



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

**Hiring of Consulting Services from prominent not for profit Management Institute  
for Public Procurement Support Services, Capacity Building and Research in Public  
Procurement Management**

**Published by:**

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

**Reference No.: 14-25/5/2024-FA -DGS (C.No.26979)**

**Date: 6<sup>Th</sup> August 2024**

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## 1. TEXT OF ADVERTISEMENT

**Directorate General of Shipping, Govt. of India**  
**9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus, Kanjur Marg (East)**  
**Mumbai-400042**

### INVITATION FOR EXPRESSION OF INTEREST

The Directorate General of Shipping, Govt. of India, 9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus, Kanjur Marg (East), Mumbai-400042, Govt of India invites online submission of Expression of Interest (EoI) from prominent not for profit Management Institution for Capacity Building, research and Consultancy in Public Procurement Management / Bid Process Management of public procurement (detailed scope of work is available at **Annexure-I**). The EoI document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation, etc, is as given in this document.

EOI Documents with details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria have been hosted and can be downloaded from the website [www.dgshipping.gov.in](http://www.dgshipping.gov.in), and CPP portal (<https://eprocure.gov.in/eprocure/app>)

Further details, if any, may be obtained from Directorate General of Shipping, 9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus, Kanjur Marg (East), Mumbai-400042, Govt of India during working hours. (Shri Ram Sajan Gupta, Executive Officer, Primary Custodian, E. Mail: [rgupta-dgs@gov.in](mailto:rgupta-dgs@gov.in), 09821916727, 022-25752053)

Last date for submission of EoI is 28th September 2024 up-to 1600 hrs. EOI. Documents with details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria have been hosted and can be downloaded from the website [www.dgshipping.gov.in](http://www.dgshipping.gov.in), and CPP portal (<https://eprocure.gov.in/eprocure/app>)

Applicants meeting the qualification criteria may be invited for a presentation / proposal before the selection committee of the Directorate only at the RFP stage. Bid Document will be subsequently issued to the short- listed applicants only, however in the interest of transparency competent authority may decide to publish an open RFP too.

**Directorate General of Shipping,**  
**9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus,**  
**Kanjur Marg (East)**  
**Mumbai-400042**

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

## 2. LETTER OF INVITATION

**Directorate General of Shipping, Govt. of India**  
**9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus, Kanjur Marg (East)**  
**Mumbai-400042**

**E-File No.** 14-25/5/2024-FA – DGS (C.No. 26979)

**Dated: 06.08.24**

Dear Sir/Madam,

Directorate General of Shipping, 9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus, Kanjur Marg (East), Mumbai-400042, Govt of India invites Expression of Interest (EOI) on the Central Public Procurement Portal from prominent not for profit Management Institution for Capacity Building, research and Consultancy in Public Procurement Management / Bid Process Management of public procurement (detailed scope of work is available at **Annexure-I**). The EOI document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation, etc. is as mentioned in the document.

The EoI Document is also available on the website of this Directorate i.e. [www.dgshipping.gov.in](http://www.dgshipping.gov.in). and also on the Central Public Procurement portal.

You may submit your responses online in the prescribed format latest by 28<sup>th</sup> September, 2024 (up-to 1600 Hrs) addressed to:

**Directorate General of Shipping,**  
**9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus,**  
**Kanjur Marg (East), Mumbai-400042**

Queries if any may be referred in by E mail only at E Mail: [rgupta-dgs@gov.in](mailto:rgupta-dgs@gov.in)

The details of the procurement support officials for this procurement are

Sl No	Name & Designation of official & Role in instant procurement	E Mail	Cell Number	Land Line number	Office address
1	Shri Ram Sajan Gupta, Executive Officer, Primary Custodian	<a href="mailto:rgupta-dgs@gov.in">rgupta-dgs@gov.in</a>	09821916727	022-25752053	Cabin/ Cubicle No: F&A branch, Directorate General of Shipping, 9 <sup>th</sup> Floor, Beta Building, I-Think Techno Campus, Kanjur Marg (East), Mumbai-400042
2	Shri N.R. Raut, Assistant Director General of	<a href="mailto:ahsmpso-dgs@gov.in">ahsmpso-dgs@gov.in</a>	09867059102	022-25752022	-do-

	Shipping, Secondary Custodian				
3	Shri Ash Mohomad, Dy. <b>Director General of Shipping, Supervisory Custodian</b>	amohd- dgs@nic.in	09619011035	022-25752025	-do-

### Role of custodians

**Primary Custodian:** The primary custodian is the first point of contact for any interested bidder and shall maintain a record of all contacts whether telephonic etc., however, the only official methodology of communication shall be E- Mail which may be addressed to the primary custodian with copy to the secondary custodian and supervisory custodian. The Primary custodian shall ensure proper date wise publication in Newspaper, CPPP portal of the EOI/ RFP/ Pre bid meeting minutes/ Corrigendums/ and other aspects only. The Primary custodian shall take prior authorization from the evaluation committee prior to issuing any communication or any specific change in the present format of the procurement document.

