

**U. T. Admn. of Daman & Diu
Fisheries Department, Diu**

**Tender
for
Development of Website,
Mobile Application and
Web Application for Fisheries
Department, Diu**

23rd January, 2019

Tender No.:- ASFD/1-ADM/81-Web/2018-19/ 1815

**Bid Processing Fees: Rs. 1,500/-
Bid Security/EMD: Rs. 55,000/-**



**Fisheries Department,
Nr. Electricity Dept., Gandhipara,
Diu - 362520 (U.T)
Phone No: 02875-252859
Website: <http://diu.gov.in>**

**Last date of Submission of Bid: 01/02/2019 upto 15:00 hrs
Opening of Technical Bid: 04/02/2019 at 16:00 hrs
Presentation Date: Department will Inform**

[Handwritten Signature]
23/01/2019

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SECTION I: INVITATION FOR BIDS (IFB)**COMPETITIVE BIDDING FOR SELECTION OF AGENCY FOR DEVELOPMENT OF WEBSITE, MOBILE APPLICATION AND WEB APPLICATION FOR FISHERIES DEPARTMENT, DIU**

Request for Proposal of Selection for Development of Website, Mobile Application and Web Application for Fisheries Department, Diu for 3 years of support & maintenance including update/upgrade.

The bidder shall be responsible for providing all types of applications/services, as mentioned in Tender document & Scope of Work, as a part of this project.


1. Please note that this bid document is not for actual award of contract / work order but to call the rates as per the financial bid for Development of Website, Mobile Application and Web Application for Fisheries Department, Diu.
2. Actual award of contract will follow the conditions as per this document. This document is given for enabling the bidders to know the tender conditions so as to guide them in filling up the technical bid and the quoting rates for Development and Maintenance of Bank Guarantee Register system.

Sl. No.	Information	Details
1.	Date of Issue of Tender Document	23/01/2019
2.	Last date and time for submission of EMD & Bid Processing fees in Fisheries Department, Diu physically.	01/02/2019 upto 15:00 hrs
3.	Last date and time for submission of proposals (Technical and commercial) (Online)	01/02/2019 upto 15:00 hrs
4.	Place, date and time for opening of technical proposals	04/01/2019 at 16:00 hrs Fisheries Department, Nr. Electricity Department, Gandhipara-Diu-362520 (U.T) Phone No: 02875-252859
5.	Address for communication	Fisheries Department, Nr. Electricity Department, Gandhipara-Diu-362520 (U.T) Phone No: 02875-252859

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8.	Place, date and time for opening of financial/commercial proposal	The place, date and time for opening of financial/commercial proposal will give to the technically qualified bidder later on.
9.	Bid validity	90 days

3. All bids must be submitted online on <https://nprocure.com> or <https://daman.nprocure.com> website.
4. Tender Document should be submitted along with non-refundable Tender Fees of Rs.1,500/- (Rupees one thousand five hundred only) in form of Demand Draft and refundable EMD of Rs.55,000/- (Rupees fifty five thousand only) in form of FDR in favour of H. O. Fisheries, Diu.
5. Dy. Collector & H. O. Fisheries, Diu reserves the right to amend/cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason.
6. The sealed cover should super scribe as "Bid Processing fees & EMD for the tender for Selection of **"TENDER FOR DEVELOPMENT OF WEBSITE, MOBILE APPLICATION AND WEB APPLICATION FOR FISHERIES DEPARTMENT, DIU."**
7. Technical Bids will be opened in the presence of Bidders' or their representatives who choose to attend on the specified date and time.
8. In the event of the date specified for receipt and opening of bid being declared as a holiday for Fisheries Department, Diu office the due date for submission of bids and opening of bids will be the following working day at the appointed times.
9. Financial bids of only those bidders who qualify on the basis of evaluation of technical bids will be opened.
10. Bid validity period is 90 days.


 (Dr. Apurva Sharma)
 Dy. Collector &
 H. O. Fisheries, Diu

Copy to:-

1. Secretary (Fisheries), secretariat, Daman... for kind information.
2. DIO, NIC, Daman/Diufor uploading on respective website of Daman & Diu.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)**1 Definitions**

1. "Applicable Law" means the laws and any other instruments having force of law in India as they may be issued force and in force from time to time.
2. "Proposals" means proposals submitted by bidders in response to the RFP issued by Fisheries Department, Diu for selection of company.
3. "Committee" means Committee of the Diu District Administration.
4. "Contract Price" means the price payable to the company on the panel of Fisheries Department, Diu under the Contract for the complete and proper performance of its contractual obligations.
5. "SP" means Service Provider, any private or public entity, which will provide the services to Fisheries Department, Diu under the contract.
6. "Contract" means the Contract signed by the parties along with the entire documentation specified in the RFP.
7. "Day" means working day.
8. "Effective date" means the date on which the contract comes into force and effect.
9. The "Bid Document" and "Tender Document" are the same.

