

Dredging Corporation of India Limited

(A Govt. of India undertaking)

"Dredge House", Port area, Visakhapatnam-530001, India

Phone +91891 2871 327

Fax: +91 891 2791802

DCI/MKTG/Consultants/581/2015

Dt. 06.05.2015

EXPRESSION OF INTEREST FOR APPOINTMENT OF MARKETING CONSULTANT

Dredging Corporation of India (DCI) is a premier dredging company in India possessing 12 trailer suction hopper dredgers, 3 cutter suction dredgers, 1 backhoe and other ancillary crafts.

DCI is looking for appointment of Marketing Consultants outside India for promoting DCI's dredging business abroad. Interested firms to work with DCI as Marketing Consultants in overseas may download the EOI documents from the website www.tenders.gov.in or www.dcitendersonline.com or www.eprocure.gov.in Last date for submission of filled in EOI documents will be 1500 hrs on 4th June 2015.

Note: Any addenda / corrigendum/ time extension shall be issued on our website only. No further press notification will be issued. Bidders are requested to regularly check our web site to keep them updated.

GENERAL MANAGER (PE&MKTG)

Dredging Corporation of India Limited

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1. Dredging Corporation of India Limited, Visakhapatnam (DCI), is a public sector undertaking under the Ministry of Shipping, Government of India. DCI was formed during the year 1976 to promote Dredging, Land Reclamation and Marine services to Major ports and other maritime organizations. The Corporate office of the Corporation is situated at Visakhapatnam in Andhra Pradesh, India.

2. DCI has successfully undertaken several Capital Dredging, Land reclamation projects and carrying out annual maintenance dredging of Major and Minor ports in India, Indian Navy, Shipyard since its formation. Presently the dredging fleet consists of 12 trailer suction hopper dredgers, 3 Cutter suction dredgers and 1 Backhoe Dredger. Trailer Suction hopper dredgers and cutter suction dredgers are capable of dredging up to 25 m. depth and comparable to the best in the world. DCI stands to-day as India's premier organization in dredging and land reclamation projects.

3. In addition to the most sophisticated dredging fleet, DCI has in its fold Senior, Master Mariners, Marine/ Mechanical/ Civil engineers backed by vast experience in the field of dredging and reclamation works. All our dredgers are provided with most modern electronic equipment for position fixing, production monitoring etc. for effective dredging operations. DCI is also equipped with computer systems with integrated data processing facility for communicating with the projects located in different Projects.

4. DCI is looking for expanding its market base outside India, initially in Singapore, Malaysia, Middle East, and GCC countries etc. Since, DCI is not having its office in any of these countries, DCI is

intending to have suitable marketing Consultants having suitable infrastructure, interest in promoting DCI's business and to assist DCI in exploring foreign dredging market and project execution.

5. Towards this end, DCI invites global "Expression of Interest" (EOI) for appointing of Marketing Consultants on long term basis from reputed & established entities/ firms in the business of dredging/ marine operations.

6. The EOI in two copies (original plus one copy) shall be submitted so as to reach before 1500 Hrs on 4th June 2015 at the following address. EOI received after the due date for submission (and any extension thereof) will be liable for rejection.

**The General Manager (Marketing)
Dredging Corporation of India Ltd
Dredge House, Port Area
Visakhapatnam, India
PIN 530 001.**

Ph: +91-891-2871327 & +91-891; 2871332

Fax: +91-891-2791802

e-mail: nsrprasad@dc.gov.in

7. The envelope containing EOI documents shall be super scribed as "EXPRESSION OF INTEREST FOR APPOINTMENT OF MARKETING CONSULTANT" along with the last date of submission on the sealed envelope. Please note that price proposals shall be kept in a separate sealed envelope and to be placed in the main envelope.

8. The EOI shall be submitted in Two Parts as follows:

- i. Part I - Expression of interest letter, technical and financial information of the applicant, General Conditions and Instructions to the applicant, General Information and details of the firms as per the questionnaire.
- ii. Part II - price proposal as per Annexure – III

9. This notice of EOI is being issued with no financial commitment and the DCI reserves the right to change or vary any part thereof at any stage. DCI also reserve the right to withdraw the EOI, should it become necessary at any stage.

