

**INVITATION OF BIDS FOR PROVIDING SERVICES TO INDIAN NAVAL SHIP
IN WALVIS BAY, NAMIBIA FROM 10 -13 NOVEMBER 2023**

**High Commission of India
Windhoek**

Tender Document for Services for Indian Naval Ship

**No. WIN/457/01/2023
High Commission of India
97, Nelson Mandela Avenue, Klein
Windhoek**

www.hciwindhoek.gov.in

Date: 22nd September 2023

**INVITATION OF BIDS FOR PROVIDING SERVICES TO INDIAN NAVAL
SHIP IN WALVIS BAY, NAMIBIA.**

Tender No. WIN/457/01/2023 dated 22.09.2023.

Last date for submission of bids: 13th October 2023.

Section- I	:	Invitation for Tenders
Section- II	:	Terms & Conditions
Section- III	:	Special Conditions of Contract
Section- IV	:	General Technical Specifications
Section-V	:	Price Schedule
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SECTION I: INVITATION FOR TENDERS

Subject: Invitation of bids for providing services to Indian Naval Ship in Walvis Way, Namibia

The High Commission of India (HCI), Namibia, hereinafter referred to as 'Mission' invites sealed tenders for providing services to Indian Naval Ship husbanding in Walvis Way, Namibia for 10 - 13 November 2023. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office preferably in Windhoek/Swakopmund/Walvis Bay for providing services to Indian Naval Ship as detailed in Section-IV of the tender document.

2. The tender document can be downloaded from the following websites: www.hciwindhoek.gov.in and <https://eprocure.gov.in/epublish/app>. Bidders are requested to go through the terms & conditions contained in the bid document.

3. The tender should be submitted in two sealed envelopes as below.

(a) The first sealed cover super scripted as "Technical Bid" should contain (i) duly filled-in **Annexure 1** along with relevant documents/information and, (ii) Acceptance of terms & conditions given in Section-II.

(b) The second sealed envelope super scripted "Financial Bid" should contain only rates as per Section-V of the Tender Document.

(c) Both the sealed covers, should be placed in the main sealed envelope super scripted "Tender for providing services to Indian Naval Ship at Walvis bay" addressed to the First Secretary (Head of Chancery), High Commission of India 97, Nelson Mandela Avenue, Klein Windhoek P.O. Box 1209, Windhoek and must reach on or before 13 October, 2023 at 1230 hrs. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

4. The Mission reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders. **The Mission will also have the right to reject any bid based on experience of any unsatisfactory performance/disputes by the vendor.**

5. The important schedules and dates are as under:

SI	Key Event	Dates
1.	Last date for submission of Bids	13 October, 2023, 1230 hrs.
2.	Date of Opening of Bids (Participant bidders may wish to be present)	13 October, 2023, 1500 hrs.
3.	Venue for Opening of Bids	Conference Room, High Commission of India, Windhoek (Namibia)

6. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Section-II before sending their bids, as no change or violation of the terms and conditions is permissible once the quotation is accepted by the Mission.



(Mohammad Afsar)
First Secretary (HOC)

SECTION II: TERMS AND CONDITIONS

1. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
2. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid.
3. At any time prior to the deadline for submission of bids, HCI, Windhoek may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
4. Tender shall be valid for 90 days from the date of submission of tenders. A tender valid for a shorter period shall stand rejected.
5. Any tender received after the deadline for submission of tenders will not be accepted.
6. **Interpretation of the clauses in the Tender Document/Contract Document:** In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, HCI, Windhoek's interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract, failing which the order may be placed to the next successful bidder.
8. Mission reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonors the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.
9. No request for revision/increase of approved rates during the currency of the contract will be entertained. No other charges like transportation fare etc. will be payable for providing the services.

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

- a. Price quoted by the Contractor and agreed to by HCI, Windhoek shall be considered final, and no price escalation will be permitted thereafter.
 - b. Bidders must quote the price in the format given in Contract Price Schedule at Section – V of this document.
 - c. All prices are to be quoted in N\$ only.
 - d. The prices quoted should be inclusive of transportation, insurance charges etc.
2. **Taxes and Duties:** Tax invoice should be printed in the name of **High Commission of India, P.O. Box. 1209, Windhoek.**

SECTION IV: GENERAL TECHNICAL SPECIFICATIONS

1. The High Commission of India invites two tiers (Technical and Financials bids) for services required for a potential visit of one Indian Naval vessel of approx. 2950 T displacement, Length 105.34 m, Breadth 12.9 m and Draught 5.3 m.
2. The ship is likely to stay in the port of **Walvis Bay** for three days, estimated arrival at **0800 hrs. on Day 1** and estimated departure at **0900 hrs. on Day 4**. The tentative date slot for the visit to **Walvis Bay** is **10-13 November 2023**.
3. It is anticipated that husbanding services required may include, but may not be limited to ones as mentioned in Section V. **In the event of the services being provided gratis by the host Navy/ host Government or if found not necessary, they may not be asked for.** It may be noted that the quantities indicated at Section V are provisional and Final requirement will be intimated closer to arrival of Ship at Port.
4. Details of your Company (profile and registered office in Namibia, preferably Windhoek/Swakopmund/Walvis Bay along with **previous experience in providing ship husbanding services to foreign warships in Walvis Bay** also be provided **in the Technical Bid**. This is a mandatory requirement.
5. Technical queries if any may be addressed to the Head of Chancery at email ID – **hoc.windhoek@mea.gov.in**

Section – V: PRICE SCHEDULE

Format for submitting the Price Schedule for services for a potential visit of one Indian Naval vessel of approx. 2950 T displacement, Length 105.34 m, Breadth 12.9 m and Draught 5.3 m to Walvis Bay, Namibia.

High Commission of India, Windhoek
Tender No. WIN/457/01/2023 Date: 22.09.2023

S. No.	Description of Items required.	Quantity Required (Tentative)	Quoted Amount in N\$ (inclusive of VAT)
1.	Birthing Assistance	Yes Berthing Plan as per Enclosure 1	Quote total amount for Ser. No. 1 to Ser. No. 5 here.
2.	Pilot	Yes (for inward and outward Movement – fluent in English)	Ser. No. 6 held by the ship and hence not required.
3.	Tugs	Yes (Two per movement – each tug at least 15-ton bollard pull capacity)	
4.	Crane	Yes	
5.	Yokohama Fenders	Yes (Two) 4-5 MTR DIA	
6.	Gangway	Yes, Two	
7.	Fuel Requirement	LSHFHSD - 160 Tonnes Technical Specification as per Enclosure 2 Fueling point on quarterdeck.	
8.	Fresh Water (Drinking Water)	20 Tonnes for Each Day. Fresh Water point on quarterdeck.	Quote total combined cost for 3 days here.
9.	Vegetables Fresh, Fruits, Potato & Onions, Meat & Eggs, Dairy & Breads.	Details as per Enclosure 3	Quote total combined cost here. Unit cost to be quoted in Annexure 2
10.	Garbage removal and sullage disposal	Yes / once daily.	Quote total combined

			cost here.
11.	(i) 35 Sim cards (with ISD and India calling activated) and sufficient recharge coupons. (ii) 04 Wi-Fi routers (200 GB data each daily)		Quote total combined cost here.
12.	Transport (Daily)	1. Car (Sedan) - 01 2. Car (SUV) – 02 3. Van/Minibus – 02 x 10-seater 4. Bus – 02 x 52-Seater	Quote total combined cost here.
	Grand Total:		

Name of firm

Address for correspondence Contact Details

Total Price (in N\$)

Note:

1. The above quoted prices are complete in all respect as per technical specifications inclusive of all taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation, installation & other charges etc.
2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal:

No. WIN/457/1/2023
High Commission of India,
97, Nelson Mandela Avenue,
Windhoek.

TENDER FOR SELECTING CONTRACTOR FOR PROVIDING SERVICES TO INDIAN NAVAL SHIP IN WALVIS BAY, NAMIBIA FROM 10-13 NOVEMBER 2023.

Section-VI: STANDARD FORMAT FOR EARNEST MONEY DEPOSIT (EMD) & BANK GUARANTEE PRO FORMA FOR PERFORMANCE SECURITY

Bank Guarantee Performa for Earnest Money Deposit & Tender Security/Performance Guarantee
Bank Guarantee No.....

Brief description of contract: **PROVIDING SERVICES TO INDIAN NAVAL SHIP IN WALVIS BAY, NAMIBIA FROM 10-13 November 2023.**

Name and Address of Beneficiary:
The High Commission of India,
97, Nelson Mandela Avenue,
Windhoek.

