

**High Commission of India  
Brunei Darussalam**

<https://www.hcindiabrunei.gov.in/tenders/>

**Tender Document**

**Date : 21 Jul 2025**

**TENDER FOR SHIP CHANDELLING SERVICES**

Bids are invited from Ship-Chandling Agents for providing services and provisions to the Indian Naval/Coast Guard Ships visiting Brunei Darussalam for the period from **01 September 2025 to 31 August 2027**.

**Tender No. – BSB/Admn/551/01/2024 – Vol II**

**Last date for submission of bids : 19 Aug 2025**

**No. BSB/Admn/551/01/2024 – Vol II**  
**High Commission of India**  
**Brunei Darussalam**

**NOTICE INVITING TENDER**

The High Commission of India Brunei Darussalam, for and on behalf of the President of India invites Lumpsum Fixed Price Tender under two bid system {(i) Technical Bid & (ii) Financial Bid} from registered and authorized firms for providing services and provisions to the Indian Naval/Coast Guard Ships visiting Brunei Darussalam for the period from **01 September 2025 to 31 August 2027**.

2. The Tender Documents can be downloaded from the website <https://www.hcindiabrunel.gov.in/tenders/>. The last date of submission of sealed bids through post/courier or delivery by hand at reception of the High Commission of India, Brunei Darussalam is 1700 hrs. on 19.08.2025. It is to be addressed to Head of Chancery, High Commission of India, Baitussyifaa, Simpang 40-22, Jalan Sungai Akar, Bandar Seri Begawan, Brunei Darussalam BC 3915 and submitted in three sealed envelopes (Envelope 'A': Earnest Money Deposit (EMD) or Bid Security Declaration (BSD) as per Annexure I, Envelope 'B': Tender Documents (Technical Bid), Envelope 'C': Financial Bid). All these three envelopes are to be put in another sealed envelope superscribed with "Tender for Ship Chandelling Services". Bids submitted through e-mail shall not be considered.

3. Only for information or clarification related to this tender, please write to [hoc.brunel@mea.gov.in](mailto:hoc.brunel@mea.gov.in).

4. The critical dates of this tender are as under:

i	Date of publishing tender	21.07.2025
ii	Bid Submission start date	21.07.2025
iii	Bid Submission End Date	19.08.2025
iv	Date of opening of Technical Bid	20.08.2025
v	Venue for opening bids	High Commission of India, Brunei Darussalam

Sd/-  
(SDK Menon)  
Head of Chancery

**No. BSB/Admn/551/01/2024 – Vol II**  
**High Commission of India**  
**Brunei Darussalam**

**Tender Documents**

<b>Section 1</b>	<b>:</b>	<b>Instructions to Bidders</b>
<b>Section 2</b>	<b>:</b>	<b>Scope of Work</b>
<b>Section 3</b>	<b>:</b>	<b>Proforma for submitting Earnest Money Deposit (EMD) <u>Or</u> Bid Security Declaration (<u>Annexure I</u>)</b>
<b>Section 4</b>	<b>:</b>	<b>Proforma for submission of Technical Bid (<u>Annexure II</u>)</b>
<b>Section 5</b>	<b>:</b>	<b>Proforma for submission of Financial Bid (<u>Annexure III</u>)</b>
<b>Section 6</b>	<b>:</b>	<b>Details of services provided with quotes (<u>Annexure IV</u>)</b>
<b>Section 7</b>	<b>:</b>	<b>Proforma for Financial Statement (<u>Annexure V</u>)</b>
<b>Section 8</b>	<b>:</b>	<b>Proforma for similar works completed during the last 3 years and ongoing in Brunei Darussalam (<u>Annexure VI</u>)</b>

**No. BSB/Admn/551/01/2024 – Vol II**  
**High Commission of India**  
**Brunei Darussalam**

**Section-1 : INSTRUCTIONS TO THE BIDDERS**

**1. GENERAL INSTRUCTIONS.**

1.1 For the Bidding/Tender Document Purposes, the High Commission of India, Brunei Darussalam shall be referred to as 'Client'. The parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, High Commission of India, Brunei Darussalam.

