

E-TENDERING
BID DOCUMENT FOR WORK OF

“PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY”

TENDER NOTICE NO: JNPA/FIN/PHYSICAL VERIFICATION/2025-26

**JAWAHARLAL NEHRU PORT AUTHORITY
GENERAL MANAGER (FINANCE),
FINANCE DEPARTMENT,
ADMINISTRATIVE BUILDING
SHEVA, NAVI MUMBAI, MAHARASHTRA - 400707
E-MAIL ID: GMFINANCE@JNPORT.GOV.IN**

SUB: PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY

Ref: JNPA/FIN/PHYSICAL VERIFICATION/2025-26

Madam/Sir,

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|---|---|
| 1 | The bidders are strongly advised to read the whole document carefully and submit their tender/bid strictly meeting with the requirements spelt out in the tender document. |
| 2 | The bidders must submit independent documentary evidence to establish that "MINIMUM QUALIFYING CRITERIA" as spelt out in the tender notice and terms & conditions of the tender document is fully met with irrespective of the fact that the bidder might have submitted similar evidence to JNPA in respect of some other works, if any. |
| 3 | If your submission is found deficient / incorrect with reference to the requirements spelt out in the tender document, it may be summarily rejected. |

GM FINANCE

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SECTION - I NOTICE INVITING TENDER (NIT)

Tender only through GEM Portal Website: www.gem.gov.in

Tender No. JNPA/FIN/PHYSICAL VERIFICATION/2025-26

Electronic Tenders (Online) are invited in '**TWO BID SYSTEM**' by JAWAHARLAL NEHRU PORT AUTHORITY from Chartered Accountant firms/Cost & Management firms, fulfilling Minimum Qualifying Criteria (MQC) as stipulated in this notice for the work of **PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY.**

| Sr | Tender No | JNPA/FIN/PHYSICAL VERIFICATION/2025-26 |
|-----|---|---|
| 1. | Date of uploading of tender document on JNPA e-tendering website. | 16.01.2026 |
| 2. | Pre Bid meeting date and time | At 14:30 Hrs on 23.01.2026 All pre-bid queries have to be sent at Email ID: gmfinance@jnport.gov.in |
| 3. | Last date & Time for submission of tenders online. | Upto 17:00 Hrs on 06.02.2026 |
| 4. | Date, Time and Venue for opening of technical Bid | Upto 17:30 Hrs on 06.02.2026 |
| 5. | Date of Publication of Technically qualified bidder | To be notified later |
| 6. | Date of Opening of Financial Bid | To be notified later |
| 7. | Date of Publication of the final selection | To be notified later |
| 8. | Period of completion of work | The period of completion of work is 3 months from the date of award for Item No. 1 to 333 of the Asset registered attached with the Tender Document and 6 months from date of award for Item No. 334-1623. Thus, the total work will be completed within 6 Months from the date of award. |
| 9. | Estimate Value | Rs.9,00,000/- including Tax |
| 10. | Earnest Money Deposit | Rs.21,240/- |
| 11. | Validity of tender | 30 days from the bid due date. |

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|-----|--|---|
| 12. | Name of the officer initiating the tenders | General Manager (Finance), Finance Department, Administrative Building Sheva, Navi Mumbai, Maharashtra - 400707 E-Mail Id: gmfinance@jnport.gov.in |
| 13. | Tender Submission through | GEM Portal https://www.gem.gov.in |
| 14. | The bidder must fulfill the Minimum Qualifying Requirements and other requirements stipulated in the tender. | |

For further details please visit Port website www.jnport.gov.in

General Manager (Finance)

SECTION – II INTRODUCTION / ABOUT THE ORGANISATION

On behalf of the Board of the Jawaharlal Nehru Port Authority (JNPA) General Manager Finance, invites quotation from Chartered /Cost & Management Accountant /(firms) with professional proficiency in this field for Physical Verification of Jawaharlal Nehru Port Authority's Assets Including Regrouping of Assets, Merging and Correlation of Assets including assigning Unique Number for Each Asset and Reconciliation with Asset Register.

The Jawaharlal Nehru Port Authority (JNPA) in Navi Mumbai is India's Best-performing port, accounting for around 50% of the total containerised cargo volume across the major ports of the country. Commissioned on 26 May 1989, JNPA transformed from a bulk cargo terminal to the leading container port in India in less than three decades. It is the country's first 100% Landlord Major Port. Ranked 26th among the top 100 container ports in the world, JNPA is connected to over 200 ports globally.

Currently, five container terminals operate at JNPA: Nhava Sheva Free Port Terminals (NSFT), Nhava Sheva International Container Terminal (NSICT), Gateway Terminals India Pvt. Ltd. (GTIPL), Nhava Sheva International Gateway Terminal (NSIGT), and the newly commissioned Bharat Mumbai Container Terminals Private Limited (BMCT). The port also features a coastal berth to facilitate coastal cargo, a shallow water berth for general cargo operated by Nhava Sheva Distribution Terminal Pvt. Ltd. (NSDT), and a liquid cargo terminal managed by the BPCL-IOCL consortium. Another liquid cargo terminal developed by JNPA will be operated by M/s JSW - JNPT Liquid Terminal Pvt. Ltd.

To meet the increasing demand from EXIM trade, JNPA is continuously upgrading its capabilities to offer cost-effective, integrated logistics solutions through infrastructure expansion plans and the implementation of several 'Ease of Doing Business' initiatives. These steps include gate automation, an inter-terminal transfer system linking all terminals, Direct Port Delivery (DPD) services for faster delivery of import consignments at reduced costs, the creation of a logistics data bank to track container movements, and the introduction of new tariff incentives for rail cargo to promote modal shift.

In addition, JNPA has also developed a multi-product SEZ in its owned freehold land to attract international capital and global giants in manufacturing. In addition, the JNPA is also developing a satellite port at Vadhvan and Dry Ports at Jalna and Wardha, to promote the industrialization of the hinterland.

As India's leading container port, JNPA is constantly upscaling its operations to provide state-of-the-art technology, efficiency and manpower which comply with international standards. JNPA has firmly anchored itself as the major catalyst for trade and commerce in the country and is strongly committed to providing seamless services to the world that docks here.

The selected firm will conduct a physical verification of approximately 1623 line items of assets of JNPA, with a gross value of about ₹8952.15 crores including Land and Capital Dredging. The assets cover all departments of JNPA and locations such as the Port premises at Nhava Sheva, the Express Tower Office, the Raheja Centre Office, and the Mistry Court accommodation and other areas of Port Assets.

The Bidder is advised to visit and thoroughly inspect the site and its surroundings, including but not limited to the means of access to the site, existing infrastructure (if any), and all other relevant factors that may affect the execution, scope of work, and costs associated with this tender. All costs associated with the provision, implementation, maintenance, and management of the asset identification system, camera systems, accommodation for personnel, and transportation as specified above shall be included in the bidder's financial proposal. No additional claims for these items will be entertained once the bid is submitted. The port may allot the quarter (if available) as per Ports applicable rates.

SECTION – III INSTRUCTION TO THE BIDDERS

1. GENERAL:

- i NIT is called from Chartered /Cost & Management Accountant /(firms) through 'TWO COVER SYSTEM' by JAWAHARLAL NEHRU PORT AUTHORITY (JNPA) for Physical Verification of Jawaharlal Nehru Port Authority's Assets Including Regrouping of Assets, Merging and Correlation of Assets including assigning Unique Number for Each Asset And Reconciliation with Asset Register.
- ii The bid document containing the entire details is available at the GeM Portal.
- iii The Bidders must fulfill the Minimum Qualification criteria for pre-qualification and other requirements stipulated in Section IV –Qualification criteria for the bidders of the bid document. The tender shall remain valid for a period of 30 days from the date of opening of Part I (Cover I).
- iv The entire scope of work must be completed within 6 Months from the date of Letter of Intent/Award of the work to meet the deadlines as mentioned below:
3 months from the date of award for Item No. 1 to 333 of the Asset registered attached with the Tender Document and 6 months from date of award for Item No. 334-1623. Thus, the total work will be completed within 6 Months from the date of award. The Port reserves the right to extend the period by 15 days in case of item no. 1 to 333, one month for the item no. 334-1623 on the same Terms & Conditions without any additional cost to the Port.
- v The Bidder undertakes, if his tender is accepted, has to enter into and execute when called upon to do so, a Contract Agreement as provided in Form X with such modifications as agreed upon. Until the formal Contract Agreement is prepared and executed, this tender document together with the written acceptance shall form a binding agreement between the Port and the firm.
- vi The **PRICE BID** as per Annexure B shall not be disclosed by uploading with other Documents. The same should be filled online as per the GEM Portal.

