



KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD

(A Government of Kerala Undertaking)

38/924 A, Udaya Nagar Road, Gandhi Nagar, Kochi -682020.

Tel: 0484-2203614/2206232, Fax 2206848 www.ksinc.in, keralashipping@gmail.com

TENDER FOR PROVIDING BAR TENDER AND SECURITY GURDS ON BOARD NEFERTITI (Two Bid system)

Tender No.	A-506 /2019 Dated 11.01.2019
Last date of submission	17.01.2019 03.00 PM
Opening of the bids	17..01.2019, 03.30 PM
Pre-bid meeting	No
EMD	Rs. 10,000.00
Cost of tender form	Rs.210.00 Inclusive of GST
Mode of bidding	Two bid system (Technical Bid and Price Bid).
Clarifications / queries	Raju V K, Company Secretaray 0484 -2206842 , csksinc@gmail.com



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Sealed bids are invited from reputed man power suppliers for awarding the work of supply of bar tender and security guards on board our cruise vessel "Nefetiti". Tender documents are available at the website of the company, <http://www.ksinc.in/tenders/index.php>. Completed tenders will be accepted till 1500 hrs on 17.01.2019. Received tenders will be opened at 15.30 hrs on the same day in the presence of renderers, if any present. The bid cover shall be super-scribed with '**Tender for supply of bar tender / security guard on Nefertiti**'.

Kochi

Sd/-

11.01.2019

Chairman and Managing Director

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TENDER FOR PROVIDING BAR TENDER AND SECURITY GURDS ON BOARD NEFERTITI**A. INTRODUCTION**

1. **Kerala Shipping and Inland Navigation Corporation (KSINC)** is a Government of Kerala Undertaking with its Head office at Gandhi Nagar, Kochi-20. KSINC has launched a new cruise vessel for tourism operations based at Kochi. The vessel is a class VI passenger vessel registered under the Merchant shipping Act. The vessel has a passenger capacity of 200. The vessel has a banquet hall of 200 seats, a restaurant of 60-70 seats and a liecensed bar.
2. This tender is for providing bar tenders to manage the bar and security guards who will manage overall security in the vessel. Scope of the work in detail is given in "Part F" of this tender.

B. GENERAL CONDITIONS OF TENDER

- 1) The bids shall be submitted in the prescribed form. Tender documents are available at the website of the company, www.ksinc.in. Interested bidders are required to download the bid documents and submit their bids as per the documents. The bidders are required to remit the tender form cost by way of cash at the cash counter of the company or by way of DD for Rs. 210.00(inclusive of GST) drawn in the name of "Kerala Shipping and Inland Navigation Corporation Ltd and payable at Ernakulam..
- 2) Individuals, partnership firms and body corporate can be participated in the tender. Joint bidding is prohibited. The bidder shall not be black listed by the central or state governments, PSUs or any other government agencies / organisations.
- 3) Before the deadline for submission of Bids, the KSINC may modify the specifications or the bidding documents by using addenda. Such modifications will be posted in the website of KSINC. **Interested bidders are requested to intimate their interest / seek clarifications by mail to csksinc@gmail.com.**
- 4) E.M.D for this tender is Rs.10,000.00 (Rupees ten thousand only), which is to be submitted along with the tender in form of Demand draft drawn in favour of "Kerala Shipping and Inland Navigation Corporation Ltd" payable at Ernakulam. The EMD can be remitted at the cash

counter of the company as well. EMD carries no interest. The EMD also shall be furnished along with the technical bid. No exemption will be granted from furnishing EMD for what so ever reasons.

- 5) The bids shall be submitted under two bid system.
 - a) Part I, The "Technical bid" along with all details of bidders, their experience, their technical and other qualifications etc. **Following documents necessarily to be provided with the technical bid.**
 - (a) Details of Firm/Parties/Proprietor
 - (b) Copies of valid Registration Certificate & Permits/Licenses.
 - (c) Details of work already undertake, with satisfaction / performance certificate issued by the party
 - (d) Details of employees and equipments if any.
 - (e) Statement showing Financial capacity of the firm
 - (f) Proof of ESI/PF registration, Pan Card, GST registration.
 - (g) Copies of Income Tax Returns filed for the last three years.
 - (h) The tender form cost and EMD.
 - b) Part II - "Financial Bid" shall be in the same format as given in the Price Schedule attached here to as annexure II. A split of costs, if any, may be included with the price bid to enable better negotiations.
6. Both the bids shall be placed in separate sealed covers indicating/ super scribing the name of the work and "technical bid / price bid" as the case may be. Both covers thus sealed shall be placed in a third sealed cover, super scribing name of the work.
7. The bidder shall sign all pages of the tender document and the Annexure and attachments in acceptance of the Conditions of tender.
8. The bidder is required to quote as per the price schedule. Parties are advised to exercise greatest care in entering the rates. No excuse that mistakes have been made or request for rates to be corrected will be entertained after the quotations are received. All corrections, if any, should be initialled by the person signing the tender form before submission, failing which the rates for such items shall be loaded with the highest rate given by other renderers
9. The Company reserves the right to reject the bid if it is not as per the format, even if the bidder comes as lowest.

