

**DREDGING CORPORATION OF INDIA LIMITED**  
(A Government of India Undertaking)  
**DREDGE HOUSE, PORT AREA**  
**VISAKHAPATNAM - 530001**  
Website : [www.dredge-india.com](http://www.dredge-india.com)

**TENDER NO. DCI/HR/CM&IR/2018 DATED 16/07/2018**



**TENDER DOCUMENT**

**For**

Carrying out Assessment of level in line with People Capability Maturity Model or equivalent

**ADDRESS TO WHICH TENDER DOCUMENTS ARE TO BE DESPATCHED:**

**HOD(HR)**  
**HR DEPARTMENT**  
**DREDGING CORPORATION OF INDIA LIMITED**  
**DREDGE HOUSE, PORT AREA**  
**VISAKHAPATNAM - 530001**

**LAST DATE OF RECEIPT OF TENDER DOCUMENTS- 31/07/2018–1500 HRS**  
**DATE OF OPENING OF TECHNICAL BIDS- 31/07/2018–1530 HRS**

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**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO.DCI/HR/CM&IR/2018**      **Dated:16/07/2018**

**1. NOTICE INVITING TENDER**

Sealed tenders are invited under " Two Bid " system for engagement of assessors by M/s. Dredging Corporation of India Limited, Visakhapatnam for carrying out assessment of level in line with People Capability Maturity Model or equivalent

<u>Table 1</u>	
<b>Time Sheet - Bid collection and submission details:</b>	
Tender reference Number	DCI/HR/CM&IR/2018 DATED 16/07/2018
Last date and time for seeking clarification by the bidders	23/07/2018
Last date and time for bid submission	31/07/2018 1500 hrs
Date of opening of technical bids	31/07/2018 1530 hrs
Date of giving presentation by the bidders who meet the minimum eligibility criteria	Will be informed through email to the bidders meeting the minimum eligibility criteria
Place of Bid submission	DREDGING CORPORATION OF INDIA LIMITED,DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001
Contact Person	Capt.P.M.Saravanan Head of the Department(HR)
Offer Validity Period	Offer against Tender should remain valid for 180 days
Place where tender offers would be opened	DREDGING CORPORATION OF INDIA LIMITED DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001
Fax No. Telephone No Email	0891-2565920/2560581 0891-2717857/2871365 pmsarvanan@dcil.co.in
Single Cover/ Two Cover	Two Cover system
Place of obtaining tender documents	Downloading from website, addresses of which are given below
Website for downloading tender documents	<a href="http://www.dredge-india.com">www.dredge-india.com</a> , <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> ,
Opening and Closing dates for downloading of Tender Documents	From 1600 hrs. of 16/07/2018 to 12.00 hrs. of 31/07/2018.

**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO.DCI/HR/CM&IR/2018**                      **Dated:16/07/2018**

Last date for Receipt of Tenders	Up to 1500 hrs. on 31/07/2018
Address to which tender documents should be sent	HEAD OF THE DEPARTMENT (HR) HR DEPARTMENT DREDGING CORPORATION OF INDIA LIMITED DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001 Sealed Tenders can also be dropped in the designated Tender Box which will be made available at the above address.
Date & Time of Opening of Technical Bids	1530 hrs on 31/07/2018 in the presence of such Tenderers / their Authorised representatives who are present, if any, at DCI, Head Office, Visakhapatnam at that time. The bidder's representatives present, shall sign on a register of attendance and minutes and they should be authorized by their respective companies to do so. A copy of the authorization letter should be brought for verification.
Addendum, corrigendum, etc.	Addendum, modification, change of last date, if any, etc., will be uploaded on the web-site <a href="http://www.dredge-india.com">www.dredge-india.com</a> only. Tenderers are requested to verify the website before submitting the tenders and also from time to time till finalisation of the tender

Note :-

Notwithstanding anything contained in this tender DCI reserves the right to:-

- a) cancel or withdraw this tender enquiry at any stage without assigning any reason whatsoever, and no further correspondence shall be entertained in this regard.
- b) reject or accept any tender offer irrespective of whether it is lowest/ otherwise without assigning any reasons, whatsoever.
- c) DCI reserves the right to disqualify any tenderer during or after completion of tender process, if it is found that there was a material misrepresentation by any such Applicant or the Applicant fails to provide, within the specified time, supplemental information sought by DCI
- d) DCI reserves the right to verify all statements, information and documents submitted by the tenderer in response to the tender. Any such verification or lack of such verification by DCI shall not relieve the tender of his obligations or liabilities hereunder nor will it affect any rights of DCI

## **2. GLOSSARY**

In this document, the following terms shall be interpreted as indicated below:

