

Tel: 0824-2405266  
Fax: 0824-2405267  
Reply should be addressed  
to the District Commander

Headquarters  
No.3 Coast Guard District (Ktk)  
Post Box No.19, Panambur  
Mangalore - 575 010

436/1

18 Sep 19

**INVITATION OF BIDS FOR HIRING OF VEHICLES FOR CG DHQ-3**  
**REQUEST FOR PROPOSAL (RFP NO. 02/ 2019-20 DATED 18 SEP 19**

1. Bids to be submitted in sealed cover for services described in this RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

- a. Bids/queries to be addressed to : The Commander, No.3 Coast Guard District (Karnataka)
- b. Postal Address for sending the Bids : Headquarters, No. 3 Coast Guard District (Karnataka), Post Box No.19, Panambur, Mangalore – 575 010
- c. Name/designation of the contact Personnel : Asst Comdt. Abhishek Wadhwa District Motor Transport Officer
- d. Telephone Numbers of the contact Personnel : 0824-2405931/2405263
- e. E-mail id of contact personnel : [dhq3@indiancoastguard.nic.in](mailto:dhq3@indiancoastguard.nic.in)
- f. Fax Number : 0824 – 2405267

3. This RFP is divided into five parts as follows:-

(a) Part I – Contains General Information and instructions for the bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.

(b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery period, mode of delivery and Consignee details.

(c) Part III – Contains Standard conditions of RFP, which will form part of the contract with the successful bidder.

(d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful bidder.

(e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part or thereof at any stage. Buyer also reserves the right to withdraw this RFP, should it become necessary at any stage.
5. RFP Part I, II, III, IV and V are enclosed herewith.
6. The Para marked with "NA" will not be considered as part of RFP.

Thanking You,

Your's faithfully,



(Abhishek Wadhwa)  
Asst Commandant  
Dist. Motor Transport Officer  
for District Commander

Encl :- As above

## Part I – General Information

1. **Last date and time for depositing the bids:**-The sealed commercial bids to be deposited/reach by **1200hrs** on **04 Oct 19** the responsibility to ensure this lies with the bidder.
2. **Manner of depositing the bids:**- Sealed bids should be dropped in the Tender Box, marked as **Hiring of vehicles for CG DHQ-3** placed near Security office/ Main gate of this Headquarters or sent by registered post at the address given above so as to reach by the due date and time. Late tenders 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- mailed will not be considered (unless they have been specially called for by these modes due to urgency).
3. **Time and date for opening of Bids:**- Bids will be opened at **1500 hrs** on **04 Oct 19**. (If due to any exigency, the due date for opening of bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
4. **Location of the Tender Box:**- The tender box is located in the Guard Room of No.3 Coast Guard District Headquarters (Karnataka). Only those bids that are found in the tender box will be opened.
5. **Place of Opening the Bids:**- Bid will be opened on the ground floor (AV Room) of No.3 Coast Guard District Headquarters (Karnataka). The bidders may depute their representatives, duly authorised in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
6. **Two bid system:** - NA
7. **Forwarding of Bids:**- Bids should be forwarded by Bidders under their original memo/letter pas inter alia furnishing details like TIN Number, Pan Number, VAT/CST/GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

