

**EOI for Empanelment of Agencies / Institutes / Organizations
for training of Personnel for Jetski handling, Power Boat
Operation & Life Saving Techniques**

**MMB, Mumbai
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Section I: Empanelment of Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques

1. Introduction:

Maharashtra is bestowed with a coastline of 720 Kms. of which Greater Mumbai Districts have approximately 114 Kms., Thane and Palghar Districts has 127 Kms., Raigad District has 122 Kms., Ratnagiri District has 237 Kms., and Sindhudurg District has 120 Kms. of coastline. There are two major ports (Mumbai Port Trust and Jawaharlal Nehru Port Trust) and 48 Non-major Ports are situated on the coastline of Maharashtra. The major ports come under the purview of Government of India. Till 1960, there was no separate port organization, and the administration of the ports was entrusted by the state government to the central excise department. On 01.04.1963, Maharashtra Government decided to have a separate ports organization under the control of Chief Ports Officer in the Buildings and Communications Department, for developing ports, Harbours and for regulating traffic, licensing, conservancy, levying of fees etc.

The State Government created a post of Commissioner Water Transport as the Head of Department in the Port Organization (vide GR dated 31.08.1990) for better co-ordination between various authorities.

Following five groups of ports, each headed by a Regional Port Officer, were formed:

- Bandra Group of Ports in Mumbai
- Mora Group of Ports in Thane
- Rajpuri Group of Ports in Raigad
- Ratnagiri Group of Ports in Ratnagiri
- Vengurla Group of Ports in Sindhudurg

On the lines of liberalisation policy pursued by the Government of India in the early nineties, it was decided by the State Government to transfer the organization under Commissioner, Water Transport and constitute the *Maharashtra Maritime Board*, with the Honourable Minister of Ports as its Chairman. Accordingly, as per the Maharashtra Maritime Board Act, 1996, the Maharashtra Maritime Board came into existence w.e.f. 22/11/1996 with a view to grant more autonomy and to provide sufficient flexibility in the development and administration of Non-major ports in the state. The Commissioner, water transport, was later on re-designated as Chief Executive Officer of Maharashtra Maritime Board.

Functions of MMB

- Development of Non Major Ports and Harbours for promoting cargo movement with a view to boost the economic activity along the state's coastline and its hinterland. .
- Enforcement of Maritime Acts and Rules for administration and conservancy of ports, for regulating traffic, fare-structures, licensing of crafts etc.
- Development of Inland Water Transport for cargo as well as for passenger movement in the inland waters of the State.
- To carry out Hydrographic Surveys and other allied investigations along the coast of Maharashtra in the creeks as well as in the rivers of the Konkan region.
- Registration and survey of Vessels under Inland Vessel act 1917.
- Dredging and Maintenance of navigational Channels as well as maintenance of navigational aids for passenger water transport.
- Civil Engineering works such as Jetties, Wharves and Repairing and Maintenance of MMB Properties etc.
- Granting permission, Implementation and Regulation of Water sports activities.
- Implementation of Coastal Socio-Economic Zone.
- Harnessing potential of Inter Tidal Zone.
- To carry out various functions assigned to it by the GOM from time to time.

2. Objectives of this EOI:

- a. Improve safety of water sports operators in Maharashtra
- b. Support skill development and create employment opportunities for rural youth in the water sports and maritime and subsidiary industries.
- c. Adopt international techniques practices and to increase maritime and water sports industries in Maharashtra

3. Concept of Empanelment of “Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques” for Capacity Building:

MMB shall enlist skilled courses under water sports sector and invite applications from potential Institutions / Organizations / Agencies having adequate experience and expertise in those courses and have been providing skill-based trainings and licenses to operators so that necessary permission, implementation and regulation of water sports activities is maintained. MMB shall empanel suitable institutions fulfilling the eligibility criteria for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques for an initial period of 5 years.

