

**National Maritime Complex,**  
**Port of Chennai,**  
**No.1, Rajaji Salai, Chennai – 600 001**

**Tender Reference No.NMC/PMU/2025/01**

**Tender for Selection of a Program Management Unit for implementation of Sagarmala  
Startup Innovation Initiative for a period of 3 years**

Date of Release of Bid Document	29.08.2024
Pre bid Meeting	08.09.2025
Last Date for Submission of Bid	18.09.2025
Date of Opening of Bid	18.09.2025

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<b>1.</b>	<b>PREAMBLE</b>										
<p>The Ministry of Ports, Shipping and Waterways (MoPSW) has launched the Sagarmala Startup Innovation Initiative (S2I2) to foster technological innovation and entrepreneurship within the Indian maritime sector. In line with this vision, MoPSW has established the National Maritime Complex (NMC) as a central institution to promote research, innovation, and startup-led development in maritime domains. This initiative is designed to catalyse innovation by startups to address critical challenges across port operations, shipping logistics, shipbuilding, and allied sectors.</p> <p>To ensure structured implementation and strategic oversight of S2I2 initiative, NMC proposes to engage a qualified and experienced agency to serve as the Program Management Unit (PMU) under “Two Cover System” through a transparent bidding process. The PMU will be responsible for end-to-end program management including strategic planning, stakeholder coordination, performance monitoring, and reporting to NMC. The PMU will work in close collaboration with key stakeholders such as the Maritime Innovation Hubs (MIHs), Ports and Maritime Institutions, Innovation Working Groups (IWGs), and the Start-up Monitoring and Evaluation Group (SMEG) established under S2I2 by MoPSW or NMC, as well as any other institutions as may be designated from time to time.</p>											
<b>2.</b>	<b>INSTITUTIONAL STAKEHOLDERS</b>										
<p>The successful implementation of the S2i2 requires coordinated efforts across multiple institutional stakeholders, each with clearly defined roles and responsibilities. The table below outlines the key entities involved:</p>											
<table border="1"> <thead> <tr> <th>Entity</th><th>Role &amp; Responsibilities</th></tr> </thead> <tbody> <tr> <td>Ministry of Ports, Shipping and Waterways (MoPSW)</td><td>Apex policy authority and sponsor of the S2I2 initiative. Provides strategic guidance, program funding, and chairs the SMEG.</td></tr> <tr> <td>National Maritime Complex (NMC)</td><td>Program custodian and central coordinating agency. Responsible for hosting the PMU, MoU agreement with MIHs, management of funds for promoting research and innovation, program execution of s2i2 aligning with national maritime innovation priorities, and liaising with MoPSW.</td></tr> <tr> <td>Program Management Unit (PMU)</td><td>Core implementation agency responsible for managing all aspects of the s2i2 initiative on behalf of NMC, including strategy, stakeholder coordination, digital platform administration, coordinating with MIHs, SMEG and Startups and reporting to NMC.</td></tr> <tr> <td>Maritime Innovation Hubs (MIHs)</td><td>Academic or educational institutions designated by the NMC, possessing proven expertise in start-up incubation and acceleration across all stages of the innovation lifecycle. Their role includes working with the NMC to identify and define problem statements relevant to the maritime sector, scouting and shortlisting start-ups capable of addressing these challenges, and facilitating on-ground execution of innovation challenges. They also provide mentoring and project monitoring support, oversee pilot</td></tr> </tbody> </table>		Entity	Role & Responsibilities	Ministry of Ports, Shipping and Waterways (MoPSW)	Apex policy authority and sponsor of the S2I2 initiative. Provides strategic guidance, program funding, and chairs the SMEG.	National Maritime Complex (NMC)	Program custodian and central coordinating agency. Responsible for hosting the PMU, MoU agreement with MIHs, management of funds for promoting research and innovation, program execution of s2i2 aligning with national maritime innovation priorities, and liaising with MoPSW.	Program Management Unit (PMU)	Core implementation agency responsible for managing all aspects of the s2i2 initiative on behalf of NMC, including strategy, stakeholder coordination, digital platform administration, coordinating with MIHs, SMEG and Startups and reporting to NMC.	Maritime Innovation Hubs (MIHs)	Academic or educational institutions designated by the NMC, possessing proven expertise in start-up incubation and acceleration across all stages of the innovation lifecycle. Their role includes working with the NMC to identify and define problem statements relevant to the maritime sector, scouting and shortlisting start-ups capable of addressing these challenges, and facilitating on-ground execution of innovation challenges. They also provide mentoring and project monitoring support, oversee pilot
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	deployments of selected solutions, and manage innovation clusters in coordination with the PMU to promote knowledge sharing, networking, and scaling of successful innovations.
Innovation Working Groups (IWGs)	Domain expert groups comprising officials from port authorities and other relevant maritime sector organizations, responsible for providing technical validation of start-up solutions under the S2i2 initiative.
Startups / Innovators	Participants in the S2i2 initiative. Responsible for responding to innovation challenges, executing solution development and pilot projects, and collaborating with MIHs, IWGs and PMU.
Startup Monitoring and Evaluation Group (SMEG)	Governance and oversight body. Approves program strategies, challenge calls, grant disbursements, and solution certifications in consultation with the NMC. Provides strategic direction to the PMU.
Domain Stakeholders / Project Owners	Entities such as port authorities, shipping agencies, or logistics players as defined by NMC that provide problem statements and facilitate live environment access for pilots. Offer feedback for solution refinement and scaling.

Note: The roles and responsibilities described above are indicative in nature and may be modified, expanded, or updated from time to time by MoPSW and NMC as deemed necessary.

<b>3.</b>	<b>OBJECTIVE</b>
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The PMU, reporting to the NMC, shall function as the Program Management and Execution Agency responsible for supporting the NMC in implementing S2i2. Its key tasks will include:

1. Designing and operationalizing program frameworks
2. Managing innovation lifecycle workflows from challenge definition to pilot implementation
3. Facilitating multi-stakeholder coordination
4. Administering the S2i2 Digital Platform
5. Providing secretariat support to the NMC & SMEG
6. Ensuring timely, high-impact delivery of outcomes aligned to national maritime innovation goals

<b>4.</b>	<b>SCOPE OF WORK</b>
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The selected agency shall be responsible for end-to-end program management and strategic implementation of the S2i2 Initiative in close co-ordination with NMC, as updated by MoPSW from time to time. The key responsibilities of the PMU shall include, but not be limited to the following:

**1. Program Design & Implementation Management**

- a. Lead the full lifecycle of the S2i2 initiative:

