

Expression of Interest (EOI)

For Short listing of Consulting Agencies / Consultants in India, to provide 'Consultancy Services' to the Directorate General of Shipping towards establishment of an online platform for Maritime Knowledge Cluster- India

**Directorate General of Shipping
9th Floor, BETA Building,
I-Think Techno Campus,
Kanjur village Road,
Kanjurmarg (E), Mumbai-400042**

March, 2022

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1. Important Dates

Sr. No.	Description	Date
1	EOI Publishing Date	09.03.2022
2	Start date for submission of EOI response	10.03.2022 at 1000 hrs
3	Last date for submission of EOI response	11.04.2022 at 1700 hrs
4	Opening of EOI response	13.04.2022 at 1500 hrs Directorate General of Shipping, Mumbai (Optional - In the presence of Representatives of applicants who wish to remain present)

2. Advertisement for Expression of Interest

The details of the advertisement published on Central Public Procurement Portal (CPPP) at <https://www.eprocure.gov.in> and DGS website at <https://www.dgshipping.gov.in/> for Request for Expression of Interest (EOI) for short listing of Consulting Agencies / Consultants in India, to provide Consultancy Services to the Directorate General of Shipping towards establishment of a Maritime Knowledge Cluster – India.

All corrigenda, addenda, amendments, time extensions to the EOI will be posted at the aforesaid locations and no separate notification will be issued.

3. Invitation for Expression of Interest

**Directorate General of Shipping
9th Floor, BETA Building,
I-Think Techno Campus,
Kanjur village Road, Kanjurmarg (E),
Mumbai – 400042.**

INVITATION FOR EXPRESSION OF INTEREST (EOI)

Directorate General of Shipping invites Expression of Interest (EOI) from Indian companies / consulting agencies, towards establishment of an online platform for Maritime Knowledge Cluster– India.

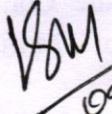
The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work, etc. is enclosed. EOI document is also available for downloading from the CPPP Portal and from DGS website www.dgshipping.gov.in.

Further details, if any, may be obtained from Capt. Vikram Singh Manhas, Nautical Surveyor-cum-DDG (Tech), Directorate General of Shipping, 9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042. Email:vikram.manhas@gov.in

Last date for submission of EOI is 11th April, 2022 up to 1700 hrs. The non-refundable fee of Rs 5,000/- by way of Bharat Kosh, deposited under the Other receipt payable to PAO(SH) Mumbai, payment to Executive Officer (DGS), payable at Mumbai may be submitted on CPPP Portal.

Applicants meeting the qualification criteria would be shortlisted and may be invited for presentation and submitting their financial quote for the EOI, before the selection committee of the Directorate General of Shipping for the final selection.

It may be noted that the information in this EOI is indicative only and is liable to change. The actual Scope of Work will be available in the Request for Proposal (RFP) document which will be issued to the eligible / short listed bidders selected through this EOI. Only bidders shortlisted through this EOI will be eligible to respond to the RFP.


09/03/22

Capt. Vikram Singh Manhas,
Nautical Surveyor-cum-DDG (Tech.),
Directorate General of Shipping

Note: DGS or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and DGS reserves the right to amend/add further details in the EOI

4. Organisation Background / About DGS

4.1 The Directorate General of Shipping (DGS), an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India, deals in matters relating to merchant shipping. The DGS deals with all matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects.

4.2 This Directorate deals with implementation of shipping policy and legislation so as to ensure the safety of life and ships at sea, prevention of marine pollution, promotion of maritime education and training in co-ordination with the International Maritime Organisation, regulation of employment and welfare of seamen, development of coastal shipping, augmentation of shipping tonnage, examination and certification of Merchant Navy Officers, Supervision and Control of the allied departments and officer under its administrative jurisdiction.

4.3 The details about DGS and its functions are available at website <https://www.dgshipping.gov.in/>

5. About Maritime Knowledge Cluster - India

5.1 In order to become a leader in maritime sector it is important to focus on and encourage the research and innovation in the sector. To this end, establishing an online platform for Maritime Knowledge Cluster – India will propel the growth of the Indian Maritime sector and enhance sectoral performance by -

- Promoting domestic research,
- Facilitating collaboration between universities and other stakeholders,
- Fostering industry partnerships, and
- Enhancing investment in the Indian Maritime sector.

5.2 Key thrust areas envisaged for the proposed ‘Maritime Knowledge Cluster – India’ are: world class port operations and management; navigation and traffic management on inland and coastal waters; shipbuilding management and design technology; maritime safety, environment and ocean governance; maritime law, finance and governance.