4. Eligibility criteria for Empanelment of Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques

- i. Should be registered under statutes of India. Organizations registered in Maharashtra shall be given preference.
- ii. Should be in existence for minimum 5 (Five) years.
- iii. Must be in the field of training in Disaster Response, Lifeguard Training and boat operations. The Agencies / Institutes / Organizations for training of Personnel for Jet ski handling, Power Boat Operation & Life Saving Techniques must have trained a minimum of 2,000 candidates in the past 05 years. Organisation should submit the authentic proof of training of 2000 candidates, It could be list of 2000 candidate on company letter head of organisation duly signed & stamped by authorised signatory on all pages or Work Orders / Experience certificate from Government agencies. MMB officials will verify the data of these 2,000 candidates in the organisation.
- iv. Must have a training academy in Maharashtra / Goa to undertake the courses. Ownership documents / Rental agreement for the same to be attached as proof.

(Note: If any Institute / Training Academy has been allotted land from Govt. to carry out training activities, kindly submit documents as proof)

The academy shall have the following facilities:

- a) Shall have a handling capacity of minimum 100 persons within the academy premises for the purpose of training
- b) Shall have Kitchen and Dining facilities for a minimum of 100 persons within the academy premises
- c) Shall have sufficient equipment for a minimum of 100 persons.
- d) Should be able to arrange residential accommodation for minimum of 100 participants for conducting such skilled trainings.

OR

- a) Shall have an affiliation/collaboration with Indian Navy / Coast Guard for providing Training at their facilities in Maharashtra.
 - b) Should be a National Sports Federation recognised by GoI.
- v. Adequate Human Resources (Course Coordinator, Faculty / Resource Persons with domain knowledge in the courses enlisted) should be available with the firm. Shall provide certification and experience information about team. Team with ex naval, maritime, lifesaving and related experience will be preferred. A list of trained manpower along with their CV / biodata should be submitted.
 - vi. Should have adequate resources including course curriculum, training manuals and modules for the courses opted for conducting trainings by the firm.

- vii. Turnover of the Bidder in any one year, in the last 5 (Five) preceding years should not be less than minimum of Rs.100 lakhs.
- viii. Should not have been blacklisted by any Central / State Government / Public Sector Undertaking for the services highlighted in this document and / or any other service.
- ix. The Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques shall be empanelled / accredited as skill-based training provider with relevant ministry such as sports / shipping / tourism / fisheries of Govt of India or Maharashtra.
- x. Certification provided by the Agencies / Institutes / Organizations shall be recognized by NIWS or either of the following International & National organizations:
 - World Health Organisation
 - International Life Saving Federation
 - International Maritime Rescue Federation
 - International Sailing Federation

5. List of Skilled training courses in Water Sports and Lifesaving:

1. Powerboat Handling & Rescue
2. Jet Ski Handling & Rescue
3. LST (Life Saving Techniques) -
Power boat operator / Jet Ski
Handling / Pool Lifeguard / Open
Water/Waterpark Lifeguard/ Beach
Lifeguard.
4. Waterpark Operator – Management
(Desirable)
5. Water sports Operator – Management
(Desirable)
6. Basic First Aid & CPR (Desirable).

6. Procedure for Empanelment:

Step 1: Invitation for application from Institutions / Organizations / Agencies by MMB

- 1.1 MMB shall issue notification inviting applications for “Empanelment of Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques through advertisement in Newspapers & Notice on MMB Website.
- 1.2 All interested applicants shall submit application in the format enclosed as Annexure (1) along with the requisite & supporting documents and submit to the following address within the specified timeline:

Maharashtra Maritime Board

2nd Floor, Indian Mercantile Chambers,
Ramjibhai Kamani Marg, Ballard Estate, Mumbai 400 001.