10. **Brief Description of EOI Process:** The EOI process involves qualification of interested parties who make an application in accordance with the provisions of this EOI (the "Applicant").At the end of this process, DCI expects to short-list suitable pre-qualified parties and the process involve broadly the following.

- i. Screening: DCI will undertake the initial screening of all the applications based on the qualifying criteria. Applicants not meeting any of the qualifying criteria and other essential conditions, etc., mentioned in the EOI document will be summarily rejected.
- ii. First-stage short-listing: All the eligible applicants will then be evaluated on the basis of the documents submitted by them. The short-listed agencies will be called for making a presentation to a committee set up by DCI.
- iii. Second-stage short-listing: The short-listed agencies will be required to make a presentation on the previous works done by the organization to the selection committee. The Committee will evaluate the consultants based on their past performance, experience, Infrastructure/ Offices, Existing Clientele, etc. after considering their presentation(s).

11. Any request for further information or clarification on the EOI document may be submitted in writing to the General Manager (Marketing), Dredging Corporation of India Limited, at the above address. DCI may respond to the queries raised/ clarifications sought to the best of its ability. However, no extension of the time or date of EOI submittal on the ground that DCI has not responded to any query/ clarification raised by any party.

12. DCI at its discretion may extend the due date for submission of EOI and the decision of DCI in this respect would be final & binding on the respondents. In the event of changes in the time schedule, Dredging Corporation of India Limited shall notify the same only through www.dcitendersonline.com or www.eprocure.gov.in or www.tenders.gov.in. Interested parties are advised to check the website regularly for corrigenda/ addenda if any, which will be published only in the website.

13. No oral modification or interpretation of any provisions of this EOI shall be valid. Written communication shall be issued by DCI when changes, clarifications or amendment to the EOI document is deemed necessary by DCI at its sole discretion.

14. EOI documents submitted should be in English. Duly authorized representative shall sign on each page of the documents. EOI should be prepared in such a way so as to provide a straight forward, concise description of Applicants and capabilities to satisfy the requirements of this EOI.

15. If at any time during the evaluation of EOI, DCI requires any clarification on the documents submitted by the prospective parties, it reserves the right to request a clarification so as to complete the evaluation.

16. EOI which is found to be incomplete, in content and/or attachments and/ or authentication etc. is liable to be rejected.

17. Eligibility Criteria

- i. The applicant should be in the business of dredging, Marine/ port operations, at least for the last 5 years with good financial standing.
- ii. The applicant should have average annual financial turnover for the last three financial years of not less than 100,000 USD.
- iii. The applicant should have established office with necessary facilities in the country / Area for

which they are proposing to offer consultancy services.

- iv. The applicant should establish the capability of assisting DCI in the dredging industry with sufficient documentary evidence.

17. The Scope of work of Marketing Consultant has been clearly indicated in the **Annexure-I**

18. The dredgers shall be deployed for legal operations in the waters of the following countries only:

Singapore, Malaysia, Middle East, and GCC countries etc

19. **Right to accept or reject any or all Applications:**

- i. Notwithstanding anything contained in this EOI, DCI reserves the right to accept or reject any Application and to annul the EOI Process and reject all Applications, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.
- ii. DCI reserves the right to disqualify any Applicant during or after completion of EOI process, if it is found there was a material misrepresentation by any such Applicant or the Applicant fails to provide, within the specified time, supplemental information sought by DCI.

20. DCI reserves the right to verify all statements, information and documents submitted by the Applicant in response to the EOI. Any such verification or lack of such verification by DCI shall not relieve

the Applicant of his obligations or liabilities hereunder nor will it affect any rights of DCI.

21. Documents to be submitted with EOI :

- i. Letter comprising the Application as per format enclosed along with information and data required as per Attachments and supporting documents thereof.
- ii. Copy of Articles & Memorandum of Association or partnership deed;
- iii. Copies of Applicant's duly audited balance sheets and profit and loss accounts for the preceding five years.
- iv. Details of past completed similar services, if any.
- v. Any other details establishing the capabilities of the company if any.

OTHER TERMS:

22. It is proposed to enter into Consultant Agreement initially for a period of two years from the date of signing of the agreement and to be extended further by mutual consent as required from time to time.

23. In case DCI is successful in obtaining the project during the validity of agreement, the agreement shall remain in force and effective for the duration and up to the completion of the project.

