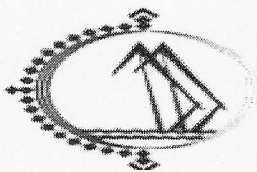


# DEENDAYAL PORT AUTHORITY

## Estate Division

Office of the Executive Engineer (E)  
Room No. 16, Ground Floor  
A, O Building,  
Deendayal Port Authority,  
Gandhidham - Kutch  
Pin - 370 201



Fax : (02836) 220050  
E - Mail : kptgandhidhamestate@gmail.com  
Website : www.deendayalport.gov.in

No. ES/TN/2470/133

Date: 15/05/2024

### Expression of Interest

**Subject:** Budgetary-offer for "APPOINTMENT OF AGENCY FOR PROVIDING OF SUPPORT STAFF FOR TECHNICAL, LEGAL, FINANCIAL AND OTHER BACK OFFICE OPERATIONS OF TOWN DEVELOPMENT WING AND LAND SECTION OF DEENDAYAL PORT AUTHORITY FOR A PERIOD OF THREE YEARS"

Sir,

Deendayal Port Authority intends to engage an agency for providing of support staff for technical, legal, financial and other back office operations of TOWN DEVELOPMENT WING and LAND SECTION of Deendayal Port Authority for a period of three years.

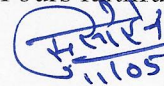
Kindly submit your Expression of interest as per the below TOR and along with rates as per enclosed **Annexure-A** for the subject work.

The rates quoted must be inclusive of all taxes, duties for performing scope of work and exclusive of GST.

Your Expression of interest along with budgetary offer for the above work should reach to the following address on or before **24/5/2024** by **11:00 Hrs.**

Office of the Executive Engineer (Estate),  
Town Development wing (Gandhidham Land Section)  
Room no. 16, A.O. Building,  
Deendayal Port Authority  
Gandhidham (Kutch) 370 201, Gujarat  
Email: [kptgandhidhamestate@gmail.com](mailto:kptgandhidhamestate@gmail.com)

Yours faithfully,

  
11/05/2024

Executive Engineer  
Deendayal Port Authority

Page 1 of 9



## Terms of Reference

1.1 Deendayal Port Authority intend to appoint support staffs for technical, legal, financial, and other back office operations of Town Development Wing and Land Section from eligible firms for a period of three years.

### 1.2 SCOPE OF WORK

Scope of work of personnel deployed by agency shall be as below but not limited to:

- 1.2.1 Billing and outstanding statement preparation for lease rent/ground rent/license fees etc.
- 1.2.2 Billing and outstanding statement preparation for way leave charges TD Wings .
- 1.2.3 Dispatch section management and data entry.
- 1.2.4 Legal, Financial & Technical assistance to Divisional Officers of TD Wing & Land Section as under:
- a. Assistance in the interpretations/ implementation of various policies/guidelines issued by Ministry & other statutory authorities and coming up with recommendations and action plans.
  - b. Assistance in allotment of land through E-tender cum E-auction for Gandhidham & Kandla Land through preparation of proposals and tender documents.
  - c. Assistance in preparation and analysis of reports regarding technical, land valuation, financial and legal issues for land area of DPA at Gandhidham and Kandla.
  - d. Assistance in implementation of Freehold Scheme of Residential Plots at Gandhidham.
  - e. Assistance in implementation of ERP System in TD Wing & Land Section.
- 1.2.5 Maintaining & Verification of land records.
- 1.2.6 Survey & Inspection of plots as per the direction of DPA officials and submit the inspection report thereof.

### 1.3 TEAM COMPOSITION

The proposed **Estate back office cell** to be set up by the successful Tenderer shall consist of following officers/employees:

Role	Qualification	No of employees
Team Leader	<ul style="list-style-type: none"> <li>- Degree in MBA</li> <li>- At least 10 years of experience preferably in real estate and acquainted with Statutory Acts applicable to management of Leasehold land &amp; Freehold Land</li> <li>- Experience in project management</li> <li>- Proficient in Microsoft office (excel, word &amp; ppt)</li> </ul>	1
Manager (Technical)	<ul style="list-style-type: none"> <li>- Degree in Civil Engineering or Town Planning.</li> <li>- At least 6 years of experience in tendering and planning.</li> <li>- Proficient in Microsoft office excel (formulas, data functions, pivot table, etc.) , Microsoft word, &amp; Microsoft PPT.</li> </ul>	1
Manager (Legal)	<ul style="list-style-type: none"> <li>- Degree in Law</li> <li>- At least 6 years of experience in dealing with legal matters of property &amp; real estate.</li> <li>- Proficient in Microsoft office (excel, word &amp; ppt)</li> </ul>	1
Assistant	<ul style="list-style-type: none"> <li>- Degree in Law</li> </ul>	1



	- Proficient in Microsoft office (excel, word & ppt)	
Assistant (Legal)	- Degree in Law - At least 2 years of experience in dealing with legal matters of property & real estate. - Proficient in Microsoft office (excel, word & ppt).	1
Assistant (Finance)	- Graduation Degree in Commerce - At least 3 years of experience in calculation and billing, taxation, accounting, etc. - Proficient in Microsoft office (excel, word & ppt)	1
Back office Executive- Assistants	- Any graduate. - At least 3 years of experience in administration/accounts in a reputed firm. - Proficient in English - Proficient in Microsoft office excel (formulas, data functions, pivot table, etc.), Microsoft word, & Microsoft PPT, - Good speed in data entry and typing	08 No's
Estate Inspector	- Diploma or Degree in Civil. - At least 3 years of experience in supervision of building constructions in a reputed firm. - Proficient in Microsoft office excel (formulas, data functions, pivot table, etc.), Microsoft word, & Microsoft PPT.	02 No's
<b>Back office Staff :</b>		
Surveyor	- Diploma or Degree in Civil. - At least 3 years of experience in surveying in a reputed firm. - Knowledge of latest surveying technology & equipments. - Proficient in Microsoft office excel (formulas, data functions, pivot table, etc.), Microsoft word, & Microsoft PPT,	02 No's
Record Keeper	- 12 <sup>th</sup> Pass - Proficient in record keeping and data management.	02 No's

#### 1.4 Job Description of Personnel of proposed Estate back office cell

##### 1.4.1 Job Description of Team Leader (One personnel required)

1.4.1.1 The team leader shall be overall In-charge of the team and shall be responsible for overall output of the team, time management, overall administration, co-ordination with DPA and other consultants of DPA and he shall be dealing with the day to day work.

1.4.1.2 The Team Leader shall be responsible to decide the work plan and prioritize the activities in coordination with DPA.

1.4.1.3 Prepare monthly and half yearly action plan based on the road map and feedback.

1.4.1.4 Prepare Comprehensive reports for land related transactions of DPA as requested by Divisional Officers of TD Wing & Land Section.

1.4.1.5 The comprehensive reports should include SOPs/ proposal that require interaction with multiple departments.



- 1.4.1.6 The team leader will report and assist the Divisional Officers of TD Wing & Land Section in preparation of performance report monthly, quarterly and yearly.
- 1.4.1.7 Study the present documents of DPA, Study existing policies and guidelines and come out with the conceptual proposals for the various issues described.
- 1.4.1.8 Monitoring and review the lease/license status.
- 1.4.1.9 Assist in handling eviction/recovery cases under Public Premises (Eviction of unauthorized occupants) Act, 1971. Submit the quarterly reports of the status of Eviction proceedings & Court Cases.
- 1.4.1.10 Prepare reports and proposals
- 1.4.1.11 Assist DPA in making presentations and proposals in different forums.
- 1.4.1.12 Prepare monthly activity schedule and plans.
- 1.4.1.13 Over all coordination among the Team and DPA to complete the task defined in the work.
- 1.4.1.14 Study the files and assist Divisional Officers of TD Wing & Land Section to furnish clarification to queries related to estate from leases, RTI, etc.
- 1.4.1.15 Preparation of SOPs for TD Wing & Land Section operations.
- 1.4.1.16 Automation of Outstanding statement calculation.
- 1.4.1.17 Assist in implementation of ERP system in TD Wing & Land Section operations.
- 1.4.1.18 However, the scope of works illustrated above is not limited to the above mentioned and other works related to estate area of DPA may be assigned.

**1.4.2 Job Description of Assistant (Finance) (One personnel required)**

- 1.4.2.1 Study and ascertain that the proposals made in TD Wing & Land Section are as per the statutory regulations, constraint and requirement.
- 1.4.2.2 Study the present documents of DPA, Study existing policies and guidelines and come out with the conceptual proposals for the various issues described.
- 1.4.2.3 Assist Divisional Officers & other staff of TD Wing & Land Section to prepare reports and proposals.
- 1.4.2.4 Assist DPA in making presentations and proposals in different forums.
- 1.4.2.5 To frame documents for related to valuation of estate property.
- 1.4.2.6 Study the files and furnish clarification to queries related to estate from leases, RTI, etc.
- 1.4.2.7 Assist in the perpetration of head wise books of accounts with all taxes, cess, TDS, GST etc. and files of return.
- 1.4.2.8 Co-ordination with Finance department of DPA.
- 1.4.2.9 Maintaining books of accounts under the guidance of Finance Dept. and preparation of various reports as per Finance Department.
- 1.4.2.10 Preparation of SOPs for TD Wing & Land Section operations.
- 1.4.2.11 Preparation of outstanding statement and interpretation of Board Resolutions.
- 1.4.2.12 Prepare analysis reports on finance related issues as requested by DPA.
- 1.4.2.13 However, the scope of works illustrated above is not limited to the above mentioned.

**1.4.3 Job Description of Manager(Legal) (One personnel Required)**

- 1.4.3.1 Study and ascertain that the proposals made in TD Wing & Land Section are as per the statutory regulations, constraint and requirement.
- 1.4.3.2 Study the present documents of DPA, Study existing policies and guidelines and come out with the conceptual proposals for the various issues described.
- 1.4.3.3 Preparation of Lease Deeds/Licence Agreements for allotment of land/shops/offices (accommodation etc.)
- 1.4.3.4 Assist Employees of TD Wing & Kandla Land to prepare reports and proposals.
- 1.4.3.5 Assist DPA in making presentations and proposals in different forums,



- 1.4.3.6 Study the files and furnish clarification to queries related to estate from leases, RTI, etc.
- 1.4.3.7 Preparation of SOPs for TD Wing & Kandla Land operations.
- 1.4.3.8 Study of various legal opinions received from port empanelled advocates and give recommendation to estate office along with report.
- 1.4.3.9 Co-ordination with legal section of DPA for compliance of guidelines & lease deed condition and other statutory norms.
- 1.4.3.10 Review the legal cases of DPA and assist in various court & PP act related matters.
- 1.4.3.11 Prepare legal analysis reports on lessee/sub-lessees of DPA land area.
- 1.4.3.12 To send proposal to Legal Section for providing opinion of various legal issues of land area of DPA.
- 1.4.3.13 Assist in handling eviction/recovery cases under Public Premises (Eviction of unauthorized occupants) Act, 1971. Submit the quarterly reports of the status of Eviction proceedings & Court Cases.
- 1.4.3.14 Updating of Register on Computer for Estate land, filing of suits, adjournment dates, suit status, Advocate names, Previous dates, Hand file no, Court room no.,decrees obtained, etc. and generate reports in desired format daily and as and when required.
- 1.4.3.15 Prepare the documentation for approval in case of litigation and check if any encroachments in the land/premises.
- 1.4.3.16 Liaoning with legal section of DPA for the cases in which action is initiated. He shall ensure the follow up action on the Court orders.
- 1.4.3.17 However, the scope of works illustrated above is not limited to the above mentioned.
- 1.4.4 Assistant (Legal) (One personnel Required)**
- 1.4.4.1 Study and ascertain that the proposals made in TD Wing & Land Section are as per the statutory regulations, constraint and requirement.
- 1.4.4.2 Study the present documents of DPA, Study existing policies and guidelines and come out with the conceptual proposals for the various issues described.
- 1.4.4.3 Assist in Preparation of Lease Deeds/Licence Agreements for allotment of land/shops/offices (accommodation etc.)
- 1.4.4.4 Study the files and furnish clarification to queries related to estate from leases, RTI, etc.
- 1.4.4.5 Study of various legal opinions received from port empanelled advocates and give recommendation to estate office along with report.
- 1.4.4.6 Co-ordination with legal manager and legal section of DPA for compliance of guidelines & lease deed condition and other statutory norms.
- 1.4.4.7 Review the legal cases of DPA and assist to legal manager in various court & PP act related matters.
- 1.4.4.8 Prepare legal analysis reports on lessee/sub-lessees of DPA land area.
- 1.4.4.9 Assist to legal manager in handling eviction/recovery cases under Public Premises (Eviction of unauthorized occupants) Act, 1971.
- 1.4.4.10 Updating of Register on Computer for Estate land, filing of suits, adjournment dates, suit status, Advocate names, Previous dates, Hand file no, Court room no.,decrees obtained, etc. and generate reports in desired format daily and as and when required.
- 1.4.4.11 Prepare the documentation for approval in case of litigation and check if any encroachments in the land/premises.
- 1.4.4.12 However, the scope of works illustrated above is not limited to the above mentioned.
- 1.4.5 Job Description of Manager(Technical) (One personnel required)**
- 1.4.5.1 Preparation of tender documents for Allotment of Port land, office premises to Port users and other parties on Lease/Licence basis
- 1.4.5.2 Assist for preparing of Board Note of various works and tenders.