10. The rates shall be inclusive of all taxes, levies, cess, octroi or any other local, state or central taxes as applicable/ charged by local, state or Central Governments for the work. It shall also cover increase if any, of prices during the currency of the contract. The company shall not allow any enhancement in rates for any reason during the currency of the contract.
11. Duly filled and signed tender documents shall be submitted before the last date and time specified in the cover page of this tender document. The tenders shall be submitted to the following address. Name of the work shall be clearly written on the envelope.

The Managing Director,
Kerala Shipping and Inland Navigation Corporation Ltd
38/924-A, Udaya Nagar Road, Gandhi Nagar,
Kochi, Kerala – 682 020

12. Tender(s) received late on account of any reason, whatsoever may be the case and telegraphic tender(s) shall not be entertained.
13. **Validity:** The Offer shall remain valid for a period of two months from the date of opening of the price bid.
14. **All pages to be signed:** The Tender should be signed only by a duly authorized representative of the bidder, whose name and designation shall appear in Capital letters below the signature. All pages of the document shall be signed. This document in its entirety shall be signed and attached in token of acceptance of the terms and conditions.
15. **Tender opening:** Received tenders will be opened on the date and time mentioned on the cover/ 1st page of the tender documents. The technical bids will be opened on the same time. The financial bids of the qualified bidders will be opened later. The date and time of the opening will be intimated to the qualified bidders separately.
16. **Qualifying criteria:** The qualifying criteria for evaluation of the bids is described in Part C of this document. Bids of the parties who do not meet the qualifying criteria will not be evaluated further.
17. **Evaluation Criteria:** The technical and financial bids will be evaluated broadly on the criteria specified Part D and Part E respectively. The successful bidder will be selected after giving weightage to both technical and financial evaluation. The decision of the Corporation in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.

18. **Security Deposit:** The successful bidder shall be required to furnish a Security Deposit of 10% of the value of the contract or Rs.10000/- whichever is higher. For the purpose of this clause, the total of the charges payable for six months will be taken as the contract value.
19. **Payment Terms:** Unless other wise agreed to between the parties, payment for the services rendered under this contract will be paid every month, within 10 days of receipt of the bill.
20. **Penalties:** If the successful bidder fails to render the services as stipulated in this tender or the consequent work order, the company is empowered to cancel the work order and to recover the loss suffered in a manner as it may deem fit.
21. The contractor shall indemnify KSINC and its officials, from any risks and costs arising out of the tender and the subsequent work order.
22. The successful bidder will have to sign a contract agreement with the authorized official of the Corporation on non-judicial stamp paper worth Rs.200/- . The bidder shall bear all costs and expenses in respect of all charges, stamp duty etc., in respect of the agreement to be entered into.
23. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.
24. Canvassing in any form may lead to disqualification of their bid.

C. ELIGIBILITY / QUALIFYING CRITERIA:

The qualifying criteria to participate in the tender are as follows. The technical bids will be evaluated further only if the firms meet this qualifying criteria.

1. The bidder shall be reputed firm / organization (Proprietary/partnership/company) with a minimum of three years experience in supplying man power.
2. The bidder should have valid registration for its business issued by Competent Authorities / Government such as company / partnership / proprietary registration, GST , income tax, ESI / PF etc. The party also have necessary licenses to supply manpower.
3. The bidder shouldn't have been blacklisted by any government institution in the past three years nor should the bidder have been pursuing any legal case against a Government Institution on account of catering services. Attach self certificate / declarations.
4. The bidder shall be financially sound.
5. The bidder shall submit satisfaction report / certificate from principals for satisfactory performance.

D. TECHNICAL BID EVALUATION.

1. Objective of the technical evaluation is to ensure that :

- a. The tenderer have sufficient capability and experience in the field.
 - b. The bidder has adequate financial stability and status to meet the obligations under the contract, for which he is required to submit detailed report of similar work done & proof of payments.
2. Evaluation of the firms shall be conducted taking into account the below mentioned factors.
 - a. Possession of valid trade licenses and statutory registrations.
 - b. Availability of qualified manpower and equipments.
 - c. Previous works done and availability of certificates of satisfaction.
 - d. Financial status.
 - e. Location of the contractor.
 3. KSINC reserves the right to choose any other criteria as may be applicable.
 4. KSINC may choose to inspect the facilities of the bidder or previous works carried out before accepting the bids.

E. PRICE BID EVALUATION / AWARDING THE WORK

1. Price bid of those bidders who are eligible as per the technical evaluation only will be opened.
2. The work will be awarded after considering both the result of the technical evaluation and the amount quoted.
3. KSINC is under no obligation to accept the lowest bid or any offer itself and reserves the right to reject any or all the offers without assigning any reason whatsoever.
4. KSINC will not be obliged to meet and have discussions with any vendor and to entertain any representations on selection of the bidder to award the work.

