Chapter-I

Invitation of Bids for providing Transport Services to Indian Naval Ship Ikshak at Nacala, Mozambique from 24- 27 December 2026

Request for Proposal (RFP)

1. The High Commission of India (HCI), Maputo, Mozambique invites sealed tenders for providing transport services to one Indian Naval Ship husbanding in Nacala, Mozambique from 27-27 December 2026. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office preferably in Maputo (Mozambique) for transport services to Indian Naval Ship as detailed in Part II of the tender documents.

2. The tender documents can be downloaded from the website www.hcimaputo.gov.in or may be **collected from the High Commission of India,** 167, Avn. Kenneth Kaunda, Maputo.

3. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: -

(a) Bids/queries to be addressed to hoc.maputo@mea.gov.in

(b) Postal address for sending the Bids:
Head of Chancery
High Commission of India
167, Ave Kenneth Kaunda, Maputo, Mozambique
hoc.maputo@mea.gov.in

(c) Name/Designation of the contact person: Mr Yogesh Kumar Singh
Head of Chancery

(d) Telephone numbers of the contact person: **+258 21493668**

(e) Email ID for technical issues only : - da.maputo@mea.gov.in

(f) Contact Number for technical issues - **+258 862431560**

4. The tender should be submitted in two sealed envelopes as below:-

(a) The first sealed cover superscripted as **"Technical Bid"** should contain (i) duly filled-in Annexure along with relevant documents/information and, (ii) Acceptance of terms & conditions as per Tender Documents.

(b) The second sealed envelope superscripted as **"Financial Bid"** should contain only rates as per Part II of the Tender Documents.

(c) Both the sealed covers should be placed in the main sealed envelope superscripted "Tender for providing services to Indian Coast Guard Ship at Maputo (Mozambique)" addressed to the **Head of Chancery, High Commission of India,** 167, Ave Kenneth Kaunda, Maputo, Mozambique and must reach on or before **16 December 2026 latest by 1600hrs**. Bids may be hand delivered or send by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

5. The RFP is being issued with no financial commitment and the **Client (High Commission)** reserves the right to change or vary any part thereof at any stage. **Client** also reserves the right to withdraw the RFP, should it become necessary at any stage.

Chapter-II

Part I – General Information

1. **Pre-qualification requirements**: The reputation, capacity and credibility shall be evaluated before finalizing the bid and signing of contract with the **Company.** The **Company** should have adequate experience in **providing transport services to** Indian military ships/ GoI establishments/Indian Missions in the past and **must provide the following documents as a part of the bid**.

(a) Detailed profile including available technical expertise and the past experience of executing similar types of providing transport **services** to Indian military ships/ GoI establishments/Indian Missions.

(b) Details of the Financial background of the Company.

(c) **Copies of the orders executed with Indian Military Ships/ GoI establishments / Indian Missions**.

2. **Last date and time for depositing the Bids**. Last date and time for receipt of Tender is **16 December 2026** at **16:00 hrs**. Bids in sealed covers superscripting the Tender Enquiry references and Tender Opening Date are to be deposited in the High Commission of India, Maputo/ reach by the due date and time. The sealed Bids **both technical and financial** should ***be sealed separately*** with clear indication and then both are to be put in one sealed envelope superscripting the Tender No and Due Date of opening and deposited/ reach by the due date and time. The responsibility to ensure this lies with the Bidder.

3. **Manner of depositing the Bids**. Sealed Bids should be either dropped in the High Commission of India or sent by registered post at the address given below so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Bids sent by e-mail or in open condition will not be considered.

4. **Place of opening of the Bids**. Bids shall be opened in the conference hall of High Commission of India, 167 AV. Kenneth Kaunda, Maputo, Mozambique in the presence of member of tender committee and representative of bidders. The bidders may depute their representative, duly authorized in writing, to attend the opening of Bids on the due date and time mentioned above. This event will not be postponed due to non-presence of your representative.

(Yogesh Kumar Singh)
Head of Chancery
High Commission of India, 167, Av. Keneth Kaunda,
Maputo, Mozambique

5. **Forwarding of Bids**. Bids should be forwarded by Bidders under their original memo / letter pad with complete postal & e-mail address of their office.

6. **Clarification Regarding Contents of the RFP**. A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the client in writing about the clarification sought.

7. **Withdrawal of Bids**. A bidder may withdraw his bid after submission if the client receives the written notice of withdrawal prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but a signed confirmation copy to be sent by post should follow. No bid shall be modified after the submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

8. **Clarification Regarding Contents of the Bids**. During evaluation and comparison of bids, the client may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

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

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

11. **Technical Capability Criteria**.

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

(b) Should be able to **provide transport services to ship at Nacala Port, Mozambique**.

(c) Minimum **three years**' experience in providing transport service to Indian military ships/Indian mission/ GoI establishments.

(d) Should have its **own/ arrange to provide** transport service to ship at the port/in near vicinity.

