Government eProcurement System

eProcurement System Government of India

Tender Details

Date : 28-Jul-2026 02:18 PM

Print

Basic Details

Organisation Chain	Directorate General of Shipping		
Tender Reference Number	13-39/6/2026-ENGG - DGS		
Tender ID	2026_DGS_919443_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 Document
		.pdf	Qualififcation Criteria Document

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

Click to view modification history

Work /Item(s)

Title	Request for Expression of Interest (REOI) for Engagement of Consultancy Services for Maritime ESG Adoption, Reporting Facilitation and Rating Framework				
Work Description	Request for Expression of Interest (REOI) for Engagement of Consultancy Services for Maritime ESG Adoption, Reporting Facilitation and Rating Framework				
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	Meeting link has been provided at the EOI document	**Pre Bid Meeting Date**	06-Aug-2026 12:00 PM	**Bid Opening Place**	Online
Should Allow NDA Tender	No	**Allow Preferential Bidder**	No		
Tenderer Class	As per Tender Document				

Critical Dates

Publish Date	28-Jul-2026 04:00 PM	**Bid Opening Date**	21-Aug-2026 03:00 PM
Document Download / Sale Start Date	28-Jul-2026 04:00 PM	**Document Download / Sale End Date**	20-Aug-2026 03:00 PM

Clarification Start Date	29-Jul-2026 10:00 AM	**Clarification End Date**	06-Aug-2026 06:00 PM
Bid Submission Start Date	29-Jul-2026 10:00 AM	**Bid Submission End Date**	20-Aug-2026 03:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf	Notice Inviting EOI	806.23

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	EOI.pdf	EOI Document	789.48

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	pravin.kapale.mmd@gov.in	Pravin V Kapale	PRAVIN VISHWANATH KAPALE
2.	kmranjan.dgs@gov.in	Krishan Murari	KRISHAN MURARI RANJAN
3.	navdeep.kharb@gov.in	Navdeep Kharb	NAVDEEP KHARB

GeMARPTS Details

GeMARPTS ID	6I2S7ECLMLF8
Description	Not available
Report Initiated On	28-Jul-2026
Valid Until	27-Aug-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	Navdeep Kharb
Designation	UDC
Created Date	28-Jul-2026 12:12 PM

Request for Expression of Interest (REOI)
for

Engagement of Consultancy Services for Maritime ESG Adoption, Reporting Facilitation and Rating Framework

Published by:

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

Reference No: 13-39/6/2026-ENGG - DGS
Date: 28/07/2026

Contents

Part I: REOI Process **3**

SECTION I: Request for Expression of Interest (REOI) 3

1. Invitation 3
2. Instructions for REOI 3
3. Right to reject any or all REOIs 6
4. Participation IN REOI – Eligibility Criteria 6
5. Purchase preference policies of the government. 10
6. Downloading the REOI document, clarifications and pre-EOI conference 11
7. Preparation of REOI 12
8. Signing and uploading of REOIs 12
9. REOI opening 14
10. Evaluation of REOIs and shortlisting of consultants 14
11. Grievance redressal/complaint procedure 17
12. Code of integrity in public procurement, misdemeanours, and penalties 17
13. Audit by Third Party 17

Section II: Appendix 19

Section III: Qualification Criteria 22

Part II: Schedule of Requirements **24**

SECTION IV: Terms of Reference (TOR) 24

PART III. REOI Submission Formats **30**

Form 1: REOI Form (Covering Letter) 30

Form 1.1: Consultant Information 32

Form 1.2: Eligibility Declarations 34

Form 2: Qualification Criteria – Compliance 36

Form 2.1: Performance Capability Statement 37

Form 2.2 Financial Capability Statements 39

Form 3: Checklist for Consultant 42

Form 4: Declaration for No Conflict of Interest 43

Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units 44

Form 6: Authorization to Attend Pre-EOI Conference 45

Annexure- II - Circulars ...... Error! Bookmark not defined.

