



**Gujarat Industrial
Development Corporation**
(A Government of Gujarat Undertaking)
Office of the Chief Engineer
Udhyog Bhavan, Block No. - 5, 3rd floor, Sector-11,
Gandhinagar-382011
Email-ce@gidcgujarat.org



"Expression of Interest for Project Management Consultant"

E-Tenders for Project Management Consultant for providing Consultancy Service relating to SEZ functions on day to day basis for annual term are invited by the Superintending Engineer (H.O) Gandhinagar.

Availability of Tender notice and tender documents

For tender notice: www.gidc.gov.in

for tender docs: www.nprocure.com

Start Date of Tender: Dt.18-10-2021

End Date of Tender: Dt.15-11-2021

The procedure for bidding, relevant details, last date of receipt, submission of documents and details, EMD, Tender fee etc. and date of opening of bid is given in the detailed tender notice.

The intending bidder is requested to kindly go through detail tender document thoroughly before bidding and which will be a part of tender document.

For any further additional details kindly contact Superintending Engineer (HO) GIDC Gandhinagar on seho@gidcgujarat.org and Mob no +91-9879110108

Please stay touring above websites for any corrigendum till last date of receipt. GIDC reserves the right to accept or reject the EOI of any agency without assigning any reason thereof.

Date: .10.2021

Chief Engineer,
G.I.D.C Gandhinagar.



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ગુજરાત ઔદ્યોગિક વિકાસ નિગમ (જી.આઇ.ડી.સી) ગુજરાત સરકારનું એક ઉપક્રમ છે ગુજરાત રાજ્યમાં નિગમ દ્વારા સ્પેશિયલ ઈકોનોમિક ઝોન (એસ.ઈ.ઝેડ) ની સ્થાપના કરવામાં આવી છે.

સ્પેશિયલ ઈકોનોમિક ઝોન (એસ.ઈ.ઝેડ) ના વિવિધ કાર્યો માટે કન્સલ્ટન્ટ્સની વાર્ષિક નિમણૂક અંતર્ગત નિગમ ધ્વારા “એક્સપ્રેશન ઓફ ઈન્ટરેસ્ટ” મંગાવવામાં આવે છે. જેની વિગતવાર માહિતી (સ્કોપ ઓફ વર્ક) અને અન્ય શરતો જી.આઇ.ડી.સી. ની વેબસાઈટ www.gidc.gov.in ઉપર થી મેળવી શકાશે.

જરૂરી દસ્તાવેજો જમા કરાવવાની છેલ્લી તારીખ ૧૭/૧૧/૨૦૨૧ સાંજના પાંચ વાગ્યા સુધીમાં મુખ્ય ઈજનેરશ્રી, ગુજરાત ઔદ્યોગિક વિકાસ નિગમ બ્લોક ન-૪, ત્રીજો માળ ઉદ્યોગભવન, ગાંધીનગર ૩૮૨૦૧૧ ઉપર બંધ કવરમાં સ્વ સ્પષ્ટપણે “એક્સપ્રેશન ઓફ ઈન્ટરેસ્ટ” - પ્રોજેક્ટ મેનેજમેન્ટ કન્સલ્ટન્ટ ફોર (એસ.ઈ.ઝેડ) લખી મોકલવાનું રહેશે.

અરજી બાબતે કોઈપણ નિર્ણય લેવાનો સંપૂર્ણ અધિકાર નિગમનો રહેશે.

સહી/
મુખ્ય ઈજનેર
ગુજરાત ઔદ્યોગિક વિકાસ નિગમ

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Expression of Interest - PMC" for Special Economic Zone (SEZ) for Service relating to SEZ functions.
2	Earnest Money Deposit (EMD) In the form of D.D. for the minimum period of 120 days in favour of " GIDC ", payable at Gandhinagar . from any Nationalized / Scheduled Bank only.	Rs. 50,000.00 (By D.D. only)
3	Price to be quoted	Item Rate
4	Tender fees In the form of D.D. favour of " GIDC Gandhinagar "	Rs.25000.00+Rs.4500.00 (18% GST) = Rs.29,500.00/-
5	Validity period of tender offer.	180 days from the date of opening of the Technical bid tender.
6	Time limit for completion of work from the date of written order to commence.	12 (Twelve) Months.
7	Downloading/Uploading of Tender Documents from Web site of www.procure.com & www.gidc.nprocure.com (The tender document for this work is available only in Electronic format which Bidder can download at free of cost)	From 18-10-2021 to 15-11-2021 up to 17.00 hrs.
8	<u>Submission date & time of tender documents (Physical Document)</u>	<u>Dt.16-11-2021 to 17-11-2021</u> up to 17.00 Hrs. by RPAD/ Courier/ Hand Delivery to the Office of the Chief Engineer, GIDC, Block no: 4, 3rd Floor , Udhyog bhavan, Gandhinagar-382011
9	Dt. of opening of Tender if possible (price bid)	Dt.18-11-2021. (Tentative)



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10	Tender to be opened by	Office of the Chief Engineer, GIDC, Block no: 4, 3 rd Floor , Udhyog bhavan, Gandhinagar-382011.
11	Description essential to be made on sealed cover for documents to be submitted by R.P.A.D.	Expression of Interest-PMC” for Special Economic Zone (SEZ) for Service relating to SEZ functions.
13	Mode of quoting the rate in Schedule “B” attached with Tender document.	In figures as well as in words. Any missed-outs, discrepancies it may attract rejection of tender.

