

Project Management Unit  
Capacity Augmentation of the National Waterway – 1 Project (Jal Marg Vikas)  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
(Ministry of Ports, Shipping and Waterways, Government of India)  
Head Office: A-13, Sector – 1, Noida - 201301

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### Expression of Interest

1. Inland Waterways Authority of India (IWAI), Ministry of Ports, Shipping and Waterways, Government of India has applied for financing from the World Bank towards the cost of the Project “**Capacity Augmentation of the National Waterway – 1 (Jal Marg Vikas Project)**”, and intends to apply part of the proceeds for consulting services.
2. The consulting services (“the Services”) include **Hiring of an Organization for Project Management Consultancy Services for Jal Marg Vikas Project (JMVP) including Arth Ganga Program.**

The detailed ToR is enclosed as Annex-I. The broad scope of the study includes:

- a) Project Management
  - b) Assisting the client in providing support in matters related to Traffic and Logistics
  - c) Assisting the client in providing support in matters related to Private Sector Participation in various activities of client
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3. The Project Director, Project Management Unit, IWAI, invites eligible consulting firms (“Consultants”) to submit their interest to provide Consultancy services for “**Hiring of an Organization for Project Management Consultancy Services for Jal Marg Vikas Project (JMVP) including Arth Ganga Program.**” Consultants interested in providing the Service should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. It should be noted that CVs shall not be evaluated at REoI stage and therefore need not to be submitted with REoI. The short listing criteria are:
    - a) Consultant should be engaged in conducting similar activities for the past 5 years – copy of Certificate of Incorporation to be submitted along with the EOI.
    - b) Consultant should have a minimum financial turnover of INR 1.42 Crore during any of the last 5 years – CA certified declaration for last 5 years to be submitted along with the EOI.
    - c) Consultant should have completed 3 such studies of similar / related work during the last 5 years – List of scope of work, date of commencement, date of completion, client’s details, work order, Certificate issued by client declaring the work as completed to be submitted.

- d) Consultant should be having a minimum of 21 employees on their payroll – declaration to be submitted.
  - e) Notarized copy of Power of Attorney of the signatory/ies signing the EoI and/or associating to submit the EoI - to be submitted.
  - f) In case of EoI submission as Joint Venture, notarized copy of JV to be submitted.
5. Expressions of interest must be delivered in a written form to the address below (in person, or by post or by e-mail) by 22<sup>nd</sup> December, 2020 by 15:00 hours (IST) and it shall be clearly marked “Expression of interest for Consultancy services for **“Hiring of an Organization for Project Management Consultancy Services for Jal Marg Vikas Project (JMVP) including Arth Ganga Program”**”
  6. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* dated January, 2011 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.
  7. A Firm or an individual Debarred by the World Bank in accordance with the anticorruption guidelines shall be ineligible for this Assignment in any form or way. A list of debarred firms and individuals is available at the Banks external website: [www.worldbank.org/debarr](http://www.worldbank.org/debarr).
  8. A Consultant will be selected in accordance with the Quality and Cost Based Selection method set out in the Consultant Guidelines.
  9. Further information can be obtained at the address mentioned above during office hours.

#### **Instructions for submission of Expression of Interest:**

1. Accomplished Expression of Interest (Application) must be submitted together with a Letter of Intent not later than 15:00 hours (IST) on 22<sup>nd</sup> December, 2020. Documents in support of all qualification information shall be submitted with application. Proposal of EOI with qualification information shall be furnished on / before the due date of submission at the address mentioned above.
2. The Application shall be basis of drawing up a shortlist of eligible Consultants who will be invited to submit proposal for services required.
3. All Applications shall be submitted in English.
5. A Consultant shall submit only one proposal. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the Request for Proposals.

6. The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
7. IWAI reserves the right to reject any Applications, without assigning any reasons thereof.
8. The Applicant shall provide all the information sought under this Qualification Document. PMU, IWAI would evaluate only those Applications that are received within the specified time and complete in all respects. Incomplete and/or conditional Applications shall be liable to rejection.

### **Guidelines for preparation of Expression of Interest**

Following information shall be submitted:

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

**(Project Director)**

Terms of Reference (ToR)

Project Management Consultancy Services for JMVP including Arth Ganga Program

1. Background & Introduction

- 1.1 Inland Waterways Authority of India (IWAI) (hereinafter referred to as “the **Client**”) is a statutory body of the Ministry of Ports, Shipping and Waterways (MoPSW), Government of India (GoI). The Client was set up in 1986 and is primarily responsible for the regulation and development of inland waterways for purposes of shipping and navigation for Inland Water Transport (IWT). With five (5) National Waterways (NWs) up to 2016 and today, with the enactment of NWs Act, 2016, there are a total of one-hundred eleven (111) waterways that have been declared as NWs.
- 1.2 The Allahabad-Haldia/Sagar stretch (1620km) of Ganga-Bhagirathi-Hooghly river system was declared as NW-1 in the year 1986 and is a waterway of national significance passing through four (4) states of West Bengal, Jharkhand, Bihar and Uttar Pradesh. It links the gateway ports of Haldia and Kolkata to Bhagalpur, Patna, Ghazipur, Varanasi and Allahabad, their industrial hinterland, and several other industrial hubs located along the Ganga basin.

