

**EMBASSY OF INDIA, SENEGAL**  
**5, AVENUE CADRE, DAKAR BP-398, SENEGAL**

Tender No.DAK/109/1/2019

Dated: 21<sup>st</sup> August 2019

**NOTICE INVITING TENDER**

Sealed quotations are hereby invited from reputed Licensed Agencies for providing listed below services/items at the Dakar Port from 27-30<sup>th</sup> August 2019(both days inclusive).

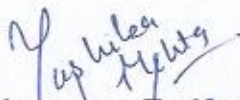
**Schedule to the invitation of Tender:**

1	Date of issue of Bid Document	21 <sup>st</sup> August 2019 at 1200 hrs
2	Time and last date of Depositing tender/bid	25 <sup>th</sup> August 2019 till 1700 hrs
3	Time and date of opening of Qualifying Bid	25 <sup>th</sup> August 2019 at 1730 hrs
4	Place of Opening of Tender	Embassy of India, Dakar 5, Avenue Cadre, Dakar, BP-398, Senegal.

**Service to be provided:**

1.	Detailed list of services/provisions to be provided and specification of Ship including Ship Data, complement, pilotage	Annexure-I
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Intending eligible bidders may obtain Bid document which may be downloaded from the Official Website of the Embassy of India, Senegal ([www.embassyofindiadakar.gov.in/](http://www.embassyofindiadakar.gov.in/)).

Sd/-  
  
Head of Chancery, Embassy of India, Senegal  
Second Secretary (HOC)  
Embassy of India  
Dakar (Senegal)

# TENDER DOCUMENT

Embassy of India

Dakar

No.DAK/109/1/2019

21<sup>st</sup>August 2019

## **Tender for providing services/provision at Dakar Port from 27-30<sup>th</sup> August 2019**

1. **Scope of work.** The Embassy of India, Dakar, Senegal invites Financial bids/ quotations for providing services/provision listed at (Annexure-I) for ship docking at Dakar port(details of ship at Annexure-II) from 27-30<sup>th</sup> August 2019.
2. The Financial bid indicating item-wise price for the items mentioned in the Annexure-I. The financial bid should be **sealed by bidders in a cover duly superscribed.**

## **Eligibility Criteria**

3. The bidder should provide the following detailed information in descriptive terms along with the supporting documents and records as part of **financial bid**: -
  - (a) The bidder should have an experience of providing such services for at least 3 years. Past experience, service history, achievements of the company.
  - (b) The bidder should have experience in providing services in security sensitive organizations, offices and large commercial establishments.
  - (c) The bidder should be able to provide User Satisfaction certifications from at least 3 organizations.
  - (d) The bidder should provide valid service Tax and VAT number.
  - (e) Evidence of registration of the company under relevant statutory regulations applicable to Senegal.

6. **Visit to Embassy.** Registered/ Interested parties may visit the Embassy between **21-25 August 2019** to familiarize with the nature of services to be provided.



7. **Commencement of Services.** The services will need to be made operational 24hours prior to docking of ship at Dakar Port failing which the Embassy reserves the right to cancel the contract and award it to another agency.

8. **Instructions for bidders.**

(a) Bidders are required to **submit their bids by 25<sup>th</sup> August 2019** to the address mentioned below. The embassy, at its discretion may extend the deadline for submission of Bids by amending the bidding documents, in which case all rights and obligations of the Embassy and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**Address details:**

Embassy of India,

5, Avenue Carde,

Dakar – 398

E- mail : [hoc.dakar@mea.gov.in](mailto:hoc.dakar@mea.gov.in)

Tel: +221-338 495 875. Fax : +221- 338 223 585

(b) Bidders shall furnish all the data/ information called for under the bidding documents to the complete satisfaction of the Embassy, failing which the Bid will be considered as incomplete and non-responsive and the Embassy reserves the right to reject the Bid.

(c) All, data, information and any other material submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the Embassy at all times.

(d) A prospective Bidder requiring any clarification may contact the undersigned in writing, either by post, fax or email at least three-four business days before the deadline for submission of the Bid.

(e) The Bid and all correspondence and documents relating to the bid, exchanged between the Bidder and the Embassy shall be written in English Language

(f) The price to be quoted by the Bidders shall be in US dollars or CFA only. The price shall include all VAT taxes, miscellaneous services and duties. However, VAT must be specified separately. The prices quoted by the Bidder shall be kept open and valid for acceptance for a minimum for period of Ninety (90) business days.

(g) The Bid shall contain no alterations, omissions or additions, overwriting except those to comply with instruction issued by the Embassy or as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.

(h) The embassy reserves the right to accept/reject the Bid and does not bind itself to accept the lowest id or any Bid and can reject any or all of the bids or to scrap the RFP in whole or in part.

(i) The successful Bidder should not sub-contract any part of the Scope of work to be undertaken by them without written permission from the Embassy. The Bidder to whom the contract is awarded is solely responsible to the Embassy for the completion of the awarded contract.

9. **Terms of payment.** Successful bidder would be paid the amount on satisfactory completion of work and / or as per the agreed contract.

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