**Secondary Custodian:** The secondary custodian shall be the immediate supervisor of the Primary Custodian and shall maintain internal record of all procurement processed and ensure that the Primary Custodian is preparing the documentation and executing the role of primary custodian in a proper and time bound manner. In case of any clarification sought on the procurement document/ methodology etc., the secondary custodian shall take steps for clarification for the consultancy evaluation committee and there after process for due approval of the competent authority and take steps thereof.

**Supervisory Custodian:** The Supervisory custodian shall be the driver for the procurement who shall ensure compliance to the Manual of Procurement of Services and the compliance to the GFR and CVC guidelines and shall also function as the default member secretary to the Consultancy evaluation committee. The Supervisory custodian shall ensure all time bound approvals and appraise the competent authority and sanctioning authority on the progress on record and timely and process bound procurement in the instant engagement.

S. No.	Critical Dates	Date	Time
1.	EOI Publishing Date (On CPP/ News paper advertisement not withstanding)	6 <sup>th</sup> August 2024	
2	Pre-Bid Meeting	22 <sup>nd</sup> August 2024	1430 Hrs online
3	Bid Submission End Date	28 <sup>th</sup> September 2024	1600 Hrs
4	Bid Opening Date	30 <sup>th</sup> September 2024	1000 Hrs

**Director General of Shipping**

### **3.0 Background:**

- The Directorate General of Shipping (DGS), India 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 Organization, 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 offices under its administrative jurisdiction.
- The main objective of the proposed consultancy assignment is to provide support to DGS and its allied offices to ensure that all public procurement management aspects including preparation of bid documents and allotment of contract the Project, is satisfactorily implemented as per the Public Procurement Manuals, General Financial Rules and the guidelines of the Central Vigilance Commission. The consultancy should provide institutional support for capacity building in public procurement and provide services for enhancing public procurement management within DGS.
- In pursuance of the above, the DGS has decided to carry out the process for the selection of a dedicated consultancy firm for providing Procurement Management Support Services (the “Consultant”). The detailed scope of work of the Consultant shall be in accordance with the Terms of Reference specified at Annexure-1 (the “TOR”).

### **4.0 Aims & Objectives:**

The objective of the EoI is to hire services of a consulting Services from a prominent not for profit or Government Management Institutions for -

- I. Capacity building: training programs, workshops and skill development for DGS staff involved in public procurement.
- II. Research and consultancy in Public Procurement Management: streamlining processes, ensuring compliance and optimizing resource utilization.
- III. Institutional support: Guidance on policy formulation, best practices, GFR validation and legal aspects

### **5.0 Venue & Deadline for submission of proposal**

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Directorate General of Shipping (DGS) at the address specified herein earlier. In exceptional circumstances and at its discretion, DGS may extend the deadline for submission of proposals by issuing an amendment to be made available on the official website, in which case all rights and obligations of DGS and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **6.0 Validity of Offer:**

The offer for EOI as per this document shall be valid for a period of Six (06) months initially which may be extended further if required by DGS

## **7.0 TERMS OF REFERENCE (ToR)**

The detailed terms of reference are enclosed at **Annexure-I**.

## **8.0 INSTRUCTIONS TO CONSULTANTS**

The Expression of Interest is to be submitted in the manner prescribed below: -

All information as detailed below is to be submitted online:

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

EOI Documents have been hosted and can be downloaded from the website [www.dgshipping.gov.in](http://www.dgshipping.gov.in), and CPP portal (<https://eprocure.gov.in/eprocure/app>)

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

## **9.0 Qualification Criteria:**

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be prominent not for profit Management Institution having proven experience of capacity building, research and consultancy in Public Procurement Management	Detailed organization profile and capability statement pertaining to public procurement area.
3.	The organization must have valid registration certificate, GSTN and PAN.	Registration Certificate, GST Certificate and PAN
4.	The organization must have at least 10 years of experience in conducting training programs and consultancy assignments in the areas of public procurement and contract management for government / public sector agencies.	Summary of relevant key assignments completed during past 10 years including brief description, names of client / participating organizations and approx. value of the assignments.
5.	The organization must have an average annual turnover of at least Rs. 40 Crore, of which at least Rs. 20 Crore should be from consultancy services, during past 3 financial years i.e during FYs 20-21, 21-22 and 22-23.	CA Certificate clearly stipulating turnover for each year and turnover from consultancy services.