2. QUERIES: Any queries received after the due date/time shall not be considered and no reply to such queries will be given.

3. TENDER SUBMISSION THROUGH: The tenders should be submitted online through GeM Portal.

4. EMD of Rs.21,240/- (incl GST) in the form of DD / NEFT/ RTGS/ Insurance surety Bond/ Bank Guarantee and is exempted only on submission of MSE certificate by a Micro and Small-scale Enterprise. Without valid EMD/ MSE Exemption Certificate, the bid stands disqualified.

5. CORRECTION/VARIATION:

- i All corrections and alterations in the entries of the bid documents shall be attested with full signature of the Bidder with date. No erasures or over-writings shall be made.
- ii The Bidders should not submit any revised or amended offers after the opening of the tender. If any such document is found in the bid, the same will be rejected.
- iii The bidder's proposals deemed to include all prices for the Scope of Work specified in Section-VII of the bid document and no arithmetical correction or price adjustments are allowed.
- iv Tender should be complete in all respects for taking a decision immediately on opening of the Tender.

6. TRANSFER OF BID DOCUMENTS: Transfer of bid documents submitted by one intending Bidder to another is not permissible.

7. ADDENDA / CORRIGENDA: Addenda/Corrigenda, if any to the bid documents will be issued by the Port only in the Port's website/GEM Portal, prior to the date of opening of the tenders.

8. INCOMPLETE DETAILS AND CANVASSING: The JN Port does not bind itself to accept the lowest tender and may reject any or all tenders received without assigning any reason, whatsoever. Tenders in which any of the particulars and prescribed information is inadequate or incomplete in any respect and / or the prescribed conditions are not fulfilled such tenders are liable to be rejected. Canvassing in any form by the Bidders will result in their tender being rejected.

9. HISTORY OF LITIGATION A consistent history of litigation or arbitration awards with the Port by the applicant may result in disqualification.

10. OUT STANDING DUES TO PORT The parties who have outstanding dues to be paid to the Port as on the date of publication of the NIT shall clear the same before submission of the bid, else they will not be allowed to take part in this tender and the bid document submitted any way will not bind the Port to accept their participation in the subject tender.

11. BID SECURITY: The bidder has to upload self-attested scanned copy of 'Bid Securing Declaration, as per Form II, accepting that if the bidder withdraws or modifies their bids during period of validity etc., the bidder will be suspended for the time specified in this tender document. Bids without 'Bid Security Declaration' will be summarily rejected.

12. BID OPENING: The Part I-Technical Bid containing the Qualification Criteria documents and Part- II- Price Bid will be opened as per GeM T&C.

13. PAYMENTS: All payments will be made only in Indian Rupees and no foreign exchange is available for this work.

14. EXPENSES INCURED BY THE BIDDER: The Port shall not be responsible for any direct or indirect expenses incurred by the Bidders in preparing, submitting and/or personally attending at the time of opening the Commercial bid / price bid or at any other time.

15. UPLOADING OF BID DOCUMENTS: The bidder shall on his own responsibility have to download and upload the bid document in the provided GeM Portal. The Bidder has to make his own arrangements to overcome the Internet, electricity or other connectivity failures to complete the Tender filing online at his own risk and cost and Port will not be responsible for such failures or shall not be liable to extend or accept such delayed or incomplete tender, for reasons whatsoever.

The terms of the Tender schedule, conditions of firm any other documents attached to the bid document shall not be defaced or detached from it and the same has to be uploaded in whole as per the instruction provided in the bid document or in the e-portal.

16. COMMUNICATION FOR INFORMATION: Any further information is subject to communication via GeM Portal and no communication in any other digital form is accepted for tender related queries and inquiries.

17. Cost of the proposal: The bidder shall be responsible for all the costs associated with the preparation of proposal and its participation including subsequent negotiation, site visits etc. JNPA will not be responsible or in any way liable for such costs, regardless of conduct or outcome of the bidding process.

PRE-BID MEETING:

18. A pre-bid meeting will be held in order to clarify and discuss issues with respect to the Tender vis-à-vis terms and conditions or any other related issues. The meeting shall be held on 23/01/2026, at 14.00 Hrs. in the office of General Manager (Fin), Finance Department, Administration Building, Jawaharlal Nehru Port Authority, Sheva, Navi Mumbai –400 707 and would start at 14.30 Hrs. Tenderers are advised to formulate their views and forward the same to the General Manager, JNPA on or before 23/01/2026, 14.00 Hrs at gmfinance@jnport.gov.in and jnptfa@jnport.gov.in and indicating their intention to attend the pre-bid meeting. During the pre-bid meeting, the queries received in advance would be clarified first, followed by those received during the meeting. The changes if any proposed by the tenderer would be discussed and the JNPA's views would be provided to all tenderers present.

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The queries received from all the prospective Tenderers would be consolidated and JNPA's response to the same would be communicated to all the tenderers in writing well in advance to the last date of submission of Tenders. The pre-bid clarifications also would be published on the JNPA's website: <http://www.jnport.gov.in> or GeM portal, www.gem.gov.in.

The clarifications so issued in the pre-bid meeting would form part of the Tender and remain binding on all the tenderers. The tenderer is requested to submit any question online on JNPA Website www.jnport.gov.in or GeM portal, www.gem.gov.in.

SECTION – IV ELIGIBILITY CRITERIA (REFER ANNEXURE-A):

1. The firms should have experience in Physical Verification of assets with Central/State Govt/PSU/Autonomous Institutions of Central or State Organization or in-case of Private Organization(s), the turnover of the same should be Rs. 800 crores and above. The firm should have the experience for handling similar work during the last 7 years ending on 31st December 2025 as mentioned below:

- a** Three similar completed works, each costing not less than Rs. 3.60 lakhs (including GST); or
- b** Two similar completed works, each costing not less than Rs. 4.50 lakhs (including GST); or
- c** One similar completed work costing not less than Rs. 7.20 lakhs (including GST).

Similar Works shall mean assignments such as Physical verification of Fixed Assets and reconciliation of assets with the books of the accounts.

2. The firm should have minimum two qualified CA/CMA and minimum staff strength of five including three Semi-qualified CA/CMA article assistants (The professional qualifications of the partners with valid COP of firm/partners duly attested shall be submitted by the bidder).
3. The firm should have an average annual turnover of at least Rs.50,00,000 /-(Rupees Fifty Lakhs) during last 3 financial years i.e., 2024-25, 2023-24 and 2022-23. Copies of the last three years annual accounts and a turnover certificate should duly be certified by the Chartered Account with UDIN.
4. The bidders must submit a Resolution copy of the Firm authorizing a Partner to represent the bidder including signing of Tender document and discharge of all Tender related matters, else, all the Partners of the Firm have to sign the Form IV duly authorising a Partner/Person to represent. The bids submitted without Form IV (POA) will be summarily rejected.
5. Branch at Maharashtra: CA/CMA firm should have head office or branch be based in Maharashtra. Copy of branch/head office registered certificate at Maharashtra shall be submitted.

6. Firm/Partner of the firm should not be restrained/debarred/blacklisted/de-listed/debarred by any Govt./State/PSU/Autonomous or Statutory Bodies/any other Organization and the debarment is not in force as on last date of submission of proposal.
7. EMD will be submitted in the form of Demand Draft/Pay order/Banker's Cheque or through online payment. Firms having registered with NSIC/UDYAM for MSME may avail exemption from submission of EMD. They will enclose such valid MSE Certificate at the time of submitting the bid. The bidder who fails to submit the Earnest Money Deposit (EMD) with the bid, shall not be considered for evaluation and no further communication shall be entertained in this regard. While submitting bids, bidder has to claim its status as MSME.

Bid securities of the unsuccessful bidders should be returned after award of contract to the successful bidder. Bid security will be refunded to the successful bidder on receipt of a performance security.

Disqualification: The Chartered /Cost & Management Accountant firms shall not be eligible to apply, if the firm or any of its partners has been declared guilty of any professionals and/or other misconduct under the provisions of the Chartered Accountant Act, 1949 / Cost Accountants Act, 1959.

The Firm while expressing their interest shall be required to submit a declaration that they do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished will be liable for blacklisting apart from disqualification / forfeiture of EMD / SD etc.

