



**VISAKHAPATNAM PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**HUMAN RESOURCE DEVELOPMENT CENTRE**

**NOTICE INVITING EXPRESSION OF INTEREST**

1. Organisation : VISAKHAPATNAM PORT TRUST
2. Department : GENERAL ADMINISTRATION DEPARTMENT
3. Notice inviting E.O.I Number : IGAD/HRDC/Skill Dev./2019, 14.02.2019.
4. Name of Work : SELECTION OF OPERATING PARTNER FOR SETTING-UP, OPERATION, MAINTENANCE & MANAGEMENT OF MULTISKILL DEVELOPMENT CENTRE IN PORT AND MARITIME SECTOR UNDER PRADHAN MANTRI KAUSHAL KENDRA (PMKK) IN VISAKHAPATNAM.
5. Last date and Time for submission of EOI : **30<sup>th</sup> March, 2019** before 16.00 hrs.
6. For the complete EOI document : <http://www.vizagport.com>  
Please visit
7. Contact : Secretary,  
General Administration Department,  
1<sup>st</sup> Floor, Administrative Office Building,  
Visakhapatnam Port Trust,  
Visakhapatnam – 530 035.  
[Mail: secretary.vizagport@gmail.com](mailto:secretary.vizagport@gmail.com)  
Mobile: 7036868889 / 0891-2508479

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**SECRETARY**



**VISAKHAPATNAM PORT TRUST**

**SELECTION OF OPERATING PARTNER FOR SETTING-UP,  
OPERATION, MAINTENANCE & MANAGEMENT OF MULTISKILL  
DEVELOPMENT CENTRE IN PORT AND MARITIME SECTOR  
UNDER PRADHAN MANTRI KAUSHAL KENDRA (PMKK) IN  
VISAKHAPATNAM**

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**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**FEBRUARY 2019**

EOI Submission Date: 30<sup>th</sup> March, 2019 before 16.00 hrs.

Secretary  
Visakhapatnam Port Trust  
Administrative Office Building  
Visakhapatnam – 530 035  
Andhra Pradesh, India  
mail: [secretary.vizagport@gmail.com](mailto:secretary.vizagport@gmail.com)  
Phone No: +91 0891 2873136 / 2873800

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# 1. DISCLAIMER

- a. Though adequate care has been taken in the preparation of this Expression of Interest Document (EOI document), the applicant should satisfy himself/ herself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the issuing authority at below mentioned address latest by 28.02.2019, in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects. Address:

**Secretary**  
*Visakhapatnam Port Trust*  
*Administrative Office Building*  
*Visakhapatnam – 530 035*  
*Andhra Pradesh, India*  
*mail:secretary.vizagport@gmail.com*  
*Phone No: +91 0891-2873136 / 2873800*

- b. Neither VPT nor its employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI document. Each prospective applicant should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source before submission of this EOI.
- c. Neither VPT nor its employees or consultants will have any liability to any prospective applicant or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document.
- d. VPT reserves the right to reject any or all of the EOIs submitted in response to this EOI document at any stage without assigning any reasons whatsoever. VPT also reserves the right to hold, or withdraw or cancel the process at any stage under intimation to the applicants who submit the EOI.
- e. VPT also reserves the right to modify or amend or add to any or all of the provisions of this EOI document or cancel the present Invitation and call for fresh Invitations.
- f. Neither VPT nor its employees or consultants will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
- g. If any information provided by the applicant in the application or any information provided by the applicant in response to any subsequent query by VPT, is found to be incorrect or is a material misrepresentation of facts, then the application will be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of VPT and if VPT is adequately satisfied.
- h. In case the due date of application is holiday declared by State or Central Government, the next working day will become the due date for submission of application.

- i. Applicants should obtain all necessary clearances for participating in the EOI process prior to submitting their application and should ensure that they are eligible to participate in this EOI process.
- j. The application process with respect to this EOI (the “Application Process”) shall be governed by, and construed in accordance with the laws of India and the Courts at Visakhapatnam shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this EOI and the said application process.
- k. The applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Application Process. VPT shall reject an application without being liable in any manner whatsoever to the applicant, if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Application Process.
- l. For the purposes of Sub-clause (k) above, the following terms shall have the meaning hereinafter respectively assigned to them:
  - i. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Application Process; or (ii) engaging in any manner whatsoever, whether during or after the Application Process, with any person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical adviser of VPT in relation to any matter concerning the Project;
  - ii. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Application Process;
  - iii. **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Application Process;
  - iv. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by VPT with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process;
  - v. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Application Process and subsequent bidding process.

## 2. SCHEDULE OF EOI PROCESS

The indicative timelines of the Expression of Interest process are mentioned in the table below.

S.No.	Activity	Scheduled date
1.	Issue of EOI document	20.02.2019
2.	Due date for submission of queries on the EOI	07.03.2019
3.	Pre-bid Conference	On or before 09.03.2019 (any change will be displayed in our website)
4.	Issue of clarifications to queries on EOI	-do-
5.	Due date for EOI submission	30.03.2019

Any changes in the above indicative timelines as at Sl.No.3 and 4 will be announced in our website. There will be no changes as at Sl.No.1,2 and 5.

### 3. INTRODUCTION

#### Background

The vision of the Sagarmala programme is to reduce logistics cost for EXIM and domestic trade with minimal infrastructure investment. The main components of the programme are port modernization & new port development, port connectivity enhancement, port-led industrialization and coastal community development. Skill Building in the Port and Maritime Sector is of great importance for the success of the Sagarmala programme. In particular, availability of skilled manpower in maritime logistics enhances efficiency and provides tremendous improvements in logistics costs.