1.2 The bidding company may be a Limited / Private Limited/ Company registered under the relevant Acts.

1.3 All Bidders are hereby explicitly informed that bids not meeting the minimum eligibility criteria or any other requirements stipulated in the Tender Documents are liable to be rejected. The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the High Commission of India, Brunei Darussalam shall be final and binding.

1.4 While all efforts have been made to avoid errors in the drafting of the Tender Documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender Documents shall be entertained.

1.5 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date. Absence of bidder or their representative shall not impair the legality of the opening procedures.

1.6 The Lump sum Tender Price/amount and rates for services provided must be quoted both in figures and words and the currency can be in Brunei Dollars (B\$) only. In case of any discrepancy between figures or words, the amount or rates quoted in words shall be taken to be correct for this tender.

**2. MINIMUM ELIGIBILITY CRITERIA.** The following shall be the minimum eligibility criteria for selection of bidders at Technical Bid stage of the bidding process:-

2.1 The Bidder/Bidding Firm shall necessarily be a legally valid entity with a certificate of incorporation mentioning nature of business (Attach proof with the Technical bid). The bidder must be a valid registered Company/firm/agency in Brunei Darussalam (attach proof with Technical Bid). If the company / agency is registered overseas then they must have local registered partner in Brunei Darussalam. The details of the company / agency to be submitted alongwith the company brochure.

2.2 Should be able to provide ship handling services at all Ports in Brunei Darussalam.

2.3 Should have its own / arrange to provide Ship Handling Services to all types of sail ships, warships, submarines and Aircraft Carrier including Aircrafts / Helicopter / UAVs onboard ships.

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

2.5 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 |

2.6 Provide details of the countries to which ship handling services being currently provided with details of number and type of ships handled.

2.7 Provide details on ship handling assets held to provision Warships for more than one country at different /same port.

2.8 The successful bidder should be able to sign contract with the Indian High Commission for providing the services being promised.

2.9 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.

2.10 Must be registered with the Port Authorities in Brunei Darussalam and have good liaison with the Port Authorities, Royal Brunei Navy, Marine Department, Immigration Department and Ministry of Foreign Affairs to facilitate administrative arrangements. Proof of registrations to be provided.

2.11 Adequate and well trained manpower for providing ship handling 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.

2.12 Capability to provide security services/protection to the visiting ship/ships. Provide details of security manpower and equipment held.

2.13 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 Brunei Darussalam on behalf of the High Commission of India/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) Besides the above, additional services the company/agency can provide, from their side, will be given due consideration.

3. **VALIDITY OF BIDS.** Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

4. **PREPARATION OF BIDS.**

4.1 The Bidding Firms have to submit the Tenders in two bid system {i.e (i) Technical Bid—as per Annexure II, and (ii) Financial Bid—as per Annexure III} in the prescribed proforma.

4.2 **Earnest Money Deposit (EMD) or Bid Security Declaration (BSD).** Earnest Money Deposit in the form of Banker's Draft for a sum equivalent to **B\$ 10,000/-** (The above amount may be either in Brunei Dollar or equivalent amount in any other currency) having six months validity drawn in favor of High Commission of India, Brunei Darussalam should be submitted. EMD is liable to be forfeited if the tenderer withdraws, impairs or derogates from this tender within the period of validity of this tender or fails to furnish Performance Security Deposit (PSD) in accordance with the terms of Tender Documents within the Time Frame specified by the High Commission of India. No interest is payable on EMD or BSD.  
**Or** in lieu of EMD, a Bid Security Declaration (BSD) as per Annexure I may be submitted.

5. **SUBMISSION OF BIDS.** Tenders are to be submitted in sealed envelopes to Head of Chancery, High Commission of India, Brunei Darussalam by 1700 hours on 05.08.2025. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever. The tender shall be submitted in three sealed envelopes with headings as described below:

- ENVELOPE 'A'** - Earnest Money Deposit (EMD) or Bid Security Declaration (BSD) - Annexure I
- ENVELOPE 'B'** - Technical Bid (including all the necessary documents in support of eligibility criteria etc.) - Annexure II
- ENVELOPE 'C'** - Financial Bid - Annexure III

The above three envelopes should be put in another sealed envelope with following remarks written on top "Tender for Ship Chandling Services".