- 2.1 "Vender" or "Contractor" or "Service Provider" shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and services.
- 2.2 "Corporation" or "DCI" or "DCIL" means Dredging Corporation of India Limited
- 2.3 "Contract" means the agreement entered into between the Tendering Authority and the Vender, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- 2.4 "Bidder" means any firm / company registered in India, who wants to bid for this tender as per the terms and conditions of this Tender.
- 2.5 "The Contract Price" means the price payable to the Successful Bidder under the Contract for the full and proper performance of its contractual obligations;
- 2.6 "The Goods" means all the material/ services, which the Vender is required to supply to the Tendering Authority under the Contract;
- 2.7 "Services" means services ancillary to the supply of the Goods, such as Carrying out Assessment of level in line with People Capability Maturity Model or equivalent, Content Packaging uploading and delivery, implementation, training, transportation and insurance and any other incidental services and other obligations of the Vender covered under the Contract;
- 2.8 "Day" means a week day.
- 2.9 Operation Time will be taken from 9.30 AM to 5.30 PM of the Day
- 2.10 "Tendering Authority" means the Head of the Department (Human Resources)
- 2.11 "Similar Assignment" or "similar study" means Carrying out Assessment of level in line with People Capability Maturity Model or equivalent

### **3. About DCI**

Dredging Corporation of India Ltd (DCI) is a Central Public Sector Undertaking with Head Office at Visakhapatnam and Registered Office at New Delhi. The core activity of the Corporation is Maintenance and Capital Dredging. DCI is also involved in Project Consultancy and Marine Structure Development. It is the only PSU engaged in dredging business in India and is one among the Top 10 dredging companies of the world.

DCI has Project Offices all over India and they are based on the projects that are won on competitive bidding. As of now, DCI has Project Offices at Kolkata, Haldia, Paradip, Kochi and Mumbai. DCI is carrying out dredging in Pussur River, Mongla, Bangla Desh.

As on 01-07-2018, DCI has manpower of 160 Executive Employees and 109 Non-Executive Employees. The no. of Male Employees is 226 (145 Executive Employees and 81 Non-Executive Employees) and 43 Female Employees (15 Executive Employees and 28 Non-Executive Employees).

### **4.(I) Scope of Work**

**Carrying out Assessment of level in line with People Capability Maturity Model or equivalent**

**Background :**

Every year, DCI enters in to an MOU (Memorandum of Understanding) with its Administrative Ministry, i.e. Ministry of Shipping. Based on achieving the targets as agreed vide the MOU, DCI is ranked Excellent, Very Good, Good, Fair and Poor.

One of the targets under the MOU for the year 2018-19 is “Assessment of Level in line with People Capability Maturity Model (P-CMM) or equivalent in the CPSE and placing the matter before the Board for a decision whether to go for up-gradation in the level and if yes, getting approval for the timelines from the Board and if no, justifiable reasons to be recorded in the Board resolution”. To achieve this MOU Target, DCI intends to utilise the services of a 3<sup>rd</sup> Party to carry out an assessment of the level of its HR processes in line with People Capability Maturity Model (P-CMM) or equivalent.

### **4.(II)**

The scope of work will broadly be covering the following:

- (i)** Conducting One Day Orientation workshop for Top Management and all Heads Of Departments/ key personnel. Approximately 40 persons.
- (ii)** Conducting three days intensive Training on PCMM V2.0 or equivalent model for Assessment Team Member (ATM) / core team members formed for the Project.
- (iii)** Undertaking Gap Analysis to assess current level of maturity of organization as against P-CMM levels or equivalent and reporting the same.
- (iv)** Establishing the level of P-CMM V2.0 or equivalent at which organization is and reporting the same.
- (v)** Recommending whether to go for up-gradation in maturity level and suggesting timelines for such up gradation.
- (vi)** Informing recommendations for addressing key findings.

- (vii) Developing and submitting roadmap and action plan for up-gradation to next level along with specific timelines.

#### **4.(III) Deliverables**

- (i) The recommendations in terms of forms, tables, annexure & formats should be submitted as per the scope of the work.
- (ii) Report on current assessment done with respect to level as against P-CMM V2.0 and action plan for upgrading the level, if any.
- (iii) Report on practicability and feasibility on recommendations should be submitted.

#### **4.(IV) Reports/recommendations to be submitted by the service provider must contain**

- (i) Methodology (tools/techniques) used for various process areas and related goals.
- (ii) Conformances/ Non —conformances in each process area and corresponding goals and degree of conformances/non-conformances through rating scales used.
- (iii) Executive summary on key strengths and weaknesses or SWOT analysis.
- (iv) Integrated report on As-Is and Desired state.
- (v) Best practices report on each process areas and corresponding goals for process benchmarking.
- (vi) Detailed organizational developmental plan with high level roadmaps (key activities, milestones, review mechanism and governance) and timelines.
- (vii) In case of non-conformances to the level assessed, developmental suggestions to close non-conformances will have to be provided for the level assessed. In case of satisfactory conformances on the level assessed, developmental suggestions for up-gradation of level will have to be provided.
- (viii) It may be noted that the diagnostic gap assessment will be conducted covering P-CMM V2.0 process areas. Diagnostic gap assessment is not a formal P-CMM based SCAMPI appraisal or similar appraisal in an equivalent model. Intent of the gap assessment is to evaluate the current processes/policies/practices vis-a-vis the P-CMM V2.0 or an equivalent model parameters and identify the gaps against each process areas along with recommendations. Also based on the current state of implementation and maturity level, a road-map for adapting to the next level of P-CMM V2.0 or an equivalent model would be recommended with broad tentative timelines.