## **10. Evaluation Criteria and Method of Evaluation:**

Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

(a) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their manpower, financial strength of firm and presentation / proposal to the selection committee whose decision will be final. However, it is not incumbent to shortlist at the RFP stage on the competent authority and in the interest of transparency, an open RFP could be resorted to.

(b) Agencies who qualify as per the eligibility conditions will be provided with a brief about the DGS in addition to what is accessible generically on the official website of the Directorate General of Shipping. The agencies may be required to make a presentation, if required, to a selection committee showcasing their proposals.

(c) DGS will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from DGS.

(d) Shortlisted agencies will be issued Bid Documents and asked to submit their price proposal online on the Central Public Procurement portal.

## **11. Response:**

Bidders must ensure that their Bid response is submitted **online** as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

### **Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform DGS detailing the conflict in writing as an attachment to this Bid.

DGS will be the competent authority in cases of potential conflicts of interest. Failure to notify DGS of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by the person involved in a Bid process.

### **12.0 Condition under which EOI is issued:**

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

### **13.0 Last date of submission of EOI:**

The last date of submission of EOI is 28th September 2024 (hrs.) 1600 Hrs. Bid Opening Date & Time is 30<sup>th</sup> September 2024 (1000 hrs.)

**14.0 FORMATS FOR SUBMISSION:**

**FORMAT – 1**

**APPLICANT’S EXPRESSION OF INTEREST**

To,

**Directorate General of Shipping, Govt. of India  
9<sup>th</sup> Floor, Beta Building, I-Think Techno Campus,  
Kanjur Marg (East), Mumbai-400042**

**Sub: Submission of Expression of Interest for Public Procurement Support Services and Capacity Building & Research in Public Procurement Management**

**Dear Sir,**

In response to the Invitation for Expressions of Interest (EOI) published on 5/08/2024 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, have submitted all the relevant documents in the desired format;

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours, Signature of  
the applicant [Full name of  
applicant]

Stamp.....

Date:

Encl.: As above.

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

**FORMAT – 2**

<b>S. No</b>	<b>Organizational Contact Details</b>	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Society / Trust registered under Societies Registration Act, 1890 / Indian Trusts Act, 1882	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in	
7.	Contact Person with telephone no. & e-mail ID	

Enclose: -

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of the 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

**FORMAT – 3**

<b>Experience in Related Fields</b>						
Overview of the past experience of the Organization in all aspects related to Procurement Capacity Building and Consultancy in the domains of Public Procurement and Contract Management						
<b>S. No</b>	<b>Items</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ Organization (Enclose completion certificates/ Work orders etc)</b>		
<b>1</b>	Experience of assignments of similar nature					
<b>1.1</b>	Experience in carrying out similar assignments in Government					
<b>1.2</b>	Experience in carrying out Similar assignments in Public sector.					
Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.						
Signature of the applicant  Full name of applicant  Stamp & Date						

**FORMAT – 4**

<b>List of experts/consultants on payroll (at least 3)</b>				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant  
Full name of applicant  
Stamp & Date

**FORMAT – 5**

<b>Financial Strength of the Organization</b>					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1					
2					
3					

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

**FORMAT – 6**

**Additional Information**

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

**FORMAT -7**

**Declaration**

We hereby confirm that we are interested in competing for the Consultancy Services for Public Procurement Support Services and Capacity Building & Research in Public Procurement Management

Authorized Person's Signature.

Name and Designation:

Date of Signature:

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



Terms of Reference (TOR)

for

PROCUREMENT MANAGEMENT SUPPORT SERVICES

## **Terms of Reference (TOR)**

### **1. BACKGROUND**

- 1.1 The Directorate General of Shipping, India 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 Organization, 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 offices under its administrative jurisdiction.
- 1.2 The main objective of the proposed consultancy assignment is to provide support to DGS and its allied offices to ensure that all public procurement management aspects including preparation of bid documents and allotment of contract the Project, is satisfactorily implemented as per the Public Procurement Manual, General Financial Rule and the Procurement Plan. The consultancy should provide institutional support for capacity building in public procurement and provide services for enhancing public procurement management within DGS.

