :-

Date:-

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.)

Subject: - Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga)
File Reference: IWAI/WB/NW-1/14/25/2024
Activity Ref: IN-IWAI-449791-CS- QCBS

Dear Sir,

Refer your RFP

We are pleased to enclose our credentials for the subject cited assignment as per your requirements listed at Para 21.1 Part -A

SL.N O	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 address.			
		Present a brief profile - Narrative description of the firm (s)..	<i>Kindly avoid submission of company brochures for the purpose of description of the firm</i>	
	Organizational strength of Consultant			
	Key persons ... 2 principals with contact details to be Contacted by IWAI.			
1.1	CPPP Portal Login- ID at NIC's e-procurement site <i>To participate in the e-tendering process, it is mandatory for the consultants to have Class II or above Digital Signature Certificate (in the name of person who will sign the proposal)</i>	<i>Kindly furnish the login ID details of the Authorized Person along with the Screen Shot of e-portal with Login details.</i>		

1.1	RFP Submitted as Sole Applicant or Joint Venture Details of Joint Venture Partner	<i>If yes, details of JV Partner similar to 1 above</i>		
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	Consultant should have been engaged in conducting similar activities for the past 7 years – copy of Certificate of Completions to be submitted along with the EOI	<i>Details of relevant Engagement,</i>		
3a	Consultant should have a minimum average annual financial turnover of INR 8 Crore during the last 5 years – CA certified declaration for last 5 years to be submitted along with the RFP.	2023-24 2023-23 2021-22 2020-21 2019-20	<i>CA certified declaration for last 5 years.</i>	
3b	Consultant should have completed 3 works during the last 7 years ending on 2023-24 towards Similar Work means ... Providing Technical Support Services Consultancy or Project Management Services for managing and supervising of Quantity based Dredging Contracts / Assured LAD based Contracts	<i>Kindly Provide following details toward completed works.</i> • <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>		
3d	Consultant should be having a minimum of 60 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 proposal are true & Correct and are not debarred by the World Bank.

Signature & Name of the Consultant Date & Seal

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Project Director,
Project Management Unit,
Capacity Augmentation of the National Waterway – 1 Project (Jal Marg Vikas),
Inland Waterways Authority of India,
(Ministry of Ports, Shipping & Waterways , Government of India)
Head Office: A-13, Sector – 1, Noida – 201301, India

Dear Sirs:

We, the undersigned, offer to provide the consulting services for “Hiring of an Organization for Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga).” in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant. }

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3.

-
- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Bank's policy in regard to corrupt and fraudulent practices as per ITC 5.
 - (e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
 - (f) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
 - (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached }

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

TECH 2 A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

TECH 2 B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 7 years.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment

FORM TECH-3
COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART
STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

TECH 3A - On the Terms of Reference

TECH 3B - On Counterpart Staff and Facilities

{ comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any }

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
 - b) Work Plan
 - c) Organization and Staffing }
-
- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here. }
 - b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }
 - c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff. }

FORM TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5)													
	6) delivery of final report to Client}													
D-2	{e.g., Deliverable #2:.....}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-6
TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3		D-...		Home	Field	Total
KEY EXPERTS															
K-1	Project Co-Ordinator at Noida	1 No													36
K-2	Project Manager cum Dredging Expert	2 Nos													72
K-3	Hydrographic Surveyor	8 No													288
K-4	Environment Expert	2 Nos													72
K-5	Social Expert	2 Nos.													72
K-6	MIS Expert	1 No.													36
											Subtotal				576
NON-KEY EXPERTS															
N-1	Logistics Support	4 Nos													144
N-2															
											Subtotal				144
											Total				720

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Client's country or any other country outside the expert's country of residence.

 Full time input

 Part time input

**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{ day/month/year }

Name of Expert

Signature

Date

{ day/month/year }

Name of authorized
Representative of the Consultant
(the same who signs the Proposal)

Signature

Date

Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Reimbursable expenses

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Noida, August, 2021 }

To: Vice Chairman & Project Director
Inland Waterways Authority of India
A-13, Sector-1, Noida – 201 301 (UP)

Dear Sirs:

We, the undersigned, offer to provide the consulting services for “Technical Support Services Consultant (TSSC) for Supervision of Quantity based Dredging Contracts on National Waterway – 1 (River Ganga)” in accordance with your Request for Proposal dated 09th August, 2021 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, *[Insert “including” or “excluding”]* of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant,
in which case the power of attorney to sign on behalf of all members shall be attached}

FORM FIN-2 SUMMARY OF COSTS

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet}			
	In Indian Rupees (Rs.)			
Cost of the Financial Proposal				
Including:				
(1) Remuneration				
(2) Reimbursables				
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}				
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded				
<u>Total Estimate for GST:</u>				

FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for time-based contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under time-based contracts

A. Remuneration _____					
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	Total in Rs.
_____	Key Experts				
K-1	_____		[Home]	_____	
			[Field]	_____	
K-2	_____		_____	_____	
			_____	_____	
_____	_____		_____	_____	
			_____	_____	
_____	Non-Key Experts				
N-1	_____		[Home]	_____	
N-2			[Field]	_____	
	_____		_____	_____	
			_____	_____	
	Total Costs				

Sample Form

Consultant:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consultant]

Signature of Authorized Representative

Date

Name: _____

Title: _____

**Consultant's Representations Regarding Costs and Charges
(Model Form I)**

(Expressed in {insert name of currency*})

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charges ¹	Overhead ₁	Subtotal	Profit ²	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Client's Country									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

When used for time-based contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under time-based contracts

B. Reimbursable Expenses					
N°	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	{Local Currency- as in FIN-2}
—	{e.g., Expenses for Site visits, proof checking, air travel, meetings, local transport and documentation etc.)			_____	
—		_____		_____	
—		_____			
—					
—					
Total Costs					

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Client can set up a ceiling.

FORM TECH-7

[Note to Client: include this requirement for supervision of civil works contracts.]

Code of Conduct Environmental, Social, Health and Safety (ESHS)

The Consultant shall submit the Code of Conduct that will apply to the Consultant's Key Experts and Non-Key Experts, to ensure compliance with good Environmental, Social, Health and Safety (ESHS) practice as may be more fully described in the following:

1. *[the Terms of Reference described in Section 7];*
2. *[Environmental and Social Impact Assessment (ESIA)];*
3. *[Environmental and Social Management Plan (ESMP)];*
4. *[Consent Conditions (regulatory authority conditions attached to any permits or approvals for the project)]; and*
5. *[specify any other relevant document/s]*

Section 5. Eligible Countries

In reference to ITC6.3.2, for the information of Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 6.3.2 (a): None

Under the ITC 6.3.2 (b): None

Section 6. Bank Policy – Corrupt and Fraudulent Practices

(this Section 6 shall not be modified)

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

“Fraud and Corruption

1.23 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party²;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation³;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party⁴;

² For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

³ For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

⁴ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

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- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁵;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights;
 - (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - (c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;
 - (d) will sanction a firm or an individual at any time, in accordance with prevailing Bank’s sanctions procedures⁶, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated⁷ sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

⁵ For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

⁶ A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank’s sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines.

⁷ A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant’s proposal for the particular services; or (ii) appointed by the Borrower.

Terms of Reference

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Introduction to the Project

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India. IWAI was set up in 1986 for regulation and development of 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). Government of India has so far notified 111 inland waterways as National Waterways.

National Waterway -1 (NW-1) on the Allahabad-Haldia stretch of Ganga-Bhagirathi-Hooghly River system of 1,620 km in length is a waterway of national significance passing through the States of West Bengal, Jharkhand, Bihar and Uttar Pradesh. It potentially serves the major cities of Haldia, Howrah, Kolkata, Bhagalpur, Patna, Ghazipur, Varanasi and Allahabad, their industrial hinterlands, and several industries located along the Ganga Basin. The rail and road corridors of this region are already saturated. Hence, development of NW-1 would result in an environment friendly, fuel efficient and cost-effective alternative mode of transportation, especially for bulk goods and hazardous goods and over dimensional cargo.

The World Bank (WB) has identified Varanasi, Haldia and Sahibganj for construction of multimodal terminals with rail and road connectivity and IWT terminal at Kalughat. Apart from the above terminals one navigational lock at Farakka is being built.

IWAI is planning to improve the navigability of NW-1 by

- a) Fairway development by providing an assured depth of at least in the stretches as defined in the scope of Dredging Contract of a particular stretch, viz (3 m between Tribeni – Katwa; Katwa - Farakka; Farakka - Kahalgaon; Sultanganj – Mahendrapur; Mahendrapur - Barh; 2.5 m between Barh – Digha; Digha – Majhaua; Majhaua – Ghazipur and 2.2 m between Ghazipur – Varanasi) as defined in this document as well as in the Dredging Contract of a particular stretch, throughout the corridor for at least 330 days in a year to make it navigable for comparatively larger vessels of 1,500-3,000 DWT and
- b) Civil structural, logistics and communications interventions required that includes multimodal terminals, jetties, navigational locks, channel marking systems etc.

Background

The Technical Support Services Consultant (TSSC) shall be responsible for the execution, supervision and monitoring of work under the scope of Dredging Contractor

which includes determining order of shoals to be dredged, Participating in Pre Dredge Survey, estimating quantity of dredging and time taken to complete the dredging of shoals, monitoring progress of dredging at shoals, participating in post dredge survey, Quantification of actual quantity dredged, Processing of raw data, preparation of charts and reports and other allied works and project management of various works under this assignment and under the scope of main contractor.

The IWAI has appointed the Dredging Contractors for carrying out the Quantity based dredging in Barh – Digha (74 km), Digha – Majhaua (95 Km), Majhaua – Ghazipur (115 Km), Ghazipur – Varanasi (133 Km) and Kalughat Access Channel of National Waterway – 1 for a period of 3 years from the Date of commencement of services.

The Employer proposes to appoint a Technical Support Services Consultant (TSSC) to supervise and monitor the execution of dredging works under the scope of the Dredging contractor. The TSSC has to perform the assignment in consultation with the Employer (Inland Waterways Authority of India, Noida).

The TSSC shall be provided with copies of the Environment Management Plan; Dredging Management Plan, and the Copy of the Contract between the IWAI and the Dredging Contractor. The TSSC shall use these as basic inputs necessary for implementation of the project.

Project Component

IWAI desires to engage a Technical Support Services Consultant for supervision of Quantity based dredging contracts awarded / being awarded in Barh – Digha (74 km), (ii) Digha – Majhaua (95 Km), (iii) Majhaua – Ghazipur (115 Km), (iv) Ghazipur – Varanasi (133 Km) and (v) Kalughat Access Channel of National Waterway – 1 (River Ganga) towards accomplishing the dredging works for smooth operation cum navigation of the traffic on NW-1.

Objective of the assignment

The objective of the assignment is Supervision services to effectively manage, supervise & monitor the execution of Quantity based dredging contracts in NW-1 under JMVP in accordance with the provisions of contract agreement with the Dredging Contractor awarded by IWAI – JMVP such that each and every activity specified for the project is completed in agreed timeline, within budgeted cost frame and in full compliance with the World Bank (WB) guidelines and applicable Employer's acts, rules

and regulations. The objective is also to ensure compliance to loan agreement covenants and to achieve project monitoring indicators and milestones as agreed-upon in the stipulated time frame.

Brief Scope of the Assignment

The assignment includes Supervision & Monitoring of Quantity based dredging contracts in NW-1. The Consultant has to also familiarize itself with the Work program of the Contractor which shall be an important aspect governing the deployment of professional staff from time to time in different disciplines by the Consultant. The Consultant has to supervise & monitor the dredging on day-to-day basis with reference to the Contract Agreement of the Dredging Contractor, Project Monitoring, Quality & Environment Control and Certification of Bills including completion of the project within the time period as specified in the contract Agreement of Main Dredging Contractor. It is expected out of this assignment that: -

- a) **TSSC** will efficiently monitor the Dredging Contractor(s) appointed for Barh – Digha (74 km), Digha – Majhaua (95 Km), Majhaua – Ghazipur (115 Km), Ghazipur – Varanasi (133 Km) and Kalughat Access Channel stretches of NW -1 and provide assistance to IWAI for successful completion and delivery of the Contracts on behalf of Project Management Unit (PMU) of Jal Marg Vikas Project of IWAI.
- b) **TSSC** shall ensure progress cum Inspection of the works and quality of deliverables by Dredging Contractor in implementation of the Project within the WB guidelines and applicable Employer’s acts, rules and regulations.
- c) **TSSC** shall be a well-equipped and qualified firm to provide consultancy services & Manpower for Inspection and supervision of the Dredging works in particular the stretch of works for managing the execution of contract management, environmental and social (impact) management, dispute resolution related to work, Pre & Post Dredge Surveys and overall project performance management of all execution agencies including TSSC involved and reporting the same along with providing related operational support to JMVP - PMU – PIU; RO, HO of IWAI.
- d) Employer i.e. Chairman IWAI acting through its Project Director (Jal Marg Vikas Project) has nominated “Engineer in Charges” (EICs) for Barh – Digha (74 km), Digha – Majhaua (95 Km), Majhaua – Ghazipur (115 Km), Ghazipur – Varanasi (133 Km) and Kalughat Access Channel stretches.
- e) **TSSC** shall act as “Employer’s Representative” of the “Engineer in Charge”

f) **TSSC** will be required to provide a team of suitably-qualified experts for the entire Contract period, including Key & Non-Key experts, as directed by Engineer-in-charge (EIC).