- 1.3 Application shall be submitted by a single entity only. A joint venture/consortium of entities shall not be eligible for submission of Application and/or for consideration for the Project in any manner whatsoever.
- 1.4 All pages of the application & supporting documents being submitted must be signed and sequentially numbered by the applicant / firm irrespective of the nature of content of the documents. Unsigned and unstamped application will not be accepted.
- 1.5 Incomplete applications / not complying with the requirements shall not be considered.
- 1.6 All clarifications/corrigendum and any information related to this will be published in the Official Websites of MMB.

Step 2: Evaluation of applications

- 2.1 MMB will constitute relevant committees to screen and examine the competency of the agencies/ Institution/Organization with standard evaluation tool.
- 2.2 Shortlisted applicants shall then require making presentation before the MMB committees on the opted skilled subjects by their respective experts as part of final round selection process.
- 2.3 Site Visit of Training Academy shall be undertaken and necessary approved agencies shall be empanelled

Step 3: Finalizing empanelled list of Agencies / Institutes / Organizations:

- 3.1 MMB shall finalize the agencies / Institution / Organization on meeting the eligibility criteria and satisfactory performance for “Empanelment of Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques” and then upload in the MMB website duly informing the firm through written communication.

7. List of documents to be furnished:

The applicant should submit the following documents for eligibility:

- a. Filled in application form (**Annexure I**)
- b. Proof of Identity of the applicant / the authorised signatory (Copy of Passport / Aadhaar Card / Driving Licence) duly attested.
- c. Authorization letter of the Firm declaring the authorized signatory for submission of application and all relevant documents as per criteria.
- d. Proof of Registered office address.
- e. Copy of registration of Firm (Proprietorship / partnership / Pvt. Ltd comp / Public Ltd. Company / Registered Society / Trust / Govt. Agency)
- f. Copy of GST Registration
** If GST is exempted then it should be certified by C.A that GST Registration is not required.*
- g. Copy of PAN Card
- h. Income Tax Returns for last 3 years
- i. Copy of bank account details self-attested.
- j. Details of Financial Turnover certified by a Chartered Accountant.
- k. List of 2000 candidate on company letter head of organisation duly signed & stamped by authorised signatory on all pages or Work Orders / Experience certificate from Government agencies
- l. Must have a training academy in Maharashtra / Goa to undertake the courses. Ownership documents/Rental agreement for the same to be attached as proof, All documents related to clause 4(iv) shall be submitted.
- m. A list of trained manpower along with their CV / biodata should be submitted.
- n. Documents regarding course curriculum, training manuals and modules for the courses opted for conducting trainings by the firm.
- o. Empanelment / Accreditation / Recognition with relevant ministry such as sports / shipping / tourism / fisheries of Govt. of India / Govt of Maharashtra
- p. Certificates related to clause 4(x).
- q. Photos & Videos of trainings conducted by Firm in the opted skilled areas
- r. Web site details if any
- s. Self-Declaration

8. General Terms & Conditions:

1. Empanelment is not an offer for direct service/work to MMB but to be listed for conducting skilled trainings to various stakeholders. Chief Executive Officer, Maharashtra Maritime Board reserves right to accept or reject any or all EOI without giving any reason thereof.
2. MMB reserves all rights to empanel the “Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques” based on the credentials, experience and other eligibility parameters defined for selection process.
3. MMB shall issue an Empanelment Letter to all the empanelled Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Techniques. Further, MMB shall not assure of providing contracts/works to the empanelled firms from beneficiaries.
4. Validity of empanelled list will be for **5 years** from the date of uploading in the MMB website. The list shall be updated based on the requirement. Extension of the Empanelment period shall be subject to the satisfactory performance by the implementation partner and requirement of MMB.
5. The complete accuracy and integrity of data submitted in respect of the firm and also in respect of services offered and compliance with the applicable laws is sole responsibility of the Firm.
6. MMB shall reserves rights to delist/cancel empanelled firm at any point of time if found fraudulent / involved in legal issues / misappropriations / poor service delivery, etc.