- i. Identification of sector-specific problem statements in collaboration with Domain Stakeholders and MIHs, Establishment of Innovation Sandbox environments to simulate real-world conditions for solution development, Management of the startup application process, including outreach, evaluation, and selection.
  - ii. Facilitation of solution development through capacity building, mentoring, and technical support, Coordination and monitoring of pilot projects with active involvement of MIHs and Domain Stakeholders, Conducting structured performance audits and progress assessments.
  - iii. Facilitation of solution certification in coordination with IWGs and SMEG, Support to Startups and Project Owners for procurement, adoption, and scale-up of validated solutions, Preparation of inputs for enabling policy frameworks to institutionalize innovation adoption.
- b. responsible for the preparation, periodic update, and implementation of strategic and operational documents, including:
- i. Program Implementation Plan (PIP);
  - ii. Annual Strategy and Work Plans;
  - iii. Phase-wise Roadmaps and Progress Trackers;
  - iv. Reports and documentation aligned with MoPSW guidelines and SMEG/NMC requirements; and
  - v. Any other documents required by NMC/SMEG

## **2. Governance Frameworks, SOPs & Policy Formulation**

Responsible for establishing a robust and transparent governance framework to ensure effective, accountable, and policy-aligned implementation of the S2i2 initiative by NMC. The responsibilities under this component shall include:

- a. Governance Structure Design: Facilitate NMC in institutionalizing program governance structures, clearly defining roles, responsibilities, and decision-making hierarchies across all stakeholders, including MoPSW, NMC, SMEG, PMU, MIHs, IWGs, and Domain Stakeholders from time to time.
- b. Standard Operating Procedures (SOPs): Facilitate NMC in developing and operationalize detailed SOPs to streamline core program processes, including but not limited to:
  - i. Processing and disbursement of innovation grants to startups and implementation partners;
  - ii. Evaluation protocols for pilot projects, including performance benchmarking and validation methods;
  - iii. Certification of successful solutions and facilitation of procurement or adoption by public and private stakeholders.
- c. Policy Formulation: Facilitate NMC in formulating and periodically update program-level policies to govern the following aspects:

- i. Fund disbursement mechanisms and financial controls;
  - ii. Performance-linked incentive structures for startups and MIHs;
  - iii. Issue resolution and escalation procedures;
  - iv. Project closure protocols, including final reporting, impact documentation, and knowledge transfer.
- d. Regulatory Compliance: Ensure that all governance frameworks, policies, and SOPs are fully compliant with prevailing regulations and directives, including:
  - i. General Financial Rules (GFR) issued by the Government of India;
  - ii. Central Vigilance Commission (CVC) guidelines;
  - iii. Policies, circulars, and instructions issued by the MoPSW.

### **3. Innovation Sandbox Management**

The PMU shall facilitate NMC in conceptualizing, structuring, and operationalizing Innovation Sandboxes as controlled environments to test and validate startup solutions under real-world conditions. The key responsibilities shall include:

- a. Facilitation of Sandbox Development: The PMU shall work in collaboration with NMC, MIHs, Domain Stakeholders, and IWGs to:
  - i. Identify transformation themes and critical problem statements relevant to the maritime sector;
  - ii. Define Innovation Clusters based on thematic or geographic criteria and prepare Project Requirement Statements (PRS) outlining solution objectives, constraints, and expected outcomes;
  - iii. Document detailed Key Performance Indicators (KPIs), evaluation criteria, and business case frameworks to guide pilot implementation, monitor performance, and assess post-pilot scale-up viability.
- b. The PMU shall work with NMC and MIHs in organising Hackthlons in Maritime Sector.

### **4. Startup Sourcing, Screening & Evaluation**

The PMU, in close coordination with NMC and designated MIHs, shall oversee the startup identification and evaluation process to ensure the selection of high-potential innovators aligned with sectoral needs. The key responsibilities shall include:

- a. Challenge Design and Call Management
  - i. Support NMC & MIHs in designing innovation challenge statements aligned with identified PRSs;
  - ii. Oversee publication, outreach, and communication strategies to attract quality startup applications through the S2i2 Digital Platform, partner networks and Hackthlons.

b. Evaluation and Shortlisting

- i. Oversee the evaluation process of applications undertaken by MIHs based on technical feasibility, operational scalability, and financial viability;
- ii. Facilitate domain expert involvement through IWGs and other evaluators to ensure comprehensive and impartial assessments.

**5. Multi-Stakeholder Coordination & Communication**

- a. The PMU shall be responsible for ensuring seamless coordination among all key institutional stakeholders to facilitate effective implementation, reduce bottlenecks, and foster real-time collaboration. The core stakeholder engagement responsibilities shall include:
  - i. MIHs: For regional program delivery, startup scouting, challenge execution, mentoring support, and local innovation cluster management.
  - ii. IWGs: For technical validation of solutions, expert review of pilot implementations, and interfacing with problem owners for sector-specific feedback.
  - iii. Startups: For onboarding, solution development, field testing, milestone achievement, and collaboration with MIHs and IWGs during the challenge lifecycle.
  - iv. SMEG: For program-level approvals, policy oversight, sanctioning of grants, and escalation of strategic issues in consultation with NMC.
  - v. Domain Stakeholders / Project Owners: For providing real-world problem statements, enabling pilot implementation environments, facilitating operational access, and giving structured feedback for iterative improvement and scaling of solutions.

**6. Secretariat Support to SMEG/NMC**

- a. Provide secretarial and analytical support including:
  - i. Organization and documentation of monthly and quarterly SMEG/NMC Committee meetings.
  - ii. Preparation of agenda notes, evaluation summaries, status reports, and decision sheets.
  - iii. Facilitation of documentation for grant approvals, purchase order (PO) sanctions, and solution certifications.

**7. Monitoring, Reporting & Project Audits**

- a. Implement robust tracking and audit systems for pilot project.
- b. Monitor scope, budget, and timelines, ensuring adherence to project plans.
- c. Conduct project audits and compile closure reports including outcomes, learnings, and scale-up recommendations.



## 8. S2i2 Digital Platform Administration

- a. NMC proposes to develop the S2i2 digital platform during the course of the program. The selected Bidder shall extend necessary support to NMC and actively oversee the platform's development, deployment, and ongoing administration. The digital platform shall encompass, but not be limited to, the following key functionalities:
  - i. Hosting and management of innovation challenges and calls for proposals;
  - ii. End-to-end application processing, including submission, evaluation workflows, and results dissemination;
  - iii. Real-time tracking of project milestones, performance indicators, and dynamic dashboard reporting.
- b. The Bidder shall ensure that the platform is designed and operated in full compliance with applicable national standards and regulations related to data governance, data privacy, and cybersecurity, including adherence to guidelines issued by MeitY and CERT-In.

## 9. Capacity Building & Knowledge Dissemination

- a. Organize training programs, workshops, and orientation sessions for stakeholders as directed by NMC.
- b. Capture and disseminate best practices, learnings, and case studies to NMC.
- c. Assist NMC in the preparation of policy briefs, knowledge reports, and innovation playbooks for wider ecosystem engagement.

