



NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
CHIEF COMMERCIAL MANAGER (FM)
HEADQUARTERS / NFR
MALIGAON, GUWAHATI-11

कार्यालय
मुख्य वाणिज्य प्रबंधक (भा.वि.)
मुख्यालय / प. सी. र.
मालिगाव, गुवाहाटी - ११

No- NFR-HQ0COMM(BDU)/1/2024

Dated- 22.07.24

Notice inviting expression of interest (EOI) for Hiring Management consultancy for strategic advisory services (freight & logistic market study) for enhancement of freight traffic throughout on Northeast frontier Railway.

This EOI document is being published by Northeast Frontier Railway. The purpose of this EOI document is to provide interested parties with the relevant information and understand the scope of the scheme and furnish budgetary quotations for this EOI document carefully before submitting their quotation for the same from interested and eligible "Parties". The parties are advised to study this EOI notice. The quotation received as part of the response to this EOI document may be used towards formalizing the tender which is proposed to be released in the near future. This EOI document is not transferable. Brief details are as below:-

SN	Information regarding EOI	
1	Mode of submission	Interested parties can submit their interest in sealed cover through registered post and directly by hand at following address:- Dy. CCM/Rates & IT. O/o- Commercial Rates office, Headquarters Office complex, Northeast Frontier Railway Maligaon, Guwahati-781011
2	Date of notification	22.07.24
3	Website to download Notification of EOI	www.nfr.indianrailways.gov.in (under tender tab)
4	Notification of EOI can be downloaded from website (timing)	From 10:00 hrs. of 23.07.24 to 17:00 hrs. of 12.08.24
5	Last date of submission of EOI	Up to 17:00 hrs of 12.08.24
6	Date of opening of EOI	13.08.24

Dy. Chief Commercial Manager (Rates & IT)
For Chief Commercial Manager(FM)/NFR

Terms of Reference for selection of a Management Consultant for strategic advisory services for enhancement of freight through put on Northeast Frontier Railways (NFR)

1. General:-

The authority seeks the services of a qualified firm for acting as consultant for preparing and submitting a business plan on comprehensive Logistics Market study and identification of feasibility to increasing Rail coefficient over N.F.Railway (NFR). The terms of Reference (the TOR') and the scope of the consultancy for this assignment are as specified below:-

- a. N.F.Railway serves the geographical regions of Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Arunachal Pradesh, Bihar and West Bengal through five Divisions viz. Katihar, Alipurduar, Rangiya, Lumding and Tinsukia. Through these five divisions, NFR also serves cross service to its adjacent neighbouring countries viz Bhutan, Bangladesh, Myanmar, Nepal etc.
 - b. There are 130 goods sheds (Freight terminals) and 93 Private Railway sidings through which cargo is handled. Major commodities handled by N.F. Railway are Coal, Cement, Food grain, POL (Petroleum product), Dolomite, Stone chips, Bamboo, Containers, Iron and steel segments, fertilizers etc. N.F. Railway is handling annual outward traffic of 10.25 Million Tonnes and inward traffic of 35.30 Million tons.
 - c. Indian Railway has set a mission of achieving originating freight traffic of 3000 million Tons by 2030. N.F.Rly has estimated a cargo increment of 32 MT by all modes of transport. Hence, this Railway wants to engage a Consultancy firm for preparing a comprehensive Business Plan to get maximum on Rail mode with minimum traffic of 19 MT by 2030.
2. The consultant shall conduct a detailed market study to determine the current trends in traffic and identify the appropriate product mix with the objective of improving traffic moved by Rail.

Objectives:-

The main objective of the assignment is to develop a long term Rail Freight Transportation strategy to achieve higher modal share of Transportation business by N.F.Railway. This is to be based on a detailed market study including mapping of Industrial/Agro/Port based clusters, potential freight customers taking into account the potential traffic in the catchment areas of N.F. Railway region comprising Katihar, Alipurduar, Rangiya, Lumding and Tinsukia Divisions of N.F. Railways.

The objectives of the assignments are listed below:

- a. Map all the industrial clusters in N.F. Railway duly assessing the industrial output with growth prospects and potential freight traffic.
- b. Business plan for all potential terminals of each division.
- c. Estimate Traffic volume and the Rail Coefficient.
- d. Possible diversion of traffic from other modes to Rail.
- e. Originating & Destination Analysis for all Divisions of NFR.
- f. Comprehensive business plan for all divisions of the NFR zone.

