



भारत सरकार / GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No. 14-25011/10/2024-FA-DGS (C. No. 30647)

Date: 13.01.2026

DGS Office Order No. 07 of 2026

**Subject: Notification of standard procurement templates for D.G. Shipping - reg.**

The Directorate has onboarded Institutional expert procurement resources from the Administrative Staff College of India (ASCI) to provide institutional oversight of its procurement processes aimed at strengthening compliance and enhancing the overall effectiveness of public procurement within the Directorate.

2. To ensure correctness and effectiveness of the tender documentation issued by the Directorate, ASCI has suggested the following templates:

- i. Model REOI (Request for Expression of Interest) template
- ii. Model Closed RFP (after REOI) template
- iii. Model Direct/Open RFP template.

➤ Apart from the above, the following templates have been reviewed/revised by ASCI team:

- i. Draft Contract (For Non-RFP Procurements)
- ii. Responses to Pre-Bid Queries Template
- iii. Date Corrigendum Template
- iv. Corrigendum Template
- v. Technical Evaluation Format
- vi. Letter of Intent
- vii. Work Order Format

3. The soft copies of the Annexures forms and Checklists are also attached herewith.

4. All of these documents are available in the shared OneDrive here: [https://dgsmbai-my.sharepoint.com/:f/g/personal/dgs\\_sec\\_dgsmumbai\\_onmicrosoft\\_com/IgDMTgJAtrTDR563pv9bHQcRAQIYOD65rnNtWb1TYG3VX8k?e=KHwasW](https://dgsmbai-my.sharepoint.com/:f/g/personal/dgs_sec_dgsmumbai_onmicrosoft_com/IgDMTgJAtrTDR563pv9bHQcRAQIYOD65rnNtWb1TYG3VX8k?e=KHwasW)

5. Kindly ensure that these templates are followed and deviations, if any, are adequately justified.

6. This issues with the approval of the Competent Authority.

(Dinesh Hariram Mate)  
Dy. Director General of Shipping

To:

1. All branches/wings/divisions of the Directorate

Copy to:

1. Director General of Shipping
2. Addl Director General of Shipping
3. All Consultants, PMUs and TSUs working on procurement related matters

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