



**GUJARAT INDUSTRIAL
DEVELOPMENT CORPORATION**

THE GOVERNMENT OF GUJARAT UNDER TAKING

Office of the Chief Engineer

Block No 3,4,5, Udhoghavan, Sector-11,
Gandhinagar-382011

Phone: +91-7923250632,34 to 37;

Email- ce@gidcgujarat.org



“Expression of Interest for Project Management Consultant”

GIDC invites application from competent Project Management Consultant for providing Consultancy Service relating to SEZ functions on day to day basis for annual term.

GIDC is the Nodal Agency for building the Industrial backbone of the State providing sustainable infrastructure with long-term perspective to the new Projects in tune with the changing Global economic and Industrial Scenario.

GIDC is a developer of SEZ viz., Apparel Park SEZ at Ahmedabad, Apparel Park SEZ at Surat, Mega IT SEZ at Gandhinagar, Electronic SEZ at Gandhinagar and Biotech Park SEZ at Savli, Vadodara.

GIDC invites “Expression of Interest (EOI)” from the competent PMC Consultant, which have more than five years experiences in this field and having annual turnover of more than 50 lakhs for providing Consultancy Services relating to SEZ function on day to day basis for annual term basis for the SEZs in the State of Gujarat.

For Scope of Activity, Creations, methodology, Application Contents, Other terms and conditions i.e. EMD, Experience, etc., please refer to Website- www.gidc.gov.in

The EOI should be accompanied with EMD of Rs. 50,000/- in the form of Demand Draft in favour of “GIDC, Gandhinagar”. The EOI should be reached to the above address by RPAD/ Courier/ Hand Delivery latest by 27/06/2019 upto 05-00 p.m. to Chief Engineer Office, GIDC , Block no: 4, 3rd Floor , Udhoghavan, Gandhinagar- 382011

GIDC reserves the right to accept or reject the EOI of any agency without assigning any reason thereof.

Date : -19.06.2019

Chief Engineer
G.I.D.C Gandhinagar



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“Expression of Interest for Project Management Consultant”

GIDC invites application from competent Project Management Consultant for providing Consultancy Service relating to SEZ functions on day to day basis for annual term.

Gujarat is a leading Industrial State of India and has been attracting substantial investment in the Country. Gujarat Industrial Development Corporation (GIDC) is the Nodal Agency for building the Industrial backbone of the State providing sustainable infrastructure with long-term perspective to the New Projects, in tune with the changing Global Economic and Industrial Scenario.

GIDC is a developer of SEZ viz., Apparel Park SEZ at Ahmedabad, Apparel Park SEZ at Surat, Mega IT SEZ at Gandhinagar, Electronic SEZ at Gandhinagar and Biotech Park SEZ at Savli, Vadodara.

GIDC invites “Expression of Interest” from the competent Project Management Consultants, which have more than five years experiences in this field and having annual turnover of more than 50 lakhs in each of the last three financial years mentioned for providing Consultancy Services relating to SEZ functions on day to day basis on annual contract basis for SEZ.

(A). Scope of Activities:

The Consultant is required to provide following services pertaining to Management & Operations in SEZs of GIDC.

1. Implementation of management decision evolving tax efficient structure.
2. Co-ordination with vendors/ purchases and logistics to ensure correct documentation.
3. Prepare bill of Entry/bill of exports as per P.O. terms and assessment thereof.
4. Verification of inward material and handing over to the developer.
5. Subcontracting permissions and challans.
6. Complete flow of documentation of inward and outward of material and monitoring consumption w.r.t. approval of goods and services.
7. Documentation of export and clearance to DTA including EOU/EHTP for the SEZ unit.
8. Maintain statutory registers for inward and outward flow of materials and consumption & stock records.
9. Obtain the benefits under duty exemption scheme or duty remission schemes including drawback or combination thereof from appropriate authorities.



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10. Prepare monthly / quarter/ half yearly reports to be submitted to development commissioner and customs. Online/Offline report to concerned Regional Managers and NDML
11. Prepare MIS.
12. Advice for evolving tax efficient structure
13. Review of contract/ transaction for construction and procurement of goods and services to ensure that taxes are not exported in direct or indirect manner & advise the benefits to the supplier w.r.t. DEPB, duty drawback, DFIA, advance authorization & combination thereof.
14. Drafting various agreements.
15. Audit and due diligence with management perspective and law perspective
16. Structuring of operation and management such as cost sharing, usage charges, service charges, society framework, co-developer.
17. Advice on documentation for procurement of goods and services from suppliers, services provider, contractor & their suppliers, services providers & contractors.
18. Various SEZ activities are indicated in Annexure-A.
19. Prepare, undertake, liaison with different concern department, visit and advice on DE notification process of all SEZ projects in GIDC.

(B). Methodology

1. The consultant will have to deploy one Knowledge worker who will sit in the Head Office on all working days of GIDC during working hours and also beyond working hours, if required. However, no additional charges will be paid for such extra put-in in case of emergency.
2. The consultant will have to deploy one Knowledge worker in the field office of following notified SEZs of GIDC who will sit in the field office on all working days of GIDC, during working hours and also beyond working hours, if required. However, no additional charges will be paid for such extra hours put-in case of emergency. The number of Knowledge worker may be increased or decreased as per requirement of GIDC at any time. GIDC may further ask for any mutation in number of Knowledge worker more if mutually agreeable.



