

## Bid Document

| Bid Details  |   |
|--|---|
| <b>Bid End Date/Time</b>   | 27-01-2023 18:00:00   |
| <b>Bid Opening Date/Time</b>   | 27-01-2023 18:30:00   |
| <b>Bid Offer Validity (From End Date)</b>                                    | 180 (Days)  |
| <b>Ministry/State Name</b>   | Ministry Of Ports, Shipping And Waterways   |
| <b>Department Name</b>   | Na  |
| <b>Organisation Name</b>   | The Shipping Corporation Of India Limited   |
| <b>Office Name</b>   | The Shipping Corporation Of India Ltd.  |
| <b>Item Category</b>   | Custom Bid for Services - Appointment of Internal Auditor   |
| <b>Contract Period</b>   | 2 Year(s)   |
| <b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>           | 10 Lakh (s)   |
| <b>Years of Past Experience Required for same/similar service</b>            | 2 Year (s)  |
| <b>MSE Exemption for Years Of Experience and Turnover</b>                    | Yes   |
| <b>Startup Exemption for Years Of Experience and Turnover</b>                | Yes   |
| <b>Document required from seller</b>   | Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled</b>   | No  |
| <b>Type of Bid</b>   | Two Packet Bid  |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 10 Days   |
| <b>Estimated Bid Value</b>   | 5000000   |
| <b>Evaluation Method</b>   | Total value wise evaluation   |
| <b>Financial Document Indicating Price Breakup Required</b>                  | Yes   |

### EMD Detail

|               |                     |
|---------------|---------------------|
| Advisory Bank | State Bank of India |
|---------------|---------------------|

|            |       |
|------------|-------|
| EMD Amount | 50000 |
|------------|-------|

#### ePBG Detail

|                                     |                     |
|-------------------------------------|---------------------|
| Advisory Bank                       | State Bank of India |
| ePBG Percentage(%)                  | 3.00                |
| Duration of ePBG required (Months). | 33                  |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### Beneficiary:

DGM I/c (IAD)

The Shipping Corporation Of India Ltd., 245, Madame Cama Road, Mumbai - 400021

(P K Rane)

#### Splitting

Bid splitting not applied.

#### MII Compliance

|                |     |
|----------------|-----|
| MII Compliance | Yes |
|----------------|-----|

#### MSE Purchase Preference

|                         |     |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### **Excel Upload Required:**

Price Bid Format - Part II - [1673007182.xlsx](#)

#### **Additional Qualification/Data Required**

**GEM Availability Report ( GAR):**[1673007326.pdf](#)

**Scope of Work:**[1673007215.pdf](#)

**Payment Terms:**[1673007257.pdf](#)

**Service Level Agreement (SLA):**[1673007227.pdf](#)

**Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):**[1673007389.pdf](#)

#### **Custom Bid For Services - Appointment Of Internal Auditor ( 1 )**

##### **Technical Specifications**

| Specification  | Values                          |
|--|---------------------------------|
| <b>Core</b>  |                                 |
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | Appointment of Internal Auditor |
| Regulatory/ Statutory Compliance of Service  | YES                             |
| Compliance of Service to SOW, STC, SLA etc   | YES                             |
| <b>Addon(s)</b>  |                                 |

##### **Additional Specification Documents**

**Consignees/Reporting Officer**

| S.No. | Consignee/Reporting Officer | Address   | The quantity of procurement "1" indicates Project based or Lumpsum based hiring. | Additional Requirement |
|-------|-----------------------------|---|--|------------------------|
| 1     | Manasi Sanjay Gupta         | 400021, Shipping House 245, Madam Cama Road Opposite Mantralaya | 1  | N/A                    |

## Buyer Added Bid Specific Terms and Conditions

### 1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**