S. No.	Stretch of NW-1	Stretch specific field experts	Common Field Experts	Common expert for Project
1.	Barh – Digha (74 km)	(i) Hydrographic Surveyors (2 Nos.) (ii) Logistic Support - Non-Key Expert (1 No.)	(i) Project Manager cum Dredging Expert (1 No.) (ii) Environment Expert (1 No.)	(i) Project Coordinator at Noida (1 no.) (ii) MIS Expert (1 no.)
2.	Digha – Majhaua (95 Km)	(i) Hydrographers (2 Nos.) (ii) Logistic Support - Non-Key Expert (1 No.)	(iii) Social Expert (1 No.)	
3.	Majhaua – Ghazipur (115 Km)	(i) Hydrographic Surveyors (2 Nos.) (ii) Logistic Support - Non-Key Expert (1 No.)	(i) Project Manager cum Dredging Expert (1 No.) (ii) Environment Expert (1 No.)	
4.	Ghazipur – Varanasi (133 Km)	(i) Hydrographic Surveyors (2 Nos.) (ii) Logistic Support - Non-Key Expert (1 No.)	(iii) Social Expert (1 No.)	
5.	Access Channel Kalughat	Experts deployed for Barh – Digha & Digha – Majhaua stretches shall supervise 6 months Quantity based dredging work.		

The following are the principal tasks envisaged under the TSSC:

Comprehensive Project Technical support including & apart from day-to-day supervision for ensuring progress, quality and safety parameters as outlined in the scope of Dredging Contractor(s) and coordination and management with all stakeholders including Contractors and Consultants, will also ensure

-
- (i) Contract Performance
 - (ii) Contract Management and Administration Services
 - (iii) Ensuring Compliance to Quality and Safety parameters for Project
 - (iv) Environmental Impact Management and Social Development and MIS Operational Support.

Implementation Mechanism

- i) The Project Manager cum Dredging Expert of TSSC shall be responsible and report to Engineer in Charge responsible for the Stretch.
- ii) The Project Director for Jal Marg Vikas Project has charge of overall project administration. EICs assisted by PIU (Project Implementation Unit) at Patna and Varanasi will be the main interface between the Employer (through Project Director (JMVP) and TSSC. The PIU will conduct its business as per authorization and under rules and regulations of the Employer. PIU nominated shall assist the EICs and PMU in coordinating with TSSC.
- iii) EIC shall regularly co-ordinate with and arrange for all submittals, deliverables from TSSC including but not limited to progress reports, financial issues, risk management etc. to PMU appointed at IWAI head office for managing and ensuring smooth functioning of respective Project Sites within timelines, budget and agreed quality and safety parameters as outlined in Dredging Contracts.

Contract Management Framework

EIC & Director, IWAI, Patna takes responsibility on behalf of PMU for managing the TSSC work with assistance of PIU and for ensuring delivery on the project. The EIC will assign a project team from PIU to engage regularly with the TSSC for efficiently completing the various delivery items. Frequent meetings between the PIU, PMU, TSSC shall be held at the Employer's office in Noida & Regional Headquarters foreseen during the period of services. The project team will try to meet at least monthly and the TSSC through EIC & Director, IWAI, Patna will report progress in these meetings. During the entire period of services, the TSSC shall interact closely with IWAI /PIU/PMU to receive input and provide information sought by Employer.

Deliverables

The following are the principal deliverables to be fulfilled by the Consultant. The Deliverables are required to be read in conjunction with the following documents enclosed to this RFP and detailed Terms of Reference at Annexure - B.

The Services are envisaged to be commenced and completed in 36 months from the date of commencement of work of dredging contractor.

Annexure A - Brief Details of Activities to be undertaken for the assignment

Annexure B - The Summary of a Brief description of works of the Main dredging contract

Annexure C - Estimated number of Technical Manpower / Man months for the above works

Annexure D - Profile Map of Barh - Varanasi stretch of NW-1

Broad Scope & Activities to be undertaken by Technical Support Services Consultant (TSSC)

1.0 Detailed Scope of Technical Support Services Consultant (TSSC)

TSSC will act as a technical complementary support of IWAI and shall be responsible for effectively leading and taking initiative to execute the projects and for advising, assisting and acting on behalf of the IWAI for the effective management of the Project. The overall contract management and implementation shall rest with TSSC. All references made herein with respect to EIC & Director, IWAI, Patna, PIU, various Consultants as appointed, Dredging Contractor etc. including PMU are hereby collectively referred as Stakeholders in this TOR and the same should be read in relevant context as applicable to and involving concerned stakeholder for purpose of coordination and reporting to be undertaken by TSSC. Such mechanism and mode of implementation along with Contractual Framework for executing this TOR and formal reporting structure involving all stakeholders is also clearly explained.

2.0 General

(1) Site Office

Set up site Offices / Deploy the specified Professional staff at IWAI offices at Patna and Varanasi to supervise and monitor the project activities by engaging qualified and experienced personnel as per the agreed manpower schedule.

The Consultant shall make their own arrangement for the lodging & boarding of their professional staff in project area.

(2) Project Management

Plan execution of all activities included in the Dredging Contract(s) in a time bound manner as specified and also by considering the prevailing climatic conditions and site conditions.

Project implementation program submitted by the Dredging Contractor at the beginning of Contract works shall be continuously reviewed and updated by the TSSC and same brought to notice of Employer for periodic updates & approvals if any.

Coordination for resolving problems, if any, encountered by the Dredging Contractor in dredging / dumping sites or any other matter duly complying with the local rules and regulations.

All required correspondence seeking clearances in respect of induction of men and materials and replacement of dredgers etc. by the Contractor or such other matters to facilitate execution of Works shall be done by consultant on behalf of the Employer.

(3) Supervision and Monitoring

Supervise and monitor all the field activities as per the approved plans & programs of the Dredging Contractor in the capacity of Authority's Engineer.

3.0 Co-ordination with Main Contractor

TSSC shall coordinate with the Dredging Contractors to plan the dredging activity along the river considering the working / monsoon conditions in the project zone so as to complete the work as per approved time schedules and within stipulated period.

4.0 Assistance to Employer

Act as authorized agent of the Employer in day-to-day management of Main dredging Contracts at the site and facilitate smooth discharge of its TSSC functions

(a) Coordination's with Employer -

Coordinate with the EIC & Director, IWAI, Patna in all day-to-day activities.

(b) Daily Activity Records

Maintain Daily Activity Record in respect of the Dredging Contract from beginning till completion of all works and furnish a copy of the same to the EIC at the end of each month.

(c) Reports on deficiency

Along with the Monthly Reports, a report on deficiencies observed in relation to the quality of works executed during the previous month including actions taken by the TSSC and Dredging Contractor to rectify the same shall be furnished.

TSSC shall also maintain the records of Breakdown of dredgers, vessels, Deficiency of Crew, Staff and Skilled workers and other reasons affecting the work.

(d) Monthly Review Meetings

Prepare and furnish to Employer status note to facilitate Monthly Review meeting by the Employer which may be held at Varanasi / Patna / Noida

The Project Manager of TSSC shall participate in these meetings and prepare the record note of such meetings for follow up actions.

(e) Periodic Site Meetings

TSSC shall attend meetings at Dredging Site whenever considered necessary and called for by the employer to discuss issues connected with the Contract management.

5.0 Project Preparation Stage

- (i) Acquaint with all the work done, reports / documents prepared for this project and fortnightly LAD reports of IWAI
- (ii) Review the work done and expenditure incurred prior to appointment of TSSC e.g. Survey data from fortnightly surveys, EMP Compliance reports of Dredging contractor, Work Plan, Dredger deployment plan etc., for ready reckoning for future recourse.
- (iii) Assist EIC & Director, IWAI, Patna and Project Implementation Unit (PIU) in monitoring the execution of the dredging contracts.
- (iv) Carry out and assist EIC & Director, IWAI, Patna and Project Implementation Unit (PIU) for other activities required during the execution of project:
 - a) Identification of shoals through a fortnightly survey of IWAI
 - b) Assigning order of shoals to be dredged
 - c) Checking the calibration of Survey equipment and setting out data for pre & Post dredge survey
 - d) Dredging Methodology
 - e) Dredging Plan
 - f) Dredge Disposal Plan
 - g) Compliance of EMP and of ESHS requirements by contractors
 - h) Quantity calculation & Certification
 - i) Bill Verification etc.
 - j) Suggest work procedures, systems, standards, and reporting systems for the Dredging Contractor to be approved by Employer before implementations.

Task 1: Team Mobilization and Project Start-up: TSSC will introduce team members with the concerned officials of PIU and EIC & Director, IWAI, Patna and will hold meetings to discuss the rules and responsibilities of all parties in the project setup and lay out the rules and guidelines for implementation of the Contract.

Task 2: Review of available Contract Documents: Study of Contract Agreement between Employer and the Dredging Contractors and the understanding of these contract provisions is very important in the overall success of the project. It is very important to have this Agreement absolutely clear and specific in all aspects, and adequately robust to cope up with the requirements for the successful completion of the Dredging Contracts. The provisions of the achievements of the deliverables and the deductions, the procedure for dispute resolution, if arises are absolutely vital for the success of the Contract.

6.0 Project Monitoring and Control

Brief of Major works to be undertaken by TSSC

1. To confirm the date of commencement of dredging as per clauses of dredging contracts
2. To inform the priority / order for taking up the dredging of shoals
3. Checking the calibration of Survey equipment and setting out data
4. Witnessing Pre-dredging survey and quantification of tentative shoal quantity to be dredged with time estimation based on capacity of dredgers deployed under the contracts
5. Witnessing post-dredge survey
6. Quantification and certification of dredged quantity keeping tolerances in mind
7. Identifying navigational hazards
8. Processing of raw data with surveying team of the contractor for preparation of survey charts and reports
9. Checking of (i) Daily dredging log and engine log of each vessel of dredging unit by contractor; (ii) Consumables supplied and used during month; (iii) details of repairs undertaken during month; (iv) Attendance register of manpower and (v) Hindrance Register
10. Recommendation of mobilization and commencement of work. Recommending action to be taken to IWAI if there is a delay.
11. Handling audit observations including preparation of detailed reply on Audit Para, factual note.
12. Checking of all dredging units in accordance with proposed methodology.
13. Checking of the work plan, methodology statements, schedule of activities including mobilization, method statements, QC manual, detailed work plan, macro and micro level activity plan, quality control system and dredging plan
14. Checking of the deployment of statutory manpower deployed on board CSD and approve changes, if any
15. Confirming the Joint survey schedule
16. Submit Data w.r.t advancement of dredger
17. Confirm the deployment of dredger, workboat, accommodation boat and other equipment to be deployed by respective contractors
18. Submit Monthly Progress Report and EMP compliance reports
19. Checking of Dredged material disposal plan and disposal locations
20. Check if the online dredging monitoring software has been installed and data is being regularly updated by the contractor
21. Verify and certify the Daily dredging log
22. Verify the invoices for payment
23. Confirm the Installation of water level gauge by the contractor

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24. Check that the Sounding charts, velocity measurement, Calibration report of echo sounding equipment, frequency of echo sounder in pre and post dredging survey, DGPS system to be of accredited/IHO approved make
 25. Check the make and type of hydrographic survey software and method for survey works prior to commencement of works
 26. Checking of the ESHS compliance report and ESHS report
 27. Ensure that the insurances, policies and statutory certificates of equipment are in order.
 28. Vet the program of the contractor for the order and timings of the activities along with monthly cash flow forecast
 29. Recommend the QA and QC as per QAP for approval of EIC
 30. Record and sign the Survey charts, levels, control points on ground

TSSC shall be responsible for monitoring entire project development and progress related to execution thereby assisting all Stakeholders in efficient project management and rendering advice in taking necessary actions for timely and quality completion of the Contracts.

- (i) Review and comment on the project schedule prepared by the executing agency.
- (ii) Monitor the physical dredging works on day-to-day basis.
- (iii) Monitor physical and financial progress for execution of works.
- (iv) Report monthly project status.

Brief Tasks not limited to:

- a) Review the suitability of Dredging Contractor's superintending and Key personnel and suggest modifications wherever required.
- b) Ensure that all the works carried out under this program fully comply with established codes & and contract documents.
- c) Review the dredging methodology proposed by the Dredging Contractor for execution of works & the environmental and safety of the works, property, personnel & general public.
- d) Ensure / review and support stakeholders to ensure that the Dredging Contractors are adhering / following mandated environmental mitigation standards / practices.

7.0 Project Co-ordination

TSSC shall be responsible for effective co-ordination with all stakeholders i.e. PIU, PMU, EICs including various consultants and independent engineers as may be appointed for project from time to time as per requirement of Employer and the World Bank (WB).

Brief Tasks not limited to:

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- (i) To Assist in forward planning and monitoring progress of Dredging Contractors.
 - (ii) Examine all reports submitted by Dredging Contractors and advise on required actions.
 - (iii) To Monitor the activities of Dredging Contractor and assist concerned stakeholders to deal with performance deviation by Dredging Contractors.
 - (iv) To Study & Review all design data, Survey data, and Social Impact Assessment (SIA) and Environment Impact Assessment (EIA) reports.
 - (v) To Review and ensure compliance with work-zone safety standards.
 - (vi) To assist concerned stakeholders in organizing the meetings & Prepare notes, reports, presentation, minutes of meetings etc. for these meetings as and when required by the EIC.

8.0 Project Execution

TSSC shall be responsible for effectively

- (i) Execution of all dredging Contract(s)
- (ii) River Morphology
- (iii) Ensure adequacy, stability and safety of all personnel and dredging works being executed by the dredging contractor during the operation of the Contract.
- (iv) Continuous Site visits (On board availability of Dredgers) to Supervise & monitor progress in implementation, carry out the Surveys as stipulated in the scope of Dredging Contracts, including physical progress, environmental mitigation, contractor performance, and adequacy of contractor's supervision.
- (v) Submitting Learnings from the execution of the dredging contracts

Brief Tasks not limited to:

- (i) Carry out proper monitoring of progress of the works through computer aided project management techniques
- (ii) Check Dredging Contractors setting out of works prior to execution, and file daily, weekly and monthly reports to ensure works are being executed to achieve the required deliverables.
- (iii) Inspect at regular intervals the Dredging contractor's dredgers and vessels, including the workers' accommodation in Accommodation boats, to ensure conformity with the dredging contract and all government / state regulations;
- (iv) Submit duly certified & signed survey reports for processing contractor's invoices and certify the payments to be released to the contractors.
- (v) Verify physically the Survey & measurements taken jointly with the dredging contractors for payment and maintain measurement records in standard format.
- (vi) Assist concerned stakeholders in scrutiny of invoices raised and settlement of all claims. Analyze claims submitted by Dredging Contractors and prepare

-
- recommendations for the approval of “Engineer in Charges” in terms of both technical and financial issues, for the claims for response to the contractor.
- (vii) Inspect the Dredging contractor’s safety measures, including labour welfare, and immediately notify both the Employer and the contractor of any infringement or violation;
 - (viii) Assist and advise on encumbrance removal during dredging period and assist in minimizing disputes / claims and coordination during the external meetings.