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2 Pre-qualification Criteria

The firm/company meeting the following eligibility criteria will be considered for Technical Bid evaluation

S. No.	Pre-Qualification Criteria	Documents Required
1.	The company should be registered under Companies Registration act 1956 or 2013.	Copy of Certificate of Incorporation
2.	The bidder must have turnover of at least Rs. 50 Lacs for each of the last three financial years or cumulative of Rs.1.5 Cr. in last three years 2015-16, 2016-17, 2017-18 from Software/IT product Development and Software Support service activities.	Audited Financial Balance sheet
4.	Bidder should have experience of implementing at least 3 projects of dynamic software Application of Each value more than 10 lacs in the last three years.	Work Order from Client
5.	The Bidder must have standard quality certification like CMMi 3 OR ISO 9001:2015 and ISO 27001:2013	Copy of Certificate
6.	Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India and / or black-listed by Indian Government departments and PSUs.	Self-Declaration as attached
7.	The bidder must have one office in Gujarat. In case, bidders do not have office in Gujarat, bidder should give undertaking to open office in Gujarat within 45 days from the Award of Contract	Please attach the copy of any one of the following: Property tax bill/Electricity Bill/Telephone Bill/GST Registration/Lease agreement.
8	GST Certificate and Company's PAN Card	Please attach the copy
9.	Consortium will be allowed.	-

All supporting documents are to be uploaded in our e-Tendering website <https://daman.nprocure.com> or www.nprocure.com

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3 Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and Fisheries Department, Diu will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

A. THE BIDDING DOCUMENTS

1 Contents of Bidding Documents

- 11 The bid must be submitted online on <https://daman.nprocure.com> or www.nprocure.com.
- 12 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents and on <https://daman.nprocure.com> or www.nprocure.com. Failure to furnish all information required by the bidding documents in format or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

2 Amendment of Bidding Documents

- 21 At any time prior to the deadline for submission of bids, Fisheries Department, Diu may, for any reason, whether on its own initiative or in response to the clarification may change their bid online through <https://daman.nprocure.com> or www.nprocure.com.

B. PREPARATION OF BIDS

1 Language of Bid

- 11 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and Fisheries Department, Diu shall be in English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of the relevant document in the English language and in such a case, for purpose of interpretation of the Bid, the translation shall govern.

2 Documents Comprising the Bid

- 21 The Technical Bid and Financial Bid must be submitted online through the e-Tendering website of <https://daman.nprocure.com> or www.nprocure.com using digital signatures.
- 22 The bid documents and addendums (if any) together shall be considered as final and self-contained bid documents notwithstanding any previous correspondence or document issued by Fisheries Department, Diu.

3 Bid Form

- 31 The Bidder shall complete the Technical Bid and a Financial Bid furnished with this document giving details as per the format mentioned in the e-Tendering website <https://daman.nprocure.com> or www.nprocure.com.

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4 Bid Prices

- 4.1 The Bidder shall indicate the prices in the format mentioned in Financial Bid.
- 4.2 Following points need to be considered while indicating prices:
- 4.2.1 The prices quoted should also include, inland transportation, insurance and other local costs incidental to delivery of the Software and services to their final destination Fisheries Department, Diu.
- 4.2.2 The Taxes are extra as applicable.
- 4.2.3 Sharing of responsibility (between Fisheries Department, Diu and the bidder) of procurement of various types of software shall be as under:
- 4.2.4 Fisheries Department, Diu shall provide/procure the necessary licensed software as mentioned above, at the time of implementation.
- 4.2.5 Fisheries Department, Diu shall have all the rights to select any of the above options without justifying reasons thereof.
- 4.2.6 If rates are found to be unreasonably low or high, the bid shall be treated as nonresponsive and hence will be liable for rejection.

5 Bid Currency

- 5.1 Prices shall be quoted in Indian Rupees only.