**4.(V)** A step by step description of the approach & methodology to be adopted for carrying out the study should be submitted in the tender proposal.

**4.(VI)** The firm shall submit all necessary documentary evidence to establish that the firm possesses the qualifications, requirements, as detailed above and performance certificates from the clients for whom similar study was conducted.

**4.(VII)** In addition the information on Company profile in terms of average turnover of last three years and experience in consulting assignment to be provided.

## **5. GENERAL TERMS AND CONDITIONS**

### **5.(I) NON TRANSFERABLE TENDER**

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vender, and any such attempted sale, lease,

assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Corporation.

## **5(II). QUALIFICATION CRITERIA**

- (i)** The respondent may be a Government Organization / PSU / PSE / partnership firm / proprietary firm/consultancy firm or a Private Limited Company under Indian Laws.
- (ii)** The respondent should be in existence for minimum 3 years.
- (iii)** Consortium of multiple entities (having common controlling shareholders or other ownership interest) shall be permitted to bid. The Bidder should have minimum turnover of at least Rs.7.50 lacs per annum in past 3 years,i.e.,2017-18,2016-17,2015-16.
- (iv)** An undertaking to the effect that the firm or any of its partner, director, Board Member has not been black listed by any Government /Semi Government Organization/statuary body (**Annexure-II**).
- (v)** The bidder should have an established office set up in India.
- (vi)** The bidder shall constitute a team of qualified professionals consisting of at least one certified Assessment Team Member for carrying out Assessment of level in line with People-CMM or equivalent.

## **5(III). OFFER VALIDITY PERIOD**

Offers against Tender should remain valid for 180 days from the date of Tender opening.

## **5(IV). COMPLETENESS OF TENDER DOCUMENT**

- (i)** The Bidder is expected to examine all instructions, forms, terms, conditions, and specifications in the Tender document. Failure to furnish any information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender document will be at the Bidder's risk and may result in rejection.
- (ii)** All tenders must be absolutely clear and complete failing which the same will not be considered.
- (iii)** All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
- (iv)** Rates quoted by the tenderer in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
- (v)** Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words. In case of figures the word Rs. would be written before the figures of rupees and the word Ps. after decimal figures, eg., Rs 2.15 Ps. In case of words, the word



Rupees should precede and the word paisa would be written at the end. Unless when the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places.

**(vi)** In case of discrepancy in the figures and words the amounts mentioned in words will be taken as final.

**(vii)** The price quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation is not admissible during the period of the contract, towards increase in the rates of the materials and labour or any other charges during the contract period including the extended period if any.

**(viii)** All pages in technical and price bids shall be stamped with the official company seal and duly signed by the authorized signatory.

**(ix)** The Technical Bid should be complete to indicate that all products and services asked for are quoted and should give all required information including technical data, design flow chart, technical specifications, data sheet of the quoted products in an organized and neat manner. No documents, brochures, leaflets, etc. should be submitted in loose form.

**(x)** The prices quoted in the price bid should be without any conditions.

**(xi)** The price bid must be filled in completely, without any error, erasures or alterations

**(xii)** Tenderer should quote only all-inclusive lumpsum price, inclusive of GST, travelling expenses etc.,

**(xiii)** The price offer shall be on a fixed price basis, inclusive of all taxes, no price variation should be asked for relating to increase in GST, etc.

**(xiv)** All expenses to be incurred by the contractor during the period of consultancy, viz., study, generation and distribution of response sheets/questionnaires, data collection, interaction, analysis, preparation of reports, presentations, providing suitable number of copies of reports to DCI, visits to various places, stay, travel, etc., and any other expenditure incidental to their services/ preparation of reports shall be borne by the contractor. No additional compensation/reimbursement shall be paid/done on this account.

**(xv)** It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender. The Bidder must include and complete all parts of the price bid in a clear and accurate manner. Omissions, errors, misrepresentations, or inadequate details in the Bidder's cost proposal will be considered as valid ground for rejection of the Bidder's proposal. Costs that are not clearly identified will be borne by the Bidder.

**(xvi)** The bids prepared by the tenderer and all correspondence and document relating to the bids exchanged by the bidder and the Corporation shall be written in English.

#### 5(V). TWO BID SYSTEM TENDER

(i) Tender shall be submitted in two covers. Cover-I – Technical bid and Cover-II – Price Bid. Both the covers of the tender shall be sealed individually and superscribed in bold letters as **“COVER-I – TECHNICAL BID”** along with the name of the tenderer on the left side or **“COVER-II – PRICE BID”** along with the name of the tenderer on the left side ,as the case may be. Both the sealed covers shall be put in another cover, superscribed in bold letters with the name of the work as **“TENDER FOR CARRYING OUT ASSESSEMENT OF LEVEL IN LINE WITH PEOPLE CAPABILITY MATURITY MODEL OR EQUIVALENT –TENDER NO.DCI/HR/ CM&IR/2018 dated 16/07/2018** along with the name of the tenderer on the left side and sealed. Tenders submitted in open covers shall be summarily rejected.

(ii) The tender shall be sent so as to reach the address and by the time and date mentioned in Section – 1. Tenders received beyond specified time and date shall be summarily rejected. The Corporation shall not be in any way responsible for postal delays/ damages/ loss . In the event of the specified last date for submission of tender being declared a holiday, the tenders will be received up to the appointed time on the next working day. The technical bid will be opened at the time and place mentioned in Section- 1. Tenders have to be sent by post/courier/handed over personally to/at the above address in closed cover as specified above. Quotations received by E-mail/ Fax will not be accepted.

(iii) **Cover-I shall be marked as TECHNICAL BID** along with the name of the tenderer and sealed and shall contain documents / information as stated in Format-I of the tender document duly filled in under each head and signed with company’s/firm’s seal/stamp..

(iv) **Cover-II shall be marked as PRICE BID** along with the name of the tenderer and sealed and shall contain price schedule as per Format-II of tender document duly filled in under each head and signed with company’s/firm’s seal/stamp.

(v) On evaluation of technical bid, the price bids of the technically qualified bidders will be opened at a later date which will be communicated to all the technically qualified bidders.

#### 5(VI). CLARIFICATION OF OFFER

The bidders/prospective bidders may seek clarification on matters relevant to the tender through email. All such email should be addressed to the contact person mentioned in section-1. While all attempts will be made to provide clarification to the bidder , the Corporation, reserves, its right to respond or not to respond to any email received from the bidder.

To assist in the scrutiny, evaluation and comparison of offer, the Corporation may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarification and the response shall be in writing or by mail. To speed up the response process, the Corporation, at its discretion, may ask for any technical clarification to be submitted by means of fax /email by the Bidder. In such cases, original copy of the document describing the technical clarification must be sent to the Purchaser by means of courier / in person in addition to the copy sent in fax/ email.

#### 5(VII).EVALUATION OF TECHNICAL BIDS

Bids received will be opened on the specified day in the presence of representatives of the bidders, who choose to be present as per the schedule stipulated. Subsequently a detailed analysis will be carried out. Based on responses to MINIMUM ELIGIBILITY CRITERIA as mentioned at QUALIFICATION CRITERIA [Para- 5(II)] of the Tender Document, Bidders will be short listed for further technical evaluation. Proposals which do not meet Minimum Eligibility Criteria will not be considered for further technical evaluation. The short-listed bidders will be called for making a presentation to a committee set up by CA. The technical bid will be analyzed and evaluated, based on which the Relative Technical Score (RTS) shall be assigned to each bid. Technical Bids receiving a RTS greater than or equal to a score of 50 (cut-off marks) will be eligible for consideration in the subsequent round. The Parameters of the Technical evaluation are broadly as per the following table.

<b>Marks Distributions:(Maximum Points 100)</b>		
<b>Criteria</b>	<b>Criteria Points</b>	<b>(Max Marks)</b>
<b>1. The bidder should have certified resources – Lead Assessor training in People Capability Maturity Model (P-CMM) or equivalent (recognized by the CMMI Institute) as Project Lead and Certified Assessment Team Members.</b>		<b>Max Marks 20</b>
a. 1 Lead Assessor Certified in P-CMM as Project Lead and 2 certified Assessment Team Members.	20	
b. 1 Lead Assessor Certified in P-CMM as Project Lead and 1 certified Assessment Team Members.	15	
c. 1 Lead Assessor Certified in P-CMM as Project Lead or 2 Certified Assessment Team Members in P-CMM.	10	
d. 1 Certified Assessment Team Members in P-CMM.	5	
<b>2. Satisfactory Services Certificate from Organisations where bidder has successfully completed similar assignment.</b>		<b>Max Marks 20</b>
a. Satisfactory Services Certificate by 2 Clients in organizations with employees strength of 300 - 500	20	
b. Satisfactory Services Certificate by 1 Client in organizations with employees strength of 300 - 500	15	
c. Satisfactory Services Certificate by 2 Clients in organizations with employees strength of 100 - 300	10	
d. Satisfactory Services Certificate by 1 Clients in organizations with employees strength of 100 - 300	5	
<b>3. Track of being in the Business for at least 3 financial years:</b>		<b>Max Marks 10</b>
a) Being in the Business for 3 years or more	10	
b) Being in the Business for less than 3 years	5	
<b>4. Average Turnover in last 3 years (2017-18, 2016-17 and 2015-16):</b>		<b>Max Marks 10</b>

a)	7.5 lacs and above	10	
b)	Less than 7.5 Lacs	0	
<b>5. Experience of working with Public sector / Central / State Governments / Reputed Private Companies</b>			<b>Max Marks 5</b>
a.	5 or more organizations	5	
b.	3 – 4 organizations	3	
c.	1 – 2 organizations	1	
<b>6. Step by step description of the approach &amp; methodology to be adopted for carrying out the study</b>			<b>Max Marks 10</b>
Marks to be awarded by the Duly appointed Committee			
<b>7. Presentation to Technical Evaluation Committee/ Representatives of DCI</b>			<b>Max Marks 25</b>
Marks to be awarded by the Duly appointed Committee			
<b>TOTAL TECHNICAL SCORE</b>			<b>100</b>

**Note:**

1. Bidders have to provide copies of supporting documents against each criterion mentioned above, without which bid may be rejected. The minimum qualification score for the Technical Bid would be 50. However, the Competent Authority may increase or decrease the qualifying score depending upon the response.
2. Corporation reserves the right to judge, appraise and reject any or all proposals at any stage at its discretion and the bidder(s) will not have any right to raise any claim or dispute in this regard
3. With regard to the Reputed Private Companies as at Item 6 above, the Committee appointed for the evaluation of the presentation will discuss and decide.

