

Tel: 0884 2342171(Fax)
Reply should be addressed to
The Commanding Officer

ICGS Kakinada
Burma Shell Area
Beach Road Junction
Kakinada Port
Kakinada - 533

Quoting: KND/RFP/OE/18 /18-19

12 Nov 18

M/s _____

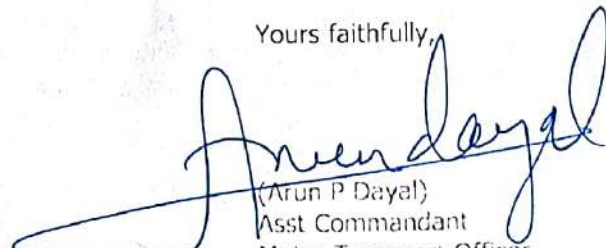
REQUEST FOR PROPOSAL FOR HIRING OF TRANSPORT: ICGS KAKINADA
REQUEST FOR PROPOSAL (RFP) NO. KND/RFP/OE/18/18-19 DATED 12 NOV 18

1. Bids online are invited for procurement/repair of items listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number to the file submitted online.
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 Commanding Officer, ICGS Kakinada
 - (b) Postal address for sending the Bids:

The Commanding Officer
ICGS Kakinada
Burma Shell Area
Beach Road Junction
Kakinada Port
Kakinada – 533 007
 - (c) Name/designation of the contact personnel: Asst Comdt Arun P Dayal
Motor Transport Officer
 - (d) Telephone numbers of the contact personnel: 0884-2342175
 - (e) Fax number: 0884 2342171
 - (f) Email id: cgs-knd@indiancoastguard.nic.in
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 Technical Specifications, Delivery Period and Consignee details.
 - (c) Part III – Contains Standard Conditions of RFP, obligatory to both the buyer and the Bidders.
 - (d) Part IV – Special conditions of RFP, obligatory to both the buyer and the bidders.
 - (e) Part V – Evaluation criteria and price bid issues.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Thanking you,

Yours faithfully,


(Arun P Dayal)
Asst Commandant
Motor Transport Officer
for Commanding Officer

Encl: As above.

PART -I

1. **Last date and time for depositing the Bids :** 1430 Hrs on 04 Dec 18
2. Manner of depositing the Bids : Sealed bids should be dropped in the Tender Box onboard ICGS Kakinada or sent by registered post at the given above to reach by the due date and time. Late tenders will not be accepted and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
3. **Time and date for opening the bids :** 1500 Hrs on 04 Dec 18 in the presence of tenderers, who may be present
(If due to any reason, the due date is declared as a holiday, the bids will be opened on the next working day at the same time or on any other day/time as intimated by this ship)
4. **Location of the tender box :** bids to be submitted online to ICGS Kakinada.
5. **Place of opening of the Bids :** ICGS Kakinada (You may depute your representative, 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. **Single bid/Two Bid system : Single bid system.**
(In case of the two bid system, only the Technical bid would be opened on the time and date mentioned above. Date of opening of the commercial bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose technical bids are found compliant/suitable after technical evaluation is done by the ship.
7. **Forwarding of Bids** – Bids should be forwarded under your original memo/letter pad inter alia furnishing details like TIN Number, VAT/CST Number, Bank address with EFT Account if applicable etc. and complete postal and e-mail address of your office.
8. **Clarification regarding contents of the RFP :** In case of any clarification regarding the contents of the bidding documents you shall notify this ship in writing about the clarification sought well in advance prior to be date of opening of the Bids.
9. **Modification and Withdrawal of Bids :** You may modify or withdraw your bid after submission provided that the written notice of modification of withdrawal is received by this ship prior to deadline prescribed for submission of bids. A withdrawal notice may be sent y fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach this ship not later than the deadline for submission of bids. No bid shall be modified after 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 forfeiture of bid security (wherever applicable).
10. **Clarification regarding contents of the Bids :** During evaluation and comparison of bids, this ship is at discretion to ask you for clarification of your 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 by you will be entertained.
11. **Rejection of Bids :** Canvassing for the bid in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Unwillingness to quote :** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids :** The Bids should remain valid till **90 DAYS** from the last date of submission of the Bids.
14. **Earnest Money Deposit:**The bidders are to furnish EMD for a sum of **Rs 8,000.00** (Rupees Eight Thousand only) with a validity of 45 days, in the form of an account payee demand draft or fixed deposit receipt or banker's cheque or bank gurantee from any of the public sector banks or a private sector bank authorized to conduct government business in favour of the Commanding Officer,ICGS Kakinada,near Burma shell area,beach road junction,Kakinada-533007.The format in form DPM-13 may be adopted.

Contd.2/-

Part II

Essential Details of Items/Services required

1. Schedule of requirement – List of items/services required are as follows:

Sl.	Vehicles Name	10 Hours 80 KM	Per Extra KM	Per Extra Hour
01	Tata Indica (Non-AC)			
02	Swift Dzire (Non-AC)			
03	Innova/Swift Dzire (AC)			
04	49 Seater Bus (Non-AC)			

2. **You are required to adhere following conditions prior supplying vehicles:**
- (a) Vehicles should report to ICGS Kakinada, Burma shell area, Beach road Junction, Kakinada and the mileage will started from ICGS Kakinada and will be terminate at ICGS Kakinada
 - (b) Drivers should be wear good pair of white/khaki uniforms.
 - (c) Flag post of the front bonnet and star plate at the front and rear of the VIP vehicle to be fixed.
 - (d) Star plates and flags will be provided by ICGS Kakinada for VIP vehicles.
 - (e) All staff cars/Jeep covers should be white in colour and neatly washed and ironed.

3. **Two bid System:** The technical bid and the commercial/financial bid should be sealed by bidder in separate covers duly superscripted and both these sealed covers are to be put in bigger cover which should be sealed and superscripted. The technical Bids forwarded by the Bidders will be evaluated by the customer with reference to the technical specifications as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The price Bide of only those Bidders will be opened whose Technical Bids would clear the technical evaluation. The Bidders are advised to submit the compliance statement in the following format along with Technical Bide.

Sl.	Description	Compliance	Enclosed Documents
(i)	Indicate acceptance of entire scop of work as per the RFP	Yes / No	
(ii)	Indicate EMD has been attached	Yes / No	
(iii)	Income tax return of the company for the last one year attached	Yes / No	
(iv)	Service Tax registration certificate Attached	Yes / No	
(v)	Travels Registration Certificate Attached	Yes / No	
(vi)	Vendor's bank details alongwith cancelled cheque attached	Yes / No	

4. **Delivery and Transportation:** Items / services to be delivered /provided to this station within 01 days of placement of supply order. Delivery period for supply of items/services would be one year from the effective date of contract place note that contract can be cancelled unilaterally by the Buyer in case items/services are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer with applicability of LD clauses

5. **Consignee details :** The Commanding Officer,
C/o ICGS Kakinada
Burma Shell Area, Beach Road, Junction
Kakinada Port, Kakinada 533 007

- 6. **Buy-Back offer:** Blank
- 7. **Transportation :** The items will be door delivered at our office address by the suppliers.
- 8. **Inspection authority :** The mode of inspection would be departmental/User/Joint/Self certification.
- 9. **Warranty:** Blank.
- 10. **Annual Maintenance Contract (AMC) Clause:** Blank.

11. **Special Conditions/ Instructions:**

- (i) All jurisdiction matters are in East Godavari District Court, Kakinada.
- (ii) All Vehicles are to be provided with white seat covers.
- (iii) All Drivers should possess valid driving licence.
- (iv) All Vehicles commercial tax ect are to be paid by service provider only
- (v) Any kinds of road accident, claims are sole responsible of service Provider.
- (vi) Drivers should have Uniforms & Safety Shoes.
- (vii) Vehicles are to provide to CG ships visiting M/s KSPL Kakinada. At any given time Service providers are not to refuse to provide vehicle stating jetty conditions.
- (viii) At any given time, Downgraded vehicles are not be provided.
- (ix) This station will not process the bills in Case, the vehicle reports the with drunken drivers.
- (x) During VIP visits, the service Provider is to provide best of Vehicles and drivers with daily news papers (Two English) and two water bottles each.
- (xi) The bill will be settled by DCDA (Navy) Vizag Frequent Phone calls or visiting officer for early settlement of pending bills will not be entertained by this officer.
- (xii) Refusing to provide vehicles in case clearing of bills getting delayed at DCDA (Navy) will not be accepted by this office.
- (xiii) The station will be contract operating authority (COA) having all rights terminate the contract in case poor services being provided by the Agency.
- (xiv) Obtaining Signature on final reading hours from third party (CG Ship) is the sole responsible of Service Provider.
- (xv) When ever, the service personnel are travelling to all charges will be exempted. In case if the driver allows other than service personnel, the to all charges will be Bearn by Driver only.
- (xvi) No Batta will be paid to drivers by Coast Guard and drivers be briefed accordingly.

Part III

Standard Conditions of RFP

(I) You are required to give confirmation of your acceptance of the Standard Conditions of the RFP mentioned below which will automatically be considered as part of the Contract (wherever applicable) concluded between the Buyer and Seller. Failure to do so may result in rejection of the Bid submitted by the Bidder.

(II) Only the relevant portions of the Standard conditions have been reproduced below. For the complete conditions you may log on to Ministry of Defence Website.

1. **Law :** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Arbitration :** All disputes of differences arising out of or in connection with the Contract shall be settled by bilateral discussion.

