

**DEENDAYAL PORT AUTHORITY**  
**An ISO 9001 : 2008 & ISO 14001 : 2004 Certified Port**

Mechanical Engineering Department  
Administrative Office Building,  
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E-mail – [cme@deendayalport.gov.in](mailto:cme@deendayalport.gov.in)

Dated – 26.12.2024

To,

\_\_\_\_\_

Subject: Green Shipping Advisory services for 'Centre of Excellence' at Deendayal Port Authority - reg.

Sir,

Deendayal Port intends to set up a 'Centre of Excellence' (CoE) to promote the Green Shipping Domain at New Kandla. In this connection, Advisory Services from compatible firms are invited which can extend complete initiation support and ensure complete compliance conformity support along with ensuring Global Standards implementation leading to brand positioning of DPA in the international green shipping domain.

Kindly submit your Expression of interest along with budgetary-offer for the subject work on the basis of the terms & conditions enclosed herewith.

Your Expression of interest along with budgetary offer for the above work should reach this office before 01.01.2025.

Thanking you,

Yours faithfully,

  
Chief Mechanical Engineer (i/c)  
Deendayal Port Authority

### Terms & Conditions: -

The advisory assignment towards successful establishment of 'Centre of Excellence' at Deendayal Port is comprising of following Milestones:

#### Milestone 1 - Initial Compliance Assessment & Implementation assistance

The scope will comprise the complete assistance to DPA in developing a robust Governance structure, an optimized organizational structure and comprehensive Standard Operating Procedures (SOPs) to enhance efficiency, transparency & accountability in its operations.

##### Governance Structure Development

Objective: To design a governance framework that ensures strategic oversight, regulatory compliance, and alignment with the port's long-term goals.

##### Key Deliverables:

- Review of existing governance policies and practices.
- Benchmarking governance practices against leading ports globally.
- Recommendations for an improved governance structure, including roles and responsibilities of the Board, committees, and executive leadership.
- Drafting of policies to enhance decision-making transparency, conflict resolution, and stakeholder engagement.
- Development of a monitoring and evaluation mechanism to track governance effectiveness.

##### Organizational Structure Optimization

Objective: To establish an agile and efficient organizational structure that aligns with the port's operational and strategic needs.

##### Key Deliverables:

- Analysis of the current organizational structure, including roles, responsibilities, and reporting lines.
- Identification of gaps, redundancies, and inefficiencies in the current setup.
- Recommendations for a restructured organization, including key departments, staffing levels, and functional hierarchies.
- Definition of roles and responsibilities for leadership and operational teams.
- Alignment of the organizational structure with best practices in such CoEs.

##### Standard Operating Procedures (SOPs)

Objective: To document key operational processes to ensure consistency, compliance, and efficiency in daily activities.

##### Key Deliverables:

- Development of detailed SOPs for identified processes, including:
- Objectives and scope.
- Roles and responsibilities.
- Step-by-step procedures.
- Key performance indicators (KPIs) for process monitoring.
- Integration of technology and automation solutions where applicable.
- Training and capacity-building plans for staff on SOP implementation.

### Development of the Green Hydrogen Ecosystem Roadmap

Objective: To create a strategic and actionable roadmap that outlines the key steps required to develop a robust green hydrogen ecosystem, ensuring alignment with sustainability goals and industry demand.

#### Key Deliverables:

- Market Analysis: Insights into current and projected demand for green hydrogen in the maritime and port sectors.
- Stakeholder Identification: Mapping key contributors to ecosystem development, including suppliers, policymakers, and consumers.
- Infrastructure Assessment: Evaluation of existing facilities and identifying gaps for hydrogen production, storage, and distribution.
- Policy Alignment: Recommendations to integrate the roadmap with regulatory and environmental frameworks.
- Implementation Plan: A step-by-step timeline with investment and resource requirements.

### Mandatory Compliance

Objective: To guide seamless adherence to regulatory, environmental, and operational standards, ensuring the Center for Excellence for Port Operations achieves optimal efficiency, safety, and sustainability while maintaining compliance with global and local mandates.

#### Key Deliverables:

Assessment & complete support in:

- Regulatory Compliance: Identification of applicable regulatory requirements domestically and internationally, such as adherence to IMO, SOLAS, MARPOL, and ISPS standards, Customs, labor, and trade compliance etc.
- Operational Compliance: Implementation of ISO 9001, 14001, 18001; Safety, risk management frameworks.
- Environmental Compliance: Emissions control, waste management, and biodiversity preservation. Support for achieving green port certifications and ESG goals.
- Monitoring & Auditing: Regular compliance audits and gap analysis. Deployment of real-time monitoring systems for continuous improvement.
- Any other applicable compliances and frameworks.

### Business Case and Feasibility Study for Green Fuel Bunkering

Objective: To evaluate the technical, economic, and environmental viability of green fuel bunkering infrastructure, providing a strong business case to support investment and operational decision-making.

#### Key Deliverables:

- Technical Feasibility: Assessment of bunkering technologies and operational requirements for green fuels.
- Economic Analysis: Detailed cost-benefit study, investment needs, and return-on-investment projections.
- Environmental Impact Assessment: Quantification of sustainability benefits, such as emissions reduction and energy efficiency.

- Risk and Mitigation Plan: Identification of risks related to technology, regulation, and market acceptance with mitigation strategies.
- Operational Model Recommendations: Framework for implementation, including partnerships, funding mechanisms, and scalability options.

The scope is also inclusive of implementation assistance including compliance monitoring till one year from completion of Initial Compliance Assessment period of six months.

## Milestone 2 - Achievement of ISO Certifications & Standards

### Implementation of ISO Standards

Objective: To assist in achieving certification for internationally recognized ISO standards that enhance sustainability and ethical practices.

Key Deliverables:

- Gap analysis for compliance with ISO 26000 (Social Responsibility), ISO 20400 (Sustainable Procurement), ISO 37001 (Anti-Bribery Management) and Centre of Excellence related other standards etc.
- Development and implementation of policies and procedures to meet ISO requirements.
- Internal audits and readiness assessments for certification.
- Coordination with certification bodies for ISO accreditation.
- Capacity building for staff on maintaining compliance with ISO standards.
- Comprehensive sustainability reports showcasing Center of Excellence commitment to ESG principles.
- ISO certifications that enhance the port's reputation and operational standards.
- Full compliance with environmental regulations, fostering sustainable growth and community trust.

## Milestone 3 - Global positioning

### Sustainability Reporting

Objective: To develop and publish comprehensive sustainability reports that align with global reporting standards and demonstrate DPA's commitment to sustainable practices.

Key Deliverables:

- Assessment of current sustainability initiatives and data collection processes.
- Development of a sustainability reporting framework in line with GRI, CSRD, UN SDGs, or similar standards.
- Identification of key performance indicators (KPIs) for Environmental, Social, and Governance (ESG) metrics.
- Preparation and publication of an annual sustainability report.
- Training for internal teams on sustainability data collection and reporting.

The milestone is inclusive of marketing and event management strategies for positioning CoE as a leader in the domain.

Timeline:


Sr.	Description	Timeline
1	Milestone - 1	
	Initial Compliance Assessment	W + 6 months
	Implementation assistance including Compliance Monitoring	(W + 6 months) + 12 months
2	Milestone - 2 Achievement of ISO Certifications & Standards	W + 12 months
3	Milestone - 3 Global positioning	(W + 12 months) + 6 months

[W: Work Commencement Date]

Other terms and conditions:

1. All costs and expenses towards manpower, expertise and resources including transportation, communication, residential facilities etc. will be borne by Advisory firm.
2. The Advisory firm will have to execute a legally binding undertaking towards non-disclosure of any information related to the project without approval of Competent Authority. The firm will also have to ensure and declare no Conflict of interest before accepting the assignments.
3. All documents generated during the assignment, will be the property of DPA and the firm will guarantee no claim / restrictions in any means.
4. Team deployed at CoE will comprise of staff mentioned as below:  
 Project Manager (Domain Expert) - 1 no.  
 Dy. Manager (Legal & Statutory Compliances) - 1 no.  
 Dy. Manager (Environmental Studies & Compliances) - 1 no.  
 Dy. Manager (Green Shipping, Bunkering) - 1 no.  
 Dy. Manager (Documentation & management) - 1 no.  
 And subordinate manpower.

Compatibility and experience criteria is to be considered at par with the requirement of advisory assignment. However, in case of any additional requirement in Advisory contract, the firm shall arrange expertise / additional staff without any additional cost.

  
Deendayal Port Authority

PRICE OFFER

Sr.	Description	Unit	Qty	Rate (in Rs.)	Amount (in Rs.)	
					in figures	in words
Green Shipping Advisory Support for Centre of Excellence at Deendayal Port Authority (in accordance with the listed term & Conditions)						
1	Milestone – 1 Initial Compliance Assessment & Implementation assistance	Assignment	1			
2	Milestone – 2 Achievement of ISO Certifications & Standards	Assignment	1			
3	Milestone – 3 Global positioning	Assignment	1			
Total						

(Total Rupees \_\_\_\_\_ Only)

GST Charges shall be extra.

Signature of Advisory Service Provider with seal

\_\_\_\_\_  
Deendayal Port Authority

Place:

Date: