

The Last Date for receipt of Tender Bid: 26.12.2022

**EMBASSY OF INDIA
DJIBOUTI**

Invitation of Bids for Provision of Services to Indian Naval Ships Visiting Djibouti from time to time

Request for Proposal (RFP) No. DJI/120/P/1/2019-P dated 05 December 2022

1. Sealed Bids (Technical & Financial) are invited from reputed ship chandelling companies/agencies for providing logistic services and provisions to Indian Naval Ships visiting Djibouti during 2023 - 24. The bidding companies are required to submit Technical Bid and Financial Bid in two separate sealed covers clearing indicating on the cover of the seal - Technical Bid or Financial Bid, as the case may be. Then both the bids (Technical & Financial) are to be placed in one single sealed envelope superscripting above mentioned Title and RFP Number. Envelope should indicate the name and address of the bidder. Financial Bids of only those bidders will be considered/evaluated which qualify in Technical Bids.
2. The Format of Technical Bid is given at Annexure – A and the format of Financial Bid is given at Annexure –B. List of Services required for the ships are also mentioned at Annex-A & B. Breakdown of the cost of services etc. must be reflected separately in the quotation.
3. The Ship Chandler service is to be provided during regular visits of Indian Naval Ships in Djibouti Port. The Embassy shall sign contract valid for one – two years with the successful bidder for providing the ship chandler services to Indian naval Ships.
4. The contact details for sending Bids or seeking clarifications regarding this RFP are as follows: **The Head of Chancery, Embassy of India, Lootah Village Complex, B.P. 1947, Djibouti, Tel: 00253-21349008, 21346254.** (Queries, if any, for clarification regarding the tender documents may be sent by email at hoc.djibouti.mea.gov.in)
5. The Sealed Bids should either be delivered in person to the Embassy of India, Djibouti, or sent by Registered Post at the address given above at Para 5 so as to reach by the due date and time. The responsibility to ensure this lies with the Bidder. Late bids will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. **Bids sent by FAX or e-mail or in an open envelope will not be considered.**
6. **The Last Date for receipt of Tender Bids is 26 December 2022 (1600 Hrs).** Sealed bids shall be opened at 1400 hrs on 28 December 2022 at the Embassy of India in the presence of bidders, who like to be present. The opening of the bids will not be postponed due to the non-presence of representative.
7. Clarification Regarding Contents of the Bids. During evaluation and comparison of bids, the Embassy may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
8. Canvassing by the Bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection of the Tenders.
9. Quoted rates should remain valid for two years from the date of signing of the contract.
10. The logistic services provided to Indian Naval Ship and the terms and conditions agreed upon are confidential and should not be disclosed to any third party without the consent of the Embassy of India.
11. This RFP is being issued with no financial commitment and the Embassy of India, Djibouti reserves the right to change or vary any part thereof or withdraw it, should it become necessary at any stage. The Embassy of India, Djibouti also reserves the right to accept or reject any or all of the tenders without assigning any reason.


(Mukesh Kumar Ambasta)
Head of Chancery

Essential Details: Technical Bid

1. **Pre-qualification Requirements.** The reputation, capacity and credibility of the bidders shall be evaluated before finalizing the Bid and signing of contract with the **Company**. The **Company** should have adequate experience in providing **Ship Chandelling Services** in the past and **must provide the following documents as a part of the bid :-**

- (a) Detailed profile including available technical expertise.
- (b) Past experience of executing similar types of **ship chandelling services** to Govt establishments/Indian Missions/other Embassies/Djiboutian Government Organizations and establishments.
- (c) Details of the financial background of the Company.
- (d) Copies of the contracts executed with Government of India establishments/Indian Missions/Djiboutian Governmental agencies/other Foreign Diplomatic Missions in Djibouti, if any, in the past.

2. **Technical Capability Criteria.**

- (a) The Bidder must be a registered Company/firm/agency with the Port Authorities in Djibouti, (Proof of registration to be provided). The details of the Company/Agency to be submitted alongwith the company brochure.
- (b) Should be able to provide **Ship Chandelling Services at Djibouti Port, Djibouti.**
- (c) The ship chandelling agency should provide all the required services to **Indian Naval Ships** visiting Djibouti promptly and at a short notice. They need to handle all the port formalities in accordance with port authority regulations during arrival, stay and departure of ship.
- (d) Experience in providing Ship Chandelling Services to Naval Ships
- (e) Provide details of the countries to which ship chandelling services being provided currently with details of number and type of ships handled in last three years.
- (f) Adequate and well trained manpower for providing ship chandelling services to handle minimum two ships at one time.
- (g) Should preferably have its own ship chandelling equipment located at the ports/in near vicinity.
- (h) Should be able to arrange/ provide transport and miscellaneous logistics requirements to be provided during the ship visit. The complete responsibility of safe movement of the ship's crew into and out of the port premises during the period of ship's stay at Djibouti will lie with the ship chandelling agency.
- (i) Financially capable to make advance payments for all arrangements including fuel and logistics and subsequently raise the invoices for settlement with Embassy of India, Djibouti.
- (j) In addition, the company/agency should also be able to provide under mentioned additional services as and when required:
 - (i) The ship chandelling agency should provide necessary assistance for customs and immigration clearance to Indian Naval Ships and its crew.
 - (ii) Repairs of Mechanical/Electronic equipment onboard.
 - (iii) Collection/dispatch of spare parts ex-India from the Customs in Djibouti on behalf of the Embassy of India/Ship.

- (iv) Obtaining VISAs and clearances from customs to facilitate arrival/ departure of personnel onboard.
- (v) Administrative arrangements to organize reception events on board the ship
- (vi) Medical assistance.

(k) Besides the above, any additional services the bidder can provide from their side will be given due considerations.