## 10. Deliverables

S.No	Deliverable	Frequency / Timeline
1.	Program Implementation Plan & Governance SOPs	Within 30 days of contract signing
2.	Innovation Sandbox Reports (Clusters, PRS, KPIs)	Quarterly
3.	Monthly Progress Reports to SMEG and NMC	Monthly
4.	Pilot Project Monitoring Reports	Per project milestone
5.	Documentation (Meeting Minutes, Decisions, etc.)	Per SMEG meeting
6.	Platform Operations & Usage Reports	Monthly
7.	Final Certified Solution Reports	As per certification cycle
8.	Annual Impact Report	Annually
9.	Any other document required by NMC	Need based

## 11. Manpower Requirement

- a. The selected agency shall deploy the following qualified personnel:

S.No	Position	Deployment Mode	No. of Resources	Minimum Qualification	Minimum Experience	Key Roles & Responsibilities
1	Program Director	Part Time* (Oversight Role)  (*Min. 5 days/month at NMC Chennai)	1	Postgraduate in Engineering / Management / Public Policy or related field	15 years overall, including 8 years in program management and incubation ecosystem	<ul style="list-style-type: none"> <li>• Provide strategic leadership across all 10 PMU functions</li> <li>• Guide governance design, policy framing, and stakeholder engagement</li> <li>• Attend all key meetings organized by MoPSW and NMC</li> <li>• Oversee PIP, strategic plans, and alignment with national objectives</li> </ul>
2	Program Manager	Full-Time (On-site)	1	Graduate / Postgraduate in Engineering / Technology / Management	8 years overall, including 5 years in incubation ecosystem	<ul style="list-style-type: none"> <li>• Lead program execution across all responsibility areas</li> <li>• Ensure platform oversight, reporting, and policy compliance</li> </ul>
3	Program Lead	Full-Time (On-Site)	1	Graduate / Postgraduate in any discipline	4 years in incubation ecosystem	<ul style="list-style-type: none"> <li>• Coordinate lifecycle phases, SOPs, sandbox management, startup sourcing</li> <li>• Liaison with MIHs, IWGs, SMEG, Startups &amp; Domain Stakeholders</li> <li>• Organise Trainings, workshops and key stakeholder engagement</li> </ul>

4	Program Associate	Full-Time (On-site)	1	Graduate / Postgraduate in any discipline	3 years in MIS, documentation, or reporting	<ul style="list-style-type: none"> <li>• Support documentation of SOPs, PIP, KPIs, evaluation reports, audits</li> <li>• Manage SMEG secretariat functions, scheduling, minutes &amp; decision sheets</li> <li>• Track platform usage, compile reports, coordinate trainings and workshops</li> </ul>
5	Technical Experts	Part-Time (through multiple domain experts, with a combined minimum contribution of 30 hours per month)	1 (composite)	Graduate / Postgraduate in Engineering / IT/Data Science/Maritime disciplines	8 years in the relevant technical domain	<ul style="list-style-type: none"> <li>• Contribute to pilot evaluation, sandbox design, and KPIs</li> <li>• Review technical proposals, conduct solution audits, and assist in certification</li> <li>• Advise on platform feature compliance, cybersecurity, and policy briefs</li> </ul>

- b. All full-time personnel must report daily to the NMC office in Chennai; remote or hybrid deployment is not permitted.
- c. The personnel deployed under the PMU shall be required to undertake field engagement. This includes travel to all relevant ports, maritime clusters, and stakeholder institutions across India for the purpose of stakeholder consultations, innovation sandbox validation, pilot implementation support, and program monitoring. The nature of the assignment is not limited to desk-bound, and the deployed personnel must be available for on-ground coordination and field visits as required by the NMC or MoPSW.
- d. Only one change in deployed personnel shall be permitted during the contract period per year, except in cases of incapacity or health-related reasons. Any such substitution shall be subject to prior written approval from NMC and shall be limited to personnel of equal or higher qualifications and experience, to

the satisfaction of NMC. As a condition to such substitution, a sum equal to 2% (two per cent) of the monthly service charges payable shall be deducted from the payment for the month in which the substitution occurs. In the event of a second substitution during the same contract year, the deduction shall be 5% (five per cent) of the monthly service charges payable. Any further substitution may result in disqualification of the agency or termination of the Agreement. The selected agency shall maintain resource continuity throughout the contract period to avoid disruption to program activities.

- e. Any additional requirement for the position of Program Associates based on evolving program needs shall be met by the successful bidder. Such additional deployment shall be made at the unit rates discovered through the tendering process.
- f. Any personnel engaged by the Bidder who is found to be involved in malpractice, negligence of duty, impersonation, or failure to complete the assigned task within the stipulated time shall be immediately disengaged/terminated from the project. In such cases, the bidder shall be liable to pay a penalty equivalent to one (1) month's approved cost of the concerned personnel.
- g. The bidder shall ensure that such personnel are replaced within seven 10 days of receipt of notification from the Authority.
- h. The Bidder shall also be solely responsible to bear and indemnify the Authority against any financial losses, damages, or claims arising out of such malpractice, negligence, impersonation, or failure to perform duties.

## 5. KEY PERFORMANCE INDICATORS

The performance of the PMU shall be measured against the following Key Performance Indicators (KPIs) for each year of engagement. These KPIs represent the minimum expected outcomes and shall be applicable for Year 1 and continued for each subsequent year of the contract period, unless revised by NMC based on program scale or strategic direction. These indicators will form the basis for performance review and milestone-based payments:

S.No	KPI	Description	Annual Target
1	Innovation Challenges Curated & Launched	Identification, definition, and launch of innovation challenges under the S2I2 Innovation Sandbox, in alignment with sectoral themes and stakeholder inputs.	At least 20 challenges per year
2	Pilot Projects Kick-off	Initiation of pilot projects for validated start-up solutions, including site readiness, stakeholder onboarding, and commencement of field implementation.	At least 10 pilots initiated per year
3	Pilot Projects Sign-off	Formal completion and closure of pilot projects, including performance evaluation, final reporting to SMEG, and certification/approval as applicable.	At least 5 pilots completed per year

**Note:** NMC will decide on the projects eligible for KPI assessment. The decision of NMC shall be final and binding on the bidder. The KPIs may be reviewed and revised at the end of each year based on the overall performance, volume of innovation intake, and direction provided by the SMEG or NMC.