Part I: REOI Process

SECTION I: Request for Expression of Interest (REOI)

1. Invitation

Organisation Background / About DGMA

The Directorate General of Maritime Administration (DGMA), an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India, deals in matters relating to merchant shipping. The DGMA 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 DGMA and its functions are available at website https://www.dgma.gov.in

The Directorate General of Maritime Administration (DGMA) 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	28/07/2026; 16:00 Hrs.
2.	Start date for submission of EOI response	29/07/2026; 10:00 Hrs.
3.	Seek Clarification Start Date	29/07/2026; 10:00 Hrs.
4.	Seek Clarification End Date	06/08/2026; 18:00 Hrs.
5.	Pre bid meeting Date Link: https://teams.microsoft.com/meet/486135327583000?p=h9tWvRTpX67zZ96v1u	06/08/2026; 12:00 Hrs.
6.	Last date for submission of EOI response	20/08/2026; 15:00 Hrs.

Sr No.	Particulars	Date
7.	Opening of Bids	21/08/2026; 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 DGMA (https://www.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 DGMA, 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
DGMA	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 DGMA 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 DGMA 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 DGMA 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 DGMA may extend the deadline for the REOI submission by issuing an amendment. In such a case, all rights and obligations of the DGMA 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	Copy of certificate for Registration To be submitted for - • Single Bid - Consultant

EC #	Condition	Criteria	Supporting Document
		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 companies - hereinafter referred to as JV/C).	• Consortium Bid – Lead Consultant
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	Declaration by authorised signatory in Form 1.2 In case of: • Single Bid – Consultant • Consortium Bid – All members

EC #	Condition	Criteria	Supporting Document
		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 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 2017[1]" (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 Joint Venture/Consortium (JV/C)

1) In the case where a consultant is or proposes to be a Joint Venture/ Consortium (that is, an association of several persons, firms, or companies - hereinafter referred to as JV/C), then unless otherwise specified in Section II: Appendix, in JV/C:
   a) members should not be more than four (04)
   b) no member should have less than 10% participation.
   c) members having participation between 10% and 20% shall be termed as non-substantial members.
   d) Members having more than 20% participation shall be termed as substantial members.
   e) The Lead member must have at least 40% participation.
   f) The lead member/consultant and various categories of members of the JV/C must be identified.
   g) Number of non-substantial members shall not be more than one (01)

2) The JV/C and all members must satisfy all the eligibility requirements in this REOI document.
3) JV/C and its members must jointly meet the qualification criteria in Section III– Qualification Criteria. The technical/ experience qualification of all JV/C members (substantial members, Lead member and non-substantial members) shall be evaluated jointly as per Evaluation Criteria. However, for financial criteria of qualification, credentials of substantial and lead members (excluding non-substantial members) shall only be considered.
4) All the members shall be jointly and severally liable for the entire contract if selected in the RFP Process.

4.5 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. Purchase preference policies of the government.

5.1 Relaxation in Prior Turnover and Experience to Start-ups

Not applicable

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

6.1 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 DGMA website www.dgma.gov.in. Further details, if any, may be obtained from Shri. Pravin kumar roy, Engineer & Ship Surveyor-cum-Dy.DG(Tech), The Directorate General of Maritime Administration, 9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042. Email: pravin.roy-dgs@gov.in kmranjan.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.

6.2 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

6.3 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.

7. Preparation of REOI

7.1 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.

7.2 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.

8. Signing and uploading of REOIs

8.1 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.

8.2 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.

8.3 Submission/Uploading of REOIs

8.3.1 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.

8.3.2 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.

8.3.3 Responsibility of the Consultant to declare all changes.

Consultant must advise DGMA 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.

8.4 Modification, Resubmission and Withdrawal of REOIs

8.4.1 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.

8.4.2 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.

9. 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.

10. Evaluation of REOIs and shortlisting of consultants

10.1 General Norms

10.1.1 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 DGMA. 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.

