

# V.O. CHIDAMBARANAR PORT AUTHORITY MARINE DEPARTMENT

**Tender No. MAR-TECH/VOCPASB/2025 dated 11/03/2025**  
**NIT No. MAR-TECH/VOCPASB NIT/2025 dated 11/03/2025**  
**E-Tender No. 2025\_VOCPT\_229452**



வ.உ.சி துறைமுக ஆணையம்  
वी.ओ.सी पत्तन प्राधिकरण  
V.O.C Port Authority

Global Connect

## *TENDER DOCUMENT*

### *FOR*

**Engaging 1 number of Service Boat providing service to the ships calling at V.O.C Port Authority for the period of three years and extendable by two years**

<b>Estimated Amount</b>	<b>₹ 1,83,96,000/- Excluding GST</b>
<b>E.M. D</b>	<b>₹ 3,67,920/-</b>

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**IMPORTANT INSTRUCTIONS TO THE BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH CENTRAL PUBLIC PROCUREMENT PORTAL**

This is an **E-Tender** event of **VOCPA**. You are requested to read the terms & conditions of this tender before submitting your online tender. **BIDDERS** who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1	Bidder should do Online Enrolment in the Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal.
2	Bidder then logs into the portal giving user id / password chosen during enrollment.
3	The e-token that is registered should be used by the bidder and should not be misused by others. <b>The bidder participating in the tender shall upload the tender in CPP website. If the tender uploaded by any other firm, the tender shall be rejected summarily.</b>
4	DSC (Digital Signature Certificates) once mapped to an account, cannot be remapped to any other account. It can only be inactivated.
5	The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6	After downloading/getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7	The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8	If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> or <a href="https://www.vocport.gov.in/NewTenders.aspx">https://www.vocport.gov.in/NewTenders.aspx</a> Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.

9	Bidder should arrange for <b>EMD</b> as specified in the tender. <b>The proof of payments made towards EMD to be submitted along with the technical bid.</b>
10	The bidder should read the terms and conditions and accept the same to proceed further to submit the bids.
11	The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12	There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.
13	It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
14	The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
15	<b>The bidder has to upload the Technical bid in full shape in CPP Website only. The documents uploaded in CPP website should be legible, otherwise it will be treated as invalid document.</b> <b>The PRICE BID HAS TO BE UPLOADED IN CPP WEBSITE ONLY in the respective event and NO HARD COPY FOR PRICE BID WILL BE ACCEPTED.</b>
16	At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
17	After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
18	Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. The system does not certify for its correctness.

19	The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
20	The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening, etc., in the e-procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
21	The bidders are requested to submit the bids through the online e-procurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time (as per Server System Clock).
22	<b>EMD</b> shall be submitted with the Part I- Technical BID. BID submitted without fees, as mentioned above will not be considered for evaluation and shall be rejected summarily.
23	The EMD of unsuccessful Bidders shall be refunded only after the contract has been awarded to the successful Bidder. No interest shall be paid on the EMD.  The EMD of the successful Bidder will be released/ Refunded upon the Bidder's accepting the award & signing the Agreement and furnishing the Contract Performance Security/Bank Guarantee. No interest shall be paid on the EMD.
24	If the successful bidder fails to sign the <b>AGREEMENT</b> within the stipulated time, the contract shall be cancelled and EMD shall be forfeited as per <b>Clause No. 8 of GCC</b> .
25	The bidder/Tenderer/contractor shall file the applicable returns with Tax departments in time and submit the same as documentary proof.
26	The GST applicable shall be paid extra as applicable.
27	While imposing penalty GST shall be collected.
28	A. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder can witness opening of bid. B. Price bid will be opened electronically of only those bidder(s) whose Techno-Commercial Bid is found to be Techno-Commercially acceptable by <b>VOCPA</b> . Such bidder(s) will be intimated date of opening of Price bid, through valid email confirmed by them in the portal.
29	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
30	No deviation to the technical and commercial terms & conditions are allowed.
31	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.

32	<p>A. Please note that there is no provision to take out the list of parties downloading the tender document from the website mentioned in NIT. As such, BIDDERS are requested to see the website once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.</p> <p>B. No separate intimation in respect of corrigendum to this NIT (if any) will be sent to BIDDER (s) who have downloaded the documents from the website. Please see websites of <b>VOCPA / CPP</b>.</p>
33	<p><b><u>PRE-BID QUERIES</u></b></p> <p>i. Upload their questions/queries in the <b>CPP Website</b>.</p> <p>ii. The bidder can also submit the queries in writing to The Harbour Master, Marine Department, <b>VOCPA</b>, well in advance through e-mail: <b>hm@vocport.gov.in</b></p> <p>iii. The pre-bid queries will be received up to <b>19/03/2025</b> at <b>1500 hours</b>. Pre-bid queries <b>will not be entertained</b> after the cutoff date &amp; time.</p> <p>iv. Minutes of the meeting, including the text of the questions raised (without identifying the source of enquiry) and the responses given will be published in <b>Port and CPP websites</b>. <b>Non-submission of pre-bid queries will not be a cause for disqualification of a Bidder.</b></p> <p><b><u>PREBID MEETING:</u></b>  Prebid meeting will be held in the <b>chamber of Deputy Conservator</b>, Marine Department, <b>VOCPA</b>, Tuticorin on <b>19/03/2025</b> at <b>1530 hours</b> with the representatives of the firms who wish to attend the meeting.</p>
34	<p><b>VOCPA</b> has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.</p>
35	<p>The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website. <b><u>www.eprocure.gov.in/eprocure/app</u></b> of <b>CPP Portal</b>.</p>
36	<p>The BIDDERS must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.</p>
37	<p>The bid will be evaluated based on the filled-in Technical &amp; commercial formats.</p>
38	<p>The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, tender liable to be rejected.</p>
39	<p><b><u>Nodal Officer:</u></b>  The <b>Assistant Engineer</b>, Marine Department, V. O. Chidambaranar Port Authority, Administrative Building, Thoothukudi - 628004.  E-mail ✉: <b><u>n.mohanraj@mail.vocport.gov.in</u></b>, ☎: <b>0461-2372602</b></p>
40	<p><b>BOQ</b> format available in “<b>BOQ</b>” Section of CPP website.</p>

# V. O. CHIDAMBARANAR PORT AUTHORITY MARINE DEPARTMENT

## NOTICE INVITING TENDER (NIT)

NIT No. **MAR-TECH/VOCPASB NIT/2025**

Date: **11/03/2025**

**Title of Work** “Engaging 1 number of Service Boat providing service to the ships calling at V.O.C Port Authority for the period of three years and extendable by two years”

The Deputy Conservator, V. O. Chidambaranar Port Authority invites **e-Tenders** in **Two Bid system** (Technical Bid and Price Bid) on behalf of V. O. Chidambaranar Port Authority (VOCPA), from the reputed, bonafide, resourceful & experienced firms for the subject Work.

Details of Estimated cost, EMD and Schedule of Tender (SoT) for participation in this tender are given below:

1	TENDER No.	<b>MAR-TECH/VOCPASB/2025 dated 11/03/2025.</b>	
2	MODE OF TENDER	e-Tender System (Online – Two Cover System) through e-procurement portal <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a>	
3	e-Tender No.	<b>2025_VOCPT_229452</b>	
4	<b>Estimated cost</b>	<b>₹ 1,83,96,000/- Excluding GST</b>	
5	<b>Earnest Money Deposit</b> as per <b>Clause No. 2.6 (a) of ITB</b>	<b>₹3,67,920/-</b>	
6	Date of NIT available to parties to download	<b>11/03/2025</b>	<b>at 1000 hrs</b>
7	Date of Starting of online <b>Pre-bid queries</b>	<b>11/03/2025</b>	<b>at 1000 hrs</b>
8	Date of Closing of online <b>Pre-bid queries</b>	<b>19/03/2025</b>	<b>at 1500 hrs</b>
9	<b>Pre-bid meeting</b> (@ Deputy Conservator chamber)	<b>19/03/2025</b>	<b>at 1530 hrs</b>

10	Date of Starting of <b>e-Tender</b> for submission Bid online at <b>www.eprocure.gov.in/eprocure/app</b>	<b>11/03/2025</b>	<b>at 1000 hrs</b>
11	Date of closing of <b>e-Tender</b> for submission of Bid.	<b>07/04/2025</b>	<b>at 1500 hrs</b>
12	Date & Time of opening of Technical Bid.	<b>08/04/2025</b>	<b>at 1530 hrs</b>
13	Work Contract period	<b>03 years from the date of commencement of work.</b>	
14	Validity of Tender	<b>120 days from the date of opening of Technical Bid.</b>	

**Note:** Amendments to the tender (if any) will be issued only through website **<https://www.vocport.gov.in/NewTenders.aspx>** and on CPP Portal (Central Public Procurement Portal) **[www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)**.

**Deputy Conservator**  
**V. O. Chidambaranar Port Authority**



## V. O. CHIDAMBARANAR PORT AUTHORITY

### MARINE DEPARTMENT

#### Minimum Qualification Criteria of the bidders (MQC):

1.1	<p><b>ANNUAL FINANCIAL TURNOVER</b> Annual Financial Turnover during the last three years ending 31<sup>st</sup> March 2024, should be at least ₹5,00,000/-.</p> <p>Bidders have to submit the following:</p> <p><b>Audited Financial Statements</b> for the last three financial years [2021-22, 2022-23 and 2023-24] i.e. balance sheets, profit and loss statements, duly sealed and signed by <b>Chartered Accountant</b>.</p>
1.2	<p>The BIDDER shall have <b>SUCCESSFULLY COMPLETED Similar Works in India DIRECTLY (Subcontract work will not be considered for Pre-Qualification) in Port Sector (Govt.) / Port Sector (Private) / Central Govt. / State Govt. / PSUs</b> during last <b>07 (SEVEN) years</b> ending on <b>last day of month previous to the one in which tenders are invited</b>, should be either of the following:</p> <p><b>"Similar Work" means</b></p> <p>(i) The bidder involves in providing service boats. (or)</p> <p>(ii) Supply, Manning, Operation and Maintenance of Harbour tugs/Offshore vessels / Ships/ Patrolling boats/ Pilot Launches / Service boats/ Sailing vessels / Survey vessels. (or)</p> <p>(iii) In case the bidders are owners of vessels, they should have experience in operating their owned vessels, such as Harbour tugs/ Offshore vessels / Ships/ Patrolling boats/ Pilot Launches / Service boats / Sailing vessels/Survey vessels.</p> <p>The BIDDERS shall enclose the self-certified copy of supporting documents, if not, originals to fulfill the eligibility criteria for <b>Minimum Qualification Criteria</b> viz. <b>LOA/Work Order/Agreement</b> copies for similar works, <b>Satisfactory Work Completion Certificates</b> from client's letter head (<b>Not in bidder's letter head</b>).</p> <p>Bidder should have <b>GST registration</b> and copy of same to be submitted.</p>

## **INSTRUCTIONS TO BIDDERS (ITB)**

**2.1** E-Tenders in **Two Cover system** are invited from the reputed, bonafide, resourceful & experienced firms for the work of “**Engaging 1 number of Service Boat providing service to the ships calling at V.O.C Port Authority for the period of three years and extendable by two years**”.

