

No. CAP/ADMN/120/2/2025
Invitation of Bids for providing Services to
Indian Coast Guard Ship (ICGS) Sachet in Cape Town at Cape Town Port
From 02-06 October 2025

Request for Proposal (RFP)

1. Bids in sealed cover are invited for items listed in Part II of this RFP. Please superscribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the 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 hoc.capetown@mea.gov.in

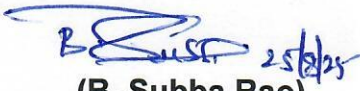
(b) Postal address for sending the Bids:

Head of Chancery
Consulate General of India
8th Floor, The Terraces,
34 Bree Street, Cape Town City Centre,
Cape Town, 8001

(c) Name/Designation of the contact person:

B. Subba Rao,
Head of Chancery
Consulate General of India
Cape Town
Tel. No 021-4198110/11
E-Mail:-hoc.capetown@mea.gov.in

3. The RFP is being issued with no financial commitment and the **Client** reserves the right to change or vary any part thereof at any stage. **Client** also reserves the right to withdraw the RFP, should it becomes necessary at any stage.


(B. Subba Rao)
Head of Chancery
Consulate General of India
Cape Town

Part I – General Information

1. **Pre-qualification requirements:** The reputation, capacity and credibility shall be evaluated before finalizing the bid and signing of contract with the **Company**. The **Company** should have adequate experience in providing **Ship Chandler Services** in the past and **must provide the following documents as a part of the bid**.
 - (a) Detailed profile including available technical expertise and the past experience of executing similar types of providing **ship handling services** of GoI establishments/Indian Missions/other agencies of Government of South Africa/establishments. Copies of the contract executed in the past may please be provided in support of their past experience.
 - (b) Details of the Financial background of the Company.
2. **Last date and time for depositing the Bids:-**Last date and time for receipt of Tender is **15th September, 2025 at 1700 hrs**. Bids in sealed covers are to be deposited in the Consulate General of India, Cape Town/reach the Consulate by the due date and time if they are sent by registered post/courier. The technical and financial bids should be sealed separately with clear indication and then both are to be put in one sealed envelope superscripting the Tender No and Due Date of opening and deposited/reach by the due date and time. The responsibility to ensure this lies with the Bider.
3. **Manner of depositing the Bids:-**Sealed Bids should be either dropped in the Consulate General of India or sent by registered post at the address given below so as to reach by **15th September, 2025 at 1700 hrs**. Tenders received after the due date/time will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by e-mail or in open condition will not be considered.
4. **Place of opening of the Bids:-**Bids shall be opened in the Consulate General of India, Cape Town in the presence of members of the Tender Evaluation Committee and representatives of respective bidders. The bidders may depute their representative, duly authorized in writing, to attend the opening of Bids on the due date and time mentioned above.
5. **Forwarding of Bids:-**Bids should be forwarded by Bidders under their original letter pad with complete postal & e-mail address of their office.
6. **Clarification Regarding Contents of the RFP:-**A prospective bidder, who requires clarification regarding the contents of the bidding documents, shall notify to the client in writing about the clarification sought.

7. **Withdrawal of Bids:-**A bidder may withdraw his bid after submission if the client receives the written notice of withdrawal prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but a signed confirmation copy to be sent by post should follow. No bid shall be modified after the 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.

8. **Clarification Regarding Contents of the Bids:-**During evaluation and comparison of bids, the client 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.

9. **Rejection of Bids:-**Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of bid. Conditional tenders will be rejected.

10. **Validity of Bids:-** Bids should remain valid till **60 Days** from the last date of submission of the Bids.

11. **Technical Capability Criteria.**

(a) The bidder must be a registered Company/firm/agency. The details of the Company/ Agency to be submitted alongwith the company brochure.

(b) Should be able to provide **Ship Chandelling services at Cape Town, South Africa.**

(c) Minimum **three years** experience in providing Ship Chandelling Services to Ships (to include Sail Ship, Warships, Submarines etc).

(d) Should have its **own/arrange to provide** ship Chandelling equipment and preferably located at all the ports/in near vicinity. Provide details of stores and detachments, if any, located at various port.

(e) Should have own /arrange to provide transport required to be provided during the ship visit.

(f) 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.

(g) Provide details on ship chandelling assets held to provision Warships for more than one country at different /same port.

(h) Should be able to sign contract with the Consulate General of India, Cape Town for providing the services being promised.

(i) Financially capable to do advance payments for all arrangements including fuel and logistics etc. and subsequently raise the invoices for settlement with Consulate General of India, Cape Town. Provide copies of the last three years financial reports including Profit and Loss Account, Balance Sheet, Tax Statements etc.

(j) Must be registered with the Port Authorities in Cape Town, South Africa and have good liaison with the Port Authorities to facilitate administrative arrangements. Proof of registrations to be provided.

(k) Adequate and well trained manpower for providing ship chandelling services. Provide proof of number of manpower held to handle minimum three ships at one time and requisite training of the manpower being employed by the company.

(l) Capability to provide services for all types of sail ships, warships, submarines and aircraft carrier including helicopter onboard ships.

(m) Capability to provide security services/ protection to the visiting ship / ships. Provide details of security manpower and equipment held.

(n) In addition, the company/ agency should also be able to provide under mentioned additional services:-

- (i) Medical assistance.
- (ii) Repairs of equipment onboard.
- (iii) Collection/dispatch of spare parts ex-India from the Customs in Cape Town on behalf of the Consulate General of India/ship.
- (iv) Obtaining visas and clearances from customs to facilitate arrival/departure of personnel onboard.
- (v) Administrative arrangements to organize receptions on board the ship.
- (vi) Printing of invitations cards.
- (vii) Arrangement of Interpreters.

(o) Besides the above, additional services the company/agency can provide from their side will be given due consideration.

Part II-Essential Details

1. Scope of Work:-Scope of work is as follows:

- (a) The consolidated list of services required to be provided to the visiting Indian Coast Guard Ship are placed at Enclosures 1 and 2 respectively. All items in the enclosure are to be quoted in local currency or in US Dollar indicating clearly the unit cost (i.e. per hour/per kg/ per cubic metre/ per ton, etc)
- (b) The ship handling agency should provide all services to Indian Coast Guard ship visiting Cape town in proper time and deal with all port formalities in accordance with port authorities' requirements and other officials, during entry and exits of Indian Coast Guard ship.
- (c) The ship handling agency should provide necessary assistance for customs and immigration clearance to Indian Coast Guard Ship and its crew.
- (d) The ship handling agency should provide estimated cost of fuel based on Government of South Africa's rates. The final cost will be calculated at actuals as per the usage for each individual service and rates of the government of South Africa (without any tax) by the ***Indian Coast Guard Ship***.
- (e) Cost of all other services as indicated in Enclosures 1 and 2, will be given per kg/ per hour/per cubic meter/per ltr etc. and actual cost will be calculated as per the requirement of logistics department of the Ship.
- (f) The payment guarantor to all the services availed by the ***Indian Coast Guard ship*** will be the Consulate General of India, Cape Town.
- (g) The ship handling agency has to obtain proof of services from the Commanding Officer of the ***Indian Coast Guard Ship*** and submit daily signed documents such as all the Invoices and the Delivery Acceptance for all the supplied services by the agency to the Consulate General of India, Cape Town for settlement.
- (h) The agency fee will be the fee agreed upon in the Commercial Offer.
- (i) The services provided to ***Indian Coast Guard Ship*** and the terms and conditions agreed upon are confidential and should not be disclosed to any third party without the consent of the "Principal".

(j) The legal address and the bank details of the ship handling agency are to be quoted clearly in the commercial Offer.

(k) **Supply of Fuel (LSHFHSD):-**The ship handler should indicate in the technical bid that they will be able to supply the fuel (**LSHFHSD**) and cost should be on actuals, as per the Government's rate and without VAT.

(l) **Transportation:-**The complete responsibility of safe movement of the ship's crew into and out of the port premises during the ship's stay at Cape Town will lie with the ship handling agency.

(m) **Inspection/ Acceptance/ Rejection:-**The Commanding Officer of ***Indian Coast Guard Ship*** being the end user, will be the final inspecting authority and will have the right to reject the services if found unsuitable /different from the initially agreed upon between the Principal and the Ship handling agency.

(n) **Delivery period:-** The tentative ETA of ***Indian Coast Guard Ship*** (Place and Duration) will be intimated. Any change in ship's programme will be intimated by the Principal without any delay. **All services contracted should be provided during the period of the ship's stay.**

2. The detailed anticipated category of Logistic Requirements is placed at **Enclosures 1 and 2.**

Part III-Standard Conditions of RFP

The Bidder is required to give confirmation of his acceptance of the standard conditions of the request for proposal mentioned below which will automatically be considered as part of the contract concluded with the successful Bidder (i.e. Company in the contract) as selected by the Client. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Effective Date of the Contract:-**The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract.
2. **Arbitration:-**All disputes or difference arising out of or in connection with the contract shall be settled by bilateral discussion. Any dispute, disagreement or question arising out of or relating to the contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration.
3. **Penalty for use of Undue influence:-**The company undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the client or otherwise in procuring the Contracts or obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or dis-favour to any person in relation to the present contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the Company or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the company or anyone employed by him, or acting on his behalf, as defined in chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Client to cancel the contract and all or any other contracts with the company and recover from the company the amount of any loss arising from such cancellation. A decision of the client or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Company. Giving or offering of any gift, bribe or inducement or any attempt at any at any such act on behalf of the company towards any officer/ employee of the client or to any other person in a position to influence any officer/ employee of the client for showing any favour in relation to this or any other contract, shall render the company to such liability/ penalty as the client may deem proper, including but not limited to termination and refund of the amounts paid by the Client.
4. **Agents/Agency Commission:-**The Company confirms and declares to the client that the Company is the original provider of the services referred to in this contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Company; nor has any

amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The company agree that the present declaration is in anyway incorrect or if at a later stage it is discovered by the client that the company has engaged any such individual/firm, and paid or intended to pay any amount, gift, rewards, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this company will also be debarred from entering into any supply contract along with interest at the rate of 2% per annum above LIBOR rate. The client also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

5. **Access to Books of Accounts:-**In case it is found to the satisfaction of the client that the company has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the company, on a specific request of the client, shall provide necessary information/inspection of the relevant financial documents/information.

6. **Non-disclosure of Contract documents:-**Except with the written consent of the client/ company, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

7. **Termination of Contract:-**The client shall have the right to terminate this contract in part or in full in any of the following cases: -

(a) The delivery of the services is delayed for causes not attributable to Force Majeure for more than **05 days** after the scheduled date of providing the services.

(b) The company is declared bankrupt or becomes insolvent.

(c) The delivery of services is delayed due to causes of Force Majeure by more than **05 days** provided Force Majeure clause is included in contract.

(d) The client has noticed that the company has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/ company etc.

(e) As per decision of the Arbitration Tribunal.

8. **Notices:-**Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail or email, addressed to the last known address of the party to whom it is sent.

9. **Amendments:-**No provision of present Contract shall be changed or modified in anyway (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

Part IV-Special Condition of RFP

The Bidder is required to give confirmation of their acceptance of Special Condition of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. company in the Contract) as selected by the Client. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Payment terms**:-The applicable payment terms are indicated below:

(a) The payment will be made in US Dollar or ZAR by Bank Transfer.

(b) **The payment will be made on Actuals basis for the services provided and signing of the Delivery Acceptance by the Commanding Officer of *Indian Coast Guard Ship*, within 30 bank days from date of departure of the ship and on receipt of the original invoices at the Consulate General of India, Cape Town.**

2. **Force Majeure Clause**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than **05 (five) days** from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

3. **Specification**:-The following Specification clause will form part of the contract placed on successful Bidder. The ship handling agency guarantees to meet the specifications as per Part-II of the RFP.

4. **Inspection Authority:-**The Commanding Officer of Indian Coast Guard ship being the end user, will be the final inspecting authority and will have all the right to reject the services if found unsuitable/different from the initially agreed upon terms and conditions between the Principal and the Ship handling agency.

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, both technically and commercially.
 - (b) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder.
 - (c) The Bidders are required to spell out the rates of Excise duty, VAT, etc., in unambiguous terms. Otherwise, their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Excise Duty/VAT is intended as extra, over the quoted prices, the Bidder must specifically say so.

**SCOPE OF WORK/SERVICES FOR THE TENDER INVITED FOR
PROVIDING SERVICES TO THE VISITING INDIAN COAST GUARD SHIP (ICGS) SACHET
TO CAPE TOWN PORT FROM 2-6 OCTOBER, 2025**

The Indian Coast Guard Ship (ICGS) Sachet is likely to visit Cape Town from 2-6 October, 2025. Quotes should include all the charges involved in providing following services/items to the visiting ships as per under mentioned format:

Type of Ship – Offshore Patrol Vessel

<u>Ser</u>	<u>Description</u>	<u>Remarks</u>
(a)	Tonnage (Displacement)	2763.60Tons
(b)	Length	105 Meter
(c)	Breadth	13.60 Meter
(d)	Draught	4.4 Meter

Ser No	Description	Est Qty	UOM	Rate ZAR/USD	in	Remarks
1.	Agency Fees Husbanding Fee From second day Transportation fee (attendance fee)	01 First day Per day One time	LOT			
Port Logistics						
2.	Pilot in Pilot out	01 01	Hour Hour			
3.	Tug Port Provided Tug Boat in Tug Boat out Holiday/Sat/Sun	01 01 01	SER Hour Hour			
4.	Pilot Motor Launch	01 01	Hour Hour			
5.	Breasting Barges/ Pontoons/ Fenders	02	Day			Large Size
6.	Fenders MOB/ DEMOB Charges	02	Day			Large Size
7.	Line handler in/out Boat (First line) in only	01 01	SER Time			
8.	Berthing and Unberthing	01	SER			
9.	Port Dues	01	LOT			

10.	Port Dues – Buoys & Light Dues	01	LOT		
11.	Wharfage	01	Day		
12.	Wharfage Cleaning	01	SER		
13.	Crane for Gangway	01	Hour		(20 Tons)
14.	Crane Site Establishment	01	Hour		
15.	Rigging Services	01	Hour		
16.	SAMSA Levy				
17.	VTS				
18.	Gangway	02	Day		Large (10/12 M)
19.	Gangway Collection Delivery Charge	-	-		
20.	Fresh Water including associated charges if any	01	TON		
	Rental Flow Meter	01	Day		
21.	Connection & Disconnection of water	01	SER		
22.	Garbage and Trash Bins Removal & Disposal	01	SER		
<u>Sewage Removal and Disposal</u>					
23.	Pier Side and Anchorage Removal by Barge, Barge Capacity (Est)	01	TON		
24.	Garbage Disposal	Per Skip	Ton		General/ Galley Waste
25.	Placement Removal Charges				
26.	Sewage Disposal	Per Skip	NOS		Two times in a day/As per requirement
27.	Oily Waste and aggregate water removal and disposal (Est)	01	TON		As per requirement
28.	Miscellaneous				
<u>Communication</u>					
29.	Pre-Paid start up kit	01	CARD		
30.	Pre-paid SIM cards with airtime (IDD) (Local)	01	CARD		

31.	Internet connection (Wifi Routers)	01	SER		Actual demand will be indicated in LOGREQ
32.	Supply of News Paper Delivery change	01 01	No Time		As required
33.	Data as per Actual requirement	As Per Sim Cards	CARD		Actual demand will be indicated in LOGREQ
34.	Internet Dongles	01	SER		
Transportation					
35.	12-16 PAX Van – With Driver (0800 – 1600) Over time charge	01 01 01	No No Per hour		Basis Charge (8 hour) from Car park to car park Extra Charge
36.	Sedan/SUV Car with Driver (basic charge 8 hour) Over time charge	01 01 01	Per hour No Per hour		Mention Separately by car wise (from Car park to car park) Extra Charge
37.	Bus 45-52 PAX with Driver. Over time	01 01 01	No No Per hour		Basis Charge (8 hour) from 0900 – 1700 Extra Charge
38.	Bus 20-30 PAX with Driver Overtime	01	No		Basis Charge (8 hour)
39.	Unit Rate for car/bus long distance travel				
Other Services					
40.	Ferry Services	01	Hours		
41.	Security at Port	01	Day		
42.	Fresh Provisions				As per requirement – General demand as listed at Enclosure 2
43.	Marine Gas Oil (LSHSD) By Barge/Tanker Oil Fence Charge	01 01	Per Ton Time		Necessary fuel sample test certificate is required to be produced before embarking fuel onboard the ship.
44.	Rectification of Defects including Iron and Aluminum welding and maintenance/				As per requirement

	cooling /overhauling of electrical motors				
45.	Shore Supply – Electrical		Day		
46.	Medical Facility for critical ill crew				As per requirement
47.	Port Entry Passes for Vehicles				
48.	Emergency repatriation of any crew				If required
49.	Port Health Services				
50.	Customs				
51.	Security/Fencing		Day		
52.	AVCAT (Helo Fuel Testing)				As per requirement
53.	Medical Pratique				
54.	Services during Anchorage eg., Boat to board the ship during anchorage, Garbage Removal and Sewage				
55	Miscellaneous Services as per the Govt. Sanction Letter and requested by the Commanding Officer of the Ship				

**LIKELY LIST OF PROVISIONS FOR INDIAN COAST GUARD SHIP (ICGS) SACHET
SCHEDULED TO VISIT CAPE TOWN FROM 2-6 OCTOBER, 2025**

<u>Sr.No.</u>	<u>Name of the Provision</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>
1.	Potatoes	1	KG	
2.	Onions	1	KG	
3.	Bread (White)	1	KG	
4.	Bread (Brown)	1	KG	
5.	Fresh Milk in Tetra Pack	1	LTR	
6.	Butter	1	KG	
7.	HAM	1	KG	
8.	Burger Buns	1	KG	
9.	Paneer	1	KG	
10.	Spring Onions	1	KG	
11.	Red Capsicum	1	KG	
12.	Yellow Capsicum	1	KG	
13.	Red Cabbage	1	KG	
14.	Spinach	1	KG	
15.	Coriander Leaves	1	Bunch	
16.	Mint Leaves	1	Packet	
17.	Cucumber	1	KG	
18.	Cauliflower	1	KG	
19.	Bell Pepper Green	1	KG	
20.	French Beans	1	KG	
21.	Lady's Finger (Okura)	1	Packet	
22.	Tomatoes Ripe	1	KG	
23.	Broccoli	1	KG	
24.	White Cabbage	1	KG	
25.	Green Chilly	1	Packet	
26.	Curry Leaves	1	Packet	
27.	Table Celery	1	KG	
28.	Carrot	1	KG	
29.	Ginger	1	KG	
30.	Drum stick	1	KG	
31.	Brinjal (Eggplant)	1	KG	
32.	Mushroom Button	1	KG	
33.	Spinach Leaves	1	KG	
34.	Mutter (Peas)	1	KG	
35.	Bitter Gourd	1	KG	
36.	Grapes Seedless	1	KG	
37.	Pears	1	KG	
38.	Golden Red Apple	1	KG	

39.	Kiwi Fruit	1	KG	
40.	Lemon	1	KG	
41.	Plums	1	KG	
42.	Fruit Assorted (non-citrus)	1	KG	
43.	Fruit Assorted (citrus)	1	KG	
44.	Eggs	1	Nos.	
45.	Chicken Whole	1	KG	
46.	Fish	1	KG	
47.	Mutton	1	KG	
48.	Bacon Smoked Sliced Streaky	1	KG	
49.	Chicken legs whole	1	KG	
50.	Prawns	1	KG	
51.	Corn Kernel	1	KG	
52.	Pears DF	1	KG	
53.	Chicken Sausages	1	KG	
54.	Chicken Blast Frozen	1	KG	
55.	Beans (Green)	1	KG	
56.	Garlic	1	KG	
57.	Spinach	1	KG	
58.	Pumpkin	1	KG	
59.	Lime	1	KG	
60.	Mangoes	1	KG	
61.	Banana	1	KG	
62.	Oranges	1	KG	
63.	Bottle Gourd	1	KG	

Items mentioned in the provision list are indicative. Demand may vary from the items mentioned above.