10.1.2 Clarification of REOIs and shortfall documents

1) During the evaluation of REOIs, the DGMA 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) DGMA 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.

10.1.3 Contacting Procuring Entity during the evaluation

From EOI submission to shortlisting of Consultants, no Consultant shall contact DGMA on any matter relating to the submitted EOI. If a Consultant needs to contact DGMA relating to this EOI, it should do so only in writing or electronically. Any effort by a Consultant to influence DGMA 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.

10.2 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.

10.2.1 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 misguiding 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

10.2.2 Evaluation of Eligibility

DGMA 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.

10.2.3 Evaluation of Qualification Criteria

1) DGMA 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. DGMA 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.

10.2.4 Verification of Original Documents at RFP Process

The DGMA 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.

10.2.5 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 DGMA. 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.

10.3 Publication of RFP following with REOI

DGMA 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).. DGMA/ 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.

11. 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 DGMA 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.

12. 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.

Digitally Signed by

Tender Inviting Authority (TIA)

Shri. Pravin kumar roy, Engineer & Ship Surveyor-cum-Dy.DG(Tech), The Directorate General of Maritime Administration, email id: pravin.roy-dgs@gov.in

13. Audit by Third Party

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

Section II: Appendix

Request for Expression of Interest Document No. 13-39/6/2026-ENGG - DGSConsultancy Title: REOI for Engagement of Consultancy Services for Maritime ESG Adoption, Reporting Facilitation and Rating Framework
Publisher: Directorate General of Maritime Administration (DGMA), Govt of India

<table>
<tr><td colspan="4">1.0 Basic REOI Details</td></tr>
<tr><td>Tender Title</td><td colspan="3">Request for Expression of Interest for Consultancy Services</td></tr>
<tr><td>Name of Project</td><td colspan="3">Engagement of Consultancy Services for Maritime ESG Adoption, Reporting Facilitation and Rating Framework</td></tr>
<tr><td>Tender Reference Number</td><td>13-39/6/2026-ENGG - DGS</td><td>Tender ID</td><td>Refer CPPP Portal</td></tr>
<tr><td>Tender Type</td><td>Expression of Interest</td><td>Tender Category</td><td>Services</td></tr>
<tr><td>No. of Covers</td><td>Single Cover</td><td>Product Category</td><td>Consultancy Services</td></tr>
<tr><td>Domestic/ Global Procurement</td><td>Domestic Procurement</td><td>Organisation:</td><td>Directorate General of Maritime Administration (DGMA)</td></tr>
<tr><td>The Procuring Entity:</td><td>Directorate General of Maritime Administration (DGMA)</td><td>Authority on whose behalf EOI is invited</td><td>The President of India, through the Head of Procurement of the Directorate General of Maritime Administration (DGMA)</td></tr>
<tr><td>Through the</td><td>Directorate General of Maritime Administration (DGMA)</td><td>Tender Inviting Authority (TIA)</td><td>Directorate General of Maritime Administration (DGMA)</td></tr>
<tr><td>Address</td><td colspan="3">Directorate General of Maritime Administration, Govt. of India
9th Floor, Beta Building,
i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042,
India</td></tr>
<tr><td colspan="4">2.0 Critical Dates (Clause 6; 7; 8, and 9)</td></tr>
<tr><td>Published Date</td><td>Refer CPPP</td><td>EOI Validity (Days from the date of EOI Opening) – REOI Clause 7.2</td><td>60 days from Bid opening date</td></tr>
<tr><td>Document Download Start Date & Time</td><td>Refer CPPP</td><td>Document Download End Date & Time</td><td>Refer CPPP</td></tr>
</table>

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	*No restrictions for JVs/Subcontracting/Consortia*		
Maximum number of JV/C members etc., as per clause 4.4.-1)	*3*		
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.dgma.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
Place, time, and date of the Pre-EOI Conference	*Online* *Meeting Link:*
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 (DGMA), Govt of India
Instructions for Online EOI Submission	Refer CPPP
Language of Submission	English

<table>
<tr><td>EOI Opening Place</td><td colspan="3">Online CPP Portal</td></tr>
<tr><td colspan="4">7.0Evaluation of EOI and Qualification Criteria Section I (Clause 10); Section III Qualification Criteria</td></tr>
<tr><td colspan="3">Minimum financial qualifications to be met by Lead Member and Substantial members</td><td>Lead members should meet a minimum of 40% of the qualifying criteria</td></tr>
<tr><td colspan="4">8.0 About RFP that would follow – clause 10.3</td></tr>
<tr><td>RFP to be issued</td><td>Limited to shortlisted consultant/s from this EOI</td><td>Form of Contract from RFP</td><td>Deliverable Based or Time Based</td></tr>
<tr><td>Selection Method</td><td>QCBS</td><td>Bid Security Requirements</td><td>To be mentioned in RFP</td></tr>
<tr><td>Performance Security</td><td colspan="3">Yes – shall be detailed in the RFP</td></tr>
</table>

Section III: Qualification Criteria

REOI document No. 13-39/6/2026-ENGG - DGS

Title: REOI for Engagement of Consultancy Services for Maritime ESG Adoption, Reporting Facilitation and Rating Framework

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 7 Years' experience in consultancy services to any of the State/Central Government Departments / Organisations / Public Sector Undertakings 2) During the last *SEVEN* years, Consultancy Assignments completed or substantially completed (at least 80% payments received) should be at *5* assignments	Form 1.1: Consultant Information Form 2.1: Performance Capability Statement.
2.	**Similar Experience**	The Consultant must have successfully completed similar assignments for any State/Central Government Department, Organisation, or Public Sector Undertaking within the last 7 from the last date of EOI submission , meeting any one of the following; **ONE** assignment of amount not less than *80% of the estimated cost*	

S.NO QC #	Condition	Criteria	Supporting Document
		OR **TWO** assignments of amount not less *50% of the estimated cost* OR **THREE** assignments of amount not less than Rs. *40% of the estimated cost* each Note: "Similar assignment" means assignments in ESG Advisory or formulation of ESG guidelines For the above, Estimated Cost may be considered at Rs 1,62,84,000 (including 18% GST)	
B	**Criteria 2 - Financial Capability**		
3.	**Turnover**	The Consultant shall have a minimum average annual turnover from consultancy services of at least Rs 3 Crores during the last three financial years. *In case of Consortium / Joint Venture* *The Lead Consultant must meet at least 50% of the turnover requirement. The combined turnover of all Consortium Members must meet 100% of the required turnover.*	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* *In case of a Consortium, all members must have positive net worth.*	

Note to consultant*: During RFP Process, while original documents/ certificates are called for to authenticate the qualification claimed*

Part II: Schedule of Requirements

SECTION IV: Terms of Reference (TOR)

1) **Description of Goods/Service:**

The maritime sector is increasingly influenced by evolving expectations relating to environmental sustainability, responsible business conduct, workforce welfare, corporate governance and transparency in non-financial disclosures. Shipping companies are increasingly required to demonstrate their environmental, social and governance (ESG) performance to a range of stakeholders including investors, lenders, insurers, charterers, customers and regulators.

The consultancy shall undertake a comprehensive review of relevant national and international ESG frameworks, standards and reporting approaches, including the National Guidelines on Responsible Business Conduct (NGRBC), SEBI's Business Responsibility and Sustainability Reporting (BRSR) framework, BRSR Core, and other globally recognised sustainability reporting and disclosure frameworks relevant to the maritime sector. The assignment shall assess the relevance, applicability and limitations of such frameworks for Indian shipping companies and identify areas requiring sector-specific guidance, simplification or adaptation.