The Ministry of Skill Development and Entrepreneurship (MSDE), on the other hand is supporting skilling in Sagarmala through its stakeholders including National Skill Development Corporation (NSDC), Sector Skill Councils (SSCs) and the flagship scheme of Pradhan Mantri Kaushal Vikas Yojana (PMKVY). It has also launched the Pradhan Mantri Kaushal Kendra (PMKK) initiative. These centres are to be best-in-class skill development centres running industry-driven courses with NSDC being the implementation agency.<sup>1</sup>

#### Project Details

To develop training capacity for Port and Maritime Logistics, the Ministry of Shipping and Ministry of Skill Development and Entrepreneurship have jointly supported the setting up of a PMKK. This PMKK will be set up under the guidance of VPT. The centre will be located either at Salagrampuram Shopping Complex or at Kailasapuram shopping complex, Visakhapatnam, which are owned by VPT. The details of the existing structures at these centres are at Appendix X and the building is ready. This document pertains to the selection of Operating Partner for setting up, operation, maintenance & management of centre as the next step.

The Selection of an Operating Partner from the private/non-governmental sector is to ensure professional management and training in the PMKK with prudent and efficient operations, and optimum utilization of the facilities and resources. VPT through a transparent competitive process intends to engage technical and/or professional agencies with relevant experience and market credence, either as an individual agency or as a consortium of agencies to successfully operate the PMKK and impart market relevant skills to target aspirants.

The Ministry of Skill Development will provide, a soft loan of Rs 70 Lakh under its PMKK scheme (if required) and allocation of PMKVY job roles for training in maritime logistics sector. Some applicants may not need the PMKK loan, hence, the Operating Partner must indicate whether PMKK loan is required or not. If PMKK funding is required, it will happen as per the already existing guidelines of PMKK. Consequently, this center and training partners will be ratified by PMKK Board. This will ensure that funding (as per laid down norms) is available to operationalize this center. The sustainability of the centres shall be supported through dedicated training numbers under Pradhan Mantri Kaushal Vikas Yojna (PMKVY) or its successor schemes (any other scheme under MSDE). In addition, operating partner can harness support through industry bodies, associations, CSR, or run fee-based

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<sup>1</sup> Guidelines for setting up Pradhan Mantri Kaushal Kendra – NSDC website.

programs as well, at the centre. Sector Skill Councils (SSC) will develop standards and curriculum, as well as be responsible to conduct National Skills Qualification Framework (NSQF) assessments of trainees.

The Project would be implemented in accordance with the terms and conditions stated in the agreement to be entered into between VPT and the selected Bidder (the “Agreement”)

This document captures the eligibility criteria for Operating Partner and formats for submitting expression of interest for becoming the Training Operating Partner for the PMKK in Maritime logistics.

### **Role of the Operating Partner (Bidder)**

The responsibility matrix outlining the responsibilities of VPT and the Operating Partner is tabulated as below:

S.No.	Activities of MSDC	Responsibility	
		VPT	Operating Partner
1	Renovation/Repair of the building	Whole responsibility about any of the two existing structures as mentioned supra including structure and electricity provision.	Any further modification required and interiors
2	Any further interior work, including furniture and fixtures		Whole responsibility
3	Electricity, security, water housekeeping etc. and other routine operational expenditure works		Whole responsibility
4	Monthly rental of building		Whole responsibility
5	PMKK Funding, if	Guidance and Advocacy Support through MSDE-NSDC. Guidance by PMKK Team	Whole responsibility
6	Procurement of Training tools, equipment,		Whole responsibility
7	Student mobilization		Whole responsibility
8	Counselling		Whole responsibility
9	Training		Whole responsibility as per PMKVY Guidelines, Allocation through SMART for training centre – support by MSDE – NSDC
10	Quality assurance/Monitoring	Criteria and procedural prescriptions for course relevance	Responsible for implementation
11	Internship		Whole responsibility
12	Assessment and Certification	Criteria and procedural prescriptions for courses	Whole responsibility as per SSC norms
13	Placement		Whole responsibility
14	Selecting other expertised training partners in domain		Whole Responsibility

Under PMKK Guidelines, the training partner would have to apply for the PMKK Loan, if only the status of PMKK is required and if the loan is not required, another application would have to be submitted. All such applications need to be as per the PMKK guidelines. Broadly, under PMKK following roles for training partner have been mentioned (partners interested in PMKK Loan should ensure that they meet all criteria of PMMK Guidelines):

1	Infusion of Promoter Contribution
2	Compliance with collateral requirement (collateral for PMKK as per guidelines)
3	Identification of Site for PMKK (ALREADY DONE)
4	Setting up of PMKK in compliance with PMKK Infrastructure and Branding Guidelines
5	Specification of Lab Equipment and Machinery
6	Procure and deploy Lab Equipment and Machinery
7	Content Curriculum
8	Trainer identification, selection and deployment and Training of Trainers
9	Centre Operations (Centre Advocacy, Mobilization, Counselling, Training Delivery)
10	SSC Affiliation
11	Guest Lectures from Industry Professionals
12	On the Job Training
13	Placement and Industry Connect
14	Coordination with NSDC/MSDE/SSCs

To ensure highest national/ international standards are adhered during the setup and operations of PMKK, it is envisaged that training be administered and implemented by the Operating Partner with deep domain expertise and experience in Port and Maritime Logistics sector. The key roles and responsibilities of the Operating Partner are envisaged to be the following:

2 Operating Partner will be responsible for the PMKK in terms of its administration, conduct of the training programs, ensuring the quality of training in accordance with the QP/NOS set by relevant SSC resulting in third-party assessment and certification as per SSC guidelines and finally placements.

3 Briefly, Operating Partner will be responsible for the training project implementation i.e. mobilization, training, assessment, certification, placement and post placement activities. Operating Partner will draw out the Annual Training Schedule based on the demand for the job roles from the Industry. Such training schedules must be backed with placement of successfully trained candidates in that particular job role. It should also match with the numbers projected to the NSDC for training under PMKVY.



- Operating Partner may select other training partners for delivering training in domain wherein other agencies have more expertise than the operating partner. qualified trainers, curriculum and delivery systems to provide training as per NSDC/Sector Skill Council Standards in line with National Skills Qualification Framework (NSQF) for implementation of skilling programs under the Project and Training Programme, The Training Institute shall be responsible for preparing all training material including occupational and training standards for the Project and Training Such selected Training Partners must be affiliated with the SSC/NCVT.
- Operating Partner will be responsible for placements and hence must interface with the Industry Associations and Companies in order to have complete visibility of the labour market especially current trends in employment.
- While maintaining the project sustainability Operating Partner must ensure the goals of PMKK are met.
- All the courses being offered should be aligned to NSQF QP/NOS.
- Training duration and quality should ensure end goal of employment.
- The Operating Partner will share a percentage of revenue with VPT as mutually agreed.
- Monthly Progress Report (MPR) to be submitted to VPT along with centre contact details. In addition to this, the training partner can provide Training Calendar with:
  - Training Programmes – completed, ongoing, commencing during the month
  - Completed – Candidate details (completed/dropout), assessment date, certification status
  - Ongoing – Trainee details, dropouts, etc.
  - Commencing – Selection date, location, local point of contact
  - Photographs of the current batch and videos of all important events like selection, assessment etc.
- The partner shall ensure that important events like selection process, conducting of training programmes etc. shall be photographed for record. During the implementation of any activity, the expenditure on photography, videography and for any other related material for Project and Training Programme documentation shall be borne by the partner

## **4. INVITATION:**

VPT now invites Expression of Interest (EOI) from eligible (refer PMKK guidelines) national and international professional agencies and business houses, industry bodies engaged either in the business of logistics or logistics management services or in providing vocational skill training or in administering educational services, with keen interest to operate, maintain and manage the MSDC either at Salagramapuram Shopping Complex or at Kailasapuram Shopping Complex, Visakhapatnam and in imparting maritime logistics industry-relevant skills. Interested agencies with required qualification and experience may submit their EOI applications as per the prescribed format attached under Annexure I of this document, along with details and supporting documents as specified therein.

VPT reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and VPT (including its officers, employees, consultants) will not be bound by this EOI. It is clarified that any applicant/consortia, who do not respond to this EOI will not be allowed to participate during the Request for Proposal (RFP) stage, where a competitive bidding process for selection of the Operating Partner for the MSDC will be carried out among the successful EOI applicants

## 5. SCOPE OF PROJECT

The project envisages establishment of a maritime logistics multi-skills development centre in line with international standards and equipped with state-of-the-art skill training facilities. The scope of project shall include the following. The detailed obligation of the parties shall be provided in the RFP document.

- a) VPT will make available ready to occupy infrastructure facility (leaving interiors) and handover the same to the operating partner, selected through a transparent competitive bidding process, for a concession period of minimum 5 years extendable to two terms of 5 years each based on performance of the applicant and subject to terms and conditions mutually agreeable. (*VPT will reserve the right to lease out the space that is non-operational*)
- b) The selected Operating Partner during the concession period shall: -
  - Operate and maintain the infrastructure facilities of the MSDC
  - Provide maritime logistics courses that make difference to logistics costs and will be monitored by objective indicators. Job roles will be decided together with MoS, VPT, Sector Councils and NSDC
  - Procure and install required training equipment for delivering the skill training programmes
  - Offer market-relevant industry-oriented skill training programmes in the MSDC
  - Create awareness, mobilize candidates and play a role in creating the skill eco-system in the catchment
  - Establish industry linkages for knowledge support, internships, placements etc.
  - Assess and certify the candidates successfully completing the training programmes by third party assessments by national bodies (SSC/NCVT). VPT encourages the Operating Partner to adopt international standards and provide international certifications to the candidates in the MSDC
- c) The Operating Partner shall transfer the MSDC facility back to VPT in usable condition upon expiry of concession period. The Operating Partner shall be allowed to only take back the training equipment installed by it
- d) The MSDC shall be governed by a Governing Committee comprising of members from VPT and MoS and NSDC.
- e) The shared revenue of VPT will be used for the following purposes:-
  1. Monitoring of the centre
  2. Students welfare activities leading to direct impact on job readiness and employment for activities not covered under the scheme e.g. merit scholarships, post placement ease of adjustment

3. Any other purposes Governing Committee feels appropriate to promote maritime logistics skill development in the country
- f) The centre is encouraged to take up paid courses and an annual plan for it is required
  - g) All procurement of training tools, equipment & machinery required will be done by the operating partner
  - h) The need for PMKK loan must be mentioned by the selected operating partner at the time of the MoU signing, if it is not mentioned then it will not be taken up at a later stage
  - i) All internships and placements are the responsibility of the operating partner
  - j) No further interior work will be done by the Port. Any additional interior work including furniture and fixtures will be done by operating partner
  - k) Operating partner will bear electricity, security, water etc. and other routine operational expenditure.
  - l) No further structural modifications will be done by the Port
  - m) A DPR of the project will have to be submitted within 10 working days of the letter of selection
  - n) In case training is not started within 30 days of signing the MoU, the MoU will be called off
  - o) All meetings with potential partners and finalization of partnerships is solely the responsibility of the operating partner
  - p) Potential Operating partners are required to study and vet the MoU enclosed in annexure. Suggestions on changes may be mentioned in writing at the time of presentation of operating partners
  - q) If any major repair work is required to any of the two structures mentioned above, it should be mentioned at the time of signing of MoU. No further requests of repair will be taken up until training starts.
  - r) The MoU will be signed within 7 days of selection of Operating Partner
  - s) The operating partner will appoint qualified trainers and arrange for assessment and certification by the concerned sector skill council

## 6. ELIGIBILITY CRITERIA:

Interested agencies satisfying the following NSDC PMKK eligibility criteria(refer <https://www.nsdcindia.org/New/sites/default/files/files/PMKK-Guidelines-26-July-2017.pdf> for minimum eligibility conditions) in conjunction to the following can submit their EOI applications, either as a single entity or as a consortium of entities(2) represented by a lead- entity:

- a) The applicant (each member in case of consortium) should be a legal entity registered in India and should be of the legal form of Partnership Firm/ Private Limited Company/ Public Limited Company/ Society/ Trust/ Corporate Foundation/ Educational Institution/ any other legal entity as per the applicable legislations in India
- b) The applicant (represented by the lead-entity, either by itself or by any member of its consortium) should demonstrate their qualification against the prescribed eligibility criteria (technical and financial) as stated herein:

### Technical Eligibility Criteria:

- i. Should have either operated/ operating a business establishment within the logistics/Port and Maritime Sector for the last 3 years,  

or
- ii. Should have at least 3 years of experience in providing and/or managing educational services or industry-relevant skill training approved/ aligned to the respective industry standards or national standards. Experience in large- scale mobilization (more than 1000 trainees per annum in last 3 years) and delivery of maritime logistics skill training will be preferred. In the case where such training has been administered to captive employees/in plant training, an auditor's certificate/ CEO declaration acknowledging the scale of such training, including acknowledgement of its industry alignment and nature of training conducted, will need to be provided as a support document to validate such credential

### Financial Eligibility Criteria:

- iii. Should have an average annual turnover of at least INR 25 crore during the past 3 years for the applicant entity or at least one member in case of consortium (but the same shall not be considered as a combined turn-over of all the consortium members) And
- iv. Should have net worth of at least INR 5 crores by the end of the last financial year i.e. FY 2017-18 or FY 2016-17 [whichever is the most recent reference period of audited statement available] for the applicant entity or at least one member in case of consortium (but the same shall not be considered as a combined net worth of all the consortium members).
  - a. In case of consortium, the number of members of the consortium shall not exceed 2 members. The applicant shall submit the copy of letter of associations from the consortium members in the format attached under Appendix VII of this EOI. In case of consortium, the applicants need to comply with the following additional provisions:
    - The letter of associations should mention the roles & responsibilities of the consortium members in the Project
    - The applicant will not be allowed to change the consortium members and composition of the consortium at the RFP stage where a competitive bidding process for selection of the operating partner for the MSDC will be carried out among the successful EOI applicants

- Applicant need to submit a power of attorney appointing the lead member in the format attached under Appendix IV of this EOI
- b. Applicant (either the lead entity or any member of the consortium) should not have been blacklisted by any State Government/ Central Governments / Donor Agency during the past 5 years of its operations.
- v) Applicants financial results of past three years supported by audited accounts and Income Tax Certificate for last three years along with Certificate of Registration, PAN, GST registration etc. be submitted.

Based on the applications received, VPT shall evaluate the documents submitted by the applicants along with the EOI. VPT shall request for a presentation from the applicants before finalization of the shortlist. Where there is a requirement for clarifications, the official designated from VPT shall through email request for such clarifications in writing. Response to such requirement should be submitted within 5 business days of such communication from VPT.

### **Earnest Money Deposit**

- i. An EMD of Rs. 1,00,000.00 (Rupee One Lakh Only), in the form of Demand Draft (DD) drawn in favour of FA&CAO, VPT, payable at Visakhapatnam has to be submitted along with the proposal.
- ii. Proposal not accompanied by EMD shall be rejected as non-responsive.
- iii. No interest shall be payable by VPT for the sum deposited as earnest money deposit.
- iv. No bank guarantee will be accepted in lieu of the earnest money deposit.
- v. The EMD of the unsuccessful bidders would be returned back within 45 days of award of job.

### **The EMD shall be forfeited in the following events:**

- i. If proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- iii. If the consultant tries to influence the evaluation process.
- iv. If the first ranked consultant withdraws his proposal during financial negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

### **Performance Bank Guarantee**

The successful bidder will have to submit Performance Bank Guarantee (PBG) equivalent to 10% of value of project awarded with validity period till completion of Assignment/Job. After submission of Performance Bank Guarantee (PBG), EMD shall be returned to him.

### **Subcontracting**

No subcontracting can be done without the written approval of competent authorities.