**2.2 TENDER SUBMISSION:**

a) **Technical Bid** shall contain all the documents as per **clause 2.16 of ITB**. The proof of payments made towards **EMD** (receipt of NEFT / RTGS) to be submitted along with technical bid.

If the bidder is submitting EMD in the form of **Bank Guarantee / Insurance Surety Bonds / Account Payee Demand Draft / Banker’s Cheque**, then the **Original document (hard copy)** for the same shall be submitted prior to cut off date and time of **Technical Bid opening**.

b) **Price Bid** shall contain only the **Price schedule** in the prescribed form given in this Tender Document. **Price Bid only through ONLINE**. Any condition imposed in the Price Bid shall make the Tender liable for out-right rejection. **Technical Bid should not contain Price Bid. “Disclosure/indication of Price in the Technical Bid shall render the tender disqualified and rejected”**.

**2.3 LAST DATE FOR SUBMISSION OF TENDER:**

The last day for submission of tender is **07/04/2025 @1500hrs**. VOCPA may at its sole discretion reserves the right to extend the date for receipt of tender.

**2.4 AUTHORITY IN SIGNING TENDER DOCUMENTS**

i The tender, if submitted on behalf of a Partnership Firm should be signed either by all the partners or some of the partners or other person/s holding a valid “**Power of Attorney**” from other partners or all the partners constituting the firm. Each partner shall be fully responsible for any non-compliance of Terms and conditions.

ii In case of a Company, the Tender Document along-with Pre-bid Clarifications, Corrigendum, Addendums etc. should be signed by a person holding a valid “**Power of Attorney**” as per **Annexure 6** or **firm’s Power of Attorney** executed in his favour in accordance with the constitution of the Company.

iii The **Proprietorship firm** need not submit “**Power of Attorney**” however, firm has to submit the **Declaration** as per **Annexure-9**.

## 2.5 BIDDER TO INFORM HIMSELF FULLY

- i The BIDDER is expected to examine carefully the contents of all the documents provided like Instructions to the BIDDERS, General Conditions of Contract, Scope of work and Specifications etc. Failure to comply with the requirements of the tender will be at the BIDDERS own risk. The BIDDER to ensure to make a complete and careful examination of requirements and other information set out in the tender document.  
The BIDDER shall be deemed to have, visited the site and surroundings and have obtained all necessary information in all the matters whatsoever that might influence while carrying out the Works as per the conditions of the tender and to satisfy himself to sufficiency of his tender etc.
- ii The BIDDER is advised to acquaint himself with the job involved at the site, like communication facilities, laws and bye laws in force from Government of Karnataka and Govt. of India;, and other Statutory bodies, **VOCPA** Rules and Regulations as well as CISF regulation for the issue of passes and collect all information that may be necessary for preparing and submitting the tender and entering into Contract with **VOCPA**.
- iii BIDDER shall bear all costs associated with the preparation and submission of his tender and **VOCPA** will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
- iv The BIDDER and/or his representatives will be granted permits to visit the site for the purpose of inspection, on receipt of a formal written request. The BIDDER will be fully responsible for any injury (whether fatal or otherwise) to himself or his representatives for any loss or damage to property or for any other loss, damage, costs and expenses whatsoever caused which but for the granting of such permission would not have arisen.

## 2.6 EARNEST MONEY DEPOSIT (EMD)

- a The tender shall be accompanied by Earnest Money Deposit of **₹3,67,920/-** in the form of **Insurance Surety Bonds** or **Account Payee Demand Draft** or **Banker's Cheque** or **Bank Guarantee** from any of the **commercial Banks** or **payment online** in an acceptable form, which is stipulated in the tender.

In case bidder claims exemption of **EMD** as Micro and Small Enterprises (MSE), the bidder shall upload proof of their being MSE registered with District Industries Centre (DIC) or Khadi and Village Industries Commission or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or **Udyam Registration Certificate** or any other body specified by the Ministry of MSME.

Enterprise type for the classification year 2024-25 is to be updated and submitted.

- b EMD in the form of Bank Guarantee (as per Form -3) of shall have a validity period of **120 days** and claim period of **03 months**. EMD in the form of Bank Guarantee should be issued from any Nationalized Bank / Scheduled Bank (except co-operative bank) having its branch in Tuticorin and encashable at Tuticorin.
- c In the event of BIDDER withdrawing his tender before the expiry of tender validity period of **120 days** from the date of opening of Technical Bid, the tender shall be cancelled and EMD shall be forfeited.
- d The Earnest Money Deposit of **unsuccessful BIDDERS** shall be returned without interest as early as possible on award of Contract to the successful BIDDER. The Earnest Money Deposit of the **successful BIDDER** shall be refunded (without interest) only on receipt of Performance Guarantee as stipulated in the tender **Clause 18 of GCC**.
- e In the event of forfeiting the EMD, GST as applicable shall be collected.

## **2.7 ACCEPTANCE OF TENDER:**

**VOCPA** reserves the right to accept or reject all or any tender without assigning any reasons and does not bind themselves to accept the **Highest** offer.

## **2.8 TENDER VALIDITY:**

The tender shall remain valid for acceptance for a period of **120 days** from the date of opening of **Technical Bid**. **VOCPA** reserves their right to extend the period of validity for a specific time. The request and the response, there to, shall be made in writing by post or by Fax/ email. A bidder may refuse the request without forfeiting his EMD. However, in the event of the tenderer agreeing to the request; he shall not be permitted to modify his tender and also shall submit an extension of EMD, if it is submitted in the form of Bank Guarantee.

## **2.9 AMENDMENTS**

- i At any time, prior to the last date for submission of tenders, **VOCPA** reserves the right to amend and modify the tender document by issuing Addendum/Corrigendum which shall be uploaded in the CPP/PORT Websites.
- ii The Addenda/Corrigenda so issued shall form part of the tender document and shall be binding upon the BIDDERS. **VOCPA** may at their discretion, extend the last date for submission of the tender, to enable the BIDDERS to have reasonable time to submit their tender after taking into consideration such amendments, which shall also be uploaded to the Websites. **The BIDDER shall acknowledge receipt of such Addenda/Corrigenda and upload the same along with his Tender duly signed and sealed in all pages.**

## **2.10 ERRORS IN THE TENDER DOCUMENT:**

- i Tender shall be prepared, signed and uploaded only by that Firm/Corporation in whose name the tender documents have been issued. The tender shall be typed or written in indelible ink and all pages of the tender shall be signed.
- ii The BIDDER shall submit complete tender and the same shall be without alterations, interlineations or erasure except those to accord that instructions issued by the **VOCPA** or as may be necessary to correct errors made by the BIDDERS. Person or persons signing the tender shall initial all such cancellations, alterations or amendments. If any discrepancy found in figures and words in the Price Schedule the rate quoted in words shall supersede the figures. In the event of any difference between the unit rate and the total amount stated therein, the unit rate should be reckoned as the correct one.

## **2.11 LANGUAGE OF TENDER :**

The Tender submitted by the BIDDER and all correspondence and documents relating to the Tender exchanged by the BIDDER and the **VOCPA** shall be written in the ***English language***. Any printed literature, other than English language, shall be accompanied by an English translation, in which case, for purpose of interpretation of the tender, the English translation shall govern.

## **2.12 MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF PROPOSAL:**

No offer shall be modified, substituted or withdrawn by the BIDDER after the closing time on due date. Withdrawal of a proposal during the interval between closing time on proposed due date and expiry of the proposal validity period would result in cancellation of bid.

## **2.13 CURRENCY:**

Prices shall be quoted in **Indian Rupees only** and all payments will be made in **Indian Rupees**.

## **2.14 CONTRACT WORK**

The work to be carried out (hereinafter referred to as "the Contract Works") and the Price for the same (hereinafter called "the Contract Price") shall include the Work described in the Tender Documents with particular reference to the specifications, schedules, etc. annexed hereto.

## **2.15 CONTRACT PRICE**

The BIDDER shall fill up the Price Schedules against Bill of Quantities in CPP Portal as detailed in **Annexure 10**. Prices quoted by the BIDDER shall be firm, fixed and valid till completion of the Contract and will not be subject to variation on any account.

