

**Basic Details**

Organisation Chain	Directorate General of Shipping		
Tender Reference Number	19-18011/14/2026-FA-DGS (43136)		
Tender ID	2026_DGS_925302_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Services	No. of Covers	1
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Eligibility Criteria Documents
		.pdf	Qualification Criteria Documents

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

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Work / Item(s)

Title	Request for Expression of Interest (REOI) for Consultancy Services Strategic support unit for improving Ease of Doing Business, Facilitation of Trade and Investments			
Work Description	Request for Expression of Interest (REOI) for Consultancy Services Strategic support unit for improving Ease of Doing Business, Facilitation of Trade and Investments			
Pre Qualification Details	Please refer Tender documents.			
Independent External Monitor/Remarks	NA			
Show Tender Value in Public Domain	No			
Tender Value in ₹	0.00	Product Category	Consultancy	Sub category NA

Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	NA
Location	Directorate General of Shipping	Pincode	400042	Pre Bid Meeting Place	Online
Pre Bid Meeting Address	Link has been provided in the EOI document	Pre Bid Meeting Date	21-Sep-2026 11:00 AM	Bid Opening Place	Online
Should Allow NDA Tender	No	Allow Preferential Bidder	No		
Tenderer Class	As per Tender Document				

Critical Dates

Publish Date	08-Sep-2026 03:00 PM	Bid Opening Date	06-Oct-2026 03:00 PM
Document Download / Sale Start Date	08-Sep-2026 03:00 PM	Document Download / Sale End Date	05-Oct-2026 03:00 PM
Clarification Start Date	09-Sep-2026 10:00 AM	Clarification End Date	21-Sep-2026 06:00 PM
Bid Submission Start Date	09-Sep-2026 11:00 AM	Bid Submission End Date	05-Oct-2026 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	EOI Document	860.35	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	EOI.pdf	EOI Document	838.22

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	rjadhav-dgs@gov.in	Ritesh Suresh Jadhav	RITESH SURESH JADHAV
2.	s.durgesh@gov.in	Durgesh Sharma	DURGESH SHARMA
3.	muthu.pl@gov.in	Palaniappan Muthu	PL MUTHU

GeMARPTS Details

GeMARPTS ID	NHEAEVFM1AJ1
Description	Not Available
Report Initiated On	08-Sep-2026
Valid Until	08-Oct-2026

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	NIL	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	NIL	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	DDG
Address	9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg East, Mumbai, Maharashtra 400042

Tender Creator Details

Created By	Palaniappan Muthu
Designation	Executive Officer
Created Date	08-Sep-2026 02:07 PM

**Request for Expression of Interest (REOI)
for**

**Consultancy Services Strategic support unit for improving
Ease of Doing Business, Facilitation of Trade and
Investments**



**Reference No: 19-18011/14/2026-FA – DGS (43136)
Date: 08/09/2026**

Published by:

**Directorate General of Maritime Administration, Govt. of India
9th Floor, Beta Building,
i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042, India**

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Part I: REOI Process

SECTION I: Request for Expression of Interest (REOI)

1. Invitation

Organisation Background / About DGS

The Directorate General of Maritime Administration (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.

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.

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

The Directorate General of Maritime Administration (DGS) through (hereinafter referred to as 'the Authority', 'the Head of Procurement', 'the Procuring Entity' and 'the Procuring Organisation' respectively), invites Request for Expression of Interest (hereinafter referred as the 'REOIs') from eligible and qualified Indian companies/agencies for shortlisting for the delivery of Consultancy Services as described in 'Part II: Schedule of Requirements' (hereinafter referred to as 'the Services'). Interested Consultants should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to be shortlisted for providing the Services. This Request for Expression of Interest (REOI) Document, reference number, REOI/ xxxx, details the process of such shortlisting. As part of this procurement process, a Request for Proposals (RFP) for selecting Consultants shall be subsequently issued to only such shortlisted Consultants.

2. Instructions for REOI

2.1 Important Dates

Sr No .	Particulars	Date
1	Date of availability of REOI on CPPP portal	08/09/2026; 15:00 hrs
2	Start date for submission of EOI response	09/09/2026; 11:00 hrs
3	Seek Clarification Start Date	09/09/2026; 10:00 hrs
4	Seek Clarification End Date	21/09/2026; 18:00 hrs
5	Pre-Bid meeting Link: https://teams.microsoft.com/meet/439847125468397?p=Ybnfo3M4cQnU4XRfXt	21/09/2026; 11:00 hrs
6	Last date for submission of EOI response	05/10/2026; 15:00 hrs
7	Opening of Bids	06/10/2026; 15:00 hrs

2.2 Advertisement of REOI

The REOI document shall be published on Central Public Procurement Portal – CPPP (<https://www.eprocure.gov.in>), official website of DGS(<https://dgma.gov.in/>). All corrigenda, addendums, amendments, date change to REOI shall be posted at the aforesaid portals and no separate notification shall be issued.

2.3 Governing Language and Law

The REOI submitted by the consultants and all subsequent correspondence and documents relating to the REOI exchanged between the consultant and the DGS, should be written in the language specified in Section II: Appendix (or English if nothing is specified - hereinafter referred to as the ‘REOI Language’). However, the language of any printed literature furnished by a consultant in connection with its REOI may be written in any other language provided a certified translation accompanies the same in the REOI language. For interpretation of the REOI, translation in the language of the REOI shall prevail.

The REOI process shall be subject to the laws of the Union of India and the exclusive jurisdiction of courts relevant to the address of the Tender Inviting Authority.

2.4 Acronyms

The following Acronyms have been used in this REOI document:

Acronym	Full Form
REOI	Request for Expression of Interest
DGS	Directorate General of Maritime Administration
MoPSW	Ministry of Ports, Shipping and Waterways
KYC	Know Your Customer
GST	Goods and Services Tax
QCBS	Quality and Cost-Based Selection
ISO	International Organization for Standardization
GSTIN	Goods and Services Tax Identification Number
JV/C	Joint Venture/Consortium
RFP	Request for Proposal
MoU	Memorandum of Understanding

2.5 The Contents of the REOI document

This REOI document provides the relevant information and instructions to assist the prospective consultant’s in preparing and submitting REOIs. It also includes the mode and procedure for receipt/ opening, evaluation of REOIs, and shortlisting of consultants.

The REOI document consists of the following parts. If additional sections/ appendices are included in a specific REOI, these would be detailed in Section II: Appendix.

Part I: REOI process

- 1) Section I: Request for Expression of Interest (REOI)
- 2) Section II: Appendix
- 3) Section III: Qualification Criteria

Part II: Schedule of Requirements

- 1) Section IV: Terms of Reference

Part III: REOI Submission Formats

- 1) Form 1: REOI Form (Covering Letter)
 - a) Form 1.1: Consultant Information
 - b) Form 1.2: Eligibility Declarations
- 2) Form 2: Qualification Criteria – Compliance
 - a) Form 2.1: Performance Capability Statement
 - b) Form 2.2: Financial Capability Statements
 - i) Form 2.2.1: Financial Statement
 - ii) Form 2.2.2: Average Annual Turnover
- 3) Form 3: Checklist for consultant
- 4) Form 4: Declaration for No Conflict of Interest
- 5) Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units
- 6) Form 6: Authorisation to Attend Pre-REOI Conference
- 7) Form 7: Other information required

2.5.1 Section II: Appendix

Variable parameters and information related to this specific REOI process are summarised in the appendix.

2.5.2 Section III: Qualification Criteria:

This section lays down the Qualifying Criteria for shortlisting consultant. The consultant must have requisite experience with assignments similar in nature in general and specific sectors relevant to the subject assignment. It may indicate the extent of dispensation, if any, allowed for Start-ups under Clause 5.1 below. Unless otherwise stated in Section II: Appendix, consultant may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture/consortium (JV/C) and/or a sub-consultancy. In response to this section, consultant must submit Form 2: Qualification Criteria – Compliance and its sub-forms 2.1, 2.2, 2.2.1 and 2.2.2.

2.5.3 Section IV: Terms of Reference (TOR)

‘Section IV: Terms of Reference (TOR)’ describes the background, purpose/ objectives, description/ scope, deliverables/ outcomes, and timelines of Services (hereinafter called the ‘Service’) required. The ‘Service’ may include incidental Goods, Works, and other Services if so indicated therein. Any generic reference the ‘Service’ shall be deemed to include such incidental Goods, Works, and other Services.

2.5.4 REOI Formats for submission (To be filled, digitally signed, and uploaded by consultant)

The consultant must fill, digitally sign and upload the REOI in the Formats given in Part III: REOI Submission Formats.

2.6 Corrigenda/Addenda to the REOI document

- 1) Before the deadline for submitting REOIs, the DGS may update, amend, modify, or supplement the information, assessment or assumptions contained in the REOI document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as

the original REOI document. The consultants must check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the REOI document.

- 2) If considered necessary, the DGS may suitably extend the REOI submission deadline to give reasonable time to the prospective consultants to take such corrigendum/ addendum into account in preparing their REOI. After the DGS makes such modifications, any consultant who has submitted his REOI shall have the opportunity to either withdraw his REOI or re-submit his REOI superseding the original REOI within the extended time of submission as per Clause 8.4 below.
- 3) The DGS may extend the deadline for the REOI submission by issuing an amendment. In such a case, all rights and obligations of the DGS and the consultants previously subject to the original deadline shall then be subject to the new deadline for the REOI submission.

3. Right to reject any or all REOIs

The issue of the REOI document does not imply that the Procuring Entity is bound to shortlist consultants. The Procuring Entity reserves its right to accept or reject any or all REOIs, abandon/ bypass/ cancel the REOI process and issue another REOI for the same or similar Services before or after shortlisting consultants. It would have no liability to the affected consultants or any obligation to inform the affected consultants of the grounds for such action(s).

4. Participation IN REOI – Eligibility Criteria

4.1 Eligibility Criteria

Subject to other provisions in the REOI document, participation in this shortlisting process is open to all consultant who fulfil the ‘Eligibility’ and ‘qualification’ criteria. The consultant should meet the following eligibility criteria as of the date of their REOI submission and should continue to meet these until the subsequent RFP process and contract award. The consultant shall be required to demonstrate fulfilment of the Eligibility Criteria in Form 1.2 (Eligibility Declarations). The consultant unless otherwise stipulated in Section II: Appendix.

EC #	Condition	Criteria	Supporting Document
EC1	Legal Entity	The Consultant / Lead Consultant must be a private entity (a Consulting Company/ LLC/ LLP /Partnership firm/ Society registered in India under the Companies Act, 1956, 2013, 2020 / LLP Act, 2008 and subsequent amendments thereto), a public Entity (Government-owned enterprise or institution), or unless otherwise stipulated in Section II: Appendix - Joint Venture/ Consortium (an association of several persons, firms, or	Copy of certificate for Registration To be submitted for - • Single Bid - Consultant • Consortium Bid – Lead Consultant

EC #	Condition	Criteria	Supporting Document
		companies - hereinafter referred to as JV/C).	
EC2	Registration Certification by the concerned authority /government	The Consultant / Lead Consultant must have valid registration regarding GSTIN, PAN, EPF equivalent registration certificate issued by the concerned authority/government as applicable to the subject Services.	Copy of certificate for Registration To be submitted for - • Single Bid – Consultant • Consortium Bid – Lead Consultant
EC3	Declaration of Insolvency, Bankruptcy, etc.	The Consultant / Lead Consultant must not be insolvent, bankrupt, in receivership, under winding-up proceedings, have its affairs managed by a court or judicial officer, have its business activities suspended, or be subject to any legal proceedings for these reasons.	Declaration by authorised signatory in Form 1.2 In case of: • Single Bid – Consultant • Consortium Bid – All members
EC4	Blacklisting by Govt.	i. The Consultant / Lead Consultant must Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or ii. Not be convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities, for: a. offenses involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or b. offenses under the Indian Penal Code or any other law for causing any loss of	Declaration by authorised signatory in Form 1.2 In case of: • Single Bid – Consultant • Consortium Bid – All members

EC #	Condition	Criteria	Supporting Document
		life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or c. suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India. iii. Not have changed its name or created a new “Allied Entity”, consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above	
EC5	Conflict of Interest	The Consultant / Lead Consultant must not have any conflict of interest (as defined in Clause 4.5, ‘Conflict of Interest’ below) that could substantially affect fair competition. The Consultant / Lead Consultant shall not attempt to induce any other Consultant to submit or refrain from submitting an EOI in order to restrict competition.	Declaration by authorised signatory in Form 1.2 In case of: • Single Bid – Consultant • Consortium Bid – All members

4.2 Eligibility of consultant from Restricted Countries

4.2.1 Restrictions based on Reciprocity.

Entities from countries (if so, identified in Section II: Appendix) as not allowing Indian companies to participate in their Government procurement shall not be allowed to participate (directly or as a sub-contractor or as a member of a JV/C) on a reciprocal basis in this REOI process under the “Public Procurement (Preference to Make in India) Order 2017¹” (MII – para 10 -d) of Department for Promotion of Industry and Internal Trade, (DPIIT). The consultant must apprise themselves of the latest version of this order.

4.2.2 Restrictions based on Land Borders

Order (Public Procurement No. 1) issued by the Government of India (Ministry of Finance Department of Expenditure Public Procurement Division) restricting procurement from consultant

from certain countries that share a land border with India shall apply to this procurement. The consultant must apprise themselves of the latest version of this order. Any consultant from a country that shares a land border with India, excluding countries to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (as listed on the website of the Ministry of External Affairs), – hereinafter called ‘Restricted Countries’ shall be eligible to participate in this REOI, only if the consultant is registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). The consultant shall enclose the certificate in Form 1 - REOI Form.

4.3 Sub-Consultants/Sub-Contracting

The consultant may propose to associate Sub-consultants for specialised parts of the Services provided their names and details are clearly stated in the REOI. Such Sub- consultants should not circumvent the eligibility condition laid down above. The value of such sub-contracts shall not exceed the limit specified (25% of the contract price, if not specified) in Section II: Appendix. Nevertheless, the consultant shall solely remain responsible for sub-contracted portions of the Services. Key and non-key personnel, whether full-time employees or on contract, shall not be considered sub-consultants. Procurement of incidental goods, equipment hires, or labour engagement shall not be treated as sub-contracting.

4.4 Conflict of Interest

- 1) Any consultant with a conflict of interest that affects fair competition shall not be eligible to participate in this procurement process. REOIs found to have a conflict of interest shall be rejected as nonresponsive. Consultant shall be required to declare the absence of such conflict of interest in Form 1.2 - Eligibility Declarations. A consultant in this procurement process shall be considered to have a conflict of interest if the consultant:
 - a. directly or indirectly controls, is controlled by or is under common control with another Consultant; or
 - b. receives or has received any direct or indirect subsidy/ financial stake from another consultant; or
 - c. has the same correspondence address or same legal representative/ agent as another consultant for purposes of this REOI; or
 - d. has a relationship with another consultant, directly or through common third parties, which puts it in a position to have access to information about or influence the REOI of another consultant; or
 - e. would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (TOR)/ Activity Schedule/ schedule of requirements or the REOI/ RFP Document etc) of this procurement process; or
 - f. has a close business or family relationship with a staff of the Procuring Organisation who:
 - i. are directly or indirectly involved in the preparation of the REOI document or Terms of Reference of the procurement process and/or the evaluation in REOI and/ or RFP process; or
 - ii. would be involved in the implementation or supervision of the resulting contract

- iii. Any conflict stemming from such a relationship must be reported and resolved in a manner acceptable to the Procuring Entity throughout the REOI and RFP processes and execution of the contract.
 - iv. A consultant may participate as a sub-consultant in more than one bid but only in that capacity (i.e., without bidding in an individual capacity). Bids submitted in violation of this procedure will be rejected.
- 2) Participation of only One Entity from Affiliates: Only one entity from among a consultant and its affiliates (that directly or indirectly control or are controlled by or are under common control with that firm) individually or as part of a joint venture or as a Sub-consultant shall be permitted to participate in REOI.
 - 3) The consultant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this REOI and RFP process.

5. Downloading the REOI document, clarifications and pre-EOI conference

5.1 Availability and Downloading of the REOI Document

The REOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work, etc. is enclosed. REOI document is also available for downloading from the CPPP Portal (<https://eprocure.gov.in/eprocure/app>) and from DGS website <https://dgma.gov.in/>. Further details, if any, may be obtained from The Directorate General of Maritime Administration, 9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042.

Email: muthu.pl@gov.in

jr.procureadv-dgs@gov.in

jr.procureadv1-dgs@gov.in

Interested consultants should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to be shortlisted for providing the Services.

5.2 Clarifications

A Consultant may seek clarification of the REOI document through the eProcurement portal (<https://eprocure.gov.in/eprocure/app>) before the date and time prescribed in Section II: Appendix (or, if not mentioned, before fourteen days of the deadline for the REOI submission). This deadline shall not be extended in case of any intervening holidays. No other means of submission of queries shall be entertained. All such queries shall relate to the REOI document alone, and queries related to a detailed analysis of Reference, payment terms and mode of selection shall only be entertained during the RFP Process. The Procuring Entity shall respond no later than seven days before the deadline for REOI submission. The query and clarification shall be shared with all prospective consultants on the portal without disclosing its source. If required, the Procuring Entity may modify the REOI document that may become necessary due to the clarification through an Addendum/ Corrigendum issued as per clause 2.6 above

5.3 Pre-EOI Conference

- 1) If a Pre-EOI conference is stipulated in Section II: Appendix, prospective consultants interested in participating in this REOI may attend a pre-EOI conference to clarify the conditions of the REOI process at the venue, date and time specified therein. Participation in the Pre-EOI conference is not

mandatory but is restricted to prospective consultants who have registered for the pre-EOI conference.

- 2) The date and time by which the written queries for the pre-EOI must reach the authority and the last date for registration for participation in the pre-EOI conference are also mentioned in Section II: Appendix. If the dates are not mentioned, such date and time shall be seven days before the date and time of the pre-EOI conference.
- 3) Delegates participating in the pre-EOI conference must provide a photo identity and an authorization letter in case of physical meeting: “Authorization to Attend Pre-EOI Conference” from their organization; else, they shall not be allowed to participate. The Pre-EOI conference may also be held online at the discretion of the Procuring Entity.
- 4) After the Pre-EOI conference, minutes of the pre-EOI conference (including the questions asked in writing and those asked during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting, shall be published on the Procuring Entity’s Portal within seven days from the pre-EOI conference. If required, a clarification letter and corrigendum to the REOI document shall be issued, containing amendments, if any, of various provisions (including the TOR, if required) of the REOI document, which shall be deemed part of the REOI document. As per clause 2.6 above, the Procuring Entity may suitably extend by at least three days the deadline for the REOI submission to give reasonable time to the prospective consultants to consider such clarifications in preparing their REOIs.

6. Preparation of REOI

6.1 REOI Submission Formats:

The consultant must fill and submit the REOI in the Formats in Part III - REOI Submission Formats’. REOI by the consultant shall include inter-alia duly signed or digitally signed scanned copies of the original documents in pdf format.

6.2 EOI Validity

- 1) Unless specified to the contrary in Section II: Appendix, REOIs shall remain valid for a period not less than 60 (sixty) days from the deadline for the REOI submission stipulated in Section II: Appendix. An REOI valid for a shorter period shall be rejected as nonresponsive.
- 2) In case the day up to which the REOIs are to remain valid falls on/ subsequently declared a holiday or closed day for the Procuring Entity, the REOI validity shall automatically be deemed to be extended up to the next working day.
- 3) In exceptional circumstances, before the expiry of the original time limit, the Procuring Entity may request the consultant to extend the validity period for a specified additional period. The request and the consultants’ responses shall be made in writing or electronically. A consultant may agree to or reject the request. A consultant who has agreed to the Procuring Entity’s request for extension of EOI validity, however, in no case he shall be permitted to modify his REOI.

7. Signing and uploading of REOIs

7.1 Relationship between Consultant and eProcurement Portal

The Procuring Entity is neither a party nor a principal in the relationship between the consultant and the organization hosting the e-procurement portal (<https://eprocure.gov.in/eprocure/app>) (hereinafter called the portal). Consultants must comply with the rules, conditions, regulations, procedures, and implied conditions/ agreements of the eProcurement portal, including registration,

compatible Digital Signature Certificate (DSC) etc. Consultants shall settle clarifications and disputes, if any, regarding the portal directly with them. In case of conflict between provisions of the portal with the REOI document, provisions of the portal shall prevail. Consultants may study the resources provided by the Portal for Consultants.

7.2 Signing of REOI

The individual signing/ digitally signing the REOI or any other connected documents should submit an authenticated copy of the document(s), which authorizes the signatory to commit and submit REOIs on behalf of the Consultant along with Form 1.1: Consultant Information.

7.3 Submission/Uploading of REOIs

7.3.1 Submission/Uploading to the Portal

- 1) REOIs must be uploaded on the eProcurement Portal (<https://eprocure.gov.in/eprocure/app>) mentioned in Section II: Appendix until the submission deadline. If the office happens to be closed on the deadline to submit the REOIs as specified above, this deadline shall not be extended. No manual REOIs shall neither be made available nor accepted for submission. REOI submitted through modalities other than those stipulated in Section II: Appendix shall be liable to be rejected as nonresponsive.
- 2) In the case of downloaded documents, Consultants must not make any changes to the contents of the documents while uploading, except for filling in the required information. Otherwise, the REOI shall be rejected as nonresponsive. Uploaded Pdf documents should not be password protected. Consultants should ensure the clarity/ legibility of the scanned documents uploaded by them.
- 3) The date and time of the e-Procurement server clock, which is also displayed on the dashboard of the consultant, shall be taken as the reference time for deciding the closing time of REOI submission. Consultants are advised to ensure they submit their REOI within the deadline of REOI submission, taking the server clock as a reference, failing which the portal shall not accept the REOIs. No request on the account that the server clock was not showing the correct time and that a particular consultant could not submit their REOI because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The Procuring Entity shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender process.
- 4) Only one copy of the REOI can be uploaded, and the Consultant shall digitally sign all statements, documents, and certificates uploaded by him, owning sole and complete responsibility for their correctness/ authenticity as per the IT Act 2000 as amended from time to time. An REOI submitted by a Joint Venture shall be digitally signed by an authorized representative who has a written power of attorney signed by each member's authorized representative to be legally binding on all members.
- 5) All REOIs uploaded by consultants to the portal shall get automatically encrypted. The encrypted REOI can only be decrypted/ opened by the authorized persons on or after the due date and time. They should ensure the correctness of the REOI before uploading and take a printout of the system-generated submission summary to confirm successful REOI upload.

7.3.2 Implied acceptance of procedures by consultant

Submission of REOI in response to the REOI document is deemed to be acceptance of the procedures and conditions of the e-Procurement and REOI document.

7.3.3 Responsibility of the Consultant to declare all changes.

Consultant must advise DGS immediately in writing of any material change to the information provided in their REOI submission, including any substantial change in their ownership, eligibility, or financial or performance capacity. For shortlisted Consultants, this requirement applies until a contract is awarded in the following RFP process. For the consultant successful in the RFP process, this requirement shall apply till the execution of the resultant contract.

7.4 Modification, Resubmission and Withdrawal of REOIs

7.4.1 Modification and Re-submission

Once submitted in e-Procurement, Consultant cannot view or modify their REOI since it is locked by encryption. However, resubmission of the REOI by Consultants for any number of times superseding earlier REOI(s) is allowed up to the submission deadline by following procedures prescribed by the portal. Resubmission of an REOI shall require uploading all documents afresh. The system shall consider only the last REOI submitted.

7.4.2 Withdrawal

The consultant may withdraw his REOI before the submission deadline by following procedures prescribed by the portal, and it shall be marked as withdrawn and shall not get opened during the REOI opening. No REOI should be withdrawn after the submission deadline and before its validity period expires.

8. REOI opening

REOIs received shall be opened on date and time in Section II: Appendix. If the specified date of EOI opening falls on or is subsequently declared a holiday or closed day for the Procuring Entity, the EOIs shall be opened at the appointed time on the next working day.

9. Evaluation of REOIs and shortlisting of consultants

9.1 General Norms

9.1.1 Evaluation is based only on declared criteria.

- 1) The evaluation shall be based upon scrutinising and examining all relevant data and details submitted by SI in its/ his EOI and other allied information deemed appropriate by DGS. Evaluation of EOIs shall be based only on the criteria/ conditions included in the REOI document.
- 2) Information relating to the evaluation of EOIs, and shortlisting results shall not be disclosed to any participant or any other persons not officially concerned with such process until the notification of shortlisting is made in accordance with clause 10.2.5 below.
- 3) The determination shall not consider the qualifications of other firms, such as the consultant's subsidiaries, parent entities, affiliates, or any other firm(s) different from the consultant.

9.1.2 Clarification of REOIs and shortfall documents

- 1) During the evaluation of REOIs, the DGS may, at its discretion, but without any obligation to do so, ask consultants to clarify its EOI by a specified date (or, if not specified, seven days from the date of receipt of such request). The consultant should answer the clarification within that specified date. The clarification request and response shall be submitted in writing or electronically. No change in the substance of the EOI shall be sought, offered, or permitted that may grant any undue advantage to such a consultant. Any clarification submitted by a

consultant regarding its EOI that is not in response to a request by the Purchasing Entity shall not be considered.

- 2) DGS reserves its right to, but without any obligation to do so, seek any shortfall information/ documents. Provided such information/ documents are historical, which pre-existed at the time of the EOI opening and which have not undergone change since then and do not grant any undue advantage to any Consultant. There is a provision on the portal for requesting Short-fall documents from the consultants. The system allows taking the shortfall documents from consultants only once after the EOI opening.
- 3) If the consultant fails to provide satisfactory clarification and/or missing information, its EOI shall be evaluated based on available information and documents.

9.1.3 Contacting Procuring Entity during the evaluation

From EOI submission to shortlisting of Consultants, no Consultant shall contact DGS on any matter relating to the submitted EOI. If a Consultant needs to contact DGS relating to this EOI, it should do so only in writing or electronically. Any effort by a Consultant to influence DGS during the REOI process shall be construed as a breach of the Code of Integrity, and EOI shall be liable to be rejected as non-responsive in addition to other punitive actions for such a breach as per the REOI document.

9.2 Evaluation of REOIs and Shortlisting

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the REOI document is ascertained. Additional factors incorporated in the REOI document shall be considered as indicated therein.

9.2.1 Determining Responsiveness

Only substantively responsive EOIs shall be evaluated for shortlisting. A substantively responsive EOI is complete and conforms to the REOI document's essential terms and conditions. Unless otherwise stipulated in Section II: Appendix, the following are some of the crucial aspects for which an EOI shall be rejected as nonresponsive:

- 1) The EOI is not in the prescribed format or is not submitted as per the stipulations in the REOI document.
- 2) The consultant is not eligible to participate in the EOI as per laid down eligibility criteria.
- 3) The EOI validity is shorter than the required period.
- 4) The EOI departs from the essential requirements stipulated in the EOI document.
- 5) Non-submission or submission of illegible scanned copies of stipulated documents/ declarations if any
- 6) The consultant fails to provide and/ or comply with the required information, instructions etc., incorporated in the REOI document or gives evasive information/ reply against any such stipulations.
- 7) The consultant furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejecting the EOI as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the REOI document for breach of the Code of Integrity

9.2.2 Evaluation of Eligibility

DGS shall determine, to its satisfaction, whether the consultants are eligible as per Clause 4 above to participate in the REOI process as per submission in 'Form 1.2: Eligibility Declarations'. The eligibility evaluation shall be on a "pass" or "fail" basis. A consultant

must achieve a “pass” on all the criteria to proceed to the next step. Any consultant not achieving a ‘pass’ in any of the eligibility criteria shall be rejected as nonresponsive.

9.2.3 Evaluation of Qualification Criteria

- 1) DGS shall determine whether the Consultants are qualified and capable in all respects to be shortlisted to provide the ‘Services’ (subject to dispensation, if any, for Start-ups, as per clause 5.1 above), as per Section III: Qualification Criteria and submission in Forms listed in Part II: ‘EOI Submission Formats’. The determination shall not consider the qualifications of other firms, such as the consultant’s subsidiaries, parent entities, affiliates, or any other entity different from the consultant. DGS reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of a consultant to perform the contract. The Experience of Key Experts are not included in the shortlisting criteria but shall be evaluated at the RFP stage.
- 2) Consultant’s planning to subcontract any of the Key Activities indicated in Part II Schedule of Requirements to Sub- consultants in accordance with clause 4.3 above, shall specify the activity(ies) or parts of the Services to be subcontracted in their EOI identifying the proposed Sub-consultants in their EOI. Experience (but not Financial Qualifications) of such proposed Sub-consultant(s) can be used to meet the experience requirements specified in Section III Qualification Criteria.
- 3) Unless otherwise stipulated in Section II: Appendix, 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 in Form 2.1: Performance Capability Statement.

9.2.4 Verification of Original Documents at RFP Process

The DGS reserves its right to call for verification, originals of all self-certified copies of uploaded documents from the consultant’s during the following RFP Process. If the shortlisted consultant fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

9.2.5 Declaration of Shortlisted consultant

- 1) EOIs of consultant that succeed in the above evaluation shall be shortlisted. Provisionally shortlisted consultant will be informed of the condition(s) that must be met before submitting their Proposal in the RFP process. Such shortlisting shall remain valid for a period specified in Section II: Appendix (six months from the date of declaration, if not so specified).
- 2) Only shortlisted (including provisionally shortlisted) consultant shall be invited to participate in the following RFP process. If stipulated in Section II: Appendix, if there are a larger number of consultants meeting the evaluation criteria, the shortlist shall be restricted to a specified number of consultant (if not specified, eight (8) consultants) based on higher Average Turnover (or any other criteria, if so, stipulated therein).
- 3) The name and address of the shortlisted consultant (s) shall be published in the portal and notice board/ bulletin/website of DGS. All consultants shall be advised about shortlisting of their EOIs or otherwise without disclosing the comparative position of their EOIs with that of others. Shortlisted consultants must not advertise or publish the same in any form without the prior written consent of the Procuring Entity.

- 4) Shortlisting a consultant is an administrative process and does not confer any legal or contractual rights on him. Since original documents/ certificates are not being called for and examined at this stage, all shortlisted shall be conditional upon final verification of such documents/ certificates during the RFP Process.

9.3 Publication of RFP following with REOI

DGS shall publish a Request for Proposal (RFP) addressed exclusively to shortlisted consultant for the following procurement process through the eProcurement portal (<https://eprocure.gov.in/eprocure/app>). DGS/ the Portal may issue notifications/ alerts to such consultant but without any liability. Such consultant shall be responsible for being on the lookout for the RFP on the portal. While publishing the RFP, the Procuring Entity reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification Criteria and other terms & conditions without vitiating the shortlisting process. Shortlisted consultant shall have no claim in this regard.

10. Grievance redressal/complaint procedure

- 1) Consultants have the right to submit a complaint or seek de-briefing if he is not shortlisted in this REOI process, in writing or electronically, within ten days of the declaration of REOI evaluation results. The complaint shall be addressed to the Head of Procurement.
- 2) Within five working days of receipt of the complaint, the Tender Inviting Authority shall acknowledge the receipt in writing to the complainant, indicating that it has been received. The response shall be sent at the right time after a detailed examination.
- 3) The Tender Inviting Authority shall convey the final decision to the complainant within 15 days of receiving the complaint. No response shall be given regarding the confidential process of evaluating EOIs before the results are notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
 - a) Only a consultant who has participated in the REOI process and has not been shortlisted can make such a representation. Complaints regarding shortlisting or exclusion of other consultants shall not be entertained.
 - b) No third-party information (REOIs, eligibility/ qualification) shall be sought and must not be included in the response.
 - c) Following decisions of the DGS shall not be subject to review:
 - i) Determination of the need for procurement.
 - ii) Complaints against eligibility and qualification criteria except under the premise that they are either vague or too specific to limit competition.
 - iii) Choice of the selection procedure.
 - iv) Provisions limiting the participation of consultants in the REOI process, in terms of policies of the Government.
 - v) Provisions regarding purchase preferences to specific categories of consultants in terms of policies of the Government.
 - vi) Cancellation of the REOI process except where it is intended to subsequently re-tender the same Services.

11. Code of integrity in public procurement, misdemeanours, and penalties

Code of Integrity and penalties for violating the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this REOI process. Procuring authorities, consultants, suppliers, contractors, and consultants should observe the highest standard of integrity and not indulge in

prohibited practices or other misdemeanours, either directly or indirectly, during the entire procurement Process (including this REOI) or the execution of resultant contracts.

Note: For further details, please refer to appended Section II: Appendix.

12. Audit by Third Party

DGS at its discretion may appoint third party(s) for auditing the activities of onsite services and operations of entire services provided to the DGS. The services shall include, not limited to, hardware's supplied to DGS, Software's etc

Palaniappan Muthu, Asstt. DG

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The Directorate General of Maritime Administration

Section II: Appendix

Request for Expression of Interest Document No. 19-18011/14/2026-FA – DGS (43136)

Consultancy Title: REOI for Strategic support unit for improving Ease of Doing

Business, Facilitation of Trade and Investments

Publisher: Directorate General of Maritime Administration (DGS), Govt of India

1.0 Basic REOI Details			
Tender Title	Request for Expression of Interest for Consultancy Services		
Name of Project	Strategic support unit for improving Ease of Doing Business, Facilitation of Trade and Investments		
Tender Reference Number	19-18011/14/2026-FA – DGS (43136)	Tender ID	Refer CPPP Portal
Tender Type	Expression of Interest	Tender Category	Services
No. of Covers	Single Cover	Product Category	
Domestic/ Global Procurement	Domestic Procurement	Organisation:	Directorate General of Maritime Administration (DGS)
The Procuring Entity:	Directorate General of Maritime Administration (DGS)	Authority on whose behalf EOI is invited	The President of India, through the Head of Procurement of the Directorate General of Maritime Administration (DGS)
Through the		Tender Inviting Authority (TIA)	Directorate General of Maritime Administration (DGS)
Address	Directorate General of Maritime Administration, Govt. of India 9th Floor, Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042, India		
2.0 Critical Dates (Clause 6; 7; 8, and 9)			
Published Date	Refer CPPP	EOI Validity (Days from the date of EOI Opening) – REOI Clause 7.2	60 days from Bid opening date

Document Download Start Date & Time	Refer CPPP	Document Download End Date & Time	Refer CPPP
Clarification Start Date & Time	Refer CPPP	Clarification End Date & Time	Refer CPPP [Normally not later than Fourteen days before the EOI submission deadline]
EOI Submission Start Date & Time	Refer CPPP	EOI Submission Closing Date & Time	Refer CPPP
EOI Opening Date & Time	Refer CPPP		
3.0 Eligibility and Qualification Criteria (Clauses 2.5.2, 4.1 to 4.5, 10.2 and Section III)			
Nature of Consultants eligible and association with sub-consultants/ JV			
Maximum number of JV/C members etc., as per clause 4.4.-1)			
4.0 Obtaining the REOI document and clarifications (Clauses 6 & 8)			
eProcurement and Procuring Entity’s Portal/ Help Desk	https://eprocure.gov.in/eprocure/app	Refer CPPP	
	https://www.dgshipping.gov.in/		
Cost of REOI document (INR)	Nil		
Office/ Contact Person/ email for clarifications	Email id:		

5.0 Pre-EOI Conference (Clause 6.3)	
Is a Pre-EOI Conference proposed to be held?	Yes/ No
Place, time, and date of the Pre-EOI Conference	Online
Place, time, and date before which Written queries for the pre-EOI conference must be received	

Place, time, and date before which registration of participants for the pre-EOI conference must be received			
6.0 Preparation and Submission and Opening of EOIs (Clauses 7 and 8)			
EOIs to be Addressed to	President of India, Through Head of Procurement, Directorate General of Maritime Administration (DGS), Govt of India		
Instructions for Online EOI Submission	Refer CPPP		
Language of Submission	English		
EOI Opening Place	Online CPP Portal		
7.0Evaluation of EOI and Qualification Criteria Section I (Clause 10); Section III Qualification Criteria			
Maximum number of consultants on the shortlist and criteria on which it would be based	Not more than eight firms and basis of such curtailment on the basis of either higher Average Total Turnover or more relevant experience, etc.(keep any one)	Minimum financial qualifications to be met by Lead Member and Substantial members	Lead members and Substantial members should meet a minimum of 40% & 20% of the qualifying criteria (if JV is allowed else delete)
8.0 About RFP that would follow – clause 10.3			
RFP to be issued	Limited to shortlisted consultant/s from this EOI	Form of Contract from RFP	Mention as appropriate -Time-based (inputs admeasurement) or Unit-Rate (Output admeasurement) or Lumpsum or Percentage-Based
Selection Method	QCBS	Bid Security Requirements	To be mentioned in RFP
Performance Security	Yes – shall be detailed in the RFP		

Section III: Qualification Criteria

REOI document No. 19-18011/14/2026-FA – DGS (43136)

Title: REOI for Selection of Consultant for Strategic support unit for improving Ease of Doing Business, Facilitation of Trade and Investments

Note for Consultant: Regarding this section, consultants shall submit the following forms:

- 1) Form 2: Qualification Criteria – Compliance
 - a) Form 2.1: Performance Capability Statement
 - b) Form 2.2: Financial Capability Statements
 - i) Form 2.2.1: Financial Statement
 - ii) Form 2.2.2: Average Annual Turnover
 - c) Form 3: Checklist for Consultant
 - d) Form 4: Declaration for No Conflict of Interest
 - e) Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units
 - f) Form 6: Authorization to Attend Pre-EOI Conference
 - g) Form 7: Other information required.
 - h) Relevant date when the specified period ends for different supporting reports shall be:
 - i) For all annual reports, the periods mentioned end date with the financial year.
 - ii) For other statements, the periods mentioned end on the month before the last date of EOI submission.

S.NO QC #	Condition	Criteria	Supporting Document
A	Criteria 1 General and Similar Experience		
1.	General Experience	1) The consultant must have at least 5 Years' experience in consultancy services to any of the State/Central Government Departments / Organisations / Public Sector Undertakings 2) During the last <i>SEVEN</i> years, Consultancy Assignments completed or substantially completed (at least 80% payments received) should be at <i>least (mention no)</i> assignments	Form 1.1: Consultant Information Form 2.1: Performance Capability Statement.
2.	Similar Experience	The Consultant must have successfully completed at least one relevant project, with a minimum contract value of ₹5 crore for projects delivered in India and USD 1 million for global projects	
B	Criteria 2 - Financial Capability		

S.NO QC #	Condition	Criteria	Supporting Document
3.	Turnover	The Consultant shall have a minimum average annual turnover from consultancy services of at least Rs. 50 Cr in the last 3 years (FY 2022-23, 2023-24, 2024-25)	Form 2.2: Financial Capability Statements In case of: • Single Bid – Consultant • Consortium Bid – Lead Consultant
4.	Net worth	The consultant should have a positive net worth for 3 consecutive years i.e. FY 2022-23, 2023-24, 2024-25	

Note to consultant:

- *During RFP Process, while original documents/ certificates are called for to authenticate the qualification claimed*
- *Relevant project for the purpose of this RFP is defined as consulting engagements for attracting investments, Ease of Doing Business, Trade Facilitation, devising and implementing strategic blueprints, formulation of policies, project structuring, PPP, program management for companies/government entities, excluding IT implementation, Audit/ Compliance/ Risk Assessment/Taxation in Similar industry in last 10 years*

Part II: Schedule of Requirements

SECTION IV: Terms of Reference (TOR)

1. Introduction

The Directorate General of Maritime Administration (DGMA) is the apex maritime authority of the Government of India and an attached office of the Ministry of Ports, Shipping and Waterways. Recently introduced Merchant Shipping Act, 2025, has transitioned the Directorate General of Shipping as Directorate General of Maritime Administration, with multiple structural and functional enhancements. The jurisdiction has been expanded beyond merchant vessels to fishing boats, offshore units, submersibles, drones, and other emerging marine technologies.

The Authority discharges India's flag State and registry functions, together with the survey, certification and safety oversight of vessels, maritime security, casualty investigation and the prevention of pollution from ships. It licenses, examines and certifies seafarers and oversees their training and welfare, and approves and regulates maritime training institutes, recruitment and placement agencies, multimodal transport operators, recognized organizations and other maritime service providers. It administers India's shipping development functions, including chartering permissions, carriage preference and tonnage policy combined with coastal and inland shipping, and the country's shipbuilding, ship repair and ship recycling programmes. It represents India at the International Maritime Organization and in regional maritime forums.

India's maritime ambition is set out in Maritime India Vision 2030 and the Maritime Amrit Kaal Vision 2047. The Authority accordingly proposes to engage a management consulting firm (hereinafter referred to as the "Consultant") across three connected areas: ease of doing business, investment promotion, and trade facilitation, delivered over nine months as one integrated mandate.

2. Background

2.1 Ease of Doing Business

MAKV 2047 projects port traffic rising from 1,320 to 7,000+ MTPA, coastal cargo from 148 to 1,300 MTPA, and coastal modal share doubling from 6% to 12%. Unlocking that traffic depends on the approvals that sit with DGMA, including registration, licensing, survey and certification. Speed and predictability of these approvals become the critical factors to unlock the ease of doing business.