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3. Knowledge worker will have to commute to the office of GIDC at his own expenses. No extra conveyance charges will be paid.
4. Conveyance charges, if required for the KPO members deployed at Head office to visit SEZ outside Gandhinagar will be reimbursed by GIDC and approved at the time of tour.
5. Consultant will have to bring his own laptop, computer system and printer for his working.
6. Knowledge worker shall work under the guidance, supervision and control of Executive Engineer (Projects). While Knowledge worker/s deployed at respective filed office shall work under the guidance and supervision of respective Divisional Manager/ Regional Managers/Executive Engineers/Concerned Deputy executive offices.
7. Knowledge worker of the consultant shall maintain day to day statutory record and assist in the areas as mentioned in the scope of the work.
8. Senior professional qualified workers of the consultant will be monitoring the operations of knowledge workers and shall conduct audit on regular basis for legal compliance.
9. The consultant shall be responsible for submitting a report every month prior to 10th of next month.

(C). Others:

1. Appointment of Knowledge workers and the consultant for the management services shall be initially for a period of one year only after which it will be reviewed by GIDC.
2. The contract shall be terminable with three months' notice in writing from either side.
3. Executives will not be on the payroll of GIDC during the continuation of the contract.
4. GIDC reserves the right to replace the knowledge workers.
5. KPO of the consultant will not solicit/ take up advisory services to any unit within the SEZ's.
6. Agencies may seek clarifications on the guiding document, if any, at the time of briefing meeting or before 7 calendar days from the due date of submission of the Proposals. Any request for clarification must be sent in writing or by fax to GIDC.



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(D). Application Contents:

Interested Consultants will provide following information in a sealed cover/ envelope.

1. Contact details of Registered Office along with a self-attested copy of registration.
2. Contact details of branch offices within India and outside with documentary proof.
3. Brief details of Directors of the Company/ Partners of the firm.
4. Details of present staff who have worked more than 5 years with qualifications.
5. List of reputed clients and the assignment carried out (Last five years)
6. List of assignments carried out for Government and Government organization/ boards/corporation during last five years be provided separately.
7. Details of awards won by the company / firm, if any.
8. The firm should have annual revenue of Rs.50 lakhs in each of the last three financial years mentioned.
 - Copy of audited balance sheet (including Profit and Loss Statement) for last 3 financial years clearly indicating the revenue from relevant applicable activities and attested by the authorized signatory should be attached and Copy of PAN card, Service Tax Registration, GST Registration, RPFC Registration should be enclosed.
9. No legal proceedings with any of the clients and its employees related to the services of the bidding agency and or its affiliate. Agency should not be blacklisted from any of the Govt. of Gujarat, Govt. of India or State government PSUs.
 - An affidavit to this effect should be provided by the agency on appropriate stamp paper
10. CVs of all the team members certified by the authorized signatory and clearing indicating educational and professional qualification and experience should be attached.

(E). Professional Fee:

The consultant will have to mention Professional Fee for this assignment and Fees inclusive of all taxes, OPE's, Lodging Boarding, Conveyance, etc. per month. The consultant will have to submit bill for professional charges on monthly basis, which shall be paid within 15 days from the date of receipt of the bill.



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So far as professional charges for KPO's at field offices are concerned, the bill should be sent on monthly basis to the concerned Divisional Manager/ Regional Managers under whom the KPO is placed.

(F). Procedure for submission of EOI:

The consultant will submit all the above details in one cover marking on the top portion of the cover / envelope as "Expression of Interest for Project Management Consultant for providing Consultancy Service relating to SEZ functions".

The consultant will also make payment of Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) by Demand Draft drawn in favor of GIDC payable at Gandhinagar in a separate cover / envelope marking it as "Earnest Money Deposit (Consultancy Services relating SEZ functions)" on top side and the name of the consultant on the bottom side. The

Earnest Money Deposit will be refunded after completion of selection process. However, the EMD of the selected consultant will be retained with GIDC as Security Deposit, bearing no interest.

Submitting of Expression of Interest along with EMD would mean the acceptance of the above conditions by the consultant. Applications without EMD as prescribed above will lead to disqualification from the selection process.

Expression of Interest by interested agency should reach not later than 18/06/2019 at 17-00 Hrs. to Chief Engineer, GIDC, Block no. 4, 3rd Floor, Udyog Bhavan, Gandhinagar -382011, Gujarat. GIDC would not be responsible for the non-receipt of the offers by the stipulated time due to transit delays including delay in postal department. No claims for submission of the offer after the stipulated time will be entertained.

(G). Presentation:

Eligible consultant/s may be required to make a presentation at GIDC, Gandhinagar at a notice of three days at their own expense.



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(H). Selection Process:

The Evaluation of the consultants will consists of two parts i.e. Technical Evaluation (60% weightage) and Financial Evaluation (40% weightage).

The Technical Evaluation is composed of 3 parts viz.;

1. Organization Profile (40% weightage):- This includes the related experience of the organization and personnel in past 5 years, experience of working with Government Sector, accreditations, etc.
2. Qualification and Experience of Team Leader / Director (10% weightage):- As the team leader is the guiding force behind the performance of the project team and towards the successful execution of assignment, Weightage has been given to his related experiences and qualification.
3. Approach & Methodology (50% weightage):- The consultant will be asked to make presentation.

VC&MD, GIDC reserves the right to accept or reject the EOI of any consultant/s or to drop the proceedings without assigning any reason thereof.

For further information and clarification please contact:

Chief Engineer

Gujarat Industrial Development Corporation,

3rd Floor, 4th Block, Udyog Bhavan,

Sector-11, Gandhinagar-382011.