**6. PRE-QUALIFICATION CRITERIA**

Clause	Pre-Qualification Criteria	Supporting Documents/Remarks
6(a)	The bidder should be a registered legal entity in India and should be in existence for at least 3 years as on the bid due date	<p>i. In case of Private / Public Limited Companies,</p> <ul style="list-style-type: none"> <li>• Copy of Incorporation Certificate issued by the Registrar of Companies</li> <li>• Copy of Memorandum and Articles of Association</li> </ul> <p>ii. In case of Partnership Firm,</p> <ul style="list-style-type: none"> <li>• Registered Partnership deed</li> </ul> <p>iii. In case of LLP,</p> <ul style="list-style-type: none"> <li>• Copy of LLP Registration certificate.</li> </ul>
6(b)	<p>The Bidder should have a proven track record of having assisted external entities (startups, innovators, or institutions) in prototyping and/or commercializing at least 20 product innovations during the last 3 (three) years as on the bid due date.</p> <p>Note: Experience limited to internal (in-house) product development or commercialization shall not be considered.</p>	List of innovations prototyped / commercialized along with IPR or a certificate from the user industry / beneficiary
6(c)	The bidder should have minimum 15 experienced and competent manpower on roll in the field of technology, engineering and management to provide support services for the incubates	List of full-time employees along with designation and qualification duly certified by the authorized signatory along with remittance proof of Provident Fund for the month of July 2025
6(d)	The Bidder should have cumulatively mobilized a minimum of ₹25.00 Crores for startups incubated or supported by them during the last three financial years i.e. FY2022-23, FY2023-24 and FY2024-25.	<p>Certificate from the Chartered Accountant as per Annexure-III.</p> <p>* Certificates without UDIN will not be considered</p>

	Note: Mobilization may include equity funding, grant support, debt assistance, or any structured financial assistance facilitated through government programs, CSR, venture capital, angel networks, or other institutional channels. Internal investments or self-funding by the startups shall not be considered.	
6(e)	The bidder should have a valid GST registration certificate	Copy of GST registration certificate
6(f)	The bidder should not have been blacklisted as on the date of tender opening for providing services to NMC or Central/State Government departments and Quasi Government Organizations	(i) The declaration form as per Annexure IV should be enclosed  (ii) Further, if the bidder is found blacklisted in India before award of contract by any Government agency, the bid will be rejected

7.	LANGUAGE OF THE TENDER
The Tender prepared by the bidder as well as all correspondences and documents relating to the Tender shall be in English only. If the supporting documents are in a language other than English, the notarized translated English version of the documents should also be enclosed. Tender received without such translation copy will be rejected.	

8.	PREBID MEETING
<p>a. There will be a pre-bid meeting on 08.09.2025 at 3:00 PM via Video Conference during which the prospective bidders can get clarifications about the tender. The bidders shall send their queries in writing through mail to rgr@itcot.com if any at least two days prior to the pre-bid meeting date.</p> <p>b. The bidders who wish to attend the pre bid meeting shall send a request along with their representative’s details (Name, Designation, Phone No and Email ID) to rgr@itcot.com.in at least one day prior to the pre-bid meeting date. The link for Video Conferencing will be shared to the designated representative by email</p> <p>c. The bidders are advised to check www.itcot.com.in for up-to-date information like change in date / time of pre-bid meeting as NMC may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.</p>	

9.	<b>CLARIFICATION ON THE TENDER DOCUMENT</b>
Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification may be sent in writing to “The Managing Director, National Maritime Complex, Port of Chennai, No.1, Rajaji Salai, Chennai – 600 001” or through e-mail to rgr@itcot.com as per Annexure-VI The Managing Director, will review the same and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin on www.itcot.com. The Managing Director will neither make nor be responsible for any oral instructions. Request for clarification should be brought to the notice of the Managing Director, in writing, before 48 hours of the opening of the tender.	
10.	<b>AMENDMENT OF TENDER DOCUMENT</b>
NMC whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be uploaded on www.itcot.com and the same will be binding on all Applicants or Respondents or Bidders, as the case may be.	
11.	<b>AUTHORISATION OF THE BIDDER</b>
The Tender should be signed on each page by the bidder or by the person who is duly authorized for the same by the bidder.	
12.	<b>SUBMISSION OF TENDER</b>
<p>a. Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.</p> <p>b. Tenders should be submitted in two parts:</p> <ol style="list-style-type: none"> <li>Part I will cover technical bid and</li> <li>Part II will cover price bid</li> </ol> <p>c. Bidders should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -IX.</p> <p>d. <b>Bidders are requested to submit Part I and Part II in a separate sealed cover superscripting as Part I and Part II respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for Selection of a Program Management Unit for implementation of Sagarmala Startup Innovation Initiative for a period of 3 years”, containing the name and address of the Bidder. Tenders submitted with unsealed cover would summarily be rejected.</b></p>	

	<p>e. Tenders should be dropped only in the tender box kept at “ITCOT Limited, 50-A, Greams road, Chennai 600 006” on or before 3.00 PM on 18.09.2025. Tenders will not be received by hand.</p> <p>f. Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 3.00 PM on 18.09.2025. Tenders received after the specified time will not be considered and NMC will not be liable or responsible for any postal delays.</p> <p>g. A tender once submitted shall not be permitted to be altered or amended.</p>
<p><b>13.</b></p>	<p><b>EARNEST MONEY DEPOSIT</b></p>
	<p>a. The Tender should be accompanied by an Earnest Money Deposit (EMD) of ₹2,00,000 (Rupees Two Lakhs Only). The EMD shall be remitted via NEFT/RTGS to the following account:  Name: National Maritime Complex  Account Type: Current Account  Account Number: 39862966837  IFSC: SBIN001177</p> <p>b. The EMD in any other form will not be accepted.</p> <p>c. The Earnest Money Deposit (EMD) of the unsuccessful bidders shall be refunded without interest after issue of LoA to the successful bidder.</p> <p>d. In the case of the successful bidder, the EMD shall be retained until submission of the Security Deposit and execution of the Agreement. The EMD shall not bear any interest and will be refunded thereafter.</p> <p>e. The amount remitted towards EMD is liable to be forfeited in case the successful bidder fails to execute the contract after submission of the tender or after acceptance of the offer by NMC or fail to sign the Agreement.</p>
<p><b>14.</b></p>	<p><b>PRICE BID</b></p>
	<p>a. The Price bid should be kept only in the Part II cover.</p> <p>b. The price bid should be prepared strictly as per Annexure- VIII.</p> <p>c. The rate quoted by the bidder should be kept firm for a period specified in the tender from the date of opening of the tender.</p> <p>d. The price bid formats should be filled clearly and legibly both in figures and words.</p> <p>e. In case of discrepancy between the prices quoted in words and figures, lower of the two will be considered.</p>