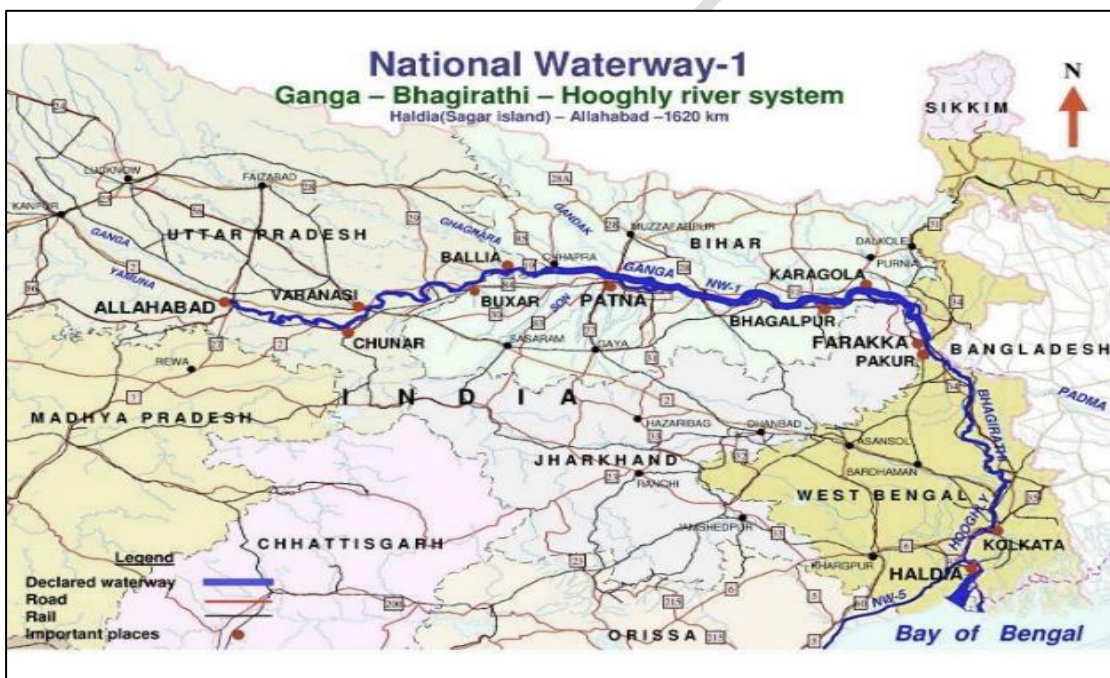


Figure 1: Index Map of NW-1

- 1.3 The entire length of NW-1 has been divided into nine (9) stretches namely (i) Haldia – Tribeni; (ii) Tribeni - Farakka (351km); (c) Farakka – Kahalgaon (146km); (d) Kahalgaon – Farakka ( km); (e) Sultanganj – Mahendrapur (74km); (f) Mahendrapur – Barh (71km); (g) Barh - Digha (69km); (h) Digha – Majhaua (98km); (i) Majhaua – Ghazipur (120km); and (j) Ghazipur - Varanasi (133km) and (k) Varanasi - Allahabad
- 1.4 IWT on NW-1 has the potential to provide a cost efficient, economic, reliable, safe and environment friendly mode of transport. When developed for use by modern inland vessels operating on dependable fairway, it can reduce congestion and investment needs in rail & road infrastructure, promote greater complementarities in the riparian states, enhance intra-regional

trade and through increased economies of scale, significantly reduce overall logistics costs for the benefit of the entire economy and India's global trade competitiveness.

- 1.5 Considering the strong potential for transportation of multiple cargoes such as coal, fly ash, cement and clinker, stone chips, edible oils, petroleum products, foods grains and over dimensional cargo, the Client is implementing "*Jal Marg Vikas Project (JMVP)*" for capacity augmentation of NW-1 with the technical and financial assistance of the "*World Bank*" (hereinafter referred to as "**Bank**") to improve the navigability of NW-1 (Haldia-Varanasi) through: (i) fairway development by providing an assured depth of 2.2m to 3.0m throughout the corridor for atleast three hundred thirty (330) days in a year to make it navigable for comparatively larger vessels of 1,500-3,000 DWT; and (ii) civil structures, logistics and communications interventions required that includes multimodal terminals, jetties, navigational locks, barrages, channel marking systems etc.
- 1.6 With regard to the terminals, the Client has developed floating terminals at twenty (20) locations and four (4) Reinforced Cement Concrete (R.C.C) jetties / permanent terminals at GR Jetty-2 (Kolkata), Gaihat (Patna), Multi-modal terminals (MMTs) at Varanasi (Uttar Pradesh) and Sahibganj (Jharkhand) for handling / berthing of cargo vessels, cruise vessels and others inland vessels. Also, one (1) MMT at Haldia, one (1) Inter-modal terminal (IMT) at Kalughat (West Bengal) and a new navigational lock at Farakka (West Bengal) have also been taken up under JMVP.
- 1.7 Assured depth dredging contracts have also been taken up under JMVP to achieve targeted Least Available Depth (LAD) of 3.0m between Haldia & Barh, 2.5m depth between Barh & Ghazipur and 2.2m between Ghazipur & Varanasi with minimum channel width of 45m. In order to provide safe navigation for various cargo vessels, tourist vessels and other IWT vessels by IWT operators and mechanized country boats moving in NW-1, day navigation marks with bamboos i.e. (left hand/right hand/snag/channel closing marks) are being provided in entire stretch of NW-1 all-round the year. In order to provide twenty-four (24) hours safe navigation, night navigational aids comprising of solar powered lights fixed on country boats/ bamboo structures/ MS Poles/Trestle beacon towers have also been provided from Tribeni to Varanasi stretch.