- 1.4.5.3 Preparation of report on encroachment and its action plan for removal of the same.
- 1.4.5.4 Assist for preparation of township planning as per government guidelines.
- 1.4.5.5 Managing works related to digitization & ERP System of TD Wing & Kandla Land.
- 1.4.5.6 Meeting with internal and external stakeholders as and when directed by divisional officers.
- 1.4.5.7 Making sure that the requirement of TD Wing & Kandla Land is conveyed clearly to the lessees/sub-lessees.
- 1.4.5.8 Understanding and mitigating the land issues.
- 1.4.5.9 Survey and inspection with estate team of DPA.
- 1.4.5.10 Submission of report of encroachments and other various land issues to respective divisional head of estate office.
- 1.4.5.11 However, the scope of works illustrated above is not limited to the above mentioned and other works related to estate area of DPA may be assigned.

**1.4.6 Job Description of Back Office Executives and Staff (14 personnel ) are as under:**

Following staffs shall be provided in proposed estate back office by successful bidder and their job description shall be as under:

**1.4.6.1 Job Description for Assistants( 8 No's):**

- 1.4.6.1.1 Shall report and assist the Sectional Head of the TD Wing & Kandla Land in various land related transactions of estate office.
- 1.4.6.1.2 Scrutiny of application of transfer of lease and process the proposal as per rules and guidelines.
- 1.4.6.1.3 Scrutiny of application of mortgage of plots and process the proposal as per rules and guidelines
- 1.4.6.1.4 Scrutiny of Freehold application and submit the file to sectional head through Manager (T) and Manager (Legal).
- 1.4.6.1.5 Preparation of Ground rent demand and outstanding statement.
- 1.4.6.1.6 Manage the Inward and outward of files.
- 1.4.6.1.7 Preparation of proposal of correspondences with outside agencies.
- 1.4.6.1.8 Co-ordination with other divisions and department of DPA.
- 1.4.6.1.9 Scanning of Inward and Outward letters.
- 1.4.6.1.10 Billing of leases in time bound manner.
- 1.4.6.1.11 Preparation of monthly estate wise collections and prepare a statement of revenue collections.
- 1.4.6.1.12 Generate bills for Rent/Compensation, GST Taxes, advocates etc.
- 1.4.6.1.13 Data entry and verification of data in online in ERP system.
- 1.4.6.1.14 Head wise and code wise yearly summary of Bill rendered and Bill collection is to be prepared.
- 1.4.6.1.15 Estate wise and code wise yearly posting of bill rendered amounts is to be done for budget purpose.
- 1.4.6.1.16 Attend queries raised by parties regarding bills as furnishing payment dates for interest charged.
- 1.4.6.1.17 Preparation of outstanding statement.
- 1.4.6.1.18 Preparation of list of running leases and expired leases,
- 1.4.6.1.19 Calculation of arrears of billed amount in respect of rent/comp, charges, taxes/cesses and other differential charges and interest of tenants/lessees in arrears of Port Authority dues.
- 1.4.6.1.20 Prepare and update the online databases of all leases/sub-leases.
- 1.4.6.1.21 Providing general Information from the Database through and preparing various reports as per instructions and in the desired format including Graphical Presentation.
- 1.4.6.1.22 Attend to local purchase pertaining to office consumables, hardware/peripherals and maintaining proper record.



1.4.6.1.23 Attend to all such other works as may be assigned to them from time to time.

**1.4.6.2 Job Description for Surveyor (2 Personnel required):**

1.4.6.2.1 Carry out the survey of Gandhidham Land and Kandla Land.

1.4.6.2.2 Submission of inspection report.

1.4.6.2.3 Verification of status of constructed and vacant plots

1.4.6.2.4 Report to Manager (Technical) and divisional officers about encroachment of land of DPA at Gandhidham and Kandla.

1.4.6.2.5 Assist the Estate Inspector and other officials of DPA for carrying out the survey and inspection of plots.

1.4.6.2.6 Survey of Port land whenever required for allotment, review of encroachment and other purposes.

1.4.6.2.7 Liaoning with state Govt. officials/agency for demarcation of the land.

1.4.6.2.8 Attend to all such other works as may be assigned to them from time to time by DPA.

**1.4.6.3 Job Description for Record Keeper (2 Personnel required)**

1.4.6.3.1 Management and keeping the land related files and records in systematic manner in record room.

1.4.6.3.2 To assist staff for bringing out the files from record room.

1.4.6.3.3 To place the all file at correct locations in record room.

1.4.6.3.4 Attend to all such other works as may be assigned to them from time to time by DPA.

**1.4.6.4 Job Description for Estate Inspector (2 Personnel required)**

1.4.6.4.1 Earmarking of Plots along with others officials as and when required.

1.4.6.4.2 Inspection of plots allotted for various purpose and issue notice in case of violation.

1.4.6.4.3 Inspect of salt land encroachment.

1.4.6.4.4 Inspection of Port land whenever required for allotment, review of encroachment and other purposes.

1.4.6.4.5 Liaoning with state Govt. officials/agency for demarcation of the land

1.4.6.4.6 Assist in removal of encroachments, make complains to police and statutory authorities.

1.4.6.4.7 Submit the Encroachment Report quarterly to Divisional Officers.

1.4.6.4.8 Attend to all such other works as may be assigned to them from time to time by DPA.



**BUDGETARY OFFER**

SR. NO.	DESCRIPTION OF ITEM	QTY.	Unit	RATE (In Rs.) per MONTH	AMOUNT (In Rs.)
		in No's.	MAN- MOTH		
1	2	3	4	5	3×4×5
1	PROVIDING OF FOLLOWING SUPPORT STAFFS FOR TECHNICAL, LEGAL, FINANCIAL AND OTHER BACK OFFICE OPERATIONS OF TOWN DEVELOPMENT WING AND LAND SECTION OF DEENDAYAL PORT AUTHORITY AS PER THE CONDITIONS & SCOPE OF WORK OF TENDER DOCUMENT. THE RATES QUOTED SHALL INCLUDE CHARGES AND ALL STATUTORY PAYMENTS TO THE PERSONNEL VIZ. DA, EPF, BONUS ETC. AS PER THE RELEVANT & APPLICABLE LAWS.				
(a)	TEAM LEADER	1	36		
(b)	MANAGER(LEGAL)	1	36		
(c)	ASSISTANT ( LEGAL)	1	36		
(d)	OFFICE ASSISTANT (FINANCE)	1	36		
(e)	MANAGER (TECHNICAL)	1	36		
(f)	ASSISTANT	08	36		
(g)	ESTATE INSPECTOR	2	36		
(h)	SURVEYOR	2	36		
(i)	RECORD KEEPER	2	36		
<b>TOTAL(IN FIGURES)</b>					



SR. NO.	DESCRIPTION OF ITEM	QTY.	Unit	RATE (In Rs.) per MONTH	AMOUNT (In Rs.)
		in No's.	MAN- MOTH		
1	2	3	4	5	3×4×5
TOTAL (IN WORDS) _____					

**Notes:**

(a) In case of any discrepancy in amount quoted in Figures and words, the amount quoted in words shall be considered as quoted amount.

(b) GST at the rates applicable shall be paid extra.

Signature of Agency with seal

Place: \_\_\_\_\_

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

\*\*\*End\*\*\*