Date:

1. Whereas M/s (Name of Contractor with address) have submitted their tender for **PROVIDING SERVICES TO INDIAN NAVAL SHIP IN WALVIS BAY, NAMIBIA FROM 10-13 November 2023**, for High Commission of India, Windhoek, and one of the tender conditions is for the M/s (Name of Contractor with address) to submit a Bank Guarantee for Earnest Money Deposit / Tender Security/Performance Guarantee amounting to In fulfillment of the tender conditions, we, (Name of Bank with address) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever
2. This guarantee is valid for a period of 180 (One hundred and eighty) Days and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.
3. Notwithstanding anything to the contrary contained here-in-above, the maximum liability under this guarantee is restricted to N\$
4. Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (date of issue) up to the (date after 180 days from date of issue) and claims under this guarantee should be submitted not later than (date after 180Days from date of issue).
5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the Namibia and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Namibia Courts.

Date:

Place:

High Commission of India
Windhoek, Namibia

Technical Bid

S. No.	Details of the Company	
1.	Name	
2.	Year of Incorporation	
3.	Namport Registration (Provide copy of the registration)	
4.	Sales/Turnover for the last three years	
5.	Balance Sheet and P&L Statement of the Co. for the last three years	
6.	Past Experience in handling Defence ship	

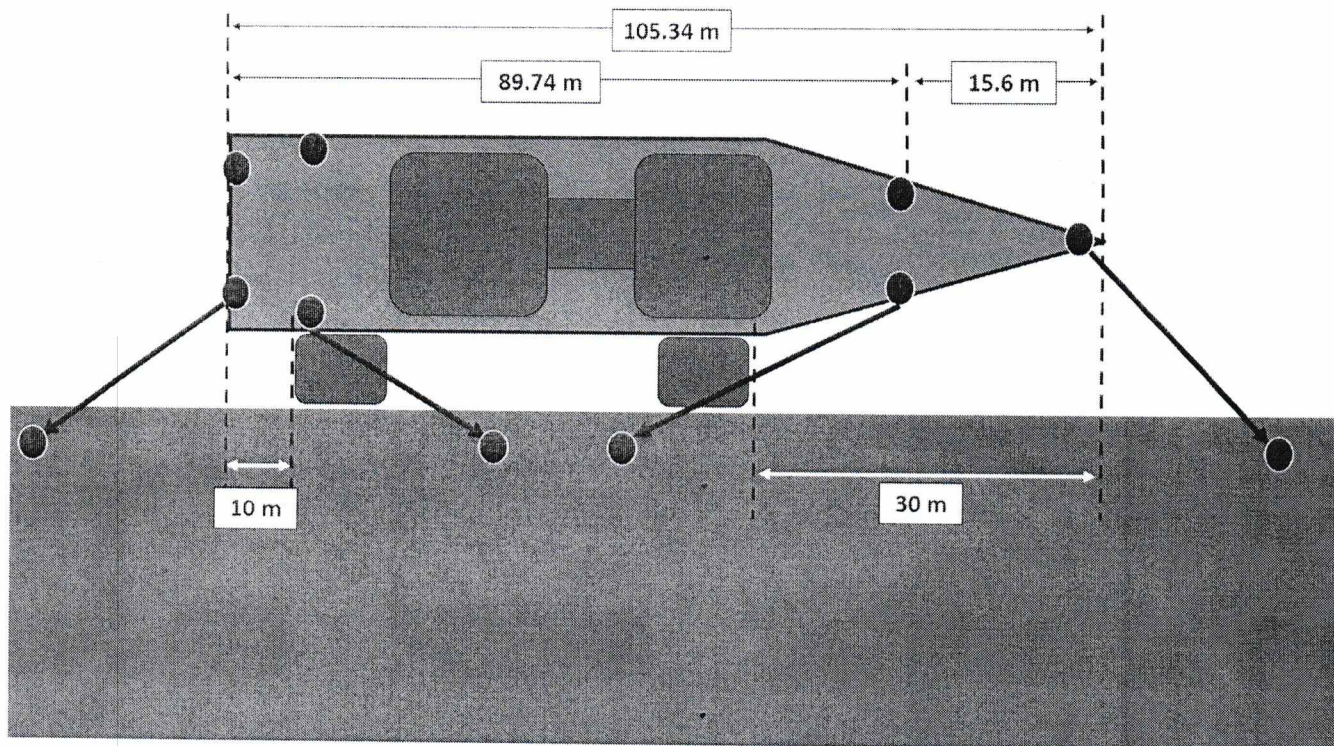
1. *Certified that we have read and agreed to the terms and conditions of the tender document.*
2. *Certified that our company has never been blacklisted or debarred from participating in any bid process in Namibia.*

Signature

Authorised signatory of the Company

Name and Address of Company.