SECTION V – EVALUATION OF THE BID DOCUMENT

1. Responsiveness of the bid will be determined subject to compliance of the following:

- i Copies of attested original registration certificate with ICAI/ICMAI Firm registration details, Documents incorporating the legal entity and defining its legal status, PAN & GST registration Certificate, Entity Profile and Details of Partners in case of Firm/LLP, Place of registration and principal place of business, etc.
- ii Bid security declaration as per Form- II.
- iii Declaration of Authorised Representative of the bid in Non-judicial stamp paper with denomination not to be lesser than Rs.500/-duly signed by all the Partners. The bidders must submit a Resolution copy of the Firm/LLP authorising a Partner to represent the bidder including signing of Tender document and discharge of all Tender related matters, else, all the Partners of the Firm/LLP has to sign the Form IV duly authorising a Partner/Person to represent with a non-judicial stamp of the value not lesser than Rs 500/-.
- iv
 - a) The bidder must not have been terminated or declared ineligible/blacklisted by any Major Ports/ Central / State Government / Autonomous bodies / PSEs/PSUs / Nationalized Banks / Public Limited or Private Limited Companies in the past 3 years prior to the date of publication of NIT.
 - b) Information regarding any litigation and arbitration against the Port during the past five years prior to the date of publication of NIT, in which the Bidder is involved, the party's concerned and disputed amount should be furnished.
 - c) A declaration to the effect of iv(a) & (b) should be furnished as per format prescribed as Form- V.

2. Techno Commercial Evaluation:

- i The documents submitted by the bidder for the similar works as specified in Section IV will be duly notarized and will be evaluated based on the Work Order/Work completion certificate and value of the work fulfilling the Eligibility criteria submitted in Form I.
- ii The documents submitted by the bidder for average annual turnover as specified in Section IV will be submitted duly certified by a Chartered Accountant with UDIN (Form VIII)
- iii The Port may verify the original documents of the Copies submitted by the Bidder during evaluation or at any time, if required. In case the documents submitted by the bidders found to be forged/ false, the port will take appropriate penal action including cancellation

of the work order issued and blacklisting of the entity for a period of 3 years, forfeiture Bank Guarantee either jointly or severally.

iv The shortlisted bidders after the evaluation will be informed through GeM Portal after short listing and the same will also be published in the Gem Portal.

3. Price Bid Evaluation:

- i The price bid will be evaluated based on the rate quoted by the bidders at Annexure B- Price bid and the bidder quoting the lowest will be declared as the successful bidder as per GeM Conditions.
- ii If the lowest quote happens to be the same for more than one bidder, preference will be given in the order of -
 - (1) Average Annual Turnover; (2) Number of Similar Works; (3) Value of Similar Works
- iii No conditionality is to be attached in the Price bid other than furnishing the Price quote.
- iv The price bids of those Firms who do not meet the eligibility criteria as mentioned in Section IV will not be opened.

4. Award of Work:

- i The work will be awarded to the successful bidder for providing Physical Verification of Fixed Assets as specified in the Scope of Work of Section VII.
- ii The decision of this Port shall be final in this regard.
- iii The Port reserves the right to accept or reject any or all the tenders without assigning any reason and not bound itself to accept the lowest tender.

SECTION VI – INSTRUCTION TO SUCCESSFUL BIDDER

1. Letter of Intent

The letter of intent will be issued to the successful bidder through e-mail/post after evaluation and obtaining approval of the competent authority for fulfilment of the formalities

2. Performance Security:

i) The successful tenderer shall submit the performance security for an amount equal to 10% of the contract award price plus applicable GST as Bank Guarantee/Insurance Surety Bond/ Demand Draft/ RTGS/NEFT within 15 (fifteen) days from the date of issue of Letter of Intent, with a claim period throughout the contract period plus additional 3 months in the form as per specimen in the Form X/ Form VII as the case may be. The obtaining of such guarantee towards Performance Security shall be at the expense in all respects of the contractor.

If the Performance Security is not deposited within the stipulated period as prescribed, the Work Order stands cancelled automatically and the Earnest Money Deposit has to be forfeited by JNPA.

ii) In case the Port is obliged to make any recoveries on any account from the Performance Security Deposit of the firm either in part or full, shall be encashed by the Port and the firm shall be obliged to make good the Performance Security Deposit amount within a period of 10 (ten) days after the receipt of information in this regard, failing which the firm shall have to pay an interest of SBI MCLR+2% per annum applicable on the first day of the month of default for the period of delay in making good the Performance Security Deposit.

iii) The Performance Security should remain valid for a period of 3 months beyond the date of completion of all contractual obligations of the Successful Tenderer including statutory obligations and will be refunded/discharged thereafter without any interest after adjusting any dues to the Port.

iv) EMD, Performance security can be accepted in the form of Insurance Surety bonds, account payee demand draft, fixed deposit receipt, NEFT/ RTGS or bank guarantee from any of the Nationalized commercial bank/ Scheduled bank. Format of Insurance Surety Bond is enclosed. The Bank Guarantee shall be with Nationalized commercial bank/ Scheduled bank payable at Mumbai/ Navi Mumbai. The Cost of such EMD/Performance Security will be borne by the Contractor.

3. Signing the Contract Agreement:

i) The successful bidder shall be required to execute a Contract agreement at his own cost in the pro-forma prescribed by the Port as per the Contract Agreement Form provided in Form XI

of the bid document on Maharashtra State Government stamp paper of the value of Rs.500/- within 7 days of the issue of work order.

ii) Non-fulfilment of this condition of executing a Contract agreement by the successful bidder would constitute sufficient ground for annulment of the award. The Port reserves the right to take action as deemed fit against such default bidder.

4. Deployment of Manpower

The successful bidder shall deploy the minimum Manpower as specified in the Scope of Work under Section VII of the Tender document for conduct of the Physical Verification of Fixed Assets Work.

5. Debarment:

A bidder shall be debarred if he has been convicted of an offence

a) under the Prevention of Corruption Act, 1988; or
b) the Bharatiya Nyaya Sanhita, 2023 or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract. If a bidder is found to be debarred shall not be eligible to participate in any of the tender process of the Port for a period not exceeding three years commencing from the date of debarment.

6. Additional Performance Bank Guarantee (APBG) for imbalance bids: If the quoted price is below the estimated cost, in such case, the contractor shall submit additional Bank Guarantee as under:

- a) Bids below 0% to 10% - No Additional Performance Guarantee.
- b) Bids below 10% to 30% - Additional Bank Guarantee 10% plus 18% GST.
- c) Bids below 30% to 40% - Additional Bank Guarantee 15% Plus 18% GST.
- d) Bids below 40% - Acceptance shall be at the sole discretion of the Competent Authority by seeking additional Bank Guarantee above 15% plus 18% GST, if the tender is accepted.

Note: - Additional Bank Guarantee will be released immediately after completion of work.

SECTION VII- SCOPE OF WORK, STATUTORY COMPLIANCE AND CONTRACTUAL OBLIGATIONS

A. Scope of Work: Physical Asset Verification

1. Initial Assessment and Planning

- i) The selected firm will conduct a physical verification of approximately 1623-line items of assets of JNPA, with a gross value of about ₹ 8952.15 crores including Land and Capital Dredging. The assets cover all departments of JNPA and locations such as the Port premises at Nhava Sheva, the Express Tower Office, the Raheja Centre Office, and the Mistry Court accommodation and other areas of Port Assets. The firm may physically inspect the Port to understand the scope of work before submitting the proposal.
- ii) Physical verification will cover all assets mentioned in the Fixed Asset Register attached with the Tender.
- iii) The firm shall submit a monthly progress report detailing the number of items verified upon completion of physical verification of assets. Additionally, the firm must be prepared to respond to any queries raised by JNPA regarding the verification report, asset recognizing, or any other matter within the defined scope
- iv) The Bidder is advised to visit and thoroughly inspect the site and its surroundings, including but not limited to the means of access to the site, existing infrastructure, and all other relevant factors that may affect the execution, scope of work, and costs associated with this tender. All costs associated with the provision, implementation, maintenance, and management of the asset identification system, camera systems, accommodation for personnel, and transportation as specified above shall be included in the bidder's financial proposal. No additional claims for these items will be entertained once the bid is submitted.

2. Asset Verification and Documentation

- i **Physical Verification:** The firm will physically verify the existence of all assets and create a digital data bank, including photographs of all physical assets.
- ii **Asset Numbering:** All assets of the Port will be assigned a unique number. The numbering scheme should be logical and distinct, allowing for identification for Income Tax purposes, location, type of asset, Port Activity, Cost Centre. The firm may use technologies as deemed fit by them for better tracking and management.
- iii **Asset Merging and Correlation:** The firm will identify and merge assets that have been created for the same purpose but are not properly linked in the FAR. For replaced assets, the old asset should be removed or merged with the new one, with a clear correlation established.
- iv **Location-Based Correlation:** Assets will be correlated and reconciled based on their specific physical location to create an accurate location-wise record.

- v **Reporting of Asset non – availability:** The firm shall report the assets which are not physically available.
- vi **Assets transferred to PPP Operators:** The firm shall verify the assets transferred to PPP Operators.

3. Report Generation and Reconciliation

- i **Category wise Report:** The firm will prepare and submit a category wise FAR in a defined format. This register will include details such as asset class/group, date of purchase, date put to use, life of assets, depreciation, and Written Down Value (WDV) and any such suggestions as given by JNPA at the later stage.
- ii **Fixed Asset Register (FAR) Compilation:** The firm will compile a comprehensive FAR in a defined format. This register will include details such as asset class/group, location, Cost of Asset, date of purchase, date put to use, life of assets, depreciation, and Written Down Value (WDV).
- iii **Department-wise Lists:** A department-wise list of fixed assets will be prepared, segregating usable and unusable items. This list will be presented to the top management.
- iv **Comprehensive Reconciliation:** A detailed reconciliation report will be prepared, comparing the physical assets with the FAR, books of accounts, and other related documents. This report will highlight any differences and suggest a methodology for adjusting and accounting for any shortages or excesses.
- v **Specialized Reports:** The firm will provide separate reports for:
 - a. **Obsolete/Unserviceable Assets:** A report on obsolete, unserviceable, condemned assets, or assets retired from active use, etc. will be prepared. This report will include full details of location, purchase value, and the reason for exclusion from the active FAR.
 - b. **Rectification and Accounting:** A report detailing assets that have been discarded, sold (including in a buy-back scheme), or are obsolete but still appear in the FAR. This report will include suggestions for rectification and the necessary accounting entries to properly reflect the disposal or write-off of these assets.
 - c. **Tax Reconciliation:** A reconciliation report on a WDV basis with both financial records and Income Tax records, analysing discrepancies and providing recommendations for rectification.
 - d. **Impairment of Assets:** A separate report on any impairment of assets, the reasons behind it, and recommended actions.
 - e. **JNPA's Assets handed over to PPP Operators:** A separate report reconciling assets handed over to Private BOT Terminals/PPP Operators with the FAR, as per their concession agreements.
 - f. **SEZ Assets:** A separate report reconciling assets utilized and pertaining to SEZ with the FAR.

- g. **Suggestion Reports:** A separate report suggesting action to be taken to reconcile FAR with Assets verified.
- vi **Report Submission:** The firm will submit three copies of the final report, along with the digital photographs.

4. Finalization

- i **Final FAR:** The final FAR will be submitted after approval of concerned HOD & GM Finance.
- ii **Work Acceptance:** Physical verification reports must be confirmed with the countersignature and acceptance by the Head of the respective department.
- iii **Work Discontinuation:** If the work is found unsatisfactory, JNPA reserves the right to discontinue the work with a 15-day notice, and the work completed till the date of completion will be handed over to the JNPA.

5. Schedule for completion of work: -

1. Timeline for Completion

The Physical verification of Fixed Assets is expected to provide services for a period of 3 months from the date of award for Item No. 1 to 333 of the Asset registered attached with the Tender Document and 6 months from the date of award for Item No. 334-1623. Thus, the total work will be completed within 6 Months from the date of placement of the Work order. The Port reserves the right to extend the period by 15 days in case of item no. 1 to 333, one month for the item no. 334-1623 on the same Terms & Conditions without any additional cost to the Port.

The entire scope of work must be completed within 6 Months from the date the work order or purchase order is issued. The selected firm must plan and execute the work accordingly as per deadlines.

B. Statutory compliance and contractual obligations.

Statutory compliance and contractual obligations to be complied with by the contractor:

The manpower deployed by the Service provider shall work within the premises of the Port. The services are subject to various statutory provisions including but not limited to Labour, Taxation, Workmen Safety, Child & Women Labour, Private Security Agencies, Environmental Protection, etc. In case of any violations or non-adherence to the same, for reasons whatsoever, Liquidated Damages as per the Liquidated Damages clause in Section VIII will be deducted from the Performance Security/ Security deposit of the bidder. If such non-compliance is continued by the successful Bidder for a period of consecutive three months even after imposing of the liquidated damages for reasons whatsoever, the contract agreement will be terminated.

i **Income tax**

Income tax will be deducted at the rates as applicable from time to time.

ii **Goods and service tax**

The GST shall be paid by the Port at the rates applicable from time to time on submission of bills / invoices as prescribed under GST rules mentioning the full details regarding the Name, Address, GST Registration Number of the bidder along with the description, classification and value of taxable services and GST payable thereon. The GST shall be reimbursed by the Port to the Contractor on his making available the GST claimed by him in GSTR against the Port GST number.

iii **Compliance with the EPF / ESI /Bonus Act**

The Contractor should adhere to the Employees State Insurance Act 1948 (34 of 1948) Employees Provident Fund Act, 1952 and Bonus Act and the rules/orders framed there under from time to time and JNPA takes no liability for such payment.

iv **Workmen safety and Insurance**

The Contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who are working on the operation and maintenance works. The Contractor shall wherever applicable:

- a** Takeout and maintain, at their own cost but on terms and conditions approved by the Port, insurance against the risks and for the coverage and at the Port's request, shall provide evidence to the Port showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- b** ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. by their workers while carrying out works.

The Port shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties/for inspection or otherwise.

v **Other statutory provisions** – The Contractor shall comply with all the statutory requirements under the various Acts / Govt. Regulations that are in force and that may become applicable in future from time to time and all other matters touching this Contract agreement arising out there from.

vi The Contractor shall be liable for all kinds of dues payable in respect of the manpower deployed under the contract and the Port shall not be liable for any dues for availing their services.

SECTION VIII- GENERAL TERMS & CONDITIONS

1. MANPOWER REQUIREMENT:

- i) All services shall be performed by persons qualified and able in performing such services as per the Scope of Work specified in Section VII of the bid document.
- ii) The Successful Bidder shall select the manpower after clearly understanding the scope of work, schedules, activities, specifications and requirements specified by the Port in the tender or subsequent thereon
- iii) The team is responsible for their own local arrangements for office space and visiting the various sites to locate and recognise the assets.
- iv) For Physical verification of Fixed Assets, Team should have basic knowledge of SAP system for smooth functioning of work. (submit self- declaration for SAP knowledge). Since Physical verification of Fixed Assets is timely process, the deployed staff may attend the office on all working days. The deployed staff should adhere to the time schedule and holiday schedule of JN Port

2. PERIOD OF CONTRACT:

The Physical verification of Fixed Assets is expected to provide services for a period of 3 months from the date of award for Item No. 1 to 333 of the Asset registered attached with the Tender Document and 6 months from Item No. 334-1623. Thus, the total work will be completed within 6 Months from the date of placement of the Work order. The Port reserves the right to extend the period by 15 days in case of item no. 1 to 333 one month for the item no. 334-1623 on the same Terms & Conditions without any additional cost to the Port.

3. UNDERTAKING

The Chartered Accountant/ Cost and Management Accountant firm who is appointed as an Physical Verification of Fixed Assets has to execute an undertaking on a Rs.500/- stamp paper for undertaking as per the scope work and complying with the terms and conditions.

4. Payment Terms:

The payment of the assignment fees shall be made in Rupees. The prices quoted for the assignment should be inclusive of all the costs applicable, i.e., travelling, lodging & boarding expenses, TA/DA, Conveyance, out of pocket expenses viz. Photostats, Typing, Printing etc. No escalation for any reason whatsoever shall be allowed over and above the bid price. The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- a. The payment shall be made in accordance with the financial bid submitted by the selected bidder and finally accepted by JNPA;
- b. No upward price variation would be allowed during the contract period;
- c. TDS under Income Tax will be deducted at applicable rates;
- d. JNPA reserves the right to deduct any amount from the Bill/Invoice as may be considered, reasonable for unsatisfactory services or delay in providing of services. The decision of JNPA will be the final and binding in this regard;
- e. The selected firm will raise the GST Tax Invoice on satisfactory completion of assignment/work and receipt of the final verified reports, related Data/entries detail, original Tax Invoice, work completion certificate duly verified by the user Department/authorised official of JNPA;
- f. No Advance payment or any interim payment will be made;
- g. The successful firm should provide their bank account details duly signed by authorized signatories along with the copy of cancelled Cheque for making payment by JNPA;
- h. Schedule of payment of the contract value will be as below after satisfactory completion of work through NEFT/RTGS/Bank Transfer within thirty days of submission of reports/data/certificates and raising of invoice after making all the necessary deductions of dues & penalties, if any, as contemplated under the contract;
 - i. 30% of Contract value on submission of report for Item No. 01-333
 - ii. 60% of Contract value on submission of report for Item No. 334-1623
 - iii. Payment of the balance 10% of the invoice amount will be released after final submitting of the report within 15 days.

JNPA shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.

5. TAXES AND DUTIES

The fees quoted shall be inclusive of all local travelling and conveyance, printing and stationery and any other expenses incurred and all taxes and duties by the Government in future. GST as applicable shall be quoted separately. Tax will be deducted at source as per the applicable rates while making payments.

6. REPORTING PATTERN

The report has to be submitted as per the periodicity mentioned as per Section VII – Scope of Work

All correspondence relating to Physical Verification of Fixed Assets shall be addressed to General Manager (Finance).

The team may submit the report of each area to the General Manager (Finance) covering various Part as per the above format. The format as above is indicative and Port reserves the right to change the same at any point of time. Any change suggested by the Port shall be brought out in the subsequent reports.

Further, any other suggestions for improvement of internal control, systems or observations to be followed may be indicated in the report and submitted to General Manager (F).

7. LIQUIDATED DAMAGES/ PENALTIES :

i **Liquidated Damages:** If any or all of the works covered under this scope are not completed on time, a penalty of 1% of the fees payable for every week or part thereof shall be recovered as Liquidated Damages subject to a maximum cap of 10% of the total awarded value of the Tender.

ii **Adherence and Waiver :**

Strict Adherence: The firm must strictly adhere to the implementation scheduled outlined in this clause.

Discretionary Waiver: The competent authority of Jawaharlal Nehru Port Authority may, at its discretion, waive the penalties specified in this clause, provided the reasons are not pertaining to JNPA.

8. FORECLOSURE OF THE CONTRACT

The Contract may be foreclosed by the Port by giving 15 (fifteen) days advance notice to the contractor during the subsistence of the contract period without assigning any reasons. In such cases, the Performance Security Deposit, if any, will be refunded to the Firm.

9. TERMINATION OF THE CONTRACT

The Port reserves the right to terminate the contract for any violation of the contractual terms and non-performance of work to be done under the contract. The port shall however proceed to terminate the contract only after giving an opportunity to the entity in the form of a fifteen (15) days' notice in writing to explain the reason for the violation and slippages. If the Entity fails to rectify the violation/ slippages the port may proceed further to terminate the contract. All deposits relating to this contract shall be forfeited. If the contract terminated by the port for its own administrative reasons, the deposit shall be refunded to the entity.

10. Rejection of Bid

The port reserves the right to reject any or all of the tenders without any liability to the Port

11. Confidentiality

The Chartered Accountant Firm and the manpower deployed as per the terms and conditions of this Contract for performance of the rights and obligations of the Contractor shall keep confidential, the data and other information of the Port shared or obtained during the course of work in any form during and after expiry/termination/cancellation of the Contract, except that which are available in the public domain.

12. Applicable Law and Jurisdiction

The contract shall be governed by the laws in force in India. The Successful Bidder shall hereby submit to the jurisdiction of the courts situated at Mumbai/Navi Mumbai for the purpose of actions and proceedings arising out of this contract and the courts at Mumbai/Navi Mumbai shall have the sole jurisdiction to hear and decide such actions and proceedings.

13. Force Majeure

If a Force Majeure situation arises, the firm is required to promptly notify JNPA in writing of such condition and the cause thereof within a period of seven (7) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the JNPA in writing, the successful bidder will continue to perform its obligations under this order as far as it is reasonably practical and shall seek all reasonable alternative means for performances of this order.

Notwithstanding anything else contained in this EOI, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war declared and undeclared).

ANNEXURES & FORMS

ANNEXURE A - TECHNICAL BID

(a) General:

| S1 No | Particulars | Compliance | Please mention the Page No's of the Documentary proof enclosed (If any) |
|------------------|--|-----------------------------|--|
| 1. | Detail proposal of implementation of the work | Enclosed: Yes/No | |
| 2. | Profile of the Agency | | |
| | Name of the Firm | | |
| | Address of the Firm | | |
| | Name of the Authorised representative of the Firm/Contact Person | | |
| | Email Address of the Authorised representative/Contact person | | |
| | Telephone Nos. / Mobile Nos. of the Firm and Authorised representative/contact person | | |
| 3. | Bank Detail of the Agency | | |
| | Name of the bank (With full address Type of account, Account Number, IFSC Code & RTGS Details) | | |
| 4. | C&AG Empanelment details (Enclose Proof) | | |
| 5. | PAN | | |
| 6. | GST Registration Number (Enclose Certificate) | | |
| 7. | Date of Incorporation (with supporting proof) | | |
| 8. | ICAI/ICMAI Firm Registration Certificate | | |
| 9. | Details of Authorized Representation | | as per Form IV |
| 10. | Branch/Office Registered in Maharashtra (mandatory as per Section IV) | | |

(b) Essential: (MQC)

| Sl No. | Particulars | Compliance | Please mention the Page No's of the Documentary proof enclosed (If any) |
|--------|---|--|---|
| 1. | firms should have experience in Physical Verification of assets with Central/State Govt/PSU/ Autonomous Institutions of Central or State Organization or in-case of Private Organization(s), the turnover of the same should be Rs. 800 crores and above. | Please upload the details as per the format mentioned in Form I | |
| 2. | Turn over for last 03 years | Certified/ Audited Financial Statements | |
| | 2022-23 | | |
| | 2023-24 | | To be upload as per (Form VIII) with documentary proof. |
| | 2024-25 | | |
| 3. | Details of 3 partners like Name, Q.M No, Status etc. | Upload proof for the same. | |
| 4. | Details of staff strength (minimum 5) (incl. 3 Semi-qualified CA/CMA) | Upload proof for the same | |
| 5. | Certificate of declaration, disqualification details in 4(i) to (iii) at section IV | To upload the self-declaration | |
| 6. | Details of EMD remitted | To be uploaded as per Form II (mandatory) Form III (if BG) Form VI (if Insurance Surety) Form IX (transaction details) | |
| 7. | Tender Acceptance letter | To be upload as per Form V | |
| 8. | SAP Knowledge Self-Declaration | As per Section VIII | |
| 9. | Non-Blacklisting / Litigation Declaration | As per Form VIII | |

Name of Firm: _____

Seal & Signature: _____

Date: _____

ANNEXURE B SECTION - PRICE BID

| NAME OF FIRM/ COMPANY: | | |
|-------------------------------|---|-------------------------|
| GSTIN: | | |
| ITEM NO. | PARTICULAR | TOTAL AMOUNT (₹) |
| A. | Physical Verification of Port Assets as per the scope of Work. | |
| B. | GST Tax Rate % | |
| C. | Amount of Tax calculated on rate stated above (A x B) (₹) | |
| D. | TOTAL BID FOR PHYSICAL VERIFICATION OF PORT ASSETS (₹) (A + C) | |

Note:

Rate quoted shall be inclusive of all local travelling, conveyance, printing, stationery, instruments, apparatus and any other expenses incurred and all other taxes and duties except GST. The applicable percentage of GST shall be indicated separately.

Please do not upload or disclose the price quoted by you in the above format in Technical Bid

Signature with office seal

FORM I - DETAILS OF FIRM'S EXPERIENCE OF SIMILAR SERVICES.

| Sl. No | Name of the Project | Duration of the Project (Start & End date) | Name of the Organization | Government / PSU / Others (Pl. specify) | Nature of the Assignment & Turn Over of the Organization | Date of Completion Certificate |
|--------|---------------------|--|--------------------------|---|--|--------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Furnish the copy of the documentary evidence in support of the information provided above duly notarized. If require, add/append a page in this format

SEAL: **Signature-----**

Date: **Name & Designation-----**

FORM II – BID SECURING DECLARATION

(To be printed on the Bidder's Letterhead)

To:

The GM (Finance)
Finance Department
JNPA, Navi Mumbai – 400707

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for the time specified in the tender document if I am/We are in breach of any obligation under the conditions specified in the bid document, because I/We:

- have withdrawn, modified, or amended the bid, or impaired or derogated from the tender during the period of bid validity specified in the form of Bid; or
- having been notified of the acceptance of our Bid by the purchaser during the period of bid validity, fail or refuse to execute the contract, if required, or fail or refuse to furnish the Performance Security in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/We are not the successful Bidder, upon the earlier of:

- the receipt of your notification of the name of the successful Bidder; or
- thirty days after the expiration of the validity of my/our Bid.