## 7. SELECTION CRITERIA

VPT will constitute a selection Committee which will carry out the entire valuation process. The selection committee shall evaluate the Technical Proposal on the basis of the evaluation criteria specified below: -

S.No.	Criteria	Marks
<b>1</b>	<b>Organization Profile, Team Qualifications, Work and Organizational Capacity</b>	<b>60</b>
1 a	Organization Profile – Reputation and experience	20
1 b	Team Members/Faculty profile – Relevant experience, skills & competencies and qualifications <i>(Will be evaluated on the basis of the years, quality &amp; relevance of their experience. 20% Marks would be provided for number of projects &amp; 80% for quality of work)</i>	20
1c	Organization of the team, roles and responsibilities	10
1d	Project Experience in Logistics and in particular Maritime Logistics Details of projects related to skill development, skill training, skill gap analysis and livelihood generation undertaken by the Partner in India <i>(especially in Visakhapatnam District)</i> in last 5 years <i>(20% Marks would be provided for number of projects &amp; 80% for quality of work).</i>	10
<b>2</b>	<b>Financial Sustainability</b>	<b>20</b>
2 a	Gross annual turnover of the firm (as an average of last 3 years' revenue in India) * = or >25Cr. – 3 Marks >50 Cr. – 5 Marks >100 Cr. – 10 Marks	10
2 b	Financial sustainability plan (incorporating, not needing a PMKK Loan, non PMKVY training etc.)	5
2 c	Revenue Sharing % age proposed based on the revenues projection made in Appendix VIII. All costs as per common norms and PMKVY guidelines	5
<b>3</b>	<b>Approach and Methodology</b>	<b>20</b>
3 a	Quality of the proposed approach and methodology and Impact envisaged	5
3 b	In-plant Training/Apprenticeship Training or fee based skill development courses	5
3 c	Placement numbers and quality of placement in the logistics sector	10

## 8. EOI SUBMISSION

EOI shall be submitted in the prescribed format from Appendix I to Appendix IX along with supporting documents as required. The envelope containing the EOI application shall be superscribed with **“Expression of Interest for Setting up , Operation, Maintenance and Management of MSDC, Visakhapatnam”**. **The envelope shall also clearly indicate the name of the applicant(s) with full details of communication coordinates.** The EOI shall be submitted on or before **30.03.2019 before 16.00 hrs.** at the following address:

Secretary,  
General Administration Department,  
Visakhapatnam Port Trust  
Administrative Office Building  
Visakhapatnam – 530 035  
Andhra Pradesh, India

Submission of EOI application by fax, email or other electronic means will not be accepted. It is the responsibility of the interested agency alone to ensure that its EOI is delivered at prescribed address within the stated timeline.

## 9. ANNEXURE I: FORMATS OF EOI APPLICATIONS

S No.	Formats
1	Appendix I: Covering Letter
2	Appendix II: Details of Applicant
3	Appendix III: Power of attorney in favour of authorized signatory for signing the EOI application
4	Extract of charter documents or board resolution in favour of the executants of the Power of Attorney (Appendix III) for the delegation of power
5	Appendix IV: Power of attorney in favour of the lead member of the consortium
6	Extract of charter documents or board resolution in favour of the executants of the Power of Attorney (Appendix IV) for the delegation of power
7	Appendix V: Details of experience
8	Appendix VI: Format for Financial Details
9	Appendix VII: Format for letter of association forming consortium
10	Appendix VIII: Revenue Projections
11	Appendix IX: Format for providing suggestions on the Project
12	Appendix X: Key Details of the building and area

## Appendix I: Format of Covering Letter

*(To be submitted on letterhead of the applicant)*

To

The Secretary,  
General Administration Department,  
Visakhapatnam Port Trust  
Administrative Office Building  
Visakhapatnam – 530 035  
Andhra Pradesh, India

Sub: Expression of Interest (EOI) for setting up, operation, maintenance and management of  
MSDC.

Dear Sir,

1. With reference to your EOI document dated ....., M/s \_\_\_\_\_ /Consortium of M/s (\*)  
\_\_\_\_\_, M/s \_\_\_\_\_ hereby submit the EOI application for the subject .
2. I/we certify that all information provided in the application are true and correct.
3. I/we understand that this EOI is binding in nature and VPT reserves the right to follow a closed competitive bidding process within the successful EOI applicants pursuant to this EOI process or follow any other method for selection of Operating Partner at its own discretion or as directed by the Government.
4. I/ We acknowledge that the right of VPT to reject our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I/we understand that VPT reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and VPT (including their officers, employees, consultants) will not be bound by this EOI.
6. I/we undertake that, we will not change the consortium members/composition of the consortium in case we are short listed by VPT for participation in the next stage. We understand that in case the consortium members/composition of the consortium is changed, we will not be eligible for participation in further stages.<sup>1</sup>

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the applicant)

Date:

Place:

---

<sup>(\*)</sup>This is applicable in case of consortium. In case of single entity, please delete the sentence



## **Appendix II: Details of Applicant**

*(To be provided by each member in case of consortium)*

- i. Particulars of applicant:
  - a. Name:
  - b. Constitution:  
*(Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust/ Corporate Foundations/ Educational Institutions/ any other legal entity as per the applicable legislations of the respective country to which the applicant belongs)*
  - c. Place of incorporation:
  - d. Address of the corporate headquarters and its branch office(s):
  - e. Date of establishment/registration/incorporation and/ or commencement of business:
- ii. Brief description of the applicant including details of its main lines of business, current activities, background of promoters and management structure etc.
- iii. Details of individual(s) who will be the authorized as signatory:
  - a. Name:
  - b. Designation:
  - c. Company:
  - d. Address:
  - e. Telephone Number:
  - f. E-Mail Address:
  - g. Fax number
- iv. Details of individual(s) who will serve as the point of contact/ communication with VPT:
  - a. Name:
  - b. Designation:
  - c. Company:
  - d. Address:
  - e. Telephone Number:
  - f. E-Mail Address:
  - g. Fax Number:

*Note: The applicant shall be required to attach Copy of its registration/incorporation documents in support of its constitution.*

**Appendix III: Power of attorney in favour of Authorized Signatory for  
signing of EOI application**

*(To be submitted by the applicant or lead member in case of consortium)*

Know all men by these present, We, (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms. (Name), son/daughter/wife Mr./Mrs. (Name), presently residing at (Address), who is presently employed with us and holding the position of (Designation), as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our applications for the “Setting up, Operation, maintenance & management of MSDC in Visakhapatnam on PPP Mode (the “Project”)” including but not limited to signing and submission of applications and other documents and writings, participate in pre-application conferences and providing information / responses to VPT, representing us in all matters before VPT and generally dealing with the VPT in all matters in connection with or relating to or arising out of applications.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED  
PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2019.

For \_\_\_\_\_

(Signature)

(Name, Title and Address)

Accepted

(Signature)

(Name, Title and Address)

**Notes:**

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s)*

*The applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

*This Power of Attorney is to be provided on a non-judicial stamp paper of appropriate value or any other legally equivalent document as permissible under the laws of the respective country, provided that the document is duly authenticated and/or notarized by the relevant authority.*

*For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.*

#### **Appendix IV: Power of Attorney in favour of Lead Member of Consortium**

This power of attorney is made on this \_\_\_\_\_ (Please insert date) of \_\_\_\_\_ (Please insert month), \_\_\_\_\_ (Please insert year)

We, \_\_\_\_\_ (Name of Non-lead member I) of \_\_\_\_\_ (address of Non-lead member) do hereby appoint and authorize \_\_\_\_\_ (Name of lead member) of \_\_\_\_\_ (address of lead member) to represent the Consortium in all matters in relation to provide information and respond to enquiries etc. as may be required by VPT in connection with the setting up, operation, maintenance and management of Multi-Skill Development Centre (MSDC) in Visakhapatnam (hereinafter referred as "Project"). The lead member is further authorized to conduct all business in relation to EOI process and subsequent bidding process for and on behalf of the Non-lead member and in the event that the Consortium is awarded the Project, during the finalization of agreement. Furthermore, the lead member is hereby authorized to sign and file relevant documents in connection with any and all matters related to the preparation and submission of the EOI application and do all or any of such acts, deeds or things as are necessary or required or incidental to the preparation and submission of EOI application for the Project.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by the said lead member pursuant to and in exercise of the powers conferred by this power of attorney and that all acts, deeds and things done by the said lead member in exercise of the powers hereby conferred shall and shall always be deemed to have been done by the consortium.

IN WITNESS WHEREOF WE DO HEREBY PUT OUR SIGNATURE ON THE DAY, MONTH AND YEAR MENTIONED HEREIN ABOVE

\_\_\_\_\_  
(Non-Lead Member's Signature)

Name:

Accepted (Lead member's Signature)

Witness 1 \_\_\_\_\_

Name:

Address:

Witness 1 \_\_\_\_\_

Name:

Address:

#### **Note:**

*To be provided only in case of Consortium. This Power of Attorney shall be provided (either individually or jointly) by all the Non-lead members nominating the lead member of the Consortium).*

*This Power of Attorney is to be provided on a non-judicial stamp paper of appropriate value or any other legally equivalent document as permissible under the laws of the country, provided that the document is duly authenticated and/or notarized by the relevant authority.*

*In the event that pursuant to the internal policy of any non-lead member, if it is not possible for them to provide a Power of Attorney, then a resolution of the board of directors taken in that regard shall be accepted.*

## Appendix V: Details of Experience

*(To be provided by each member in case of consortium)*

Name of applicant/member of consortium:

A. Organization in logistics industry or logistics skill training industry:

S. No.	Name of the organization	Key Experience Details	Year of incorporation and/or year of commencement of business

or

B. Experience in skill training:

S. No.	Name of the training programmes	Name and address of the skill training institutes in which the programme is being offered	Year since which, skill training is being offered

Annual number of trainees mobilized

S. No.	Year	Number of trainees mobilized

(Signature, name, designation of the authorized signatory of applicant)

(Name and seal of the applicant)

Date:

Place:

*Note: Appropriate documentary evidence need to be provided in support of the above experience. In the case where skill training has been provided to captive employees, an auditor's certificate/ CEO declaration acknowledging the scale of such training, including acknowledgement of its industry alignment and nature of training conducted, will need to be provided as a support document to validate such credential*

## Appendix VI: Financial Details

*(To be provided by each member in case of consortium)*

Name of applicant/member of consortium:

A. Annual Gross Revenue for last 3 Financial Years (FY)

S No.	Particulars	FY _____	FY _____	FY _____
1	Gross Revenue from Logistics Business			
2	Gross Revenue from Skills Training			
3	Gross Revenue from activities other than (1) and (2)			

*Note: Mention NA for not applicable*

B. Net Worth of last financial year:

S No.	Particulars	Amount
A	Subscribed and paid up equity capital	
B	Add: Reserves & Surplus	
C	Less: Revaluation reserves	
D	Less: Miscellaneous expenditure not written off	
	Net Worth (A+B-C-D)	

C. Percentage revenue sharing proposed

D. Is Pradhan Mantri Kaushal Kendra (PMKK) soft loan required (clearly specify Yes/No)

(Signature, name, designation of the authorized  
signatory of applicant)

**Note:**

*Annual audited financial statements of last 3 financial years need to be submitted in support of the above. A certificate from Statutory Auditor/Chartered Accountant certifying the above should be submitted*

## Appendix VII: Format of Letter of Association forming Consortium

*(To be submitted on letterhead of the consortium member)*

Dated:

To,

*(Name and address of the lead member)*

Sub: Expression of Interest (EOI) for Setting up, operation, maintenance and management of MSDC in Visakhapatnam.

Dear Sir,

1. With reference to the EOI document dated ....., M/s\_ \_ \_ is here with associated with M/s \_ \_ \_ \_ \_ and formed a consortium for the subject project.
2. Our roles & responsibilities in the project includes:  
  
.....  
  
.....  
  
.....
3. I/we understand that the EOI is binding in nature and we will be associated with the Consortium in case we are short listed for participation in the next stage.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal)

Date:

Place:

### **Appendix VIII: Revenue Projections**

Please submit revenue projections based on courses to be taught, duration, etc. in a one-page tabular format. Please visit the two buildings in either of which it is proposed for setting up of MSDC to a sound understanding of space, local/outstation student mobilization possible etc.

## **Appendix IX: Format of write up on Understanding of Project and Suggestions**

Please provide a brief write up on:

- Understanding of Project concept and objectives
- Views on proposed operating model and suggestions, if any
- Expected support from VPT
- A write up of minimum 2 page (A4 size) on proposed approach & methodology including operational plan for the project and potential for skill training in MSDC
- Any other suggestions relevant to the project

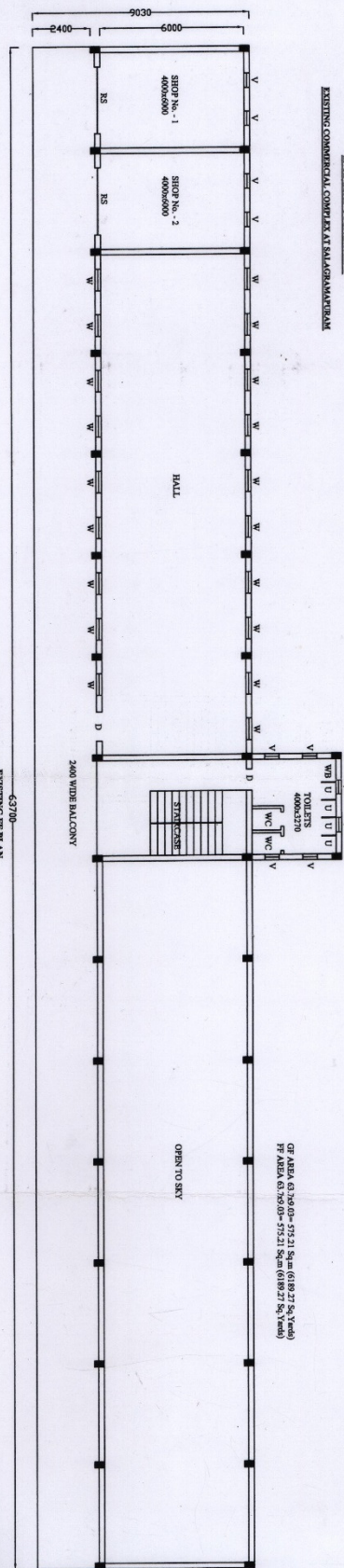


## **Appendix X: Key Details of the building and area**

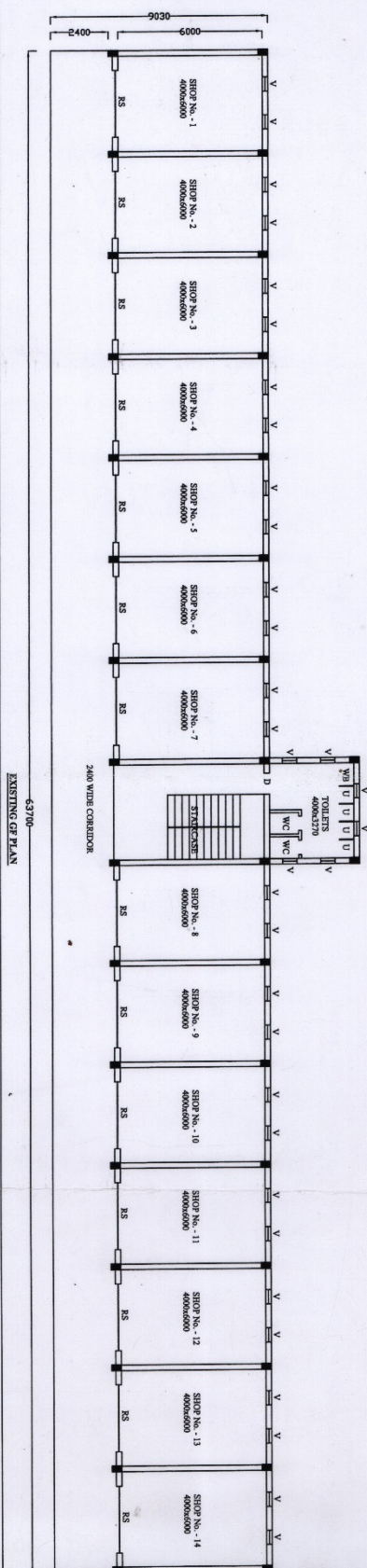
- ➔ There are two buildings are available.
- ➔ One complex is situated at Salagramapuram, opposite Golden Juiblee Hospital, Visakhapatnam. The drawing of the existing structure is appended herewith.
- ➔ The second building is situated at DLB Housing Colony, Kailasapuram, Visakhapatnam. The drawing of the existing structure is appended herewith.