## 2.16 TECHNICAL BID

<b>The Technical Bid shall be uploaded with the following documents duly sealed and signed in all pages.</b>	
<b>1</b>	<p><b>EMD:</b></p> <p>The tender shall be accompanied by Earnest Money Deposit of <b>₹3,67,920</b> through RTGS / NEFT / SBI collect / Bank Guarantee / Insurance Surety Bonds / Account Payee Demand Draft / Banker's Cheque, which is stipulated in the tender <b>Clause no. 2.6 of ITB</b>. <b>The tender not accompanied with EMD shall be treated as invalid and rejected summarily.</b> If the bidder is submitting EMD in the form of Bank Guarantee / Insurance Surety Bonds / Account Payee Demand Draft / Banker's Cheque, then the <b>Original document (hard copy)</b> for the same shall be submitted prior to cut off date and time of <b>Technical Bid opening</b>.</p> <p>In case bidder claims exemption of <b>EMD</b> as Micro and Small Enterprises (MSE), the bidder shall upload proof of their being MSE registered with District Industries Centre (DIC) or Khadi and Village Industries Commission or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or <b>Udyam Registration Certificate</b> or any other body specified by the Ministry of MSME. Enterprise type for the classification year 2024-25 to be updated and submitted.</p>
<b>2</b>	<p>Tender Document along-with Pre-bid Clarifications, Corrigendum, Addendums if any, to be submitted <b>duly initialed on each page with company's seal</b> as token of acceptance of Tender Conditions &amp; Specifications as per <b>Clause No.2.4 of ITB</b>.</p>
<b>3</b>	<p><b>Power of Attorney</b> as per <b>Annexure 6</b> or <b>Firm's Power of Attorney</b> to be submitted.</p> <p>The <b>Proprietorship firm</b> need not submit "<b>Power of Attorney</b>" however, firm has to submit the <b>Declaration</b> as per <b>Annexure 9</b>.</p>
<b>4</b>	<p><b>Audited Financial Statements</b> for the last three financial years [2021-22, 2022-23 and 2023-24] i.e. balance sheets, profit and loss statements, duly sealed and signed by <b>Chartered Accountant</b>.</p>

5	Experience on similar works as per <b>Clause 1.2 of MQC</b> executed during the last <b>Seven years</b> ending on last <b>day of month</b> previous to the one in which tenders are invited.
a	The document/s ( <b>LOA / Work Order / Agreement</b> ) submitted shall clearly indicate the <b>Contract Price</b> and <b>Contract Period</b> .
b	<b>Satisfactory Work Completion Certificate</b> from client's letter head ( <b>Not in bidder's letter head</b> ).
7	GST Registration certificate. <b>The tender not accompanied with GST Registration certificate is liable to be rejected.</b>
8	PAN Card Copy
9	Bidder Information form ( <b>Annexure -1</b> ).
10	<b>Minimum Qualification Criteria</b> of BIDDERS ( <b>Annexure -2</b> ) to be typed in Bidder's Letter Head.
11	<b>Undertaking</b> for not altering Tender Document along-with Pre-bid Clarifications, Corrigendum, Addendums ( <b>Annexure -3</b> )
12	Bankers Details ( <b>Annexure -4</b> )
13	Covering letter in firm's letter head. ( <b>Annexure -5</b> )
14	Technical Details of Service Boat ( <b>Annexure 7</b> )
15	<b>Information regarding Debarred</b> ( <b>Annexure -8</b> ) Bidder shall give declaration in <b>Annexure-8</b> for not having been <b>debarred or de-listed</b> by any government, semi-government agency or PSUs.
20	<b>Declaration</b> for Proprietorship firm ( <b>Annexure-9</b> ) if applicable
21	The relevant documents for the Service Boat requirement to be submitted. (a) Owner of the Service Boat (b) LOA, Breadth, Draft (c) Year of built (d) Registration Certificate (e) Certificate of survey
22	<b>The bidder has to upload the Technical Bid (Full Shape) and the Price Bid in CPP Website only in the respective event and NO HARD COPY FOR PRICE BID WILL BE ACCEPTED.</b>
23	1) Technical offer with <b>counter condition</b> shall be liable for <b>rejection and disqualification</b> . 2) <b>All Annexure to be neatly typed in firm's letter head and submitted.</b>

**2.17 Techno-commercial Pre-Bid Enquiries / Clarification** If any Clarification on Techno-commercial aspects, same may be forwarded to the **Harbour Master, VOCPA**. The queries/clarification received from the BIDDERS would be discussed and the response of the Port Authority shall be communicated to the BIDDERS through **CPP** and **Port websites**.

## **2.18 TENDER OPENING AND EVALUATION**

### **i OPENING OF TECHNICAL BID:**

Technical bids of the Tender, received up to closing time on stipulated date, shall be opened as per SOT & Important Instructions of CPP.

### **ii SCRUTINY AND EVALUATION OF THE TENDERS:**

- a) In the first instance the documents submitted with the Technical Bid will be scrutinized to ascertain whether the BIDDER fulfils the requirements as stipulated in the tender document.
- b) To assist in the scrutiny, evaluation and comparison of tenders, the Port Authority may ask BIDDER individually for clarifications. Request for clarification and response thereto shall be in writing or through fax or E-mail followed by post or through speed post. No change in Price or substance of the tender shall be sought, offered or permitted nor is the BIDDER permitted to withdraw the tender before the expiry of the validity period of the tenders in the process of clarifications.
- c) The Technical Bids shall be thereafter scrutinized for responsiveness. For this purpose, a tender shall be treated as substantially responsive which meets with all the requirements of the tender documents and is without any deviations. The BIDDER who does not fulfil the tender requirements shall not be considered for further evaluation.
- d) After the tender opening, the whole process involving scrutiny, clarifications, evaluation and comparison of tenders and recommendations regarding award of Contract shall be confidential. Any efforts on part of any BIDDER to influence the Port Authority in any way in the process of scrutiny, evaluation, comparison of tenders and decision concerning award of Contract may result in rejection of the BIDDER's bid.
- e) Any modification of the Tender Document, which may become necessary, before opening of the Technical Bid, shall be made through the issue of an Addendum. This Addendum, so issued, shall be communicated to all the participating BIDDERS. This Addendum shall form part of the Tender Document and shall remain binding on all the BIDDERS and the same shall be submitted (duly signed and stamped on each pages as token of acceptance) by them, within the stipulated date of submission or extended due date of submission, if any.

## **2.19 OPENING OF PRICE BID:**

- a. Technical Proposals considered to be non-conforming, not substantially compliant and not fulfilling the requirements of the Tender Documents, shall be rejected by the Employer and the BIDDER shall not



subsequently be permitted to make any changes or corrections to, or withdrawals of the non-conforming deviation or reservation.

- b. Tenders, which are found to be in conformity with Tender requirement, shall be considered for opening of Price Bid.
- c. The BIDDERS found to be qualified and responsive shall be informed about the date and time of opening of their Price Bids. On the stipulated date and time the Price Bids of such BIDDERS shall be opened online.

## **2.20 DISQUALIFICATION**

Even if an applicant meets the eligibility criteria and MQC, he shall be subject to disqualification if he is found to have:

- i. made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/ or;
- ii. Records of poor performance during the last five years, as on the date of application, such as abandoning the work, rescission of the contract for reasons which are attributable to non-performance of the contractor, inordinate delays in completion, or financial failure due to bankruptcy, and so on. The rescission of a contract of venture JV on account of reasons other than non-performance, such as the most experienced partner (major partner) of JV pulling out;

## **2.21 FALSE INFORMATION**

The Bid will be summarily rejected & disqualified and bidder shall be debarred for a period of up to **three (3) years** from participating for tenders at VOCPA, duly informing the MSE authorities as applicable, if:

- a) Any of the documents furnished by the bidder is found to be wrong / false **during scrutiny**; and/or
- b) Any of the documents furnished by the bidder is found to be wrong / false **during the contract period**, contract will be terminated and performance security will be forfeited.

## **2.22 RESPONSIVENESS**

**The bidder has to submit the following documents, failing which the Bid will be treated invalid and rejected summarily. Bidder shall not have any claim on this account later on.**

- 1. EMD details (or) MSME/NSIC Certificate as per Clause No. 2.6 & 2.16 (1) of ITB.**
- 2. GST Registration Certificate.**

## **GENERAL CONDITIONS OF CONTRACT (GCC)**

### **1. DEFINITIONS**

In the Contract (as hereinafter defined) the definition of the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

- a) "**Employer**" means **Board of Members** of V. O. Chidambaranar Port Authority, a body corporate under the **Major Port Authority Act, 2021**, by notification issued by the Government of India, acting through its Chairperson, Dy. Chairperson or Deputy Conservator or any other officers so nominated by the Board.
- b) "**Bidder/Contractor/Operator**" means the person or persons, firm, corporation or company whose tender has been accepted by the Board and includes the Bidder's servants, agents and workers, personal representatives, successors and permitted assigns.
- c) "**Contract**" means and includes Tender Documents, Instructions to BIDDERS, General Conditions of Contract, Drawings, Specifications, and Schedules etc., any amendments thereto, Bid, Work Order and the Contract Agreement.
- d) "**Contract Price**" means the total sum of money to be paid by the board to the bidder on timely completion of the contract work as per Contract including payment for extra work, i.e. as per defined and applicable items of the terms of payment.
- e) "**Specifications**" means the specification referred to in the tender documents and any modifications thereof or additions thereto or amendments thereto as may be from time to time be furnished or approved in writing by the **Employer**.
- f) "**Work**" or "**Works**" shall mean the **Service Boat services** to be provided and work to be done, executed or carried out by the contractor as per the scope of work under the contract.
- g) The "**Site**" shall mean the area of operation of the **Service Boat** being the Port limits of V. O. Chidambaranar Port Authority.
- h) "**Approved**" or "**Approval**" shall mean approval in writing.
- i) "**Month**" shall mean English Calendar Month.
- j) "**Engineer in-charge / representative**" shall mean any officer / Engineer authorized by Dy. Conservator for purpose of this contract.
- k) "**SOT**": Schedule of Tender  
**VOCPA or Port** means V. O. Chidambaranar Port Authority, Tuticorin.

### **2. COMMENCEMENT OF CONTRACT**

The successful bidder shall commence the contract within **60 days** from the date of issue of work order, and Service Boat to be deployed for service as stipulated in **SERVICE BOAT REQUIREMENT Clause No. 29 in GCC**. Failing which penalty will be levied as per **Clause No. 39 in GCC**.

### **3. CONTRACT PERIOD**

The contract period is for **03 (Three) years from the date of commencement of contract and extendable by Two years**. The contractor shall extend the contract at the same rates, terms and conditions of the existing contract, with a 6 months prior notice at the discretion of the Port.