6 Earnest Money Deposit

- 6.1 Bidders shall submit **EMD of Rs. 55,000/-** in the form of **FDR** in the name of "H. O. Fisheries, Diu." along with the covering letter.
- 6.2 Proposals not accompanied by EMD shall be rejected as non-responsive.
- 6.3 The successful bidder's bid security will be discharged from Fisheries Department, Diu only after the signing of the contract and submission of performance security.
- 6.4 Unsuccessful bidder's EMD will be discharged / refunded as promptly as possible, but not later than 30 days of the validity period of the bid.
- 6.5 The **EARNEST MONEY DEPOSIT** shall be forfeited:
- 6.5.1 If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form;
- 6.5.2 Or in case of a successful Bidder, if the Bidder fails to sign the Contract; or to furnish the performance security.
- 6.6 No exemption for submitting the EMD will be given to any agency.

7 Period of Validity Bids

- 7.1 Bids shall be valid for 90 days after the date of bid opening prescribed by Fisheries Department, Diu. A Bid valid for a shorter period shall be rejected by Fisheries Department, Diu as non-responsive.
- 7.2 Bid evaluation will be based on the bid prices and technical bid without taking into consideration the above corrections.

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8 Format and Signing of Bid

- 81 The Bidders have to submit the bid on the e-Tendering website <https://daman.nprocure.com> or www.nprocure.com. All supporting documents in the form of scanned copies submitted online should have sign and seal of the bidder.
- 82 Before filling in any of the details asked for. Bidders should go through the entire bid document

C. SUBMISSION OF BIDS**1 Sealing and Marking of Bids**

- 11 All bids must be submitted online through <https://daman.nprocure.com> or www.nprocure.com as per the formats mentioned therein using digital signatures.
- 12 Telex, e-mailed or facsimile bids will be rejected.

2 Deadline for Submission of Bids

- 21 Bids must be submitted online not later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared as a holiday for Fisheries Department, Diu, the bids will be received up to the appointed time on the next working day.

3 Late Bids

- 3.1 Late bids will not be accepted.

4 Modification and Withdrawal of Bids

- 4.1 The Bidder may modify or withdraw his bid before the last date of submission of bids through the e-Tendering website <https://daman.nprocure.com> or www.nprocure.com.
- 4.2 No bid may be modified subsequent to the deadline for submission of bids.
- 4.3 No bid may be withdrawal in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form.

D. BID OPENING AND EVALUATION OF BIDS**1 Opening of Bids by Fisheries Department, Diu**

- 1.1 Fisheries Department, Diu will open all bids (only Technical Bids at the first instance), in the presence of Bidder or his representative who choose to attend, and at the following address :

**Fisheries Department, Nr. Electricity Dept., Gandhipara- Diu - 362520
(U.T)
Phone No: 02875-252859.**

The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for Fisheries Department, Diu, the Bid shall be opened at the appointed time and location on the next working day.

- 1.2 The Bidder's names, bid modifications or withdrawal, bid prices,

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discounts, and the presence or the absence of requisite bid security and such other details, as Fisheries Department, Diu, at its discretion, may consider appropriate, will be announced at the time of opening.

- 13 Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances.
- 14 Financial Bids of only those bidders who qualify on the basis of evaluation of technical bid will be opened in the presence of the qualified bidders of their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.

2 Clarification of Bids

- 21 During evaluation of bids, Fisheries Department, Diu may, at its discretion, ask the Bidder for a clarification of its bid. Fisheries Department, Diu may also ask for rate analysis of any or all items and if rates are found to be unreasonably low or high, the bid shall be treated as non-responsive and hence liable to be rejected. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

3 Preliminary Examination

- 31 Fisheries Department, Diu will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 32 If a Bid is not substantially responsive, it will be rejected by Fisheries Department, Diu and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 33 Conditional bids are liable to be rejected.

4 Methodology & Criteria for Technical, Commercial and Final evaluation

- 41 Fisheries Department, Diu will form an evaluation Committee or it may be done by IT Committee which will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, Fisheries Department, Diu, may, at its discretion, ask the bidders for clarification of their Technical Bid.
- 42 The bidders are expected to provide all the required supporting documents & compliances as mentioned in this RFP. Any deviation from the same will lead to the disqualification, have scored 65% in technical evaluation. At any point of time, if Fisheries Department, Diu feels that the bidder is hiding any information which will affect the project cost in short or long run, Fisheries Department, Diu may reject his bid without assigning any reason or explanation.
- 43 Price quoted in the financial bid will be final.
- 44 Financial bids of only those bidders who qualify on the basis of evaluation of technical bids will be opened. Only without tax values will be considered for financial evaluation.