**5(IX). SHORT LISTING OF TECHNICALLY QUALIFIED BIDDERS**

The Technical Evaluation Committee will short list technically qualifying Bidders and Price bids of such Bidders will only be opened. The Tender Committee will determine whether the price bids are complete, correct and free from any computational errors and indicating correct prices in local currency (Indian Rupee).

**5(X). EVALUATION CRITERIA**

**(i)** The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.

**(ii)** The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:

$$B_n = 0.70 * T_n + 0.30 * F_n$$

Where

$B_n$  = overall score of bidder,  $T_n$ = Technical score of the bidder (out of maximum of 100 marks)  
and  $F_n$  = Normalized financial score of the bidder

(iii) The bidder with lowest qualifying financial bid (L1) will be awarded 100% financial score. Financial Scores for bidders other than L1 will be evaluated using the following formula:  
Normalized Financial Score of a Bidder:

$F_n = (\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) \times 100$   
(Adjusted to two decimal places)

(iv) In the event of the composite bid scores are in tie, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

#### **5(X). AWARD CRITERIA**

(i) Contract will be awarded to the Bidder, who's Composite Bid Score of Technical and Commercial evaluation is highest. In case of a tie, to the Best Value Bidder as per (iv) above. Contract may be awarded even if only one bidder qualifies technical/commercial offer. Dredging Corporation of India Limited reserves the right to take appropriate decisions in such case and it shall not be binding on the Dredging Corporation of India Limited to award the contract.

#### **6. OTHER TERMS AND CONDITIONS :**

- (i) Conditional tenders and additional conditions of the tenderer will not be considered.
- (ii) In the event of any breach of contract on the part of the contractor, the Corporation reserves the right to cancel the contract and get the balance work executed by some other sources at the risk and cost of the contractor. The work will be commenced and completed as per the time schedule mentioned in the work order.
- (iii) If as a result of any post audit, any amount is found to be recoverable from the contractor, the same will be recovered first from any sum due to the contractor against any current bill of the contractor and/or from any other amount due from the Corporation and/or on demand.
- (iv) If the successful bidder makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not up to the expected standards, the Corporation reserves right to cancel the contract at 3 (three) days notice at any time during the currency of the contract. If the successful bidder fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the successful bidder/contractor. The Corporation would be entitled to withhold any sum due and payable to the successful bidder/contractor as a result of the said breach or default. The contractor will not have any claim for compensation or otherwise on this account.
- (v) Liquidated damages: Notwithstanding and in addition to the conditions, with regard to imposition of penalty elsewhere in this tender document, the Corporation reserves the right to impose liquidated damages @ 1% of the contract price per week of delay/ default or part thereof until the actual providing of the service in case the successful bidder delays in beginning of the work / fails to complete the work as per time schedule mentioned in the work order. The Corporation also

reserves the right to cancel the work order and get the work executed through another party at the risk and cost of the contractor whose work order has been cancelled.

(vi) Canvassing in connection with tenders is strictly prohibited and the tender submitted by the bidder/ tenderer who resorts to canvassing will be liable for rejection.

(vii) No claim for the increase in the price during the contract period will be entertained by DCI.

(viii) Notwithstanding anything stated elsewhere in this tender document, DCI reserves the right to terminate the contract by giving one week notice and in that case DCI will not be liable to pay any further amounts for the remaining part of the work which is yet to be carried out by the contractor even though the same is part of schedule mentioned in the work order.

(ix) **ARBITRATION:** In case of dispute between DCI and Private Party for contract up to Rs.10 Crores the issue will be referred to Director (Operations & Technical), Dredging Corporation of India Limited and the decision of the Director (Operations & Technical) shall be final, conclusive and binding on all the parties to the contract upon all question relating to the meaning of the specifications, designs, drawings and instructions and as to the quality of workmanship, or materials used on the work or any matter arising out or relating to the specifications and instructions concerning the works or the execution or failure to execute the same arising during the course of work. The above shall not be subjected to arbitration and in no case shall the works be stopped consequent on such a dispute arising and the work shall also be carried out by the contractor strictly in accordance with the instructions of the Director (Operations & Technical).

Any dispute or difference arises between the DCI and the contractor in connection with the contract or as to the rights and liabilities of the parties hereto, other than those referred to in above or on matters which are stated to be final and binding on the contractor shall be referred to the arbitration by a sole Arbitrator, a person to be nominated and appointed by Chairman and Managing Director, DCI, Visakhapatnam and the award of the sole Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act 1996.