#### 4. **TERMINATION FOR DEFAULT / DEBARMENT**

- a) The Port may, without any prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the contract in whole or in part:
  - i. If the Bidder fails to commence the contract within the period as specified in the contract or any extension granted by the Port.
  - ii. If the Bidder fails to perform any other obligation under the contract and does not cure after receipt of a notice of default, its failure within the time specified by the Port in the notice. The notice of default shall specify the nature of default as well as the time within which the default has to be cured by the Bidder.
  - iii. The Bidder shall be debarred if he has been convicted of an offence
    - 1) Under the prevention of corruption Act, 1988 or
    - 2) The Indian Penal code or any other Law for the time being enforced, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
    - 3) If the Bidder has breached the code of Integrity.
- b) In case of termination of contract for default by the bidder, the bidder will be banned for a period of up to **3 years** to participate in any of the future tender of **V. O. Chidambaranar Port Authority**.
- c) “The contract may be terminated by **VOCPA** by giving written notice to the bidder, at least **30 days** in advance and bidder shall not have right of any claim on **VOCPA** on account of such termination, if they don't comply the above conditions **Clause No.4 a) and b)**”
- d) If bidder is found debarred or de-listed from any government, semi- government agency or PSUs **during scrutiny of bids**, their bid is liable to be rejected.
- e) If bidder is found debarred or de-listed from any government, semi- government agency or PSUs **during the contract period**, their contract will be terminated by giving **30 days** of advance notice and their **Performance Bank Guarantee shall be shall be forfeited**.
- f) If bidder is found debarred or de-listed from any government, semi- government agency or PSUs **during the contract period**, their contract will be terminated by giving **30 days** of advance notice and their **Performance Bank Guarantee shall be shall be forfeited**.

#### 5. **FORCE MAJEURE**

- (A) In this clause “**Force Majeure**” means and exceptional event or circumstances,
- a) which is beyond party's (Employer or Contractor) control
  - b) which such party could not reasonably have provided against before entering into the contract
  - c) which, having arisen, such party could not reasonably have avoided or overcome
  - d) which is not substantially attributable to the other party

**Force Majeure** may include, but it is not limited to, exceptional events or circumstances of the kind listed below, so long as condition (a) to (d) above are satisfied.

- Natural catastrophic such as Earthquake, Tsunamis, hurricane, Typhoon,

tempest etc.

- War hostilities (whether war to be declared or not), invasion, act of foreign enemies.
- Rebellion, Terrorism, Revolution, insurrection, military or usurped power or civil war.
- Riot, commotion, disorder, strike or Lockout by persons other than contractor's personnel and other employees are the contractor or sub-contractor.
- Munitions of War, explosive materials, ionizing radiations or contaminations by radioactivity, except as maybe attributable to the contractor's use of such munitions, explosive, radiation or radioactivity
- The failure of the party to fulfill any of its obligations hereunder shall not be considered to be a breach of, default under the contract in so far as such inability arises from any event of **Force Majeure**, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out terms and conditions of the contract.

**(B) Measures to be taken:**

- A party affected by an event of **Force Majeure** shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum delay.
- A party affected by an event of **Force Majeure** shall notify the other party of such event as soon as possible, and in every event not later than 14 days following the occurrence of such events, providing evidence of the nature and cause of such event, and shall similarly give notice of the Restoration of the normal conditions as soon as possible
- The parties shall take all reasonable measures to minimise the consequences of any event of **Force Majeure**.

**6. CONDUCT**

**The Bidder, at all times during the tenure of contract, shall take all measures to prevent any unlawful, riotous or disorderly conduct by or amongst his staff at the site and for the preservation of peace and protection of persons and property at the work site as well as in the neighborhood of the works. *The bidder shall not give, charter or otherwise dispose of to any person or persons any arms or ammunition or any kind or permit or offer the same as aforesaid.***

**7. WORK ORDER**

The Deputy Conservator will arrange for issue of Work Order intimating the successful bidder.

**8. CONTRACT AGREEMENT**

The successful bidder will be required to execute an Agreement at his expense on **₹100/-** Non-Judiciary Stamp Paper in the proper departmental format (**Form -1**) for the due and proper fulfillment of the contract within **28 days** from the date of issue of Work Order.

The contractor shall make **07 copies of the Agreement booklet** with Original Technical bids and submit to the employer within **07 days** after signing of Agreement

by the EMPLOYER and CONTRACTOR.

**If the successful bidder fails to sign the agreement within the 28 days from the date of issue of Work Order, the contract shall be cancelled and EMD / Performance Security will be forfeited.**

**9. ARBITRATION**

In case of any dispute between the contractor and employer, all the reasonable efforts shall be made for an amicable settlement in the first instance. Upon failure to do so, either party may refer the dispute for settlement through ‘**conciliation and settlement guidelines**’ issued by IPA time to time. In case parties fail to arrive any settlement as mentioned above, either party may refer the dispute for arbitration.

Unresolved dispute between the contractor and employer shall be referred to arbitrators to be appointed in accordance with the provisions of the arbitration and conciliation Act, 1996 or statutory amendments and modifications thereof. Arbitration shall be held in **Tuticorin**. The arbitration proceedings shall be in **English**.

The disputes so raised shall be referred to a panel of **three** Arbitrators, of which one to be appointed by the **VOCPA** and other by the contractor. The presiding arbitrator will be appointed by the arbitrators appointed by both the parties herein. The Arbitration proceedings shall take place in Tuticorin or Administration building, **VOCPA**, Tuticorin only and same shall be under Jurisdiction of Court of Tuticorin.

**10. LANGUAGE**

The language in which the contract documents shall be drawn up shall be in **English**.

**11. The bidder should also note that they should employ the staff of **Indian Nationals only** and comply with the provisions of Applicable Acts and other relevant Rules.**

**12. TAX**

The rate quoted by the Bidder is **exclusive of GST**. Applicable GST to be shown separately in Tax Invoice and same will be reimbursed. All the GST returns needs to be filled within time limit. The contractor shall file the applicable returns with Tax Department in time and submit the same as documentary evidence. Input Tax credit lost if any due to non-filing of returns will be recovered from contractor.

After the last date of bid submission date, other than GST if any new taxes, levies, duties imposed by the Govt. is applicable to this contract, same shall be reimbursed by the employer on production of documentary evidence.

**13. E PAYMENT**

The option of e-payment is available to the bidder. The bidders are required to furnish the following information as per the enclosed format (**Annexure - 4**) for opting e-payment.

**14. MANAGER**

The contractor shall provide a Manager locally who will be responsible for all the operations, necessary communications with office and documentations with the decision making capabilities.

**15. PROTECTION OF ENVIRONMENT**

All measures and aspects to be adapted to protect the environment.

**16. SAFETY REGULATIONS**

Working personnel should wear proper PPE and follow the safety regulations. The contractor shall be responsible for the safety of all activities at the Site.

**17. STAFF PASS**

**Port Entry Passes** will be issued for the operational staff, Manager, shore staff & their vehicles at contractor's cost.

**18. PERFORMANCE SECURITY**

**18.1** Performance Security should be **Rs.10,85,364/- (5% of Rs.1,83,96,000 + GST)** and same to be submitted in the form of **Insurance Surety Bonds or Account Payee Demand Draft from a Commercial Bank or Bank Guarantee from a Commercial Bank or payment online in an acceptable form within 28 days of issue of Work Order. Bank Guarantee as per Format given in Form -2 with a validity of One year and claim period of 3 months.** However, the **Bank Guarantee will have to be extended every year till completion of contract with a claim period of 3 months.** Contractor has to renew the BG well in advance to avoid penalty / encashment. **The BG with a validity of 3 years with a claim period of 3 months can also be submitted.**

**18.2** Penalty @ **0.25% on the value of Performance Security + GST** shall be levied per week for each week or part thereof on delayed submission of BG.

**18.3** Penalty @ **0.25% on the value of Performance Security + GST** shall be levied per week for each week or part thereof for non- renewal of BG before completion of **12 months.** If the BG is not renewed within **75 days** after completion of **12 months,** action would be initiated for encashment of BG.

**18.4** Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award of work.

**18.5** "Performance Security" shall be released after satisfactory completion of contract period.

**18.6** In case non-availability of Bank Guarantee in time, the contractor can also deposit the Performance Guarantee amount in **VOCPA** Bank account to avoid penalty. This amount will be refunded after submission of Bank Guarantee.

**19.** The staff shall be deemed to be under the control and supervision of the contractor for all legal purposes and the charterer (**VOCPA**) is not liable for settlement of any claim or compensation or for any acts or omissions of those staff.

**20.** The contractor or his staff **shall not indulge** in smuggling or illegal activities, give barter or otherwise dispose off to any person or persons, any arms or ammunition of any kind or Port property or permit or offer the same as aforesaid.

**21.** In case the Port receives complaints of indiscipline, refusal to carry out the orders of proper authority or indulging in illegal activities, the concerned personnel shall not be allowed inside wharf and this personnel shall be replaced within 24 hrs.

**22.**

**PAYMENTS**

a) The contractor shall be authorised to collect **₹10,000** per hour for the service rendered from the Master of the Ship (or) respective Shipping agent (or) any user directly and Port is no way responsible for collection of charges.

- b) The contractor shall be entitled for the payment of minimum **3 hours** service boat hire charges by the concerned user.
- c) The Port shall not be responsible for any delayed payment to the contractor by the port users. However, the contractor can collect the payment towards the service from the Port users for providing boat service for vessels within VOCPA Port limits. However, the payment should be settled within the concerned shipping agent (or) Master of the Ship (or) the user of the boat.
- d) Business cannot be guaranteed by the Port.

**23. PRICES**

The bidder should make sure that their offer is firm and without any condition which will have any financial implication. Only the price that appears in the Price bid will be considered.

**24. DEVIATION**

The BIDDERS shall not offer and/or submit any counter conditions. Tenders containing counter conditions shall be rejected.

**25. ALTERATION**

Any alteration, omission or cancellation made to the tender must be authenticated by the Bidder's signature.

**26. ALTERNATIVE/CONDITIONAL TENDER**

In the event any bidder offers any alternative proposal in this tender and/or incorporate any condition the tender shall be considered as non- responsive and rejected.

**27. BRIBES**

The offer of bribes or other inducement to any person with a view to influence the placing of the contract will result in the unconditional rejection of the tender.

**28. ASSIGNMENT AND SUBLETTING**

The bidder shall not assign lease or sublet this contract or the benefit hereof or any part thereof or any money payable here under or sublet the services to be rendered as aforesaid or any part thereof to any other person, firm or company. Contradictory action to this condition shall render the contact liable for termination and the Performance Bank Guarantee shall be forfeited.