5.3 The Directorate envisages participation of various reputed national, multi-national, and international entities in the proposed maritime cluster and would cover wide range of topics related to merchant shipping.

5.4 The maritime cluster would be based on virtual platform (e-model), the Cluster is aimed to provide a common platform for researchers, research facilitators and sponsors (universities, institutes, labs, etc.), as well as consumers of research outcomes (ports, shipping firms, shipyards, marine ancillaries, equipment designers, NGOs, Governmental bodies, etc.). It is envisaged that interactions on this cluster, involving various stakeholders having common interest, would forge partnerships, thereby augmenting innovation in maritime domain. The proposed cluster would draw inspiration from other established clusters globally and provide platform for knowledge creation, industry lead research, sharing of knowledge and research across institutions participating in blue economy.

5.5 Aim is to form proposed Cluster by partnering about 10+ domestic research institutions, maritime and other technical; which would draw research and innovation support from about 5+ global partners research institutes and universities; and in addition, would have support from 10+ domestic and international industry partners towards sponsored research consultancies.

5.6 The cluster shall also help in further strengthening the voice of Indian maritime sector at the International platforms such as IMO, ILO, etc. The cluster shall gather views of stakeholders on different issues, assimilate and deliberate on such views and furnish the final output to the DGS, for further deliberation and representation of the subject matter at various international forums.

5.7 The Maritime Knowledge Cluster – India is expected to pave the way for achieving the objectives set out by the Ministry of Ports, Shipping and Waterways, Govt. of India.

6. Aims & Objectives of EoI:

The objective of the EOI is to shortlist Consulting Agencies / Consultants, to provide Consultancy services to the Directorate General of Shipping towards establishment of the Maritime Knowledge Cluster – India

7. Broad scope of the job:

Selected consultant is to provide blue-print for establishment of the Maritime Knowledge Cluster – India. Consultant is to study the economic viability and sustainability of the various models and would be responsible for the entire project from inception till fully

implemented. Following are some of the jobs, the consultant would undertake towards establishment of the knowledge Cluster.

7.1 Setting up the Cluster on e-platform, including its design, development and implementation of the software using the latest technology [including AI and ML, as applicable]. The Cluster shall function as a one window virtual campus to all maritime sector issues and stakeholders.

7.2 Shall be responsible for commissioning and operationalising the cluster after having all the required clearances as applicable.

7.3 Provide a plan, highlighting the requirements for continual seamless operation of the Cluster. This would include resources in terms of manpower, finances, etc.

7.4 Propose sustainable models for working of the Cluster, to ensure that the objectives are achieved in the most efficient manner. The models preferred would be the ones which are self-sustainable in the long run with the Research / Conference/ Common facility Centre / Collaboration among various parties.

Administrative / Monitoring Structure.

7.5 Propose various Financial Operating Models and Revenue generation plans for the Cluster, including but not limited to ways in which Cluster can be self-sustainable

7.6 Preparation of Concept Notes / Detailed Project Reports (DPRs) / Quality Presentations / Project Closure Reports (PCR) / Mid-term evaluation reports and any other need-based report preparation.

7.7 Develop Standard Operating Procedures (SoP), policy formulation and revision for standardization, quality improvement and ease of doing business (EoDB)

7.8 Study and identify planning, monitoring, and implementation requirements.

7.9 Develop a monitoring framework outlining the key activities, timelines, roles and responsibility, Key Performance Indicators (KPIs)

7.10 Study and replicate best practices from Maritime Knowledge Cluster of Norway, Living Labs of Singapore and other international platforms pertaining to the Maritime sector.

7.11 Develop a marketing, branding and communication plan to drive investment, awareness and participation on an international level.

7.12 Establish the key characteristics of the Platform, its associated set of functionalities, and the value-added services that will support the interaction and collaboration needs of researchers, research institutions, universities, entrepreneurs, investors, industry experts and other stakeholders likely to utilize this platform.