In addition to the above, a state-of-the-art River Information System (RIS) that includes vessel tracking and the dissemination of important navigation information to mariners is also being implemented.

## 2. Arth Ganga and its alignment with JMVP's objective

2.1 India, with a huge network of rivers and interconnecting canals is ideal for an efficient inland waterways system which has multifarious advantages and is the cheapest mode of transportation. However, this potential could not be tapped to its full extent as development of inland waterways as a means for passenger & cargo transportation, had not been a focus area till recently.

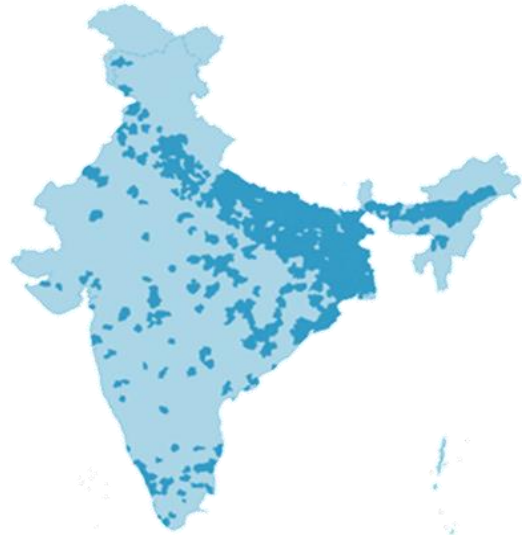


Figure 2: India's population split in half

2.2 In India, almost half the population lives around the Ganges river belt. In terms of trade, 1/5<sup>th</sup> of all India's freight originates, and 1/3<sup>rd</sup> terminates in the states around the Ganges belt. Due to the congestion faced by the cities and space constraints, there is hardly any scope for land-based development in the region. Hence, river Ganga can play a pivotal role in generating growth prospects for sustainable economic development of the regions.

2.3 The conceptualization of Arth Ganga program was finalised to energise economic activities which will impact the overall ecosystem along the riverbank. Inland waterways is one of the most important pillars of Arth Ganga program, that can lead to inclusive growth and play a key role in improving the livelihoods of the populations.

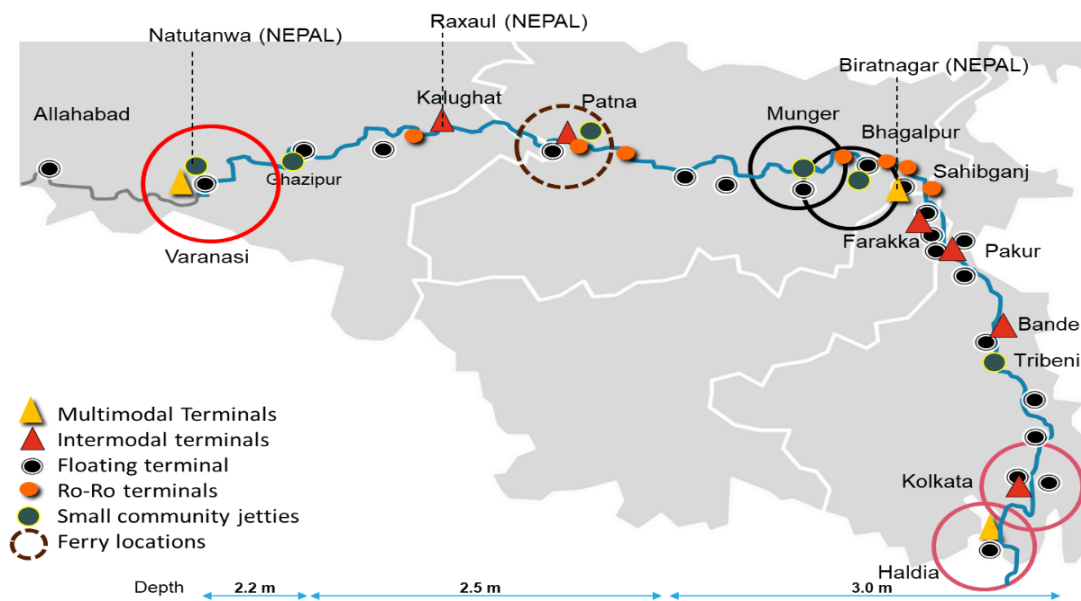


Figure 3: Master Plan of Arth Ganga

2.4 Arth Ganga program of JMVP is being developed on an approach based on principles of sustainable development model that focus on economic activities in & around the hinterland of river Ganga by providing opportunity to local communities to transport their goods / produce and passenger & tourist movements through waterways as well as skill development and public / private sector capability developments to support the following:

- Economic benefits to the farmers, traders and public living around the Ganga belt;
- Growth of small-scale industries;

- (c) Employment opportunities;
- (d) Easy, cost-effective and environment friendly transportation of cargo;
- (e) Improved logistics through small jetties; and
- (f) Wider choice of logistics mode for cargo movement

Since, efficient logistics and transport systems are a critical enabler for sustaining as well as accelerating the economic growth along river Ganga. In this regard, JMVP has the potential to greatly channelize economic activities along river Ganga, thus also aligning to the objective of Arth Ganga program.

2.5 The development works under Arth Ganga program will be implemented as part of JMVP through the technical assistance & investment support of the Bank. The following major components have been envisaged under Arth Ganga program:

- (a) Fairway development through dredging including bandalling and navigational aids;
- (b) Channel Stabilization works;
- (c) Construction of Ro-Ro terminals;
- (d) Construction of new community jetties;
- (e) Modernization / Rehabilitation of existing jetties;
- (f) Modernization / Rehabilitation of existing Navigational Lock at Farakka;
- (g) River Information System and DGPS;
- (h) Hydrographic equipment, HDP Software, Automatic Gauge Stations etc.; and
- (i) IWT Promotional activities

### 3. Objective of the Services

- 3.1 As can be seen from above, a significant number of initiatives have been planned for development and implementation under JMVP including Arth Ganga program. The increase in diversity of scope being taken up for development of JMVP including Arth Ganga program requires multi-disciplinary skills and expertise for which it has become necessary to appoint a professional business consulting firm (hereinafter referred to as the “**Consultant**”) for providing Project Management Consultancy (PMC) services for development and implementation of JMVP including Arth Ganga program (hereinafter referred to as “**Services**”).
- 3.2 The Client desires to engage Consultant for a period of three (3) years from the Effective Date and such time period shall be extendable for subsequent period of one (1) year on mutual consent of both the Parties and subject to project(s) requirement & satisfactory performance of Consultant. The Consultant will work with the Client officials in discharging its functions / responsibilities effectively & efficiently for overall management of the project(s) and ensure that project(s) development is in accordance with the Client’s development strategy and various other compliances.
- 3.3 In order to ensure timely and efficient execution of project(s), Project Implementation Units (PIUs) at: (a) Sahibganj; (b) Patna; (c) Farakka; (d) Kolkata; and (e) Varanasi have also been formed where different components of JMVP including Arth Ganga program are planned to be executed. The team of PIUs comprises of technical / contract management specialist, social and environment specialist etc.

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

#### 4. Detailed Scope of Work for the Services

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

##### 4.1 Project Management

The Consultant shall assist the Client in the following activities:

###### 4.1.1 Project Preparation

- (a) acquainting with all the work done and reports / documents prepared for the project(s) by the Client i.e. review already approved reports / documents prepared for the project(s) and document them on soft and hard media, for ready reckoning for future recourse; and
- (b) streamlining internal workflow for better coordination and control by setting procedures, systems, standards, criteria and reporting systems including point of contact for all the working teams

###### 4.1.2 Procurement Management

###### 4.1.2.1 Preparation of Bid Documents

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

*Note: All the necessary inputs of engineering design and capital cost, for the purpose of Bidding, shall be provided by the Client*

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

###### 4.1.2.3 Selection of the preferred Bidder

- (a) evaluating the Technical & Financial Bids received from the Bidders, participating in the Technical Evaluation Committee (TEC) meetings, preparing minutes of the TEC



meetings, issuance of clarifications to the Bidders, preparing Technical & Financial Bid Evaluation Reports and review of Bids' validity period. Further, the Consultant shall ensure that all the applicable policies, procedures and guidelines of the Bank are adhered; and

- (b) preparing Letter of Award (LoA) & executing Contract Agreement in accordance with relevant clauses of RFP / Bid Document and refund of Bid Security / Earnest Money Deposit (EMD) to the unsuccessful Bidders

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

#### 4.1.3 *Project Oversight & Reporting*

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

#### 4.1.4 *Schedule Monitoring*

- (a) reviewing the reports/schedules prepared by other consultants and / or contractors and / or entities appointed for the project(s) and conduct trend analysis, schedule analytics including planned vs actual analysis & critical path analysis and recommendations on course correction/ look ahead plans;

- (b) undertake analysis of critical path and near critical path for the project(s) on monthly/quarterly basis and suggest fast tracking/crashing/improvements in order to ensure timely completion of the project(s) in line with the overall implementation schedule; and
- (c) providing oversight on initial & revised baselines and gaps vis-a-vis progress on ongoing basis

