

**No. Acc/Pol/109/3/2023
High Commission of India
9 Ridge Road,
Accra, Ghana

www.hciaccra.gov.in

Date : 06 September 2023

**INVITATION OF BIDS FOR PROVIDING SERVICES TO INDIAN SHIP IN TEMA
(GHANA).**

Tender No. Acc/Pol/109/3/2023 dated 06 September .

Last Date for submission of bids : 21-Sep-2023 (by 1100hrs)

Section I : Invitation for Tenders

Section II : Terms & Conditions

Section III : Special Conditions of Contract

Section IV : General Technical Specifications

Section V : Price Schedule

No. Acc/Pol/109/3/2023
High Commission of India
9 Ridge Road,
Accra, Ghana

**Subject : Invitation of bids for providing services to Indian Naval
Ship Husbanding in Tema (Ghana).**

The High Commission of India (HCI), Accra invites sealed tenders for providing services to Indian Naval Ship husbanding in Tema (Ghana) during last week of October 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 Accra or Tema (Ghana) for providing services to Indian Naval Ship as detailed in Section-IV of the tender documents.

2. The tender documents can be downloaded from the following websites :-

www.hciaccra.gov.in
www.http://eprocure.gov.in/cppp
www.mea.gov.in

Bidders are requested to go through the terms & conditions contained in the bid document. Bidders are also required to deposit Earnest Money Deposit (EMD) of GHC 20,000/- (Twenty thousand Ghana Cedis only) in the form of *“Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Ghana” in favour of “High Commission of India, Accra”*. **Bids received without EMD will not be considered and rejected summarily.**

3. The tender should be submitted in two sealed envelopes as below, alongwith prescribed EMD:-

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

(b) The second sealed envelope superscripted **“Financial Bid”** should contain only rates as per Section–V of the Tender Documents.

(c) Both the sealed covers, along with EMD should be placed in the main sealed envelope superscripted **“Tender for providing services to Indian Naval Ship at Tema (Ghana)”** addressed to the **High Commission of India, 9 South Ridge Road (near Jack & Jill school, Roman Ridge), Accra, Ghana**, and must reach on or before 21-Sep-2023 latest by 1100hrs. Bids may be hand delivered or send 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 all the bidders.

5. The important schedules and dates are as under :-

Ser No	Key Event	Dates
(a)	Last date for submission of Bids	21-Sep-2023 by 1100hrs
(b)	Date of Opening of Technical Bids (Participant bidders may wish to be present)	22-Sep-2023 by 1530hrs
(c)	Date of Opening of Financial Bids (Only for the successful bidders of Technical Bid)	25-Sep-2023 by 1200hrs
(d)	Venue for Opening of Bids	Conference Room, High Commission of India, 9 South Ridge Road (near Jack & Jill school, Roman Ridge), Accra (Ghana).

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 aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

(Thakur Vikram Singh)
Head of Chancery

SECTION II : TERMS AND CONDITIONS

1. Bidders are required to deposit Earnest Money Deposit (EMD) of GHC 20,000/- (Twenty thousand Ghana Cedis only) in the form of *"Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Ghana"* in favour of *"High Commission of India, Accra"*. Bids received without EMD will not be considered and rejected summarily. EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for EMDs.
2. 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.
3. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid.
4. At any time prior to the deadline for submission of bids, HCI, Accra may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
5. Tender shall be valid for 90 days from the date of submission of tenders. A tender valid for a shorter period shall stand rejected.
6. Any tender received after the deadline for submission of tenders will not be accepted.
7. 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, Accra's interpretation of the clauses shall be final and binding on all parties.
8. 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 EMD will be forfeited and the order will be placed to the next successful bidder. The EMD shall also be forfeited if the bidder withdraws the tender during the period of tender validity specified in the tender
9. 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 dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.
10. No request for revision/increase of approval rates during the currency of contract period will be entertained. No other charges like transportation fare etc will be payable providing the services.

SECTION III : SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices:-

(a) Price quoted by the Contractor and agreed to by HCI, Accra 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 only in USD.

(d) The prices quoted should be inclusive of transportation, insurance charges etc.

2. Taxes and Duties:-

VAT should not be included as the High Commission of India is exempted from VAT under the Vienna Convention.

SECTION IV: GENERAL TECHNICAL SPECIFICATIONS

1. The High Commission of India invites a budgetary quote for ship husbanding services for a potential visit of one Indian Naval vessel of approx. 2950 T displacement, Length 105.34 meters, Breadth 12.9 meters and Draught 5.3 meters.

2. The ship is likely to stay in the port of **Tema** for Four days and the tentative date slot for the visit to **Tema** is **25-28 Oct 2023**. Firm dates & time of arrival/ departure will be confirmed in due course.

3. It is anticipated that husbanding services required may include, but may not be limited to the following. **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.**

(a) Port Services including:-

- (i) Pilotage (per pilot)
- (ii) Tugs (Bollard Pull of sufficient capacity)
- (iii) Line Handling
- (iv) Mooring Boat
- (v) Berthing/ unberthing assistance
- (vi) Payment of Port Dues
- (vii) Payment of Other Levies

(b) Harbour Facilities including:-

- (i) Electricity (per MW Capacity)
- (ii) Fresh Water (per Ton)
- (iii) Garbage/ Rubbish Removal – Once Daily.
- (iv) Sewage Removal
- (v) Sullage Removal. Discharge hose of suitable length alongwith end fitting may be provided by the sullage barge/ Truck.
- (v) Fenders (YOKOHAMA – Large Size)
- (vi) Crane Hire
- (vii) Brow
- (viii) Gangway (greater than 30 feet)
- (ix) Newspaper English (20 per day)/ Magazines (05 per day)

(c) Telephone/Internet on **Daily Rental Basis**

- (i) Sim Cards (with ISD and India calling activated and sufficient recharge coupons)
- (ii) Wi-Fi routers (200 GB data each daily)

(d) Clearance of items at airport/ sea port, if required.

(e) Fresh Provisions

(f) Transport Facilities :-

- (i) Sedan Car on Daily Basis.
- (ii) SUV on Daily Basis.
- (iii) 18-26 Seater Van/ Bus on Daily Basis.
- (iv) 48-52 Seater Bus on Daily Basis.

(g) Supply of Fuel [High Flash High Speed Diesel – HFHSD (MIL-DTL16884M or NATO F-76) including delivery charges via pipeline/ barge is to be supplied at Tema. The Supplier will be required to produce a certificate from a Certified Laboratory specifying the Sulphur content and samples will also be tested onboard prior to acceptance.

4. Details of your Company (profile and registered office in Ghana, preferably Tema) along with **previous experience in providing ship husbanding services to foreign warships in Tema** may also be provided in the **Technical Bid**. This is a mandatory requirement.

5. Technical queries, if any maybe addressed to the **Defence Advisor** at Email ID- da.abuja@mea.gov.in. Office contact No- **+234-7080622800**

SECTION V- PRICE SCHEDULE

Format for submitting the Price Schedule for ship husbanding services for a potential visit of one Indian Naval ship of approx. 2950 T displacement, Length 105.34 meters, Breadth 12.9 meters and Draught 5.3 meters to Tema, Ghana

High Commission of India, Accra

Tender No. Acc/Pol/109/3/2023

Date: 06 September 2023

Ser.	Service	Unit	At Tema (in USD)
(a)	Agency Fee - First Day	per day	
(b)	Agency Fee- Subsequent days	per day	
(c)	Berthing/ Unberthing Charges	per day	
(d)	Pilotage (IN/ OUT)	per move	
(e)	Pilot boat (IN/ OUT)	per move	
(f)	Pilot detention/ cancellation	per hour	
(g)	Port Leading hand for arrival and departure	per hour	
(h)	Line handlers	per move	
(i)	Towage/ Tugs (for inwards and outwards and any additional moves)	per move	
(j)	Mooring Boat	per move	
(k)	01 x Brow (Greater than 30 feet length) at wharf including all costs	per day	
(l)	Crane for brow including all costs	per hour	
(m)	Yokohama Fenders (large) at wharf including all costs	each per day	
(n)	Temporary fencing, if necessary	each per day	
(p)	Armed Security Guards, if necessary	each per hour	

<u>Ser.</u>	<u>Service</u>	<u>Unit</u>	<u>At Tema (in USD)</u>
(q)	Fresh water	per ton	
(r)	Garbage disposal - General waste at wharf including all costs	per bin	
(s)	Sewage removal at wharf including all costs	per KL	
(t)	Oily water waste removal at wharf including all costs	per KL	
(u)	Oily sludge removal at wharf including all costs	per KL	
(v)	Grey water removal at wharf including all costs	per KL	
(w)	Newspapers (10 per day)	each day	
(x)	Sedan including driver (from 0900 - 0100hrs+1)	each per day	
(y)	SUV including driver (from 0900 - 0100hrs+1)	each per day	
(z)	20 seater van/ Bus including driver (from 0900 - 0100hrs+1)	each per day	
(aa)	48 seat Bus including driver (from 0900 - 0100hrs+1)	each per day	
(ab)	Tour guide (02)	per day	
(ac)	Wi-fi multi user dongle on rent	per dongle, per day	
(ad)	Airtel SIM card on rent	per SIM, per day	
(ae)	Airtel Recharge Voucher	As per Reqmt	
(af)	Mobile Phone on rent	Per day	
(ag)	45 Passenger crew transfer boat (from 0900- 0100hrs+1)	per day	
(ah)	Commercial grade Fuel (HFHSD)	Per MT	
(ai)	Portable Generator	Per MW Capacity	
(aj)	Umbrella on rent	Per Day	

<u>Ser.</u>	<u>Service</u>	<u>Unit</u>	<u>At Tema (in USD)</u>
(ak)	Charges for clearance of items at airport, if required.	Per Kg	
(al)	Charges for clearance of items at seaport, if required.	Per Kg	
(am)	Re-filling of Feon'22 Gas Cylinder	Per Kg	
(an)	Re-filling of Nitrogen Gas Cylinder	Per Kg	
(ao)	Repair Work (Welding, Brazing, etc), if required	Per Sq Feet	
(ap)	Any other Port Dues		
(aq)	Any other levies/charges		

FRESH PROVISIONS

1. Rates may kindly be forwarded for the following in USD as per unit indicated:-

FRESH PROVISIONS	Unit	At Tema (in USD)
<u>VEGETABLES (KG)</u>		
CAULIFLOWER	Per Kg	
TOMATO RED	Per Kg	
FRENCH BEANS	Per Kg	
CORRIANDER LEAVES	Per Kg	
BROCCOLI	Per Kg	
GREEN PEAS	Per Kg	
CAPSICUM GREEN	Per Kg	
CAPSICUM YELLOW	Per Kg	
CAPSICUM RED	Per Kg	
LADIES FINGER	Per Kg	
SALAMI FINE KOSHER	Per Kg	
SPINACH	Per Kg	
SPRING ONION	Per Kg	
FOWL DRESSED	Per Kg	
LETTUCE	Per Kg	

FRESH PROVISIONS	Unit	At Tema (in USD)
PARSLEY	Per Kg	
MUSHROOM	Per Kg	
RADDISH RED SMALL	Per Kg	
CUCUMBER	Per Kg	
MINT LEAVES	Per Kg	
SWEET CORN	Per Kg	
CABBAGE	Per KG	
CARROT	Per Kg	
BOTTLE GOURD	Per Kg	
BITTER GOURD	Per Kg	
PUMPKIN	Per Kg	
BRINJAL	Per Kg	
ZUCCHINI YELLOW	Per Kg	
ZUCCHINI GREEN	Per Kg	
GINGER	Per Kg	
CHILLY GREEN	Per Kg	
LIME	Per Kg	
BREAD BROWN	Per Kg	
BREAD WHITE	Per Kg	
PAV BUN	Per KG	
MILK TETRA PACK (LTRS)	Per Ltr	
MILK FRESH	Per Ltr	
COTTAGE CHEESE (PANEER)	Per Kg	
TIGER PRAWNS CLEANED	Per Kg	
FISH HILSA	Per Kg	
CHICKEN FRESH (KG)	Per Kg	
FISH FRESH (POMFRET/SURMAI) (KG)	Per Kg	
EGGS (360 NOS)	Per Box	
POTATO FRESH (KG)	Per Kg	
ONION (KG)	Per Kg	

FRESH PROVISIONS	Unit	At Tema (in USD)
FRESH FRUIT NC (KG)		
APPLE RED	Per Kg	
GRAPES RED	Per Kg	
GRAPES GREEN SEEDLESS	Per Kg	
GRAPES BLACK SEEDLESS	Per Kg	
PEARS	Per Kg	
GREEN APPLE	Per Kg	
STRAWBERRY	Per Kg	
BLACK GRAPES	Per Kg	
KIWI	Per Kg	
PAPAYA	Per Kg	
MUSK MELON	Per Kg	
WATER MELON	Per Kg	
BANANA YELLOW	Per Kg	
RED CHERRY	Per Kg	
POMOGANATE FRESH	Per Kg	
PINEAPPLE	Per Kg	
PLUM	Per Kg	
ORANGE	Per Kg	
DRY RATION (KG)		
RICE	Per Kg	
WHEAT FLOUR (ATTA)	Per Kg	
FLOUR (MAIDA)	Per Kg	
SUJI	Per Kg	
REFINED OIL	Per Kg	
GARAM MASALA & CONDIMENTS	Per Kg	
TEA	Per Kg	
COFFEE	Per Kg	
SUGAR	Per Kg	
SALT	Per Kg	

<u>PULSES (DAL)</u>		
DAL ARHAR	Per Kg	
DAL RAJMAH	Per Kg	
DAL LOBIYA	Per Kg	
DAL MASOOR SPLIT	Per Kg	
DAL MASOOR WHOLE	Per Kg	

Name of Firm :

Address for correspondence :

Contact Details :

Total Price (in USD)

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,

Company Seal:

(Signature of Authorised Signatory)
Name & Designation: