

**REQUEST FOR EXPRESSION OF INTEREST (REoI)
cum TERMS OF REFERENCE (ToR)**

Selection of Project Management Consultant (PMC) for procurement and set-up of state-of-the-art Jewellery Manufacturing Machines, Ancillary Equipment's, and Allied Computer Peripherals at MEGA Common Facility Centre (CFC) in SEEPZ, Andheri, Mumbai.

Date of publishing the REoI:	19/07/2022; 1855 hrs
Deadline for submission of EoI:	12/08/2022; 1600 hrs
Category of procurement:	Project Management Consulting Services – Firms
Tentative Duration of the Assignment:	23 months
Method of selection of consultant:	Quality and Cost Based System (QCBS)

Issuing Authority Executive Director, Gems & Jewellery Export Promotion Council

Postal Address: D2B, Ground Floor, D Tower, West Core, Bharat Diamond Bourse, Bandra Kurla Complex, Bandra (E), Mumbai

Telephone No. & 91 22 4226 3600 (From 9:30 A.M. to 6:00 P.M.)

E-mail ID jitendra.gholap@giepcindia.com

Helpline No.: 022-282894721 (Mr. Vikram Satre)

1. Background & Objectives:

The Gems and Jewellery Export Promotion Council (GJEPC) is an autonomous body set up by the Ministry of Commerce and industry, Government of India (GoI) in 1966. GJEPC role has been to promote brand India, connect government and trade, spread education, look after health and well-being aspects of the Karigar community and bolster innovation and infrastructure. GJEPC is a Section 8 Company under the provisions of the Companies Act, 1966 as a Company limited by guarantee not having share capital. It represents the interests of more than 7500 members across India. The Committee of Administration of GJEPC (Board of Directors) includes Government nominees representing from Representative from Ministry of Commerce & Industry (MoC&I), Director General of Export Promotion (DGEP), Director General of Foreign Trade (DGFT).

The Gem and Jewellery sector comprises mostly of small and medium enterprises which cannot afford the latest machinery & technology and also cannot cope up with the frequent changes in technology individually, leading to low competitiveness and low efficiencies of the local Industry.

However, India accounts for 14 out of 15 diamonds set in jewellery worldwide and ranks 4th in global gold jewellery exports. To maintain competitiveness, the latest in 3-Ts (Technology, Techniques and Training) from around the world have to be made available at a single centre, namely Mega Common Facilitation Centre.

Santacruz Electronics Export Processing Zone (SEEPZ) is a Special Economic Zone in Mumbai, India with a geographical spread of nearly 110 Acres with 9 major buildings (and other private buildings built by units on leased plots) with multiple private buildings (approximately 4 Lakh square feet of space). On the 19th of August 2021 the Hon'ble Minister, Ministry of Commerce and Industry, Government of India announced a commitment of Rs 200 Crore for the rejuvenation and refurbishment of SEEPZ, SEZ. This is particularly important for SEEPZ as it is entering 50th year of its existence in May 2022. The golden jubilee year (from May 2022 to May 2023) shall be celebrated alongside 'Azadi ka Amrit Mahotsav' which commemorates 75 years of India's independence.

The Mega CFC will aim at providing assistance to the industry members in and around Mumbai to ensure quality, standards, cost and efficiency. Focus shall be on Jewellery, that is, Diamond Studded Jewellery and Gold Jewellery. The proposed Project will be developed on a cluster-based model to promote growth in the sector.

The core objective is Selection of Project Management Consultant (PMC) for Mega cfc setup such as procurement of machinery/equipment along with allied services at MEGA CFC in SEEPZ, Andheri, Mumbai

2. Description of Services - Brief purpose and Scope of Work:

(a) Scope of work:

- Preparation of process flow layout and machinery set up layout
- Preparing tender(s) for procurement of machinery / equipment, Including spares and maintenance
- Selection of Project planning partner (PPP) by Inviting the proposal from Machinery supplier in terms of plug and play kind of model and their evaluation on techno-commercial and best revenue model recommendation. Various options can be proposed by PMC Based on Market practices and standards
- Scrutinize the bids of all the machine / equipment provides, prepare bid evaluation report, attend price negotiation meetings and recommend the most suitable contractor for award of work
- Co-ordination for procurement & installation of machinery / equipment at the centre
- Co-ordination with machinery suppliers, interior & exterior contractor, PMC or any other appointed consultant for technical requirement with respect to space, power supply, security, support facility or accessories required if any etc.
- Interior layout of machinery placement and required MEP services for machinery performances.
- Invite quotations (only when the tender process is not required to be followed) from vendors / agencies and put it before the committee for approval with comments / recommendations
- Verification & certification of bills with tender quantity /rates/ T&Cs/ specifications with representative of vendors & committee
- Supervise, Monitor & Control the work progress from tender stage till installation
- Submit work progress report to committee on monthly basis
- Co-ordination for imparting training by the machinery supplier at site to the appointed staff of the Mega CFC after installation and commissioning of the machinery is completed
- Provide justifications/recommendations with respect to change in quantity/specifications/time schedule etc. and sought necessary approval from committee
- Provide such other assistance on mutually agreeable basis as may be required and informed by committee from time to time

- Ensure complete control over the machine / equipment procurement process including quality and cost.
- Market-rate analysis & preparation and finalisation of budgets
- Organize all the tender and procurement related meetings
- Clarify all queries raised by the vendors during the procurement process
- Finalise the vendor contracts
- Certification of Machinery / equipment as per defined phases
- Ensuring the Contractual conditions are complied with
- Data Management of all documents including bills, O&M manuals, invoices, challans, tax documentation, insurance contracts, warranties, additional warranties etc.
- Co-ordination with Accounts & Finance for release of funds for the vendors as per phases
- Handing over the completed site with all the documentation
- Settlement of variations & extra claims as per the contract conditions & getting it approved by consultant & Client.
- Obtaining No-Claim Certificate
- Preparation of Project Completion Report and Close out report
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(b) Deliverables and requirements/reports:

- PMC will prepare tender for procurement of machinery/equipment/interior contractor along with MEP services. in line with the approved DPR and applicable GFR & submit the same to committee for further processing for release of the same
- PMC will prepare and submit to the committee technical analysis and comparative statement of all the offers / bids received against each tender clearly indicating its comments on each offer.
- PMC will ask for the further details / documents / information required from the bidder, if any.
- PMC will then provide assistance to committee in negotiations. Based upon such negotiations / clarifications, it shall submit to committee a note outlining its recommendations for finalization of the tender and committee may take suitable decision regarding award of work.
- PMC shall submit the implementation report of all machinery/equipment
- PMC shall involve on full time basis necessary in-house core team / outsourced the service of personnel on the requisite skills profile & depute technical staff at the site during installation, testing and training of the machinery/equipment at their own cost.
- PMC shall make sure that all the due diligence has been taken care during all the stages of implementation.

- Compile report based on best practices adopted and lessons learnt during the execution of the Project
- Any consultancy activity not specifically mentioned below but required to complete the project scope is deemed to be included in the scope of work
- Ensure that the works are completed in all manners as per the quality, standard and within the budgeted cost & time. Failure to adhere to the completion date of works at any of the site of work shall entail imposition of Penalty on the PMC.

The PMC shall not make commitments on behalf of GJEPC without prior written approval. In the event that GJEPC issues a verbal instruction or direction to the PMC, such instruction or direction shall be noted in some form of written documentation including meeting minutes, request for information, faxes, memo, letter or some other written format. However, any commitment that affects the project cost or schedule shall require GJEPC's prior written approval.

(c) Place of Execution of Work: Mega CFC, SEEPZ-SEZ, Andheri(E), Mumbai-96

(d) Duration of assignment: 23 Months

3. Qualification Criteria

The bidder(s) are required to submit the following details/document:-

Criteria	Requirements	Documentary Evidence	Applicability in case of a consortium / JV
Legal Entity	<p>The bidder should be a single business entity. For the purpose of this Invitation for RFP document, a Business Entity shall mean any of the following:</p> <ol style="list-style-type: none">1. Company registered in India under the Companies Act 19562. A partnership firm registered under the Limited Liability Partnership Act of 20083. A Sole Proprietorship firm with a valid GST registration4. JV along with Jewellery expertise agencies are permitted. <p>All the above must have experience of operating in India for the last 5 years in Project Management Consulting for Machinery Procurement as of March 31, 2022</p>	Certificates of Registration/ Incorporation/ Partnership deed/ GST Certificate for sole proprietorship	Both must satisfy individually.
Financials	Average Annual financial turnover of the bidder during last 5 years, ending 31st March,2022 should be at least Rs.25.00 Lakhs	CA certified financial statement	Lead partner of the JV must have at least 100% of the said turnover. Other JV partners must have at least Rs.8.00 Lakhs in each of the five financial years.