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Technical Criteria:

Sr. No	Particulars	Points System	Max Marks
1	Certifications	CMMI3 = 4 Marks ISO 9001:2015 for software development = 3 Marks ISO 27001:2013 = 3 Marks	10
2	Average Turnover of Consulting firm for last 3 years (i.e. FY 2015-16,2016-17,2017-18) (Turnover in Rs)	0.5 Cr to 1 Cr = 5 Marks More than 1Cr to 4 Cr = 7 Marks More than 4 Cr = 10 Marks	10
3	Implementation Agency should have numbers of Dynamic software Application Projects having cost of more than Rs. 10 lakh.	3 projects = 5 Marks > 3 projects = 10 Marks	10
4	Development of Website, Mobile Application and Web Application for Fisheries Department, Diu PRESENTATION	Detail mentioned in below table	70
		Total	100 Marks

Note: Minimum 65 marks out of 100 required to qualify for financial bid opening.

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Sr. No.	Presentation Evaluation Criteria	Max. Score
General		
1	Whether Contents are categorized properly?	50
2	Whether Contents address target audience?	
3	Aesthetics impact & user friendliness	
4	Ease of Navigation within Website	
5	Color scheme flexibility, balance, image proportion	
6	Level of understanding of the organizational functions	
7	Focus on citizen centric services	
Technical		
1	Integration with Backend Database	20
2	Language Selection Facility	
3	Remote User / Site Management	
4	Standard used for integration/ data exchange (XML, Web services etc)	
Total Score		70

Financial Bid evaluation:

The Commercial bid of those bidders who qualify in the technical evaluation will only be opened. All other Commercial bids will not be opened. The Commercial bids (as per the formats provided in Form 6) of the technically qualified bidders will be evaluated.

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45 BID EVALUATION PROCESS

4.5.1 Process of Evaluation: The bid will be evaluated on QCBS methodology in the ratio of 70:30 (70% weightage for technical bid and 30% for financial bid). The evaluation will consist of the following phases:

Phase I: Evaluation of Eligibility Criteria

Phase II: Evaluation of Technical Bids

Phase III: Evaluation of Financial Bids

Phase IV: Combined Evaluation of Technical & Financial Bid

4.5.2 Phase I: Evaluation of Eligibility criteria: In this part the Bidders will be evaluated for the fulfillment of the conditions specified in the pre-qualification criteria. Pre - qualification bid documentation shall be evaluated as under:

- i. The evaluation committee will check if the bidder has submitted the EMD along with the Technical Proposal and the same are found to be in order.
- ii. The documentation furnished by the bidder will be examined to see if the firm's capacity, skill base and other Bidder attributes as claimed therein are consistent with the needs of this project.
- iii. Department may ask bidder(s) for additional information, and/or arrange discussions with their professional, technical resource to verify claims made in bid documentation. If the bidder fails to submit the additional supporting documents, the bid shall be rejected.

4.5.3 Phase II: Evaluation of Technical Bids: In this part the technical bid of only those bidders who have qualified the Phase I. I.e. Eligibility criteria will be evaluated. The technical bid will be evaluated on the parameters described in the following section 4.5.4

4.5.4 Analysis of technical bid

- In this part, the technical bid will be analyzed and evaluated and the technical; bid marks (St_m) shall be assigned to each bid on the basis of following evaluation matrix
- Technical Bid Score: The Technical Bid Score 'St' of the Bidder shall be derived as under

$St = (St_m / S_H) \times 100$, where

St is the Technical Bid Score

St_m = Total technical bid marks of the bidder under consideration

S_H = Highest total technical; bid marks amongst all evaluated bids

- The Bid Evaluation Committee reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without requirement of intimating the Bidder of any such changes. At any time during the process of evaluation the Bid Evaluation Committee may seek specific clarifications from any or all Bidders

4.5.5 Phase III: Evaluation of Financial Bids: In this phase, the Financial

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Bids of the Bidder, who are technically qualified in Phase II, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows:

$S_f = (F_L/F) \times 100$, where,

S_f is the Financial Score

F_L is the value of the lowest Commercial Bid

F is the price quoted in the bid under consideration

4.5.6 Phase IV: Combined Evaluation of Technical & Financial Bid. The Total score of the Bidder will be determined as under:

Total Score = (T_s) = (0.7 x S_t) + (0.3 x S_f)

The bidder, who obtains the highest TS value, will be rated as the Most Responsive Bid. In the event of the same T_s score of bidders, the bid with the highest technical score (S_t) will be rated as the most responsive bid. Beyond that, Bid Evaluation/Tender Committee will decide the matter in its full discretion.