9.0 Quality Assurance and Quality Control

TSSC shall be responsible for:

- (i) Quality Assurance & Technical Auditing (QA/TA) of the dredging works. Develop formats and procedures in order to ensure implementation of a proper Quality Assurance system on all activities and aspects of the project.
- (ii) Assist the concerned stakeholders on matters connected with quality assurance / control aspect of works in order to ensure the quality of work and its conformity with the standards & specifications prescribed in the contracts and any other guidelines from time to time.

Brief Tasks not limited to:

- (i) To ensure high quality in dredging work is executed.
- (ii) Review and approve the quality assurance / control system & procedures being followed by the Main Dredging Contractors.
- (iii) Witness all the Quality Control tests / Surveys being conducted by the Main Dredging Contractor.

10.0 Preparation of Quality Assurance Plan

TSSC shall prepare:

A Quality Assurance Plan (QAP) which will detail Consultant’s Plan to conduct the various activities and measures / procedures to keep a check on the quality of the dredging and surveying works to oversee that the work is completed according to specifications as laid out in Tender / Contract Agreement and applicable relevant Indian Code of Practice including international and good practices.

Brief Tasks not limited to:

Main considerations that should weigh with preparation of an overall Quality Assurance Plan are:

- a) Clearly defining the objectives
- b) Enumerating the activities involved
- c) Requirements for record keeping
- d) Reporting system for test results and for actions to be taken in respect of quality
- e) TSSC shall also develop forms and procedures for proper implementation of above Quality Assurance Plan.

11.0 General Supervision cum monitoring

TSSC shall supervise the execution of all items of work under execution by the Dredging Contractor(s) to ensure their execution in accordance with the terms, conditions, drawings and specifications of the Dredging Contracts and maintain all necessary records of progress, measurements, quality inspection records, Contract related day to day correspondences etc. to the satisfaction of the Employer and make available the same for reference of Employer whenever needed.

TSSC shall function also as advisor to the Employer in all Dredging Contract Management matters.

Monitoring Cum Supervision – Dredging

1. TSSC to carry out regular inspection of the Dredging Contractor's equipment, machinery, installations, medical facilities, safety measures etc. and ensure they are adequate and are in accordance with the terms and conditions of the Contracts in respect all complying with statutory requirements pertaining to navigation, labour, insurance and any other requirements imposed by the statutory bodies time to time.
2. TSSC shall check and ensure that dredged spoils are being dumped / disposed as per norms & regulation.
3. TSSC shall supervise that the Turbidity of water flow is kept within limits
4. Risk & Safety Measure - TSSC shall direct the Dredging Contractors to carry out all such works or to do all such things as may be necessary to avoid or to reduce the risk in case of any emergency affecting the safety of life or of the works or of the adjoining property and advise the Employer thereof as soon thereafter as is reasonably practicable.
5. Environmental Measures - TSSC shall supervise the Dredging Contractor in all matters concerning safety and care of the work including environmental aspects and labour welfare.
6. Record Keeping - TSSC shall maintain daily records of dredging activity.
7. Work Progress - TSSC shall provide to the Employer Certified Pre & Post Dredge Survey charts, reports, actual quantity dredged by contractor at a shoal, deductions if any, LD applicable if any, photographs, etc. and forward the certified monthly Bills to Employer for processing the monthly invoices.
8. TSSC shall check the Price Adjustment bills raised by the contractors and certify the same as per terms & conditions of the contract agreements of the Dredging Contractors.

12.0 Surveying

TSSC is required to deploy separate expert in Hydrographic survey for the purpose of supervising / monitoring. The necessary professional input for supervising / monitoring the hydrographic surveys (Pre & Post Dredge surveys) connected with the dredging activity will be provided by the Employer from time to time.

Competent survey professionals who are regular officers / staff of Employer will be present during such surveys who will also certify the survey records and charts. Hydrographers of TSSC will also be present during all such surveys for jointly carrying out the survey / measurements and certifying the records thereof jointly with the Dredging Contractor. TSSC to also help input the daily dredging estimates on Online dredging monitoring software. Surveying of disposal location, if required, will also be witnessed by TSSC.

13.0 Contractor's Bills & Verifications

The bills raised by the Dredging Contractors for works done in accordance with the Dredging Contract are to be checked and verified with reference to the Terms & Conditions of the particular Dredging Contract.

The copies of the certified bills by TSSC are to be submitted to the EIC, along with relevant measurement records within prescribed time period along with TSSC recommendations on the admissibility of payments, retentions to be made, Liquidated Damages due to non-performance, recovery of advances, taxes to be deducted etc. in accordance with Dredging Contracts within 7 days from the date of receipt of bill by the contractors.

14.0 Other Activities related to the project

TSSC to ensure: -

- (i) Efficient Documentation both on Hard Copies and soft media (Electronic Media)
- (ii) Assist in handling RTI applications and assessment of RTI compliance related to field works.
- (iii) Assist in handling audit observations including preparation of detailed reply on Audit Para, factual note.
- (iv) Assist in important Correspondence with the World Bank.
- (v) Presenting updated project status during World Bank missions and during IWAI review meetings as well as to prepare power point presentation on the same as per requirement.
- (vi) To assist in monitoring and evaluation including updating the indicators of result framework of the project.
- (vii) Assist in arranging and conducting periodic progress review / coordination meetings and to prepare its minutes of meetings.
- (viii) Any other activity assigned related to the awarded work as & when required by the Engineer in Charge.
- (ix) Maintain records of measurement, and quality control records in respect of each item of work.

15.0 Environmental Impacts of Works

TSSC will be constantly alert to environmental concerns and recommendations in the Environmental Assessment plans prepared as part of the Project on Dredging. Apart from the measures built in to the project, TSSC will ensure that precautions for safeguarding the environment are observed by the Contractor as per the Specifications and requirements of the EMP for the Project.

The Consultant will give particular attention to environmental impacts resulting from dredging activities, such as:

- a) Noise and pollution levels
- b) Contamination of river water / soil /ground water by fuel and lubricants,
- c) Damage / loss of vegetation due to contamination of soils or water
- d) Transport and dumping of waste material & construction wastes
- e) Soil erosion and sedimentation
- f) Social Impact and Environment Impact Assessment

In case of observed or potential environment degradation, TSSC will prepare recommendations to the EIC and appoint specialist Consultants for mitigation measures.

16.0 Progress Reports

TSSC to submit weekly, monthly, quarterly and Yearly progress reports in the approved formats to PIU, PMU and the EIC. Final Completion Report shall be submitted after completion of the contract.

Weekly Progress Reports: - TSSC shall submit physical progress report in approved format for the project components on weekly basis or as directed from time to time by the employer. It should clearly indicate the work completed during the previous week; work planned for the next week.

Monthly Progress Reports: - TSSC shall ensure the progress of various components of the project. The physical & financial progress has to be recorded, reviewed and submitted to the Employer monthly before the 7th of each month. TSSC shall prepare & submit a brief progress report summarizing the work accomplished by the TSSC supervision team for the preceding month. The report shall outline any problems encountered (administrative, technical or financial) and give details/ recommendations on how these problems have been/ may be overcome.

- o Brief work progress summaries
- o Outlining problems encountered and solution/ recommended solutions.
- o Planning for Subsequent month.

Quarterly Progress Reports: -TSSC shall prepare and submit a quarterly Status Report on Works to the Employer reflecting not only the activity-wise physical & Financial status of the Works with reference to the approved program, but also the Consultant's views and recommendations regarding steps to be taken for more

efficient implementation of the Works. TSSC shall prepare a comprehensive report summarizing all activities under the supervision contract at the end of each quarter, and also at other times when considered warranted by either the TSSC or 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
- (ii) The progress of the Contract
- (iii) The status of Contractor's claims, if any; etc. and will include brief descriptions of the technical and contractual problems being encountered, physical and financial progress in approved formats,
- (iv) Financial status of the contract as a whole consisting of the cost incurred, cost forecast, as well as financial plan (by World Bank and the Government) and other relevant information on the ongoing contract.

Yearly Progressive Reports: - TSSC shall prepare a comprehensive Completion Report of the particular Dredging Contract (on yearly basis) after entire work reaches a stage of substantial completion during the period on yearly basis prior & post start of dredging season of completed works. The yearly report must be submitted within 15 days after the completion of the work by the Dredging Contractor to EICs, IWAI, PMU and PIU.

17.0 Progress Reports & their Timelines

Particulars of the Report	Content of the Report	Time of Submission
Weekly Progress Report	Detailed description as mentioned above	For every 2nd day of the week.
Monthly Progress Reports	Detailed description as mentioned above	For every month by 7 th date in following month
Quarterly Progress Reports	Detailed description as mentioned above	For every Quarter by 7 th date in following Quarter
Yearly progressive Completion	Detailed description as mentioned above	Within 15 days of Completion of a calendar year.
Final Completion Report along with survey reports & Data in pen drive	Comprehensive Final Completion Report	Within 30 days after issuance of Completion Certificate

Other Reports:

Particulars of the Report	Content of the Report	Time of Submission
Inception Report	Submit an Inception Report containing a description on approach and methodology	Within 30 days from Commencement of services.

	along with detailed work plan and resource deployment plan.	
Quality Assurance Plan	Quality assurance plan for achieving quality	Within 45 days from commencement of services.
Monthly Environmental Reports	The monthly environmental report should mention the changes of environmental parameters as set out in the Environmental Management Plan. The report shall also quantify and assess the efficacy of environmental impact mitigation measures and recommendation of the best practices.	The Environmental Reports will be submitted once in every month (by 7 th date)

18.0 Staffing

TSSC professionals must have relevant experience complying to the requirement of terms of reference (TOR), Staff nominated by the selected TSSC must be confirmed as available at the dredging stretch and at PMU in Noida to carry out the scheduled work.

19.0 Data, Services and facilities to be provided by the Employer

IWAI shall provide to the selected TSSC copies of the following: -

- a. Copy(s) of the Dredging Contract(s)
- b. Dredging Management Plan.
- c. Project Details, specifications, and Schedules
- d. Or any other relevant document supportive to project development prepared by IWAI

SUMMARY OF WORKS UNDER THE MAIN DREDGING CONTRACTOR

The Summary of Works under the Main Dredging Contract entrusted to the Main Contractors of Barh – Digha (74 km), Digha – Majhaua (95 Km), Majhaua – Ghazipur (115 Km), Ghazipur – Varanasi (133 Km) and Kalughat Access Channel (12.5 Km) stretches are broadly stated as below:

Objective: The Objective of the Works is to dredge the Shoals for Fairway Maintenance with targeted depths of 2.5 m in Barh – Ghazipur stretch and 2.2 meters in Ghazipur – Varanasi stretch on Quantity Based Dredging and disposal of the dredged material with all leads & lifts on river Bank / or at designated site by EIC or his representative in each year of the Contract Period of Three (3) years.

Brief Scope of Services

- (a) To dredge the shoals through Quantity based dredging in a time-bound manner
- (b) Deploying, Operating and maintaining the CSD of desired capacity and numbers along with allied vessels like Tug Boats, Accommodation Boats etc.
- (c) Providing Survey vessel equipped with survey equipment for joint Pre & Post Dredging Surveys
- (d) Quantification of dredging quantity using Simpson's Rule for area calculation and Trapezoidal rule for volume calculation
- (e) Disposal of dredged materials
- (f) Maintenance of water level gauges connected with TBM

Schedule of Survey

Pre-Dredge & Post-Dredge Surveys, Disposal area Surveys etc.

The drawings, technical specifications, tolerances & conditions applicable for execution of works are provided in detail in the copy of the Contract Agreements for the Works provided to the Consultant for reference.

Measurement during Survey

Pre-Dredging Survey

The Contractor with Employer's Representative in attendance, shall survey the areas and commence dredging work.

- Survey of Dredging Area
- Survey of Disposal area
- Disposal area identified along / or around in River

The shoal(s) to be dredged shall be informed to the Contractor by Engineer- in-Charge (EIC) or his representative in writing based on the identification of such locations through fortnightly Thalweg surveys, report from waterway users or any other inputs received.

Method of Survey in Navigation channel along the River

Survey lines shall run perpendicular to the baseline to be established on the shore. Cross-section sounding lines to be run @ 25 m interval. Continuous soundings are to be taken on the cross-section and plotted @ 10 m apart on the cross-section lines. Cross-section lines shall run for a width of minimum 200 m (approximately 100 m on either side of the centre line of the navigation channel). If the width of the river is less than 200 m, then the lines shall run from bank to bank (between Low water lines). The Scale of survey chart is 1:1200

Pre-Dredging Survey Charts

On completion of the Survey of Dredging / Disposal, the Contractor shall prepare survey charts on the specified scale mentioned above showing cross-sections of the full results of the survey within two weeks. On completion and agreement of the contents of the drawings, the Contractor and the Engineer's Representative shall both sign the drawings, which shall then acquire the status of "Pre-Dredging survey / Pre-Disposal survey" chart and form the basis for all further measurement work undertaken in the course of the Contract.

The alignment of dredging with estimated quantity to be dredged giving timeline shall be notified to contractor by the TSSC / EIC.

PROGRESS SURVEYS

The Contractor, with the Engineer's Representative in attendance shall carry out interim surveys, if required, in order to monitor the progress of the Works. The method of survey shall be at par with that of pre-dredging surveys conducted in the respective location. However, decision of the Engineer shall be final on conducting the progress surveys and the contractor has to make all necessary arrangements for conducting such surveys

POST-DREDGING SURVEY

Execution of surveys

Requirements with regard to the system, spacing's, etc. for the Post-Dredging / Post-disposal survey shall be identical to those indicated for the pre-dredging surveys. The IWA / EIC may commission departmentally an independent post dredge survey of any particular shoal(s), if required. The cost of such an independent survey will not be met by the Contractor.