The consultancy shall further examine the current state of ESG reporting within the Indian shipping sector and identify key barriers affecting wider adoption. The assessment shall consider challenges relating to reporting complexity, availability of reliable data, resource constraints, organisational capacity, reporting costs, awareness levels, assurance requirements and other practical issues faced by shipping companies, particularly small and medium-sized operators. Based on the findings, the consultant shall recommend measures to address identified challenges and facilitate increased participation in ESG reporting.

The assignment shall include development of a practical Maritime ESG Reporting Adoption Framework that enables shipping companies of varying size, operational profile and reporting maturity to progressively undertake ESG reporting. The framework may include simplified and phased reporting approaches, drawing upon principles similar to streamlined reporting mechanisms adopted in other sectors, while maintaining alignment with established ESG reporting expectations.

The consultant shall also develop a Maritime ESG Rating and Performance Assessment Methodology based on ESG disclosures and reporting practices. The methodology shall provide a structured approach for evaluating ESG reporting performance, benchmarking participating entities and encouraging continual improvement. The consultancy may further recommend suitable recognition, incentive or encouragement mechanisms that can support voluntary adoption of ESG reporting within the sector.

The assignment shall include stakeholder consultations, pilot testing of the proposed approach, development of reporting tools and guidance materials, and preparation of a roadmap for progressive sector-wide adoption of ESG reporting practices in the Indian maritime sector.

The final outputs shall include an assessment of existing ESG frameworks and adoption challenges, a Maritime ESG Reporting Adoption Framework, simplified reporting guidance, a Maritime ESG Rating Methodology, supporting implementation tools, recommendations on incentives and recognition mechanisms, and a phased roadmap for promoting wider ESG reporting adoption across the Indian shipping sector.

2) **Background & Description of the Project:**

The maritime sector is increasingly influenced by evolving expectations relating to environmental sustainability, responsible business conduct, workforce welfare, corporate governance and transparency in non-financial disclosures. Shipping companies are increasingly required to demonstrate their environmental, social and governance (ESG) performance to a range of stakeholders including investors, lenders, insurers, charterers, customers and regulators.

The Government of India has also placed considerable emphasis on sustainability and decarbonization through initiatives such as Maritime India Vision 2030 (MIV 2030), Maritime Amrit Kaal Vision 2047 (MAKV 2047) and the DGMA is developing the National Maritime Decarbonization Policy Framework, which promote greener shipping, environmental stewardship, clean technologies, workforce development and responsible maritime growth.

Various ESG reporting and sustainability disclosure frameworks already exist at the national and international levels, including the National Guidelines on Responsible Business Conduct (NGRBC), SEBI's Business Responsibility and Sustainability Reporting (BRSR) framework and other globally recognised sustainability reporting standards. However, these frameworks are largely generic in nature and their adoption within the Indian shipping sector remains limited and uneven.

Many shipping companies, particularly small and medium-sized operators, face practical challenges in understanding ESG requirements, collecting reliable data, establishing internal reporting systems and demonstrating the business value of ESG disclosures. Consequently, ESG reporting practices across the maritime sector vary significantly in terms of scope, quality and maturity.

The proposed project is therefore envisaged as a consultancy assignment to assess the applicability of existing ESG frameworks to the Indian shipping sector, identify barriers to wider ESG reporting adoption and develop practical measures to facilitate increased voluntary participation. The assignment shall build upon existing frameworks rather than develop a new reporting standard from scratch.

The project shall examine current reporting practices, identify sector-specific challenges, develop simplified reporting approaches for companies with different levels of reporting maturity, and design a Maritime ESG Rating and Performance Assessment Methodology to encourage participation and continual improvement. It shall also explore suitable recognition and incentive mechanisms and prepare a roadmap for wider voluntary adoption of ESG reporting practices across the Indian shipping sector.

The project is expected to provide DGMA with a practical basis for promoting ESG awareness, reporting readiness and sustainability performance across the maritime sector, while supporting India's broader maritime sustainability and decarbonization objectives.