**29. SERVICE BOAT REQUIREMENT**

<b>1</b>	Name of the Owner	<b>Bidder should be owner of the boat</b>
<b>2</b>	Length O.A	<b>21 to 25 Metres</b>
<b>3</b>	Breadth	Moulded <b>5 to 8 metres</b>
<b>4</b>	Draft	Not more than <b>2.5 metres</b>
<b>5</b>	Age of the Boat	Service Boat shall be not more than <b>15 years</b> at the time of deployment of Service Boat

<b>6</b>	Type of Propulsion	Single or double screw
<b>7</b>	Hull	The Service Boat shall be made of <b>STEEL</b>
<b>8</b>	Registration	<b>I. V. Act or RSV-Type -1 Act</b>
<b>9</b>	Navigational Equipments:	The Service Boat should be fitted with communication, navigation and safety equipment as per statutory requirements. However, <b>VHF, AIS and Search Light</b> must be mandatorily fitted.
<b>10</b>	Person carrying capacity	Boat should have capable of carrying minimum <b>10 persons</b> including Crew.
<b>11</b>	Cargo carrying capacity	Boat should have carting capacity of minimum of <b>2 Tons</b> of spares/ stores. Boat shall have sufficient deck space to meet the requirement.
<b>12</b>	Speed	The speed of the service boat should be at least <b>6 knots</b> .

### **30. SCOPE OF WORK**

#### **SERVICE REQUIREMENTS:**

Deployment of Service Boat for providing services to the vessels within VOC Port limits on **24 x 7 basis** in berth, alongside the vessels and at anchorages as requested by the users. The service includes, transportation of personnel, crew, stores, spares etc., carrying out draft survey and attending any other emergency calls.

- 30.1** Permission of the Deputy Conservator or his authorized representative should be obtained prior providing boat service for vessels at Berths or anchorages.
- 30.2** The Contractor shall ensure that providing boat service for vessels shall be undertaken without causing any hindrance to Port operations and shipping activities.
- 30.3** Contractor shall bear the cost of damages, if any, caused by him or by his employee to any properties of the Port or Port employee.
- 30.4** **Berth hire charges** for service boat will be levied as per **SoR clause no. 2.4.2 Sl. No. 3 (other craft) of chapter II on monthly basis**. There will be no designated place provided for berthing of the boat engaged for providing boat service for vessels at berths and anchorage, however unoccupied berth places may be utilized for berthing with prior permission of the Dy. Conservator or his representative.  
**Port dues** are to be levied on entry and payable once in **30 days** as per **SoR clause no. 2.1 Sl. No. 2 (coastal vessel) of chapter II**  
**Pilotage** shall be applicable only at the time of **entry & exit** to/from the Port. Pilotage charges for service boats will be levied as per **SOR clause no.2.2.1 SI No.1 (coastal vessels) of chapter II**.  
**Shifting charges** is not applicable for service boat.



- 30.5** Crew arranged by the contractor must have police verification certificate and they should not be involved in any police case.
- 30.6** The Port reserves the right to alter the conditions of the permission for engaging service boat and even cancel the permission at any point of time without assigning any reason thereof.
- 30.7** VOCPA will not be held responsible for any injury or loss of life of crew, passenger etc.
- 30.8** Port reserves the right to carryout surprise inspection of the boat from time to time by the Deputy Conservator or his representatives.
- 30.9** Name of the crew to be intimated to the Port authority and any changes must be done with prior permission of the Deputy Conservator or his representative.
- 30.10** **Second service boat** can be provided with the same specification, at the discretion of the contractor, if two services are required at the same time. However, all the terms and conditions for the main service boat shall be applicable to the second service boat.
- 30.11** The contractor can avail 24 hrs time to carry out the planned / routine maintenance with prior permission of the officer in-charge.
- 30.12** The contractor shall ensure the Boat will be available within 72 hours while breakdown during the contract period.
- 30.13** The contractor shall ensure that no complaints should be received from the Port users / Agents regarding the availability of service boat.
- 30.14** In case of any dispute, the decision of Deputy Conservator of V.O. Chidambaranar Port Authority shall be final and binding.
- 30.15** Details of payment for **Berth hire charges, Port dues, Royalty paid** to the Port, and the **details of services** (Name of the ship, Date & Time, Total duration of service) provided in the previous month along with the statement by the contractor must be submitted to DC, VOCPA by **7th of every month**; otherwise, authorization to engage service boat will not be granted. Copy of invoice issued to the user for the service rendered may be submitted upon request if required.
- 30.16** The concerned Shipping Agent must approach the Contractor for every boat service to be provided by obtaining all necessary permission from the Port Authority & customs.
- 30.17** Approximately 10 services per month are expected. However, the business cannot be guaranteed by the Port.
- 30.18** The Service Boat will comply with all lawful instructions from the Deputy Conservator of the Port or any other Officer authorized by him. The Service Boat shall be available for operations in case of any emergency as directed by the Deputy Conservator or his authorized representative.
- 30.19** The Service Boat shall keep continuous watch on **VHF Ch. 14/16**. In every operation, start and stop time of the service Service Boat to be informed to the VTS (Port Control) for the records and shall provide the details of every movement.
- 30.20** The **AIS** to be kept 'ON' at all the time during the stay of the Service Boat in the Port except when required to be switched off for maintenance/defect rectification etc.

- 30.21** The Service Boat so provided should only be used for providing services to vessels and not for any other commercial purposes inside the Port area.
- 30.22** Master of the Service Boat is responsible for providing services to vessels and for stores onboard the Service Boat. **Special permission** from VTS to be obtained for supply of spares to be undertaken to Gas Carrier.
- 30.23** Fuel, Fresh water, manning, labour, transport etc. should be arranged by the contractor at his own cost. Required labour for handling materials etc., should be arranged by the contractor / users.
- 30.24** The Service Service Boat should be provided sufficient fenders to avoid damage to vessels or Port property. Any damage to the Port property shall be recovered from the Contractor.
- 30.25** VOCPA reserves right to cancel the contract at any time without assigning any reason.
- 30.26** No unlawful activities by the Service Boat crew shall be carried out during the contract period.
- 30.27** All applicable operational costs including wage, allowances, PF, ESI, victualing, Insurance (personal, hull & machinery, protection & indemnity) etc. will be on contractor's account.
- 30.28** Security of the Service Boat, its appurtenances and crew will be the contractor's responsibility.
- 30.29** The Service Boat can be laid up for maintenance/repairs etc. with the prior permission of the Deputy Conservator, provided service to ships is not adversely affected.
- 30.30** On the date of commencement of the contract, the Service Boat shall have completed all the necessary statutory surveys. The Service Boat shall be maintained, sea worthy and water tight at all times during the contract period.
- 30.31** Port will not guarantee the availability of a berth, but shall accommodate the Service Boat at any of its berths, as and when it is possible to do so.
- 30.32** The firm shall strictly comply with the rules & regulations of customs department, CISF, Immigration, Port etc.
- 30.33** The firm shall maintain a **Register** for the services provided to ships at VOC Port with details such as (i) Name of the ship (ii) Date & Time (iii) Total duration of service provided.
- 30.34** The Master of the Service Boat has to be fully acquainted and experienced in safe navigation in the Port limits of VOCPA.
- 30.35** Port is not responsible for any loss /damage/incident/accident/ pollution during the transfer of store/ spares from shore to Service Boat or Service Boat to shore. The contractor will be responsible for any damage to the Service Boat
- 30.36** The Service Boat should be manned 24 x 7 basis. During the monsoon period, the Service Boat should be secured properly with additional mooring rope at the berth
- 30.37** Sufficient light to be provided at the storage area and personnel transfer area and area shall be highlighted with **Retro reflecting tape**.
- 30.38** The Boat should be highlighted as **“Service Boat”** on both sides in outside accommodation with **Retro reflecting tape**.

**31. OFFICE SPACE**

The Port will provide office space if available inside wharf area on chargeable basis as per scale of rates.

**32. DAMAGE TO SERVICE BOAT**

The Port will not be responsible for any damage suffered by the Service Boat due to failure of the Service Boat or errors of the Service Boat Master and crew or any reason whatsoever. The contractor shall have to replace the Service Boat with a Service Boat of **suitable type and capacity or higher** (as per tender requirements) in case of obsolescence or damage due to faulty operation.

**33. INSURANCE**

**The Insurance of the vessel including the staff to be deployed for the Port operation shall be arranged by the contractor.** The contractor shall obtain Insurance coverage from **IRDA** approved Insurance company.

During the entire contract period, the Insurance should be valid failing which the vessel will be off hired (non-availability of Service Boat) as per **Clause No. 40 of GCC** . At least **2 months** before the expiry of Insurance Policy, the firm shall take action for renewal of Insurance Policy, intimating the Port and the copy of renewed Policy should be submitted before the expiry of validity of Insurance Policy.

**34. CREW WAGES**

The contractor shall pay the wages to the crew engaged by them.

**35. JOINT INSPECTION FOR ACCEPTING THE SERVICE BOAT FOR SERVICE**

- On the date of commencement of contract, the Service Boat shall have completed all the necessary surveys and be in possession of all valid certificates.
- A Joint Inspection will be carried out at V. O. Chidambaranar Port Authority before the Service Boat is accepted for service in the Port to assess the condition, capability and performance of the Service Boat.
- The Service Boat will be declared commencement of contract from the time, the Dy. Conservator declaring after pursuing the report of Joint survey and verification of all the relevant certificates, various documents viz., Registration certificate, Insurance certificate, other statutory certificates, list of crew and site staff etc. and satisfy the Port of all other requirements.

**36. CONTRACTOR TO PAY ALL CHARGES**

**A.** Except as otherwise stated in the contract agreement or as may be agreed from time to time, the contractor shall provide and /or pay for all requirements, costs, or expenses relating to the vessel, master, and crew which without prejudice to the generality of the outgoing shall include.

- Dry docking, repairs, docking for the contractor's purpose, and all the expenses associated therewith.
- Provisions, wages as per Minimum Wages Act, ESI Act if applicable etc., shipping and discharging fees and all other expenses of the Masters / Officers and Crew.
- Maintaining Deck and Engine room stores/machinery.