3. Duration of the Assignment

The scope of work under the consultancy is envisaged to be undertaken over a 3-months period for Opportunity assessment in rail freight cargo business along with potential freight traffic volumes on NFR and Developing growth Strategies. The Consultancy shall in any case be deemed to be completed upon expiry of 12 weeks from the Effective Date, unless extended by mutual consent of the Authority and the Consultant.

4. Detailed scope of work for the Assignment

4.1 General assessment:

The main objective of this assignment is to identify industrial clusters where there is scope for moving traffic by Rail and achieve higher modal share for Railways in the freight traffic market. The scope of work is to meet this objects and other scope are as follow:-

- a. Map the industrial cluster in entire NFR comprising the state of Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Arunachal Pradesh, Bihar and West Bengal through a detailed field survey and do an economic survey of the region and assess the current logistic scenario in the region.
- b. Based on the Industrial cluster mapping and output assessment, Identify strategic locations based on the functional activities at various production and consumption centres, and assess the existing logistics pattern and the modal share of cargo getting transported in the identified clusters.
- c. Assess the constraints and challenges faced by the industries with respect to the existing logistics services and list out the industries requirements to remove the constraints

4.2. Traffic study:-

The consultant shall do a detailed traffic study for each cluster as follows: -

- a. To Collect and compile information on industrial activities in each of these clusters including information about the production viz number of plants in each cluster, production capacity, annual production trend and plans for expansion of production and assess type and volume of traffic (raw material and finished goods). Also to list out the profiles of the customers and suppliers of the firm.
- b. To Provide information on Originating Destination analysis of traffic movement from the clusters. List the various destinations to which traffic is moving and analysis of volume , transit time , mode of transport and cost involved and assess the volume of traffic which can be shifted to Rail.
- c. To Provide Information on present mode of transport, methods of first mile/last mile connectivity and provide data on the type of traffic moved (loose, piecemeal, bulk, packaged, containerised etc) in the industrial cluster.
- d. To Identify the deficiency in the existing mode of transport of the traffic and opportunities for Rail movement and provide the estimated demand for various logistic facilities for each cluster. Suggest the changes required in pricing of future freight services.
- e. To assess the growth potential of cargo movement in the identified clusters.
- f. To identify opportunities to open up on a global and regional level for investment in logistics infrastructure.

4.3 Business plan:-

Based on the traffic, the consultant will prepare a Business plan for each divisions that should include the following details: -

- a. Traffic profile of the divisions including present traffic potential and forecast for the next 10 years.
- b. Originating-Destination pairs commodities and volume of traffic.
- c. Quantified benefits to Railways viz. increase in tonnage, freight revenue etc.
- d. Based on the assessment of freight traffic volume, a business plan shall be made for each Railway division in the NFR.
- e. Comprehensive Business plan for NFR zone also to prepared.

5. Deliverables:

In pursuance of this TOR, the consultant shall undertake/deliver the following deliverables (the "Deliverables") during the course of this consultancy. Each deliverable shall include an executive summary, analyses, assumptions, results of computations, tables, charts, recommendations and such other contents that generally comprise deliverables for similar consultancy work of all the Reports mentioned herein below shall be submitted to the Authority. The consultant is required to submit the final report in the form of soft copies as well as hard copies inclusive of the working, assumptions, source of obtaining information, different methodology used for reaching logical conclusion and these documents will be remain the property of N.F.Railway and will not be used for other purpose. 06 hard copies and its soft copies shall be submitted to the authority (NFR).

Deliverable	Scope
Deliverable D1:- Submission of Inception Report	<ul style="list-style-type: none"> • Understanding the Terms of Reference • Review of available documents • Finalization of methodology • Way forward along with time-lines.
Deliverable D2:- Submission of Market Assessment Report	<ul style="list-style-type: none"> • Elaborate current scenario of industrial clusters in NFR • Detailed market research for identifying the market potential for movement by Rail. • Information on the production viz no. of plant in NFR, production capacity, annual production in the last 3 years, plans for expansion of production • Information on type of traffic moved (loose, piecemeal, bulk, packaged, containerised etc) and handled by a logistic provider. • O-D analysis of traffic movement from the clusters. List the various destination to which traffic is moving and analysis of volume , transit time , mode of transport and cost involved and assess the volume of traffic which can be shifted to Rail
Deliverable D3:- Comprehensive business plan for each Division of NFR	Business plan for the divisions: - <ul style="list-style-type: none"> • Traffic profile of the division. • O-D pairs, commodity and volume of traffic • Present traffic potential and forecast for the next 10 years. • Quantified benefits to Railways viz. increase in tonnage, freight revenue etc • Proposing setting up of freight terminals commensurating their potential • Presentation to DRM of concern division and incorporating their view and suggestions.