The ease of doing business agenda will address:

- Requirements that raise the recurring cost of operating in India
- Procedures that delay routine operational and commercial decisions
- Constraints that weigh on decisions to expand operations, flag additional tonnage or establish new entities in India
- Duplication between the Authority's own survey function and Recognized Organizations (ROs)
- Variance in how the same requirement is applied across field formations

The Authority issues registrations, licenses, certificates, approvals, surveys and examinations across its wings and field offices. Establishing where time and cost are concentrated, and what simplification would release for industry and for the Authority, is the starting point for reform.

A significant body of subordinate rules and orders has been notified during 2026, with further instruments under public consultation. Findings from this engagement can inform requirements that are not yet settled and establish a baseline against which service performance can subsequently be measured.

2.2 Investment and Services-Export Promotion

India supplies approximately 12% of the world's seafarers and ranks among the top five supplying nations. It handles a leading share of global ship recycling tonnage. However, its share of world fleet ownership and of higher-value maritime services remains considerably smaller. Ownership requirements for registration under the Indian flag have recently been relaxed, widening the base of entities able to own and register tonnage in India.

DGMA regulates several segments in which investment and services-export potential is not fully realized:

- Ship leasing and maritime finance
- Recruitment, placement, crewing and third-party ship management
- The seafarer services proposition
- Maritime services, including classification, agency and arbitration
- Bunkering and alternative marine fuels
- Ship recycling
- Offshore and specialized vessel segments, and emerging vessel technologies
- Ship registration and flagging, including the proposed India International Ship Registry, and growth in Indian-flag tonnage

In each segment, the instruments that determine entry and expansion rest with the Authority. Realizing this potential requires a clear proposition directed at identified investor markets and the institutional capacity to promote it.

2.3 Trade Facilitation

Approximately 95% of India's trade by volume and 70% by value moves by sea. A single vessel call or cargo movement engages customs, immigration, port, health and other agencies alongside the Authority. However, operational difficulties in maritime trade frequently arise at the boundaries between these agencies rather than within any one of them. Existing grievance and facilitation channels each resolve part of the problem.

The trade facilitation agenda will address:

- Clearance and documentation matters requiring action by more than one agency
- Vessel and crew matters arising outside working hours
- Cargo and transshipment movements held up at agency boundaries
- Issues specific to shipping that have no single point of resolution

Cost of delay in activities, such as shipping, vessel arrival, berthing and sailing accrues every hour. The Authority already operates round-the-clock advisory and grievance mechanisms for seafarers, and has secured operational improvements with other agencies, including in shore leave and crew sign-on and sign-off arrangements. This provides a practical basis for a dedicated maritime trade facilitation mechanism.

2.4 Integrated Engagement

The three areas draw on the same industry base, the same field formations and, in many cases, the same instruments. Approvals that raise the cost of operating also determine whether new investment enters, and delays at agency boundaries affect both. A single engagement is accordingly proposed to deliver:

- One consultation base engaged to provide an integrated strategic blueprint
- Findings from the ease of doing business diagnostic applied directly to investment and services-export interventions

- A single benchmarking exercise serving all three areas
- Consistency of approach across recommendations placed before the Authority
- Economies of scale in execution and in the Authority's own supervision

Considering the strategic importance of these topics to India's maritime ecosystem, the Authority is looking to onboard a globally reputed management consultancy ("Consultant") to **"Prepare blueprint and assist in implementation to improve Indian maritime position across Ease of Doing Business (EoDB), trade facilitation and investment attraction" ("Project")**

2.5 Project Objectives

The overarching objectives of the consulting engagement are to:

1. Establish a baseline of what industry and investors identify as constraining operations, expansion and new investment across DGMA's verticals, covering the Authority's service estate, the investment landscape and maritime trade friction. Basis the defined baseline, align with the Authority the priority areas on which the engagement will concentrate.
2. For the priority service journeys agreed, identify and prioritize the simplification of procedures and requirements that releases the most time and cost for industry, and define the service-level and digital service-delivery design to support it.

Promote investment and services exports across the priority verticals agreed with the Authority, by defining India's value proposition, priority target geographies and investor segments and the investment enablers within DGMA's ambit.

3. Design a 24x7 maritime trade facilitation mechanism to full operational specification, secure the inter-agency coordination arrangements needed and bring it to a launch-ready state, assisting the Authority through a soft launch.
4. Design the institutional arrangements to sustain these outcomes, including DGMA's investment promotion operating model and the frameworks for measuring and tracking progress.
5. Provide implementation support and ensure capacity building and knowledge transfer, so that DGMA can carry the reforms forward beyond the engagement.

3. Scope of Work

The engagement encompass three key pillars::

- 1. Ease of Doing Business**
- 2. Investment and Services-Export Promotion**
- 3. Trade Facilitation**

The three workstreams shall run concurrently across all three stages and shall not be delivered in sequence or by separate teams.

The Consultant shall deliver the engagement across three stages over a period of nine months:

1. Stage 1: Establish baseline and benchmarks : Setup baseline, gap analysis, and synthesize benchmarks for maritime sectors
2. Stage 2: Prepare blueprint to achieve the targets across three pillars
3. Stage 3: Provide implementation support

Stage 1: Establish baseline and benchmarks : Setup baseline, gap analysis, and synthesize benchmarks for maritime sectors

- i. Map India's maritime stakeholders and the value chain including various public authorities as well as the public infrastructure involved. The Consultant shall also map DGMA's organization with respective stakeholders.
- ii. Map the investments attracted within maritime sectors / sub-sectors such as, but not limited to:
 - a. Shipping
 - b. Ship recycling
 - c. Offshore & specialized vessel segments
 - d. Ship leasing & maritime finance
 - e. Maritime service exports
 - f. Bunkering & alternative marine fuel
 - g. Emerging vessel technologies
 - h. Green Ports

The consultant shall establish the current position across the Authority's remit: stock and flow of investment by sub-sector over ten years; sources by country and investor type; and the share of addressable global activity India today captures. Full longlist on investment potential, the strength of the Authority's own levers, alignment with the growth areas identified under MAKV 2047 within DGMA's remit, and time to demonstrable impact. The Consultant shall propose and the Authority shall approve not more than three (3) priority verticals for the next phases of benchmarking, design foundations, strategy blueprint and mechanical design.

- iii. Prepare the baseline of India's trade-flow and factors impacting the trade including internally controllable vs uncontrollable
- iv. Prepare the baseline for India's investment attraction within maritime sector (product / services) in last 10 years. Please note that the Consultant shall focus on maritime sector sans shipbuilding activities throughout the engagement.
- v. The Consultant shall also map the trade flow and frictions, including EXIM carriage by flag, commodity and route, transshipment leakage and modal economics, read together with a structured consultation with exporters, importers, freight forwarders, customs brokers, shipping lines and agents, etc.
- vi. Conduct stakeholder consultations with cargo owners, shipping lines, port operators, logistics players (rail, road), public authorities, etc. with minimum 30 discussions, including but not limited to-
 - a. Port authorities (major/ minor)
 - b. Terminal operators
 - c. Warehousing partners (CFS, dry ports, etc.)
 - d. Logistics partners (railways, surface transport)
 - e. Shipping lines (EXIM, coastal, inland)
 - f. Different types of cargo owners (container, bulk, project, etc.)
 - g. Value chain agents of any kinds

The Consultant shall map the list of compliances required to be attained by each stakeholder, the gaps in process / pain points, cost of achieving the compliances, availability of single windows and digital mechanisms, costs of compliances.

- vii. The Consultant shall also analyze the publicly accepted sources for EoDB ranking, trade-flow analyses and investment trackers to establish right baseline for India.
- viii. Map key processes for identifying process complexities, manual handovers, lead time required, costs involved. The key processes shall include areas such as but not limiting to:
 - a. Vessel entry/exit, cargo clearance, ship registration/mortgage, seafarer certification (COC/CDC issuance), licensing for ancillary maritime businesses (bunkering, recycling), etc.
 - b. Acquisition of vessels: Clearances for receiving imported shipbuilding material, obtaining class approvals, receiving funds under schemes such as SBFAS, etc.
 - c. Offshore operation clearances for asset movement, people safety, environmental compliances, etc.
 - d. Terminal operations to enable trade-flow, screening the cargo, etc. while meeting the requisite compliances
 - e. Investment target identification, investor solicitation, favorability of policy framework, assistance in landing the investments
- ix. Build an issue taxonomy, including but not limited to-
 - a. Process complexities to adhere to government prescribed activities / compliances and other areas
 - b. Manual activities and audit trails
 - c. Costs of performing processes/ activities
 - d. Time taken to perform processes/ activities
 - e. Handovers and approvals required
 - f. Investment promotion bottlenecks
 - g. Trade facilitation bottlenecks
- x. Quantify baseline metrics: number of touchpoints, documents required, average turnaround time, cost of compliance, number of agencies involved per process
- xi. The Consultant shall liason with Single Point of Contact (SPOCs) who have been identified under DGMA Office Order No. 60 of 2026 to identify key grievances and critical issues of exporters received via FIEO and other channels w.r.t. EODB, baseline current status of establishment of dedicated mechanism for handling exporter grievances and understand current coordination mapping among stakeholders, including DGMA, Port Authorities, Shipping lines, Customs and other concerned agencies.
- xii. Analyze the key gaps / pain points basis the discussions with stakeholders, available quantified metrics, etc and develop a viewpoint on potential root cause/s
- xiii. The consultant shall benchmark against 3–4 comparator maritime administrations (e.g., Singapore MPA, Rotterdam Port Authority, Dubai/DP World, UAE Maritime Authority) on turnaround time, digitization maturity, single-window design to identify the areas for ease of doing business.

- xiv. **Promotion machinery benchmarking for investment promotion.** Benchmark the investment promotion machinery of comparable maritime administrations and sector promotion agencies, including mandate, structure, staffing and remuneration, budget, use of diplomatic missions, investor relationship systems, aftercare, and performance measurement. Include domestic comparators (Invest India, IFSCA, leading State agencies) to identify machinery the Authority should use rather than replicate.
- xv. The consultant shall help create a set of **KPIs basis detailed analysis** and conduct end-to-end process diagnostic on the prioritized trade journeys. For example, turnaround time, step count, document burden, handoffs, the headquarters–field interface, duplication between the Authority’s surveyors and recognized organizations, and variance in how the same requirement is applied across field formations, with the cause of the divergence identified.
- xvi. The Consultant shall deliver a shortlist of the top areas, basis the overall impact where a change in requirement, procedure or rule unlocks the most value to the trade, with the realistic estimates. Additionally, the consultant shall help in prioritization and assessment of potential impact created through the proposed changes, the time and cost that simplification would release for industry and for the Authority. Identify the procedural or regulatory change that would drive such impact.
- xvii. Analysis of **emerging investments opportunities** across maritime areas except shipbuilding/ship repair for investment promotion and identify critical success factors to realize them. The Consultant shall quantify the investment opportunity and provide recommendations specific to the opportunity.
- xviii. For each remaining priority vertical for investment promotion, identify the barriers to entry and expansion (approvals, timelines, fiscal treatment, foreign-entry norms, read together with Ease of Doing Business findings), the enablers within the Authority’s ambit, thereby enlisting prioritized intervention set. The prioritized set would be delivered as a common template
- xix. Identify baseline KPIs to be focused on such as export release time, port dwell time, container detention/demurrage, license/certificate TAT, grievance volume & resolution time for streamlining trade/export
- xx. Identify coordination arrangements with three anchor agencies (DGFT, customs, ports), including a standard memorandum architecture and standard operating protocol template, applied to each, defining named nodal officers, response obligations, data exchange and joint resolution procedure, together with the escalation matrix and target resolution service levels mapping issue category to owner to escalation tier. These are administrative coordination instruments and not include legal instruments.
- xxi. Benchmark functioning of trade facilitation by any Global Maritime Administration, along with key KPIs, including expected query & case volume, seasonality, peak distribution and channel mix. The consultant shall also baseline current functioning of 24x7 trade facilitation and related query metrics, basis discussions with DGMA embedded consultants. Basis above benchmarks and baseline, the Consultant shall establish the case for 24x7 coverage, size the staffing model, grievance channel for Customs/Foreign Trade/Port-level, recommendations for Maritime Single Window & National Logistics interface, agency boundaries etc.

Stage 2. Prepare blueprint to achieve targets across the three pillars

- i. The consultant shall help to draft a Reform Blueprint in order to streamline ease of doing business. Policy/rule amendments needed (e.g., under Merchant Shipping Act provisions),

process re-engineering options, and digital integration requirements with National Single Window System (NSWS) and Port Community System (PCS1x).

- ii. The consultant shall conduct further **field visits and stakeholder interactions** at representative ports (mix of major and state/non-major ports), shipping lines, freight forwarders, and customs house agents to finalize the set of KPIs and pain points that can be simplified from an ease of doing business perspective.
- iii. The consultant shall identify top recurring issues w.r.t. EODB for exporters as identified under DGMA Office Order No. 60 of 2026. Basis consultations with SPOCs, Port Authorities, Customs, the consultant shall suggest structural reforms to ease exporter grievances and include prioritized reforms within Draft Reform Blueprint for EODB.
- iv. Preliminary cost-benefit and sequencing logic for reforms (quick wins vs. structural reforms).
- v. Detailed design of top-priority reforms/top priority service, incorporating process simplification, timeline reduction, digitization and risk-based/self-certification approaches where appropriate: e.g., single-window vessel clearance workflow, document reduction, automated risk-based inspection protocols
- vi. Run structured consultations with Customs, Immigration, Coast Guard, DGFT, and 2–3 major Port Trusts to align on process ownership and IT interface requirements
- vii. The Consultant shall conduct at least 10 stakeholder consultations to synthesize the investment opportunities. These opportunities shall be leveraged to conceptualize investable proposals with value chain linkages.
- viii. The consultant shall define targets for KPI values for each metric identified in the KPI Framework, along with timelines and potential stakeholders to drive the KPIs.
- ix. Develop a comprehensive roadmap for promoting investments in the three prioritized sectors. The roadmap shall include areas such as but not limited to—
 - Potential investable projects and clusters in India by conducting a feasibility study
 - Partnership and joint venture opportunities with global entities
 - Refined Value proposition and pitchbooks for target investor segments
 - Incentive / policy/ regulatory interventions required at National/state level
 - Potential workshare from the point of view of technology, production, infrastructure, R&D and other relevant areas
 - Socio-economic benefits including employment, localization, and sustainability impact
- x. Define action roadmap for attracting investments into the prioritized sector:
 - Detailed action agenda and governance charter, in alignment with the Authority
 - Governance model for tracking action taken by relevant stakeholders in Indian ecosystem
 - Methodology to involve industry private/public stakeholders, academia and states in defining/refining roadmap
 - Methodology to collaborate with various investment attraction agencies
 - Proactive global investor outreach model including country desks and lead processing
 - framework

- Frameworks for periodic policy evaluation / impact tracking
 - Organizational structure and talent onboarding mechanism
- xi. Conceptualize operations, including the service catalogue defining the issues the mechanism accepts, those it refers onward and those identified during Stage 1 baselining; the target 24x7 operating model covering shift and roster design, staffing numbers and skill profiles, supervision, surge handling and business continuity, with a defined coverage path from extended-hours single-shift at launch to full 24x7; the channel architecture across telephone, email and web-portal intake with a single reference number and defined language coverage. Moreover, the Consultant shall assess funding and cost model, including an assessed recommendation on operating in-house versus through a nominated operator.
 - xii. Build standard operating procedure (SOP) manual and performance framework, including intake, triage, categorization, routing, follow-up, closure and reopening, with response scripts and a knowledge base; and the service levels, KPIs, quality assurance, user-satisfaction measurement and management dashboard specification against which the Authority will run the mechanism.
 - xiii. Identify functional and integration requirements, including case management, ticketing, audit trail and reporting, together with integration, data-sharing, confidentiality and access requirements against the maritime single window, port community systems, the customs gateway, the foreign trade platform, e-Samudra and the national single window system. The Consultant shall deliver the same as a functional specification for the Authority to procure against.
 - xiv. Design the technology blueprint including MIS/dashboard design, API integration points with ICEGATE/PCS1x/DGFT/ULIP, ticketing system, helpline/IVR design

Stage 3: Provide implementation support

- i. **Support DGMA** in sequencing and rolling out prioritized initiatives as per the agreed roadmap for ease of doing business.
- ii. **Assist in coordination** with relevant nodal departments/external agencies for approvals, notifications, or inter-departmental sign-offs required to operationalize reforms, including exporter grievance handling mechanisms.
- iii. **Provide technical assistance** in drafting Expressions of Interest (EOIs)/RFPs where third-party vendors (e.g., IT system integrators) are required to implement specific initiatives for ease of doing business, and support DGMA in evaluating such proposals.
- iv. **Support user acceptance** testing (UAT) and rollout of any digitized/re-engineered processes.
- v. **Design and delivery (or coordination of delivery)** of training sessions for DGMA officials, Port Trust, and Customs officials on revised SOPs and systems.
- vi. **Establish and maintain** an implementation tracker/dashboard capturing status, timelines, and issues for each initiative, with regular reporting to DGMA leadership.
- vii. **Conduct periodic reviews** (e.g., monthly) to identify implementation bottlenecks and recommend corrective actions.
- viii. **Operationalization of institutional frameworks** – launch processes, onboard teams, define metrics for Investor outreach and facilitation, including:
 - Development of at least 10 project proposals.
 - Prioritization of 3–5 projects for near-term investment.

- Structuring of PPP, JV, and EPC models.
- ix. **Conduct structured engagements with** target investors, drawn first from the qualified pipeline built through outreach and thereafter from the wider addressable universe, testing the facilitation and inter-agency mechanisms and the revised proposition against real requirements end to end. Conduct Engagement with multilateral bodies, international OEMs, and investors.
- x. **Participation in maritime summits/events**, assisting DG Shipping with strategic content, briefing material, delegation coordination, and vendor management.
- xi. **Support with policy refinement**, based on investor feedback and global developments.
- xii. **Build** launch readiness and support soft launch for the trade facilitation cell, including a readiness assessment against a defined checklist covering people, process, technology and agency arrangements; recruitment specifications and induction training material for the operating team. The Consultant shall support the Authority through a soft launch at one port over a defined period; and a handover pack comprising the transition plan to the permanent operator, the capacity-transfer record, and the sequenced set of procedural fixes surfaced by the diagnostic with owners and inter-agency dependencies mapped.
- xiii. **Revise blueprint** across three pillars based on revised priorities of Authority, as needed – uncovered during structured engagements with investors, periodic reviews with the Consultant etc.

The Consultant shall deploy the resources as per conditions laid out in Criteria 3 of Section 5.1 (Scoring Criteria).

Option to extend the Stage 3

The Authority reserves the right to extend the engagement beyond Stage 3, to continue the implementation support and assist on areas such as but not limiting to :

- Continue with **implementation support** of all initiatives in progress during Stage 3. In addition, provide **monthly periodic reviews** on implementation bottlenecks and recommend corrective actions.
- A standing **Regulatory Impact Assessment framework** for screening future regulation for compliance burden before publishing
- **Outreach to investors** in priority verticals to understand on-ground implementation challenges. Continue conducting engagement with multilateral bodies, international OEMs, and investors.
- Build **investment thesis on remaining priority verticals** for investment, including prioritization basis barrier analysis, investment pipeline size etc. Conduct investor reach-outs, build value proposition for verticals proposed by the Consultant and agreed with the Authority.
- **Participation in maritime summits/events**, assisting DG Shipping with strategic content, briefing material, delegation coordination, and vendor management.
- Operate piloting of the trade facilitation mechanism, with committed case-handling and resolution volumes
- **Launch at ports beyond the first**, and the move from extended-hours coverage to full 24x7
- **Onboarding of partner agencies** beyond the three anchor agencies of Customs, Ports and DGFT
- Recurring **root-cause and policy-feedback analytics** cycles, once the mechanism has accumulated case volume sufficient to support them
- Perform **viability testing for deprioritized initiatives** agreed during revision of blueprint in Stage 3

4. Timeline and Deliverables

4.1 Project duration and Stage definition

The base engagement shall be for a period of nine months from the date of commencement. The engagement shall be delivered in three stages:

Stage	Duration
<u>Stage 1:</u> Baseline and Benchmarks : Conduct baseline gap analysis, and synthesize benchmarks for maritime sectors	2 months
<u>Stage 2:</u> Prepare blueprints to achieve targets across pillars	3 months
<u>Stage 3:</u> Provide implementation support	4 months

4.2 Deliverables and timeline

#	Deliverable	Timeline	Payment
1	Inception Report: engagement plan, methodology, governance structure and reporting cadence	T + 2 weeks	0%
2	Draft Baseline and Gap Analysis Report: baseline metrics and pain points for EoDB, investment landscape and prioritized verticals, and trade-flow gaps with anchor agencies identified	T + 4 weeks	10%
3	Baseline and Benchmarking Stake Report: Final baseline and key gaps, process diagnostics and value-ranked priorities, investment and promotion-machinery benchmarks, and facilitation-mechanism governance benchmarks	T + 9 weeks – Month 2 End of Stage 1	20%
4	Draft Integrated Blueprint: reform, investment and trade facilitation blueprint covering sequencing, value proposition and operating design	T + 15 weeks	10%
5	Final Integrated Blueprint and Trade Facilitation Mechanism Specification Pack: consolidated blueprint incorporating Authority and stakeholder feedback, along with SOPs, service catalogue, staffing model, integration requirements, key targets and performance dashboard for the facilitation mechanism	T + 21 weeks - Month 5 End of Stage 2	20%
6	Monthly Implementation Report — Status of rollout of prioritized EoDB, Revisions to	Month 6	10%

	blueprint basis stakeholder conversations, investment and trade facilitation initiatives; coordination update with nodal departments/anchor agencies; investor pipeline and proposal status (incl. PPP/JV/EPC structuring); training and change management activities; issue log and resolution plan for the implementation tracker; overall risk and mitigation update.		
7	Monthly Implementation Report — <i>(same coverage as above)</i>	Month 7	10%
8	Monthly Implementation Report — <i>(same coverage as above)</i>	Month 8	10%
9	Monthly Implementation Report — <i>(same coverage as above)</i>	Month 9 End of Stage 3	10%

Stage 3 is extendable by another nine months with 6% increase after Month 12 from date of commencement of base engagement to account for inflation. The bidders shall submit the financial bid at the end of nine months. Overall fees for such extension shall be same as the contract value of the extant proposal with consideration for inflationary hike and the payment milestones shall consist of monthly implementation report with equated monthly payment milestones.

Resource Sizing:

Sr. No.	Key Personnel	Minimum Experience	Other Requirements
1	Project Director	Minimum 15 years of consulting experience	Experience in Merchant Shipping, Ports & Harbours, Shipyards, Ship Recycling Centres, Offshore Operations and Inland Waterways, with exposure to functional areas such as EoDB, investment attraction, trade facilitation, etc.
2	Investment Attraction Expert	Minimum 8 years of consulting experience	Relevant experience in investment attraction and public-sector consulting
3	Maritime Sector Expert	Minimum 8 years of consulting experience	Experience in ports, shipping lines, shipyards, offshore operations, etc.
4	Organization Expert	Minimum 8 years of consulting experience	Relevant experience in organizational design/building
5	Public Sector Expert	Minimum 8 years of consulting experience	Exposure to areas such as EoDB, trade facilitation, etc.
6	Project Team	The bidder shall deploy 5 full-time members as part of the Project Team.	Out of the 5 members, 4 members , including the Project Manager responsible for day-to-day project activities, analysis, etc., shall have an MBA from Top Management Institutes .

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*All Key Personnel shall be on the bidder's payroll.

** For the CVs to qualify, the projects must of consulting

services nature with fees greater than INR 5 crore (or USD 1 Mn) each, at the time of award of contract in value.

PART III. REOI Submission Formats

Form 1: REOI Form (Covering Letter)

(On Consultant's Letterhead)

Consultant's Name _____

[Address and Contact Details]

Consultant 's Reference No. _____ Date.....

To

Directorate General of Maritime Administration, 9th Floor,
BETA Building, I-Think Techno Campus,
Kanjur Village Road, Kanjurmarg (E),
Mumbai-400042

Ref: Your REOI document No.

REOI Title: Selection of Consultant for

Sir/ Madam

Having examined the above mentioned REOI document, we, the undersigned, hereby submit/ upload our Expression of Interest (REOI) for being shortlisted for the performance of the Services.

1) About us:

We, M/s _____, hereby certify that We are a firm (or members of our JV/C are) of proven, established, and reputed Consultant having the required Experience, Past performance, Personnel, and financial capability, with offices at _____.

2) Our Eligibility and Qualifications to participate:

- a) We comply with all the eligibility criteria stipulated in this REOI document, and the relevant declarations are made along with documents in Form 1.2 of this REOI-Form.
- b) We fully meet the qualification criteria stipulated in this REOI document, and the relevant details are submitted along with documents in Form 2: 'Qualification Criteria – Compliance' and its sub-forms.
- c) We undertake to provide originals of all self-certified copies of uploaded documents during the RFP Process. We have understood the ramifications of failure to do so as detailed in clauses 10.2.4 and 10.2.5 of Section I: REOI.
- d) We have / don't have any conflict of interest with any other Consultant as per clause 4.5 of Section I: REOI.
- e) No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this REOI and RFP processes.

Following commissions and gratuities have been paid/ are to be paid to agents or any other party by us relating to this procurement process: -----

3) Affirmation of terms and conditions of the REOI document:

We have understood the complete terms and conditions of the REOI document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the REOI document.

4) Abiding by the REOI Validity

We agree to keep our REOI valid for acceptance for a period up to -----, as required in the REOI document, or for a subsequently extended period, if any, agreed to by us.

5) Non-tempering of Downloaded REOI documents and Uploaded Scanned Copies

We confirm that we have not changed/ edited the contents of the downloaded REOI Formats. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the REOI document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our REOI are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon our successful shortlisting, we undertake to submit for scrutiny, on-demand by the Procuring Entity, originals and self-certified copies of all such certificates, documents, and affidavits/ undertakings.

6) Signatories:

We confirm that we are duly authorised to submit this REOI and make commitments on behalf of the consultant. Supporting documents are submitted in Form 1.1, annexed herewith. We acknowledge that our digital/digitised signature is valid and legally binding.

7) Rights of the Procuring Entity to Reject REOI(s):

We understand that you are not bound to accept the lowest or any REOI you may receive against your above-referred REOI document.

.....

(Signature with date)

.....

(Name and designation)

Duly authorised to sign REOI for and on behalf of name, address, and seal of the
Consultant]

Form 1.1: Consultant Information
(On Consultant's Letterhead)

Consultant's Name _____

[Address and Contact Details]

Consultant's Reference No. _____ Date.....

REOI document No.

Tender Title: Selection of Consultant for

Note: Consultant shall fill in this Form following the instructions indicated below.

Consultant shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Consultant's wrong or misleading information shall be treated as a breach of the Code of Integrity. Such REOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such a breach in the REOI document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Consultant/ Contractor particulars:

a)	Name of the Consultant's Organisation:	
b)	Corporate Identity No. (CIN):	
c)	Registration, if any, with The Procuring Entity:	
d)	Date of incorporation/ start of business:	
e)	Place of Registration/ Principal place of business":	
f)	Number of Years in Business:	
g)	Number of Years in ERP implementation	
h)	Consultant's Website URL:	
i)	Complete Postal Address:	
j)	Pin code/ ZIP code:	
k)	Telephone nos. (with country/ area codes):	
l)	Mobile Nos.: (with country/ area codes):	
m)	Contact persons/ Designation:	
n)	Email IDs:	
o)	PAN Number:	
p)	GSTIN No:	

NB: In the case of JV/C, repeat these details for all members

Submit documents to demonstrate eligibility as per REOI Clause 4.1-1) - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarised and certified copy of its Registration; In case of JV, letter of intent to form JV or JV agreement and in case of Society – its Byelaws and registration certificate of the firm.

- 2) Consultant/JV's Organisation Structure: Submit the overall organisation structure of the firm.
- 3) Consultant/JV's Overall profile: Submit the overall profile of the firm, highlighting technical and managerial capabilities.

Authorisation of Person(s) signing the REOI on behalf of the consultant

Full name: _____

Designation: _____

Signing as:

- A sole proprietorship firm. The person signing the REOI is the sole proprietor/ constituted attorney of the sole proprietor,
- A partnership firm. The person signing the REOI is duly authorised being a partner to do so under the partnership agreement or the general power of attorney,
- A company. The person signing the REOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association/ Articles of Association.
- A Society. The person signing the REOI is the constituted attorney.
- A Joint Venture/ Consortium. The person signing the bid is the designated lead member, as named in the JV/C agreement/ MOU or similar document in connection with the formation of the JV/C or are all future proposed members, in case (JV/C) has not been legally constituted at the time of bidding.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution Consultant's Authorized Representative Information

Name:

Address:

Telephone/ Mobile numbers:

Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorised to sign REOI for and on behalf of name, address, and seal of the Consultant]

DA: As above

Form 1.2: Eligibility Declarations

(Ref REOI Clause 2.5)

(On Consultant's Letterhead, supported with copy of Incorporation Certificates (for all member in case of consortium), and copy of PAN, GST registration certificate)

REOI document No.

Title: Selection of Consultant for

Consultant's Name

[Address and Contact Details]

Consultant's Reference No.

Date.....

[Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the consultant)

We hereby confirm that we comply with all the stipulations of REOI Clause 4.1 of the REOI document and declare as under and shall provide evidence of our continued eligibility to the DGS as and when it may be requested:

1) Legal Entity of Consultant: We are:

- a) : relevant documents enclosed)
- b) We are a consultant with valid registration regarding GSTIN, PAN, EPF, ~~ESI, Labour, or equivalent~~ registration certificate as applicable to the subject Services.

2) Eligibility: We solemnly declare that we (including our affiliates or subsidiaries, or constituents):

- a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- b) (including our affiliates or subsidiaries, or constituents for any part of the assignment):
 - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or
 - ii) Are not convicted (within three years preceding the last date of REOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for offences mentioned in REOI document in this regard.
 - iii) We have neither changed our name nor created a new "Allied Entity", consequent to the above disqualifications.
- c) Do not have any association (as consultant/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of DGS, as counter-indicated, in the REOI document.
- d) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other consultant to submit or not to submit an REOI to restrict competition.

- e) We certify that we fulfil other additional eligibility conditions if prescribed in the REOI document.
- 3) We certify that we are not an entity from a country identified to restrict Consultants from India from participation in their Government Procurements as per REOI clause 4.2.1
- 4) **Restrictions on procurement from consultants from a country or countries or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:**

"We have read the clause regarding restrictions on procurement from a consultant of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

- a) we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;
- b) we shall not subcontract any assignment to a contractor from such countries unless such a contractor is registered with the Competent Authority.

5) Start-up Status:

We confirm that we are (Certificate of Recognition issued by the Department for Promotion of Industry and Internal Trade (DPIIT) enclosed herewith)/ are not a Start-up entity as per the Department of Promotion of Industrial and Internal Trade – DPIIT.

6) Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign REOI for and on behalf of

.....

..... Name, address, and seal of the consultant

DA: As in Sr 1 to 5 above, as applicable

Form 2: Qualification Criteria – Compliance

(On consultant's Letterhead)

(Ref REOI Clause 2.4, Section III: Qualification Criteria)

(Along with supporting documents, if any)

REOI document No.