Section II: Annexure I

1) Application Format:

I. Applicant Details:		
1	Name of the Institute / Organization / Agency	
2	Type of Firm (Tick (☐) anyone)	
3	Name of the Authorised signatory/Head of the Organization & Designation	
4	Date of Establishment (Regd. No. & Date)	
5	Number of Years of experience in Capacity building in sector	
6	Full Address for Correspondence:	
7	Email ID	
8	Mobile No & Phone No	
9	PAN Card No:	
10	GST No. (If obtained)	
11	Operational Area (Name of the State/s)	
12	Bank Account Details of the Applicant	
13	Permanent / Rented Office	
14	Skilled training course/s opted from MMB list to provide as Implementation Partner	1. 2. 3.
15	Area proposed to work (State/s)	
16	Details of Accreditation, if accredited	1.

- 2) Work details (furnish programme details relevant to the training courses opted to deliver as Agencies / Institutes / Organizations for training of Personnel for Jetski handling, Power Boat Operation & Life Saving Technique)

2.1 Infrastructure details:

1	Whether the Institute has facilities for conducting training programmes in Maharashtra (Yes / No)	
(a)	If yes, address / location of the facility	
(b)	Whether facility is Own/Rented?	
(c)	Accommodation capacity (No. of Participants)	
(d)	No. of classrooms available	
(e)	Availability of facilities for dining (Yes / No)	
(f)	Availability of lodging facility for trainees (Yes / No) i) If yes, indicate the total number of rooms and the number of participants who can be accommodated therein.	
	ii) If "No" for availability of any training facilities, briefly indicate the arrangements available in the proposed area, for conduct of training / capacity building programmes to the programme stakeholders	
2	Infrastructure related to Computerization of Operations / Data Management, etc. (a) Availability of computers / laptops (nos)	
3	Office Vehicles for arranging transport to Exposure to demo sites, etc	
4	Others, if any (please specify)	

2.2) Human Resources available with the Institute

A	At the Institute level					
(a)	Total No. of manpower/staff available with the institute/organization					
(b)	Name of the Course Coordinator & contact details					
B	Availability of Expert Staff / Specialists with the Institute (as on the date of application)					
	Sl No	Name of the Expert	Domain / Area of Specialization	Qualification	Experience in the relevant area (years)	No. of trainings conducted

3) Training & IEC Material developed by the Firm:

Sl. No	Title of training / IEC material (Manuals / Modules)	Year of documentation	No. of events conducted using the material
1			
2			
3			
4			
5			
6			
7			
8			
9			

4) Year wise financial particulars, audit, Tax filing details (as applicable):

Year	Annual turnover (Rs. In lakhs)	Whether Financial Audit is done? (Yes/No). {If yes, enclose the copies of audit)	Whether Income Tax Returns is filed? (Yes/No) (Furnish the copy of the return)
2019-20			
2020-21			
2021-22			
Total			

5) Whether the Organization was black listed/ involved in any litigations/ Departmental enquiries/Recoveries of Govt., funds etc? NO (Yes or No). If Yes, details to be furnished.

6) Details of Awards/Recognition/Honors received by the firm in the relevant field:

(The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence).

Declaration:

I, _____ S/D/W/o _____, as authorized signatory of _____ (firm) do hereby declare that all the information furnished in this application form is true to the best of my knowledge.

Date: __/__/20__

Place:

Signature of the Authorised
person / Head of the Organization Name
& designation

(Enclose all documents as listed at Sl.No.7)

SELF DECLARATION

We confirm that we are not on Banned, Holiday / Negative list of MMB or any State / Central Government organization on due date of submission of bid.

We confirm that the content of the PQ Document / Corrigendum / Addendum (if any) have not been altered or modified.

We understand that if any of the statements is found to be incorrect / false, MMB have right to blacklisted the bidder for five years.

Name and Signature of Bidder with official Seal