**37. MAINTENANCE OF LOGBOOK**

**A.** Log Book (Deck & Engine) should be maintained by the contractor and made accessible to Port and written in English.

**B.** The Port Authority or their representatives will give the Master all instructions in English and the Master and the Engineer to keep full and correct logs. The log book shall be checked by the Port or their representative at any time.

**38. SUBSTITUTE SERVICE BOAT (during the contract period)**

The contractor shall provide a substitute Service Boat of **Suitable type and capacity or higher (as per clause No. 29 of SERVICE BOAT REQUIREMENT in GCC)** whenever the Main Service Boat is not available. **If the main Service Boat is not available continuously, the substitute Service Boat can be deployed till the completion of contract period at the discretion of the Port.**

**39. PENALTY FOR DELAYING COMMENCEMENT OF CONTRACT**

As per Work Order issued, the successful bidder shall commence the job within **60 days** from the date of issue of work order. **If the contractor fails to comply the date**, the Penalty will be imposed @ **Rs.5,000/- per day + GST** or part thereof for the delayed period till **30 days (penalty period)** beyond 60 days. After completion of **30 days** of penalty period, the contract/s shall be liable to be cancelled and the EMD / performance guarantee will be forfeited.

**40. NON-AVALIBILITY OF SERVICE BOAT DURING CONTRACT**

The contractor shall provide a substitute Service Boat of suitable type and capacity or higher (as per tender requirement **Clause no. 29 of GCC**) whenever the Main Service Boat is not available.

If Main Service Boat / Substitute Service Boat is not provided after **45 days**, the contract is liable to be terminated, subject to decision of the Management.

- 41. ALCOHOLIC LIQUOR OR DRUG**  
The contractor shall not otherwise then in accordance with statutes, Ordinances and government regulations or orders for the time being in force, import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs or permit or suffer any such importation, sale, gift, barter or disposal by his agent or employees.
- 42. PERSONAL PROTECTIVE EQUIPMENT (PPE)**  
The contractor shall be solely responsible for the supply of required PPE to his workers at his own cost and he shall also ensure the use of PPE such as helmets, nose masks, hand gloves, Boiler suits, safety shoes, rain coats by his staff at site.
- 43. PRICE BID EVALUATION:**  
The bidders shall quote the rate as Royalty in the BoQ. The price bid of the shortlisted bidders i.e Technically qualified bidders will alone be opened by the Port. The price bid will be evaluated based on the rate quoted **per month** by the bidders in BoQ. The bidder quoting the **higher value** of Royalty will be declared as successful bidder.
- 44. ADDRESS**  
**GST address will be considered for all future correspondence as per Annexure-4.**
- 45. CANTEEN FACILITIES**  
The canteen facilities may be availed by the contractor on chargeable basis for the contractor and his personnel deployed.
- 46. MOBILIZATION & DEMOBILIZATION**  
The contractor shall bear all expenses for mobilization and de-mobilization.
- 47.**  
In the event of any of its workers raising any demand/dispute on employment or terms and conditions of service or any such matter, the contractor shall resolve the same without interruption of service and the functioning of the Port. However, there shall be no claim for employment or any other monetary benefits from the Port.
- 48.**  
The Port Authority reserves the right to cancel the contract without assigning any reason thereof and without any liability by giving **90 days** advance notice due to non-satisfactory performance / deviation from tender conditions, in execution of contract.
- 49.**  
The Employer (VOCPA) shall not be **responsible** and liable for any damage / accident / loss / death / compensation payable to any workman or other person in the employment of the contractor / injury suffered by any of the contractor's staff due to errors of the Supervisor / staff or any reason whatsoever.
- 50. Employer Liability Insurance (If Applicable):** The Contractor shall indemnify and keep indemnified the Employer i.e. VOCPA against all damages or compensation payable at Law in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contractor or Sub- Contractor against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof on in relation thereto and the Employer shall be at liberty to deduct or adjust from the Contractor's bills an amount that employer may be called upon to pay towards claims,

demands, proceedings, costs, charges and expenses whatsoever in respect of or in relation to any accident or injury referred to above without any reference to the Contractor.

**(This clause is subject to applicability).**

- 51.** The Contractor shall comply with the Central State and Municipal Laws and Rules and shall be solely responsible for complying with the provisions of the Contract “Labour (Regulations & Abolition) Act, 1970 & the contract labour (Regulation & Abolition) and rules there under and the enactments that may be applicable including ESI Act, the payment of wages act, Provident Fund Act, the Minimum Wages Act, the Factory’s Act, **as applicable**. The Workman Compensation Act or any other applicable legislation and the Municipal by-laws or other statutory Rules and Regulations whatsoever in force of these are applicable. Any obligations finding or otherwise missed under any statutory enactments, rules & regulations there under shall be the responsibility of the Contractor and the VOCPA will take no responsibility for the same. The Contractor should take Workmen’s Compensation Policy for his workers, who are not covered under ESI and submit the same to the EIC immediately after commencement of the work.

**(This clause is subject applicability).**

- 52.** The Contractor is liable to pay all Statutory Compensation of the Labourers / persons engaged by him for the satisfactory execution of the works, **as applicable**. If any claim is made against V. O. Chidambaranar Port Authority on this work, the Port Authority shall have the right to deduct the same from the bill amount payable to the contractor after verification of the validity and if admissible as per rules.

Signature of the bidder with stamp

<b>Bidder Information Form</b>	
<i>[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]</i>	
Date: <i>[insert date (as day, month and year) of Tender Submission]</i> Tender No.: <i>[insert number of Tendering process]</i> Page ----- of ----- pages	
1. Bidder's Legal Name ----- <i>[insert Bidder's legal name]</i>	
2. Bidder's actual or intended Country of Registration: ----- <i>[insert actual or intended Country of Registration along with Registration Details]</i>	
3. Bidder's Year of Registration ----- <i>[insert Bidder's year of registration]</i>	
4. Bidder's Legal Address in Country of Registration: ----- <i>[insert Bidder's legal address in country of registration]</i>	
<b>5. Bidder's Authorized Representative Information</b>	
Name of the Authorized Representative: ----- <i>[insert Authorized Representative's name]</i>	
Name of the firm ----- <i>[insert Firm's name]</i>	
Address ----- <i>[insert Authorized Representative's Address]</i>	
Telephone/Fax numbers: ----- <i>[insert Authorized Representative's telephone/fax numbers]</i>	
Email Address ----- <i>[insert Authorized Representative's email address]</i>	
6. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>	
<input type="checkbox"/> In case of government owned entity from India, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB	
<input type="checkbox"/> <u>PAN NUMBER</u>	
<input type="checkbox"/> <u>GST Registration Numbers</u>	
(Authorised Signatory)	Company Seal:

**NOTE: The above details should be typed in the firm's letter head and submitted with signature and seal.**

**MINIMUM QUALIFICATION CRITERIA OF BIDDERS**

<b>1.</b>	<b>List of all Completed Contracts during the last Seven (7) years similar in nature ending on last day of month previous to the one in which tenders are invited as per clause No. 1.2 of MQC:</b>				
Sl. No.	Nature of Work	Total value (in INR)	Contract Period		Name & address of clients
			From	To	
<b>a)</b>	<b>LOA/Work Order/ Agreement copy for each completed work is to be enclosed.</b>				
<b>b)</b>	<b>Work Completion Certificate from the client's letter head (Not in bidder's letter head) for each completed work is to be enclosed as documentary evidence for similar work/s carried out.</b>				

**NOTE: The above details should be typed in the firm's letter head and submitted with signature and seal.**



**UNDERTAKING**

This is to certify that the contents of the downloaded **Tender Document** along-with **Pre-bid Clarifications, Corrigendum, Addendums etc.** for the work of **“Engaging 1 number of Service Boat providing service to the ships calling at V.O.C Port Authority for the period of three years and extendable by two years”** have not been altered, in any form by us.

Signature .....

For and on behalf of.....

(Company Seal)

Date: .....

**Bankers Details for E Payment**

<b>1.</b>	Name of the firm (Bidder)	
<b>2.</b>	Full address of the firm (Bidder) registered under GST <b>(All correspondence will be made to this address only)</b>	
<b>3.</b>	Telephone No. of the beneficiary (Bidder)	
<b>4.</b>	Mobile No. of the beneficiary (Bidder)	
<b>5.</b>	Fax No. of the beneficiary	
<b>6.</b>	Email ID:	
<b>7.</b>	Account No.	
<b>8.</b>	Account Type (SB or CA or OD)	
<b>9.</b>	Name of the Bank	
<b>10.</b>	Full address of Branch	
<b>11.</b>	MICR code (Should be 9 digit)	
<b>12.</b>	Bank IFSC Code No.	
<b>13.</b>	GST Registration No.	
<b>14.</b>	PAN Card No.	

**NOTE: The above details should be typed in the firm's letter head and submitted with signature and seal.**

**COVERING LETTER**

No.....

Date:...

To  
**The Dy. Conservator,**  
Marine Department,  
V. O. Chidambaranar Port  
Authority,  
Tuticorin-575010

Dear Sir,

**Sub:** Submission of Technical Bids

**Ref:** Tender No \_\_\_\_\_ dated \_\_\_\_\_ for  
**“Engaging 1 number of Service Boat providing service to the ships  
calling at V.O.C Port Authority for the period of three years and  
extendable by two years”**

Please find attached herewith the following

enclosures 1

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Place:

Date:

Signature:

Seal:

**NOTE: The above details should be typed in the firm's letter head and submitted with signature and seal.**

(To be executed on non-judicial Stamp Paper of ₹100/-)

**FORMAT OF POWER OF ATTORNEY**

In favour of signatory/s to the Tender, duly authenticated by Notary Public.