Enclosure 1



Fuel Characteristics

SRL CHARACTERISTICS	TEST METHOD (ASTM/IP/IS1448)	SPECIFICATION LIMIT & UNIT	TEST RESULTS
Operation: 00000001	MIL-DTL_16884M & ISO 8217:2017 DMA		
1. Visual appearance	D4176	Clear, bright & visually free from	Clear, bright & visually free from
2. Density at 15° C	D1298	Max. 876.0 kg/m ³	834.1
3. Distillation- initial Boiling Point, at °C	D86	Report	183.0
4. Dist: 10% (v/v). recovered at °C	D86	Report	219.0
5. Dist: 50 % (v/v), recovered at °C	D86	Report	271.0
6. Dist: 90 % (v/v), recovered at °C	D86	Max. 357.0°C	338.0
7. Dist: Final Boiling Point	D86	Max. 385.0 °C	367.0
8. Dist: Residue + Loss	D86	Max 3.00 vol%	2.0
9. Flash Point (PMCC)	D93	Min. 66.0 CEL	70.0
10 Pour Point	D97	Max. -6.0°C	-12.0
11. Kin. Viscosity at 40 °C	D445	1.70 ..4.30 cSt	2.94
12. Cu Corrosion, 3hr 100°C	D130	Max I	la
13. Cetane Index	D4737	Min. 45.0	54.3
14. Calcium	D7111	Max. 1.00 ppm	<0.10
15. Lead	D7111	Max. 0.50 ppm	<0.10
16. Sodium + potassium	D7111	Max. 1.00 ppm	0.10
17. Vanadium	D7111	Max. 0.50 ppm	<0.10
18. Color (Number) Max	D1500	Max. 1.0	<1.0
19. Sulphur Content Wt %	D5453	Max. 0.1000 wt%	0.0010
20. Particulate contamination	D6217	Max. 10.0 mg/l	5.2

Enclosure 3

SER	DESCRIPTION	UNIT	QTY	UNIT PRICE IN N\$	AMOUNT IN N\$
1.	MULTIGRAIN BREAD	KGS	50		
2.	PAV	KGS	25		
3.	POTATO FRESH	KGS	200		
4.	ONIONS	KGS	150		
5.	MILK TETRA (TONED)	LTR	1200		
6.	BUTTER	KGS	20		
7.	FROZEN GREEN PEAS	KGS	20		
VEGETABLES VARIETIES					
8.	CABBAGE	KGS	50		
9.	CAPSICUM (GREEN)	KGS	15		
10.	CAPSICUM (RED)	KGS	10		
11.	CAPSICUM (YELLOW)	KGS	10		
12.	CARROT	KGS	40		
13.	CAULIFLOWER	KGS	50		
14.	GREEN CHILLY	KGS	10		
15.	CUCUMBER	KGS	15		
16.	TOMATO RED	KGS	45		
17.	SPINACH (PALAK)	KGS	20		
18.	LEMON	KGS	15		
19.	GINGER	KGS	15		
20.	LADY FINGER	KGS	40		

21.	BRINJAL	KGS	30		
22.	PUMPKIN	KGS	30		
23.	BEANS FRESH	KGS	20		
24.	CORIANDER LEAVES FRESH	KGS	04		
25.	BOTTLE GUARD	KGS	40		
26.	CURRY PATTA	KGS	02		
27.	SPRING ONION	KGS	03		
28.	BROCCOLI	KGS	05		
29.	BEETROOT	KGS	10		
30.	MUSHROOM FRESH	KGS	20		
31.	ZUCCHINI (YELLOW AND GREEN)	KGS	01		
32.	MINT LEAVES	GMS	02		
SEA FOOD / NON-VEG					
33.	CHICKEN FROZEN	KGS	125		
34.	MUTTON FROZEN	KGS	30		
35.	FISH RED FILLET	KGS	25		
36.	EGGS	NOS	1200		
FRESH FRUITS					
37.	APPLE RED	KGS	60		
38.	GRAPES GREEN	KGS	50		
39.	KIWI	KGS	30		
40.	ORANGE	KGS	50		
41.	BANANA	KGS	40		

42.	PEARS	KGS	60		
43.	WATERMELON	KGS	50		
44.	PLUM	KGS	30		
45.	POMEGRANATE	KGS	40		
MISC. PROVISIONS					
46.	ICE-CREAM	KGS	25		
47.	PANEER	KGS	20		