

No. 01/2017

Government Shipping Office,

1st Floor, NouBhawan,

10, RamjibhaiKamaniMarg,

Ballard Estate, Mumbai- 400 001

Limited Tender Enquiry No. 01/2017

Tender Documents for:

Empanelment of bidders for

Supply of equipment/ technology for DSLR Camera

for issuance of Seafarers' Identification Documents (SIDs)

on behalf of Shipping Master,

Government Shipping Office, Mumbai.

TABLE OF CONTENTS

Section	Particulars	Page No.
A.	Limited Tender Notice	03
B	Instructions to Bidders	04 to 12
C	Schedule of Requirements/ Specifications and allied technical details	13
D	Price Schedule (To be utilized by the bidder for quoting their price)	14
E	Contract Forms	15
Annexure-A	Technical Bid	16
Annexure-B	Financial Bid	17
Annexure-C	Specifications for equipment/ technology for DSLR Camera	18

SECTION- A: - LIMITED TENDER NOTICE

1. Shipping Master, Mumbai on behalf of the President of India, invites sealed quotations valid for 90 days from the date of opening of the quotations from Indian companies only, for the supply of DSLR Camera which will be used in connection with issuance of seafarers identity documents (SID).
2. The scope of the work includes supply of DSLR Camera as per specifications provided, at Annexure-C with this document, at Government Shipping Office located in Mumbai.
3. The limited tender document can be downloaded from DG Shipping's website www.dgshipping.gov.in. However, the completed bids are to be submitted at Shipping Master, Mumbai Office i.e. Government Shipping Office, NouBhawan, 10 RamjibhaiKamaniMarg, Ballard Estate, Mumbai- 400 001 on or before 1500 hours on 28/04/2017.

SECTION- B: INSTRUCTIONS TO BIDDERS

1. Only Indian companies are allowed to participate in the bidding. No foreign national would be allowed in the facility.
2. Bidders, who have executed projects of handling secured documents for the Government, will be preferred. Give reference of bidder's previous clients with regard to the quality and volume of work handled and adherence to the time schedules as per details in the tender.
3. The bidders will submit authority letter from OEM guaranteeing equipment support for the next two years.
4. The specifications of the DSLR Camera are given in Annexure-C (01 page) with this limited tender document.
5. The bidder should be registered with the Service Tax department and carry a valid PAN number.
6. The bidder should produce Articles of Association (in case of registered firms), Bye laws and certificates of registration (in case of registered co-operative societies), Partnership deed (in case of partnership firms).
7. An undertaking (self certificate) that the bidder hasn't been blacklisted by a central/ state department institution and there has been no litigation with any government department on account of similar services.

In order for their bids to be considered, the bidders are requested to furnish documents for each of the above clauses.

8. 8.1) Submission of Bids

- a) Interested and eligible agencies are advised to study the bid document carefully. Submission of the bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in the rejection of the bid.
- b) Drafts of 5% of the value of the contract or Rs. 25,000/-, whichever is higher, towards EMD, drawn on a scheduled commercial bank and payable to Shipping master, Mumbai, Payable at Mumbai shall be placed in an envelope. The envelope should be sealed and superscripted "Tender fee and EMD for Shipping Master, Mumbai tender for supply of DSLR Camera due on last date of receipt of the bids as per the notice at 28/04/2017 hours on 1500 hours" on the envelope may be addressed to the Shipping Master,

Mumbai and submitted at Government Shipping Office, NouBhawan, 10, RamjibhaiKamaniMarg, Ballard Estate, Mumbai- 400 001 before the due date and time specified above.

- c) The technical and financial bids have to be submitted as per the instructions given in the limited tender document.
- d) The bidder shall furnish a fee of Rs. 500/- along with the bid in the form of a demand draft in favour of Shipping Master, Mumbai, payable at Mumbai.

8.2) **Earnest Money Deposit (EMD)**

The bidders shall furnish, Earnest Money Deposit (EMD) of 5% value of this contract or Rs. 25,000/-, whichever is higher, in the form of Demand Draft/ Bankers' Cheque, from a scheduled commercial bank, drawn in favour of Shipping Master, Mumbai payable at Mumbai. EMD of unsuccessful bidders shall be returned without interest after finalization of the tender, EMD of the successful bidders shall be retained as security deposit, which will be returned without any interest on the expiry of contract.