#### 4.1.5 *Project Cost and Cash flow assessment*

- (a) reviewing the project(s) budget and cash flow as submitted by the contractors in terms of completeness of scope, cash flow planning and corresponding construction schedule;
- (b) providing quarterly rolling cash requirement for the project(s) based on the expected work to be undertaken by the contractors and the payment milestones agreed in the schedule; and
- (c) developing S-Curves for project(s) costs and monitor project(s) cost performance on an ongoing basis

#### 4.1.6 *Contract Management & Administration*

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

## 4.2 **Traffic & Logistics**

The Consultant shall assist the Client in the following activities:

- (a) reviewing and providing comments on feasibility reports / DPRs / market studies / any other report / proposals within the context of traffic & logistics;
- (b) identifying policy gaps (if any) for movement of passengers / Ro-Ro / Ro-Pax vessels;
- (c) coordinating with agencies such as various State Government departments, district administration and other statutory bodies on matters related to passengers movement / Ro-Ro / Ro-Pax vessel operations and infrastructure development including policy (if any);
- (d) identifying relevant hinterland and target stakeholders that can be potential users of IWT sector;
- (e) conducting cost benefit analysis to assess potential for traffic components for key Origin-Destination (O-D) pairs;
- (f) preparing Standard Operating Procedures (SoPs)/ Manuals, concept notes, schemes etc for various activities related to movement of passenger / Ro-Ro / Ro-Pax movement;
- (g) preparing Memorandum of Understandings (MoUs) / Agreements with stakeholders;
- (h) suggesting various methods to be adopted for promotion of the Arth Ganga program and supporting in arranging stakeholder consultations / programs; and

- (i) conducting outreach events including one-on-one meetings, presentations, joint meetings, workshops, road shows with such stakeholders and facilitating interaction/meetings with potential users of IWT sector

#### 4.3 **Private Sector Participation**

The Consultant shall assist the Client in the following activities:

- 4.3.1 *Market Outreach:* carrying out market outreach for the project(s) identified in the reports in order to gauge private party interest and making amendments based on comments/suggestions received

- 4.3.2 *Project Structuring:*

- (a) formulating best suitable project(s) structuring model for implementation through private sector funding / Public Private Partnership (PPP) & evolving alternative scenarios. The project(s) structure model shall take into consideration main / alternative revenue streams, traffic projections and market investment scenario duly identifying and quantifying all costs, expenses and revenues of the project(s) for the concession period. This would also include sensitivity analysis in relation to the critical parameters for determining an optimal project(s) structure; and

- (b) preparing financing plan for implementation with timelines

*Note: All the necessary inputs of traffic projections and capital cost shall be provided by the Client*

- 4.3.3 *Transaction Advisory*

- (a) determining the procurement strategy and preparation of qualifying & bid evaluation criteria;
- (b) finalizing the contractual / concession agreements and bid documents;
- (c) providing support in approval of various documents including from PPP Approval Committee (PPPAC) (if required); and
- (d) completing the bid process management for selection of the private player and subsequent award of contracts / concession

#### 4.4 **Overall Support**

The Consultant shall assist the Client in the following activities:

- 4.4.1 review the EIA / SIA reports prepared by other consultants and provide comments for subsequent finalization of the same;

- 4.4.2 preparing proposals/ agendas/ notes/ writeups/ presentations for the consideration of the Ministries and departments of Central & State Government including their subsequent follow ups;

- 4.4.3 coordinating various meetings with the other consultants and / or contractors and / or entities appointed for the project(s). The Consultant shall prepare agendas/ write ups /presentations/ notes before each meeting and should discuss the same with the officials of the Client. The Consultant shall also prepare and submit minutes after every meeting for necessary actions and follow ups;

- 4.4.4 various audits/ inspections/ investigations and prepare the replies on the comments/ observations raised by these agencies from time to time;

- 4.4.5 preparing comments/ opinions/ recommendations sought by the Ministries/ departments/ implementing agencies under the State/ Central Government with respect to the Client's project(s) being developed/implemented;
- 4.4.6 maintaining all relevant records & correspondences and keep them updated from time to time;
- 4.4.7 conducting various seminars/workshops/meetings etc. with various stakeholders; and
- 4.4.8 documentation of key insights and learnings including the innovations or use of latest technology being adopted that are undertaken during the project(s) to ensure that the all stakeholders are aware of the same

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

## 5. Reporting Requirements & their Timelines

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

S. No	Particulars of the Report	No. of Copies	Content of the Report	Time of submission
1.	Inception Report	3	The Consultant shall prepare and submit an Inception Report at the end of first month containing a description on approach and methodology along with detailed work plan and resource deployment plan	Within 30 days from Effective Date
2.	Monthly Progress Reports	3	The Consultant has to ensure that various components of the project(s) are progressing in accordance with the approved work program. The Consultant shall prepare & submit a brief Monthly Progress Report summarizing the works accomplished by the other consultants and / or contractors and / or entities appointed for the project(s) for the preceding month. The report shall showcase physical & financial progress and outline any problems encountered (administrative, technical or financial) and give details on the same. The report shall also record the status of payment of consultants and / or contractors and / or entities appointed for the project(s), monthly certificates of all claims for cost or time extensions, and of action required from the Client to permit unconstrained works implementation.	For every month by 7 <sup>th</sup> date in the following month