The arbitrator shall give a reasoned Award and it shall be in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof. The venue of the Arbitration shall be Visakhapatnam and the courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this contract.

(x) Dredging Corporation of India Limited reserves the right to alter /amend any of the above provisions in the tender document, at its discretion, before finalization of the tender.

(xi) Dredging Corporation of India Limited shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever

(xii) The work will broadly comprise of the following phases:-

For all purposes, the date of award of Work Order either by post or e-mail shall be treated as the Day 1.

Sl. No.	Phase	Expected time lines for completion
1.	<p>Preparing phase - Activities include:</p> <p>(i) Conducting One Day Orientation workshop for Top Management and all Heads Of Departments/ key personnel. Approximately 40 persons</p> <p>(ii) Conducting three days intensive Training on PCMM V2.0 or equivalent model for Assessment Team Member (ATM) / core team members formed for the Project</p> <p>(iii) All preparatory activities like generation and distribution of questionnaires, fixation of interview/ interaction dates for officials/employees at Head Office and Project Offices (at least one project office) in consultation with the Head of HR, etc</p>	Day – 1 to 10
2.	<p>Surveying phase - Activities include:</p> <p>(i) Carrying out Questionnaire Sessions, interviews, group sessions, individually outside of a group session or online at Head Office and Project Offices</p> <p>(ii) Compilation of survey feedback forms , interview reports, minutes, etc</p>	Day – 11 to 25
3.	<p>Assessing phase - Activities include:</p> <p>(i) Undertaking Gap Analysis to assess current level of maturity of organization as against P-CMM levels or equivalent</p> <p>(ii) Establishing the level of P-CMM or equivalent at which organization is, etc</p>	Day – 26 to 40
4.	<p>Reporting phase - Report includes:</p> <p>(i) Reporting the assessment results with Practice-to-Goal Mappings with road map and action plan for up-gradation of the level of maturity as per the IDEAL Life Cycle Model or equivalent along with specific timelines, etc</p> <p>(ii) Recommendation whether to go for up-gradation in maturity level and suggesting timelines for such up gradation.</p> <p>(iii) Recommendations for addressing key findings through Submission of draft report / presentation of the report to DCIL</p> <p>(iv) Submission of final report on receiving approval for the draft report from DCIL and acceptance of the final report by DCIL after final presentation to DCIL Management, if required.</p>	Day – 40 to 60

(xiii) Lumpsum price for the work will be paid to the contractor and the stage payments are as under :-

Stage of Completion of work	% of lumpsum to be released by DCIL
Award of Work Order by DCIL	10
Completion of Orientation	10

and Training programs	
Completion of Surveying and Assessment	10
Submission of draft report / presentation of the report to DCIL	20
Submission of final report and acceptance of the same by DCIL after final presentation to DCIL Management, if required.	50

**(xiv)** All rules and regulations governing the Dredging Corporation of India Limited will be applicable

**(xv)** Printing and generation of all forms, questionnaires, response sheets, etc will be the responsibility of the contractor at his cost.

**(xvi)** Optimum leveraging of technology / internet should be targeted to restrict logistical and incidental expenses on journeys, hotel stays, etc to the minimum.

**(xvii)** Contractor has to clearly inform in advance the proposed number of visits, composition of team members, expected number of days of hotel stay, expected expenditure towards flights, local transportation, boarding and lodging etc which will form part of the work order.

**(xviii)** Contractor has to clearly inform in advance the mode of payment of fees/charges and schedule of payment of the instalments will be mutually decided by the Management and the Contractor.

**(xix)** Any cost or time overshoot is liable to be rejected by the Management.

**(xx)** Dredging Corporation of India Limited will not be responsible for any violation/infringement of copyrights/trademark relating to the People Capability Maturity Model(P-CMM) / IDEAL Life Cycle Model or their equivalent and the selected contractor has to submit an undertaking on notarised affidavit indemnifying the Dredging Corporation of India Limited against any such violation/infringement.

**(xxi)** For the purposes of this transaction, the bidders/contractor shall ascertain the applicability of all Indian laws and shall ensure compliance with the same.

**(xxii)** Consultant shall not use or disclose any confidential information during the validity of agreement and thereafter without prior approval from DCI in writing. The reports/recommendations/implementation modules/any data and all records or documents pertaining to this tender including soft copies thereof, shall be treated as confidential by bidder /contractor and shall not, without written consent of DCI, be made available to any person and shall be delivered to DCI upon completion of the work and shall become the property of DCI.