8.3) **Forfeiture of Earnest Money Deposit/ Security Deposit**

The Earnest Money Deposit can be forfeited if a bidder:

- Withdraws its bid during the period of bid validity.
- Does not accept the correction of errors/ faults of items supplied within the warranty/ guarantee period.
- In case of the successful bidder fails to sign the contract within the stipulated time.

8.4) **Pre-bid Meeting**

Shipping Master, Mumbai will hold a pre-bid meeting with the prospective bidders at 1100 hours on any date before the closing date of the said bid, which will be notified by him to the respective bidders, in the Government Shipping Office, Mumbai. Queries received from the bidders, two days prior to the pre-bid meeting will be addressed. The queries can be sent to Shipping Master, Mumbai through e-mail at smsgomumbai@gmail.com or faxed on 022-22693053/ 022-22692985.

8.5) **Last date for submission of bids**

- a) Bids complete in all respects, must be submitted at Shipping Master, Mumbai Office by the due date and time mentioned in the tender form. In the event of the specified date for the submission of bids being declared a holiday, the bids can be submitted to the appointed time on the next working day for which Shipping Master will make necessary provisions.
- b) Shipping master, Mumbai may, at its own discretion, extend the date for submission of bids. In such a case all rights and obligations of Shipping master, Mumbai and the bidders shall be applicable to the extended time frame.
- c) As the bids can be submitted only up to the stipulated date and time, there can't be any late bids. Shipping Master, Mumbai will not be responsible for any delay

in obtaining the terms and conditions of the tender before the due date and time of submission.

- d) At any time prior to the last date for receipt of bids, Shipping Master, Mumbai, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Limited Tender Document by an amendment. The amendment will be notified on DG Shipping's website www.dgshipping.gov.in and should be taken into consideration by the prospective bidders while preparing their bids.
- e) In order to give prospective bidders responsible time to take the amendment into account in preparing their bids, Shipping master, Mumbai may, at its discretion, extend the last date for the receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal of a bid during this interval may result in forfeiture of bidder's EMD.
- f) The bidders will bear all costs associated with the preparation and submission of their bids. Shipping Master, Mumbai will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
- g) Printed terms and conditions of the bidders will not be considered as forming part of their bid. In case terms and conditions of the contract applicable to the invitation of bid are not acceptable to any bidder, they should clearly specify the deviations in their bids.

8.6) **Opening of Bids**

a) **Technical Bid Committee**

Shipping Master, Mumbai shall convene a bid opening session with duly constituted technical evolution committee on a specified date after the closing of the bids at 1530 hours on 28/04/2017 where one representative from the bidders, who have submitted the Bid, can participate.

b) **Financial Bid Committee**

Financial bids, original and revised, if any, of only the technically qualified bidders shall be opened on a notified date and time, in the presence of duly constituted financial evolution committee bidder's representatives, who chose to remain present.

8.7) **Bid Validity**

All the bids must be valid for a period of 90 days from the date of limited tender opening for placing the order. However, the rates should be valid during the contract empanelment from the date of empanelment. No request will be considered for price revision during the empanelment (contract) period.

8.8) Evaluation of bids

- a. Shipping Master, Mumbai reserves the right to seek any clarification on any aspect of their bid from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the bid submitted or price quoted. This would also not mean that their bid had been accepted.
- b. Any effort by bidder to influence Shipping Master, Mumbai's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid and forfeiture of the bidder's EMD.
- c. Shipping Master, Mumbai reserves the right to accept any bid, and to cancel/ abort the tender process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders or bidders and of any obligation to inform the affected bidders of the grounds for Shipping Master, Mumbai's action and without assigning any reasons.
- d. Printed conditions mentioned in the tender will not be binding on Shipping Master, Mumbai, if any specific condition is to be accepted it should be specifically mentioned in the tender itself.