6 **BID OPENING PROCEDURE.**

6.1 The Technical Bids shall be opened in High Commission of India, Brunei Darussalam before the Tender Evaluation Committee constituted by the Competent Authority of the High Commission of India in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

6.2 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date. Absence of bidder or their representative shall not impair the legality of the opening procedures.

6.3 Envelope "A" containing EMD or BSD shall be opened first. Technical Bids (Envelope "B") shall be opened thereafter. Technical bids of only those bidders shall be opened who have submitted EMD or BSD. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the High Commission of India. The Financial Bid (Envelope C") of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.

6.4 Bids shall be declared as valid or invalid by the Tender Evaluation Committee. Based on the outcome, contract will be awarded to the successful bidder/firm.

## **7 PERFORMANCE SECURITY DEPOSIT (PSD).**

7.1 The successful bidder has to deposit Performance Security Deposit (PSD) **(B\$ 10,000)** (which will be a sum **equivalent to 5% of the accepted contract value** in favour of 'High Commission of India, Brunei Darussalam, payable at Brunei Darussalam in form of Performance Bankers Guarantee (PBG) / Demand Draft / Fixed Deposit, within 15 days of the issue of letter of intent/ award. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations. In the event of failure to provide performance security deposit EMD will be forfeited.

7.2 The Performance Security will be forfeited by order of the Competent Authority in High Commission of India, Brunei Darussalam in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the work order.

7.3 Upon satisfactory completion of the contract in all respects, the Performance Security will be returned to the firm. No interest shall be paid on Performance Security Deposit.

## **8 COMMENCEMENT & COMPLETION OF THE WORK**

8.1 Commencement of the services shall be effected one month prior to the arrival of the ship.

8.2 Completion of services will be on completion of all requisite documentation / settling of bills, post departure of the ship.

9 **PAYMENTS.** All payments shall be released only after submission of final bills. No Advance Payment shall be entertained by the High Commission of India, Brunei Darussalam.

## 10 **OTHER TERMS & CONDITIONS.**

10.1 Bidders shall be deemed to have read carefully all the Tender Document specifications, etc and visited the site.

10.2 Any time before the deadline for submission of bids, High Commission of India, Brunei Darussalam reserves the right to modify this tender document.

10.3 In case of any ambiguity/dispute in the interpretation of any of the clauses in this document, interpretation of the High Commission of India, Brunei Darussalam shall be final and binding on all parties.

10.4 The successful bidder, on award of contract, must send the contract/acceptance in writing, within 15 days of award of contract; else the EMD will be forfeited and firm will be blacklisted.

10.5 In case the firm is adjudged bankrupt or insolvent or liquidated or a receiver is appointed on account of insolvency, the contract shall be terminated immediately upon receipt of such information.

10.6 **Indemnification Clause.** The Firm shall be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work with the Indian Naval / Coast Guard Ships. The Firm would indemnify High Commission of India against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. High Commission of India would not be liable to pay any damages or compensation to such workers or to any third party which is due to the actions of the employees of the Firm while working with the Indian Naval / Coast Guard Ships. The firm will have to ensure compliance of all mandatory labour laws/regulations laid down by the Brunei Darussalam government.

10.7 **Force Majeure.** If the performance of this contract or any obligations hereunder is prevented, restricted or interfered with by reason of earthquake, fire, flood or other casualty or due to strikes, riot, storms, explosions, acts of God, war, terrorism or a similar occurrence or condition beyond the reasonable control of the Parties, the Party so affected shall, upon giving prompt notice to the other Parties, be excused from such performance during such prevention, restriction or interference and any failure or delay resulting therefrom shall not be considered a breach of this Agreement.

10.8 **Arbitration.** If any dispute, difference or question at any time arises between the High Commission of India, Brunei Darussalam and the Firm in respect of the contract signed which cannot be settled mutually or in case of termination, it shall be referred to arbitration. The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties. The arbitration will have its sittings in High Commission of India, Brunei Darussalam.



10.9 **Code of Integrity.** All the bidders shall have to observe the highest standard of ethics and should not indulge in any of the prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts. No official of a procuring entity or a bidder shall act in contravention of the codes which includes making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process. The bidders shall have to avoid the following prohibited practices such as (i) Corrupt practice, (ii) Fraudulent practice, (iii) Anti-competitive practice, (iv) Coercive practice, (v) Conflict of Interest, and (vi) Obstructive practice.

10.10 **Conflict of Interest.** The bidders shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of procuring entity's interests. The bidder found to have a conflict of interest shall be disqualified based on any such activities like participation in more than one bid in the procurement or improper use of information obtained by the bidder with an intent to gain unfair advantage in the procurement process or for personal gain etc.

10.11 The Firm would be responsible for its workers in terms of their antecedents, conduct, behaviour, performance, payment of wages to its workers, social security (As per local Brunei Darussalam government laws), insurance, medical facilities, etc. The winning bidder would be required to dedicate one manager who can be contacted for all the queries/requirement in connection with the work awarded.

Sd/-  
(SDK Menon)  
Head of Chancery

**No. BSB/Admn/551/01/2024 – Vol II**  
**High Commission of India**  
**Brunei Darussalam**

**Section-2: Scope of Work**

1. For providing services and provisions to the Indian Naval/Coast Guard Ships visiting Brunei Darussalam

2. **Services Required During Ship Visits.**      Following services are required during the ship visits:-

- (a) Fresh Water.
- (b) Garbage Disposal
- (c) Transportation
- (d) Diesoline Commercial (Fuel)
- (e) Telecommunications (Modem & Sim)
- (f) Rations and Fresh Provisions
- (g) Fender
- (h) Gangway
- (j) Pilot In & Out
- (k) Tugs
- (l) Linesman
- (m) Installation / Transportation for Fender
- (n) Gangway Mobilisation and De mobilisation
- (o) Berthing Charges
- (p) Sewage Collection & Disposal
- (q) Any other work which is essential for ship (provided after prior approval from Ship / Navy Headquarters).

No. BSB/Admn/551/01/2024 – Vol II  
High Commission of India  
Brunei Darussalam

**Section 3 : Proforma for submitting Earnest Money Deposit (EMD) or Bid Security Declaration (BSD)**

*[Below message for EMD or BSD to be typed on Company's Letter Head (having full contact address, e-mail id and phone number) (To be given in a separate sealed envelope 'A') ]*

**Earnest Money Deposit (EMD)**

---

To The High Commission of India, Brunei Darussalam  
Sir,

I/We (Company's name) \_\_\_\_\_ offering Ship Chandling Services (as per attached scope of work) hereby provide Earnest Money Deposit in the form of Banker's Draft for a sum equivalent to **B\$ 10,000/-** having six months validity drawn in favor of High Commission of India, Brunei Darussalam. (The above amount may be either in Brunei Dollar or equivalent amount in any other currency.)

2. I/We fully understand that the EMD money shall be forfeited in case of any of the conditions mentioned in the tender is violated.

Date:

Signature of the authorized signatory  
of the Tenderer with seal of the firm

---

**'OR'**

**Bid Securing Declaration (BSD)**

---

To  
The High Commission of India, Brunei Darussalam  
Sir,

I/We accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a Performance Security before the deadline defined in the request for Bid Documents, I/we shall be debarred for a period of two years from the date of award of work from submitting Bids for contracts with the Government of India/High Commission of India.

Date:

Signature of the authorized signatory  
of the Tenderer with seal of the firm

---

**No. BSB/Admn/551/01/2024 – Vol II  
High Commission of India  
Brunei Darussalam**

**Section 4 : Proforma for submission of Technical Bid**

***[Below information to be typed on Company's Letter Head  
(having full contact address, e-mail id and phone number)  
(To be given in a separate sealed envelope 'B') ]***

**Technical Bid**

<b>Sr. No.</b>	<b>CRITERIA</b>	<b>RESPONSE</b>
1	Name of the firm with full contact details	
2	Detailed company profile	
3	Certificate of incorporation	
4	Valid Tax Registration copy, if any	
5	Company's licence or undertaking to carry out the Ship Chandling Services	
6	Capability to provide Ship Chandling Services to all types of ships	
7	Capability to provide Ship Chandling Services in all ports of Brunei Darussalam (Refer para 2.2)	
8	Experience in providing Ship Chandling Services to War Ships in Brunei Darussalam (Refer para 2.3)	
9	Capability to provide Ship chandling equipment (Refer para 2.4)	
10	Capability to provide requisite transport (Refer para 2.5)	
11	Details of countries to which ship chandling services provided (Refer para 2.6)	
12	Having a dedicated Fuel Provider? / Can arrange to supply fuel?	
13	Capability to provide ship chandling to more than one country at a time (Refer para 2.7)	
14	Ready to sign contract with High Commission of India (Refer para 2.8)	
15	Financially capable (Refer para 2.9)	
16	Registered with Port Authority in Brunei Darussalam (Refer para 2.10)	
17	Manpower availability with firm (including GM/CEO/Directors) (Refer para 2.11)	
18	Owners Nationality/Origin	
19	Capability to provide security services (Refer para 2.12)	
20	Capability to provide additional services (Refer para 2.13)	
21	Any instance of unfair practice (s) or carelessness followed by the firm in dealing with HCI or cases involving financial	

	impropriety	
22	Company having operational experience for more than 3 years; provide proof thereof	
23	Annual turnover of the company for the last 03 financial years; provide proof thereof	
24	Audited Financial Statement for last 3 years, duly certified by Chartered Accountant; provide proof thereof	

Date:

Signature of the authorized  
signatory the Tenderer with seal of the firm

**No. BSB/Admn/551/01/2024 – Vol II  
High Commission of India  
Brunei Darussalam**

**Section 5 : Proforma for submission of Financial Bid**

***[Below information to be typed on Company's Letter Head  
(having full contact address, e-mail id and phone number)  
(To be given in a separate sealed envelope 'C') ]***

To  
The High Commission of India,  
Brunei Darussalam.

Sir,

We have examined Tender conditions for the Ship Chandler Services and have understood the works that are to be carried out. We offer to execute the work/services, in conformity with this Tender, which includes all these documents for the Lump Sum Fixed Price of B\$\_\_\_\_\_ (Brunei Dollars \_\_\_\_\_) exclusive of Taxes, if any. Breakup of the our quote as per the services provided is attached.

**NOTE:**

- 1) Above quoted prices are complete in all respects as per technical specifications but exclusive of taxes, if any.
- 2) Certified that the rates quoted for the above items are as per scope of work, specifications, terms & conditions mentioned in the tender document.

Date:

Signature of the authorised signatory  
of the Tenderer with seal of the firm

No. BSB/Admn/551/01/2024 – Vol II  
High Commission of India  
Brunei Darussalam

**Section 6 : Details of services provided with quotes**

***[Below information to be typed on Company's Letter Head  
(having full contact address, e-mail id and phone number)  
(To be given in a separate sealed envelope 'C') ]***

A number of Indian Naval/Coast Guard Ships regularly visit Brunei Darussalam. Quotes should include all the charges involved in providing following services/items to the visiting ships: -

Ser No	Description	Est Qty	UOM	Rate in B\$	Remarks
1.	Agency Fees	01	Ship		
<b>Port Logistics</b>					
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 (In & Out)	01	Service		
7.	Pilot (In & Out)	01	Service		
8.	Pilot Motor Launch (In/Out)	01	Service		
9.	Port Dues	01	Lot		
10.	Port Dues - Buoys & Light Dues	01	Lot		
11.	Wharfage	01	Day		
12.	Wharfage Cleaning	01	Service		
13.	Berthing and Unberthing	01	Service		
14.	Line handlers	01	Service		
15.	Forklift With Driver	01	Hour		
16.	Crane	01	Hour		
17.	Gangways				
	Medium - 12 m	01	Day		
	Large - 18 m	01	Day		
18.	Fresh Water including associated charges if any	01	Ton		
19.	Connection & Disconnection of water	01	Service		
20.	Marine Charges	01	Services		
21.	Transportation of Marine equipment	01	Lot		
22.	Passenger crew surcharge	01	Pers		
23.	Port Conservancy	01	Service		

Ser No	Description	Est Qty	UOM	Rate in B\$	Remarks
<b><u>Sewage Removal and Disposal</u></b>					
24.	Sewage Removal	01	Service		
25.	Mobile Toilets inclusive of cleaning services	01	Nos		
26.	Oily Waste and aggregate water removal and disposal (Est)	01	Service		
<b><u>Communication/News Paper</u></b>					
27.	Mobile hand phone with charger & accessories	01	Day		
28.	Pre-paid start up kit	01	Card		
29.	Internet Modem for Wifi with minimum 10 GB data	01	Modem		
30.	News Paper	01	Nos		
<b><u>Transportation</u></b>					
31.	Car Sedan with Driver	01	Per Hour		
32.	Car SUV with Driver	01	Per Hour		
33.	9 PAX Van with Driver	01	Per Hour		
34.	Bus 20 PAX with Driver	01	Per Hour		
35.	Bus 40 PAX with driver	01	Per Hour		
36.	Transport out station charge	01	Per Trip		
37.	Ferry Services	01	Per Trip		
<b><u>Miscellaneous</u></b>					
38.	Security at Port	01	Day		Muara port have full time security service (24 x 7)
39.	Fresh Provision	-	-		As per requirement – General demand as listed
40.	Fuel (LSHSD)		Per Ltr / Per Ton		Necessary fuel sample test certificate is required to be produced before embarking fuel onboard the ship.
41.	AVCAT		Per Ltr		Necessary fuel sample test certificate is required to be produced before



Ser No	Description	Est Qty	UOM	Rate in B\$	Remarks
					embarking fuel onboard the ship.
42.	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:**

1. **Port Logistics.** If ship chandler mention Rate as Port Charges / As per Bill etc, then Ship Chandler will also provide bill of Port / Supplier / Service provider alongwith their own bill. Ship Chandler will not charge additional service charges on these services.

2. **Fuel Supply.**

(a) Ship Chandler will provide bill of Fuel Supplier.

(b) Ship Chandler will also specify service charges including transportation charges of fuel.

(c) No additional charges will be entertained after finalization of contract.

3. 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.

4. 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.

5. In case, Royal Brunei Navy 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 Royal Brunei Navy on a gratis basis.
6. In case Port does not charge some of the services mentioned above, Ship Chandler will also not charge for those services.
7. 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.
8. 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					

9. **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.
10. 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.