	<p>f. Price bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.</p> <p>g. The date and time of opening of Price Bid will be emailed to the qualified eligible bidder.</p>
<p><b>15.</b></p>	<p><b>VALIDITY</b></p>
<p>The rate quoted in the Tender should be valid for acceptance by NMC for a minimum period of <b>90 days</b> from the date of opening of the Tender.</p>	
<p><b>16.</b></p>	<p><b>OPENING AND EVALUATION OF THE TECHNICAL BID</b></p>
<p>a. The tenders received up to 3:00 PM. on 18.09.2025 will be taken up for opening. The Tender will be opened by the Managing Director, NMC or by the persons / committee authorized by him at 3.30 PM on the same day in the presence of the available Bidders/ representatives of the Bidders who choose to be present. The Bidders or their authorized agents are allowed to be present at the time of opening of the tenders.</p> <p>b. The Managing Director, NMC or by the persons / committee authorized by him will inform the attested and unattested corrections, before the Bidders and sign all such corrections in the presence of the Bidders. If any of the Bidders or agents not present then, in such cases the Managing Director, NMC or by the persons / committee authorized by him will open the tender of the absentee Bidder and take out the unattested corrections and communicate it to them. The absentee Bidder should accept the corrections without any question whatsoever.</p> <p>c. If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 3.00 PM on the next working day and opened at 03.30 PM on the same day.</p> <p>d. The Technical bid will be evaluated by the Committee in terms of the pre-qualification criteria.</p> <p>e. The bidder will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.</p> <p>f. Any information contained in the tender shall not in any way be construed as binding on NMC, its agents, successors or assigns, but shall be binding against the bidder if the tender is subsequently awarded on the basis of such information.</p> <p>g. NMC reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any or all bid(s) without assigning any reasons.</p> <p>h. If any information furnished by the bidder is found to be incomplete, or contained in formats other than those specified herein, the Committee may, in its sole discretion, exclude the relevant details for qualifying in eligibility criteria.</p>	

- i. In the event that the claim of the bidder towards eligibility criteria submitted is determined by the Committee as incorrect or erroneous, the Committee shall reject such claim and exclude the same for qualifying in eligibility criteria. Where any information is found to be blatantly false or amounting to a material misrepresentation, the Committee reserves the right to reject the tender.
- j. The Committee reserves the right to reject any tender which is non-responsive and no request for alteration, modification or substitution shall be entertained by the Committee in respect of such tender.
- k. To facilitate evaluation of tenders, the Committee may, at its sole discretion, seek bonafide clarifications from any bidder regarding his tender. Such clarification(s) shall be provided within the time specified by the Committee for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing / e-mail.
- l. If a bidder does not provide clarifications sought under Clause 16(k) above within the prescribed time, the tender shall be liable to be rejected. In case the tender is not rejected, the Committee may proceed to evaluate the tender by construing the particulars requiring clarification to the best of its understanding, and the bidder shall be barred from subsequently questioning such interpretation of the Committee.
- m. The criteria for evaluation of technical bid is given under:

S.No.	Parameter	Supporting Document	Score Details	Total Score								
1.	No. of years of existence as on the bid due date	Certificate of incorporation	<table><tr><th>No. of Years</th><th>Score</th></tr><tr><td>=3 and &lt;5</td><td>5</td></tr><tr><td>=5 but &lt; = 7</td><td>7</td></tr><tr><td>&gt;7</td><td>10</td></tr></table>	No. of Years	Score	=3 and <5	5	=5 but < = 7	7	>7	10	10
No. of Years	Score											
=3 and <5	5											
=5 but < = 7	7											
>7	10											
2.	No. of product innovations prototyped / commercialized by startups / innovators / institutions assisted by bidder in the last 3 years as on the bid due date	List of innovations prototyped / commercialized along with IPR or a certificate from the user industry / beneficiary	<table><tr><th>No. of product innovations prototyped / commercialized</th><th>Score</th></tr><tr><td>=20 and &lt;30</td><td>10</td></tr><tr><td>=30 but &lt; = 40</td><td>15</td></tr><tr><td>&gt;40</td><td>20</td></tr></table>	No. of product innovations prototyped / commercialized	Score	=20 and <30	10	=30 but < = 40	15	>40	20	20
No. of product innovations prototyped / commercialized	Score											
=20 and <30	10											
=30 but < = 40	15											
>40	20											
3.	Funds mobilized for startups incubated or supported by the bidder during the last three financial years i.e. FY2022-	Certificate from the Chartered Accountant as per Annexure-III.	<table><tr><th>Funds Mobilized (₹ in Crores)</th><th>Score</th></tr><tr><td>=25 and &lt;40</td><td>10</td></tr><tr><td>=40 but &lt; = 50</td><td>15</td></tr><tr><td>&gt;50</td><td>20</td></tr></table>	Funds Mobilized (₹ in Crores)	Score	=25 and <40	10	=40 but < = 50	15	>50	20	20
Funds Mobilized (₹ in Crores)	Score											
=25 and <40	10											
=40 but < = 50	15											
>50	20											

	23, FY2023-24 and FY2024-25.																																	
4.	Experience of Technical Persons Proposed in Incubation ecosystem	CV of the personnel proposed	<table><tr><td colspan="2">Program Director</td></tr><tr><td>Experience</td><td>Score</td></tr><tr><td>=8 and &lt;10</td><td>5</td></tr><tr><td>=10 but &lt;= 15</td><td>7</td></tr><tr><td>&gt;15</td><td>9</td></tr></table> <table><tr><td colspan="2">Program Manager</td></tr><tr><td>Experience</td><td>Score</td></tr><tr><td>=5 and &lt;7</td><td>5</td></tr><tr><td>=7 but &lt;= 10</td><td>7</td></tr><tr><td>&gt;10</td><td>9</td></tr></table> <table><tr><td colspan="2">Program Lead</td></tr><tr><td>Experience</td><td>Score</td></tr><tr><td>=4 and &lt;5</td><td>3</td></tr><tr><td>=5 but &lt;= 7</td><td>5</td></tr><tr><td>&gt;7</td><td>7</td></tr></table>	Program Director		Experience	Score	=8 and <10	5	=10 but <= 15	7	>15	9	Program Manager		Experience	Score	=5 and <7	5	=7 but <= 10	7	>10	9	Program Lead		Experience	Score	=4 and <5	3	=5 but <= 7	5	>7	7	25
Program Director																																		
Experience	Score																																	
=8 and <10	5																																	
=10 but <= 15	7																																	
>15	9																																	
Program Manager																																		
Experience	Score																																	
=5 and <7	5																																	
=7 but <= 10	7																																	
>10	9																																	
Program Lead																																		
Experience	Score																																	
=4 and <5	3																																	
=5 but <= 7	5																																	
>7	7																																	
5.	Technical Presentation	-	25	25																														
Grand Total				100																														

- n. **The bidders who score a minimum of 70 marks will only be considered for opening of financial bids.**
- o. The bidders declared as qualified in the technical bid by the Committee, will be informed the date of opening of Part-B (Price Bid).
- p. The non-qualified bidders will be informed and their EMD will be refunded as per Clause 13(c).
- q. Any adverse/not satisfactory remarks on the past performance of bidders will entail disqualification of the tender without notice and price bids will not be opened.

<b>17.</b>	<b>EVALUATION OF THE PRICE BID</b>
<p>a. The bidder shall quote the total Annual Service Charges across all categories of manpower. The Annual Service Charges shall be inclusive of:</p> <ul style="list-style-type: none"> <li>i. Salaries and benefits payable to all deployed personnel</li> <li>ii. Operating and administrative expenses</li> <li>iii. All applicable taxes, duties, levies (excluding GST, which shall be paid as per actuals)</li> <li>iv. Any other costs incurred for delivering the scope of services defined in this document</li> </ul>	

Note: No additional charges shall be payable under any head, except for approved reimbursable expenses as specified in Clause 23.