24. On expiry of the AGREEMENT, the parties shall have no claims on each other whatsoever, except fees for services in connection with PROJECT.

25. The Consultant shall meticulously observe, follow and carry out the written directions/ instructions given to them by DCI from time to time.

26. Both DCI and Consultant shall not use or disclose any confidential information during the validity of agreement and thereafter except for the mutual benefit of DCI and Consultant without prior approval of the other party in writing.

27. DCI shall provide the required Technical Publicity material from time to time free of cost to the Consultant to suit local requirements, without any financial implication to the consultant.

28. Consultant shall not incur any liability, charge, lien or encumbrance on behalf of DCI or in any way pledge or purport to pledge the credit of DCI or accept any order or make any contract binding upon DCI without prior approval of DCI in writing.

29. DCI can avail the services of any other Consultant for services not covered under this agreement, with in the same region.

30. **Price:** DCI will reimburse the following expenditure to be incurred by the Marketing Consultant during consultation period at actuals against documentary evidences:

- i. Payment to be made towards purchase of Tender Documents.
- ii. Expenditure to be incurred towards Visa fee, Transportation, Fax, Telephone facility, Accommodation facilities to be provided by the Consultant to DCI officials during their visits from time to time.
- iii. Payment to Ports, Customs, and Government Agencies for obtaining licenses, permits, clearances of the Vessel, etc. during execution of the Contract.
- iv. Payments made towards provisions, bunkers, water, stores, and spares to be arranged by the Marketing Consultant against the advice of DCI.

31. The applicant shall quote for the consultancy charges in their PRICE PROPOSAL (Annexure-III) and to be submitted in a separate sealed envelope.

32. Schedule of payment for Consultancy charges:

For Pre-Bid Activities		Percentage of total lump sum charges quoted
i	After submission of offer/ bid for project.	15%
ii	After award of work	25%
For Post-Bid Activities		
iii	Monthly payments will be made as percentage of total quoted price proportionate to progress of completion of the work.	50%
iv	On completion of project and on receipt of final bill from the client.	Balance 10%

33. **Miscellaneous:**The EOI process shall be governed by, and construed in accordance with, the laws of India and the Courts at Visakhapatnam shall have exclusive jurisdiction overall disputes arising under, pursuant to and/or in connection with the EOI process.

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SCOPE OF WORK:

- 1 ***BEFORE AWARD OF WORK BY CLIENTS(PRE-BID ACTIVITIES):***
 - 1.1 Identification of market for dredging, land reclamation, marine construction and related activities, capable of undertaking by DCI based on the infrastructure and other facilities available with DCI.
 - 1.2 Submission of pre-qualification credentials to clients and to pre-qualify DCI for the works with concerned clients. Necessary information required for pre-qualification shall be provided by DCI as and when required by the Consultant.
 - 1.3 Liaison with clients, arranging for discussions, negotiations, etc., for securing works on nomination basis.
 - 1.4 To purchase tender documents and obtaining other details of the prospective projects on behalf of DCI and promptly dispatch them to DCI's head office in India. Submission of bids of DCI on time as prepared by DCI.
 - 1.5 To provide all information, data and guidance on local Laws, rules and regulations, practices and procedures enabling DCI for securing the works/ projects.
 - 1.6 Obtain relevant tender data and information from the Client as may be necessary by DCI during the tender preparation and clarification stage and follow-up with the Client in this regard.
 - 1.7 Keep DCI informed of developments at pre-bid and post-bid evaluation stage and expeditiously follow-up with the Client in this regard.

- 1.8 Provide effective liaison with all relevant agencies and advise and assist in complying with the requests or otherwise during the clarification, negotiations and pre-award stage and assist in securing the award of work for DCI.
- 1.9 Co-ordination of visits of DCI's officials or representatives in connection with the project and providing them with office facilities such as telex, fax, telephone, photocopying, typing, transport etc., Also provide assistance in arranging their boarding and lodging, etc.
- 1.10 Arrange for obtaining offers and/ or rates, proposal from various local and other agencies for different components of the project including infrastructure, logistic and other facilities. Feedback on status of offers submitted and their finalization, etc.

2 DURING EXECUTION OF THE PROJECT (POST-BID ACTIVITIES):

- 2.1 Assistance in mobilization and infrastructure development including establishment of site office, housing, medical and other facilities including office equipment, communication facilities, secretarial facilities, furniture, vehicles etc.
- 2.2 Advise and assist in complying with the request of Client or otherwise in obtaining various statutory or other necessary clearances, consents, licenses, permits, certificates and approvals etc., from the prescribed / competent authorities.
- 2.3 Assistance in Customs clearance and safe transportation to site of all supply items/equipment and also to assist and advise DCI in the matter of importation of dredgers/crafts, equipment and materials and to assist in re-export of our craft and equipment.
- 2.4 Assist in arranging qualified local labour including secretarial assistance and translators where necessary for the execution of the project.
- 2.5 Assist during visits of DCI's personnel or representatives in connection with the project. Also provide assistance in obtaining visas and work permits for these personnel.
- 2.6 Assist in expediting all payments due to DCI from the client, including balance payment and settlement of final claims and promptly remitting the said payments to DCI.

- 2.7 Provide any other assistance as may be required by DCI during and after execution of the project.
- 2.8 Provide local liaison and co-ordination between Client, DCI and local Government / authorities, suppliers, etc.
- 2.9 To advise and assist DCI in all matters relating to all religious and other local customs.
- 2.10 To assist and advise DCI.
 - (i) With a view to ensure prompt entry of our dredgers and other equipment.
 - (ii) To liaise with concerned/port Authority with a view to secure prompt and suitable berths for the dredgers as and when required.
 - (iii) To arrange Pilotage and towage if required.
 - (iv) To assist in arranging supply of provisions, bunkers, water, stores and spare parts subject to availability.
 - (v) To assist DCI in identifying suitable workshops for repairs of dredge equipment.

ANNEXURE-II

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Questionnaire to be filled in by the applicant for appointment at as
Marketing consultant at _____(indicate location)

1		Full name of the company / firm and address including Phone: Fax: E-mail:	
		Full Name of the Contact person	
2		Date of Establishment of the firm and the names of the Partners or Corporate status. (A copy of the partnership Deed or Articles of Association to be enclosed)	
3	a	Professional experience in the field of marketing with specific reference to dredging, dredging related services and shipping.	
	b	Personnel — Qualification and experience. Please provide the details giving organizational chart.	
4		Full particulars of branches and associates at various other Ports.	
5	a	Names of the dredging firms, shipping firms and other firms represented.	
	b	Any other activities related to dredging and shipping business	
	c	Whether representing any Surveyors at -----	

	d	Please provide details of dredging assignments secured for the Principals or cargo secured for the Principals or any other contracts secured for the Principals as their Consultant	
6		Whether party holds a C&F License and is engaged in Customs Clearance work.	
7		State whether you have latest IT facilities and if so, details of software applications developed related to marketing.	
8	a	Names of bankers and indication of financial standing (a copy of balance sheet in respect of last financial year to be enclosed in case of a limited company and Income Tax Clearance Certificate in case of a proprietorship and partnership company).	
	b	Are you agreeable in principle to give a bank guarantee if so required by the Corporation?	
9		State whether any of the partners or Directors of the company is on the board of Local Trade Association. If so, give details.	
10		Was your agency terminated any time in the past? If yes, why and how it was terminated? Please give details.	

NOTE:

1. All points must be answered
2. Documentary evidence is to be provided wherever required.
3. For details, if space provided is inadequate, separate sheet to be used.
4. Only duly filled questionnaires complete in all respects with supporting etc. will be considered
5. This questionnaire duly filled should be signed by an authorized executive of the company.

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PRICE PROPOSAL

Charges to be paid to the Marketing consultant towards Marketing Efforts and for carrying out other activities as per the scope of work and Terms & Conditions brought out in the EOI other than for the activities for which cost is to be reimbursed at actuals as detailed below: -

Sl. No.	Contract value	Consultancy charges	
2.1	Up to 5 Million USD		% of contract value
2.2	Above 5 Million USD and up to 10 million USD		% of contract value
2.3	Above 10 Million USD and up to 15 million USD		% of contract value
2.4	Above 15 Million USD and up to 20 million USD		% of contract value
2.5	Above 20 Million USD		% of contract value

Note: The rates quoted shall inclusive of all taxes, levies, surcharges, etc.