

भारत का उच्चायोग, कम्पाला
High Commission of India, Kampala
May 2018



Tender Document
for
SUPPLY OF VEHICLES

Tender No.: KAM/Edn./551/02/2018

Last date for submission of bids: 8th May 2018 till 1730 hrs
Opening of technical bids: 30th May, 2018 at 1100 hrs

The tender document is available for downloading at
www.hci.gov.in/kampala

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PART-I General Information

High Commission of India, Kampala invites open bids on single stage two-bid system for the supply of the following type of Vehicles:

1. 5 units of Stallion 4x4 logistics.
2. 10 units of 5KL insulated Drinking Water Tanker.
3. 10 units of Light Recovery Vehicles
4. 4 Refrigerated Lorries.
5. 10 Ambulances (4x2)
6. 5 buses (4x2).

1. Contact information

**Head of Chancery,
High Commission of India,
Plot No 11, Kyodondo Road, Nakasero, PO Box No 7040
Kampala
Tel No +256-414-344631
Email: hoc.kampala@mea.gov.in ; Website: www.hci.gov.in/kampala**

2. Critical Date Sheet

Tender documents may be downloaded from <https://hci.gov.in/kampala/> and <https://eprocure.gov.in/eprocure/app> as per the critical date* sheet below:

Published Date	08.05.2018 (1000 Hrs)
Bid Document Download/ Sale Start Date	08.05.2018 (1000 Hrs)
Online Clarification Start Date	08.05.2018 (1000 Hrs)
Online Clarification End Date	29.05.2018 (1000 Hrs)
Pre Bid meeting	25.05.2018 (1000 Hrs)
Bid Submission Start Date	08.05.2018 (1000 Hrs)
Bid Submission End Date	29.05.2018 (1730 Hrs)
Technical Bid Opening Date	30.05.2018 (1100 Hrs)

**Note: This is according to IST (Indian Standard Time)*

3. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

4. Eligibility Criteria:

- a. Bidders should demonstrate and explain their technical, professional and practical experience of having undertaken similar work of supplying vehicles and will need to provide details of similar works undertaken in the last three years, including such works carried out in any of the Diplomatic Missions in Kampala.
- b. Also these Manufacturers/Authorised dealers should provide repair and maintenance service throughout Uganda for a period of two years or 1,00,000 km whichever is later. The bidder shall have authorized service provider in Uganda.
- c. The firm must have maintenance and service facilities in Yangon; the service quality may be supported by testimonials from clients.
- d. Bidders may also submit, in brief, the history of their company with annual turnover.
- e. Bidders should confirm that they can inspect the said property existing at Plot No. 11, Kyadondo Road, Nakasero, Kampala.
- f. To assist evaluation and comparison of the bids, the High Commission at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
- g. If a bidder is asked to competitively quote for works, the High Commission is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the quantities offered and the tenderer shall supply the same at the rate quoted.
- h. Bidders should not have been barred/black-listed by the Governmental department/Organization in India/Uganda or elsewhere (The bidder is requested to submit a self-declaration to this effect).
- i. Bidders may submit their bids on **‘fixed price’** basis and also ensure the services in future regarding the whole setup, which may be chargeable when needed.
- j. Bids submitted by a firm who is found to be not satisfying the above criteria will be rejected

5. Submission of Bid:

- a. **Manner of depositing the Bids:** The bid should be submitted in a sealed envelope clearly mentioning as **“Technical Bid”** and **“Financial Bid”** and these two sealed envelopes should be put into a big envelope. The bid should be superscripted as

“Bid for Supply of Vehicles for High Commission of India, Kampala”. The responsibility to ensure this lies with the Bidder

b. Forwarding of Bids: Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like VAT number, copy of Government licence letter, Bank account number (US Dollar Account if applicable) and bank address etc. and complete postal & e-mail address of their office.

c. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A scan copy of withdrawal notice may be sent by e-mail but it should be followed by an original signed confirmation copy of withdrawal notice to be sent by post and such signed confirmation should reach the buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for 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.

d. Time and date for opening of Bids: The bid will be opened on _____ at 1500 hrs at High Commission of India, Plot No. 11, Kyadondo Road, Nakasero, Kampala. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representatives of any bidder.

e. Sealed offers, addressed to the under mentioned, shall be submitted before 5 pm on or before **29.05.2018:**

**Head of Chancery
High Commission of India
Post Box No.7040
Plot No. 11, Kyadondo Road,
Nakasero, Kampala, Uganda**

f. The tender box shall be sealed at the stipulated deadline for submission.

g. Validity of Bids: The Bids should remain valid till (180 (Days) from the last date of submission of the Bids

h. Envelopes shall indicate the name and address of the bidders/senders to identify the bid and to enable the bid to be returned unopened in case it is declared ‘late’ or ‘rejected’.

i. Offers received through **Fax/E-mail or through open letters** shall summarily be **rejected/ignored**. 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 FAX or e-mail will not be considered.

j. In the first stage, only technical bids will be opened for evaluation and Financial Bids of only those bidders whose technical bids are acceptable/ qualified will be opened on the same day after evaluation of technical bid. The representatives of the bidders, if they wish, may remain present while opening of the technical bids and financial bids.

k. All the pages/documents of the bid should bear the signature of the bidder with date. Any over-writing corrections & cuttings should bear dated initials of the bidder. Corrections should be made by writing-again instead of shaping or over-writing.

l. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.

m. **Language:** All documents relating to the bid shall be in English language.