Office in State of Gujarat

The Bidder is required to have a local office in State of Gujarat. If the bidder does not have a local office, The Award of contract to the bidder will be conditional subject to opening of Local Office within 45 days from the Award of Contract.

5 Contacting Fisheries Department, Diu

- 5.1 Bidder shall contact Fisheries Department, Diu on any matter relating to its bid, from the time of the bid opening to the time of contract is awarded. If he wishes to bring additional information to the notice of Fisheries Department, Diu, he should do so in writing. Fisheries Department, Diu reserves its right as to whether such additional information should be considered or otherwise.
- 5.2 Any effort by a Bidder to influence Fisheries Department, Diu in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security amount.

E. AWARD OF CONTRACT

1 Post-qualification

- 11 An affirmative determination will be a prerequisite for the award of the contract to the Bidder. A negative determination will result in rejection of Bidder's bid, in which event the department will proceed to the next lowest evaluated bid to make a similar determination of the Bidder's capabilities to perform the contract satisfactorily.

2 Award Criteria

- 21 Fisheries Department, Diu will award the contract to the successful bidder decided as per the evaluation procedure mentioned above.
- 22 Fisheries Department, Diu reserves the right to award the contract to the Bidder whose bid may not have been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

3 Fisheries Department, Diu's Right to Accept Any Bid and to reject any or All Bids

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- 31 Fisheries Department, Diu reserve the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for Fisheries Department, Diu action.
- 4 Notification of Awards**
- 41 Prior to the expiration of the period of the bid validity, concerned Fisheries Department, Diu will notify the successful bidders in writing, to be confirmed in writing by registered letter, that his bid has been accepted.
- 42 The notification of award will constitute the formation of the Contract.
- 5 Signing of Contract**
- 51 At the same time as Fisheries Department, Diu notifies the successful Bidder that its bid has been accepted, Fisheries Department, Diu will send the bidder the Contract Form, incorporating all the agreements between two parties.
- 52 Within 15 days of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to Fisheries Department, Diu.
- 6 Performance Security / Performance Bank Guarantee**
- 61 The successful Bidder has to furnish a security deposit so as guarantee his/her (Bidder) performance of the contract.
- 62 The Successful bidder has to submit Performance Bank Guarantee @ 10% of total order value within 15 days from the receipt of notification of award from "Fisheries Department, Diu" from all Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat
- 63 The Performance Security shall be in the form of Bank Guarantee valid for 3 years from the date of actual start of operation.
- 64 The proceeds of the performance security shall be payable to Fisheries Department, Diu as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
- 65 The Performance Security shall be denominated in Indian Rupees
- 66 Within 15 days of the receipt of notification of award from "Fisheries Department, Diu", the successful bidder shall furnish the performance security in accordance with the Conditions of the Contract, in the performance security Form provided in the bidding documents in the Performa prescribed in the Tender.
- 67 The Performance Security will be discharged by Fisheries Department, Diu and returned to the Bidder on completion of the bidder's performance obligations under the contract.
- 68 In the event of any contract amendment, the bidder shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for further period.
- 69 No interest shall be payable on the PBG amount. Fisheries Department, Diu may invoke the above bank guarantee for any kind of recoveries, in case; the recoveries from the bidder exceed the amount payable to the bidder.

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7 Corrupt or Fraudulent Practices.

- 71 Fisheries Department, Diu requires that the bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, Fisheries Department, Diu defines for the purposes of this provision, the terms set forth as follows:
- 72 "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and
- 73 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or an execution of a contract to the detriment of Fisheries Department, Diu, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive Fisheries Department, Diu of the benefits of the free and open competition;
- 74 Fisheries Department, Diu shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices.

8 Interpretation of the clauses in the Tender Document / Contract Document

- 81 In case of any ambiguity in the interpretation of any of the clauses in Bid Document or the Contract Document, Fisheries Department, Diu's interpretation of the clauses shall be final and binding on all parties.
- 82 Fisheries Department, Diu may issue clarifications to all the bidders as an addendum. Such an addendum shall form a part of the bid document /Contract document.

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