	<ul style="list-style-type: none"> Identify the deficiencies in the existing mode of transport of the traffic and opportunities for Rail movement and list out the future requirement for each freight terminal. <p>All the above data will form the report for each cluster duly organizing the same customer-wise and market-wise.</p>
Deliverable D4:- Submission of draft report to zone	<ul style="list-style-type: none"> Comprehensive business plan shall be made for each Railway division in the NFR viz assessment of cargo volume, future growth of the logistics market, infrastructure and development of infrastructure like Goods shed etc. Presentation of draft report to the authority on all the findings Documentation to support the identified options
Deliverable D5:- Submission of Final report to zone	<ul style="list-style-type: none"> Presentation of final business plan on the findings to zonal authority of NFR .

Each deliverable of the consultant will be reviewed by the committee constituted by NFR for this purpose.

6. Time and Payment Schedule

6.1 Subject to the provisions of clauses 03 & 11 of TOR, the total duration for assignment shall be 12 weeks excluding the time taken by the Authority in providing the requisite documents or in conveying its comments on the Draft Reports. The consultant shall deploy the Key Personnel as per the deployment of Personnel proposed.

6.2 The schedule for completing the Deliverables shall be determined by the maximum number of weeks from the Effective Date of the Agreement (the "Key Dates" or "KD"). Time schedule for important Deliverables of the Consultancy and the payment schedule linked to the specified Deliverables are given below:-

Key Date No./KD	Deliverables	Target date *	Payment (% of contract price)
KD 1	Submission of Inception Report	01 weeks from date of commencement of contract	20%
KD 2	Submission of Market assessment report	02 weeks from date of commencement of contract	25%
KD 3	Business plan for each proposed freight terminals	04 weeks from date of commencement of contract	20%
KD 4	Submission of draft report along with comprehensive Business plan for each division	08 weeks from date of commencement of contract	15%
KD 5	Submission of final report	12 weeks from date of commencement of contract	20%

* Excludes the time taken by the Authority in providing comments on the Report. The Consultant shall get 01(one) week for submission of the Revised report after comments of the Authority are provided.

6.3. Consultant shall list out all the statutory clearance required for the proposal if any.

6.4 Payment shall be made in respect of each deliverable for which bill may be raised by the consultant upon completion thereof.

6.5 In the event that the consultancy is terminated by the Authority prior to its completion, the Consultant shall be entitled to full payment to the extent of Deliverables completed by it.

7. Meetings :-

- The authority may review with the consultant, any or all of the documents and advice forming part of the Consultancy, in meetings and conferences which will be held at the Authority's office.
- The authority may, In its discretion, require the consultant to participate in the extended meeting and /or work from the offices of the Authority and the consultant shall, on a best endeavour basis and without unreasonable delay, provide such services at the offices of the Authority.

8. Consultancy team:-

8.1 The consultant shall form a team (the "Consultancy Team") for undertaking this assignment. The consultancy Team shall consist of experts who have the requisite qualifications and experience. Logistics cum Economic Expert shall be the leader of the Consultancy Team. The following Key Personnel whose experience and responsibilities are briefly described herein would be considered for evaluation of the Technical proposal. other expertise as required through for the services to be rendered by the consultant shall be included through the key personnel specified below or through other professional personnel as necessary:-