3) **Objectives of the Procurement**

The proposed procurement will assist DGMA in promoting wider adoption of Environmental, Social and Governance (ESG) reporting across the Indian shipping sector through a structured, practical and industry-oriented approach.

The consultancy will help DGMA:

- assess the applicability of existing national and international ESG reporting frameworks to the maritime sector;
- identify barriers and challenges that currently limit ESG reporting adoption among shipping companies;

- develop simplified and scalable reporting approaches suitable for companies with different levels of reporting maturity;
- establish a Maritime ESG Rating and Performance Assessment Methodology to encourage voluntary participation and continuous improvement;
- recommend recognition and incentive mechanisms to support greater industry engagement; and
- prepare a roadmap for progressive sector-wide adoption of ESG reporting practices.

The procurement will therefore provide DGMA with a practical framework, implementation tools and strategic guidance to strengthen ESG awareness, reporting readiness and sustainability performance across the Indian maritime sector.

4) Scope of Work & Deliverables:

The selected consultancy firm shall undertake a comprehensive assessment of existing Environmental, Social and Governance (ESG) reporting frameworks and sustainability disclosure standards relevant to the maritime sector and develop practical measures to facilitate wider voluntary adoption of ESG reporting by Indian shipping companies and other maritime stakeholders.

The assignment shall broadly comprise the following activities:

1. Inception and Project Planning

- Review project objectives and expectations of DGMA.
- Develop detailed methodology, work plan and consultation strategy.
- Identify key stakeholders and prepare stakeholder engagement plan.
- Develop data collection and information request framework.

Deliverable: Inception Report.

2. Review of Existing ESG Frameworks and Maritime Sustainability Practices

- Review relevant national and international ESG frameworks including NGRBC, BRSR, BRSR Core and other globally recognized sustainability reporting approaches.
- Assess ESG reporting practices adopted by shipping companies and maritime stakeholders.
- Examine alignment with maritime sustainability and decarbonization objectives.
- Identify applicability, limitations and adaptation requirements for the Indian shipping sector.

Deliverable: ESG Landscape and Benchmarking Report.

3. Assessment of ESG Adoption and Reporting Challenges

- Assess the current status of ESG reporting within the Indian shipping sector.
- Identify barriers affecting adoption, including reporting complexity, data availability, resource constraints, costs and organisational capacity.
- Conduct stakeholder consultations with shipping companies and other maritime stakeholders.

- Identify specific challenges faced by small, medium and large operators.

Deliverable: ESG Adoption Gap Assessment Report.

4. Development of Maritime ESG Adoption Framework

- Develop a practical and scalable approach for ESG reporting by shipping companies and other maritime industry stakeholders.
- Propose differentiated reporting pathways based on company size, reporting maturity and operational profile.
- Develop simplified reporting approaches for smaller entities.
- Prepare guidance on ESG data collection, reporting boundaries and disclosures.

Deliverable: Draft Maritime ESG Adoption Framework and Reporting Guidance.

5. Development of Maritime ESG Rating Methodology

- Develop a rating and scoring methodology based on ESG disclosures and reporting performance.
- Establish assessment criteria, scoring principles and rating levels.
- Recommend governance arrangements for implementation of the rating mechanism.
- Develop indicative scorecards and assessment templates.

Deliverable: Maritime ESG Rating Framework and Methodology.

6. Pilot Testing and Validation

- Pilot the proposed reporting and rating framework with selected maritime stakeholders.
- Evaluate practicality, data availability and implementation challenges.
- Refine the framework based on pilot findings and stakeholder feedback.

Deliverable: Pilot Implementation and Validation Report.

7. Incentive and Adoption Promotion Framework

- Examine potential recognition and incentive mechanisms to encourage voluntary ESG reporting.
- Recommend sectoral awareness, capacity-building and stakeholder engagement measures.
- Identify opportunities for benchmarking and industry recognition.

Deliverable: Incentive and Adoption Promotion Framework.