Dated: (Insert date of signing)

Authorized Signatory: Authorized to sign the bid on behalf of (Insert complete name of Bidder)

Name: (Insert full name of the person signing the Bid Securing Declaration)

Designation: (Insert legal capacity/designation of the person signing the Bid Securing Declaration)

Signature: (Insert signature of the person whose name and designation are mentioned above)

FORM III - BID SECURITY (BANK GUARANTEE)

(To be stamped in accordance with Stamp Act of India)

WHEREAS, _____ [Name of Bidder] (hereinafter called "the Bidder") has submitted his bid dated _____ [Date] for the PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that We _____ [Name of Bank] of _____ [Name of Country] having our registered office at _____ (hereinafter called "the Bank") are bound unto _____ [Name of Employer] (hereinafter called "the Employer") in the sum of _____¹ for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20 _____.

CONDITIONS OF THIS OBLIGATION

1. If after Bid opening the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid;

OR

2. If the Bidder, having been notified of the acceptance of his Bid by the Employer during the period of bid validity:

- (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
- (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders; or
- (c) does not accept the correction of the Bid Price pursuant to Clause 27;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date _____² days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders

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or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Notwithstanding anything mentioned above:
Our liability against this guarantee is restricted to Rs _____ (Rupees _____ only) and unless a claim in writing is lodged with us within 3 months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

IN WITNESS WHEREOF this guarantee has been duly executed on this _____ day of _____ 20 _____.
DATE: _____

SIGNATURE OF THE BANK: _____

WITNESS: _____

SEAL: _____

[Signature, Name, and Address]

(Name with Designation)

Signature of the next higher Authority or official

Address of the Branch at which the Bank Guarantee can be presented for encash.

1. The Bidder should insert the amount of the guarantee in words and figures denominated in Indian Rupees. This figure should be the same as shown in Clause 16 of the Instructions to Bidders.
2. 30 days after the end of the validity period of the Bid. Date should be inserted by the Employer before the Bidding documents are issued.

FORM IV - DECLARATION OF AUTHORISED REPRESENTATIVE

(TO BE PROVIDED IN RS.500/- NON-JUDICIAL STAMP PAPER)

I/We, (Name) being the (Proprietor/Partners/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board etc.) of (Name of the Bidder), hereby solemnly affirm and declare that the (Authorised Signatory) is hereby authorized, vide resolution No. (Resolution Number) dated (Resolution Date) (copy submitted herewith), to act as an authorized signatory for the business (Name of the Bidder) for which submission of bid is being filed under the tender. All his actions in relation to this tender will be binding on me/us.

Signature of the person competent to sign

Name & Seal:

Description:

Name of the Business Entity:

Acceptance as an Authorized Signatory

I (Authorised Signatory) hereby solemnly accord my acceptance to act as authorized signatory for the above referred business, and all my acts shall be binding on me/us.

Signature of Authorised Signatory:

Name & Description:

Place & Date:

Note

1. For the purpose of this tender and the Agreement, the tender, forms, Agreement and other documents shall be signed only by the persons, who are themselves in a position to undertake the work and possessing all other resources required for the purpose. The tender shall contain the name, residence and place of business of the person or persons submitting the tender and shall be signed by the Bidder with his usual authorized representatives followed by the name and Description of the person signing the document along with a copy of the partnership deed. A copy of the constitution of the firm with the names and addresses of all the partners shall be furnished.
2. Tender by a firm shall be signed in the name of the firm by a duly authorized representative power of attorney in their behalf shall accompany the tender.

(To be given on Company Letter Head)

FORM V - TENDER ACCEPTANCE AND DECLARATION ON LITIGATION AND BLACKLISTING

(NOTICE INVITING TENDER FOR “**PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY**”)

To

Sir,

Subject: _____

WE DECLARE THAT:

1. I/We have not been involved in any litigation for the past five years that may have an impact of affecting or compromising the delivery of service as required under this tender.
2. Information regarding any litigation and arbitration against the Port during the past five years prior to the date of publication of NIT, the parties concerned and disputed amount is as given below:
 1. _____
 2. _____
3. I/We am / are not blacklisted or debarred in the last three years from providing service by any Central/State Government/Autonomous bodies/PSEs/PSUs/Nationalised Banks/Public Limited or Private Limited Companies, etc., in India.
4. I/We have downloaded / obtained the tender document(s) for the above-mentioned Tender / work from the website(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
5. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ___ to ___ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement, and I/we shall abide hereby and agree the terms / conditions / clauses contained therein.
6. The corrigendum(s) issued from time to time by JNPA for the above subject work has also been taken into consideration, while submitting this acceptance letter.
7. I/We hereby certify that there is no deviation from the Tender conditions either technical or commercial or tender enquiry.
8. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

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9. I/We certify that all information furnished by me / us is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then JNPA shall without giving any notice or reason therefore, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official seal)

Witness with signature:

1. Name & Address

2. Name & Address

FORM VI -FORMAT OF INSURANCE SURETY BOND TOWARDS BID BOND

(To be stamped in accordance with Stamp Act of India)

Insurance Surety Bond No.: _____

Date: _____

To

Jawaharlal Nehru Port Authority,

Dear Sir,

In accordance with Invitation for Bids under your Bid Document No....., M/s (Supplier's Name) having its Registered/Head Office at (address) (hereinafter called the 'Supplier') wish to participate in the said bid for (Name of the Project).

As an irrevocable Insurance Surety Bond against Bid Security for an amount of(*) valid for days from (** required to be submitted by the Supplier as a condition precedent for participation in the said bid which amount is liable to be forfeited on the happening of any contingencies as mentioned under the Bidding Documents.

We, the (Name of the Insurer) having our Head Office at (address of the Insurer) guarantee and undertake to pay immediately on demand by Jawaharlal Nehru Port Authority (hereinafter called the 'Authority') the amount of(*) without any reservation, protest, demand and recourse. Any such demand made by the 'Authority' stating that the contractor has defaulted under the terms and conditions of the contract shall be conclusive and binding on us irrespective of any dispute or difference raised by the Supplier and/or any right/remedy available to the supplier in terms thereof.

This Insurance Surety Bond shall be unconditional as well as irrevocable and shall remain valid up to.....(@). If any further extension of this Insurance Surety Bond is required, the same shall be extended to such required period (not exceeding one year) on receiving instructions from M/s (Supplier's Name) on whose behalf this Insurance Surety Bond is issued.

In witness whereof the Insurer, through its authorised officer, has set its hand and stamp on this day of 20..... at

.....
(Signature).....

(Name).....

(Designation with Insurer Stamp)

Authorised Vide Power of Attorney PoA No.....

Date.....

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NOTE:

1. (*) The amount shall be as specified in the Price Bid.
- (**) This shall be the last date of bid submission deadline.
- (@) This date shall be thirty (30) days after the last date for which the bid is valid.
2. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI) as amended from time to time.
3. The Authority shall be the Creditor; the Supplier shall be the principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
4. The Insurance Surety Bond should be on non-judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e- stamp paper shall be purchased in the name of Supplier/Insurer issuing the Insurance Surety Bond.

FORM VII - FORMAT FOR INSURANCE SURETY BOND TOWARDS PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act of India)

Insurance Surety Bond No.:

Date:

Amount of Insurance Security Bond: Rs.....

Security Bond cover period from.....to..... upto claim period

THIS INSURANCE SURETY BOND executed on.....at by(Name and Address of the Insurer) (hereinafter called "the Insurer", which expression shall unless it be repugnant to the subject or context thereof, include its executors, successors administrators, and assigns;

IN FAVOUR OF The Board of Trustees of the Jawaharlal Nehru Port Authority constituted under the Major Port Authorities Act, 2021 (hereinafter called "the Employer" which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include its successors, administrators, executors and assigns;

WHEREAS (Usual wordings used in case of Bank Guarantees)

WHEREAS..... – do-

WHEREAS..... -do-

In consideration of the Authority having awarded to M/s..... [Contractor's Name]..... with its Registered/Head Office at (Hereinafter referred to as the 'Contractor', which expression shall unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns), a Contract by issue of Authority's Work Order No..... dated..... and the same having been unequivocally accepted by the Contractor, resulting into a Contract bearing No..... dated, valued at for and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to(amount)% (percent) of the said value of the Contract to the Authority.