S N	Key Expert	Qualifications and Experience	Activities to be performed
1	Team leader : Logistics cum Economic Expert – 1 person	<ul style="list-style-type: none"> The team leader should hold an MBA degree from a highly reputed institution/university. The team leader should have lead the feasibility study teams for at least one eligible assignment of value not less than Rs. 50 lakhs each. 	<ul style="list-style-type: none"> Team leader shall be responsible for the overall performance and administration of the consultant's team Market study, demand and supply assessment of freight and logistic sector Freight business planning and price assessment in the

			area of Port/freight terminals/ ICD.
2	Traffic Expert – 1 person	<ul style="list-style-type: none"> For traffic study expert, the team member should possess a degree in MBA with specialisation in Transport Economics or logistics or marketing from a reputed institution/university with experience in one similar assignment 	<ul style="list-style-type: none"> Analysis the existing freight traffic pattern in NFR Interact with all the stakeholders including importers and exporters, manufacturers Interact with Production companies and Govt agencies to ascertain their inclination toward trades.
3	Financial Expert- 1 person	<ul style="list-style-type: none"> For finance related work, the team member should possess a degree in MBA with specialisation in Finance from a reputed institution/university with experience in one similar assignment 	<ul style="list-style-type: none"> Carry out financial viability assessment for gaining new traffic Identify bottlenecks, if any and suggest initiatives required to make the proposal attractive to the stakeholders
4	Infrastructure Expert- 1 person	<ul style="list-style-type: none"> The team member should have bachelor degree in Civil or any allied branch of Engineering from a reputed Institution/University with experience in similar assignment. . 	<ul style="list-style-type: none"> Experience in land acquisition and formalities. Responsible for finalizing requisite infrastructure requirements for handling traffic at the identified location. Specifying item wise cost for setting up of private freight terminals/ Gati-shakti multi model Cargo terminal/ mega freight terminal/ world class goods shed etc.

5	Field agents- 5 persons	<ul style="list-style-type: none"> Degree from reputed university with experience in similar assignments 	<ul style="list-style-type: none"> Carry out field visits and ground survey in each of the 05 divisions and collect data as required by the expert
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8.2 The consultant shall mobilize and demobilize its professional personnel and support personnel with the concurrence of the Authority and shall maintain the time sheet/attendance sheet of the working of all personnel in the project office (if required).

9. Reporting –

- a. The consultant will work closely with the authority and its technical and legal consultants. A designated officer of the authority will be responsible for the overall coordination and project development. He will play a coordinating role on dissemination of the consultants outputs, facilitating discussion and ensuring required reaction and response to the consultant.
- b. The consultant will make a presentation on the inception report for discussion with the Authority/represented officer at a meeting. This will be working documents. The consultant is required to prepare and submit a monthly report that includes and describes, inter alia, general progress to date, data and reports obtained and review, conclusion to date, if any, concern about araciality or access to data, analysis, reports, questions regarding work scope and related issue and so on. The consultant's work should continue while the report is under consideration and is being discussed.
- c. Regular communication with the represented officer/Authority is required in addition to all key communications. This may take the form of Mobile/telephone/teleconferencing, emails and often meetings
- d. The deliverables will be submitted as per schedule mentioned under schedule of payment and deliverable column provided under this RFP.

10. Documents to be made available by the Authority

The Authority shall provide to the Consultant, data which may be deemed relevant to the assignment etc. Available data as may be required by the Consultant will be provided by the Authority on request. The Nodal Officer designated by the Authority shall facilitate handing over of such information to the Consultant.

11. Completion of Services

- a. All the Deliverables shall be compiled, classified and submitted by the Consultant to the Authority as per Clause 5 of the TOR in soft form, to the extent possible. The documents comprising the Deliverables shall remain the property of the Authority and shall not be used by the Consultant for any purpose other than that intended under these Terms of Reference without the permission of the Authority. The Consultancy shall stand completed on

acceptance by the Authority of all the Deliverables of the Consultant. Unless completed earlier, the Services shall be deemed completed and finally accepted by the Authority and the final Deliverable shall be deemed approved by the Authority as satisfactory upon expiry of 15 (fifteen) days after receipt of the final Deliverable unless the Authority, within such 15 (fifteen) days period, gives written notice to the Consultant specifying in detail, the deficiencies in the Services. The Consultant shall thereupon promptly make any necessary corrections and/or additions, and upon completion of such corrections or additions, the foregoing process shall be repeated.

- b. In consideration of the Lump Sum Payment, the Consultant would provide such other services as may be required by the Authority for concluding the Process.