- b. The criteria for evaluation of Financial bids is given hereunder:

The commercial scores will be calculated as

$$F_n = F_{\min} / F_b * 100$$

Where,

$F_n$  = Normalized financial score of the bidder under consideration

$F_b$  = Evaluated Financial quote of the bidder under consideration

$F_{\min}$  = Minimum evaluated financial quote for any bidder

- c. Evaluation of Bid - Final Evaluation

The overall score will be calculated as follows:-

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

Where

$B_n$  = overall score of tenderer under consideration

$T_n$  = Technical score as per clause 16(k) for the bidder under consideration

$F_n$  = Normalized financial score of the bidder under consideration

- d. The proposals will be ranked in terms of the overall scores obtained from Highest to Lowest.
- e. The bidder who has the highest combined score will be adjudged as L1.

<b>18.</b>	<b>AWARD OF CONTRACT</b>
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- a. The L1 bidder will be called for price negotiations.
- b. Upon finalization of the negotiated price, Letter of Acceptance (LoA) will be issued to the successful bidder.

19.	<b>PERIOD OF CONTRACT</b>
	<p>c. The contract shall be for a period of three (3) years from the date of signing of the Agreement.</p> <p>d. Thereafter, NMC may, at its sole discretion, extend the contract for up to two (2) additional years, one year at a time (i.e., 3 + 1 + 1), on mutually agreed terms and conditions.</p> <p>e. Each extension beyond the initial 3-year term shall be subject to an annual performance review. The contract will be renewed for the 4th and 5th years only if the performance of the agency is found to be satisfactory by NMC. If the performance is not found satisfactory, NMC reserves the right not to renew the contract for the subsequent year.</p>
20.	<b>PERFORMANCE SECURITY</b>
	<p>a. On receipt of the Letter of Acceptance from NMC, the successful bidder should remit a Performance Security of 5% of the Annual Contract Value in the form of an irrevocable Bank Guarantee payable at Chennai, within 10 (Ten) working days from the date of receipt of letter of acceptance.</p> <p>b. The Performance Security, in the form of a bank guarantee shall be valid for an initial period of 3 (Three) years and shall be renewed 30 (thirty) Days prior to expiry of validity year, for an additional term until completion of the contract period. It is clarified that the bidder shall be liable to restore the Security Deposit to the full amount in case of part encashment of the same by NMC. This shall be done within 30 (thirty) Days of any such part encashment. Failure of the bidder to restore and maintain the Performance Security in accordance with this clause shall entitle NMC to forthwith terminate the Agreement and also if relevant, to forfeit the Performance Security /Encash.</p> <p>c. Any amount pending with NMC will not be adjusted under any circumstances, against the Performance Security if so requested.</p> <p>d. Failure of the successful bidder to furnish the Performance Security within the stipulated time shall constitute sufficient grounds for cancellation of the award of contract and forfeiture of the EMD.</p> <p>e. The Performance Security shall be released to the selected bidder after completion of Contract including extensions if any.</p> <p>f. The Performance Security so held by NMC, shall not earn any interest till it is returned to the successful bidder.</p>

21.	<b>AGREEMENT</b>
	<p>a. The successful bidder shall execute an Agreement in person in the presence of witness in the prescribed format on a ₹100/- non-judicial stamp paper within 7 working days from the date of approval of draft agreement. The bidder shall not authorize any other representative to execute the agreement, except in the case of Public Limited/Private Limited company, where authorized representative is permitted.</p> <p>b. The Agreement shall be part and parcel of the Contract and shall be executed between NMC and the successful bidder.</p> <p>c. In the event of failure to execute the Agreement within the time prescribed, the Performance Security amount remitted by the successful bidder will be forfeited besides cancellation of the Letter of Acceptance.</p> <p>d. The Successful Bidder shall not assign or make over the Contract, the benefit or burden thereof to any other person or Body Corporate for the execution of the Contract or any part thereof.</p> <p>e. The Tender conditions and other prescribed documents accompanying the tender documents will form an integral part of the contract agreement.</p> <p>f. In the event of any change in entity/registration/Address/ etc., the same should be informed to NMC in advance with valid supporting documents. Supplementary agreements, wherever NMC feels necessary, as per rules in force, shall be executed.</p>
22.	<b>PAYMENT TERMS</b>
	<p>a. The Service Charges shall be paid monthly, on a pro-rata basis, upon successful completion of each month, subject to submission of valid invoices and approval of deliverables by the designated authority at NMC.</p> <p>b. Upon successful completion of every 1 (one) year of services under the Agreement, and subject to satisfactory performance as determined by NMC, the annual Service Charges shall be increased by 5% for the subsequent year.</p> <p>c. Upon successful completion of the entire contract, the performance security will be released.</p> <p>d. NMC also reserves the right to recover any dues from the bidder, which is found on later date, during audit/excess payment, after final settlement is made to them. The bidder is liable to pay such dues to NMC immediately on demand, without raising any dispute/protest.</p>

23.	<b>REIMBURSEMENT OF OUT-OF-POCKET EXPENSES</b>
<p>NMC shall reimburse the selected agency for eligible out-of-pocket expenses incurred during the course of program implementation, subject to the terms and conditions outlined below:</p> <p>a. Eligible Reimbursable Categories</p> <p>The following expense categories shall be considered reimbursable on actuals, provided they are directly related to the execution of the program:</p> <ol style="list-style-type: none"> <li>i. Travel expenses: Airfare, train fare, and local transport for official visits duly approved by the Authority.</li> <li>ii. Accommodation and lodging: Expenses for outstation travel in connection with workshops, site visits, pilot deployments, stakeholder consultations, or other approved activities.</li> </ol> <p>b. Conditions for Reimbursement</p> <ol style="list-style-type: none"> <li>i. Prior written approval from NMC is mandatory for all reimbursable expenses.</li> <li>ii. All claims must be submitted within 30 days from the date of expenditure, accompanied by: <ul style="list-style-type: none"> <li>• Original supporting documents (e.g., invoices, tickets, boarding passes),</li> <li>• A claim summary sheet duly certified by the Program Manager.</li> </ul> </li> <li>iii. Reimbursements shall be subject to: <ul style="list-style-type: none"> <li>• Verification by NMC, and</li> <li>• Any budgetary ceilings or travel policies specified by the Authority from time to time.</li> </ul> </li> </ol> <p>c. The selected agency shall not apply any markup, service fee, or administrative charge on the reimbursable expenses.</p>	
24.	<b>VARIABLE FEE – SUCCESS-BASED INCENTIVE</b>
<p>a. In addition to the fixed Service Charges and eligible Reimbursable Expenses, the selected agency shall be entitled to a Variable Fee for each successful pilot project implemented and certified under the S2I2 program, over and above the minimum annual pilot project completion target of five (5) projects specified in the KPI Framework under Clause 5.</p> <p>b. Variable Fee Structure</p> <ol style="list-style-type: none"> <li>i. A success-based incentive of ₹25,000 (Rupees Twenty Five Thousand only) shall be payable to the PMU for each qualifying startup solution that: <ul style="list-style-type: none"> <li>• Has been successfully completed as a pilot project; and</li> </ul> </li> </ol>	

- Has been subsequently commercialized (“Commercialized” shall mean that the startup solution, after successful completion of the pilot, has been adopted for regular operational use by the pilot organization or any other port); and
- Has been formally accepted and certified by the pilot organisation

ii. The total Variable Fee payable shall be capped at ₹9,00,000 (Rupees Nine Lakhs only) per annum.