(e) Should be able to sign contract with the Indian High Commission for providing the services being promised.

(f) Must have good liaison with the Port Authorities to facilitate administrative arrangements and hassle-free movement of vehicles and passengers in and out of port.

Chapter-III

Part II-Essential Details

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

(a) The consolidated list of services required to be provided to the visiting *IN/ ICG* ship is placed at Enclosure respectively. **All services in the enclosure are to be quoted in US Dollar indicating clearly the unit cost (i.e., per 12 hour/16 hours/full day/ over time/ etc)**

(b) The agency should provide transport services to **Indian Naval/ Coast Guard** ship visiting Nacala in proper time and deal with all port formalities in accordance with port authorities' requirements and other officials, during entry and exits of Indian Naval/ Coast Guard ship.

(c) The payment guarantor to all the services availed by the ***Indian Naval/ Coast Guard ship*** will be High commission of India, Maputo.

(g) The travel agency has to obtain proof of services from the Commanding Officer of the ***Indian Naval/ Coast Guard ship*** and submit daily signed documents such as al the Invoices and the Delivery Acceptance for all the supplied and services by the agency to the High Commission of India, Maputo for settlement.

(h) The agency fee will be the fee agreed upon in the Commercial Offer.

(j) The service provided to ***Indian Naval/ Guard ship*** and the terms and conditions agreed upon are confidential and should not be disclosed to any third party without the consent of the "Principal".

(k) The legal address and the bank details of the agency are to be quoted clearly in the commercial offer.

(m) The complete responsibility of safe movement of the ship's crew in and out of the port premises during the period of ship's stay at Nacala will lie with the travel agency.

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

(o) **Delivery period.** The tentative ETA of ***Indian Naval/ Coast Guard ship*** will be intimated. Any change in ship's programme will be intimated by the principal without any delay. **All services contracted should be provided during the period of the ship's stay.**

2. The detailed anticipated category of Logistic Requirements is placed at **Enclosure**. In case of unavailability an item, the order may be placed for an alternative item.

Chapter-IV

Part III- Standard Conditions of RFP

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

1. **Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract.

2. **Arbitration.** All disputes or difference arising out of or in connection with the contract shall be settled by bilateral discussion. Any dispute, disagreement or question arising out of or relating to the contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration.

3. **Penalty for use of Undue influence.** The company undertaken that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the client or otherwise in procuring the Contracts or obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or dis-favour to any person in relation to the present contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the Company or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the company or anyone employed by him, or acting on his behalf, as defined in chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Client to cancel the contract and all or any other contracts with the company and recover from the company the amount of any loss arising from such cancellation. A decision of the client or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Company. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the company towards any officer/employee of the client or to any other person in a position to influence any officer/employee of the client for showing any favour in relation to this or any other contract, shall render the company to such liability/ penalty as the client may deem proper, including but not limited to termination and refund of the amounts paid by the Client.

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

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

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

   (a) The delivery of the services is delayed for causes not attributable to Force Majeure for more than **01 days** after the scheduled date of providing the services.

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

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

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

(e) As per decision of the Arbitration Tribunal.

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

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

Chapter-V

Part IV - Special Condition of RFP

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

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

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

(b) The payment will be made at Actual based on the services provided and signing of the Delivery Acceptance Act by the Commanding Officer of *IN/ CG* Ship and on receipt of the original invoices at the High Commission of India, Maputo.

2. **Force Majeure Clause**

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

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

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

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

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

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

Chapter-VI

Part V - Evaluation Criteria & Price Bid issues

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

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

(b) The Lowest Bid will be decided as per the price quoted by the Bidders as per Enclosure.

(c) Price quoted must be all inclusive. Any additional charges if applicable or likely must be clearly stated in the bid.

Enclosure

SCOPE OF WORKS/ SERVICES FOR THE TENDER INVITED FOR PROVIDING TRANSPORT SERVICES TO THE VISITING INDIAN NAVAL / COAST GUARD SHIP TO MOZAMBIQUE FOR THE FINANCIAL YEAR 2026-27

Quotes should include all the charges involved in providing the following transport to the visiting ships as per undermentioned format: -

Ser No	Description	Est Qty	UOM	Rate in USD	Remarks
1	Sedan including driver (from 0800 hrs)	01	16 hours		Maximum daily running will not exceed 300 kms per day
		01	12 hours		
		01	Per hour (over time)		
2	SUV including driver (from 0800 hrs)	01	16 hours		
		01	12 hours		
		01	Per hour (over time)		
3	28-30 seater van/ Bus including driver (from 0800)	01	16 hours		
		01	12 hours		
		01	Per hour (over time)		
4	48-52 seater Bus including driver (from 0800 hours)	01	16 hours		
		01	12 hours		
		01	Per hour (over time)		
5	9 PAX Van - with Driver (from 0800 hours)	01	16 hours		
		01	12 hours		
		01	Per hour (over time)		