6. Jurisdiction:

In the event of any dispute, the jurisdiction of courts in Kampala, Uganda would be applied and the settlement by courts in Kampala, Uganda will be final.

Part-II Essential Details of the required vehicles

1. Technical Specifications of required vehicle (separate sheet for each type of vehicle specifying its name/Model etc.)

S. No.	Technical Specifications	Specifications of the each type vehicle quoted in the bid
1.	Make/Model	
2.	Engine size	
3	Type of Transmission and No. of speed gears	
4.	Engine type	
5.	Turbo Intercooler, Air Conditioner	
6.	Engine Cylinder	
7.	ABS and Air bags	
8.	Power Steering and Electric traction	
9.	Compliance to emission norm	
10.	Other relevant information	

2. Price details for each type of vehicle in a tabular form.

S. No.	Description of item/Charges	Quantity	Rate per unit (In USD both in figures and in words)	Total price (In USD both in figures and in words)	Remarks (if any)
			Total		
Note: All kinds of prices/charges should be quoted separately against serial number 1, 2, 3 and so on like cost of vehicle, taxes, customs, clearing, port charges and port handling charges etc.					

The Manufacturer's Warranty: The supplier shall provide warranty of vehicles against manufacturing defects and free services throughout Kampala for a period of two years or 1,00,000 km whichever is later. The bidder shall have authorized service provider in Kampala and ready to do the service and maintenance of the vehicle after sale.

Requirement of Technical documentation: Standard documents accompanying the Vehicle i.e Detailed User Manual, Warranty Certificate, etc.

Delivery Period: Delivery period for supply of items would be 90 days from the effective date of contract. Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.

Consignee details:

Name of Consignee	Address of Consignee
High Commission of India, Kampala	Plot No. 11, Kyadondo Road, Nakasero, Kampala

Part III Terms & Conditions

1. Price: The price shall be quoted as CIF up to Kampala ICD, **excluding any Customs and other duties**. The High Commission of India, Kampala, shall issue necessary letter to the concerned tax authorities, i.e. Uganda Revenue Authority, regarding exemption from taxes and duties. Clearing and forwarding charges of all the motor vehicles, if any, should be included in the bid itself. The supplier shall also submit bill of lading, original invoice, details of chassis number and engine number and other relevant details, of all the motor vehicles well in advance to obtain necessary tax exemption from the relevant authorities of Government of the Republic of Uganda. Kindly note the following:

Currency: All rates shall be quoted in US dollars.

Delivery: Successful bidder shall be required to deliver all the motor vehicles complete in all respects in ready to gift condition within **60 days** from and including the date of the award of work. The period of delivery is not extendable. The supply shall be made in the following manner: -

Table: 1

Delivery period	Units of required vehicles to be supplied
60 days from date of award of work	• 5 Units of Stallion 4x4 logistics. • 10 units of 5KL insulated Drinking Water Tanker. • 10 units of Light Recovery Vehicles • 4 Refrigerated Lorries. • 10 Ambulances (4x2) • 5 buses (4x2). on or before 15st August 2018

1. Pre-delivery Inspection: The successful bidder shall conduct pre-delivery inspection of all the required motor vehicles and remove all mechanical, electrical, and physical defects, if any, before delivery of all the motor vehicles to the High Commission of India. The bidder shall submit the Pre-Inspection Report of the company along with the original documents before claiming the payment.

2. Inspection by the High Commission: The High Commission of India, Kampala, shall also undertake physical inspection of all the motor vehicles at Kampala (after arrival of all required vehicles at Kampala), through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of suppliers for pre-delivery inspection of vehicles.

3. Payment: Payment of basic cost of all vehicles shall be made by Bank of Baroda (U) Ltd. US Dollar Cheque in favour of the manufacturer drawn on Bank of Baroda (U) Ltd., payable at Kampala, Uganda after satisfactory delivery of all motor vehicles, mentioned in Table-1 to the High Commission of India. Clearing and forwarding charges of the vehicles, if any, should be included in the bid itself.

4. Affixing of stickers/Logos: The following text and Logo shall be riveted on the all the motor vehicles:

Description	Size
Round shaped Logo with slanting flags of Uganda and India in cross with the text “Uganda India Cooperation” as per specifications given by the High Commission.	
On front and rear side	15” diameter
On both sides	21” diameter
Text ‘ Gifted by Government of India’	
On both sides	11’ x 8” inches

5. Contents of bid: The following documents and addenda, if any, shall form part of the tender for delivery of all 44 units of vehicles, as mentioned in Table-1, to the High Commission of India, Kampala.

- a) Tender Notice
- b) Instructions to bidders
- c) Terms and conditions for bid
- d) Form of Bid/Tender
- e) Certificate of dealership attested by dealer with stamp
- f) Addenda, if any issued by High Commission of India

10. Manufacture Warranty Period: All motor vehicles to be supplied shall be under warranty period for at least 02 years from the date of supply against all manufacturing defects. **The supplier shall ensure free repair and maintenance throughout Uganda for 2 years from the date of supply or 1,00,000 km whichever is later. The bidder shall have authorized service provider in Uganda.**

11. Delivery delayed charges: In case of delay in delivery of all the motor vehicles, by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay.

Part IV Opening of Bids

Evaluation of all bids and announcement of successful bidder: The bid will be opened on 29.05.2018 at 1500 hrs at **High Commission of India, Plot No. 11, Kyadondo Road, Nakasero, P. O. Box No. 7040, Kampala, Uganda**. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative. The name of successful bidder will be announced at the same time in the presence of bidders or in the presence of authorized representative. If there will be any doubt about bid process, bidder should give his/her representation in writing on same day. Any application after that will not be considered.

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.
- (b). The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given. The consideration of taxes and duties in evaluation process will be as follows:

FORM OF AGREEMENT

THIS AGREEMENT is made on the day _____ 2018 between **High Commission of India, Kampala, Uganda** (hereinafter referred to as "**the Buyer**") of the one part and hereinafter called "**the Supplier**") of the other part.

WHEREAS the Buyer is desirous of procurement of the following motor vehicles:

- 5 Units of Stallion 4x4 logistics.
- 10 units of 5KL insulated Drinking Water Tanker.
- 10 units of Light Recovery Vehicles
- 4 Refrigerated Lorries.
- 10 Ambulances (4x2)
- 5 buses (4x2).

for gifting to Government of the Republic of Uganda for use of officials, in _____ in accordance with all the requirements as set out in the contract.

AND WHEREAS the Supplier has submitted tender and the Buyer has accepted the tender submitted by Supplier for the total amount of **US\$ _____ (approx. _____ INR only)** towards basic price of 44 motor vehicles, mentioned above. Clearing and forwarding charges, duties of the above motor vehicles, if any, should be included in the bid itself. No extra amount will be paid for cost of logos/stickers etc. to be affixed on the vehicles.

The whole supply comprised in this Agreement shall be completed within 60 days from placing of order. The maintenance service provided to maintain all the motor vehicles in good order for 2 years from the date of supply or 1,00,000 km whichever is later in conformity in all respects with provisions of the agreement.

In case of delay in delivery of the above motor vehicles, by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay.

The successful bidder shall conduct pre-delivery inspection of the motor vehicles and remove all mechanical, electrical, and physical defects, if any, before delivery of all the above motor vehicles to the High Commission of India. The bidder shall submit the Pre-Inspection Report of the company along with original documents before claiming the payment.

The High Commission of India, Kampala, shall also undertake physical inspection of all the motor vehicles through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of suppliers for pre-delivery inspection of all the vehicles.

Payment of basic cost of all the vehicles shall be made by Bank of Baroda (Uganda) Limited, US Dollar Cheque, in favour of the manufacturer drawn on Bank of Baroda (Uganda) Limited, payable at Kampala, Uganda after satisfactory delivery of the above 44 motor vehicles to the High Commission of India. Clearing and forwarding charges of the motor vehicles, if any, should be included in the bid itself.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Terms and Conditions of agreement hereinafter referred to.
2. The agreement shall consist of this Form of Agreement, and the following documents, all of which by this reference are incorporated herein and shall form part thereof;
 - a. Tender Notice
 - b. Instructions to Bidders
 - c. Terms and Conditions
 - d. Form of Tender
 - e. Acceptance of Tender
 - f. Attested copy of authorized dealer certificate
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the terms and conditions of the tender document shall be final.
4. In consideration of the payment to be made by the buyer to the supplier as hereinafter mentioned, the supplier hereby covenants with the buyer to deliver, complete and maintain all the motor vehicles in conformity in all respects with the provisions of the agreement.
5. The Buyer hereby covenants to pay the Supplier in consideration of the supply, delivery and maintenance, the price at the time and in the manner prescribed by the agreement.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day month and year first above written.

Signed, Sealed and Delivered at Kampala by the said :

For and on behalf of High Commission of India	For and on behalf of
Second Secretary (Pol, Com) & HOC	
(Buyer)	(Supplier)

Witnesses:

1.

2.