However, the Contractor will make available free of charges survey launch and all survey equipment to facilitate such survey without adversely affecting his survey schedules.

Surveys of dredge areas

Upon the completion of each dredging shoal (LAD 2.2 / 2.50 m) or at a time to be mutually agreed upon between the Contractor and the Engineer's Representative, the Contractor, with the Engineer's Representative in attendance, shall survey the appropriate area with a view to checking whether the dredged areas comply with the requirement as stipulated in Scope of Work, Technical Specifications or in any other part of the contract and for determining payments for dredging works carried out. This area includes: Navigation channel along the river.

Survey of disposal areas

Upon the completion of each Dredging and / or Reclamation Works, or at a time to be mutually agreed upon between the Contractor and the EIC - Engineer's Representative, the Contractor, with the EIC - Engineer's Representative in attendance, shall survey the appropriate areas with a view to checking whether the works comply with the technical specifications.

Post – Dredging Survey Charts

On completion of the survey the Contractor shall prepare survey charts on the specified scale mentioned above showing cross-sections of the full results of the survey. On completion and agreement on the contents of the drawings and if the EIC - Engineer's Representative has satisfied himself that the Works have been executed according to the Contract, the Contractor and the Engineer's Representative shall sign the drawings, which shall then acquire the status of "post-dredging survey / post-disposal survey" chart.

On completion of Post – Dredging survey, the quantity actually dredged with reference to the specifications and tolerance applicable to the channel shall be calculated by the Contractor by using Simpson's Rule for area calculation and the volume shall be calculated based on Trapezoidal Rule and such calculations together with the copy of Pre and Post Dredging Survey charts shall be furnished in 5 sets together with monthly bills.

The Post- Dredging Survey shall be conducted upon completion of dredging for a length of 500 m of shoal or the entire shoal length, whichever is less, or as per the instruction of the EIC.

Rectification of Works

In case the survey specified in the above proves that the Works have not been completed according to the Contract, the EIC - Engineer's representative shall instruct

the Contractor to rectify the Works. Upon the completion of these rectifying Works, the survey and charting as specified in shall again be carried out at no extra cost to the Employer.

Deductions for non-timely completion of shoals

- 1) The Engineer in-charge or his representative will allocate the next shoal to be dredged along with the pre-dredging survey chart and estimated quantity to be dredged along with the estimated time of completion of that shoal.
- 2) After the pre-dredging survey is carried out and estimated quantity of dredging and time required for dredging is assessed, EIC will intimate the same in writing to the contractor.
- 3) If the contractor fails to maintain the required progress or to complete the shoal allocated within the estimated time of completion or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the authority on account of such breach, pay as agreed liquidated damages the amount calculated at the rates stipulated here under.

The liquidated damages will be calculated on the delay of particular location (shoal) on the value of dredging carried out on that location (shoal)

Liquidated Damages –

- a) For the first one month after the end date of the shoal LD @ 1.5% per month (pro-rata on day basis) will be levied. This will be computed on the value of the dredging to be carried out on that location (Shoal).
 - b) Thereafter i.e., delay more than one month will attract LD @ 1.5 % per month of delay on contract value and to be computed on per day basis
- 4) Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the Awarded Value of work.
 - 5) Engineer-In- Charge's decision in writing shall be final & binding, may decide on the amount of tendered value of the work for every completed day/month (as applicable) that the progress remains below that specified or that the work remains incomplete.
 - 6) Engineer-in-charge will make available to the contractor the site to enable the contractor to commence & proceed with the execution of the work in accordance with agreed program. If there is any delay in making available any area of the work the EIC shall grant reasonable extension of time for completion of work. But the contractor shall not claim any compensation whatsoever on this account.
 - 7) The amounts of liquidated damages may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the authority.

Condition of persistent failure to execute the CONTRACT – As and when the Total Amount of the Payment reduction & Liquidated Damages applied under the contract reach's TEN (10 %) percent of the Contract Amount, the owner reserves the right to issue the NOTICE OF TERMINATION OF CONTRACT.

Annexure – C

Manpower Estimate

The following manpower is being proposed for deployment under the Technical Support Services Consultancy for managing dredging contracts in (Barh – Digha (74 km), Digha – Majhaua (95 Km), Majhaua – Ghazipur (115 Km), Ghazipur – Varanasi (133 Km) and Kalughat Access Channel (12.5 Km) of NW-1:

S. No.	Stretch of NW-1	Stretch specific field experts	Common Field Experts	Common expert for Project
1.	Barh – Digha (74 km)	(1) Hydrographic Surveyors (2 Nos.) (2) Logistic Support - Non-Key Expert (1 No.)	(1) Project Manager cum Dredging Expert (1 No.) (2) Environment Expert (1 No.)	(1) Project Coordinator at Noida (1 no.) (2) MIS Expert (1 no.)
2.	Digha – Majhaua (95 Km)	(1) Hydrographers (2 Nos.) (2) Logistic Support - Non-Key Expert (1 No.)	(3) Social Expert (1 No.)	
3.	Majhaua – Ghazipur (115 Km)	(1) Hydrographic Surveyors (2 Nos.) (2) Logistic Support - Non-Key Expert (1 No.)	(1) Project Manager cum Dredging Expert (1 No.) (2) Environment Expert (1 No.)	
4.	Ghazipur – Varanasi (133 Km)	• Hydrographic Surveyors (2 Nos.) • Logistic Support - Non-Key Expert (1 No.)	(3) Social Expert (1 No.)	
5.	Access Channel Kalughat	Experts deployed for Barh – Digha & Digha – Majhaua stretches shall supervise 6 months Quantity based dredging work.		

The Qualification & Experience for Key Expert such as Stretch Coordinator at Noida, Project Manager cum Dredging Expert, Hydrographic Surveyors, Environment Expert, Social Expert and for Non-Key expert such as Logistic Support are as following:

Project Coordinator at Noida: Degree in Civil Engineering or Mechanical Engineering or Marine Engineering, they shall be having good experience in major dredging projects and having thorough knowledge of hydrographic survey, quantity survey and identification of types of dredged material. Minimum of overall experience of 8 to 10 years after graduation in which 6 to 8 years' experience in dredging works or hydrographic survey, employment either with Contractor or consultant or client. The Project coordinator at Noida should preferably have the international exposure cum experience.

Project Manager cum Dredging Expert: Degree in Civil Engineering or Mechanical Engineering or Marine Engineering, they shall be having good experience in major dredging projects and having thorough knowledge of hydrographic survey, quantity survey and identification of types of dredged material. Minimum of overall experience of 6 to 8 years after graduation in which 4 to 6 years' experience in dredging works or hydrographic survey, employment either with Contractor or consultant or client. Experience as team lead in assignments is preferrable.

Hydrographic Surveyors: Degree in Civil Engineering or Naval Hydrographic Surveyor and they shall be having good experience in major dredging projects and having thorough knowledge of hydrographic survey, quantity survey and identification of types of dredged material. Minimum of overall experience of 4 to 6 years after graduation in which 3 to 5 years' experience in dredging work or hydrographic survey, employment either with Contractor or consultant or client.

Or

Diploma in Civil or Naval Hydrographic Surveyor with 6 to 8 years of overall experience in which at least 3 to 5 years' experience in dredging work or hydrographic survey in River / Sea / Port dredging through CSD, SPCSD or TSHD.

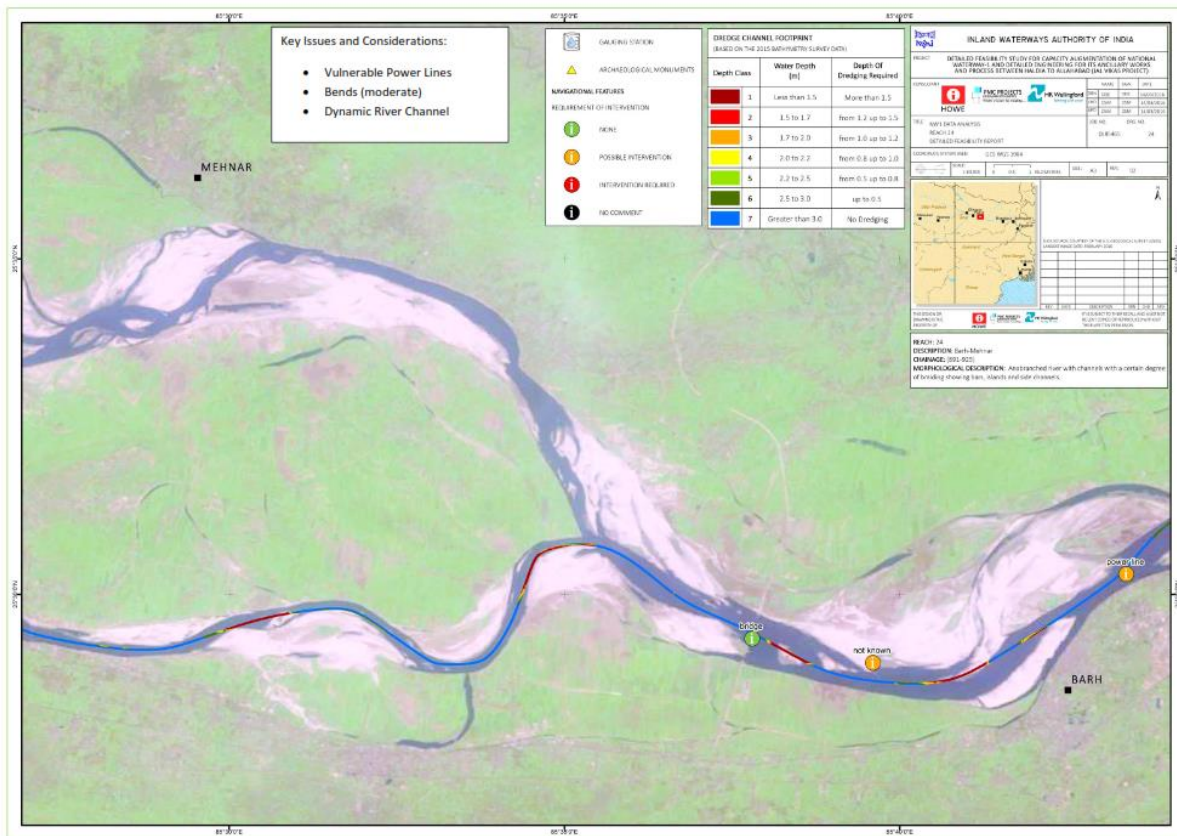
Environment Expert: Degree in Environmental engineering and with 4 - 5 years' experience on environment assessment impacts due to dredging in River / Sea / Port dredging through CSD, SPCSD & TSHD.

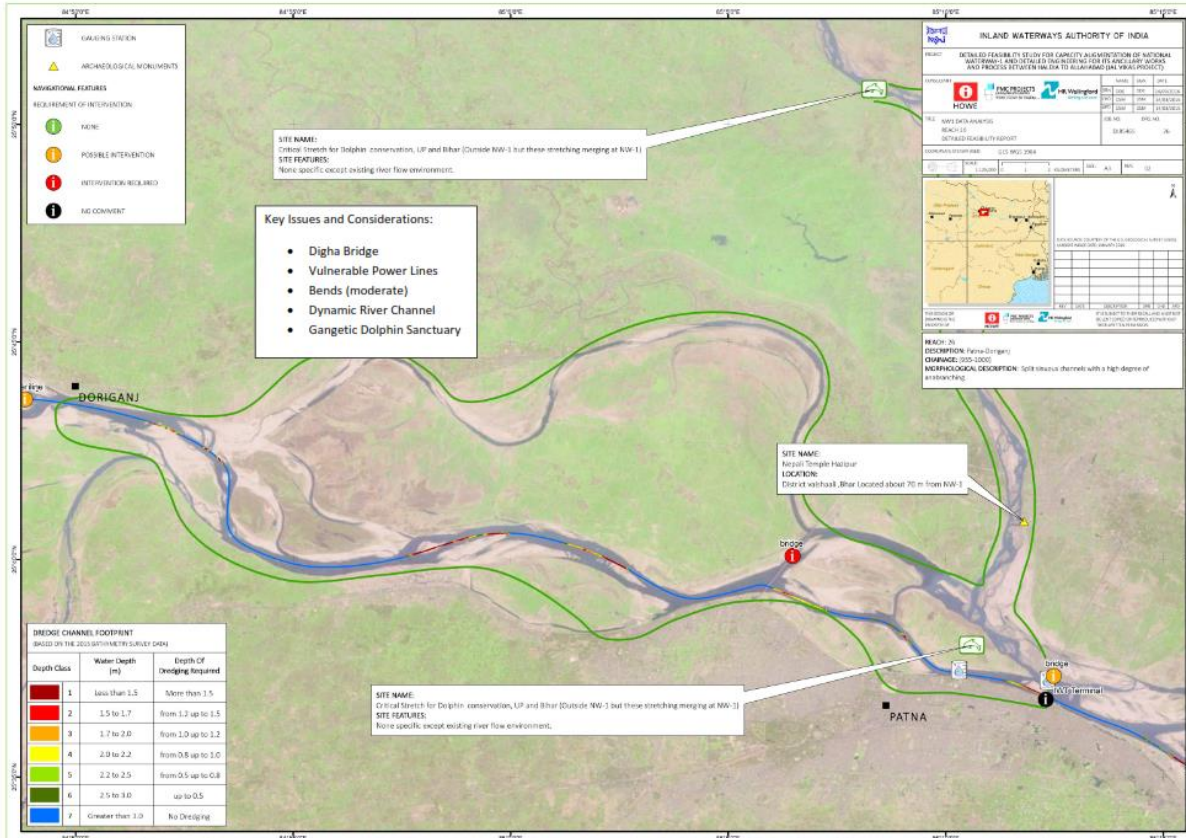
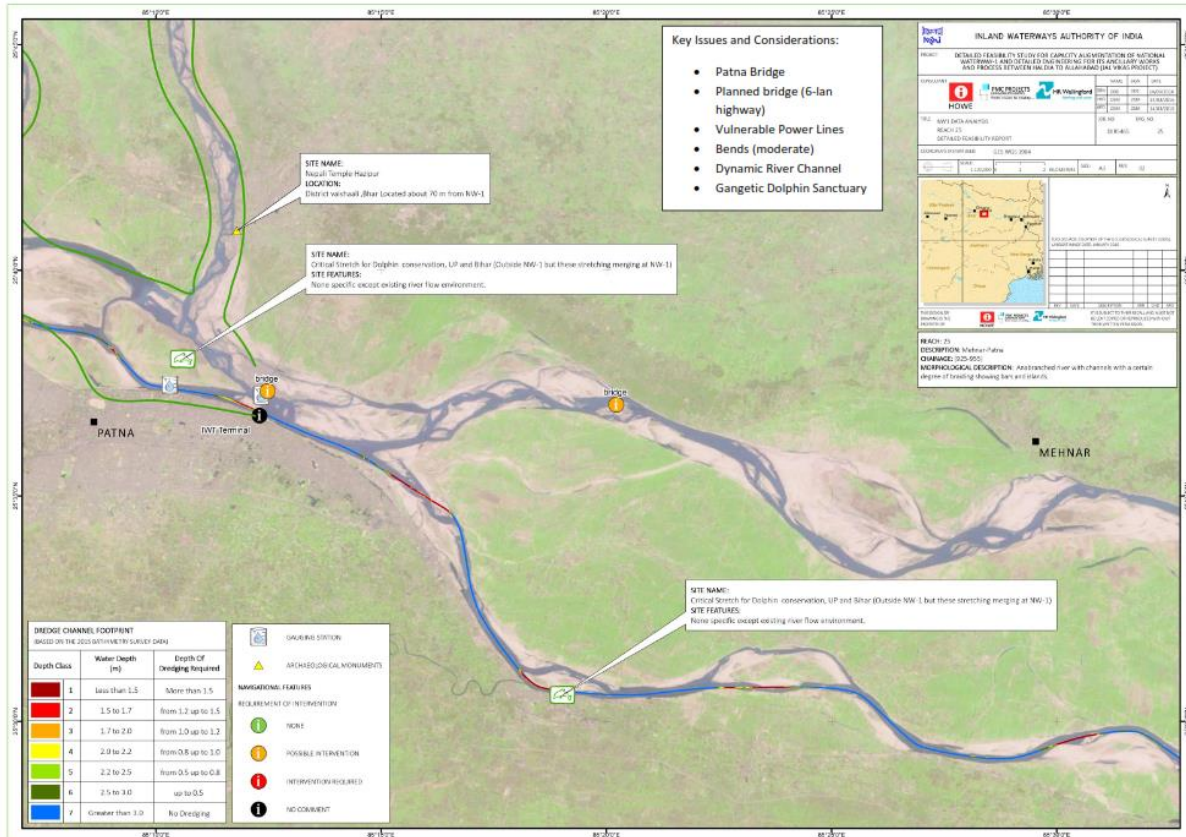
Social Expert: Degree in Social Work with 4 - 5 years' experience on environment assessment impacts due to dredging in River / Sea / Port dredging through CSD, SPCSD & TSHD.