Title: Selection of Consultant for

Consultant's Name

[Address and Contact Details]

Consultant's Reference No.

Date.....

Note to consultant: The Procuring Entity reserves its right to call for verification originals of all self-certified copies of stipulated documents supporting the fulfilment of qualifying criteria during the following RFP Process. If the shortlisted consultant fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

Summary of Response to Qualification Criteria

#	Criteria	Qualification Criteria Met (Yes, or No)
a)		
b)		
c)		
d)		
e)		

Note: consultants shall provide evidence of their continued qualification to perform the Services satisfactorily to the Procuring Entity, as the Procuring Entity may request at any stage during the RFP process that would follow this REOI.

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign REOI for and on behalf of

..... Name, address, and seal of the consultant

DA: As above, if any

Form 2.1: Performance Capability Statement

Statement of Performance of Services

(Ref REOI Clause 2.5, Section III: Qualification Criteria)

(On consultant's Letterhead)

REOI document No.....

Title: Selection of Consultant for

Consultant's Name

[Address and Contact Details]

Consultant Reference No.

Date.....

Note to consultant:

1. *Consultant or member of a Joint Venture/Consortium (JV/C) must fill in this Form to prove conformance to Section III Qualification Criteria. Mention contracts in which a consultant or a member of a JV/C is or has been a party, whether as a consultant, affiliate, associate, subsidiary, or any other role. The list below is indicative only. You may attach more documents as required to highlight your past performance. Add additional details not covered elsewhere in your REOI in this regard. Statements and Documents may be mentioned/ attached here.*
2. *List only those assignments for which the consultant was legally contracted as a company or was one of the joint venture members. Assignments completed by the consultant's individual experts working privately or through other firms cannot be claimed as the relevant experience of the consultant or that of the Consultant 's partners or sub-consultant s but can be claimed by the Experts themselves in their CVs. Assignments of Sub-consultant (s) can be used to meet the Experience requirements specified in Section III, Qualification Criteria. The consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if the Client requests.*
 - 1) **The number of years of experience in Consultancy Services:** *Provide evidence for the required length of experience in Consultancy Services and cross-reference the list of assignments below.*
 - 2) **In the specified period, list similar Services assignments completed or completed in a tabular form** (Period specified in Section III – Qualification Criteria Note: List only the most important and relevant ones. List the largest value and most relevant projects to this assignment first)
 - a) country, client, (source of funding),
 - b) For completed Project: Project title, project reference number, project value, project period brief description of the consultant 's role in the project
 - c) For Substantially Completed Project: project title, project reference number, project value, project period
 - d) brief description of the consultant's role in the project
 - e) # of international staff months, # of national staff months deployed by you on the project
 - f) Is it a Similar Experience as per Section III: Qualification Criteria (Yes or No)
 - g) Is it in General Sector as per Section III: Qualification Criteria (Yes or No)
 - h) Is it in Specific Sector as per Section III: Qualification Criteria (Yes or No)

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign REOI for and on behalf of

.....

..... Name, address, and seal of the Consultant]

DA: Performance records/ contracts

Form 2.2 Financial Capability Statements

(Ref REOI Clause 2.5, Section III: Qualification Criteria)

(On Consultant 's Letterhead)

REOI document No.

Tender Title: Selection of Consultant for

Consultant 's Name

[Address and Contact Details]

Consultant 's Reference No.

Date.....

Note to consultant: Fill out this Form for the consultant and each member of a joint venture or other association that is a party to the consultant to highlight conformance to Criteria 2: Financial Capability. The list below is indicative only. You may attach more documents as required. Add additional details not covered elsewhere in your REOI in this regard.

Form 2.2.1: Financial Statements

Note: Each consultant or member of a Joint Venture/Consortium making up a must fill in this Form.

Financial Data for Previous Three (3) Years			
	Year 1:	Year 2:	Year 3:
Information from the Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
Information from Income Statement			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (either audited financial statements supported by audit report or certified financial statements supported by Income tax returns), complying with the following conditions.

- 1) All such documents reflect the financial situation of the consultant or a member of a Joint Venture or other association and not a sister or parent company.
- 2) A Chartered accountant must audit historical financial statements.
- 3) Historical financial statements must be complete, including all notes to the financial statements.
- 4) Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign REOI for and on behalf of

.....

..... Name, address, and seal of the consultant]

Form 2.2.2: Average Annual Turnover

(Ref REOI Clause 2.5, Section III: Qualification Criteria)

(On consultant's Letterhead)

REOI document No.

Tender Title: REOI for Selection of Consultant for

Consultant's Name

[Address and Contact Details]

Consultant's Reference No.

Date.....

Note: Each consultant or member of a Joint Venture/Consortium must fill in these forms.

Annual Turnover Data (Rs Crores) for the Last Three (3) Financial Years		
Year	Total Turnover Amount	Turnover from Consultancy Services (supported by a certificate from the Chartered Accountants)
Average Annual Turnover		

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign REOI for and on behalf of

.....

..... Name, address, and seal of the consultant

"Certificate of CA with UDIN

This is to certify that the information given in the above table is derived from audited B/S and P/L account and are true and correct reflection of company's financial performance and capability".

Form 3: Checklist for Consultant

Ref REOI Clause 2.5)

(On consultant's Letterhead)

Consultant's Name _____

[Address and Contact Details]

Consultant 's Reference No. _____

Date.....

REOI document No.

Tender Title: Selection of Consultant for

Note to consultant's: This checklist is merely to help the consultants to prepare their REOIs. It does not override or modify the requirement of the REOI. consultants must do their due diligence also.

Sr No.	Documents submitted, duly filled, signed	Yes/ No/ NA
1.	Form 1.- REOI Form (to serve as covering letter and declarations)	
2.	Form 1.1: consultant's Information and Power of attorney and Registration Certificates etc.	
3.	Form 1.2: Eligibility Declarations, along with supporting documents	
4.	Form 2: Qualification Criteria - Compliance	
4.a	Form 2.1, 2.2 (and its sub-forms) to support Form 2 along with supporting documents	
5.	Form 3: Checklist for consultant	
6.	Form 4: Declaration for No Conflict of Interest	
7.	Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units	
8.	Form 6: Authorization to Attend Pre-EOI Conference	
9.	Form 7: Other information required	
10.	Any other requirements, if stipulated in Section II: Appendix; or if considered relevant by the consultant	

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign REOI for and on behalf of.....

[Name, address, and seal of the consultant]

Form 4: Declaration for No Conflict of Interest
<<To be submitted on the Company Letter head of the Lead Consultant>>

Date:

To

Directorate General of Maritime Administration
9th Floor, Beta Building,
i-Think Techno campus
Kanjurmarg (East), Mumbai - 400042

Sir,

Sub: Undertaking on No Conflict of Interest

I / We as Consultant (SI) do hereby undertake that there is absence of, actual or potential conflict of interest on our part, on part of our Consortium partner (in case of a Consortium) due to prior, current, or proposed contracts engagements, or affiliations with Directorate General of Maritime Administration, Government of India.

I / We also confirm that there are no potential elements (time frame for service delivery, resource, financial or other) that would adversely impact our ability to complete the requirements of this RFP.

We undertake and agree to indemnify and hold Directorate General of Maritime Administration, Government of India harmless against all claims, losses, damages, costs, expenses, proceeding fees of legal advisors (on a reimbursement basis) and fees of other professionals incurred (in the case of legal fees & fees of professionals, reasonably) Directorate General of Maritime Administration, Government of India and / or its representatives, if any such conflict arises later.

Yours faithfully,

Authorized Signatory

Designation

Date

Time

Seal

Business Address

**Form 5: Details of ineligibility for corrupt or fraudulent practices /
blacklisted with any of the Government or Public Sector Units**

<<On the letterhead of the Bidding Organization>>

<<In case of consortium, separate certificates to be submitted from respective authorized
representatives>>

Date:

To:

Directorate General of Maritime Administration
9th Floor, Beta Building,
i-Think Techno campus
Kanjurmarg (East), Mumbai - 400042

Subject: Declaration for not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public Sector Units in India

Dear Sir,

We, the undersigned, hereby declare that

We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Company Seal :

Business Address :

Form 6: Authorization to Attend Pre-EOI Conference

Refer to REOI Clause 6.3)

(On The consultant 's Letterhead)

Consultant's name _____

[Address and Contact Details]

Consultant Reference No. _____

Date.....

To,

Directorate General of Maritime Administration
9th Floor, Beta Building,
i-Think Techno campus
Kanjurmarg (East), Mumbai - 400042

Ref: REOI document No.

Title: REOI for Selection of Consultant for

Subject: Authorisation to attend Pre-EOI Conference on _____ (date).

The following persons are authorised to attend the Pre-EOI Conference for the REOI mentioned above on behalf of _____ (Consultant) in the order of preference given below.

Sr.	Name	Government Photo ID Type/ Number
I.		
II.		
Alternate Representative		

Note:

1. Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-EOI opening. An alternate representative shall be permitted when regular representatives are not able to participate.
2. Permission to enter the hall where the Pre-EOI conference is conducted may be refused if authorisation as prescribed above is not submitted.

Signatures of Consultant

or

The officer authorised to sign the REOI.

Documents on behalf of the Consultant

Name, address, and seal of the Consultant

Form 7 – Estimated Cost of Consultancy Services

Name of Assignment:

Selection of Consultancy Services Strategic support unit for improving Ease of Doing Business, Facilitation of Trade and Investments

(On The consultant 's Letterhead)

Consultant's name _____

[Address and Contact Details]

Consultant Reference No. _____

Date.....

To,

Directorate General of Shipping
9th Floor, Beta Building,
i-Think Techno campus
Kanjurmarg (East), Mumbai - 400042

Cost Estimate

Sl. No.	Component	Estimated Cost (₹)
1	Cost per resources	
5	Applicable GST	18%
6	Total Estimated Cost (Inclusive of Taxes)	**₹ _____

**The estimated cost quoted or furnished by the Bidder in its proposal shall be treated as non-binding and purely indicative.

Justification

The above estimate has been prepared based on the anticipated scope of work, complexity of the assignment, estimated deployment of multidisciplinary experts, duration of engagement, prevailing market rates for similar consultancy assignments in Government organizations, and likely reimbursable expenses. The estimated cost is indicative and is intended solely for determining the applicable procurement methodology and obtaining administrative approval. The final contract value shall be determined through a competitive selection process in accordance with the provisions of the General Financial Rules (GFR), 2017.

Signatures of Consultant

or

The officer authorised to sign the REOI.

Documents on behalf of the Consultant

Name, address, and seal of the Consultant