We[Name & Address of the Insurer] having its Head Office at (hereinafter referred to as the 'Insurer' do hereby guarantee and undertake to pay the Authority, on demand any and all amount payable by the Contractor to the extent of(*)..... as aforesaid at any time up to [days/month/year] without any condition, demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the Authority on the Insurer stating that the contractor has defaulted under the terms and conditions of the contract shall be conclusive and binding notwithstanding any difference between the Authority and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Insurer undertakes not to revoke this Insurance Surety Bond during its currency and or any period extended under the contract, without prior consent of the Authority and further agrees that the guarantee herein contained shall be enforceable till the Employer discharges this guarantee.

JAWAHARLAL NEHRU PORT AUTHORITY
FINANCE DEPARTMENT



The Employer shall have the fullest liberty, without affecting in any way the liability of the Insurer under this Insurance Surety Bond, from time to time to extend the performance of the Contract by the Contractor for the purpose of which, the Insurer shall be liable to extend the validity of the present Insurance Surety Bond without any demur, condition, protest and the Insurer shall at no point in time have an option of revoking the same, The Employer shall have the fullest liberty, without affecting this Insurance Surety Bond, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Employer and the Contractor or any other course or remedy or security available to the Employer. The Insurer shall not be released of its obligations under these presents by any exercise by the Employer of its liberty with reference to the aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Employer or any other indulgence shown by the Employer or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Insurer.

The Insurer also agrees and undertakes that the Employer at its option shall be entitled to enforce this Insurance Surety Bond against the Insurer as a Surety, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

This Surety Bond will not be discharged due to the change in the constitution of the Insurer or the Contractor. It is also hereby agreed that only Courts at Mumbai/Navi Mumbai in Maharashtra shall have exclusive jurisdiction in respect of all matters, including any demands claims, under this Surety Bond.

Notwithstanding anything contained hereinabove:

- a) Our liability under this Insurance Surety Bond shall not exceed Rs.... (Rupees.....Only)
- b) This Insurance Security Bond shall remain in force upto and including and encashable at(address of Insurer)....
- c) We are liable to pay the Surety Bond amount or any part thereof under this Surety Bond only and only if you serve upon us a written claim or demand on or before(3 months from validity date.)

IN WITNESS WHEREOF the Insurer has set its hands hereunto on the day, month and year first hereinabove written.

Dated this day of 20..... at.....

WITNESS :

1.

.....
(Signature) (Signature)

.....
(Name) (Name)

.....
(Official Address) (Designation with Insurer Stamp)

Authorised Vide Power of Attorney

No..... Date.....

JAWAHARLAL NEHRU PORT AUTHORITY
FINANCE DEPARTMENT



2.
(Signature)
(Name)
(Official Address)

Notes:

1. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
2. The Insurance Surety Bond should be on non-judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher.

FORM VIII - FINANCIAL CAPABILITY

The details of Summary of Annual Turnover of the Bidder on the basis of the Audited Balance Sheet for the last three financial years shall be given as under

| Sl.No. | Financial year | Total Turnover | Uploaded page no. reference |
|---------------|-------------------------|-----------------------|------------------------------------|
| 01 | Year 2022-23 | Rs..... | |
| 02 | Year 2023-24 | Rs..... | |
| 03 | Year 2024-25 | Rs..... | |
| | Average Annual Turnover | | |

Note: The Profit & Loss statement and Balance sheet to be uploaded shall be duly certified by the Chartered Accountant with UDIN

Yours faithfully,

FORM IX - TRANSACTION DETAILS FOR REMITTANCE OF EARNEST MONEY DEPOSIT (EMD)

The bidder shall provide the details of remittance of Earnest Money Deposit (EMD) as per Para No.08 of Section III of the bid document as follows

| Sl. No | Bank Guarantee No, Insurance Surety Bond/Demand Draft No./ RTGS/NEFT Unique Transaction Reference (UTR) No. | Date of Transaction | Amount (in INR) | Uploaded page No. reference |
|--------|--|------------------------|--------------------|--------------------------------|
| 1 | | | | |

The Bank Details for EMD/Bank Guarantee

| | | |
|----|--------------------|------------------------------------|
| a | Name of the Bank | State Bank of India |
| b | Name of the Branch | Users Building (PUB) Branch, Nhava |
| c. | SB Account No | 10072950169 |
| d | IFSC Code | SBIN0007491 |
| e | MICR Code | 400002122 |
| f | Beneficiary's Name | JAWAHARLAL NEHRU PORT AUTHORITY |

Note: -

- 1) If EMD transaction is not cleared, the bid will not be considered for evaluation.
- 2) The receipt against NEFT/RTGS shall be submitted along with the tender before opening of Technical Bid.

FORM-X - PROFORMA OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE

(This document shall be executed on non-judicial stamp paper)

1. In consideration of the Board of Trustees of the Jawaharlal Nehru Port incorporated by the Major Port Trusts Act, 1963 (now repealed) as Major Port Authority Act, 2021 (hereinafter called "The Employer" which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include the Board of trustees of Jawaharlal Nehru Port, its successors and assigns) has awarded the Contract for Physical Verification of Assets including, Regrouping of Assets, Merging and Correlation of Assets including assigning unique number for each asset and reconciliation with asset register of Jawaharlal Nehru Port Authority vide General Manager (Finance)'s letter No. -----, dated ----- (hereinafter called 'the said Contract') to ----- (Name of the Contractor) (hereinafter called the 'Contractor'). Under the terms and conditions of the Contract, made between the Contractors and the Employer, the Contractor is bound to submit a performance Guarantee of Rs. ----- (Rupees ----- only) to Employer, we the ----- (Name of the Bank and address) (hereinafter referred to as 'the Bank' at the request of the Contractors do hereby undertake to pay to the Employer an amount not exceeding Rs. ----- (Rupees ----- only) for faithful performance of the entire contract.
2. We ----- Bank do hereby guarantee and undertake to pay immediately on first demand in writing and any/all moneys to the extent of ----- (in words-----) without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by Employer on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the Bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/ or any other matter or things whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the contractor and shall remain valid, binding and operative against the Bank.
3. We, ----- (Name of the Bank) undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding before any court of Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

4. We, ----- further agree with the Employer that the guarantee herein contained shall remain in full force and effect during the period that will be taken for the performance of the said Contract and it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged or till the General Manager(Finance) of the said Employer certified that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractors and accordingly discharge this guarantee. Unless the demand or claim under this guarantee is made on us in writing on or before the -----, we shall be discharged from all liabilities under this guarantee thereafter. This Guarantee will remain in force from the date hereof, i.e. till ----- and unless a demand or suit or action to enforce any claim under the guarantee is made within six months from the date of expiry of this guarantee, i.e. on or before ----- all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liabilities under this guarantee thereafter PROVIDED HOWEVER that the Bank shall at the request of the Employer but at the cost of the Contractors, renew or extend this guarantee for such further period of periods as the Employer may require from time to time.
5. We, ----- Bank further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend the time of performance by the said Contractors from time to time to postpone from any time or from time to time any of the powers exercisable by the Employer against the said Contractors and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the Contractors or for any forbearance, act or omission on the part of the Employer or any indulgence shown by the Employer on the part of the Employer or any indulgence shown by the Employer on the part of the Employer or any indulgence shown by the Employer to the Contractors or by any such matter or thing whatsoever which under the law relating to sureties will but for this provision, have effect of so relieving us.
6. Employer shall have the unqualified option to operate this Bank Guarantee to recover Liquidated Damages as leivable under the Contract.
7. This Guarantee will remain valid for the entire period as agreed, even though there happens to be change in the constitution of the bank or that of the Contractor.
8. It is also hereby agreed that the Courts in Greater Bombay shall have exclusive jurisdiction in respect of claims, if any, under this Guarantee.
9. We, ----- Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

JAWAHARLAL NEHRU PORT AUTHORITY
FINANCE DEPARTMENT



10. Dated ----- day of -----20---

20

(Name with Designation)

Signature

Seal of the Bank

NOTES:

- i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- ii) The address, email, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch. Further, the email and address for confirmation of bank guarantee must be specifically mentioned in the covering letter of the issuing Branch.
- iii) An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in Indian Rupees.

FORM-XI - FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day, Month of 2026 between Jawaharlal Nehru Port Authority, Administration Building, Sheva, Navi Mumbai - 400 707 hereinafter called "the Employer of the one part and (Name of Consultant) _____. Mailing address of the consultant _____ hereinafter called "the consultant" of the other part.