**Note:** If any applicant wants to visit the buildings, he may contact Dy.Chief Engineer- II, viz., Sri N.Sriramachandra Murthy on Landline: 0891-2873312 / Mobile: 99482 98341

YISARA APTAM PORT TELUK  
ENGINEERING DEPARTMENT  
EXISTING COMMERCIAL COMPLEX AT SALSABAMATRAM

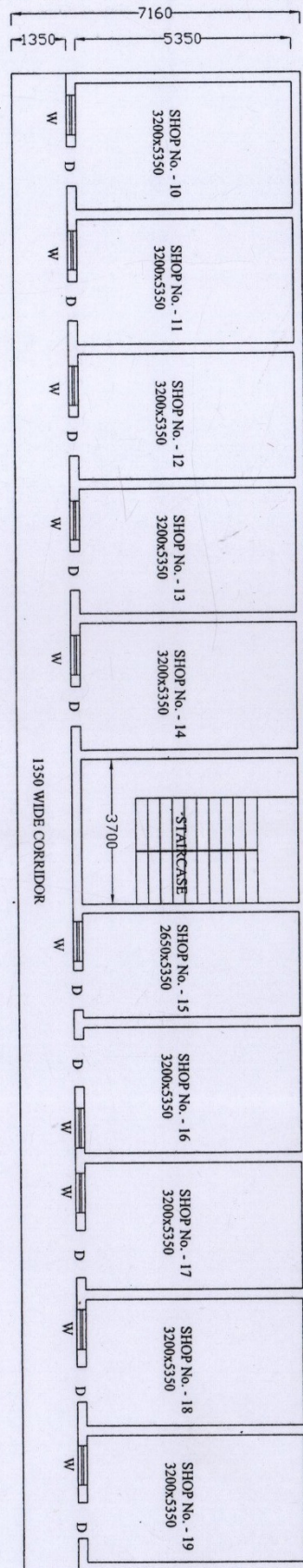


OF AREA 61.34 SQ. M. (661.34 SQ. M.)  
TOTAL AREA 61.34 SQ. M. (661.34 SQ. M.)





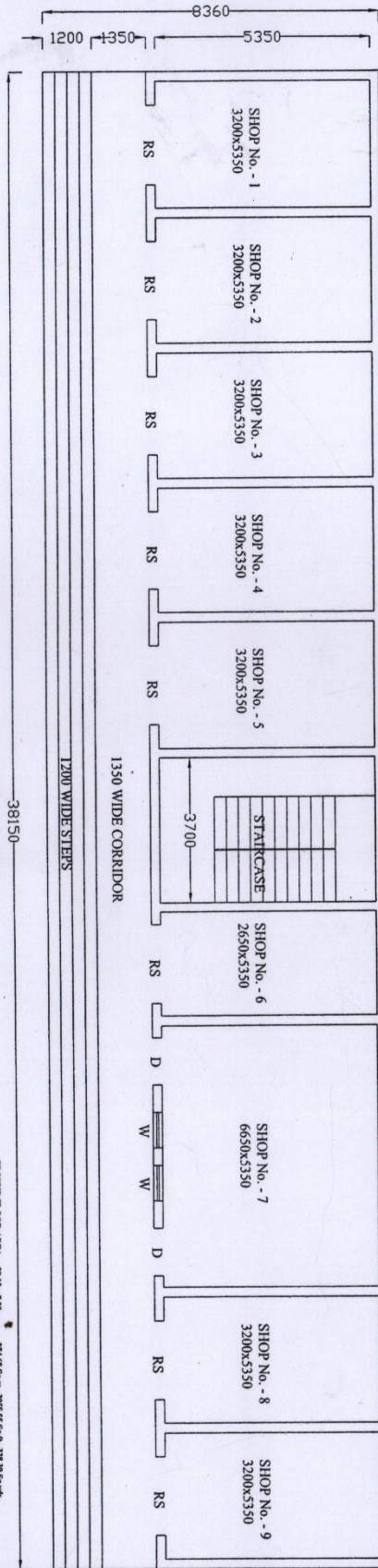
VISAKHAPATNAM PORT TRUST  
ENGINEERING DEPARTMENT  
MARKET STALL AT DLR HOUSING COLONY KAILASAPURAM



38150

EXISTING FF PLAN

FIRST FLOOR AREA, 38.15 x 7.20 = 274.68 Sq.m, 2955.55 Sq.ft, 328.39 Sq.yds.



38150

EXISTING GF PLAN

GROUND FLOOR AREA, 38.15 x 7.20 = 274.68 Sq.m, 2955.55 Sq.ft, 328.39 Sq.yds.

AREA STATEMENT				
GROUND FLOOR AREA	38.15 x 7.20	274.68 Sq.m,	2955.55 Sq.ft,	328.39 Sq.yds
FIRST FLOOR AREA	38.15 x 7.20	274.68 Sq.m,	2955.55 Sq.ft,	328.39 Sq.yds
TOTAL FLOOR AREA		549.36 Sq.m,	5911.10 Sq.ft,	656.79 Sq.yds.