Key Staff	The bidder should have the following key staff available for this project. (a) Project Manager (b) Architect (c) Jewellery Expert (d) Data Centre Expert (e) MEP Expert (f) Training & Skilling Centre Expert	Self-declaration	Both must satisfy individually.
Blacklisting	The Bidder should not have been blacklisted/ banned/ debarred/ under investigation by any State Government or Central Government entity / PSU in the last 5 Years.	Self-certification	Both must satisfy individually.
Legal	The bidder should provide accurate information about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last 5 years	Self-declaration	Both must satisfy individually.

4. Selection Procedure

- a. The procedure for selection of consultancy shall be as detailed under the 'Manual for Procurement of Consulting Services, 2017' issued by the Ministry of Finance.
 - b. The Request for Proposals (RfP) shall be issued only to the bidders shortlisted after EoI evaluation. The shortlist comprising up to 8 bidders shall be prepared based on assessment of eligibility and relevance of bidders' past experience. Decision of the GJEPC in this regard shall be binding on all participating bidders.
 - c. Selection of a consultancy from among the shortlisted firms shall be made using the QCBS method. More details regarding the evaluation criteria and weightages for technical and financial scores etc. shall be provided in the RfP document.
5. More details regarding the scope of work, key expert requirements and other details pertaining to the nature of consulting assignment can be found in the draft Terms of

Reference document uploaded with this REoI. It may be noted that these details are neither exhaustive nor final. The final ToR shall be included in the RfP document which shall be issued to the shortlisted consultants.

6. Bidders may upload their specific feedback and suggestions regarding the draft ToR along with their EoIs. GJEPC may consider the suggestions vis-à-vis its requirements but will not be bound to accept any suggestion received.
7. For any further queries, bidders are requested to use 'seek clarifications' feature on the e-procurement portal.
8. The EoIs should be submitted along with duly filled Annexure I & II through **e-procurement portal (<https://eprocure.gov.in/eprocure/app>) only**. EoIs submitted through any other means shall not be admissible. The deadline for submission of EoIs is 1600 hrs on 12th August, 2022.

ANNEXURE I - EoI Submission Form(To be printed on Bidder's letterhead)

To,

Executive Director

Gems and Jewellery Export Promotion Council

(On behalf of Development commissioner SEEPZ Andheri.)

D2B, D-Tower, West Core Wing, Bharat Diamond Bourse, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051, Maharashtra, India

Tel: 91 22 4226 3600

Web: www.gjepc.org

Email: jitendra.gholap@gjepcindia.com, dcseepz-mah@nic.in

Ref: Your Request for Expression of Interest (REoI) For Selection of Project Management Consultant (PMC) for Mega cfc setup such as procurement of machinery/equipment along with allied services at MEGA CFC in SEEPZ, Andheri, Mumbai

Tender ID No. & Date: _____

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the REoI (including Addenda issued).
2. If we are shortlisted and issued an RfP, we commit to submit technical and financial proposals in response to the RfP, adhering to the requirements stipulated therein.
3. We also declare that Government of India or any other State Government or public Sector Unit in the nature of an autonomous body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
4. We also accept all the terms and conditions of this REoI and undertake to abide by them, including the condition that you are not bound to shortlist us or any other firm submitting their EoI in response to your Request for EoIs.

Yours sincerely,

Authorized Signatory

(Authorization for signing on behalf of the bidding company to be attached)

Full Name and Designation

ANNEXURE II - Checklist for EoI Submission

SN	Particulars	Submitted (Y/N) If submitted, provide page number	Remarks
1	EoI submission form		
2	Incorporation / Registration Certificate		
3	Compliance Certificates		
4	Copy of GST Registration Certificate		
5	Copy of PAN Card		
6	CA certified financial statement for 5 Years		
7	Summary of relevant experiences		
8	Completion certificates / contract agreements for past projects		
9	Self-declaration of not having been debarred by stipulated entities at present		
10	Appropriate ISO Certificate of in house quality control and Ethic Code		
11	Details of qualified key personnel engaged by the consultancy firms		

Notes:

1. Please include duly filled checklist as the first page of your EoI submission.
2. Please organize your EoI document in the same sequence as mentioned in the table above.

3. Ensure that all the pages in the EoI document are readable failing which the unreadable pages shall not be considered in EoI evaluation.