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Format for the Parties to fill in the details

dd/mm/yyyy

Format A_1: Cover Letter

To,
CCM (FM)
N.F.Railway
Headquarters office,
Maligaon, Guwahati-11

Sub:- Submission towards Expression of Interest ("EOI") Hiring Management consultancy for strategic advisory services for enhancement of freight throughout on Northeast frontier Railway

Dear Sir/Madam

Having examined the EOI, the receipt of which is hereby duly acknowledged, I/We offer to submit the EOI for the aforesaid project.

I/We agree and understand the EOI and this EOI is non-binding and non-committal. Further, I/We confirm that neither N.F.Railway nor any of its employees, associates, affiliates or its agents shall not be liable to me/us for any liability arising directly or indirectly from our participation in the EOI process.

I/We further agree, understand and fully comprehend that N.F.Railway may in its absolute and exclusive discretion at any time change, alter, replace, remove and/or cancel any or all part of the EOI Document or the Project. Furthermore, N.F.Railway is under no obligation or compulsion in any manner whatsoever to release or publish the RFP(Request for Proposal), it may also change or replace or cancel any or all part of the bidding process.

I/we submit hereto my/our EOI as per the requirements and details specified in the EOI documents. I/We confirm that the information contained in these submissions or any part thereof, including the appendices, and other documents and instruments delivered or to be delivered to N.F.Railway are true, accurate, verifiable and complete. These submissions include all information necessary to ensure that the statements therein do not in whole or in part mislead N.F.Railway in its EOI process.

I/We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the EOI process, I/We are liable to be disqualified from the EOI process.

I/we agree for unconditional acceptance of all the terms and conditions set out in the EOI documents and also agree to abide by this EOI for a period of 90 days from the date of submission.

I/We agree that you are not bound to accept any EOI you may receive. I/We also agree that you reserve the right in absolute sense to reject all or any of the EOI received as per the EOI Document and Advertisement.

It is hereby confirmed that I/We am/are entitled to act on behalf of my/our firm and empowered to submit this document as well as such other documents, which maybe required in this connection.

Signature of Authorized Signatory (with official stamp)

Vide Company Board Resolution/ Authority Letter dated [•] Name
of Authorised Signatory: [•]

Designation of Authorised Signatory:

[•] Address of the Applicant: [•]

Telephone & Fax of the Applicant:

[•] E-mail address of the Applicant:

Format for Declaration:

To,
CCM (FM)
N.F.Railway
Headquarters office,
Maligaon, Guwahati-11

In response to the EOI Reference No. [•]/----- dated [•], as an owner/
partner/ Director of [•], I/ We hereby declare that presently our Firm (name of the
Firm) is not blacklisted and not declared ineligible for reasons other than corrupt
and fraudulent practices by any State/ Central Government/ PSU on the date of
Application Submission.

If this declaration is found to be incorrect then without prejudice to any
other action my/our application may be rejected and Southern Railway may take
any other action that may deem fit to it.

Yours sincerely,

Signature of Authorized Signatory (with official stamp)

Vide Company Board Resolution/Authority Letter dated

[•]Name of Authorized Signatory: [•]

Designation of Authorized Signatory:

[•]Address of the Applicant: [•]

Telephone & Fax of the Applicant:

[•] E-mail address of the Applicant:

Format for submission of offer/response to EOI-

1. Company details:-
 - a. Name of company-
 - b. Name of key persons-
 - c. Authorized signatories (Certified copy of Power Attorney)-
 - d. Contact details
 - e. Registered and local office addresses (with documentary proof)
2. Profile of the company (brief description on type of business, experience etc.):-
3. Offer of the company for the consultancy work (Amount in figure & word):--
4. Documents to demonstrate the financial capacity (last three years annual turnover, tax paid, solvency certificate etc. copies to be attached):-
5. Description/details of similar assignments carried out during the last 5 years, if any. Following details for each assignment must be provided with supportive documents-
 - a. Name of work:-
 - b. Name of the client:-
 - c. Brief description of scope of assignment
 - d. Components of assignment:-
 - e. Cost of project and funding:-
 - f. Any other details
6. Brief description of the concept note that should include: -
 - a. Methodology for market study, traffic study, Originating & destination analysis
 - b. Methodology for identifying terminals
 - c. Expectations from Railways
 - d. Any other relevant details.

Sign. Of Auth. Signatory with official stamp: -

Name of Auth. Signatory: -

Full Address of the Company: -

Email & Mob./Phone number:-