SIGNATUER OF CONTRACTOR

**CHIEF ENGINEER
GIDC, Gandhinagar**



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"Expression of Interest 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 one year of experiences in this field and having annual turnover or work on hand 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.nprocure.com

The EOI should be accompanied with Tender Fee of Rs 25,000/+18 GST and EMD of Rs. 50,000/- in the form of Demand Draft in favour of "GIDC, Gandhinagar". The EOI should be filled online till 15.11.2021 upto 17:00 hrs and should reached to the above address by RPAD/ Courier/ Hand Delivery latest by 17/11/2021 upto 17:00 hrs to Chief Engineer Office, GIDC, Block no: 4, 3rd Floor , Udhyog bhavan, Gandhinagar- 382011

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

Date : - .10.2021

--Sd--
Chief Engineer
G.I.D.C Gandhinagar



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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.

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(A). Scope of Activities:

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

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



- Prepare monthly / quarter/ half yearly reports to be submitted to development commissioner and customs. Online/Offline report to concerned Regional Managers and NDML
- Prepare MIS.
- Advice for evolving tax efficient structure
- 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.
- Drafting various agreements.
- Audit and due diligence with management perspective and law perspective
- Structuring of operation and management such as cost sharing, usage charges, service charges, society framework, and co-developer.
- Advice on documentation for procurement of goods and services from suppliers, services provider, contractor & their suppliers, services providers & contractors.
- Various SEZ activities are indicated in Annexure-A.
- Prepare, undertake, liaison with different concern department, visit and advice on DE notification process of all SEZ projects in GIDC.

(B). Methodology

- 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.
- 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.



- Knowledge worker will have to commute to the office of GIDC at his own expenses. No extra conveyance charges will be paid.
- 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.
- Consultant will have to bring his own laptop, computer system and printer for his working.
- Knowledge worker shall work under the guidance, supervision and control of Executive Engineer (HQ). 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.
- 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.
- 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.
- The consultant shall be responsible for submitting a report every month prior to 10th of next month.

(C). Others:

- 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.
- The contract shall be terminable with three months' notice in writing from either side.
- Executives will not be on the payroll of GIDC during the continuation of the contract.
- GIDC reserves the right to replace the knowledge workers.
- KPO of the consultant will not solicit/ take up advisory services to any unit within the SEZ's.
- 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.



(D). Mandatory 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 with company along with their qualifications.
5. List of reputed clients and the assignment carried out.
6. Documentary proof of the present promoter/team member of the company should have vast experience in administration and implementation of policy matters in SEZ for more than 10 years.
7. List of assignments carried out for Government and Government organization/ boards/corporation/Corporate and others during last five years be provided separately.
8. Details of awards won by the company / firm, if any.
9. Copy of audited balance sheet (including Profit and Loss Statement) for last 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.
10. 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
11. 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.



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. Contract will be awarded purely on L1 basis. 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 and mandatory documents as prescribed above will lead to disqualification from the selection process.

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.



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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, Udhyog Bhavan,
Sector-11, Gandhinagar-382011.

(II) PRICE BID:

PRICE BID for "Expression of Interest-PMC" for SEZ for Service relating to SEZ functions

Sr. NO	Fees	Unit	Amount in Rs (It should be inclusive of all taxes, OPes, Lodging Boarding, Conveyance etc per month
1	Professional Fees	Per Month	
2	Professional Charges for KPO's i.e individual KPO for 3 SEZ's	Man Month	

PRICE BID SHALL BE FILLED ONLY. IF FOUND PHYSICAL BID SHALL BE STRAIGHTWAY REJECTED.

ANNEXURE- A

- Consultancy on preparing Document for Authorized Operations, Bond cum Legal Undertaking, Demarcation of Area
- Consultancy on all custom Formalities, Operational Manual preparation, Return Filing
- Consultancy on of all pre & post documentation preparation
- Maintenance of Records related to SEZ Developers
- Representation to govt. Department and Liaison in Gujarat
- Routine Operative Consultancy on respective matter
- Administration by Custom and Central Excise
- Automatic Approvals
- Bank Guarantee
- BIO-Technology Park (BTP)
- Bonding
- Capital Goods
- Central Excise Rules
- Central Sales Tax
- CENVAT Credit
- Courier/post/ Personal Baggage
- D-Bonding (Exit from Schemes)
- Deemed Exports
- Deprecation
- Destruction of Goods
- Development Commissioner Powers Jurisdictions
- Diamond Gem& Jewellery Schemes
- Drawback
- DTA Sales
- Duty Free Import of Goods
- Duty free Procurement of Indigenous Goods
- EHIP Schemes
- Entitlements for supplies from DTA
- Examination Norms
- Exemption from Duties of Excise
- Export & Import Goods
- Exports
- Free Trade & Warehousing Zone
- Guidelines & Check List
- Importer-Exporter Code Number (IEC Number)
- Imports
- Incentives from Centre Government
- Incentives from State Government
- Income Tax exemption
- Inter-Unit/ Inter-Zones Transfer
- Joint Monitoring
- Legal Agreement/Undertaking
- Letter of Permission (LOP) Letter of Intent (LOI)



- Movement of Non-duty paid Goods
- Net Foreign Exchange Earning
- Non-Excisable Goods
- Obligation
- Penal action
- Private Bonded Warehouse
- Records & registers
- Recovery of duty
- Registration-cum-Membership Certificate
- Registration with C.E.
- Rejects and by-products
- Repair, Reconditioning Re- Engineering & Replacement
- Replacement of Goods Exported or imported
- Samples
- Sector Specific Conditions for Approvals
- Self-Removal Procedure
- Self –Certification
- Self-Sealing
- Service tax
- Show cause Notice
- Simplified Procedure
- Status Holder
- STP Scheme
- Sub-contracting on job work Basis
- Third party Exports
- Tightening of system of Monitoring
- Unit Approval Committee
- Unutilized/Surplus Material warehousing
- Waste/Scrap
- All activities related to De-notification of SeZ within GIDC

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