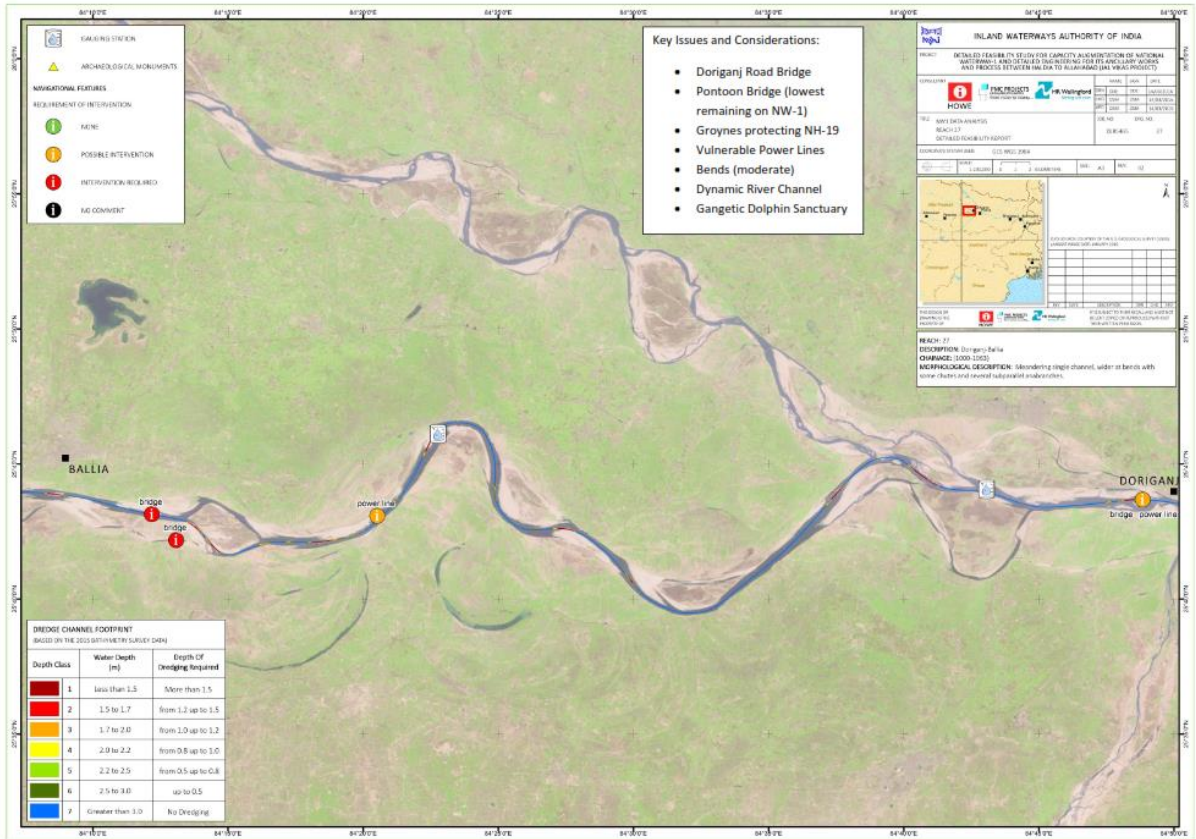
MIS Expert: Should be a Graduate in computer Science. Master's degree in Construction Management from a reputed and recognized university or institution shall be preferred. Minimum 5 years of experience of working with Management Information System for Private / Public sector / Government organizations and specifically more than 3 years of experience in MIS implementation and Project management for large Infrastructure/Marine/Dredging works.

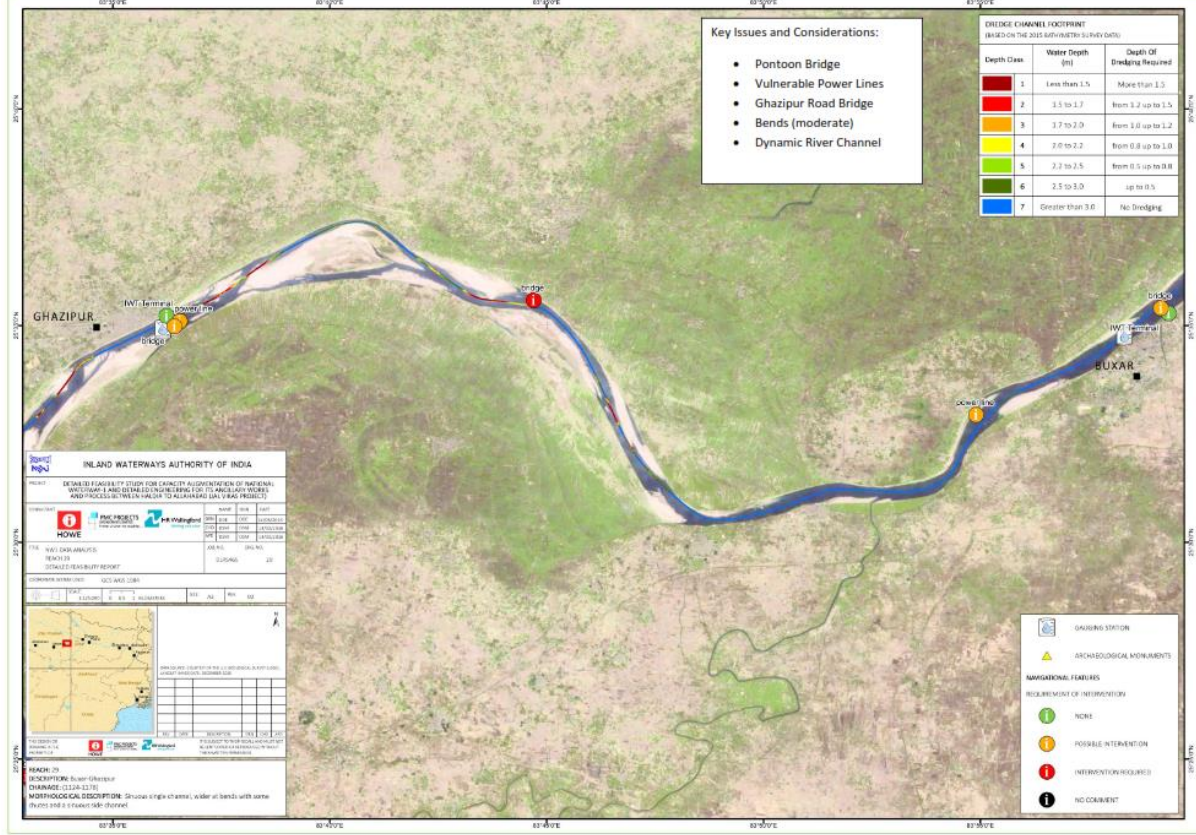
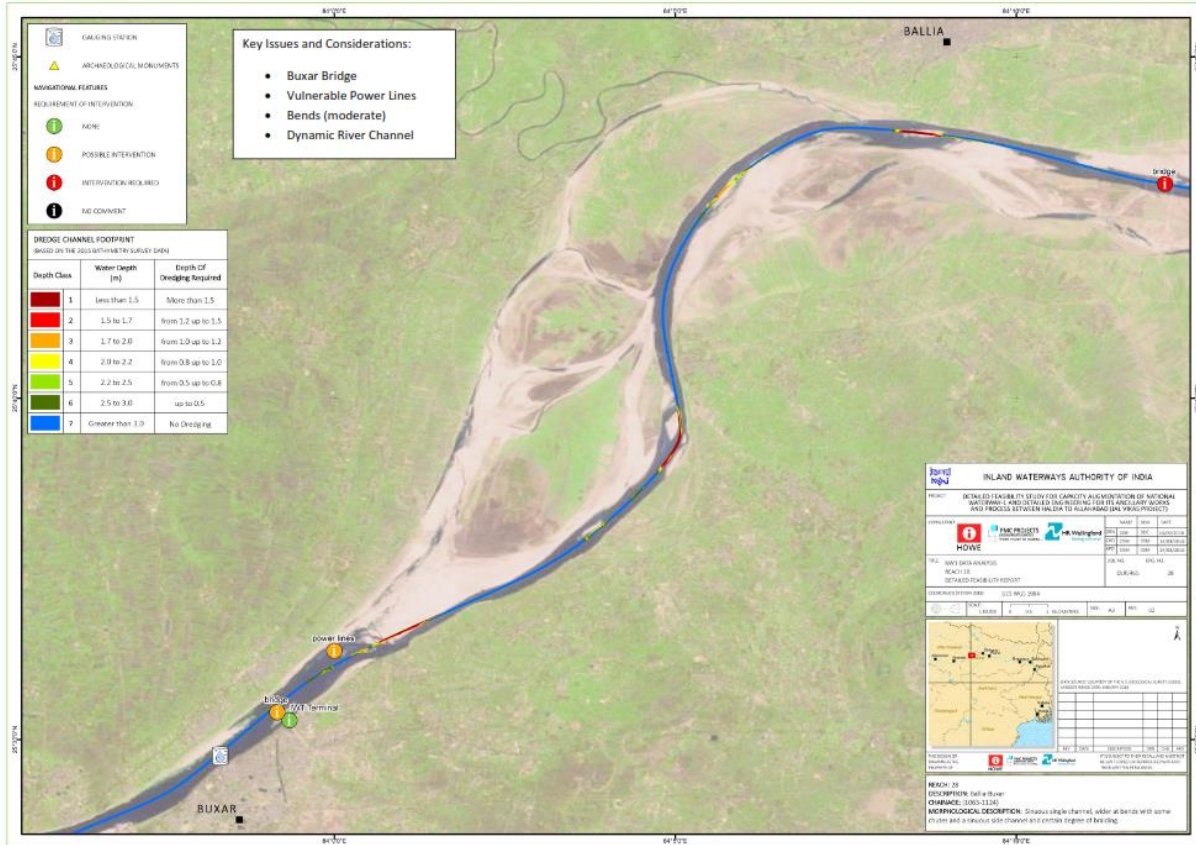
S. No.	Position	Nos. of Experts	Man-Month deployment for each expert
1.	Project Co-Ordinator at Noida	1	36 Months
1.	Project Manager cum Dredging Expert (Key Expert)	2	36 Months
2.	Hydrographic Surveyor (Key Expert)	8	36 Months
3.	Environment Expert (Key Expert)	2	36 Months
4.	Social Expert (Key Expert)	2	36 Months
5.	MIS Expert	1	36 Months
6.	Logistics Support (Non-Key Expert)	4	36 Months
	TOTAL	20	