3. Technical Bid is required to be submitted in the Proforma appended below:

TECHNICAL BID PROFORMA

1.	Name of the Firm	
2.	Address of the Registered Office	
3.	Correspondence Address & email	
4.	Registration Number and details (with proof of registration)	
5.	Contact Person (Name & designation)	
6.	Telephone & mobile No. of the contact person	
7.	Website address of the company	
8.	Brief Introduction of the Company	
9.	Company Brochure	
10.	Past experience of providing Ship Chandelling Services to Naval Ships:	
11.	Provide details of the countries to which ship chandelling services being provided currently with details of number and type of ships handled in last three years	
12.	Copies of the contracts executed with GOI establishments/Indian missions/Govt. agencies/other foreign diplomatic missions in Djibouti, if any, in the past.	
13.	Ship Chandler's ability to provide additional services mentioned at Para 2 (j) of Annex-B	
14.	Any other point, the bidder would like to mention	

Undertaking

It is certified that the information given in the table above is correct to the best of my knowledge. It is also certified that M/s..... (Name of the company) is capable of providing services to Naval Ships at the Djibouti Port at a short notice.

Date:

(Seal & Signature of the authorized Representatives of the Company)

Financial Bid

1. **Scope of Work.** The scope of work is as follows :-

- (a) The Consolidated list of services required to be provided to the visiting Indian Naval ship is placed at Annex- A. All items in the enclosure are to be quoted in US Dollar indicating clearly the unit cost (i.e. per hour/per kg/per cubic meter/per tons etc.)
- (b) The ship chandelling agency should provide cost for each of the services indicated at **Annex- B**. The final cost will be calculated as per usage for each individual services by the **Indian Naval Ship**.
- (c) The ship chandelling agency has to obtain from the Commanding Officer/Logistic Officer of the **Indian Naval Ship**, in written form, duly signed in all the Invoices and the Delivery Acceptance Act of the all supplied services by the Company.
- (d) **Inspection/Acceptance/Rejection.** The Commanding Officer of **Indian Naval Ship** being the end user, will be the final inspecting authority and will have all rights to reject the services if found unsuitable/different from the initially agreed upon between the Principal and the Ship chandelling agency.
- (e) **Delivery Period.** All services contracted should be provided during the period of the ship's stay.

2. The Bidders are required to spell out the rates of Excise duty, VAT, Service Tax, etc. in unambiguous terms; If Excise Duty / VAT is intended as extra, over the quoted prices, the Bidder must specifically say so.

3. The Financial Bid is required to be submitted in the proforma appended below:

Proforma for providing Financial Bid

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Scope of work/services for providing logistic services to visiting Indian Naval Ships to Djibouti port

S. No.	Description	Rates in US\$	Applicable Taxes if any	Rates (including all applicable taxes)
1)	Agency Fees			
2)	Fuel (LSMGO 0.05%) Supply per MT			
3)	Port dues/pilotage/Tug hire /light dues/ Mooring Dues etc.			
4)	Tug charges for vessel berthing & unberthing			
5)	Berth hire, Sanitary Charge, Tug hire			
6)	Fender hire charges (per unit per day) (1.5 M x 3.0 M) (3.3 M x 6.5 M) (Charges for other specifications may also be indicated)			
7)	Fender Placement Charges			
8)	Gangway hire charges per unit per day (with specifications)			

9)	Mobile with Sim Cards (per set per day) Prepaid recharge coupons to be provided as per demands (to be charges at cost)			
10)	Internet Dongles (per set per day)			
11)	(a) Hiring of Cars (AC) with driver (for travel within city)			
	(b) Hiring of Cars (AC) with driver (for travel outside city)			
	(c) Hiring of Bus (AC) with driver (for travel within city)			
	(d) Hiring of Bus (AC) with driver (for travel outside city)			
12)	Hiring of Port Security Guards per day (24 hours in 3 shift)			
13)	Formalities relating to Immigration & Repatriation Charges of sailors (excluding the cost of air tickets)			
14)	Garbage Removal & Disposal			
15)	Supply of potable water per ton			
16)	Supply of Provisions as per the requisition made by the Ship. A tentative list of provisions is enclosed as Annex B-1.	The bidder has to undertake to provide good quality items at the best possible rates prevalent at the time of when a requisition is made.		

TENTATIVE LIST OF PROVISIONS

(It may please be indicated whether the agency would be able to supply the provision as per quoted price during the tenure of the contract)

S. No.	Name of the Provision	30.	Coriander Leaves
1.	Bread (White)	31.	Grapes Seedless Fruit
2.	Burger Buns	32.	Pears Kosui
3.	Butter	33.	Golden Red Apple
4.	Fresh Milk in Tetra Pack	34.	Orange
5.	Paneer (Cottage Cheese)	35.	Pine Apple
6.	Potatoes	36.	Bannana Ripe
7.	Onions	37.	Kiwi Fruit
8.	Spring Onions	38.	Plums
9.	Red Capsicum	39.	Goat Meat
10.	Yellow Capsicum	40.	Chicken Whole
11.	White Cabbage	41.	Egg
12.	Cauliflower	42.	Fish Tiger Prawns
13.	Lady Finger	43.	Fish Pomfret White
14.	Carrot	44.	Fish Mackrel
15.	French Beans	45.	Fish Red Snapper
16.	Green Peas		
17.	Broccoli		
18.	Brinjal (Eggplant)		
19.	Bitter Guard		
20.	Mushroom		
21.	Tomatoes		
22.	Corn Kernel		
23.	Cucumber		
24.	Curry Leaves		
25.	Mint Leaves		
26.	Ginger		
27.	Green Chilly		
28.	Lemon		
29.	Spinach Leaves		