**(xxiii)** The Tenderer will have to give a certificate that he is not related to any Officer of DCI or any Officer of the rank of Asst. Secretary or above in the Ministry of Shipping, Government of India. The Tenderer should give a declaration along with his tender about the names of the relatives, who are employed in the Dredging Corporation of India Ltd. **(Annexure-III)**



**(xxiv)** The Tenderer shall give an undertaking that he has not made any payment or illegal gratification to any person /authority connected with the bid process so as to influence the bid process and has not committed any offence under the Prevention of Corruption Act in connection with the bid. **(Annexure-IV).**

**(xxv)** The Tenderer shall disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid. **(Annexure-V).**

**(xxvi)** The Tenderer shall disclose any information regarding any current litigation in which the tenderer is involved **(Annexure-VI).**

**(xxvii)** Tenderer contractor is advised to refer and make a note of the provisions of Circular No.01/01/2017 dated 23.01.2017 on Systemic Improvement Guidelines-Engagement of Consultants, Circular No.08/06/11 dated 24.06.2011 on Selection and employment of Consultants and other Circulars/guidelines issued by the Central Vigilance Commission ,Ministry of Finance , Government of India issued from time to time for necessary compliance.

**(xxviii)** The contractor is expected to carry out its assignment with due diligence and in accordance with the prevailing standards of the profession.

**(xxix)** The Tenderer/contractor will cooperate fully with any legitimately provided /constituted investigative body, conducting inquiry into processing or execution of this contract/any other matter related with the discharge of contractual obligations by the Tenderer/contractor .

**(xxx)** All payments will be made by the Corporation through online mode only. The Corporation will release each instalment of payment within 15 working days from the date receipt of valid invoice from the Contractor after completion of each stage of the work . However, the Corporation will not be responsible for reasons beyond its control of the Corporation . Corporation is not liable to pay any interest/penalty /damages in this regard.

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

**Format-I**

**TECHNICAL BID**

1. Name of the Company/Firm	
2. Full Address Phone No. Fax No. Email id	
3. Full Address of Registered Office Phone No. Fax No. Email id	
4. Full Name of Contact Person Phone No. Fax No. Email id.	
5. Date of Establishment of the firm and the names of the Partners or Corporate status. (A copy of the partnership Deed or Articles of Association to be enclosed)	
6. List of Lead Assessor(s) for P-CMM  Whether certified or not? (copies of valid certificates to be enclosed).  If no such certified lead assessor is available the same should be clearly mentioned	
7. List of Assessment Team Members for P-CMM.  Whether certified or not? (copies of valid certificates to be enclosed).  If no such certified Assessment Team Member is available the same should be clearly mentioned	

**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO.DCI/HR/CM&IR/2018**                      **Dated:16/07/2018**

<p>8. Copies of Satisfactory Services Certificate from Organisations where bidder has successfully completed similar assignment. Either, the certificate should contain number of employees on rolls of the Organisation on the date of completion of assignment or the bidder has to submit a separate letter from the organization giving the number of employees on the date of completion of assignment.</p>	
<p>9. Track of being in the Business for at least 3 financial years (Copies IT returns and audited financial results to be enclosed )</p>	
<p>10. I.T. PAN No. (Copy of PAN card to be enclosed )</p>	
<p>11. GST No. (Copy of Registration Certificate to be enclosed)</p>	
<p>12. Average Annual Turnover for the last three financial years 2017-18 2016-17 2015-16 (copy of audited financial results to be enclosed)</p>	
<p>13. Document containing step by step description of the approach &amp; methodology to be adopted for carrying out the study to be enclosed</p>	
<p>14. Experience of working with Public sector / Central / State Governments/ Reputed Private Companies (copies of experience certificate/satisfactory services certificate to be enclosed)</p>	
<p>15. Bank Details  Name of the Bank Name of the Branch Bank Address  Bank Account No</p>	

IFSC Code/ RTGS Code (copy of bank pass book page having relevant information to be enclosed)	
16. <b>Annexure-I</b> to be enclosed <b>Annexure-II</b> to be enclosed <b>Annexure-II</b> to be enclosed <b>Annexure-IV</b> to be enclosed <b>Annexure-V</b> to be enclosed <b>Annexure-VI</b> to be enclosed <b>Format-I</b> to be enclosed <b>Format-II</b> to be enclosed	

SIGNATURE OF THE TENDERER WITH SEAL

**PRICE BID**

<p>CONSOLIDATED PROFESSIONAL FEES FOR CARRYING OUT ASSESSMENT OF LEVEL IN LINE WITH PEOPLE CAPABILITY MATURITY (P-CMM) MODEL OR EQUIVALENT (PROFESSIONAL FEES should be all inclusive covering consultation fees, air fair/train fare/taxi fare /boarding and lodging/stationery charges/telephone charges,etc).Nothing will be paid separately</p>	<p>Rs. _____ Ps</p> <p>In words Rupees _____ and Paise _____</p> <p>GST Rs. . _____ Ps</p> <p>In words Rupees _____ and Paise _____</p> <p>Total Rs. . _____ Ps</p> <p>In words Rupees _____ and Paise _____</p>
<p>The above amounts are subject to recovery/deduction of Income Tax / any other taxes by the Corporation as applicable as per Law</p>	

**SCHEDULE OF PAYMENT**

Stage of Completion of work	% of lumpsum to be released by DCIL	<u>Amount in Rs</u>	<u>GST</u>	<u>Total Amount</u>
Award of Work Order by DCIL	10			
Completion of Orientation and Training programs	10			
Completion of Surveying and Assessment	10			
Submission of draft report	20			
Submission of final report	50			