3. **Taxes and Duties:**

(i) **General (in respect of indigenous bidders)**

1. Bidders must indicate separately the relevant Taxes/duties likely to be paid in connection with servicing of equipment completed goods specified in RFP. In absence of this, the bids would be summarily rejected.

2. If a bidder is exempted from payment of any duty/tax upto any value of job/work from them he should clearly state that no such duty/tax will be charged by them upto the limit of exemption which they may have. If any concession is available in regard to rate/quantum of any duty/tax, it should be brought out clearly. In such case, relevant certificate will be issued by the buyer later to enable the service provider to obtain exemptions from taxation authorities.

3. Any changes in taxes and duties levied by central/state/local governments on final product upward as a result of any statutory variation taking place within contract period shall be allowed reimbursement by the buyer, to the extent of actual quantum of such duty/tax paid by the service provider.

4. In case of extension of service period any increase in taxes, duties, levies etc will not be paid to the service provider. In case of decrease the difference to be passed on to the buyer.

(ii) **Customs duty: NA**

(iii) Goods and Services Tax (GST):

1. GST will be paid to service provider at the rate applicable based on description, HSN/SAC code and the relevant schedule of CGST Act.
2. In pursuance with section 171(1) of CGGST Act, an undertaking is to be effected by the service provider declaring that "Any reduction in rate of tax on any service of goods or services or the benefit of input taxes credit (ITC) shall be passed on to the recipient by the way of commensurate reduction in prices". Further in case it is detected by the government that any ITC has accrued to the service provider as a result of migrating to GST, after receiving the consideration/reimbursement for his job services, the service provider is mandated to refund the same accordingly to the paying Authority, giving details and particulars of the transactions.

Part IV
Special conditions of RFP

(Only the relevant portions of the Standard conditions have been reproduced below. for the complete conditions you may log on to Ministry of Defence official website)

1. Payment terms for Indigenous Sellers – It will be mandatory for you to indicate your bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT. A copy of form DPM-11 for receiving payment through ECS is available on MOD website or can be requested from this station.

2. Advance Payment– No advance payment will be made, 100% payment will be made after delivery of services.

3. Paying authority : Additional Controller of Defence Accounts (Navy), Visakhapatnam. Payment of bills will be made on production of following documents :

- (a) Ink signed copies of Contingent bill/seller's bill and invoice /seller's bill
- (b) Copy of supply order
- (c) CRV in duplicate and inspection note (wherever applicable)
- (d) Claim for statutory and other levies to be duly supported by relevant documents
- (e) Exemption certificate for excise /customs duty if applicable
- (f) Guarantee / Warranty certificate
- (g) Delivery period extension letter with CFA sanction (wherever applicable)
- (h) Details for electronic payment viz. Account holder's name, Bank name and address, account type, account number, IFSC and MICR codes.

4. The following clauses shall be applicable : (For detailed definitions of conditions you may log on to Ministry of Defence web site or request for the same from this ship)

- (a) Fall Clause
- (b) Risk and expense clause
- (c) Force Majeure clause
- (d) Warranty clause as per para 29(b)

5. Transportation : The items will be door delivered at our office address by the suppliers.

6. Inspection authority : The mode of inspection would be departmental/User/Joint/Self certification.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
- (b) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The L-1 bidder will be determined by excluding levies, taxes and duties levied by Central/State/Local Governments on final product as quoted by bidders.
- (c) The taxes applicable are to be indicated separately. Bids submitted without mentioning taxes separately would be summarily rejected. If Nil taxes are mentioned the relevant notification / exemption certificate should be indicated.

(d) Seller has to submit a copy of registration certificate under GST alongwith the bids. In case the firm is not registered under GST, the same has to be communicated by the seller on their letterhead.

(e) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.


(f) Levies, taxes and duties levied by Central/State/Local Governments on final product will be paid by the buyer on actual, based on relevant documentary evidence. Taxes and duties on input items will not be paid by buyer and they may not be indicated separately in the bids. Bidders are required to include the same in the pricing of their product.

(g) The lowest acceptable bid will be considered further for placement of contract / Supply order after complete clarification and price negotiations as decided by the buyer. The buyer will have the right to award contracts to different bidders for being lowest in particular items. The buyer also reserves the right to do appointment of quantity, if it is convinced that lowest Bidder is not in a position to supply full quantity in stipulated time.

2. **Price Bid Format (to be used for L-1 determination):** The Price Bid Format in general is given below and Bidders are required to fill this up correctly with full details, as required under Part-II of RFP (The format indicated below is only as an illustration).

(a) Cost of the Item(s):

SL. NO.	Description of item(s)	Quantity	HSN/SAC code	Unit Price			GST (%)	GST (Amount)	Total
				10Hrs/ 80 Kms	Extra Km	Extra Hour			
01.									
02.									
Grand Total									


(Arun P Dayal)
Asst Commandant
Motor Transport Officer
for Commanding Officer