8.9) Technical Evaluation Committee

- (a) Shipping Master, Mumbai with technical evaluation committee will examine the eligibility of the bidders as per the tender specifications. Bids of the bidders, not satisfying the eligibility criteria will be rejected.
- (b) Shipping Master, Mumbai would examine the technical details and may ask for additional information from the bidders. On such a request, the bidders may have to produce additional information. The time limit, in which the bidders' have to submit additional information, will be decided by Shipping Master, Mumbai and its decision will be final in this regard. Bids of the bidders failing to adhere to the specified time limit will be rejected.
- (c) As part of technical evaluation, the bidders would be asked to organize a technical demonstration of the hardware and technology they use for executing the job. The demonstration shall be held at Shipping Master, Mumbai's site located in Mumbai within 10 days after the opening of the technical bids. On the day of demonstration, the bidders will bring DSLR Camera, at their own cost as mentioned under "Section-C" and demonstrate the usage.
- (d) Shipping Master, Mumbai does not take any responsibility of getting any equipment cleared from customs etc. Hence, the bidder may make arrangements to get them cleared and make available for demonstration before due date and time.
- (e) Bidders shall be allowed time of three working days for organizing the technical demonstration. After evaluation of their technical bids, if a bidder fails to organize the demo within the stipulated time of 03 working days or the demo is not successful, no second chance will be given and the bid shall be rejected.
- (f) Any expenditure incurred on account of samples/ demonstration will be entirely borne by the bidder.

8.10) Financial Evaluation

- a. After approval of the report by the competent authority, a Financial Evaluation Committee (FEC) would scrutinize the commercial bids. The bids, found lacking in strict compliance to the commercial bid format will be rejected straightaway.
- b. L1 is the bidder quoting least value of X in the financial bid table (Annexure-B) and will be selected for empanelment.

8.11) Award of Contract

- a. On written communication from Shipping Master, Mumbai for having qualified for contract the bidder will sign the contract (letter of empanelment) within 07 days of such communication. Failing which the offer will be treated as withdrawn and EMD forfeited. Shipping Master, Mumbai would extend the opportunity of matching the L1 rates to L2 bidder. If L2 agrees to match the rates, they would be considered for empanelment. If L2 doesn't agree opportunity would be given to L3 bidder and so on to select the empanelment agency for the tender specified work.
- b. EMD of the bidder selected for empanelment will be converted into Security Deposit, which will be returned without interest after the expiry of empanelment/extended empanelment.

9. Penalty

If the empanelled bidder fails to deliver goods, Shipping Master, Mumbai shall have the option to withdraw the job, get the job done through alternate sources at the cost and risk of the defaulting bidder. Shipping Master, Mumbai may also consider termination of empanelment and forfeiting the security deposit.

10. Security

The agency will ensure that no information, about the software, hardware, database and the policies of the client organization is taken out in any form including electronic form or otherwise, from the client site by the agency.

11. GENERAL TERMS & CONDITIONS

- a. The selected agency will not, without Shipping Master, Mumbai prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of Shipping Master, Mumbai in connection therewith, to any person.
- b. The selected agency will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then Shipping Master, Mumbai will impose sanctions which will include: forfeiture of the security deposit, and termination of the Contract for default.

- c. Shipping Master, Mumbai may by written notice sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for Shipping Master, Mumbai's convenience, the extent to which performance of work under the work order and / or the contract is terminated, and the date upon which such termination becomes effective. Shipping Master, Mumbai reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
- d. In the event of the agency's company or the concerned division of the company is taken over / bought over by another company, all the obligations under the agreement with Shipping Master, Mumbai, should be passed on for compliance by the new company /new division in the negotiation for their transfer.
- e. All panel agencies automatically agree with Shipping Master, Mumbai for honoring all aspects of fair trade practices in executing the work orders placed by Mumbai, as and when required.

12. TERMINATION FOR INSOLVENCY & DEFAULT

a. Termination for insolvency

Shipping Master, Mumbai may at any time terminate the work order/ contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

b. Termination for default

(a) Default is said to have occurred

1. If the agency fails to deliver any or all of the service within the time period(s) specified in the work order or any extension thereof granted by Shipping Master, Mumbai.
2. If the agency fails to perform any other obligation(s) under the contract/ work order.

(b) If the agency, in either of the above circumstances, does not take remedial steps within a period of 07 days after receipt of the default notice from Shipping Master, Mumbai (or takes longer period in spite of what DG Shipping may authorize in writing), Shipping Master, Mumbai may terminate the contract/ work order in whole or in part. In addition to above, Shipping Master, Mumbai may at its discretion also take the following actions.

Shipping Master, Mumbai may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other agency and the defaulting agency will be liable to compensate Shipping Master, Mumbai for any extra expenditure involved towards support service to complete the scope of work totally.