SIGNATURE OF THE TENDERER WITH  
SEAL

**Annexure-I**

COVERING LETTER AND UNDERTAKING AS TO COMPLIANCE OF CONDITIONS  
AND NO COUNTER CONDITIONS

To,  
HOD(HR)  
Dredging Corporation of India Limited,  
Dredge House, Port Area, Visakhapatnam-530 001,

Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability  
Maturity Model or equivalent - Reg

Ref: TENDER NO.DCI/HR/CM&IR/2018 Dated:16/07/2018

I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the tender documents and agree to abide unconditionally the terms and conditions stated therein.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and conditions and other provisions contained in the tender documents, which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost and to pay the DCI or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work.

3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initialled/signed and stamped in token of acceptance of the terms and conditions of the tender documents.

4. I/ We hereby confirm that I/we have not put/ specified/ laid down any counter conditions and I/we accept the tender conditions and agree to abide by the same

Thanking you,

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL  
NAME AND ADDRESS

Place :

Date :

**Annexure-II**

To,  
HOD(HR)  
Dredging Corporation of India Limited,  
Dredge House, Port Area, Visakhapatnam-530 001,

Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability Maturity Model or equivalent - Reg

\*\*\*\*

A. With reference to your Tender No DCI/HR/CM&IR/2018 dated:16.07.2018 and as per Cl. No.(iv) of Para-5(II) (QUALIFICATION CRITERIA), I/ we hereby certify that I/we/any of our partners, directors, Board Members has not been black listed by any Government /Semi Government Organization/statuary body

‘Or’

B. I/We hereby certify that I/ we hereby certify that I/we/any of our partners, directors, Board Members has been black listed by the following Government /Semi Government Organization/statuary body :-

- 1.....
- 2.....
- 3.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH

SEAL

\*Strike out ‘A’ or ‘B’, whichever is not applicable.

Place :

Date :

To,  
HOD(HR)  
Dredging Corporation of India Limited,  
Dredge House, Port Area, Visakhapatnam-530 001,

Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability  
Maturity Model or equivalent - Reg

\*\*\*\*

A. With reference to your Tender No DCI/HR/CM&IR/2018 dated:16.07.2018 and as per Cl. No.(xxiii) of Other Terms and Conditions of this Tender, I/we hereby certify that, we are not related to any Officer of Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of "Shipping, Government of India and also certify that I/we do not have any relatives employed in the Dredging Corporation of India Ltd.

'Or'

B. I/We hereby certify that my relative(s) working as Officer in Dredging Corporation of India Ltd., or any Officers of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India is given below:-

1.....

2.....

3.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH  
SEAL

\* Strike out "A" or "B", whichever is not applicable.

Place :

Date :



To,  
HOD(HR)  
Dredging Corporation of India Limited,  
Dredge House, Port Area, Visakhapatnam-530 001,

Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability Maturity Model or equivalent - Reg.

\*\*\*\*

A. With reference to your Tender No Tender No DCI/HR/CM&IR/2018 dated:16.07.2018 and as per Cl. No.(xxiv) of Other Terms and Conditions of this Tender, I/we hereby undertake that, I/we have not made any payment or illegal gratification to any person/ authority connected with the bid process so as to influence the bid process and I/we have not committed any offence under the Prevention of Corruption Act in connection with the bid.

and

B. As per Cl. No.(xxv) of Other Terms and Conditions of this Tender, I/we hereby certify that I/we have nothing to disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH  
SEAL

Place :  
Date :

**Annexure-V**

To,  
HOD(HR)  
Dredging Corporation of India Limited,  
Dredge House, Port Area, Visakhapatnam-530 001,

Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability Maturity Model or equivalent - Reg

\*\*\*\*

A. With reference to your Tender No DCI/HR/CM&IR/2018 dated:16.07.2018 and as per Cl. No.(xxvi) of Other Terms and Conditions of this Tender, I/ we hereby certify that, I/we do not have any current litigation with any party/ firms.

‘Or’

B. I/We hereby certify that presently I/we are having litigation with the following party/ firms:-

1.....

2.....

3.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH

SEAL

\*Strike out ‘A’ or ‘B’, whichever is not applicable.

Place :

Date :

**NOTARISED AFFIDAVIT ON Rs.100 NON-JUDICIAL STAMP PAPER**

To,  
HOD(HR)  
Dredging Corporation of India Limited,  
Dredge House, Port Area, Visakhapatnam-530 001,

Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability Maturity Model or equivalent - Reg

\*\*\*\*

With reference to your Tender No DCI/HR/CM&IR/2018 dated:16.07.2018 and as per Cl. No.(xx) of Other Terms and Conditions of this Tender, I/we hereby certify that by carrying out this work there will not be any violation/infringement of copyrights/trademark relating to the People Capability Maturity Model(P-CMM) / IDEAL Life Cycle Model or their equivalent by me/us and I/we hereby indemnify the Dredging Corporation of India Limited against any such violation/infringement.

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH

SEAL

Place :

Date :