WHEREAS the Employer is desirous that certain tasks be performed viz. appointment of " _____" and has accepted a proposal by the "Consultant" as referred in the assignment NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the Conditions of Proposal Document hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz: appointment of " _____" as issued by the Employer.
 - a) All amendments to the Proposal Document for appointment of " _____" as issued by the Employer prior to submission of the bids.
 - b) Acceptance letter issued by the Employer vide No. _____ dated _____ and all correspondence exchanged between the Employer and the consultant up to the date of issue of acceptance letter as specifically referred to in the said acceptance letter.
3. In consideration of the payment to be made by the Employer to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Employer to execute and complete the works in conformity in all respects with the provisions of the contract.
4. The Employer hereby covenants to pay the consultant in consideration of the execution, completion, of the works the consultancy charges/fees at the times and in the manner prescribed in financial proposal.

JAWAHARLAL NEHRU PORT AUTHORITY
FINANCE DEPARTMENT



IN WITHNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED, SEALED AND DELIVERED

By the said

By the said

Name _____

Name _____

on behalf of the Consultant
in the presence of:

On behalf of the Employer
in the presence of:

Name _____

Name _____

Address _____

Address _____

JAWAHARLAL NEHRU PORT AUTHORITY
FINANCE DEPARTMENT

FORM XII CHECKLIST FOR DOCUMENT TO BE SUBMITTED

| Sr. No. | Document / Requirement | Page no. |
|----------------|--|-----------------|
| 1. | Annexure A — Technical Bid (filled & signed) | |
| 2. | Experience Proof (Work Orders + Completion Certificates) – Form I | |
| 3. | Proof of 7+ Years Entity Experience | |
| 4. | Entity Profile + Partners' Details | |
| 5. | Resolution Authorizing Signatory (Power of Attorney- Form IV) | |
| 6. | Copies of attested ICAI/ICMAI Firm Registration Certificate | |
| 7. | Professional qualifications of partners with valid COP | |
| 8. | Partnership agreement (in case of Firm) | |
| 9. | Documents incorporating the legal entity and defining its legal status | |
| 10. | PAN & GST registration certificate | |
| 11. | Branch/Office Registered Certificate at Maharashtra | |
| 12. | Bid Security Declaration (Form II) | |
| 13. | Declaration regarding blacklisting/litigation (Form V) | |
| 14. | SAP Knowledge Self-Declaration (Team) | |
| 15. | Audited/Certified Financial Statements (3 FYs) and Financial Capability with UDIN – Form VIII | |
| 16. | Bid Validity Confirmation (30 days) | |
| 17. | EMD ₹21,240/- (incl. GST) via DD/NEFT/RTGS/Insurance Surety Bond/Bank Guarantee (Mandatory unless valid MSE exemption) . In case of MSE exemption, a valid certificate to be uploaded. Forms II / III / VI / IX. | |
| 18. | Annexure -B Price Bid (to be submitted online on GeM Portal only) | |

बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| बिड बंद होने की तारीख/समय /Bid End Date/Time | 06-02-2026 17:00:00 |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time | 06-02-2026 17:30:00 |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date) | 30 (Days) |
| मंत्रालय/राज्य का नाम/Ministry/State Name | Ministry Of Ports, Shipping And Waterways |
| विभाग का नाम/Department Name | Na |
| संगठन का नाम/Organisation Name | Jawaharlal Nehru Port Trust |
| कार्यालय का नाम/Office Name | Port Wing |
| वस्तु श्रेणी /Item Category | Custom Bid for Services - PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY |
| समान श्रेणी/Similar Category | <ul style="list-style-type: none"> Financial Audit Services |
| अनुबंध अवधि /Contract Period | 6 Month(s) 14 Day(s) |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years) | 36 Lakh (s) |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 7 Year (s) |
| इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required | Yes |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover | No |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover | No |

| बिड विवरण/Bid Details | |
|---|--|
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *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 |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension | 3 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 3 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count | 3 |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled | No |
| बिड का प्रकार/Type of Bid | Two Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| अनुमानित बिड मूल्य /Estimated Bid Value | 900000 |
| मूल्यांकन पद्धति/Evaluation Method | Total value wise evaluation |
| मध्यस्थता खंड/Arbitration Clause | No |
| सुलह खंड/Mediation Clause | No |

ईएमडी विवरण/EMD Detail

| | |
|-----------------------------|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईएमडी राशि/EMD Amount | 21240 |

ईपीबीजी विवरण /ePBG Detail

| | |
|---|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईपीबीजी प्रतिशत (%) /ePBG Percentage(%) | 5.00 |

| | |
|---|---|
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 9 |
|---|---|

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/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).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Dy.Manager
Port Wing, NA, Jawaharlal Nehru Port Authority, Ministry of Ports, Shipping and Waterways
(Mohan Nama Patil)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

| | |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

एमएसई खरीद वरीयता/MSE Purchase Preference

| | |
|--|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$ | 15 |

1. 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.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-

line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. 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.

6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BID FORMAT - [1768559869.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1768560028.pdf](#)

Payment Terms:[1768560037.pdf](#)

GEM Availability Report (GAR):[1768560058.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1768560083.pdf](#)

Pre Bid Detail(s)

| | |
|---|------------------------------|
| मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time | प्री-बिड स्थान/Pre-Bid Venue |
| | |

| | |
|---------------------|--|
| 23-01-2026 14:00:00 | <p>18. A pre-bid meeting will be held in order to clarify and discuss issues with respect to the Tender vis-à-vis terms and conditions or any other related issues. The meeting shall be held on 23/01/2026, at 14.00 Hrs. in the office of General Manager (Fin), Finance Department, Administration Building, Jawaharlal Nehru Port Authority, Sheva, Navi Mumbai -400 707 and would start at 14.30 Hrs. Tenderers are advised to formulate their views and forward the same to the General Manager, JNPA on or before 23/01/2026, 14.00 Hrs at gmfinance@jnport.gov.in and jnptfa@jnport.gov.in and indicating their intention to attend the pre-bid meeting. During the pre-bid meeting, the queries received in advance would be clarified first, followed by those received during the meeting. The changes if any proposed by the tenderer would be discussed and the JNPA's views would be provided to all tenderers present.</p> <p>The queries received from all the prospective Tenderers would be consolidated and JNPA's response to the same would be communicated to all the tenderers in writing well in advance to the last date of submission of Tenders. The pre-bid clarifications also would be published on the JNPA's website: http://www.jnport.gov.in or GeM portal, www.gem.gov.in.</p> <p>The clarifications so issued in the pre-bid meeting would form part of the Tender and remain binding on all the tenderers. The tenderer is requested to submit any question online on JNPA Website www.jnport.gov.in or GeM portal, www.gem.gov.in.</p> |
|---------------------|--|

Custom Bid For Services - PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY (1)

तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification | मूल्य/ Values |
|--|---|
| कोर / Core | |
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | PHYSICAL VERIFICATION OF ASSETS INCLUDING, REGROUPING OF ASSETS, MERGING AND CORRELATION OF ASSETS INCLUDING ASSIGNING UNIQUE NUMBER FOR EACH ASSET AND RECONCILIATION WITH ASSET REGISTER OF JAWAHARLAL NEHRU PORT AUTHORITY |
| Regulatory/ Statutory Compliance of Service | YES |
| Compliance of Service to SOW, STC, SLA etc | YES |
| एडऑन /Addon(s) | |

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

| | |
|--|----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |
|--|----|

अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring. | अतिरिक्त आवश्यकता /Additional Requirement |
|-------------------|---|---|---|---|
| 1 | Kalpesh Bhawarlal Jain | 400707,Jawaharlal Nehru Port Authority, Administration Building, Sheva, Navi Mumbai | 1 | N/A |

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- 1.The bidder are requested to note that ePBG is 10%.
- 2.The scope of work and all other clauses including average annual turnover shall be as per the tender document.Clause 3 of Section IV as stated "The firm should have an average annual turnover of at least Rs.50 ,00,000 /-(Rupees Fifty Lakhs) during last 3 financial years i.e., 2024-25, 2023-24 and 2022-23. Copies of the last three years annual accounts and a turnover certificate should duly be certified by the Chartered Account with UDIN".
- 3.Please do not upload or disclose the price quoted by you in the above format in Technical Bid.

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/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.

जेम की सामान्य शर्तें के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---

Prebid Meeting link

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDVIY-jQ3YTEtZjJIMS00M2ZILWFhY2EtZTYzOWNkM2I5Zjlw%40thread.v2/0?context=%7b%22Tid%22%3a%224a59cd2b-e562-41ea-aa79-1210e8b46ffc%22%2c%22Oid%22%3a%22a459c4bf-04dd-4b24-9a0f-e535cc3d12c6%22%7d