- 7.13 Conduct a preliminary analysis of potential revenue streams and provide a recommendation on the commercial deployment roadmap that will make this platform economically viable and self-sustaining over time. This will include descriptions of potential transaction types, value added services, revenue streams, and timeframe of deployment.
- 7.14 Formulate a detailed budget for preparing the online platform, and an implementation and deployment plan.
- 7.15 To deliver a concept of the To-Be platform, technical architecture, wireframes and user interface/ screen layouts that will form an input to the System integrator's (SI) and other Service Providers' scope of delivery.
- 7.16 Identify reputed entities for the Cluster to forge partnerships and collaborations with.
- 7.17 Formulate strategy for developing synergy between various agencies and stakeholders, such as shipping, ports, shipbuilding, waterways, academia, etc. The strategy should include the necessary monitoring mechanism.
- 7.18 Develop framework for MoUs, agreements, grants, etc. and assist the Directorate as required in this regard for formalise agreements with various stakeholders.
- 7.19 Frame the EOI/RFP for engagement of System Integrator / other Service Provider(s), as applicable
- 7.20 Provide detailed project report for the Cluster, which may include, but is not limited to the following:
- a. Design, development and implementation of the software using the latest technology.
 - b. Identification of Equipment [Servers, computers, Instruments, Bandwidths, Lease Line(s), Third Party software(s), Security protocols, etc.]
 - c. The Consultant shall also advise physical requirements for setting up the Data Centre and Data Recovery site and provide consultation in their establishment.
 - d. The Consultant shall facilitate integration of data/ live feed from third parties after security check and provide protocol for the same. The consultant shall also suggest third parties, integration of whose portals/ data/ live feed with the cluster's software, may benefit the initiative.
 - e. Advise and formulate standard operating procedures for day to day management and functioning of the Cluster.
 - f. Prepare plan for monitoring and maintenance of the portal and associated hardware/ equipment. This shall include contingency management including 'Cyber Crisis Management Plan'.

- g. Develop TOR and agreements for appointing AMC provider.
- h. Identify agencies which may be engaged for periodic audits of the system and assist the Directorate in drawing TOR and agreements for their appointment.
- 7.21 Ensure that all proposals are in accordance with the applicable Statutes of the Law.
- 7.22 **Place of execution** – Mumbai
- 7.23 **Delivery** – 180 Days

8. EOI Processing Fees

Interested parties to submit non-refundable processing fee for Rs. 5,000/- (Five Thousand Rupees only) This can be done using any of the following:

- Account Payee demand draft, or
- Fixed deposit receipt, or
- Banker's cheque, or
- Bank guarantee from any of the commercial bank, or
- If done through "Bharat Kosh, then should be deposited under Other receipt payable to PAO(SH) Mumbai, payment to Executive Officer (DGS)."

Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

9. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI may be submitted online through CPPP Portal. Last due date for submission of EOI is 11th April 2022 up to 1700 hrs. DGS may extend the deadline for submission of proposals by issuing an amendment to be made available on the DGS website and CPPP Portal, in which case all rights and obligations of DGS and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

10. Validity of Offer

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by DGS.

11. Eligibility Criteria:

11.1 Should be a registered Company under the Indian Laws or /and an autonomous Institution approved by GoI.

11.2 Should be in the field associated with consultancy for establishment of e-platforms, Knowledge Cluster, website for the collaboration of researchers / maritime stakeholders, for last 3 (three) years as on 31th Jan 2022.

11.3 Should have representative office at Mumbai, capable of providing support and at the earliest, when required.

11.4 Should have experience of having provided consultancy services in the Maritime domain.

11.5 Should have international / multi-national exposure, which may be by way of collaborations and/or sister/parent organisation.

11.6 Should not have been black-listed by any Governmental Body or PSU. Company Secretary must certify this.

11.7 The Firm/ Company should not be barred from working in security areas. Company Secretary must certify this.

12. Instructions to Companies expressing interest:

12.1 The submission made should include all information required and same is to be supported by relevant documents, as enclosures therein. All the data submitted or statements made during submissions, should also be supported by enclosing relevant and appropriate documents as objective evidence. Submission has to be made on the CPP Portal during the window period stated.

12.2 Submission for the EoI should include only Technical aspects only (without any financial quote or price)

12.3 The submission may include the following:

- a. Documents showing company's compliance with eligibility criteria as stated in Section 9 of this document.
- b. Showing companies experience in projects pertaining to establishment of e-platforms, Knowledge Cluster, website for the collaboration of researchers / maritime stakeholders
- c. Showing companies experience in projects in Maritime Field.

- d. Showing companies international exposure
- e. Brief details of relevant projects handled by the company in last 10 years.
- f. Details showing core business of the company
- g. Detailed organizational structure of the company
- h. Qualification of the personnel to be deployed for this project.
- i. Showing financial strength and stability of the organization.
- j. Address and contact details
- k. The consultants should indicate information relating to their eligibility and any conflict of interest that they know may impact objective performance and impartial advice for their services.