13. FORCE MAJEURE

- a. Force majeure clause will mean and be limited to the following in the execution of the contract/ purchase orders placed by Shipping Master, Mumbai: -
 - War/ hostilities.

- Riot or Civil commotion.
- Earthquake, flood, tempest, lightning or other natural physical disaster.
- Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.

14. ARBITRATION

Shipping Master, Mumbai and the vendor will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specifically provided for by the general conditions, such dispute will be referred to two arbitrators, one to be appointed by each party and the third to be appointed by the Shipping Master, Mumbai and the award of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration will be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules there under and any statutory modification or re-enactment thereof. The arbitration proceedings will be held in Mumbai, India.

15. APPLICABLE LAW

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

16. Statutory and Contractual Obligations to be Complied with by the Contractor

- a. The related work pertains to issuance of SIDs which is a statutory work. As such, secrecy and confidentiality of the work is very much required to be adhered to strictly by the contractor.
- b. The contractor is required to ensure faithfulness, reliability and integrity and identity duly verified from the proper authority.
- c. The work quantified is purely contractual in nature which is to be performed in the given time period.
- d. The department reserves the right to terminate the contract at any point of time without assigning any reason therefore.
- e. The contractor shall have to deposit an amount equivalent to 5% of the total value of the work or Rs. 25,000/- whichever is higher as 'Earnest Money' with the department along with their bid.
- f. It shall be the obligation of the contractor to perform the work and complete it in the manner explained. In the event of any failure on the part of the contractor in

providing services as per the agreed terms and conditions, the amount of 'Earnest Money' shall be forfeited.

- g. The contractor shall furnish, Earnest Money Deposit (EMD) in the form of Demand Draft/ Bankers' Cheques, from a scheduled commercial bank, drawn in favour of Shipping Master, Mumbai payable at Mumbai.
- h. On written communication from the Shipping Master, Mumbai for having qualified for empanelment the contractor will sign the contract within 03 days of such communication. Failing which the offer will be treated as withdrawn and EMD forfeited.
- i. EMD of the contractor selected for empanelment will be converted into security deposit, which will be returned without interest after the expiry of contract.

18. Eligibility and qualification criteria to be met by the Contractor for performing the required work.

- a. The contractor should bring at their own cost, the complete set up of DSLR necessary for the purpose of the pre-bid demonstration (Technical Evaluation)
- b. The contractor, who have executed projects of handling secured documents for the Government will be preferred.
- c. The contractor should be registered with the Service Tax Department and carry a valid PAN number.
- d. The contractor should produce Articles of Association (in case of registered firms), Bye laws and certificates of registration (in case of registered co-operative societies), Partnership deed (in case of partnership firms).
- e. An undertaking (self certificate) that the bidder hasn't been blacklisted by a central/ state department institution and there has been on litigation with any government department on account of similar services.

SECTION-C- SCHEDULE OF REQUIREMENTS/ SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

- 1) The empanelled bidder shall deliver the goods as under: -
 DSLR Cameras - 16 Nos.
- 2) The empanelled bidder shall deliver the desired number of goods as per specifications under the limited tender within 07 days from the date of contract.
- 3) It is advisable that the bidders should read the ILO Convention No. 185 for better understanding of the desired goods.

SECTION-D-PAYMENT TERMS (PRICE SCHEDULE)

- 1) The empanelled bidder shall submit pre-receipted bills in the name of Shipping Master, Mumbai, in triplicate after supply of the desired number of goods.
- 2) Payment will be made within 30 days of submission of completed documents.

SECTION-E-CONTRACT FORMS

The contract forms i.e.:

- 1) Form for technical bid and;
- 2) Form for financial bid;

are given as Annexure-A and Annexure-B respectively, with this limited tender document.

Technical Bid

EMPANELMENT FOR SUPPLY OF DSLR CAMERA

- 1) Name of Company :
- 2) Address :
- 3) Telephone No. : Fax Number :
- 4) Branch(s) At : Mobile No. :
- 5) Contract Persons : E-mail :
- 6) PAN No. :
- 7) Service Tax No. :
- 8) Enclose copy of IT returns filed for the last 02 years
- 9) Year since when providing IT services:

10) Annual Turnover from It enabled services: (In Rs. Lacs)

11) Details of similar projects already executed along with previous client’s certificates:
Name of the organization & address, contact person, telephone number, job volumes, year of assignment & compilation, project cost (*)

12) No. of days required to deliver the goods empanelment

13) Details of payment :

(*) Please use additional sheets for each project detail

Signature

Date:

Name

Place:

SEAL

FINANCIAL BID

EMPANELMENT FOR SUPPLY OF DSLR CAMERA

1) Name of Company :

2) Address :

3) Price:

Sl. No.	Activity	Rate (In Rs.)

4) The rate shall comprise complete activities detailed in deliverable section

5) All taxes / Govt. levies etc. should be quoted separately.

Date:

Signature (with seal)

Place:

Name

Item Number 03: Canon DSLR Camera

Specifications Overview		
1.	CANON DSLR	1200 D
Type	Digital, single-lens reflex, AF / AE camera with built-in flash	
Recording media	SD memory card, SDHC memory card, SDXC memory card	
Image sensor size	Approx. 22.0 x 14.7mm	
Compatible lenses	Canon EF lenses (including EF-S lenses) (35mm-equivalent focal length is approx. 1.6 times the lens focal length)	
Lens mount	Canon EF mount	
Image Sensor		
Type	CMOS sensor	
Effective pixels	Approx. 12.20 megapixels	
Aspect ratio	3:2	
Dust delete feature	Manual, Dust Delete Data appended	
Create / select a folder	Possible	
Image Processing		
Picture style	Standard, Portrait, Landscape, Neutral, Faithful, Monochrome, User Def. 1 - 3	
Basic+	Shoot by ambience selection, Shoot by lighting or scene type	
White balance	Auto, Preset (Daylight, Shade, Cloudy, Tungsten light, White fluorescent light, Flash), Custom * White balance correction and white balance bracketing features provided. * Flash colour temperature information communication provided.	
Noise reduction	Applicable to long exposures and high ISO speed shots	
Automatic image brightness correction	Auto Lighting Optimizer	
Highlight tone priority	Provided	
Lens peripheral illumination correction	Provided	
Autofocus		
Type	TTL secondary image-registration, phase detection	
AF points	9 AF points	
Metering range	EV 0 - 18 (at 23°C / 73°F, ISO 100)	
Focus modes	One-Shot AF, AI Servo AF, AI Focus AF, Manual focusing (MF)	
AF-assist beam	Small series of flashes fired by built-in flash	

Exposure Control		
Metering modes	63-zone TTL full-aperture metering (1) Evaluative metering (linked to all AF points) (2) Partial metering (approx. 10% of viewfinder at center) (3) Center-weighted average metering	
Metering range	EV 1 - 20 (at 23°C / 73°F with EF50mm f/1.4 USM lens, ISO 100)	
Exposure control	Program AE (Full Auto, Flash Off, Creative Auto, Portrait, Landscape, Close-up, Sports, Night Portrait, Program), shutter-priority AE, aperture-priority AE, manual exposure, automatic depth-of-field AE	
ISO speed (Recommended exposure index)	Basic zone modes:	ISO 100 - 3200 set automatically
	Creative zone modes:	Set manually within ISO 100 - 6400 (whole-stop increments), set automatically within ISO 100 - 6400, maximum ISO speed settable with ISO Auto
Exposure compensation	Manual:	±5 stops in 1/3- or 1/2-stop increments
	AEB:	±2 stops in 1/3- or 1/2-stop increments (Can be combined with manual exposure compensation)
AE lock	Auto:	Applied in One-Shot AF mode with evaluative metering when focus is achieved
	Manual:	By AE lock button
Digital terminal	For personal computer communication and direct printing (Hi-Speed USB equivalent)	
HDMI mini OUT terminal	Type C (Auto switching of resolution), CEC-compatible	
Remote control terminal	For Remote Switch RS-60E3	
Power		
Battery	Battery Pack LP-E10 (Quantity 1) * AC power can be supplied via AC Adapter Kit ACK-E10.	
Battery Life (Based on CIPA testing standards)	With viewfinder shooting:	Approx. 700 shots at 23°C / 73°F Approx. 650 shots at 0°C / 32°F
	With Live View shooting:	Approx. 220 shots at 23°C / 73°F Approx. 210 shots at 0°C / 32°F
	Movie shooting time:	Total approx. 1hr. 50mins. at 23°C / 73°F Total approx. 1hr. 30mins. at 0°C / 32°F (With a fully-charged Battery)

		Pack LP-E10)
--	--	--------------