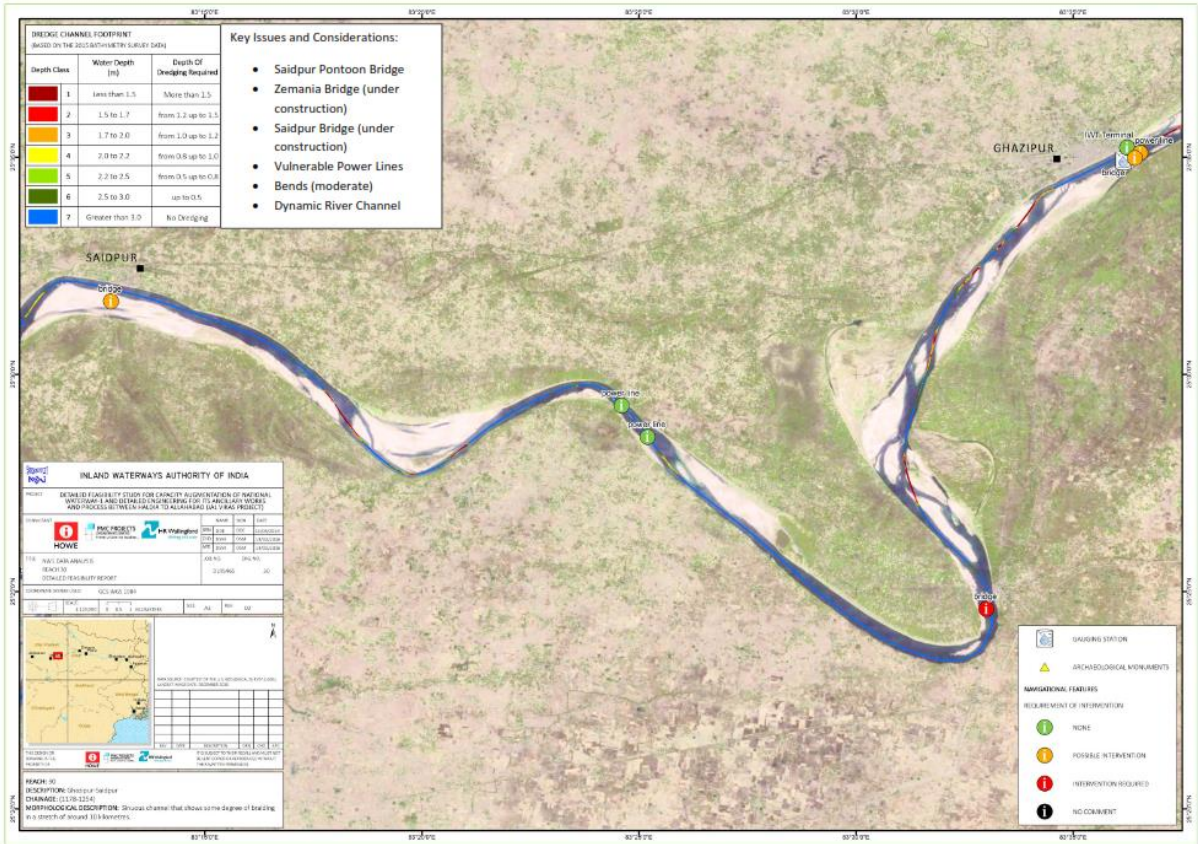
RIVER REACH IMAGES (Barh – Varanasi)

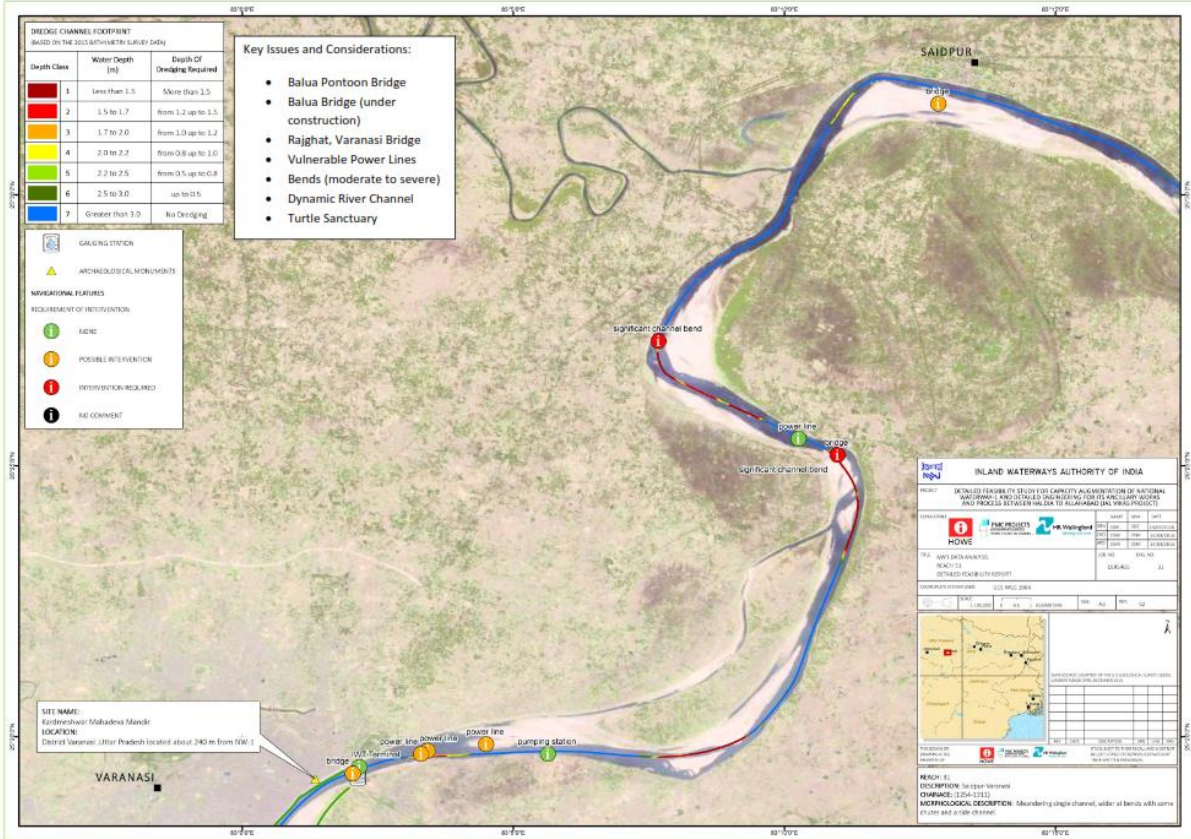












PART II

Section 8. Conditions of Contract and Contract Forms

Consultant's Services

Time-Based

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Preface

1. The standard Contract form consists of four parts: the Form of Contract to be signed by the Client and the Consultant, the General Conditions of Contract (GCC), including Attachment 1 (Bank's Policy – Corrupt and Fraudulent Practices); the Special Conditions of Contract (SCC); and the Appendices.
2. The General Conditions of Contract, including shall not be modified. The Special Conditions of Contract that contain clauses specific to each Contract intend to supplement, but not over-write or otherwise contradict, the General Conditions.

CONTRACT FOR CONSULTANT'S SERVICES
Time-Based

Project Name: Capacity Augmentation of NW-1 (River Ganga) (Jal Marg Vikas Project)

[Loan/Credit/Grant] No. 8752 - IN

Contract No. _____

between

Inland Waterways Authority of India, Sector-1 Noida, UP-201301

and

[Name of the Consultant]

Dated: _____

I. Form of Contract

TIME-BASED

(Text in brackets [] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the “Contract”) is made the [number] day of the month of [month], [year], between, on the one hand, [name of Client or Recipient] (hereinafter called the “Client”) and, on the other hand, [name of Consultant] (hereinafter called the “Consultant”).

[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Client”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant’s obligations under this Contract, namely, [name of member] and [name of member] (hereinafter called the “Consultant”).]

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received has applied for a loan from the *International Bank for Reconstruction and Development (IBRD)* toward the cost of the Services and intends to apply a portion of the proceeds of this loan to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the loan agreement, including prohibitions of withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the loan agreement or have any claim to the loan proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract (including Attachment 1 “Bank Policy – Corrupt and Fraudulent Practices);
 - (b) The Special Conditions of Contract;
 - (c) Appendices:
 - Appendix A: Terms of Reference
 - Appendix B: Key Experts
 - Appendix C: Remuneration Cost Estimates
 - Appendix D: Reimbursables Cost Estimates
 - Appendix E: Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C and Appendix D; Appendix E. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.
2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Client]*

[Authorized Representative of the Client – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

For and on behalf of each of the members of the Consultant [insert the name of the Joint Venture]

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]

II. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Guidelines” means the Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011 (“Consultants’ Guidelines”).
- (b) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.
- (c) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (d) “Borrower” means the Government, Government agency or other entity that signs the financing agreement with the Bank.
- (e) “Client” means the implementing agency that signs the Contract for the Services with the Selected Consultant.
- (f) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
- (g) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- (h) “Day” means a working day unless indicated otherwise.
- (i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- (j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.

- (k) “Foreign Currency” means any currency other than the currency of the Client’s country.
- (l) “GCC” means these General Conditions of Contract.
- (m) “Government” means the government of the Client’s country.
- (n) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (o) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- (p) “Local Currency” means the currency of the Client’s country.
- (q) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (r) “Party” means the Client or the Consultant, as the case may be, and “Parties” means both of them.
- (s) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (t) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (u) “Sub-consultants” means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (v) “Third Party” means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

- 3. Law Governing Contract** 3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4. Language** 4.1. This Contract has been executed in the language specified in the **SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. Headings** 5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications** 6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.
- 6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. Location** 7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.
- 8. Authority of Member in Charge** 8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
- 9. Authorized Representatives** 9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the **SCC**.
- 10. Corrupt and Fraudulent Practices** 10.1. The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in **Attachment 1** to the GCC.
- a. Commissions and Fees** 10.2. The Client requires the Consultant to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure

to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 11. Effectiveness of Contract** 11.1. This Contract shall come into force and effect on the date (the “Effective Date”) of the Client’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.
- 12. Termination of Contract for Failure to Become Effective** 12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
- 13. Commencement of Services** 13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.
- 14. Expiration of Contract** 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC**.
- 15. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1. Any modification or variation 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 agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 16.2. In cases of substantial modifications or variations, the prior written consent of the Bank is required.
- 17. Force Majeure**
- a. Definition** 17.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to

be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b. No Breach of Contract

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be Taken

17.5. 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.

17.6. 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) calendar 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.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, 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.

17.8. 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 Client, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and

necessarily incurred, and, if required by the Client, in reactivating the Services; or

- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 48 & 49.

18. Suspension

18.1. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1 This Contract may be terminated by either Party as per provisions set up below:

a. By the Client

19.1.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 49.1;

- (d) 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) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2 Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

b. By the Consultant

19.1.3 The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 49.1 within forty-five (45) calendar 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) calendar days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 49.1.
- (d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.

c. Cessation of Rights and Obligations

19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit

inspection, copying and auditing of their accounts and records set forth in Clause GCC 25, and (iv) any right which a Party may have under the Applicable Law.

d. Cessation of Services

19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, 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. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

e. Payment upon Termination

19.1.6 Upon termination of this Contract, the Client shall make the following payments to the Consultant:

- (a) remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and pursuant to Clause 42;
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

a. Standard of Performance

20.1 The Consultant shall perform the Services and carry out the Services 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 and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

**b. Law
Applicable to
Services**

20.4 The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

**21. Conflict of
Interests**

21.1 The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**a. Consultant
Not to Benefit
from
Commissions,
Discounts, etc.**

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 41 through 46) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank's Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or

commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the **SCC**.

c. Prohibition of Conflicting Activities

21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants 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.

d. Strict Duty to Disclose Conflicting Activities

21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

22. Confidentiality

22.1 Except with the prior written consent of the Client, the Consultant and the Experts 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 the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

23. Liability of the Consultant

23.1 Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

24. Insurance to be Taken out by the Consultant

24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the **SCC**, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

**25. Accounting,
Inspection and
Auditing**

25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.

25.2 The Consultant shall permit and shall cause its Sub-consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Consultant's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under this Clause GCC25.2 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Bank's prevailing sanctions procedures.)

**26. Reporting
Obligations**

26.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

**27. Proprietary Rights
of the Client in
Reports and
Records**

27.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

**28. Equipment,
Vehicles and
Materials**

28.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the

Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

29. Description of Key Experts 29.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.

29.2 If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in **Appendix B** may be made by the Consultant by a written notice to the Client, provided (i) that such adjustments shall not alter the original time-input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 41.2.

29.3 If additional work is required beyond the scope of the Services specified in **Appendix A**, the estimated time-input for the Key Experts may be increased by agreement in writing between the Client and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 41.1, the Parties shall sign a Contract amendment.

30. Replacement of Key Experts 30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.

30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

31. Approval of Additional Key Experts

31.1 If during execution of the Contract, additional Key Experts are required to carry out the Services, the Consultant shall submit to the Client for review and approval a copy of their Curricula Vitae (CVs). If the Client does not object in writing (stating the reasons for the objection) within twenty two (22) days from the date of receipt of such CVs, such additional Key Experts shall be deemed to have been approved by the Client.

The rate of remuneration payable to such new additional Key Experts shall be based on the rates for other Key Experts position which require similar qualifications and experience.

32. Removal of Experts or Sub-consultants

32.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Consultant's Expert or Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.

32.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.

32.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.

33. Replacement/ Removal of Experts – Impact on Payments

33.1 Except as the Client may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed.

34. Working Hours, Overtime, Leave, etc.

34.1 Working hours and holidays for Experts are set forth in **Appendix B**. To account for travel time to/from the Client's country, experts carrying out Services inside the Client's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Client's country as is specified in **Appendix B**.

34.2 The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in **Appendix B**, and the Consultant's remuneration shall be deemed to cover these items.

34.3 Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.

E. OBLIGATIONS OF THE CLIENT

35. Assistance and Exemptions

35.1 Unless otherwise specified in the SCC, the Client shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (c) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (d) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (e) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (f) Provide to the Consultant any such other assistance as may be specified in the SCC.

- 36. Access to Project Site**
- 36.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.
- 37. Change in the Applicable Law Related to Taxes and Duties**
- 37.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 41.1
- 38. Services, Facilities and Property of the Client**
- 38.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.
- 38.2 In case that such services, facilities and property shall not be made available to the Consultant as and when specified in **Appendix A**, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause GCC 41.3.
- 39. Counterpart Personnel**
- 39.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.
- 39.2 If counterpart personnel are not provided by the Client to the Consultant as and when specified in **Appendix A**, the Client and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Client to the Consultant as a result thereof pursuant to Clause GCC 41.3.
- 39.3 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to

perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

**40. Payment
Obligation**

40.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

41. Ceiling Amount

41.1 An estimate of the cost of the Services is set forth in **Appendix C** (Remuneration) and **Appendix D** (Reimbursable expenses).

41.2 Payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the **SCC**.

41.3 For any payments in excess of the ceilings specified in GCC41.2, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.

**42. Remuneration and
Reimbursable
Expenses**

42.1 The Client shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.

42.2 All payments shall be at the rates set forth in **Appendix C** and **Appendix D**.

42.3 Unless the **SCC** provides for the price adjustment of the remuneration rates, said remuneration shall be fixed for the duration of the Contract.

42.4 The remuneration rates shall cover: (i) such salaries and allowances as the Consultant shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts' list in **Appendix B**, (iii) the Consultant's profit, and (iv) any other items as specified in the **SCC**.

42.5 Any rates specified for Experts not yet appointed shall be provisional and shall be subject to revision, with the written approval

of the Client, once the applicable remuneration rates and allowances are known.

43. Taxes and Duties

43.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the **SCC**.

43.2 As an exception to the above and as stated in the **SCC**, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Client on behalf of the Consultant.

44. Currency of Payment

44.1 Any payment under this Contract shall be made in the currency(ies) specified in the **SCC**.

45. Mode of Billing and Payment

45.1 Billings and payments in respect of the Services shall be made as follows:

- (a) *Advance payment.* Within the number of days after the Effective Date, the Client shall pay to the Consultant an advance payment as specified in the **SCC**. Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix E**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal installments against the statements for the number of months of the Services specified in the **SCC** until said advance payments have been fully set off.
- (b) *The Itemized Invoices.* As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the **SCC**, the Consultant shall submit to the Client, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant to Clauses GCC 44 and GCC 45 for such interval, or any other period indicated in the **SCC**. Separate invoices shall be submitted for expenses incurred in foreign currency and in local currency. Each invoice shall show remuneration and reimbursable expenses separately.
- (c) The Client shall pay the Consultant's invoices within sixty (60) days after the receipt by the Client of such itemized invoices with supporting documents. Only such portion of an invoice that is not satisfactorily supported may be withheld from payment.

Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Client may add or subtract the difference from any subsequent payments.

- (d) *The Final Payment* .The final payment under this Clause shall be made only after the final report and a final invoice, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall be deemed completed and finally accepted by the Client and the final report and final invoice shall be deemed approved by the Client as satisfactory ninety (90) calendar days after receipt of the final report and final invoice by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final invoice. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount that the Client has paid or has caused to be paid in accordance with this Clause in excess of the amounts payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Client within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final invoice approved by the Client in accordance with the above.
- (e) All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.
- (f) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder.

46. Interest on Delayed Payments

46.1 If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 45.1 (c), interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the **SCC**.

G. FAIRNESS AND GOOD FAITH

47. Good Faith

47.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

48. Amicable Settlement

48.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

48.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 49.1 shall apply.

49. Dispute Resolution

49.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

II. General Conditions

Attachment 1: Bank's Policy – Corrupt and Fraudulent Practices

(the text in this Attachment 1 shall not be modified)

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

“Fraud and Corruption

1.23 It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party⁸;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation⁹;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party¹⁰;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party¹¹;

⁸ For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

⁹ For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

¹⁰ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other's bid prices or other conditions.

¹¹ For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

- (v) “obstructive practice” is
- (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights;
- (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;
- (d) will sanction a firm or an individual at any time, in accordance with prevailing Bank’s sanctions procedures¹², including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated¹³ sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

¹² A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank’s sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines.

¹³ A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant’s proposal for the particular services; or (ii) appointed by the Borrower.

III. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(b) and 3.1	The Contract shall be construed in accordance with the law of Republic of India
4.1	The language is: English.
6.1 and 6.2	<p>The addresses are:</p> <p>Client : Vice Chairman & Project Director, JMVP Inland Waterways Authority of India, A-13, Sector-1, Noida</p> <p>Attention : Sh. Sunil Kumar Singh _____</p> <p>Facsimile : + 91 120 2543976</p> <p>E-mail: vc.iwai@nic.in</p> <p>Consultant : _____</p> <p>Attention : _____</p> <p>Facsimile : _____</p> <p>E-mail : _____</p>
8.1	The Lead Member on behalf of the JV is _____ _____ <i>[insert name of the member]</i>
9.1	<p>The Authorized Representatives are:</p> <p>For the Client: Vice Chairman and Project Director, Project Management Unit (JMVP) Inland Waterways Authority of India A-13 Sector-1 Noida, 201301</p> <p>For the Consultant: <i>[name, title]</i> _____</p>
11.1	The effectiveness conditions are the following: <i>On signing of contract by both parties.</i>
12.1	<p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be <u>2 months</u>.</p>

<p>13.1</p>	<p>Commencement of Services:</p> <p>The number of days shall be Fifteen (15) days.</p> <p>Confirmation of Key Experts availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.</p>
<p>14.1</p>	<p>Expiration of Contract:</p> <p>The time period shall be Thirty-Six (36) months.</p> <p>The contract is, further, extendable by 12 months or till completion of Project, on same terms and conditions, if required.</p> <p>The time period shall be till</p>
<p>21 b.</p>	<p>The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3</p> <p>21.1 - Yes</p>
<p>23.1</p>	<p>No additional provisions.</p>
<p>24.1</p>	<p>The insurance coverage against the risks shall be as follows:</p> <p>(a) Professional liability insurance, with a minimum coverage of equivalent to twice the amount of the contract for a period of 3 years beyond the currency of the contract.</p> <p>(b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client’s country by the Consultant or its Experts or Sub-consultants, with a minimum coverage as per Motor Vehicles Act 1988 or any amendment thereof.</p> <p>(c) Third Party liability insurance, with a minimum coverage of Rs. 40 Lacs (Rupees Forty Lacs) (After each occurrence the Consultant shall repay premium necessary to make insurance valid for this amount always);</p> <p>(d) employer’s liability and workers’ compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client’s country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and</p>

	(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.
27.1	No exceptions
27.2	The Consultant shall not use these "all reports, data, documents provided by IWAI and provided by other Government agencies for the purpose of this consultancies" for purposes unrelated to this Contract without the prior written approval of the Client.
30.3 (New Clause- In addition to GCC clause 30.1 & 30.2)	<p>Replacement of Key Experts (In addition to GCC clause no 30.1 & 30.2): Substitution of key experts can be allowed in compelling or unavoidable situations only and the substitute shall be of equivalent or higher credentials as mentioned in GCC clause no 30. Such substitution is limited to not more than 30% or maximum three numbers (3 numbers) of total key personal, subject to equally, or better, qualified, and experienced personnel being provided to the satisfaction of the Employer. The conditions replacement of three (3) numbers of total key personnel are illustrated below:</p> <p>a) Replacement of first one (1) of total key experts will be subject to reduction of remuneration. The remuneration is to be reduced, by 5 % of the awarded cost of the man-month which would have been paid against the original personal, from the date of the replacement till completion of contract.</p> <p>b) In case of the next one (1) replacement of total key experts, the reduction in remuneration shall be equal to 10 % (ten percent) of the awarded cost of the man-month which would have been paid against the original personal, from the date of the replacement till completion of contract and</p> <p>c) For the third one (1) replacement of total key experts, such reduction shall be equal to 15 % (fifteen percentage) of the awarded cost of the man-month which would have been paid against the original personal, from the date of the replacement till completion of contract.</p>
35.1 (a) through (e)	32.1 (a), (b), (c) and (e) are agreeable within the law of the land. However, 32.1 (d) is not applicable
35.1(f)	N/A

<p>38.1</p>	<p>The Contract price is: _____ [insert amount and currency for each currency as applicable] [indicate: inclusive or exclusive] of local indirect taxes.</p> <p>Any indirect local taxes chargeable in respect of this Contract for the Services provided by the Consultant shall be “reimbursed” by the Client to the Consultant. The amount of such taxes is _____ [insert the amount as finalized at the Contract’s negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant’s Financial Proposal.</p> <p>For the assessment of ITC (Input Tax Credit) consultant shall submit their periodical tax return on its submission to respective authorities.</p>
<p>39.1 & 39.2</p>	<p>The Client shall reimburse the Consultant GST paid by them. However consultant shall have to produce all relevant original documents of payment of such tax to the client at the time of raising the claim/ invoice for the same.</p>
<p>41.2 & 42.1</p>	<p>The ceiling in foreign currency or currencies is: <u>Not Applicable</u> exclusive of local indirect taxes.</p> <p>The ceiling in foreign currency or currencies is: <u>Not Applicable</u> exclusive of local indirect taxes.</p> <p>The ceiling in local currency is: <u>INR</u> exclusive of local indirect taxes.</p> <p>Any indirect local taxes chargeable i.e. GST in respect of this Contract for the Services provided by the Consultant shall be reimbursed by the Client to the Consultant.</p> <p>The amount of such taxes is INR _____ [insert the amount as finalized at the Contract’s negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant’s Financial Proposal.]</p> <p>The Consultant shall undertake to pass on the input tax credit in GST and shall compensate the employer for any loss suffered on this account by employee (if any) during the tenure of the contract or afterwards subsequent to assessment.</p> <p>For the assessment of ITC (Input Tax Credit) consultant shall submit their periodical tax return on its submission to respective authorities.</p> <p>Payment to the Consultant shall be made on a monthly basis on actual deployment of experts / manpower, with a monthly deduction of “5 % (five percent) of monthly payment”. The amount shall be kept with the client for paying to the consultant during defect liability period.</p> <p>The withheld amount would be paid to the TSSC in monthly equal amounts during the defect liability period (12 months from the completion of the EPC</p>

	<p>contract) of the “Contract with EPC Contractor” as per the site visit & & submission of the reports as specified in the clause no 8 of ToR.</p> <p>Claimed remuneration shall be based on actual man-month that a particular Key-expert was deployed during the previous month and the man-month rate detailed in Annexure C less deduction to be retained by Client.</p> <p>Deployment would be counted from the day the person reached the site till the date a person leaves the site.</p> <p>The claim will be duly supported by actual deployment particulars during the previous month duly certified by the authorized representative of Employer / Engineer – in – Charge (EIC).</p> <p>The deployment of key-expert(s) at site would be on need basis and the decision of authorized representative of Employer / EIC on this matter would be final and binding on Consultant.</p>
42.1	<p>The interest rate is: For Local Currency: SBI Prime Lending Rate + 2% per annum.</p>
42.3	Not Applicable
43.1 and 43.2	<p>The Consultant shall have to produce all relevant original documents of payment of tax to the client at the time of raising the claim/ invoice for the same.</p> <p>The Consultant shall undertake to pass on the input tax credit in GST and shall compensate the employer for any loss suffered on this account by employee (if any) during the tenure of the contract or afterwards subsequent to assessment.</p> <p>For the assessment of ITC (Input Tax Credit) consultant shall submit their periodical tax return on its submission to respective authorities.</p> <p>An undertaking to this effect in Format should be submitted along with the bid.</p>
44.1	<p>The currency [currencies] of payment shall be the following: INR [<i>list currency(ies) which should be the same as in the Financial Proposal, Form FIN-2]</i></p>
45.1(a)	<p>The following provisions shall apply to the advance payment and the advance bank payment guarantee:</p> <p>(1) An advance payment of 10% in respective currency shall be made against an equivalent amount of Advance Bank Guarantee within 30 days after the Effective Date. The advance payment will be set off by the Client in equal installments against the statements for the first twelve (12) months of the Services until the advance payment has been fully set off.</p>

	<p>(2) The advance bank payment guarantee shall be the same amount and in the same currency of the advance payment.</p> <p>(3) The Advance Bank Guarantee to be drawn from any scheduled bank of India. The validity of the Advance Bank Guarantee shall be up to recovery of the advance payment i.e., 12 months from the date of signing of contract.</p>
45.1(b)	<p>The Consultant shall submit invoices on monthly basis. Payment to the Consultant shall be made on a monthly basis on actual deployment of experts / manpower. Claimed remuneration shall be based on actual man-month that a particular Key-expert was deployed during the previous month and the man-month rate detailed in Annexure C less deduction to be retained by Client. Deployment would be counted from the day the person reached the site till the date a person leaves the site. The claim will be duly supported by actual deployment particulars during the previous month duly certified by the authorized representative of Employer / Engineer – in – Charge (EIC). The deployment of key-expert(s) at site would be on need basis and the decision of authorized representative of Employer / EIC on this matter would be final and binding on Consultant.</p>
45.1(e)	<p>The accounts are:</p> <p>for local currency: <i>[insert account]</i>. Account's holder name: Banker name: Account number: Branch address: IFSC code: Branch code:</p>
46.1	Not Applicable
49.	<p>Disputes shall be settled by arbitration in accordance with the following provisions:</p> <ol style="list-style-type: none"> 1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions: <ol style="list-style-type: none"> (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to President, Institution of Engineers India, New Delhi for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties

	<p>shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, President, Institution of Engineers India, New Delhi shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by Secretary, the Indian Council of Arbitration, New Delhi;</p> <p>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the Secretary, the Indian Council of Arbitration, New Delhi to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure.</u> For domestic Consultant, Arbitration proceedings shall be conducted in accordance with procedure of the Arbitration & Conciliation Act 1996, of India. For foreign consultants (including JV where lead partner is foreign), arbitration shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country [<i>Note: If the Consultant consists of more than one entity, add: or of the home country of any of their members or</i></p>

	<p>Parties] or of the Government’s country. For the purposes of this Clause, “home country” means any of:</p> <ul style="list-style-type: none"> (a) the country of incorporation of the Consultant [<i>Note: If the Consultant consists of more than one entity, add: or of any of their members or Parties]; or</i> (b) the country in which the Consultant’s [or any of their members’ or Parties’] principal place of business is located; or (c) the country of nationality of a majority of the Consultant’s [or of any members’ or Parties’] shareholders; or (d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.
	<p>5. <u>Miscellaneous</u>. In any arbitration proceeding hereunder:</p> <ul style="list-style-type: none"> (a) proceedings shall, unless otherwise agreed by the Parties, be held (i) For foreign consultants in a neutral venue or as agreed mutually during negotiations. (ii) For domestic Consultants, in Delhi or as agreed mutually during negotiations.” (b) the English language shall be the official language for all purposes; and (c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.