12.4 Applicants meeting the qualification criteria would be shortlisted and may be invited for presentation and submitting their financial quote for the EoI, before the selection committee of the Directorate General of Shipping for the final selection

12.5 The bidders are expected to examine all instructions, terms and other details in the EoI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI document in every respect will be at the Bidder's risk and may result in rejection of the proposal.

12.6 Brevity of information s to be maintained.

13. Conflict of Interest

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the company expressing interest to submit the relevant information. DGS will be the final arbiter in cases of potential conflicts of interest. Failure to notify DGS of any potential conflict of interest will invalidate any verbal or written agreement.

14. Evaluation Process

Selection of Consulting Agency / Consultants shall be done in 2 stages:

- I. Stage I – EOI
- II. Stage II – RFP

These stages are elaborated below:

14.1 Stage I –

- a. In this stage, EOI shall be evaluated based on the pre-qualification criteria / eligibility conditions listed in this EOI and based on verification of the testimonials submitted. Additionally, EOI will be evaluated for shortlisting inter alia the technical proposal submitted comprising of experience of handling similar type of project, strength, qualification, suitability of resources to be deployed. Bidders may be invited for Presentation/proposal before the Consultancy Evaluation Committee (CEC), appointed by DGS for this project. Only the shortlisted bidders will be considered for the Stage II.

14.2 Stage II

- a. In this stage, bids shall be evaluated for technical and financial scores based on the parameters to be defined in the RFP and shall be based on QCBS methodology. It may be noted that only the bidders shortlisted in Stage I will be considered eligible for this stage.
- b. The decision of the Consultancy Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the committee.
- c. The CEC may ask for presentations / meetings / supplementary information with the Bidders to evaluate its suitability for the Consulting assignment.

The Consultancy Evaluation Committee reserves the right to reject any or all proposals.

15. Conditions of the EOI Process

15.1 Submission for the EoI should include only Technical aspects only (without any financial quote or price)

15.2 The EOI is not an offer and is issued with no commitment. DGS reserves the right to withdraw EOI and or vary any part thereof at any stage. DGS further reserves the right to disqualify any bidder, should it be so necessary at any stage.

15.3 DGS makes no commitments, express or implied, that this process will result in a business transaction with anyone.

16. Payment Schedule:

No payment shall be made to any of the participating bidders except to the bidder selected after Stage II (RFP) of the evaluation process. The same would be in accordance with Terms & Conditions and the payment schedule stipulated in the RFP.

17. Consortiums

Consortium/ Joint-Venture/ Sub-contracting shall not be permitted for this engagement of Consulting Agency for the project.

18. EOI Proposal Preparation Costs & related issues

18.1 The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DGS to facilitate the evaluation process. DGS will in no case be responsible or liable for such costs, regardless of the conduct or outcome of the bidding process.

18.2 This EOI does not commit DGS to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.

18.3 All materials submitted by the bidder will become the property of DGS and may be returned completely at its sole discretion.

19. Bid submission forms:

The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-Qualification / EOI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details

Form 2: Compliance Sheet for Pre-Qualification Criteria

20. Form 1:

Covering Letter with Correspondence Details.

Capt. Vikram Singh Manhas,
Nautical Surveyor-cum-DDG(Tech),
Directorate General of Shipping (DGS),
9th Floor, BETA Building,
I-Think Techno Campus,
Kanjur village Road, Kanjurmarg (E),
Mumbai – 400042.
Email ID: vikram.manhas@gov.in

Sub: Submission of Expression of Interest for shortlisting of Consulting Agencies / Consultants towards establishment of the Maritime Knowledge Cluster – India

Dear Sir,

We, the undersigned, offer to provide the consultancy services for establishment of the Maritime Knowledge Cluster – India. Our correspondence details with regard to this EOI are:

Sr. No.	Information	Details
1	Name of the Contact Person	
2	Mobile number of the Contact Person	
3	Name, designation, address of the person to whom, all references shall be made, regarding this EOI	
4	Email ID of the Contact Person	
5	Corporate Website URL	

We are hereby submitting our Expression of Interest via the Central Public Procurement Portal (CPPP) at www.eprocure.gov.in. We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the shortlisting process or unduly favours our company in the shortlisting process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

(Filled by bidder)

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Title/Designation of Contact>>

Signature: <<Insert Signature>>

Note: This is to be furnished on the letter head of the organization.

21. Form 2:

Compliance Sheet for Pre-Qualification Criteria

Sr. No.	Basic Requirement / Criteria	Documentary Evidence	Provided	Reference and Page No.
			Yes / No	
			Yes / No	
			Yes / No	