<b>S. No</b>	<b>Particulars of the Report</b>	<b>No. of Copies</b>	<b>Content of the Report</b>	<b>Time of submission</b>
3.	Quarterly Progress Reports	3	<p>The Consultant shall prepare and submit a comprehensive Quarterly Progress Report summarizing all activities under the contract of consultants and / or contractors and / or entities appointed for the project(s) at the end of each quarter, and also at other times when considered warranted by the concerned stakeholders because of delay of the works or because of the occurrence of technical or contractual difficulties.</p> <p>Such reports shall include but not be limited to: (i) details of major milestones achieved by the consultants and / or contractors and / or entities appointed for the project(s); (ii) progress of the consultants and / or contractors and / or entities appointed for the project(s); (iii) all contract variations and change orders; (iv) status of consultants and / or contractors and / or entities appointed for the project(s) claims, if any etc. and will include brief descriptions of the technical and contractual problems being encountered, physical and financial progress, financial status of the contract as a whole consisting of the cost incurred, cost forecast and other relevant information on the ongoing contract.</p>	For every quarter by 7 <sup>th</sup> date in the following quarter
4.	Environmental Reports	3	<p>The Consultant shall prepare and submit a monthly Environmental Report which shall include but not be limited to (i) status of project(s) specific statutory / regulatory compliances / clearances, NOCs, licenses, permits etc. required to be obtained by consultants and / or contractors; (ii) status of the environmental impact resulting from construction activities such as noise &amp; pollution levels, contamination of soil / ground water by construction waste / fuel &amp; lubricants, damage / loss of vegetation due to contamination of soil / water, tree cutting and soil erosion &amp; sedimentation</p>	For every month by 7 <sup>th</sup> date in the following month

S. No	Particulars of the Report	No. of Copies	Content of the Report	Time of submission
			as defined in the EMP; and (iii) mention the changes of environmental parameters as set out in the EMP	
5.	Social Reports	3	The Consultant shall prepare and submit a monthly Social Report that captures monitoring of basic social indicators including information of grievance redressed, citizen engagement, land acquisition, health and safety of site workers, maintenance of labour standards, participation of female workforce etc.	For every month by 7 <sup>th</sup> date in the following month

## 6. Manpower Requirement & Eligibility Criteria

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

S#	Experts	Client's H.O.
<b>Key Experts</b>		
1.	Project Leader	1
2.	Traffic Specialist	1
3.	Technical Coordinator (Civil Engineering)	1
4.	PPP Specialist	1
5.	Procurement Specialist	1
6.	Contract Management Specialist	1
7.	Project Management (MIS) Specialist	1
8.	Social Specialist	1
9.	Environment Specialist	1
<b>Non-Key Experts</b>		

S#	Experts	Client's H.O.
1.	Non-Key Experts	2++

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

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

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

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

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

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
<b>A. Key Experts</b>					
1.	Project Leader	1	Graduate in Civil Engineering and Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> <li>• Minimum experience of twenty (20) years out of which minimum ten (10) years of experience in the Ports and IWT sector</li> <li>• Preference would be given to Experts who have led project management consultancy services assignment in the Ports/ IWT sector as Project Manager / Project Director</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• leading, coordinating and supervising the Consultant's team for delivering the Services in a time bound manner and also providing directions to the Consultant's team to ensure that the project(s) are delivered as per the Client's / Bank's requirements</li> <li>• overall management of the project(s) including but not limited to monitoring,</li> </ul>

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
					reporting and coordinating to ensure that the project(s) development is in accordance with Client's / Bank's requirements
2.	Traffic Specialist	1	Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> <li>• Minimum experience of fifteen (15) years out of which minimum five (5) years of experience in traffic &amp; logistics studies in the Ports &amp; Waterways sector</li> <li>• Preference would be given to those Experts who have experience in operations &amp; commercial management of Ports / IWT projects and have experience in planning &amp; organizing cargo movements in IWT sector</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• reviewing and providing comments on feasibility reports / DPRs / market studies / any other report / proposals within the context of traffic &amp; logistics</li> <li>• coordinating with agencies such as various State Government departments, district administration and other statutory bodies on matters related to traffic &amp; logistics</li> <li>• preparing Standard Operating Procedures (SoPs)/ Manuals, concept notes, schemes etc for various activities related to movement of passenger / Ro-Ro / Ro-Pax movement</li> <li>• ways / methods to be adopted for promotion of the Arth Ganga program and overall support</li> </ul>



S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
					to the Client in arranging stakeholder consultations / programs
3.	Technical Coordinator (Civil Engineering)	1	Graduate in Civil Engineering and Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> <li>• Minimum experience of seven (7) years out of which minimum three (3) years of experience in preparation of MIS / project controls / project management in Ports / IWT / Roads &amp; Highways / Airports &amp; Aviation / Railways / Urban Transportation / Logistics parks &amp; MMLH sectors</li> <li>• Preference will be given to those Experts who have relevant experience in the IWT sector</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• conducting regular project(s) review meetings with the consultants and / or contractors and / or entities appointed for the project(s) and other relevant stakeholders to discuss the various project(s) related aspects and preparing, circulating, following up and reporting on the action points discussed during various project(s) review meetings and highlight any non-compliance</li> <li>• monitoring the KPIs of consultants and / or contractors and / or entities appointed for the project(s) vis-à-vis actual performance to highlight the key areas of concern and suggest improvement areas</li> <li>• preparing proposals/ agendas/ notes/ write</li> </ul>

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
					<p>ups/ presentations for the consideration of the Ministries and departments of Central &amp; State Government including their subsequent follow ups</p> <ul style="list-style-type: none"> <li>• preparing comments/ opinions/ recommendations sought by the Ministries/ departments/ implementing agencies under the State/ Central Government with respect to the Client's project(s) being developed/implemented</li> </ul>
4.	PPP Specialist	1	Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> <li>• Minimum experience of five (5) years out of which minimum three years (3) of experience in Ports / IWT / Roads &amp; Highways / Airports &amp; Aviation / Railways / Urban Transportation / Logistics parks &amp; MMLH sectors. Should also have undertaken</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• carrying out market outreach for the project(s) identified to gauge private party interest and formulating best suitable project(s) structuring model for implementation through Public Private Partnership (PPP)</li> <li>• finalizing the contractual / concession agreements &amp; bid</li> </ul>

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
				<p>minimum two (2) assignments involving PPP related services (financial analysis and structuring of PPP projects / bid process management for PPP projects) in the transportation sector</p> <ul style="list-style-type: none"> <li>• Preference will be given to those Experts who have relevant experience in multi sectoral transportation projects including IWT sector</li> </ul>	<p>documents and completing the bid process management for selection of the private player and subsequent award of contracts / concession</p>
5.	Procurement Specialist	1	Graduate in the field of Civil Engineering and Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> <li>• Minimum experience of seven (7) years out of which minimum five (5) years of experience in managing procurement of various goods / consultancy / works contracts for Ports / IWT / Roads &amp; Highways / Airports &amp; Aviation / Railways / Urban</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• Developing procurement strategies and plans</li> <li>• Preparation of RFQ / PQ/ RFP documents for invitation to Bid for project(s) including issuance of notices / request for Bids etc.</li> <li>• Bid Process Management and selection of consultant(s) and / or contractor(s) for</li> </ul>

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
				<p>Transportation / Logistics parks &amp; MMLH projects with Government Departments / PSUs. Should also have relevant experience of working on multilateral funded (World Bank / ADB etc.) projects</p> <ul style="list-style-type: none"> <li>• Preference will be given to those Experts who have relevant experience in the IWT sector</li> </ul>	<p>project(s) development</p>
6.	Contract Management Specialist	1	Master's Degree / Post Graduate Diploma (PGD) or equivalent in relevant field	<ul style="list-style-type: none"> <li>• Minimum experience of seven (7) years out of which minimum three (3) years of experience in contract management in the Ports / IWT / Roads &amp; Highways / Airports / Railways / Metros / Urban Transportation / Power / Oil &amp; Gas / Real Estate sectors</li> <li>• Preference will be given to those Experts</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• overall administration of the contracts and monitoring of various documents submitted during the contract execution between the Client and consultants and / or contractors and / or entities appointed for the project(s)</li> <li>• keeping track of all the contract documentations and ensuring timely renewal of these documents during</li> </ul>

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
				who have relevant experience in multi sectoral infrastructure projects	the course of the contract <ul style="list-style-type: none"> <li>• monitoring any major change in scope of the project(s) and reporting impact of the change on overall time &amp; cost</li> </ul>
7.	Project Management (MIS) Specialist	1	Graduate in Civil Engineering	<ul style="list-style-type: none"> <li>• Minimum experience of seven (7) years out of which minimum five (5) years of experience in project preparation, coordination and monitoring of Multilateral Development Bank (MDB) funded projects. Experience in program monitoring of transportation projects and managing stakeholders from Central Ministries</li> <li>• Preference will be given to those Experts who have relevant experience in the IWT sector</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• tracking &amp; monitoring various project(s) using the IT based MIS tools and dashboards created for this purpose by the Client and highlighting any non-conformity or deviations from the approved schedule and need for amendments, if any</li> <li>• assist in conducting regular project(s) review meetings with the consultants and / or contractors and / or entities appointed for the project(s) and other relevant stakeholders and escalating issues to the Client in case of unavailability of data on timely basis</li> <li>• monitoring physical &amp; financial progress for execution of works and assist in</li> </ul>