### **2. OBJECTIVES**

- 2.1. The proposed Consultancy is to provide support to DGS to ensure that all Procurement Management aspects including preparation of documents and contract awards are satisfactorily implemented as per the Procurement Guidelines & Procurement Plan in compliance to the General Financial Rules and CVC mandated guidelines.
- 2.2. To improve the institutional capacity of the DGS to a level, which ensures that Government' Procurement Procedures/ Guidelines/ Norms are adhered to.
- 2.3. Overall, the Consultant firm will ensure effective, efficient, transparent & accountable procurement, across the entire goods and services, including timely and efficient procurement planning and execution, co-ordination with relevant units/Executing Agencies (EAs), procurement monitoring and evaluation, reporting and capacity building.

### **3. SCOPE OF THE SERVICES**

#### **4.**

#### **A. Services**

The Consultant shall assist DGS in the procurement of consulting and non-consulting services in pursuance of the Manual of procurement of consulting services and non-consulting services.

<b>S. No.</b>	<b>Description</b>
1.	Assist in compilation of Procurement Plan in consultation with all stakeholders of DGS

2.	Assist in preparation of tender documents such as Procurement Note/ EOI/ Request for Quotation, Request for Proposal in consultation with stakeholders, considering applicable policies, procedures/guidelines. Coordinate with respective approving authorities and obtain the comments/ observations/NOC.
3.	Assist in preparation of detailed terms of reference/scope of work in consultation with concerned line department/agency
4.	Assist in preparation and finalization of replies to pre-bid queries and addenda and provide inputs from procurement perspective for taking appropriate decision and finalization. Coordinate with respective
	approving authorities and obtain the comments/ observations/NOC.
5.	Assist in the procurement process through appropriate method, as it warrants, including but not limited to, publication of tender notices, organizing pre-bid meeting, preparation of replies to queries & addendum and its publication, receipt and opening of bids, safe custody of bid security, monitoring the schedule of procurement, award of work and execution of contract etc.
6.	Assist in preparation of Technical Evaluation Report /Bid Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, letter of award etc. considering the applicable policies, procedures/ guidelines
7.	Assist in resolving procurement related grievances received by DGS
8.	Assist in overall administration of the contracts such as contract monitoring, contract variations, time extensions etc.
9.	Assist DGS in submission of procurement related documents such as procurement plan, draft bidding document, response to queries, amendments, request for extension bid due date/bid validity, bid evaluation report and contract amendments etc.

## **B. Goods**

The Consultant shall assist DGS in administration related procurement such as

procurement of items required for day-to-day operations i.e. stationaries, pantry items, consumables etc. through Government e-Market Place (GeM). For items not available on GeM, appropriate procurement methods within the extant rules/guidelines shall be followed. For the E Procurement on GeM and CPPP the DGS shall be at liberty to engage other consultants who shall be worked alongside with by the public procurement advisory consultant. For all procurement of goods, the manual of procurement of goods shall be the default framework for procurement to be complied with.

<b>S. No.</b>	<b>Description</b>
1.	Assist in compilation of Procurement Plan in consultation with all stakeholders
2.	Assist in preparation of tender documents such as Request for Quotation, Request for Proposal in consultation with stakeholders, considering applicable policies, procedures/guidelines
3.	Use and customize the Standard Template of tender document, evaluation reports, letter of award and contract document for the procurement of goods.
4.	Assist in the procurement process through GeM portal/ appropriate method for items outside GeM, as it warrants, including but not limited to, publication of tender notices, organizing pre-bid meeting, preparation of replies to queries & addendum and its publication, receipt and opening of bids, safe custody of bid security, monitoring the schedule of procurement, issue of supply order etc.
5.	Assist in preparation of Technical Evaluation Report /Bid Evaluation Report/ Combined Technical and Financial Evaluation Report, letter of award etc. considering the applicable policies, procedures/ guidelines including updating the evaluation result on GeM portal/e- Procurement portal.
6.	Assist the line department/consignee in DGS to address complaints related to the supply and coordinating for initiating the payment for finally accepted goods.
7.	Assist in overall administration of the contracts such as contract monitoring, contract variations, time extensions etc.
8.	Identifying the issues experiencing in GeM portal and suggest way forward to resolve the issues for better and optimum utilization of GeM portal

9.	Assist DGS in submission of procurement related documents such as procurement plan, draft bidding document, response to queries, amendments, request for extension bid due date/bid validity, bid evaluation report and contract amendments etc.
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**C. General:**

1. Assist DGS in handling and managing the procurement process carried out through e-procurement portal.
2. Maintenance of bid register, contract register, EMD/Performance Security Register.
3. Assist DGS in developing general terms and conditions for projects/activities taken up on pilot basis and develop detailed procurement method/process for scaling up of such projects/activities.
4. Review of current policies followed and suggesting suitable practices for better performance & functional improvement.
5. Assistance in arbitration, variations, dispute resolution and interpretation of contract.
6. Assistance in obtaining legal opinions on contractual issues.