**c. Disbursement Mechanism**

- The Variable Fee shall be disbursed on a quarterly basis, based on the number of solutions certified by NMC and exceeding the minimum KPI target of 5 completed pilot projects for the relevant contract year.
- Claims shall be submitted with supporting documentation, including SMEG/NMC certification records for each qualifying solution.

**d. Conditions**

- NMC will decide on the projects eligible for success based incentive. The decision of NMC in this regard shall be final and binding.
- Only solutions exceeding the minimum KPI target of 5 completed pilot projects in a contract year and formally certified by SMEG/NMC as successful pilots will qualify.
- No Variable Fee shall be paid for partially implemented, unapproved, or failed solutions.
- The Variable Fee is independent of the Service Charges and Reimbursable Expenses and remains subject to the annual cap specified above.

<b>25.</b>	<b>TERMINATION OF CONTRACT</b>
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NMC reserves the right to terminate the contract at any time during the contract period on account of non-fulfillment of contractual obligations or violation of terms and conditions of Contract Agreement to be executed between NMC and the selected bidder.

<b>26.</b>	<b>CORRUPT OR FRAUDULENT PRACTICES</b>
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- The bidder shall observe the highest standard of ethics during tender evaluation and during the contract period. In order to eliminate irregularities, interference and corrupt practices in tender process and contract period by providing transparency in such matters, NMC defines the following terms:
  - ‘Corrupt practice’ means offering, giving, receiving or soliciting of anything of value to influence the action of a public officials in the evaluation process or manipulation of test results.



	<p>ii. ‘Fraudulent practice’ means a misrepresentation of facts in order to influence the evaluation process.</p> <p>b. NMC will reject a tender/terminate the contract if it decides that the bidder has indulged in corrupt or fraudulent practices.</p> <p>c. NMC will declare a bidder ineligible either indefinitely or for a stated period of time, if it any time determines that the bidder has engaged in corrupt and fraudulent practices.</p>
<p><b>27.</b></p>	<p><b>GENERAL CONDITIONS</b></p>
	<p>a. Conditional tender in any form will not be accepted.</p> <p>b. NMC reserves the right to relax or waive or amend any of the tender conditions before the due date of bid submission.</p> <p>c. The right of final acceptance of the tender is entirely vested with NMC and reserves the right to accept or reject any or all the bidder in part or in totality or to negotiate with any or all the bidders or to withdraw/ cancel/ modify this tender without assigning any reason whatsoever.</p> <p>d. After acceptance of the tender by NMC, the bidder will have no right to withdraw their tender.</p> <p>e. NMC will not have any liability towards the manpower appointed by the agency for the project.</p> <p>f. The selected agency will indemnify, defend and hold harmless the NMC from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney’s fees and expenses, that the agency may incur as a result of any negligent or willful acts or omissions of the agency.</p> <p>g. In the course of discussion and instruction, NMC may disclose information of confidential and proprietary nature relating to its products, knowhow, etc. to the bidder. Such information shall be considered as confidential.</p>
<p><b>28.</b></p>	<p><b>SETTLEMENT OF DISPUTES</b></p>
	<p>a. Amicable settlement: The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement to be executed or the interpretation thereof.</p> <p>b. Dispute resolution: Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the “Dispute”) shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause 28(d).</p>

- c. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of the Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.
- d. Conciliation: In the event of any Dispute between the Parties, either Party may call upon Joint Secretary (Ports), MoPSW and the Managing Partner/ Chairman of the Board of Directors of the Consultant or a substitute thereof for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing referred to in Clause 28(b) or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of Clause 29.

**29.**

**ARBITRATION CSC**

- a. Any Dispute which is not resolved amicably by conciliation and settlement, as provided in Clause 28(d), shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 29(b). Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre for Alternative Dispute Resolution, New Delhi (the “Rules”), or such other rules as may be mutually agreed by the Parties, and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Chennai and the language of arbitration proceedings shall be English.
- b. There shall be a sole arbitrator whose appointment shall be made in accordance with the Rules.
- c. The arbitrator shall make a reasoned award (the “Award”). Any Award made in any arbitration held pursuant to this Clause shall be final and binding on the Parties as from the date it is made, and the agency and the Authority agree and undertake to carry out such Award without delay.
- d. The agency and the Authority agree that an Award may be enforced against the agency and/or the Authority, as the case may be, and their respective assets wherever situated.
- e. The Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

<b>30.</b>	<b>JURISDICTION OF THE COURT</b>
<p>Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Chennai only.</p>	
<p>We agree to the above terms and conditions.</p> <p><b>SIGNATURE OF THE BIDDER:</b></p> <p><b>DATE:</b></p> <p><b>NAME IN BLOCK LETTERS:</b></p> <p><b>DESIGNATION:</b></p> <p><b>ADDRESS:</b></p>	

## ANNEXURE I

### PART-I

Date: \_\_\_\_\_

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Managing Director,

National Maritime Complex,

Port of Chennai,

No.1, Rajaji Salai, Chennai – 600 001.

Sir,

Sub : Tender for selection of Program Management Unit for implementation of Sagarmala Startup Innovation Initiative for a period of 3 years – Submission of Part I - reg.

Ref: Your Tender Notice Dt.....

With reference to your tender notice, we submit herewith our tender for selection of Program Management Unit for implementation of Sagarmala Startup Innovation Initiative for a period of 3 years as specified by NMC in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
- 2) UTR Copy for ₹2,00,000/- paid online towards Earnest Money Deposit
- 3) Authorization letter from the bidder for the person to sign the tender.
- 4) Details of the Bidder (as per Annexure-II)
- 5) Declaration for not having blacklisted either by NMC or by any other Govt. agencies (as per Annexure-IV)
- 6) Declaration for not having tampered the Tender documents downloaded from the website (Annexure-V)
- 7) The copy of certificate of incorporation/registration and copy of Memorandum and Articles of Association / Partnership deed

- 8) List of innovations prototyped / commercialized along with IPR or a certificate from the user industry / beneficiary in support of Clause 6(b)
- 9) List of full-time employees & designation duly certified by the authorized signatory.
- 10) Remittance proof of Provident Fund for the month of July 2025
- 11) Certificate from the Chartered Accountant as per Annexure-III for funds mobilized
- 12) Copy of GST Registration certificate.
- 13) Copy of PAN card
- 14) Notarized translated English version of the documents in a language other than English if any.