F. SCOPE OF WORK:

Following are the scope of the work in this tender, The bidders are directed to be familiarise in detail before submitting bids.

1. This tender is for seeking supply of manpower to manage the bar counter and the general security on board the vessel "Nefertiti".
2. The vessel is a sea going vessel and the services are in to the sea with each voyage lasting 5-8 hours, often in the evening / night.
3. The vessel has three decks. 200 seat banquet hall in the main deck, restaurant and lauche bar in the upper deck and a sun deck.
4. Manning / operating the vessel is tendered to a ship management agency, the food and house keeping service works are awarded to another agency. The people supplied under this tender

shall work in co-ordination with them. There will be a Cruise Manger on board, representing KSINC to co-ordinate all the activities in the ship.

5. Man power required to be supplied under the tender are:
 - i. Bar tender - 1 No
 - ii. Security guards - 2 Nos
6. Personals should report the duty at the time specified by the Commercial Manager or Cruise Manger. Date and time of the trip will be officially intimated before 24 Hours of the trip.
7. "Nefetiti" operates voyage from the berths of the Cochin Port. The appointed personnel shall make their own arrangement for to and fro travel.
8. Duties and responsibilities as envisaged by KSINC of the people as given below:

Duties and responsibilities of bartender

- Shall report directly to cruise manager.
- Shall prepare and supply alcoholic or non-alcoholic beverages for the patrons in the bar.
- Shall interact with customers, taking orders and serving snacks and drinks
- Checking identification to ensure customers are the legal age to purchase alcohol.
- Will be the custodian to the stock of liquour and other items supplied to the bar, handle cash, credit, and debit card transactions, ensuring charges are accurate and returning correct change to patrons, balancing the cash register.
- Maintaining a clean work and dining area (of the bar) by removing trash, cleaning tables, and washing glasses, utensils, and equipment.
- Developing new cocktail recipes.
- Shall be responsible to perform any additional works assigned by cruise manager or company officials when required.
-

Duties and responsibilities of guard on-board

- Shall report directly to cruise manager.
- Shall secures premises and **personnel** by patrolling the vessel; monitoring surveillance equipment; inspecting equipment, and access points; permitting entry. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Shall be responsible in doing searches on all belongings of passengers entering the premises.

Tender for supply of bartender/ S. Guard on Nefertiti

- Shall check identifications to make sure that everyone entering the bar is of legal age.
 - Shall be responsible to perform any additional works assigned by cruise manager or company officials when required.
9. Since the vessel is a sea going vessel, the personnel shall not be suffering from sea sickness, motion sickness etc and shall be healthy individuals.
10. Since the vessel is catering to high end tourists, the personnel supplied shall be well mannerd with good composure and executive style. Knowledge of Malayalam, hindi and English is desirable.
11. Since the vessel is a newly launched one, KISNC proposes to pay the personnel on per call basis till end of this season, that is end of May 2019. for the next season starting September 2019, we will hire the personnel on monthly rates. The bidders are requested to quote accordingly.


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Appendix-I

TECHNICAL BID
(To be filled and attached with the Part A - technical bid)

1	Name of the firm	
2	Constitution and registration number with date of registration	Individual / Partnership / Joint venture / Company
3	Address for communication	
4	Phone Numbers	
5	Contact person with mobile No.	
6	In case of out station firms, address of local office	
9	PAN No.	
10	GST No.	
11	Details of experience (completed / on going projects with satisfaction reports)	(details to be attached separately)
12	Details of manpower. <i>In case of large firms details of personnel likely to be allotted for the project only need to be given</i>	(details to be attached separately)
13	Experience With Govt./PSU (Certificates in proof to be attached)	Yes / No
14	Bank Name & Account Number	

15	Details of EMD furnished	
16	Any other relevant information	

(Add separate sheets wherever necessary).

Summary of financial data:

		2017-18	2016-17	2015-16
1.	Total turnover			
2	Turn over from website design and related works			
3	Turn over from other related works			
4.	Paid up Capital (<i>Owners fund in case of proprietary/ partnership firms</i>)			
5	Total liabilities			
6	Net worth			
7	Net profit			
8	Unpaid / contested statutory liabilities (if any)			

Verification:- The Applicant for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Corporation.

Place:

Signature of the Tenderer :

Date :

Name & Address :



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Appendix II – Price Schedule

(Amount in Indian rupees shall be stated in figures and in words. The price quoted shall be inclusive of all taxes, levies and other charges)

<p>Charges for providing man power on per call basis.</p>	<p>Bar tender - Rs., per person per day. Rupees _____ only)</p> <p>Security guard - Rs. per person per day Rupees _____ only)</p>
<p>Charges for providing man power on monthly rate basis</p>	<p>Bar tender - Rs., per person per month. Rupees _____ only)</p> <p>Security Guard - Rs. per person per month Rupees _____ only)</p>

I/We hereby certify that the rates quoted above are inclusive all rates, taxes, levies and other charges for the work described in detail in the tender documents.

Place:.....

Signature:

Date:

Name:

Address: ,,,.....