POWER OF ATTORNEY IN FAVOUR OF -----  
(Name, Designation, Company name)

TO ALL TO WHOM THESE PRESENTS shall come, I -----,  
(Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors) do hereby sub-delegate/delegate, in terms of the powers delegated to me by the Board of Directors, ----- (name of the Co.) to Shri ----- (name, designation & address of the Attorney) the following:

NOW KNOW YE AND THOSE PRESENTS that I-----,  
(Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors), do hereby authorize and empower Shri ----- (name, designation & address of the Attorney) to do severally amongst others, for the purpose of carrying on our business, the following:

- a) To represent lawfully the ----- (name of the Co.) for obtaining bid/tender documents, prepare, sign, execute and submit tenders for execution of **“Engaging 1 number of Service Boat providing service to the ships calling at V.O.C Port Authority for the period of three years and extendable by two years”**. Or any other works incidental to such works.
- b) To discuss the technical and financial matters, negotiate and accept prices and take decisions regarding terms and conditions and sign agreements and contracts and also to bind the (name of the Co.) to the arbitration clause included in the contract.
- c) For all or any of the purposes here of to sign and deliver or otherwise execute such deed or deeds, transfer or transfers, endorsement or endorsements and to perform such other acts, matters, things as the Attorney shall consider requisite or advisable as full and effectively as the Company could do, if present and acting there.

I, ----- (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors) in terms of the powers delegated to me by the Board of Directors of ----- (name of the Co.), do hereby agree that all acts, deeds and things done by the said Attorney by virtue of this power of attorney, shall be construed as acts, deeds and things done by the Company.

I, ----- (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors), further undertake to ratify and confirm whatever our said attorney shall do or cause to be done for the Company, the said Company, in the premises, by virtue of the powers hereby given.

WHEREAS, this sub-delegation is signed and delivered to Shri ----- (name & designation of the Attorney), on this ----- day of -----, 20-- (Two thousand ).

WHEREAS, even though this sub-delegation is signed on this ----- day of -----, 20-- (Two thousand -----), will have effect from the date he signs and receives this delegation.

IN WITNESS WHEREOF, I,----- (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors) has, this ---- day of -----, 20-- (Two thousand -----) set my hands and subscribed my signature unto this instrument.

SIGNED AND DELIVERED ON  
\_\_\_\_\_ BY

(Name of authorized person to delegate powers)

WITNESS:

SIGNED AND RECEIVED ON

\_\_\_\_\_ BY

(Name & designation of Attorney)

**TECHNICAL SPECIFICATION OF SERVICE BOAT**

<b>SI No</b>	<b>Description</b>	
1	Owner of the Service Boat	
2	Length O.A	
3	Breadth	
4	Draft	
5	Year of Built	
6	Type of Propulsion	
7	Hull	
8	Registration	
9	Navigational Equipment	
10	Main Engine details	
11	Speed of the Boat	
12	Person carrying capacity	
13	Cargo carrying capacity	

The specification of the **Service Boat** for which tendering is made shall be descriptive in nature with all technical particulars without any ambiguity as per **Clause No.29** of GCC.

Company Seal:  
Bidder with date

Signature of the

**DECLARATION**

We hereby certify that our company/firm has not been debarred or de-listed or blacklisted by any Government (Central/State), Semi Government Agency or Any PSUs.

Signature .....

For and on behalf of.....

(Company Seal)

Date: .....

**DECLARATION**

(In case of Proprietorship firm)

We hereby certify that our company/firm M/s..... is a Proprietorship firm and undersigned is the Proprietor of the company.

Company seal with Date

Signature of Proprietor of the Company



**SPECIMEN FORM OF CONTRACT AGREEMENT**

(To be executed on ₹100/- non-judicial Stamp Paper)

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS CONTRACT AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

BETWEEN

(1) *The Board of Members of the V. O. Chidambaranar Port Authority, an Autonomous Body of the Ministry of Shipping of the Government of INDIA, incorporated under the Major Port Authority Act, 2021 as Amended thereafter, under the Laws of India and having its principal place of business at Tuticorin, (hereinafter called "the Port"),*

and

(2) *[insert name of Bidder ], [incorporated under] the laws of [ insert: country of Bidder ] and having its principal place of business at [ insert: address of Bidder ] (hereinafter called "the Contractor").*

WHEREAS the PORT invited Tenders against tender *no* .....for execution of **“Engaging 1 number of Service Boat providing service to the ships calling at V.O.C Port Authority for the period of three years and extendable by two years”** viz., and has accepted a Tender by the Contractor in accordance with Supply /delivery schedule and remedying of any defects therein, in the sum of [insert Contract Price in words and figures, expressed in the Contract currency(ies) excluding GST ] (hereinafter called "**the Contract Price**").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the **Port** and the **Contractor**, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) General Conditions of Contract;
  - (c) Notice Inviting Tender and Tender No. .... **dated** .....
  - (d) Replies issued to the Pre-bid queries, Corrigendum to Tender
  - (e) The Bidder's original Price Bid
  - (f) The Port's Work Order No. .... **dated** .....
  - (g) Add here any other document(s)

AND WHEREAS

**PORT** accepted the Bid of **Contractor** for the provision and the execution of WORK at the CONTRACT PRICE as indicated in CONTRACT upon the terms and subject to the conditions of Contract. Now this CONTRACT AGREEMENT witnesseth and it is hereby agreed and declared as follows:

3. In consideration of the payment to be made to **Contractor** for WORK to be executed by him, **Contractor** hereby Covenants with **PORT** that **Contractor** shall and will duly provide, execute and complete Work and things in CONTRACT, mentioned or described or which are to be implied there from or may be reasonably necessary for completion of Work and at the times and in the manner and subject to the terms and conditions or stipulations mentioned in CONTRACT.
  
4. In consideration of the due provision, execution and completion of WORK, **Contractor** does hereby agree to pay such sums as may be due to **PORT** for the services rendered by **PORT** to **Contractor** as set forth in CONTRACT and such other sums as may become payable to **PORT** towards loss, damage to the **PORT's** equipment, materials etc. and such payments to be made at such time and in such manner as is provided in the CONTRACT.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

The Agreement is assigned as ..... dated ..... And contains pages from **01** to .....

**For and on behalf of the PORT**

**For and on behalf of the Contractor**

Signed: (insert signature)  
in the capacity of [insert title or other appropriate designation ]

Signed: [insert signature of authorized representative(s) of the Contractor] in the capacity of (insert title or other appropriate designation)

in the presence of [insert identification of official witness]

in the presence of [insert identification of official witness]

**SPECIMEN BANK GUARANTEE FORM FOR  
PERFORMANCE GUARANTEE**

(To be executed on ₹100/- non-judicial Stamp Paper)

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

1. In consideration of the Board of Members of **V. O. Chidambaranar Port Authority, Tuticorin**, incorporated by the Major Port Authority Act, 2021 (hereinafter called "The Board" which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include the Board Members of the Port of **V. O. Chidambaranar Port Authority**, its successors and assigns) having agreed to exempt (Name of the Bidder/s (hereinafter called the "Bidder/s")) from the demand under the terms and conditions of the Contract, vide **Dy. Conservator** Work Order No \_\_\_\_\_ date \_\_\_\_\_ made between the BIDDERS and the Board for execution of \_\_\_\_\_ covered under Tender No \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called "the said contract") for the payment of Performance Guarantee in cash or Lodgement of Government Promissory Loan Notes for the due fulfillment by the said BIDDERS of the terms and conditions of the said Contract, on production of a Bank Guarantee for ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) only we, the (Name of the Bank and Address) \_\_\_\_\_ (hereinafter referred to as "the Bank") at the request of the BIDDERS do hereby undertake to pay to **FA and CAO, VOC Port Authority** an amount not exceeding ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) only against any loss or damage caused to or suffered or which would be caused to or suffered by the Board by reason of any breach by the BIDDERS of any of the terms and conditions of the said contract.
2. We, \_\_\_\_\_ (Name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Board stating that the amount claimed is due by way of loss or damage caused to or which would be caused to or suffered by the Board by reason of any breach by the BIDDERS of any of the terms and conditions of the said contract or by reason of the BIDDERS failure to perform the said contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to any amount not exceeding ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
3. We, \_\_\_\_\_ (Name of Bank) undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Bidder(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under

this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Bidder(s) shall have no claim against us for making such payment.

4. We, \_\_\_\_\_ (Name of Bank) further agree with the Board that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the said contract and that it shall continue to be enforceable till all the dues of the Board under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the \_\_\_\_\_ (Name of the user department) of the Port Authority certifies that the terms and conditions of the said contract have been fully and properly carried out by the said BIDDERS and accordingly discharge this guarantee PROVIDED HOWEVER that the Bank shall be at the request of the Board but at the cost of the BIDDERS, renew or extend this guarantee for such further period or periods as the Board may require from time to time.
5. We, \_\_\_\_\_ (Name of Bank) further agree with the Board that the Board shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend the time of performance by the said contract or to extend the time of performance by the said BIDDERS from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said BIDDERS and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extensions being granted to the BIDDERS or for any forbearance, act or omission on the part of the Board or any indulgence shown by the Board to the BIDDERS or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.  
This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder(s).

**Notwithstanding anything to the contrary contained in any law for the time being in force or banking practice, this guarantee shall not be assignable or transferable by the beneficiary. Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be attained by the Bank. Any invocation of guarantee can be made only by the beneficiary directly**

It is also hereby agreed that the Courts in *Tuticorin* would have exclusive jurisdiction in respect of claims, if any, under this Guarantee.

6. We, \_\_\_\_\_ (Name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Board in writing

**7. “Notwithstanding anything contained herein:**

- a) Our liability under this Bank Guarantee shall not exceed ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only);**
- b) This Bank Guarantee shall be valid upto \_\_\_\_\_; and**
- c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_(date of expiry of Guarantee).”**

Date day of  
20

For (Name of  
Bank)  
(Name)

Signature

**Specimen Bank Guarantee Form for EMD**

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated. To be executed on ₹100/- non-judicial Stamp Paper]\_*  
*[Bank's Name, and Address of Issuing Branch or Office]*

Beneficiary: Board of members of the V. O. Chidambaranar Port Authority,  
Tuticorin,

Date: \_\_\_\_\_  
TENDER GUARANTEE No.: \_\_\_\_\_

We have been informed that *[name of the Tenderer]* (hereinafter called "the Tenderer") has submitted to you its Tender dated (hereinafter called "the Tender") for the execution of *[name of contract]* under Invitation for Tenders No. *[number]*. Furthermore, we understand that, according to your conditions, Tenders must be supported by an Earnest Money Deposit (EMD).

At the request of the Tenderer, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*amount in words*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Bid/Tender; or
- (b) having been notified of the acceptance of its Tender by the Employer/ Board during the period of Tender validity, (i) fails or refuses to execute the Agreement, if required, or (ii) fails or refuses to furnish the performance guarantee, in accordance with the Instructions to Bidders/Tenderers.

**Notwithstanding anything to the contrary contained in any law for the time being in force or banking practice, this guarantee shall not be assignable or transferable by the beneficiary. Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be attained by the Bank. Any invocation of guarantee can be made only by the beneficiary directly**

This guarantee will expire unless other wise extended or informed by the Employer/ Board:

- (a) if the Tenderer is the successful Tenderer, upon our receipt of copies of the contract signed by the Tenderer and the performance guarantee issued to you upon the instruction of the Tenderer;  
or
- (b) if the Tenderer is not the successful Tenderer, upon the earlier of
  - (i) our receipt of a copy of your notification to the Tenderer of the name of the successful Tenderer; or
  - (ii) **3 months** after the expiration of the Tenderer's Tender validity (**4 months**) or any extended period thereof.;

**“Notwithstanding anything contained herein:**

**a) Our liability under this Bank Guarantee shall not exceed ₹\_\_\_\_\_ (Rupees \_\_\_\_\_ only);**

**b) This Bank Guarantee shall be valid upto \_\_\_\_\_; and**

**c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before**

**\_\_\_\_\_ (date of expiry of Guarantee).”**

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date \_\_

*[signature(s)]*

*[Authorisation letter from the issuing bank that the signatory of this BG is authorised to do so- should also be enclosed]*

## **PRE-INTEGRITY PACT**

### **General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_\_ day of the month of \_\_\_\_\_ **20**\_\_\_\_, between, on one hand, the **Board of Members** of V. O. Chidambaranar Port Authority acting through Shri \_\_\_\_\_, (Name & Designation of the Officer), V. O. Chidambaranar Port Authority (hereinafter called the 'BUYER/EMPLOYER', which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and **M/s** \_\_\_\_\_ represented by Shri \_\_\_\_\_, Chief Executive Officer (hereinafter called the 'BIDDER' which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the 'BUYER/EMPLOYER' has invited bids for \_\_\_\_\_ and \_\_\_\_\_ the BIDDER is submitting his bid for the same and

WHEREAS the BIDDER is a Private company / Public company / Government undertaking / registered partnership firm, constituted in accordance with the relevant law in the matter and the 'BUYER/EMPLOYER' is V. O. Chidambaranar Port Authority.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the 'BUYER/EMPLOYER' to obtain the desired said stores / equipment / services / works at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the 'BUYER/EMPLOYER' will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

### **1.0 Commitments of the 'BUYER/ EMPLOYER'**

- 1.1 The 'BUYER/EMPLOYER' undertakes that no official of the 'BUYER/EMPLOYER', connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage



in the bidding process, bid evaluation, contracting or implementation process related to the contract.

- 1.2 The 'BUYER/EMPLOYER' will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the 'BUYER/EMPLOYER' will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 2.0 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the 'BUYER/ EMPLOYER' with full and verifiable facts and the same is prima facie found to be correct by the 'BUYER/EMPLOYER' necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the 'BUYER/ EMPLOYER' and such a person shall be debarred from further dealings related-to the contract process. In such a case while an enquiry is being conducted by the 'BUYER/ EMPLOYER' the proceedings under the contract would not be stalled.

### **3.0 Commitments of BIDDERS**

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the 'BUYER/EMPLOYER' connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the 'BUYER/EMPLOYER' or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.
- 3.3 \* BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 3.4 \* BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5 \* The BIDDER further confirms and declares to the 'BUYER/EMPLOYER' that

the BIDDER has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the 'BUYER/EMPLOYER' or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

- 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the 'BUYER/ EMPLOYER' or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the 'BUYER/ EMPLOYER' as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the 'BUYER/EMPLOYER' or alternatively, if any relative of an officer of the 'BUYER/EMPLOYER' has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the 'BUYER/EMPLOYER'.
- 3.14 **The BIDDER signing IP shall not approach the Courts while**

**representing the matters to IEMs and the contractor will await their decision in the matter.**

#### **4.0 PREVIOUS TRANSGRESSION**

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify bidder's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

#### **5.0 Earnest Money (Security Deposit)**

- 5.1 While submitting commercial bid, the BIDDER shall deposit an amount ₹...../- (to be specified in Bid Document) as Earnest Money/Security Deposit, with the 'BUYER/ EMPLOYER' through any of the following instruments:
- i) Bank Draft or a Pay Order in favour of **FA & CAO, VOCPA**
  - ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the 'BUYER/EMPLOYER' on demand within 3 working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the 'BUYER/EMPLOYER' shall be treated as conclusive proof of payment.
  - iii) Any other mode or through any other instrument (to be specified in the Bid Document).
- 5.2 The Earnest Money/Security Deposit shall be valid upto a period of **six** months or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the 'BUYER/EMPLOYER', including warranty period, whichever is later.
- 5.3 In case of the successful BIDDER, a clause would also be incorporated in the Article pertaining to Performance Security in the Project Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Security in case of a decision by the 'BUYER/EMPLOYER' to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.4 No interest shall be payable by the 'BUYER/EMPLOYER' to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

#### **6.0 Sanctions for Violations**

- 6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the 'BUYER/EMPLOYER' to take all or any one of the following

actions, wherever required:-

- i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
  - ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the 'BUYER/EMPLOYER' and the 'BUYER/ EMPLOYER' shall not be required to assign any reason therefore.
  - iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
  - iv) To recover all sums already paid by the 'BUYER/EMPLOYER', and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the 'BUYER/EMPLOYER' in connection with any other contract, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
  - v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the 'BUYER/EMPLOYER', alongwith interest.
  - vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall, be liable to pay compensation for any loss or damage to the 'BUYER/EMPLOYER' resulting from such cancellation/rescission and the 'BUYER/EMPLOYER' shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
  - vii) To debar the BIDDER from participating in future bidding processes for a minimum period of five years, which may be further extended at the discretion of the 'BUYER/EMPLOYER'.
  - viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
  - ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the 'BUYER/EMPLOYER' with the BIDDER, the same shall not be opened.
  - x) Forfeiture of Performance Guarantee in case of a decision by the 'BUYER/EMPLOYER' to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 6.2 The 'BUYER/EMPLOYER' will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 6.3 The decision of the 'BUYER/EMPLOYER' to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and

conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

## **7.0 Fall Clause**

7.1 The BIDDER undertakes that it has not performed/is not performing similar project at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar project was performed by the BIDDER in any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the 'BUYER/EMPLOYER', if the contract has already been concluded.

## **8.0 Independent Monitors**

8.1 The 'BUYER/EMPLOYER' has appointed the following Independent Monitor (hereinafter referred to as Monitor) for this Pact in consultation with the Central Vigilance Commission

Name and Address of the Monitor.

8.2 The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitor shall not be subject to instructions by the representatives of the parties and perform his functions neutrally and independently.

8.4 Both the parties accept that the Monitor has the right to access all the documents relating to the project/bidding, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the 'BUYER/EMPLOYER'.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the 'BUYER/EMPLOYER', including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The 'BUYER/EMPLOYER', will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of 'BUYER/EMPLOYER' within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / EMPLOYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

## **9.0 Facilitation of Investigation**

In case of any allegation of violation of any provisions of this pact or payment of commission, the 'BUYER/EMPLOYER' or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

**10.0 Law and Place of Jurisdiction**

This Pact is subject to Indian Law.' The place of performance and jurisdiction is the seat of the 'BUYER/EMPLOYER'.

**11.0 Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12.0 A person signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

13.0 In case of Joint Venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the Principal contractor shall take responsibility of the adoption of Integrity Pact by the sub- contractor. It is to be ensured that all sub-contractors also sign the Integrity Pact. In case of sub-contractors, the IP will be tri-partite arrangement to be signed by the Organization, the contractor and the sub-contractor.

**14.0 Validity**

14.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the 'BUYER/EMPLOYER' and the BIDDER, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

14.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

14.3 If the BIDDER is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

15.0 The parties hereby sign this Integrity Pact at \_\_\_\_on \_\_\_\_\_

BUYER/EMPLOYER  
Name of the Officer and  
Designation

BIDDER  
CHIEF EXECUTIVE OFFICER

Witness

1. \_\_\_\_\_

2. \_\_\_\_\_

Witness

1. \_\_\_\_\_

2. \_\_\_\_\_

\* Provisions of these clauses would need to be amended/ deleted in line with the policy of the BUYER/ EMPLOYER in regard to involvement of Indian agents of foreign BIDDERS.

**Address of IEMs**

- (i) Shri Trivikram Nath Tiwari, ILS (Retd.),  
301-B, Block-3B, HIG DDA Flats,  
Rani Jhansi Road, DDA Complex,  
Motia Khan,  
New Delhi – 110 055  
Ph; 9871788277  
e- mail id: trivikramnt@yahoo.co.in
  
- (ii) Shri Hermanprit Singh, IPS (Retd.),  
12, Belevedra Road, Alipore,  
Kolkata 700 027.

## BOQ - PRICE SCHEDULE

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	ROYALTY AMOUNT PER MONTH without GST In Figures To be entered by the Bidder in Rs. P	TOTAL ROYALTY AMOUNT PER MONTH Without taxes in Rs. P	TOTAL ROYALTY AMOUNT PER MONTH In Words
1	2	4	5	7	11	13
1	Note: Price bid will be evaluated as per clause No. 43 of GCC					
1.01	<b>Royalty Amount per month without GST</b>	1.00	Month		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only			



**Note:**

- GST will be paid as applicable.
- **The PRICE BID HAS TO BE UPLOADED IN CPP WEBSITE ONLY in the respective event and NO HARD COPY FOR PRICE BID WILL BE ACCEPTED.**
- Price bid evaluation will be as per **Clause No.43 of GCC**

**VOCPA BANK DETAILS  
FOR REMITTING EMD**

Name of Payee: **The FA & CAO, VOCPA, Tuticorin.**

1	Name of the Bank:	Indian Overseas Bank, Harbour Branch, Tuticorin – 628 004.
2	Bank A/C No.	014301000000001
3	IFSC Code:	IOBA0000143

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