

TENDER INVITATION

1. Bids are invited from Ship-Chandling agents for providing services and provisions to the Indian Naval/Coast Guard Ships visiting Peninsular Malaysia and East Malaysia for the period from 01 Aug 2025 to 31 Jul 2027. The agencies are required to submit technical and financial bids in two separate sealed envelopes. Details of services sought & technical evaluation criteria can be collected from the High Commission of India at the following address during any working day from **10 AM to 1 PM and from 2:30 PM to 5 PM**. The bids should reach the following address latest by **09Jun 2025**.

**Col S Praveen
Defence Adviser
High Commission of India
Level 1, Wisma HRIH Lotus,
442, Jalan Pahang, Setapak
53000, Kuala Lumpur
Tele – 03 4026 9696
Fax – 03 4024 8008**

2. Bids received after due date will not be considered. Financial bids of only those bidders who qualify in the technical bid evaluation would be considered for opening.

TECHNICAL CAPABILITY CRITERIA

1. The bidder must be a registered Company/firm/agency in Malaysia. The details of the company/agency are to be submitted along with the company brochure.

2. Should be able to provide Ship Chandling services at all Ports in Peninsular Malaysia and East Malaysia. Details are as under:-

- (a) Port Klang
- (b) Penang
- (c) Butterworth
- (d) Kuantan
- (e) Kuching
- (f) Kota Kinabalu
- (g) Langkawi
- (h) Langkawi Naval Base (RMN)
- (j) Lumut Naval Base (RMN)
- (k) Kuantan Naval Base (RMN)
- (l) Sepangar Naval Base (RMN)

Note: In case any vendor proposes to offer services in either Peninsular Malaysia or East Malaysia (in isolation), the bids would be considered accordingly. The award of contract in such case for East & Peninsular Malaysia may be to different vendors, in the best interest of the Govt of India.

3. Should have experience in providing Ship Chandling Services to Warships (includes Sail Ships, Warships, Submarines and Aircraft Carriers & helicopter on board the Ships).

4. Should have its own / arrange to provide Ship Chandling equipment and preferably located at all the ports/in near vicinity. Provide details of stores and detachments, if any, located at various ports.

5. Should have own /arrange to provide transport required to be provided during the Ship visit. The minimum transport required to be held is as under :-

- | | |
|------------------------------|----------|
| (a) Cars | - 08 Nos |
| (b) Vans (minimum 09 seater) | - 08 Nos |
| (c) Mini Bus (20 seater) | - 06 Nos |
| (d) Buses (40 Seater) | - 12 Nos |

6. Provide details of the countries to which Ship Chandling services being currently provided with details of number and type of Ships handled.

7. Provide details on Ship Chandling assets held to provision Warships for more than one country at different /same port.

8. Should be able to sign contract with the Indian High Commission for providing the services being promised and also deposit amount of **RM 10,000/- (Malaysian Ringgit Ten Thousand only)** as Performance Security Deposit to ensure due performance of his obligations. On the termination of the contract the same will be returned without any interest to the selected company.
9. Financially capable to do advance payments for all arrangements including fuel and logistics etc. and subsequently raise the invoices for settlement with High Commission of India. Provide copies of last three years' financial reports including Profit and Loss Account, Balance Sheet, Tax Statements etc.
10. Must be registered with the Port Authorities in Malaysia and have good liaison with the Port Authorities, Royal Malaysian Navy, Malaysian Maritime Enforcement Agency, Marine Department, Immigration Department and Ministry of Foreign Affairs to facilitate administrative arrangements. Proof of registrations to be provided.
11. Adequate and well trained manpower for providing Ship Chandling services. Provide proof of number of manpower held to handle minimum three ships at one time and the requisite training imparted to the manpower being employed by the company.
12. Capability to provide services for all types of sail Ships, Warships, submarines and Aircraft Carrier including helicopter onboard Ships.
13. Capability to provide security services/protection to the visiting Ship/Ships. Provide details of security manpower and equipment held.
14. In addition, the company/agency should also be able to provide under-mentioned additional services:-
 - (a) Medical assistance.
 - (b) Repairs of equipment onboard.
 - (c) Collection/dispatch of spare parts ex India from the Customs in Malaysia on behalf of the High Commission/Ship.
 - (d) Obtaining VISAs and clearances from customs to facilitate arrival/departure of personnel onboard.

(e) Administrative arrangements to organise receptions on board the Ship.

(f) Printing of invitations cards.

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

BID EVALUATION CRITERIA

1. Bids to be submitted by locally registered company/agency only.
2. The bids are to be submitted separately for technical and financial parts in two separate sealed envelopes to the specified official of the High Commission of India.
3. All bids should be accompanied by a refundable deposit of RM 5000.00 by Demand Draft drawn in favour of High Commission of India, Malaysia. (The deposit will be refunded within five working days of opening of financial bid).
4. The bids will be opened in two stages. First the technical bids will be opened and thereafter financial bids of the bidders who qualify in the technical bid will be opened. The financial bid of the bidders not qualified in the technical bid evaluation will be returned unopened.
5. The bid contract will be awarded to the lowest bidder on the basis of the financial bid. In case of a tie, the preference will be given to the agency with more experience and capability to provide additional services.
6. The last date for submission of the bids will be 09 Jun 2025.
7. The date of opening of technical bid will be intimated to the bidders. Shortlisted bidders during technical bid evaluation will be intimated the date of financial bid opening. Participating agencies can send their authorized representative to be present during the opening of both technical and financial bids alongwith the authority letter.

**SCOPE OF WORKS/SERVICES FOR THE TENDER INVITED FOR
PROVIDING SERVICES TO THE VISITING INDIAN NAVAL/COAST GUARD SHIPS TO
PENINSULAR MALAYSIA AND EAST MALAYSIA FOR THE PERIOD
FROM 01 AUG 2025 TO 31 JUL 2027**

A number of Indian Naval/Coast Guard Ships regularly visiting Malaysia. The average stay of the Ships is 04 days. Quotes should include all the charges involved in providing following services/items to the visiting Ships: -

Ser No	Description	Est Qty	UOM	Rate in RM		Remarks
				Peninsular Malaysia	East Malaysia	
1.	Agency Fees	01	Ship			
Port Logistics						
2.	Breasting Barges	01	Day			
3.	Pontoons	01	Day			
4.	Fenders – Yokohama Type					
	Medium - 2m x 3.5 m	01	Day			
	Large - 2.5m x 4 m	01	Day			
5.	Garbage and Trash Bins Removal & Disposal	01	Service			
6.	Tugboat	01	Hour			
7.	Pilot (In & Out)	01	Service			
8.	Port Dues	01	Lot			
9.	Wharfage Cleaning	01	Service			
10.	Line handlers	01	Service			
11.	Forklift With Driver	01	Hour			
12.	Crane	01	Hour			
13.	Gangways					
	Medium - 12 m	01	Day			
	Large - 18 m	01	Day			
14.	Fresh Water	01	Ton			
15.	Connection & Disconnection of water	01	Service			
16.	Port Conservancy	01	Service			
Sewage Removal and Disposal						
17.	Sewage Removal	01	Service			
18.	Mobile Toilets inclusive of cleaning services	01	Nos			
19.	Oily Waste and aggregate water removal and disposal (Est)	01	Service			
Communication/News Paper						
20.	Mobile hand phone with charger & accessories	01	Day			
21.	Pre-paid start up kit	01	Card			
22.	Internet Modem for Wifi with minimum 10 GB data	01	Modem			
23.	News Paper	01	Nos			

Ser No	Description	Est Qty	UOM	Rate in RM		Remarks
				Peninsular Malaysia	East Malaysia	
<u>Transportation</u>						
24.	Car Sedan with Driver	01	Per Hour			
25.	Car SUV with Driver	01	Per Hour			
26.	9 PAX Van with Driver	01	Per Hour			
27.	Bus 20 PAX with Driver	01	Per Hour			
28.	Bus 40 PAX with driver	01	Per Hour			
29.	Transport out station charge	01	Per trip			
30.	Ferry Services	01	Day			
<u>Miscellaneous</u>						
31.	Fresh Provision					As per requirement – General demand as listed
32.	Fuel (LSHSD)		Per Ltr			Necessary fuel sample test certificate is required to be produced before embarking fuel onboard the ship.
33.	Ability to provide services at Anchorage Point	Yes/ No				Include ability to provide Fuel, Rations, Fresh Water, Removal of Sullage, Sewage & Garbage at Anchorage point alongwith necessary permissions / clearances.

Note:

- (a) Ship Chandler will submit quotation for both Peninsular Malaysia and East Malaysia.
- (b) Ship Chandler will clearly mention the rates. No rates will be accepted as 'Port Charges', 'As per bill' etc except Fuel charges which can be accepted 'As per market rate'. However, Ship Chandler will submit original bill of fuel supplier alongwith service charges of Ship Chandler. No additional charges will be accepted over service charges.
- (c) High Commission of India will have right to accept/not accept the charges of fuel submitted by Ship Chandler during actual visit of Ship. In case price quoted by Ship Chandler seems high, High Commission of India will have right to ask quotations from other Fuel Suppliers with lower quotes and give order accordingly for the fuel.
- (d) Likewise, High Commission of India will have the right to accept/not accept the charges of provisions, water, transport, port logistics etc submitted by the Ship Chandler during actual visit of Ship. In case price quoted by Ship Chandler for the above seems excessive than the Market Rate, High Commission of India will have the right to ask quotations from other Suppliers / service providers / companies / wholesalers / retailers with lower quotes / open market and give order accordingly. In such cases, the appointed Ship Chandler would coordinate with the temporary contracted supplier for provisioning of the above items to the Ship without any additional charges. The agency fee being charged by the Ship Chandler will include the above services.
- (e) In case, Royal Malaysian Navy (RMN) /Malaysian Maritime Enforcement Agency (MMEA) provides any of the services free of cost/on payment basis, Ship Chandler will neither charge those services nor charge any additional service charges for the services provided by RMN/MMEA on a gratis basis.
- (f) In case Port does not charge some of the services mentioned above, Ship Chandler will also not charge for those services.
- (g) In case visiting Ship requires additional service/provision which is not mentioned in above Scope of Works/list of provision, Ship Chandler will have to submit quotations for approval of High Commission.
- (h) The company to provide information about existing/proposed third party/business partners as per undermentioned format for all ports (credentials of your business partners will be verified for security reasons):-

Service Provided	Business partner	Website	Registration No & Copy of Registration to be enclosed	Address & Contact details	Remarks
Port handling					
Logistics					
Transport					
Supply of Provision					
Fuel					
Any other service					

(j) **Confidentiality Clause.** Since the Ship Chandler will be in a position of critical / sensitive information regarding the ship & its company, the chosen ship chandler will have to sign a non-disclosure agreement with the High Commission of India to preserve the data / information being provided to the Ship Chandler for logistic support, not to be transmitted in any form to a third party at any point of time, without the explicit permission of High Commission of India.

(k) Alongwith the invoice of Ship Chandling firm, the Ship Chandler will have to provide the original invoice from his supplier / port authorities / agencies in respect of any services, if asked for by the High Commission of India to verify genuineness of the amount quoted / charged.

Ser No	Name of the Provision	UOM	Rate in RM	
			Peninsular Malaysia	Peninsular Malaysia
1.	Potatoes	Kg		
2.	Onions	Kg		
3.	Bread (white)	Pkt		
4.	Fresh Milk in tetra pack	Pkt		
5..	Butter	Pkt		
6.	Ham	Kg		
7.	Burger buns	Pkt		
8.	Paneer	Kg		
9.	Spring onions	Kg		
10.	Red capsicums	Kg		
11.	Spinach	Kg		
12.	Red cabbage	Kg		
13.	Yellow capsicum	Kg		
14.	Coriander leaves	Kg		
15.	Mint leaves	Kg		
16.	Cucumber	Kg		
17.	Cauliflower	Kg		
18.	Bell pepper green	Kg		
19.	French beans	Kg		
20.	Lady's finger	Kg		
21.	Tomatoes ripe	Kg		
22.	White cabbage	Kg		
23.	Green Chilly	Kg		
24.	Curry leaves	Kg		
25.	Table celery	Kg		
26.	Carrot	Kg		
27	Ginger	Kg		
28	Drum Stick	Pkt		
29	Brinjal	Kg		
30	Green Peas	Kg		
31	Bitter gourd	Kg		
32	Grapes seedless fruit	Kg		
33	Pears china	Kg		
34	Golden Red Apple	Kg		
35	Kiwi fruit	Kg		
36	Lemon	Kg		
37	Plums	Kg		

<u>Ser No</u>	<u>Name of the Provision</u>	<u>UOM</u>	Rate in RM	
			Peninsular Malaysia	East Malaysia
38	Mushroom button	Kg		
39	Fruit Assorted (non-citrus)	Kg		
40	Fruit Assorted (Citrus)	Kg		
41	Eggs	Tray		
42	Chicken whole	Kg		
43	Fish	Kg		
44	Mutton	Kg		
45	Bacon smoked sliced streaky	Kg		
46	Chicken legs whole	Kg		
47	Corn kernel	Kg		
48	Pears DF	Kg		
49	Chicken Sausages	Kg		
50	Chicken blast frozen	Kg		
51	Garlic	Kg		
52	Fruit Juice	500 ml		
53	Ice Cream	500 gm pkt		