FORM TECH-7

[Note to Client: include this requirement for supervision of civil works contracts.]

Code of Conduct Environmental, Social (GBV & SEA), Health and Safety (ESHS)

The Consultant shall submit the Code of Conduct that will apply to the Consultant's Key Experts and Non-Key Experts, to ensure compliance with good Environmental, Social, Health and Safety (ESHS) aspects (including Gender Base Violence (GBV) and Sexual Exploitation and Abuse (SEA) requirements)

The ESHS related services include but are not limited to:

- 1. review and approve the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions (not less than once every 6 months);*
- 2. review and approve ESHS provisions of method statements, implementation plans, GBV/SEA prevention and response action plan, drawings, proposals, schedules and all relevant Contractor's documents;*
- 3. review and consider the ESHS risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;*
- 4. undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, to verify the Contractor's compliance with ESHS requirements including its GBV/SEA obligations, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month*
- 5. undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESHS requirements;*
- 6. agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ESHS obligations;*
- 7. ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;*
- 8. check that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;*
- 9. review and critique, in a timely manner, the Contractor's ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;*
- 10. undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues;*

11. *establish and maintain a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of GBV/SEA.*
12. *ensure any GBV/SEA instances and complaints that come to the attention of the consultant are registered in the grievance redress mechanism*
13. *[add any other tasks as appropriate].*

1. Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC)

[Note to Client: For supervision of civil works contracts, Key Expert/s with sufficient qualifications and experience to provide Environment, Social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), Health and Safety [ESHS] oversight shall be required. The Key Expert/s academic and professional qualifications and experience to recognize and to deliver good international industry practice with respect to Environment, Social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), Health and Safety (ESHS) should be specified here. The same expert positions should be included for evaluation in ITC 21.1].

practice as may be further more fully described in the following:

6. *[the Terms of Reference described in Section 7];*
7. *[Environmental and Social Impact Assessment (ESIA)];*
8. *[Environmental and Social Management Plan (ESMP)];*
9. *[Consent Conditions (regulatory authority conditions attached to any permits or approvals for the project)]; and*
10. *[specify any other relevant document/s]*

Requirements and Scope of Services

Key Expert/s: Environment, Social (SEA & GBV) Health and Safety (ESHS)

Qualification for the ESHS Key Experts:

The Key Expert/s shall have the appropriate level of academic and professional qualifications and experience to recognize and to deliver good international industry practice with respect to Environment, Social, (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), **Health and Safety (ESHS) aspects]**

Scope of ESHS Key Expert Services, tasks and expected deliverables

Ensure the Contractor's ESHS performance is in accordance with good international industry practice and delivers the Contractor's ESHS obligations.

The ESHS related services include but are not limited to:

1. *review and approve the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions (not less than once every 6 months);*
2. *review and approve ESHS provisions of method statements, implementation plans, GBV/SEA prevention and response action plan, drawings, proposals, schedules and all relevant Contractor's documents;*
3. *review and consider the ESHS risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;*
4. *undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, to verify the Contractor's compliance with ESHS requirements including its GBV/SEA obligations, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month*
5. *undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESHS requirements;*
6. *agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ESHS obligations;*
7. *ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;*
8. *check that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;*
9. *review and critique, in a timely manner, the Contractor's ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;*

10. *undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues;*
11. *establish and maintain a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of GBV/SEA.*
12. *ensure any GBV/SEA instances and complaints that come to the attention of the consultant are registered in the grievance redress mechanism*
13. *[add any other tasks as appropriate].*

2. Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC)

[Note to Client: For supervision of civil works contracts, Key Expert/s with sufficient qualifications and experience to provide Environment, Social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), Health and Safety [ESHS] oversight shall be required. The Key Expert/s academic and professional qualifications and experience to recognize and to deliver good international industry practice with respect to Environment, Social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), Health and Safety (ESHS) should be specified here. The same expert positions should be included for evaluation in ITC 21.1].

1. Reporting Requirements and Time Schedule for Deliverables

[At a minimum, list the following:

- (a) *format, frequency, and contents of reports;*
- (b) *number of copies, and requirements to electronic submission (or on CD ROM). Final reports shall be delivered in CD ROM in addition to the specified number of hard copies;*
- (c) *dates of submission;*
- (d) *persons (indicate names, titles, submission address) to receive them; etc.*

*If the Services consist of or include the **supervision of civil works**, include the following on ESHS reporting:*

- (e) *“The Consultant shall provide immediate notification to the Client should any incident in the following categories occur while carrying out the Services. Full details of such incidents shall be provided to the Client within the timeframe agreed with the Client.*
 - (i) *confirmed or likely violation of any law or international agreement;*
 - (ii) *any fatality or serious (lost time) injury;*
 - (iii) *significant adverse effects or damage to private property (e.g. vehicle accident); or*
 - (iv) *any allegation of gender based violence (GBV), sexual exploitation or abuse (SEA), sexual harassment or sexual misbehavior, rape, sexual assault, child abuse or defilement, or other violations involving children,*
- (f) *Ensure that contractor immediate notifications on ESHS aspects are shared with the Client immediately;*

- (g) *Immediately inform and share with the Client any immediate notification related to ESHS incidents provided to the Consultant by the Contractor, and as required of the Contractor as part of the Progress Reporting;*
- (h) *Share with the Client in a timely manner the Contractor's ESHS metrics, as required of the Contractor as part of the Progress Reports."*

2. Client's Input and Counterpart Personnel

- (a) *Services, facilities and property to be made available to the Consultant by the Client:
[list/specify]*
- (b) *Professional and support counterpart personnel to be assigned by the Client to the Consultant's team: __ [list/specify]*

3. Environmental and Social Policy

[Note to Client: for supervising civil works contracts:

The Client should attach or refer to the Client's environmental, social, health and safety policies that will apply to the project. If these are not available, the Client should use the following guidance in drafting an appropriate policy for the Works.

SUGGESTED CONTENT FOR AN ENVIRONMENTAL AND SOCIAL POLICY (STATEMENT)

The Works' policy goal, as a minimum, should be stated to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, gender-based violence (GBV), sexual exploitation and abuse (SEA), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works. The Client is advised to consult with the World Bank to agree the issues to be included which may also address: climate adaptation, land acquisition and resettlement, indigenous people, etc. The policy should set the frame for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.

The policy shall include a statement that, for the purpose of the policy and/or code of conduct, the term "child" / "children" means any person(s) under the age of 18 years.

The policy should, as far as possible, be brief but specific and explicit, and measurable, to enable reporting of compliance with the policy and reporting requirement.

As a minimum, the policy is set out to the commitments to:

- 1. apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts;*
- 2. provide and maintain a healthy and safe work environment and safe systems of work;*

3. *protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;*
4. *ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labour conventions to which the host country is a signatory;*
5. *be intolerant of, and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for GBV, inhumane treatment, sexual activity with children, and sexual harassment;*
6. *incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works;*
7. *work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;*
8. *engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;*
9. *provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation, and protects whistleblowers;*
10. *minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works;*

The policy should be signed by the senior manager of the Client. This is to signal the intent that it will be applied rigorously.

4. Code of Conduct

[Note to Client: for supervision of civil works contracts:

A minimum requirement for the Code of Conduct should be set out by the Client, taking into consideration the issues, impacts, and mitigation measures identified, for example, in:

- *project reports e.g. ESIA/ESMP*
- *any particular GBV/SEA requirements*
- *consent/permit conditions (regulatory authority conditions attached to any permits or approvals for the project)*
- *required standards including World Bank Group EHS Guidelines*
- *relevant international conventions, standards or treaties, etc., national, legal and/or regulatory requirements and standards (where these represent higher standards than the WBG EHS Guidelines)*
- *relevant standards e.g. Workers' Accommodation: Process and Standards (IFC and EBRD)*

- *relevant sector standards e.g. workers' accommodation*
- *grievance redress mechanisms.*

The types of issues identified could include. risks associated with: labor influx, spread of communicable diseases, sexual harassment, gender based violence, illicit behavior and crime, and maintaining a safe environment etc.]

[Amend the following instructions to the Consultant taking into account the above considerations.]

A satisfactory code of conduct will contain obligations on all Consultant's Experts that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project sector or to specific project requirements. The code of conduct shall contain a statement that the term "child" / "children" means any person(s) under the age of 18 years.

The issues to be addressed include:

1. Compliance with applicable laws, rules, and regulations
2. Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment)
3. The use of illegal substances
4. Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status)
5. Interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions)
6. Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
7. Violence, including sexual and/or gender based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty)
8. Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)

9. Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas)
10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
11. Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
12. Respecting reasonable work instructions (including regarding environmental and social norms)
13. Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
14. Duty to report violations of this Code
15. Non-retaliation against personnel who report violations of the Code, if that report is made in good faith

The Code of Conduct should be written in plain language and signed by each Expert to indicate that they have:

- 1. received a copy of the code;*
- 2. had the code explained to them;*
- 3. acknowledged that adherence to this Code of Conduct is a condition of employment; and*
- 4. understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.*

A copy of the code shall be displayed in the Engineer's office. It shall be provided in appropriate languages.

IV. Appendices

APPENDIX A – TERMS OF REFERENCE

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements; Client’s input, including counterpart personnel assigned by the Client to work on the Consultant’s team; specific tasks that require prior approval by the Client.]

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Consultant’s Proposal. Highlight the changes to Section 7 of the RFP]

If the Services consist of or include the supervision of civil works, the following action that require prior approval of the Client shall be added to the “Reporting Requirements” section of the TORs: Taking any action under a civil works contract designating the Consultant as “Engineer”, for which action, pursuant to such civil works contract, the written approval of the Client as “Employer” is required.]

APPENDIX B – EXPERTS & SUPPORT PERSONNEL

[Insert a table based on Form TECH-6 of the Consultant’s Technical Proposal and finalized at the Contract’s negotiations. Attach the CVs (updated and signed by the respective Experts & Support Personnel) demonstrating the qualifications of Experts & Support Personnel.]

[Specify Hours of Work for Experts & Support Personnel: List here the hours of work for Experts & Support Personnel; travel time to/ from the Client’s country; entitlement, if any, to leave pay; public holidays in the Client’s country that may affect Consultant’s work; etc. Make sure there is consistency with Form TECH-6. In particular: one month equals twenty two (26) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.]

APPENDIX C – REMUNERATION COST ESTIMATES

1. Monthly rates for the Experts:

[Insert the table with the remuneration rates. The table shall be based on [Form FIN-3] of the Consultant’s Proposal and reflect any changes agreed at the Contract negotiations, if

any. The footnote shall list such changes made to [Form FIN-3] at the negotiations or state that none has been made.]

2. *[When the Consultant has been selected under Quality-Based Selection method, or the Client has requested the Consultant to clarify the breakdown of very high remuneration rates at the Contract's negotiations also add the following:*

“The agreed remuneration rates shall be stated in the attached Model Form I. This form shall be prepared on the basis of Appendix A to Form FIN-3 of the RFP “Consultants’ Representations regarding Costs and Charges” submitted by the Consultant to the Client prior to the Contract’s negotiations.

Should these representations be found by the Client (either through inspections or audits pursuant to Clause GCC 25.2 or through other means) to be materially incomplete or inaccurate, the Client shall be entitled to introduce appropriate modifications in the remuneration rates affected by such materially incomplete or inaccurate representations. Any such modification shall have retroactive effect and, in case remuneration has already been paid by the Client before any such modification, (i) the Client shall be entitled to offset any excess payment against the next monthly payment to the Consultants, or (ii) if there are no further payments to be made by the Client to the Consultants, the Consultants shall reimburse to the Client any excess payment within thirty (30) days of receipt of a written claim of the Client. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final statement approved by the Client in accordance with Clause GCC 45.1(d) of this Contract.”

**Model Form I
Breakdown of Agreed Fixed Rates in Consultant’s Contract**

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in [insert name of currency])*

Experts		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Agreed Fixed Rate per Working Month/Day/Hour	Agreed Fixed Rate per Working Month/Day/Hour ¹
Client’s Head Office									
Client’s Regional/ Sub-Offices/ Farakka									

1 Expressed as percentage of 1

2 Expressed as percentage of 4

* If more than one currency, add a table

Signature

Date

Name and Title: _____

APPENDIX D – REIMBURSABLE EXPENSES COST ESTIMATES

1. *[Insert the table with the reimbursable expenses rates. The table shall be based on [Form FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-4] at the negotiations or state that none has been made.*

2. *All reimbursable expenses shall be reimbursed at actual cost, unless otherwise explicitly provided in this Appendix, and in no event shall reimbursement be made in excess of the Contract amount.]*

APPENDIX E - FORM OF ADVANCE PAYMENTS GUARANTEE
[See Clause SCC 45.1(a)] {Guarantor letterhead or SWIFT identifier code}

Bank Guarantee for Advance Payment

Guarantor: _____ *[insert commercial Bank's Name, and Address of Issuing Branch or Office]*

Beneficiary: _____ *[insert Name and Address of Client]*

Date: _____ *[insert date]*_____

ADVANCE PAYMENT GUARANTEE No.: _____ *[insert number]*_____

We have been informed that _____ *[name of Consultant or a name of the Joint Venture, same as appears on the signed Contract]* (hereinafter called "the Consultant") has entered into Contract No. _____ *[reference number of the contract]* dated _____ *[insert date]*_____ with the Beneficiary, for the provision of _____ *[brief description of Services]* (hereinafter called "the Contract"). Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ *[insert amount in figures]* (_____ *[amount in words]*) is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ *[amount in figures]* (_____ *[amount in words]*)¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _____ at _____ *[name and address of bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as "paid" by the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the ___ day of *[month]*_____, *[year]*____,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.