**D. Institutional Support:**

1. Assist DGS in providing capacity building to SMCGs, Executive Agencies on functional areas of procurement, as per requirement.
2. Identifying the gaps in capacities and provide operational advice on guidelines and procedures for procurement.
3. Identifying the suitable programs/training sessions for capacity building in procurement and recommend for funding from DGS, for strengthening the organization.
4. Coordinate with all stakeholders for nomination for the capacity building programs.
5. Obtaining feedback for effective utilization of the knowledge gained.

**5. SUPPORT PROVIDED BY DGS**

- 5.1. DGS will provide office spaces within the DGS Office along with workstations, internet access, office equipment and stationery needed for the staff of the Consultants.
- 5.2. The DGS provides requisite information to compile procurement plans & procurement manuals.
- 5.3. DGS will give access to all the required documents, correspondence & any other information associated with the projects as deemed necessary.

- 5.4. Official travel for field visits, duly approved by the appropriate authority in DGS, will be paid on a reimbursable basis.
- 5.5. The technical information for the terms of reference will be supplied by the respective DGS/SPMGs/EAs.

## 6. ASSIGNMENT PERIOD

The assignment would be initially for a period of 3 (three) years. The period could subsequently be extended for a further period of 2 years, on a year-by-year basis, based on the satisfactory performance of the Consultant. For such extension beyond the initial contract period, the adjustment in Remuneration rates of Key Personnel will be worked out based on prevailing rates of Consumer Price Index (CPI) for urban labour, published by MoSPI as on one month prior to the date of extension of contract, compared to the similar rate on the date of contract. The agreement should be mutual for the increase in remuneration of the resources populated through this engagement for the procurement advisory services and shall in no manner exceed the difference in the rates based on the CPI as indicated. This shall be the basis for the escalation in the initial price discovery at the time of award of contract for the successful bidder/ organization.

## 7. TERMS OF PAYMENT

- 7.1. As soon as practicable & not later than fifteen (15) days after the end of every six-month period during the period of services, the consultant shall submit to the DGS the invoice for the amounts payable. The payment shall be monthly according to the deployment of key personnel during the month. The travel cost will be reimbursed as per the provisions of DGS.
- 7.2. On award of contract and on placement of resources as per the RFP the organization shall be eligible to receive five months remuneration as a working advance that shall be adjustable after the final invoice for the six-month period is raised. At the time of adjustment or settlement of the 6-month period, another advance for another five-month period shall be made available to the organization for the payment to the resources thereof.
- 7.3. Client shall pay the consultants within 15 days of receipt of satisfactory performance as per mutually decided format which shall be the statement with supporting documents of Client's satisfaction.

## 8. DELIVERABLES

The consultant shall require to submit the following reports:

S.No.	Deliverables	Description	Frequency/Timelines
1	Inception Report	Review of existing situation/ contracts & information Detailed work plan & schedule which shall include the procurement plans and also the public procurement training engagement in the DGS	Within two weeks from Mobilization

2	Monthly Progress Report	Status on ongoing tendering process, ongoing contracts and contract supervision – monitoring & status of the trainings commenced and completed in the one-month period.	Monthly (by 10 <sup>th</sup> day of the following month)
3	Quarterly Progress Report	Consolidated Progress Report which shall also indicate the training and capacity activity that has been taken up for the public procurement in the DGS	Quarterly (by 10 <sup>th</sup> day of the following month i.e. January, April, July and October)
4	Half Yearly Progress Report	Consolidated Progress Report on implementation issues & constraints.	Half yearly (by 15 <sup>th</sup> day of the following month i.e. July, January)
5	Final Annual Report	One month before the conclusion of the annual engagement for the public procurement engagement the organization shall submit the annual report for the first year and the perspective engagement proposed based on the previous year for the next year's engagement.	Before one month of expiry of the initial period of 12 months post engagement and award of contract.