<b>S#</b>	<b>Expert</b>	<b>Nos</b>	<b>Educational Qualification</b>	<b>Professional Experience</b>	<b>Roles &amp; Responsibilities</b>
					forward physical & financial planning and reporting monthly & quarterly project(s) status to all the stakeholders and identification of critical interfaces that need to be managed carefully
8.	Social Specialist	1	Graduate in Social Science / Sociology or Post Graduation in relevant field	<ul style="list-style-type: none"> <li>• Minimum experience of seven (7) years out of which minimum three (3) years of experience in Indian subcontinent environment, with particular reference to resettlement and other social impacts of infrastructure projects</li> <li>• Preference will be given to those Experts who have relevant experience in multi sectoral infrastructure projects</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• review and provide comments on SIA reports prepared by consultants</li> <li>• monitoring of basic social indicators including information of grievance redressed, citizen engagement, land acquisition, health and safety of site workers, maintenance of labour standards, participation of female workforce etc.</li> </ul>
9.	Environment Specialist	1	Graduate in Civil Engineering / Environmental Engineering / Environmental Science or Post	<ul style="list-style-type: none"> <li>• Minimum experience of seven (7) years out of which minimum three (3) years of experience in</li> </ul>	<p>Shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> <li>• review and provide comments on EIA</li> </ul>

S#	Expert	Nos	Educational Qualification	Professional Experience	Roles & Responsibilities
			Graduation in relevant field	<p>conducting environment impact assessment studies / environment management plans of infrastructure projects</p> <ul style="list-style-type: none"> <li>• Preference will be given to those Experts who have relevant experience in multi sectoral infrastructure projects</li> </ul>	<p>reports prepared by consultants</p> <ul style="list-style-type: none"> <li>• monitoring status of project(s) specific statutory / regulatory compliances / clearances, NOCs, licenses, permits etc. required to be obtained by consultants and / or contractors w.r.t environment</li> <li>• monitoring the status of environmental impact resulting from construction activities such as noise &amp; pollution levels, contamination of soil / ground water by construction waste / fuel &amp; lubricants, damage / loss of vegetation due to contamination of soil / water, tree cutting and soil erosion &amp; sedimentation as defined in the EMP</li> </ul>
<b>B. Non-Key Experts</b>					
1.	Non-Key Experts	2	Graduate in the field of Civil Engineering	<ul style="list-style-type: none"> <li>• Minimum experience of five (5) years in the infrastructure sector</li> </ul>	<ul style="list-style-type: none"> <li>• Shall be responsible for providing overall support to the Key Experts and shall ensure proper coordination among the project implementation teams</li> </ul>

## 7. Payment

Since this would be a time based contract, all payments will be made on monthly basis by PMU, Jal Marg Vikas Project, IWAI.



[DOCUMENT TITLE]

Reference :-

Date:-

To,  
Project Director  
IWAI – Jal Marg Vikas  
(Ministry of Ports, Shipping and Waterways, GOI)  
A – 13, Sector – 1, Noida -201301

**Subject :- Hiring of an Organization for Project Management Consultancy Services for Jal Marg Vikas Project (JMVP) including Arth Ganga Program**

**IWAI Reference :-**

Dear Sir,

**Refer your Expression of Interest .....**

**We are pleased to enclose our credentials for the subject cited assignment as per your requirements listed at Para 3 (a through d).**

SL.NO	Description of Documents	Documents required to be furnished	Yes / No	Reference
1	Name of the Organization	<i>Copy of Certificate of Incorporation.</i>		
	Date of Establishment			
	Date of Commencement of Business			
	Type of Organization – Legal Status			
	Nature of Business			
	PAN No			
	GST No			
	Exact & Complete Address			
	Telephone / Fax numbers.			
	E-mail and cable address.			
	Present a brief profile - narrative description of the firm(s)..		<i>Kindly avoid submission of company brochures for the purpose description of the firm</i>	
Organizational strength of Consultant				
Key persons .. 2 principals with contact details to be Contacted by IWAI.				
1.1	EOI Submitted as Sole Applicant or Joint Venture	<i>If yes, details of JV Partner similar to 1 above</i>		
	Details of Joint Venture Partner			
2	For Consultant of <b>Foreign registry</b> , indicate if there is any branch office(s) established in India with details in aforesaid manner	<i>If yes, details similar to 1 above</i>		

3	Qualification Requirements	<i>Details of relevant Engagement,</i>			
3b	Consultant should have a minimum average annual turnover of INR 1.42 Crore in the last 5 financial years	2019-20	<i>CA certified declaration for last 5 years.</i>		
		2018-19			
		2017-18			
		2016-17			
		2015-16			
3c	Consultant should have completed 3 studies pertaining to providing PMC services during last 05 years. The Consultant should submit Work Order Copies, Date of commencement, Date of completion, Completion Certificate from the Client and brief synopsis of the assignment under taken.	<i>Kindly Provide following details toward completed works.</i> <ul style="list-style-type: none"> <li>• <i>Client's details</i></li> <li>• <i>Scope of work</i></li> <li>• <i>Date of commencement,</i></li> <li>• <i>Date of completion,</i></li> <li>• <i>Synopsis of the Projects ( relevant certificates of Commencement &amp; completions should be enclosed)</i></li> </ul>			
3d	Consultant should have a minimum of 21 employees on its payroll – Declaration to be submitted	<i>Declaration to be made by company HR</i>			

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

Signature & Name of the Consultant  
Date & Seal

Certificate

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

Signature & Name of the Consultant  
Date & Seal

**Enclosure :-**

**As listed here under:-**