## LIKELY LIST OF PROVISIONS OF INDIAN NAVAL SHIPS

<u>Ser No</u>	<u>Name of the Provision</u>	<u>UOM</u>	<u>Price (B\$)</u>	<u>Ser No</u>	<u>Name of the Provision</u>	<u>UOM</u>	<u>Price (B\$)</u>
1.	Potatoes	Kg		28	Drum Stick	Pkt	
2.	Onions	Kg		29	Brinjal	Kg	
3.	Bread (white)	Pkt		30	Green Peas	Kg	
4.	Fresh Milk in tetra pack	Pkt		31	Bitter gourd	Kg	
5..	Butter	Pkt		32	Grapes seedless fruit	Kg	
6.	Ham	Kg		33	Pears china	Kg	
7.	Burger buns	Pkt		34	Golden Red Apple	Kg	
8.	Paneer	Kg		35	Kiwi fruit	Kg	
9.	Spring onions	Kg		36	Lemon	Kg	
10.	Red capsicums	Kg		37	Plums	Kg	
11.	Spinach	Kg		38	Mushroom button	Kg	
12.	Red cabbage	Kg		39	Fruit Assorted (non-citrus)	Kg	
13.	Yellow capsicum	Kg		40	Fruit Assorted (Citrus)	Kg	
14.	Coriander leaves	Kg		41	Eggs	Tray	
15.	Mint leaves	Kg		42	Chicken whole	Kg	
16.	Cucumber	Kg		43	Fish	Kg	
17.	Cauliflower	Kg		44	Mutton	Kg	
18.	Bell pepper green	Kg		45	Bacon smoked sliced streaky	Kg	
19.	French beans	Kg		46	Chicken legs whole	Kg	
20.	Lady's finger	Kg		47	Corn kernel	Kg	
21.	Tomatoes ripe	Kg		48	Pears DF	Kg	
22.	White cabbage	Kg		49	Chicken Sausages	Kg	
23.	Green Chilly	Kg		50	Chicken blast frozen	Kg	
24.	Curry leaves	Kg		51	Garlic	Kg	
25.	Table celery	Kg		52	Fruit Juice	500 ml	
26.	Carrot	Kg		53	Ice Cream	500 gm pkt	
27	Ginger	Kg					

### Notes

The above rates quoted by the bidder will be taken as tentative average. Logical variation in the rates will be considered by the Client taking into account the inflation rate & prevailing market rates. However, prior approval of the rates should be taken from the Client.

**No. BSB/Admn/551/01/2024 – Vol II**  
**High Commission of India**  
**Brunei Darussalam**

**Section 7 : Proforma for Financial Statement**

***[Below information to be typed on Company's Letter Head  
(having full contact address, e-mail id and phone number)  
(To be given in a separate sealed envelope 'B')]***

**1. Financial Statement:**

a) Authorized Capital (Give break up) \_\_\_\_\_

b) Issued and paid-up Capital

Annual turnover excluding taxes, if any, for the last immediate three financial years	In country of origin (in case based out of Brunei Darussalam)	In Brunei Darussalam	In other Country/ Countries

Provide copies of annual reports or audited balance sheets, Profit and loss accounts along with Audit reports and statement for the last three years. A certificate from Chartered Accountant authenticating the annual turnover (excluding taxes, if any) shall also be enclosed.

**2. Details of loans and other financial commitments**

**3. Current Financial Position**  
as on date

**Currency**

**Amount**

- a) Cash & Bank Balance
- b) Current Assets
- c) Current Liabilities
- d) Working Capital
- e) Net Worth

**4. a) Name and Address of Auditors**

b) Can the Employer make a reference to the Auditors directly? No/Yes

**5. Applicant's financial arrangements for the proposed work of High Commission of India, Brunei Darussalam**

**Currency**

**Amount**

a) Own resources

b) Bank Credits

c) Others (Specify)

6. Certificate of financial soundness from the Banker/s of applicant.

7. a) Name and address of the Bankers (from whom references can also be obtained).

b) Can such reference be obtained directly by the Client?          No/Yes

8. Business Association to which the Company belongs.

9. Number of years' experience as a company (attach copies)

(a) In Brunei Darussalam \_\_\_\_\_

(b) In country of origin \_\_\_\_\_

(c)	Internationally -	Countries	Experience
	_____	_____	_____
	_____	_____	_____

Date:

Signature of the authorized signatory  
of the Tenderer with seal of the firm

**No. BSB/Admn/551/01/2024 – Vol II  
High Commission of India  
Brunei Darussalam**

**Section 8 : Proforma for similar works completed during the last 3 years  
and ongoing in Brunei Darussalam**

***[Below information to be typed on Company's Letter Head  
(having full contact address, e-mail id and phone number)  
(To be given in a separate sealed envelope 'B') ]***

<b>Ser No</b>	<b>Name of Ship</b>	<b>Country</b>	<b>Duration</b>	<b>Total (B\$)</b>	<b>Expenditure</b>

Date:

Signature of the authorized signatory  
of the Tenderer with seal of the firm