**Yours faithfully,**

**SIGNATURE OF THE BIDDER**

**Encl: As stated above**

**ANNEXURE – II****DETAILS OF THE BIDDER**

S.No.	Particulars	Description/Details
A	Name of Bidder	
B	Contact Details	
	Registered Office Address	
	Telephone No.	
	Fax	
	Email	
	Website	
C	Incorporation Details	
	Incorporation Number	
	Date of Incorporation	
	Authority	
D	Name of Authorized Signatory	
	Position	
	Telephone	
	Fax	
	Mobile	
	Email	
E	Number & Address of Offices	

SIGNATURE OF THE BIDDER

**CERTIFICATE FROM CHARTERED ACCOUNTANT ON THE FUNDS MOBILIZED  
BASED ON THE ANNUAL REPORTS / SUPPORTING DOCUMENTS FURNISHED  
BY THE STARTUP**

This is to certify that [M/s. Name of the Bidder], having its registered office at [Address], has mobilized funds for the following startups incubated / supported by them over the last three financial years: [FY 2022-2023, FY 2023-2024 and FY2024-2025].

<b>Startup Name</b>	<b>Financial Year</b>	<b>Fund Mobilized (Rs in Lakhs.)</b>	<b>Source of Funds (Equity/Debt/Grants/Others)</b>
<b>Total Fund Mobilized</b>			

The figures mentioned above are derived from the audited financial statements and other supporting documents provided by the startups and verified by us. The total cumulative funds mobilized by the incubated startups in the last three financial years is Rs. [Cumulative Total Amount].

This certificate is issued for the purpose of submission of bid to NMC.

Certified that the above statement is true and correct.

DATE:

SIGNATURE OF CHARTERED ACCOUNTANT  
(With seal and Address)

UDIN No:

**CERTIFICATE**

Date: \_\_\_\_\_

Certified that M/s...../ the firm /company or its partners / shareholders had not been blacklisted by National Maritime Complex, or by any Government Agencies

**SIGNATURE OF THE BIDDER**  
**(with seal and address)**



**DECLARATION FORM**

Date: \_\_\_\_\_

- a. I/We ..... having our office at ..... do declare that I/We have carefully read all the conditions of tender sent to me/us by NMC, for the tenders floated vide tender ref.no. \_\_\_\_\_ for Selection of a Program Management Unit for implementation of Sagarmala Startup Innovation Initiative for a period of 3 years and complete the contract as per the tender conditions.
- b. I/We have downloaded the tender document from the internet site [www.itcot.com](http://www.itcot.com) and I / We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with NMC or prosecuted.

**SIGNATURE OF THE BIDDER**  
**(with seal and address)**

**CLARIFICATION ON TENDER DOCUMENT FORMAT**

BIDDER'S REQUEST FOR CLARIFICATION			
Name and Address of the Organization submitting request		Name and Position of Person submitting request	Contact Details of The Organization / Authorized Representative
			Tel:
			Fax:
			Email:
S. No.	Reference(s) (Section, Page)	Content of Tender requiring Clarification	Points of clarification required
1			
2			
3			

**SIGNATURE OF THE BIDDER**

(with seal and address)

**PART-II**

**Date:** \_\_\_\_\_

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Managing Director,

National Maritime Complex,

Port of Chennai,

No.1, Rajaji Salai, Chennai – 600 001.

Sir,

Sub : Tender for selection of Program Management Unit for implementation of Sagarmala Startup Innovation Initiative for a period of 3 years – Price Offer-Reg.

Ref: Our tender (Technical Bid) submitted for Selection of a Program Management Unit for implementation of Sagarmala Startup Innovation Initiative for a period of 3 years.

In continuation of our above tender, we submit herewith the price offer for “Selection of a Program Management Unit for implementation of Sagarmala Startup Innovation Initiative for a period of 3 years” as specified by NMC in this tender document. We agree to abide by the terms and conditions stipulated by NMC and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by NMC in this tender will hold good as per tender conditions.

**Yours faithfully,**

**SIGNATURE OF THE BIDDER**

## ANNEXURE – VIII

## PRICE BID

Description	UOM	Quantity	Basic Price per annum	GST	Total (including tax) (Rs.)
			(Rs.)	(Rs.)	
Annual Service Charges for deployment for the following categories of manpower					
1. Program Director (Part Time)	Nos.	1			
2. Program Manager (Full Time)	Nos.	1			
3. Program Lead (Full Time)	Nos.	1			
4. Program Associate (Full Time)	Nos.	1			
5. Technical Experts, Part-Time (Through multiple domain experts, with a combined minimum contribution of 30 hours per month)	Nos.	1			
Total					
Amount in words (Rupees).....					

**In case of discrepancy between the rates quoted in words and in figures, the lower of the two will be considered.**

SIGNATURE OF THE BIDDER WITH SEAL

## CHECKLIST OF DOCUMENTS

**Documents to be enclosed in Part-I**

S.No.	Checklist	Enclosed (Yes/No)
1.	A covering letter on your letter head addressed to the Managing Director, (as per Annexure-I)	
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions	
3.	UTR Copy for ₹2,00,000/- paid online towards Earnest Money Deposit.	
4.	Details of the Bidder (as per Annexure-II)	
5.	Authorization letter from the Company for the person to sign the tender	
6.	The copy of certificate of incorporation/registration and copy of Memorandum and Articles of Association / Partnership Deed	
7.	List of innovations prototyped / commercialized along with IPR or a certificate from the user industry / beneficiary	
8.	List of full-time employees & designation duly certified by the authorized signatory	
9.	Remittance proof of Provident Fund for the month of July 2025	
10.	Certificate from the Chartered Accountant as per Annexure-III for funds mobilized	
11.	Copy of PAN allotment Certificate/ PAN CARD issued by Income Tax Department in case of Indian Company	
12.	Copy of GST Registration certificate.	
13.	Declaration for not having blacklisted either by NMC or by any other govt. agencies (as per Annexure-IV).	
14.	Declaration for not having tampered the Tender documents (as per Annexure-V).	
15.	Notarized translated English version of the documents in a language other than English, if any.	

**Documents to be enclosed in Part-II**

<b>S.No.</b>	<b>Checklist</b>	<b>Enclosed (Yes/No)</b>
1.	A covering letter on your letter head addressed to the Managing Director, (as per Annexure-VII)	
2.	Price Bid as per Annexure-VIII of the Tender document	

**Note: Tenders submitted in unsealed cover would summarily be rejected.**

Yours faithfully,

SIGNATURE OF THE BIDDER