8. Final Framework and Adoption Roadmap

- Finalize the Maritime ESG Adoption Framework and Rating Methodology.
- Develop implementation toolkit, templates and guidance materials.
- Prepare roadmap for phased sector-wide adoption.
- Conduct knowledge transfer and capacity-building sessions for DGMA.

Deliverable: Final Maritime ESG Adoption Framework, Rating Methodology, Implementation Toolkit and Sectoral Adoption Roadmap.

Milestone	Activity	Key Deliverable	Timeline
M1	Inception, stakeholder mapping, project planning and development of consultation strategy	Inception Report, including methodology, work plan, stakeholder engagement plan and data collection framework	T+1 Month
M2	Review of national and international ESG frameworks, maritime sustainability practices and benchmarking of existing reporting approaches	ESG Landscape and Benchmarking Report	T+3 Months
M3	Assessment of ESG reporting maturity, adoption barriers and stakeholder consultations across the maritime sector	ESG Adoption Gap Assessment Report	T+5 Months
M4	Development of Maritime ESG Adoption Framework, including simplified reporting pathways and reporting guidance for entities with different levels of ESG maturity	Draft Maritime ESG Adoption Framework and Reporting Guidance	T+7 Months
M5	Development of Maritime ESG Rating and Performance Assessment Methodology, including scoring criteria, rating structure and assessment templates	Maritime ESG Rating Framework and Methodology	T+8 Months
M6	Pilot testing and validation of the proposed framework and rating methodology with selected maritime stakeholders; incorporation of stakeholder feedback	Pilot Implementation and Validation Report	T+10 Months
M7	Development of incentive, recognition and adoption-promotion mechanisms to encourage voluntary ESG reporting	Incentive and Adoption Promotion Framework	T+11 Months
M8	Finalization of framework and rating methodology; preparation of implementation toolkit, reporting templates, adoption roadmap and capacity-building sessions	Final Maritime ESG Adoption Framework, Maritime ESG Rating Methodology, Implementation Toolkit and Sectoral Adoption Roadmap	T+12 Months

T= Date of starting of contract

Following finalisation of the Framework, DGMA may, if required, extend the consultancy services for providing implementation support, reporting assistance, capacity building, pilot deployment, monitoring, evaluation and other related activities

Resources to be Deployed:

Resource Name	Role	Qualification & Experience
ESG & Sustainability Lead	Strategic oversight, ESG framework review, rating methodology, stakeholder engagement and quality assurance.	Master's degree in Sustainability, Environmental Management, Business Administration, Public Policy, or related discipline. Minimum 15 years of experience in ESG, sustainability reporting, ESG ratings, climate-risk assessment or related areas.
Maritime Domain Expert	Maritime sector advisory, industry consultations, regulatory inputs and validation of sector-specific recommendations.	Degree in Marine Engineering, Nautical Science, Maritime Studies, Shipping Management, Naval Architecture or related discipline. Minimum 12 years of experience in shipping, maritime administration or related sectors.
Team Leader / Project Manager	Day-to-day project management, stakeholder coordination, consultations, deliverable management and liaison with DGMA.	Master's degree in management, Public Policy, Sustainability, Engineering or related discipline. Minimum 10 years of experience in consulting, strategy, or ESG, sustainability.
Data Management & Analytics Consultant	Development of data frameworks, reporting templates, KPIs, scoring methodologies and analytical assessments.	Degree in Data Analytics, Statistics, Public Policy Information Systems, Engineering, Finance or related discipline. Minimum 5 years of experience.
Sustainability Research Consultant	Research, benchmarking, stakeholder engagement, surveys, analysis and report preparation.	Master's degree in Sustainability, Environmental Studies, Economics, Public Policy, Business Administration, Social Sciences or related discipline. Minimum 3 years of experience in sustainability research, ESG analysis, consulting, policy research or stakeholder engagement.

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 DGMA 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 DGMA, 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: consultant*s 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

Not Required- the Pre-EOI conference is open to all attendees