

TENDER ENQUIRY

Dt. 28.06.2024

Tender Ref No: CSL/CMSRU/HR/STATIONERY/2024

Dear Sir,

Sealed Tenders in **Two Bid**, super scribing the Enquiry Number & Last date for receipt of Quotations on the envelope, are invited in two separate covers as 'Part I Techno Commercial' & 'Part II Price' for **Procurement of Stationary, Printing, Housekeeping materials, Welfare items at CSL MSRU (Cochin Shipyard Ltd- Mumbai Ship Repair Unit), Mumbai.**

- 1 The offers as above should reach the undersigned on or before the last date and time shown. Tenders should be addressed to "The Deputy General Manager (CMSRU), Cochin Shipyard Ltd- Mumbai Ship Repair Unit, Mumbai Port Trust, and Mumbai-400001".
2. **Techno - Commercial offers can also be made by e-mail, with price bid duly Locked with password, before 11.00 hrs (IST) on 10 July 2024 . if delivery of sealed offers cannot be ensured at CSL on the due date.**
3. The offer shall indicate payment terms and other terms and conditions.
4. Vendors should be able to supply items at CMSRU, Mumbai within the given duration of time.
5. Quotation should be valid for a period of 06 months.
7. Quotation can be submitted by email as a password protected document (price part only) to the following email address.

ashutosh.pande@cochinshipyard.in

lijo.jacob@cochinshipyard.in

cmsru.materials@cochinshipyard.in

OR

In a sealed envelope addressed to "The Deputy General Manager (CMSRU), Cochin Shipyard Ltd- Mumbai Ship Repair Unit, Mumbai Port Trust, and Mumbai-400001".

Last Date & Time of Receipt of Tender: 10 July 2024 at 11:00 Hrs IST.

Last Date & Time of Clarification: 08 July 2024 at 15.00 Hrs IST.

Tender Opening date &time: 10 July 2024 at 11:30 Hrs IST.

NOTE: Amendment if any will be notified on CSL/Govt. Website. The bidders are requested to keep themselves informed of the development by visiting CSL website www.cochinshipyard.com and the CPP portal www.eprocure.gov.in regularly. Such amendments shall be binding upon them.

Enclosures: -

1. Special Instruction for Two Bid Systems
2. Scope of supply
3. Price bid
4. Unprice bid
5. General Terms & conditions
6. Specific Terms & conditions
7. Compliance matrix

Signed copy of following documents shall be submitted along with *unpriced Price bid format* clearly indicating quoted/not quoted against each job scope as per CSL P- bid format (Un priced bid no need to protect with password, if send as soft copy in E mail).

1. Scope of supply
2. Price bid
3. General Terms & conditions
4. Specific Terms & conditions
5. Compliance matrix

Price bid duly signed and sealed by the authorized person need to be protected with password and shall be separately attached/enclosed in the mail. Offer submitted in single bid will not be considered.

In case of technical queries, please contact Mr. Venkataraman B (Senior Manager-HR & Admin) (Mob No. 9840012761)

Yours faithfully,

Deputy General Manager (CMSRU)

CSL-MUMBAI SHIP REPAIR UNIT (CMSRU)

Mumbai

SPECIAL INSTRUCTION FOR TWO BID SYSTEMS

1. MODE OF SUBMISSION OF TENDERS

Tenders should be submitted in two separate sealed covers super scribed in capital letters as **PART-I "TECHNO-COMMERCIAL" & PART-II "PRICE"** indicating the tender number, due date and name & address of the tenderer.

2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS:-

- I. Drawings & Technical Literature, if any
- II. Other conditions, if any
- III. Signed and stamped copy of Scope of Work (Encl 2), Rules for engaging contractor's workmen in CSL-MSRU (Encl 4), Specific terms & Conditions (Encl 5), General Terms and Conditions (Encl 6), Compliance Matrix (Encl 7).
- IV. Deviation list, if any
- V. Price bid without price clearly indicating quoted/ not quoted against each line item/ DL(Encl:8).

3. PRICE PART SHOULD CONTAIN FOLLOWING DETAILS: -

- a. Price against each work.
- b. Taxes & duties as applicable shall be indicated.

4. CSL/CMSRU reserves the right to alter, modify the scope of supply at them discretion and consistent with the Navy Policy as applicable to the contract from time to time.

5. The Techno-commercial part alone will be opened initially on the due date and time of tender. The price part will be opened only after evaluation of the Techno commercial Part. Firms will be intimated the date of opening of the price part, whose Techno commercial bid is acceptable, in due course.

6. The tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.

7. Deviations, if any, in the offer submitted from that of the tender enquiry in any form, should be clearly furnished in a separate document titled as "List of Deviations".

8. Details of optional items, if any, should be indicated under separate heading in the technical bid and the respective price details should be given in the price bid.
9. After submission of quotation / price bid opening, no unsolicited correspondence will be entertained.
10. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing amending the data/conditions already submitted with the tender.
11. Price should be quoted separately for each item. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid.
12. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
13. The bidder shall submit a signed & sealed copy of the tender document including Encl 2, 4, 5, 6 ,7, 8 & 9 along with their bid as token of acceptance of terms & Conditions.
14. An Integrity Pact as per CSL/CMSRU format is to be signed and submitted later (if necessary).
15. The quantity projected in the scope of work is estimated. There may be upward/downward variations in actual quantity.

Deputy General Manager (CMSRU)

SCOPE OF SUPPLY				
CSL/CMSRU/HR/STATIONERY/2024 Encl.2				
Sl. No	Details of the item	Catogory	Accounting Unit	Unit
1	BigApple 240L Garbage Wheel Dustbin Trolley	House keeping	Nos.	10
2	Liquid hand wash (Neem and Aloevera 5Lit)	House keeping	Nos.	10
3	Zureni urinal screen fresh scented anti splash toilet mat	House keeping	Nos.	500
4	Hand wash Godrej 250ml neem and aloevera	House keeping	Nos.	50
5	Hand Gloves (Cloth) (pack of 100)	House keeping	Pkt	3
6	Automatic spin Bucket mop	House keeping	Nos.	25
7	Milton 2 in 1 Bathroom cleaning brush with wiper and long handle	House keeping	Nos.	30
8	Dealsincart silicone toilet brush with holder	House keeping	Nos.	40
9	Thirftkart bottle cleaning brush with silicone long handle	House keeping	Nos.	10
10	Qozweid 2 in 1 window glass cleaning kit	House keeping	Nos.	10
11	Philips 2100 watts Induction stove	House keeping	No.	1
12	Vanish Liquid 800ml	House keeping	Nos.	10
13	Brush house 23 inch wooden PVC Bristles road cleaning	House keeping	Nos.	50
14	Hand Towel customized with CSL logo	Guest House	Nos.	50
15	Harpic Hygienic lavender toilet rim block 26g	House keeping	Nos.	50
16	Feather Brush	House keeping	Nos.	13

17	Swapkart 8 in 1 soft brush computer and keyboard cleaning	House keeping	Nos.	10
18	Ceramic plates borosil lunch (3 Dozen)	House keeping	Dozen	3
19	Drain Powder 40g	House keeping	Nos.	50
20	Toilet roll (Becco Bamboo)	House keeping	Nos.	670
21	Steel plates 4 compartment mess plate	House keeping	Nos.	50
22	Stoa Paris Bed sheet Plain white single cot	Guest House	Nos.	12
23	Pillow and Cover	Guest House	Nos.	12
24	Larah by Borosil Dinner Set (ceramic)	Guest House	Nos.	2
25	Stoa Paris Bed sheet Plain white king sized	Guest House	Nos.	2
26	Scotch brite floor wiper	House keeping	Nos.	10
27	Cotton King Window curtains	Guest House	Nos.	6
28	Dust pan	House keeping	Nos.	18
29	Premier box face tissue	House keeping	Nos.	800
30	Door Mat (Rubber)	House keeping	Nos.	20
31	Lukzer door mat	House keeping	Nos.	20
32	Taukir carpets for livingroom (soft and microfiber silk)	Guest House	Nos.	1
33	Motella Crafts non slip Rectangular Door Mat	Guest House	Nos.	20

34	The Earth Store Tritone green mellowline tea cup with saucer (set of 4)	Guest House	set	4
35	Ceramic Bowl borosil (3 Dozen)	Guest House	Dozen	3
36	Fns RAGA 24 karat Gold plated 18 pcs Cultery Set	Guest House	Nos.	1
37	Pears soap 32g customized with CSL logo	Guest House	Nos.	100
38	Tresemme sulphate free shampoo 6ml, sachet customized with CSL logo	Guest House	Nos.	100
39	Gillette Guard shaving Razor and blades	Guest House	Nos.	50
40	Bath towel customized with CSL logo	Guest House	Nos.	50
41	Pest-o-flash	House keeping	Nos.	2
42	Scotch brite Soft broom	House keeping	Nos.	50
43	Milton Stainless steel Hot Box 2500ml	House keeping	Nos.	2
44	Harpic (500 ml)	House keeping	Nos.	300
45	Stainless steel tea stainer	House keeping	Nos.	2
46	Mse Heavy Duty Hand Gloves(Rubber) (pack of 50)	House keeping	Pkt	3
47	Livronic plastic Dry mop Grey colour	House keeping	Nos.	30
48	Karcher K 2.360 *KAP 120 bar high pressure washer	House keeping	Nos.	1
49	Liquid Dispenser	House keeping	Nos.	10
50	Cloths Duster Yellow (Size 18"x24")	House keeping	Nos.	100

51	Scorch brite sponge wipes (pkt of 3)	House keeping	pkt	40
52	Japti toilet high pressure drain unblocked plunger	House keeping	Nos.	20
53	Cif bathroom floor cleaning liquid 500ml	House keeping	Nos.	60
54	Trendize Sofa Cover 3 seater	Guest House	Nos.	2
55	Trendize Cover single seater	Guest House	Nos.	2
56	Borosil Glass (pack of 12)	Guest House	pkt	1
57	Ceramic Larah Borosil plates for serving food	Guest House	Dozen	2
58	A4 Bond Paper (JK) (100 GSM) (Ream of 75 pcs/Pack)	Office Stationery	Pkt	3
59	Pre punch office file separator (10cm * 23cm) 190 GSM, EXPO (Ream of 500 Sheets)	Office Stationery	Pkt	1
60	Dot Matrix Paper , 10 x 12 , 70 GSM (Sunshine) (Ream of 500 Sheets)	Office Stationery	Pkt	1
61	Dot Matrix Paper A3 Size 15 x 12 , 70 GSM (Sunshine)(continuous) (Ream of 500 Sheets)	Office Stationery	Pkt	1
62	Account Book/Muster roll (Mangoose)- 200 pages	Office Stationery	Nos.	15
63	Conference Pad (Customised with CSL Name and Logo)	Office Stationery	Nos.	100
64	Spiral NotePad No.6 (Mangoose)	Office Stationery	Nos.	50
65	Letter Receipt Register Q5 (R-B) (ABD)	Office Stationery	Nos.	5
66	Plastic Binder box board file (A4-WeKconnect)	Office Stationery	Nos.	150
67	Lever Arch Cardboard Box File (Generic)- Multicolour	Office Stationery	Nos.	300

68	metal book holder - solo	Office Stationery	Nos.	5
69	USB Pen Drive 32 GB (HP/Sony/Kingston)	Office Stationery	Nos.	5
70	Extension Board (White) 6 AMP Four-Way (Havells)	Office Stationery	Nos.	5
71	Eraser Non-Dust (Pack of 20) Doms Fragrance	Office Stationery	Pkt	15
72	White Board Marker, Multicolor (Ezmark 12 colors)	Office Stationery	Nos.	3
73	Calculator (CASIO-CB156DJ 120D)	Office Stationery	Nos.	10
74	Wooden Scale 100 cm (Multicolour)	Office Stationery	Nos.	2
75	Stainless Steel Gem Paper Clip (Sharma) (Box of 20 pcs)	Office Stationery	Box	30
76	Exam Pad	Office Stationery	Nos.	10
77	Stapler Pin No.10 (Kanaarol) (Box of 20 pcs)	Office Stationery	Box	50
78	AAA Battery (Duracell)	Office Stationery	Nos.	700
79	Double Punch (DP 480 (Kanaarol	Office Stationery	Nos.	50
80	Plastic Button folder {Plastic cover for keeping A-4 Size Envelope) (Solo MC-112)	Office Stationery	Nos.	150
81	Plastic Button folder {Plastic cover for keeping A-4 Size Envelope) (Solo MC-112) (multi colour)	Office Stationery	Nos.	200
82	Ring Binder Folder (Solo 2D RB-412)	Office Stationery	Nos.	50
83	Plastic Report File RF 101 A4 (Solo)	Office Stationery	Nos.	100
84	Double Sided Tapes (Premier DS Tape) {18mm x 6Y)	Office Stationery	Nos.	50

85	Paper Cutter machine (JD9 A4 heavy duty)	Office Stationery	Nos.	2
86	White Envelops 12"x5 Printed with AUD name & logo {as per sample)	Office Stationery	Nos.	200
87	White Envelops A4 size Laminated with Printed (as per sample)	Office Stationery	Nos.	300
88	Yellow Envelops A4 size Cloths/Jali with Printed (as per sample)	Office Stationery	Nos.	300
89	Yellow Envelops A3 size Cloths/Jaliwith Printed (as per sample)	Office Stationery	Nos.	300
90	White Envelops A3 size Laminated with Printed (as per sample)	Office Stationery	Nos.	300
91	Scissors - 207 Queen (16 cm) (Kebica)	Office Stationery	Nos.	40
92	PVC PUNCH FOLDER	Office Stationery	Nos.	300
93	Labels for naming (things) big and small (1 sheet of 20)	Office Stationery	Nos	200
94	Shedder machine	Office Stationery	Nos.	2
95	Cello bling pastel Ball Pen	Office Stationery	Nos.	50
96	Ball Pen (Rs. 3)(pkt of 30 pcs)	Office Stationery	Pkt	5
97	Multicolour Pen Worison Baile ball pen (pkt of 30 pcs)	Office Stationery	Pkt	1
98	Zip lock Bag 12.5X10	Office Stationery	Nos.	300
99	Printing expenses of official formats, printing, visiting card, Guidance rate, customised registers, banners etc		On need basis	

a.	Permit book print in carbonless (1+2) (1+3)- A4 size, multicolour -50pages each	Office Printing	Nos.	100
b.	Departmental format books, (1+2), (1+3)		Nos.	100
c.	Visiting card Printing- (1 box - 100 cards)		Nos.	30
d.	Photocopy- A4		Nos.	10000
e.	Spiral Binding - A4 size		Nos.	100
f.	A0 printing		Nos.	50
g.	A3 Printing		Nos.	50
h.	A5 Printing		Nos.	50
i.	Rubber Stamp		Nos.	10
j.	Ink stamp		Nos.	30
k.	Banner printing		Nos.	25
l.	Certificate with DTP Printing		Nos.	100
m.	Sun board Stickers (Door Sticker, Name Board Sticker etc)		Nos.	50
n.	Customised Registers Printing and binding		Nos.	100
100	Larah by Borosil Dinning Set	House keeping	Nos.	3
101	Zeel water fighter Rain coat (with customized CSL Logo)	Welfare items	Nos.	100
102	Niyara stylish Ceramic Pots (8 and 10 inches)	House keeping	Nos.	20
103	Stainless Steel Round Chafing Dish with lid 7.5L(2 pieces)	House keeping	Nos.	3

Delivery period:

Seal&Sign of authorised person

PRICE BID							
CSL/CMSRU/HR/STATIONERY/2024 Encl.3							
Sl. No	Details of the item	Catogory	Accounting Unit	Unit	Unit rate	Total rate	GST%
1	BigApple 240L Garbage Wheel Dustbin Trolley	House keeping	Nos.	10			
2	Liquid hand wash (Neem and Aloevera 5Lit)	House keeping	Nos.	10			
3	Zureni urinal screen fresh scented anti splash toilet mat	House keeping	Nos.	500			
4	Hand wash Godrej 250ml neem and aloevera	House keeping	Nos.	50			
5	Hand Gloves (Cloth) (pack of 100)	House keeping	Pkt	3			
6	Automatic spin Bucket mop	House keeping	Nos.	25			
7	Milton 2 in 1 Bathroom cleaning brush with wiper and long handle	House keeping	Nos.	30			
8	DealsIncart silicone toilet brush with holder	House keeping	Nos.	40			
9	Thirftkart bottle cleaning brush with silicone long handle	House keeping	Nos.	10			
10	Qozweid 2 in 1 window glass cleaning kit	House keeping	Nos.	10			
11	Philips 2100 watts Induction stove	House keeping	No.	1			

12	Vanish Liquid 800ml	House keeping	Nos.	10			
13	Brush house 23 inch wooden PVC Bristles road cleaning	House keeping	Nos.	50			
14	Hand Towel customized with CSL logo	Guest House	Nos.	50			
15	Harpic Hygienic lavender toilet rim block 26g	House keeping	Nos.	50			
16	Feather Brush	House keeping	Nos.	13			
17	Swapkart 8 in 1 soft brush computer and keyboard cleaning	House keeping	Nos.	10			
18	Ceramic plates borosil lunch (3 Dozen)	House keeping	Dozen	3			
19	Drain Powder 40g	House keeping	Nos.	50			
20	Toilet roll (Becco Bamboo)	House keeping	Nos.	670			
21	Steel plates 4 compartment mess plate	House keeping	Nos.	50			
22	Stoa Paris Bed sheet Plain white single cot	Guest House	Nos.	12			
23	Pillow and Cover	Guest House	Nos.	12			
24	Larah by Borosil Dinner Set (ceramic)	Guest House	Nos.	2			

25	Stoa Paris Bed sheet Plain white king sized	Guest House	Nos.	2			
26	Scotch brite floor wiper	House keeping	Nos.	10			
27	Cotton King Window curtains	Guest House	Nos.	6			
28	Dust pan	House keeping	Nos.	18			
29	Premier box face tissue	House keeping	Nos.	800			
30	Door Mat (Rubber)	House keeping	Nos.	20			
31	Lukzer door mat	House keeping	Nos.	20			
32	Taukir carpets for livingroom (soft and microfiber silk)	Guest House	Nos.	1			
33	Motella Crafts non slip Rectangular Door Mat	Guest House	Nos.	20			
34	The Earth Store Tritone green mellowline tea cup with saucer (set of 4)	Guest House	set	4			
35	Ceramic Bowl borosil (3 Dozen)	Guest House	Dozen	3			
36	Fns RAGA 24 karat Gold plated 18 pcs Cultery Set	Guest House	Nos.	1			
37	Pears soap 32g customized with CSL logo	Guest House	Nos.	100			

38	Tresemme sulphate free shampoo 6ml, sachet customized with CSL logo	Guest House	Nos.	100			
39	Gillette Guard shaving Razor and blades	Guest House	Nos.	50			
40	Bath towel customized with CSL logo	Guest House	Nos.	50			
41	Pest-o-flash	House keeping	Nos.	2			
42	Scotch brite Soft broom	House keeping	Nos.	50			
43	Milton Stainless steel Hot Box 2500ml	House keeping	Nos.	2			
44	Harpic (500 ml)	House keeping	Nos.	300			
45	Stainless steel tea stainer	House keeping	Nos.	2			
46	Mse Heavy Duty Hand Gloves(Rubber) (pack of 50)	House keeping	Pkt	3			
47	Livronic plastic Dry mop Grey colour	House keeping	Nos.	30			
48	Karcher K 2.360 *KAP 120 bar high pressure washer	House keeping	Nos.	1			
49	Liquid Dispenser	House keeping	Nos.	10			
50	Cloths Duster Yellow (Size 18"x24")	House keeping	Nos.	100			

51	Scorch brite sponge wipes (pkt of 3)	House keeping	pkt	40			
52	Japti toilet high pressure drain unblocked plunger	House keeping	Nos.	20			
53	Cif bathroom floor cleaning liquid 500ml	House keeping	Nos.	60			
54	Trendize Sofa Cover 3 seater	Guest House	Nos.	2			
55	Trendize Cover single seater	Guest House	Nos.	2			
56	Borosil Glass (pack of 12)	Guest House	pkt	1			
57	Ceramic Larah Borosil plates for serving food	Guest House	Dozen	2			
58	A4 Bond Paper (JK) (100 GSM) (Ream of 75 pcs/Pack)	Office Stationery	Pkt	3			
59	Pre punch office file separator (10cm * 23cm) 190 GSM, EXPO (Ream of 500 Sheets)	Office Stationery	Pkt	1			
60	Dot Matrix Paper , 10 x 12 , 70 GSM (Sunshine) (Ream of 500 Sheets)	Office Stationery	Pkt	1			
61	Dot Matrix Paper A3 Size 15 x 12 , 70 GSM (Sunshine)(continuous) (Ream of 500 Sheets)	Office Stationery	Pkt	1			
62	Account Book/Muster roll (Mangoose)- 200 pages	Office Stationery	Nos.	15			

63	Conference Pad (Customised with CSL Name and Logo)	Office Stationery	Nos.	100			
64	Spiral NotePad No.6 (Mangoose)	Office Stationery	Nos.	50			
65	Letter Receipt Register Q5 (R-B} (ABD)	Office Stationery	Nos.	5			
66	Plastic Binder box board file (A4-WeKonnnect)	Office Stationery	Nos.	150			
67	Lever Arch Cardboard Box File (Generic)-Multicolour	Office Stationery	Nos.	300			
68	metal book holder - solo	Office Stationery	Nos.	5			
69	USB Pen Drive 32 GB (HP/Sony/Kingston)	Office Stationery	Nos.	5			
70	Extension Board (White) 6 AMP Four-Way (Havells)	Office Stationery	Nos.	5			
71	Eraser Non-Dust (Pack of 20) Doms Fragrance	Office Stationery	Pkt	15			
72	White Board Marker, Multicolor (Ezmark 12 colors)	Office Stationery	Nos.	3			
73	Calculator (CASIO-CB156DJ 120D)	Office Stationery	Nos.	10			
74	Wooden Scale 100 cm (Multicolour)	Office Stationery	Nos.	2			
75	Stainless Steel Gem Paper Clip (Sharma) (Box of 20 pcs)	Office Stationery	Box	30			

76	Exam Pad	Office Stationery	Nos.	10			
77	Stapler Pin No.10 (Kanaarol) (Box of 20 pcs)	Office Stationery	Box	50			
78	AAA Battery (Duracell)	Office Stationery	Nos.	700			
79	Double Punch (DP 480 (Kanaarol	Office Stationery	Nos.	50			
80	Plastic Button folder {Plastic cover for keeping A-4 Size Envelope) (Solo MC-112)	Office Stationery	Nos.	150			
81	Plastic Button folder {Plastic cover for keeping A-4 Size Envelope) (Solo MC-112) (multi colour)	Office Stationery	Nos.	200			
82	Ring Binder Folder (Solo 2D RB-412)	Office Stationery	Nos.	50			
83	Plastic Report File RF 101 A4 (Solo)	Office Stationery	Nos.	100			
84	Double Sided Tapes {Premier DS Tape} {18mm x 6Y)	Office Stationery	Nos.	50			
85	Paper Cutter machine (JD9 A4 heavy duty)	Office Stationery	Nos.	2			
86	White Envelops 12"x5 Printed with AUD name & logo {as per sample)	Office Stationery	Nos.	200			
87	White Envelops A4 size Laminated with Printed (as per sample)	Office Stationery	Nos.	300			

88	Yellow Envelops A4 size Cloths/Jali with Printed (as per sample)	Office Stationery	Nos.	300			
89	Yellow Envelops A3 size Cloths/Jali with Printed (as per sample)	Office Stationery	Nos.	300			
90	White Envelops A3 size Laminated with Printed (as per sample)	Office Stationery	Nos.	300			
91	Scissors - 207 Queen (16 cm) (Kebica)	Office Stationery	Nos.	40			
92	PVC PUNCH FOLDER	Office Stationery	Nos.	300			
93	Labels for naming (things) big and small (1 sheet of 20)	Office Stationery	Nos	200			
94	Shedder machine	Office Stationery	Nos.	2			
95	Cello bling pastel Ball Pen	Office Stationery	Nos.	50			
96	Ball Pen (Rs. 3)(pkt of 30 pcs)	Office Stationery	Pkt	5			
97	Multicolour Pen Worison Baile ball pen (pkt of 30 pcs)	Office Stationery	Pkt	1			
98	Zip lock Bag 12.5X10	Office Stationery	Nos.	300			
99	Printing expenses of official formats, printing, visiting card, Guidance rate, customised registers, banners etc		On need basis				

a.	Permit book print in carbonless (1+2) (1+3)- A4 size, multicolour -50pages each	Office Printing	Nos.	100			
b.	Departmental format books, (1+2), (1+3)		Nos.	100			
c.	Visiting card Printing- (1 box - 100 cards)		Nos.	30			
d.	Photocopy- A4		Nos.	10000			
e.	Spiral Binding - A4 size		Nos.	100			
f.	A0 printing		Nos.	50			
g.	A3 Printing		Nos.	50			
h.	A5 Printing		Nos.	50			
i.	Rubber Stamp		Nos.	10			
j.	Ink stamp		Nos.	30			
k.	Banner printing		Nos.	25			
l.	Certificate with DTP Printing		Nos.	100			
m.	Sun board Stickers (Door Sticker, Name Board Sticker etc)		Nos.	50			
n.	Customised Registers Printing and binding		Nos.	100			
100	Larah by Borosil Dinning Set	House keeping	Nos.	3			
101	Zeel water fighter Rain coat (with customized CSL Logo)	Welfare items	Nos.	100			
102	Niyara stylish Ceramic Pots (8 and 10 inches)	House keeping	Nos	20			

103	Stainless Steel Round Chafing Dish with lid 7.5L(2 pieces)	House keeping	Nos.	3			
TOTAL AMOUNT							
TOTAL AMOUNT INCLUSIVE OF GST							

Delivery period:

Seal&Sign of authorised person

UNPRICE BID							
CSL/CMSRU/HR/STATIONERY/2024 Encl.4							
QUOTED:YES/NO							
Sl. No	Details of the item	Catogory	Accounting Unit	Unit	Unit rate	Total rate	GST%
1	BigApple 240L Garbage Wheel Dustbin Trolley	House keeping	Nos.	10			
2	Liquid hand wash (Neem and Aloevera 5Lit)	House keeping	Nos.	10			
3	Zureni urinal screen fresh scented anti splash toilet mat	House keeping	Nos.	500			
4	Hand wash Godrej 250ml neem and aloevera	House keeping	Nos.	50			
5	Hand Gloves (Cloth) (pack of 100)	House keeping	Pkt	3			
6	Automatic spin Bucket mop	House keeping	Nos.	25			
7	Milton 2 in 1 Bathroom cleaning brush with wiper and long handle	House keeping	Nos.	30			
8	DealsIncart silicone toilet brush with holder	House keeping	Nos.	40			
9	Thirftkart bottle cleaning brush with silicone long handle	House keeping	Nos.	10			
10	Qozweid 2 in 1 window glass cleaning kit	House keeping	Nos.	10			

11	Philips 2100 watts Induction stove	House keeping	No.	1			
12	Vanish Liquid 800ml	House keeping	Nos.	10			
13	Brush house 23 inch wooden PVC Bristles road cleaning	House keeping	Nos.	50			
14	Hand Towel customized with CSL logo	Guest House	Nos.	50			
15	Harpic Hygienic lavender toilet rim block 26g	House keeping	Nos.	50			
16	Feather Brush	House keeping	Nos.	13			
17	Swapkart 8 in 1 soft brush computer and keyboard cleaning	House keeping	Nos.	10			
18	Ceramic plates borosil lunch (3 Dozen)	House keeping	Dozen	3			
19	Drain Powder 40g	House keeping	Nos.	50			
20	Toilet roll (Becco Bamboo)	House keeping	Nos.	670			
21	Steel plates 4 compartment mess plate	House keeping	Nos.	50			
22	Stoa Paris Bed sheet Plain white single cot	Guest House	Nos.	12			

23	Pillow and Cover	Guest House	Nos.	12			
24	Larah by Borosil Dinner Set (ceramic)	Guest House	Nos.	2			
25	Stoa Paris Bed sheet Plain white king sized	Guest House	Nos.	2			
26	Scotch brite floor wiper	House keeping	Nos.	10			
27	Cotton King Window curtains	Guest House	Nos.	6			
28	Dust pan	House keeping	Nos.	18			
29	Premier box face tissue	House keeping	Nos.	800			
30	Door Mat (Rubber)	House keeping	Nos.	20			
31	Lukzer door mat	House keeping	Nos.	20			
32	Taukir carpets for livingroom (soft and microfiber silk)	Guest House	Nos.	1			
33	Motella Crafts non slip Rectangular Door Mat	Guest House	Nos.	20			
34	The Earth Store Tritone green mellowline tea cup with saucer (set of 4)	Guest House	set	4			

35	Ceramic Bowl borosil (3 Dozen)	Guest House	Dozen	3			
36	Fns RAGA 24 karat Gold plated 18 pcs Cultery Set	Guest House	Nos.	1			
37	Pears soap 32g customized with CSL logo	Guest House	Nos.	100			
38	Tresemme sulphate free shampoo 6ml, sachet customized with CSL logo	Guest House	Nos.	100			
39	Gillette Guard shaving Razor and blades	Guest House	Nos.	50			
40	Bath towel customized with CSL logo	Guest House	Nos.	50			
41	Pest-o-flash	House keeping	Nos.	2			
42	Scotch brite Soft broom	House keeping	Nos.	50			
43	Milton Stainless steel Hot Box 2500ml	House keeping	Nos.	2			
44	Harpic (500 ml)	House keeping	Nos.	300			
45	Stainless steel tea stainer	House keeping	Nos.	2			
46	Mse Heavy Duty Hand Gloves(Rubber) (pack of 50)	House keeping	Pkt	3			

47	Livronic plastic Dry mop Grey colour	House keeping	Nos.	30			
48	Karcher K 2.360 *KAP 120 bar high pressure washer	House keeping	Nos.	1			
49	Liquid Dispenser	House keeping	Nos.	10			
50	Cloths Duster Yellow (Size 18"x24")	House keeping	Nos.	100			
51	Scorch brite sponge wipes (pkt of 3)	House keeping	pkt	40			
52	Japti toilet high pressure drain unblocked plunger	House keeping	Nos.	20			
53	Cif bathroom floor cleaning liquid 500ml	House keeping	Nos.	60			
54	Trendize Sofa Cover 3 seater	Guest House	Nos.	2			
55	Trendize Cover single seater	Guest House	Nos.	2			
56	Borosil Glass (pack of 12)	Guest House	pkt	1			
57	Ceramic Larah Borosil plates for serving food	Guest House	Dozen	2			
58	A4 Bond Paper (JK) (100 GSM) (Ream of 75 pcs/Pack)	Office Stationery	Pkt	3			

59	Pre punch office file separator (10cm * 23cm) 190 GSM, EXPO (Ream of 500 Sheets)	Office Stationery	Pkt	1			
60	Dot Matrix Paper , 10 x 12 , 70 GSM (Sunshine) (Ream of 500 Sheets)	Office Stationery	Pkt	1			
61	Dot Matrix Paper A3 Size 15 x 12 , 70 GSM (Sunshine)(continuous) (Ream of 500 Sheets)	Office Stationery	Pkt	1			
62	Account Book/Muster roll (Mangoose)- 200 pages	Office Stationery	Nos.	15			
63	Conference Pad (Customised with CSL Name and Logo)	Office Stationery	Nos.	100			
64	Spiral NotePad No.6 (Mangoose)	Office Stationery	Nos.	50			
65	Letter Receipt Register Q5 (R-B} (ABD)	Office Stationery	Nos.	5			
66	Plastic Binder box board file (A4-WeKconnect)	Office Stationery	Nos.	150			
67	Lever Arch Cardboard Box File (Generic)-Multicolour	Office Stationery	Nos.	300			
68	metal book holder - solo	Office Stationery	Nos.	5			
69	USB Pen Drive 32 GB (HP/Sony/Kingston)	Office Stationery	Nos.	5			
70	Extension Board (White) 6 AMP Four-Way (Havells)	Office Stationery	Nos.	5			

71	Eraser Non-Dust (Pack of 20) Doms Fragrance	Office Stationery	Pkt	15			
72	White Board Marker, Multicolor (Ezmark 12 colors)	Office Stationery	Nos.	3			
73	Calculator (CASIO-CB156DJ 120D)	Office Stationery	Nos.	10			
74	Wooden Scale 100 cm (Multicolour)	Office Stationery	Nos.	2			
75	Stainless Steel Gem Paper Clip (Sharma) (Box of 20 pcs)	Office Stationery	Box	30			
76	Exam Pad	Office Stationery	Nos.	10			
77	Stapler Pin No.10 (Kanaarol) (Box of 20 pcs)	Office Stationery	Box	50			
78	AAA Battery (Duracell)	Office Stationery	Nos.	700			
79	Double Punch (DP 480 (Kanaarol	Office Stationery	Nos.	50			
80	Plastic Button folder {Plastic cover for keeping A-4 Size Envelope) (Solo MC-112)	Office Stationery	Nos.	150			
81	Plastic Button folder {Plastic cover for keeping A-4 Size Envelope) (Solo MC-112) (multi colour)	Office Stationery	Nos.	200			
82	Ring Binder Folder (Solo 2D RB-412)	Office Stationery	Nos.	50			

83	Plastic Report File RF 101 A4 (Solo)	Office Stationery	Nos.	100			
84	Double Sided Tapes {Premier DS Tape} {18mm x 6Y}	Office Stationery	Nos.	50			
85	Paper Cutter machine (JD9 A4 heavy duty)	Office Stationery	Nos.	2			
86	White Envelops 12"x5 Printed with AUD name & logo {as per sample}	Office Stationery	Nos.	200			
87	White Envelops A4 size Laminated with Printed (as per sample)	Office Stationery	Nos.	300			
88	Yellow Envelops A4 size Cloths/Jali with Printed (as per sample)	Office Stationery	Nos.	300			
89	Yellow Envelops A3 size Cloths/Jaliwith Printed (as per sample)	Office Stationery	Nos.	300			
90	White Envelops A3 size Laminated with Printed (as per sample)	Office Stationery	Nos.	300			
91	Scissors - 207 Queen (16 cm) (Kebica)	Office Stationery	Nos.	40			
92	PVC PUNCH FOLDER	Office Stationery	Nos.	300			
93	Labels for naming (things) big and small (1 sheet of 20)	Office Stationery	Nos	200			
94	Shedder machine	Office Stationery	Nos.	2			

95	Cello bling pastel Ball Pen	Office Stationery	Nos.	50			
96	Ball Pen (Rs. 3)(pkt of 30 pcs)	Office Stationery	Pkt	5			
97	Multicolour Pen Worison Baile ball pen (pkt of 30 pcs)	Office Stationery	Pkt	1			
98	Zip lock Bag 12.5X10	Office Stationery	Nos.	300			
99	Printing expenses of official formats, printing, visiting card, Guidance rate, customised registers, banners etc	Office Printing	On need basis				
a.	Permit book print in carbonless (1+2) (1+3)- A4 size, multicolour -50pages each		Nos.	100			
b.	Departmental format books, (1+2), (1+3)		Nos.	100			
c.	Visiting card Printing- (1 box - 100 cards)		Nos.	30			
d.	Photocopy- A4		Nos.	10000			
e.	Spiral Binding - A4 size		Nos.	100			
f.	A0 printing		Nos.	50			
g.	A3 Printing		Nos.	50			
h.	A5 Printing		Nos.	50			
i.	Rubber Stamp		Nos.	10			
j.	Ink stamp		Nos.	30			

k.	Banner printing		Nos.	25			
l.	Certificate with DTP Printing		Nos.	100			
m.	Sun board Stickers (Door Sticker, Name Board Sticker etc)		Nos.	50			
n.	Customised Registers Printing and binding		Nos.	100			
100	Larah by Borosil Dinning Set	House keeping	Nos.	3			
101	Zeel water fighter Rain coat (with customized CSL Logo)	Welfare items	Nos.	100			
102	Niyara stylish Ceramic Pots (8 and 10 inches)	House keeping	Nos	20			
103	Stainless Steel Round Chafing Dish with lid 7.5L(2 pieces)	House keeping	Nos.	3			
TOTAL AMOUNT							
TOTAL AMOUNT INCLUSIVE OF GST							

Delivery period:

Seal&Sign of authorised person

General Terms and Conditions

1. Tenderers are to carefully go through the terms and conditions and the techno commercial specification of the items for which offers are called for. Deviations, if any, shall be separately listed and specifically brought out in the offer. CSL reserves the right to accept / reject the deviations.
2. Corrections and additions, if any, must be attested. Incomplete/ ambiguous offers are likely to be rejected.
3. In case of bids sent through email, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by email / SMS immediately before the tender opening against the request from officer.
4. Indigenous tenderers should quote prices for delivery of materials at CSL/CMSRU stores
5. Prices should be valid for acceptance for a period of three months (03 months) from the date of opening of tender.
6. No enhancement of rate for whatever cause will be allowed once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply within the stipulated delivery period will entail cancellation of the order and forfeiture of Earnest Money Deposit/Security deposit, if any and/or risk purchase.
7. Taxes and duties, if any, payable extra are to be indicated in the price part for single bid and in techno-commercial part for two bid.
8. Delivery term and delivery time / work completion time required for completing the job scope should be indicated in the offer.
9. CSL/CMSRU terms of payment is 100% payment after delivery of items and in case of service after satisfactory completion of job, within 30 days from the date of submission of Invoice along with all mandatory documents.
10. The firm/ bidder winning the contract shall sign an agreement with Cochin Shipyard Ltd for "Fall clause". Accordingly, during the contract period, the firm / bidder cannot offer the item/s to anyone else at rates lower than the rates quoted, or the same lowest rate shall be applicable to the contract with CSL/CMSRU
11. Manufacturer's name, their trademark and brand, if any, should invariably be mentioned and illustrative leaflets giving technical particulars etc., should be attached to the offer.
12. Materials supplied shall be new and unused and shall confirm to CSL/CMSRU specifications and drawings.
13. Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.
14. Samples are to be supplied free of cost in the event of requirement by CSL/CMSRU. The detailed working drawing, if called for, is also to be furnished for approval before commencement of manufacture.
15. The quantities in each item to be purchased may vary according to actual requirement at the time of placing orders.
16. Force Majeure condition: Should failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by Government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, act of God or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time, CSL/CMSRU may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence/

cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence/cessation.

17. LD Clause: In case of delay in supply of ordered materials / delay in completion of work beyond the stipulated delivery / completion period which is not attributable to CSL, vendor is to pay liquidated damages (and not by way of penalty) a sum equivalent to ½%(half percent) per week or part of the week of the order value (basic price) in the case of machinery/equipment and of the value of materials / services delayed in the case of all other items/services subject to a maximum of 10% of the order value (basic price). For service orders, completion date as confirmed by the executing officer shall be reckoned for LD calculation.
18. Risk Purchase: If the supplier fails to supply the items ordered/complete the job scope within the delivery/completions date or violate any of the terms and conditions of the contract, CSL/CMSRU shall have the following rights.
 - (1) To terminate the contract with 15 days' notice forfeiting the security deposit.
 - (2) To initiate alternate procurement action at the risk and cost of the vendor.
19. Guarantee: The equipment supplied shall be guaranteed for satisfactory performance for 12 months from the date of commissioning or 18 months from the date of delivery of items whichever is earlier against faulty design, defective materials and bad workmanship. Supplier should supply and install free of cost immediately any part found to be defective for the above reasons within the guarantee period. The Services shall be guaranteed for a minimum period of 06 months from the date of successful commissioning/final acceptance.
20. Suppliers are generally allowed to depute their authorized representative to be present at the time of opening of the price bid. However this will be subject to the discretion/SOP of CSL, in view of the restrictions imposed by Govt/local body/CSL due to Covid-19 outbreak. At present, in view of COVID-19 pandemic, Vendors are not allowed inside CSL to attend opening of the price bid.
21. Cochin shipyard Ltd prefers to deal directly with the supplier. However, if the supplier appoints an Indian agent to deal with Cochin shipyard Ltd., the agency commission payable by the supplier to such an agency shall be intimated. If manufacturers affect the supply through agents only, authorization in writing from manufacturers in favour of the agent for supply to CSL shall be furnished. In case where an agent participates a tender on behalf of a foreign manufacturer Indian agent should submit specific authorization from the authorized person of foreign manufacturer. In a tender, either the Indian agent on behalf of the principal/ OEM or principal/ OEM itself can bid but both cannot bid simultaneously for the same item/ product in the same tender. If an agent submits bid on behalf of principal/ OEM, the same agent shall not submit a bid on behalf of another principal/ OEM in the same tender for the same item/product. Indian agents cannot represent more than one firm or quote on their behalf for any particular tender. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.

22. Jurisdiction: All questions, disputes or difference arising under, out of, or in connection with contracts shall be subject to the exclusive jurisdiction of the Courts at Ernakulum, Kerala, India.
23. In case advance payment is sought, interest at prime lending rates prevailing in India will be charged. In addition, a Bank Guarantee in the CSL format equivalent to advance amount is to be executed to cover the period till the advance payment is adjusted. Normally Advance payments are not encouraged.
24. Conditional discounts, if any, will not be reckoned for tender evaluation/ comparison purposes. However the same will be considered while placement of purchase order if the firm turns out to be L1.
25. After submission of tender, no unsolicited correspondence will be entertained.
26. Cochin Shipyard Limited does not bind itself to accept the lowest or any tender but reserves to itself the right to reject any or all or a part of any tender at its discretion.
27. Deviations, if any, in the offer submitted from that of the tender enquiry in any form, should be clearly furnished in a separate document titled as "List of Deviations", failing which it will be presumed that all the terms and conditions are acceptable.
28. Public Procurement Policy initiatives of Govt. of India, pertaining to MSME's, startup etc as per CSL website (www.cochinshipyard.in) shall be applicable for this tender.
29. Vendor is solely responsible for the safety of its personnel inside CSL. Service provider will be responsible for the safety of personnel engaged and shall adopt all safety measures to comply with safety regulations in force in CSL. Service representative working onboard should maintain proper dress code as per CSL standards. They shall submit electronic challan remittance copy of ESI&EPF details of their employees and employee compensation policy details for employees not falling under ESI limit during the submission of invoice, documents supporting for facilitating gate access. They are bound to follow safety guidelines applicable in CSL like safe usage of tools & tackles, electrical safety guidelines, gas management system etc. Scrap management system & disposal of hazardous chemicals used to dispose by contractor itself on his own responsibility. Work place hygiene to be ensured by contractor itself.
30. Asbestos should not be part of any material /packing material supplied to CSL.
31. Shall abide by CSL rules for entry and exit of man and materials. Vendor and personnel will comply with: (1) all procedures and policies provided by CSL, including CSL's, environmental, health, safety, and security procedures, and related management systems when performing services at CSL facilities.
32. Service provider will have to abide by the various laws & regulations such as Contract Labour Regulation (Abolition) Act, ESI Act 1948, EPF Act 1952 etc as applicable.
In case your employees are already covered under EPF/ESI scheme, their respective account numbers are to be furnished along with copy of challans as proof for remittance of ESI & EPF. If any employee is exempted from ESI, valid proof for the same also shall be submitted before commencement of work. Labor deputed for the work shall not have crossed over 60 years. Submission of above documents is statutory for issue of entry passes for working inside CSL. This is also required for releasing the payment since CSL site is permanently covered under above noted regulations. The certificate of compliance from Contractor as per attached format shall also be filled and submitted along with submission of bills for payment. Bills without duly certified "certificate of compliance from Contractor" shall not be passed for payment. (Form for Compliance of Provisions of various labour Enactments attached as Enclosure - 4)

33. Vendor will package products according to instructions of CSL provided in the purchase order, and if nothing is provided, then according to good commercial practice to ensure safe arrival of the products. Avoid plastic materials for packing to the extent possible. Packing material shall be ecofriendly. Vendor should follow the statutory requirements of the products offered. In case of chemicals and toxic materials being supplied, vendor should furnish material safety data sheet (MSDS) compulsorily along with the material.
34. Acknowledge the receipt and acceptance of purchase order/Work order by signing and returning a copy of the same within three days of receipt of the same. If the acknowledgement is not received, it will be presumed as accepted.
35. Subcontracting to other vendors shall be only after written intimation and approval of competent CSL authorities. Vendor shall not delegate or subcontract any of its obligations under the agreement without CSL's written consent. Vendor will remain liable for all subcontracted obligations and all acts or omissions of its subcontractors.
36. The procedures of work, standard operating procedures of work including documents like welding procedure specifications developed by CSL are intellectual property of CSL. Vendors shall not use or copy the procedure in any format without the written consent of competent authorities of CSL.
37. Vendors shall take back rejected products, if any, and immediately supply new product/rectified product at vendor's expense, including all freight costs.
38. For product that is discovered defective during the warranty period, vendor will, at vendor's expense replace or repair defective product and re-deliver such repaired or replaced product to CSL within a commercially reasonable timeframe agreed by CSL.
39. Except as specifically stated in the purchase order, vendor will be responsible for all costs incurred in connection with providing the services, including personnel's expenses.
40. CSL is not obligated to pay any invoice submitted 180 days or more after a product is shipped or services are completed.
41. Vendor shall return the CSL resources to CSL immediately after provision of all deliverables and services or any termination of the agreement.
42. Vendor warrants that the products and services will comply with their specifications and will be of good quality acceptable to CSL/ship and must be fit for any purpose made known to vendor.
43. Vendor warrants that the products will be new, unused, and not refurbished at the time of delivery, and will be safe for normal use and free from defects in design, materials, and workmanship during the warranty period.
44. Vendor warrants that for software provided by vendor, (1) there is no open source software in the products (or any other items provided by vendor), unless vendor has notified CSL in writing before delivery and CSL has consented in writing to accepting this open source software, and (2) the software will not damage, interfere with, or permit unauthorized access to any other existing products or systems on which it is installed or any information residing on those products or systems.
45. Vendor and personnel will (1) keep confidential the terms of the agreement and all non-public and proprietary CSL information, and will only use such information to provide products and services under the agreement, and will not disclose such information except to the extent required by law after giving reasonable notice to CSL, if permitted by law; and (2) not use in providing products or services or disclose to CSL any materials or documents of another party considered confidential or proprietary unless it has obtained written authorization from that party and CSL.

46. Vendor will indemnify CSL and its affiliates, directors, officers, and employees against all liabilities, damages, losses, costs, fees (including legal fees), and expenses relating to any allegation or third-party legal proceeding (including action by a government authority) to the extent arising from an allegation that use, possession, or sale of the products or services violates or infringes a third party's rights, including intellectual property rights; or an allegation that any personnel are entitled to employee compensation, benefits, or other rights or transfer law rights, except to the extent caused by CSL's unlawful acts or omissions.
47. No enhancement of rate for whatever cause will be allowed once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply within the stipulated delivery period will entail cancellation of the order and forfeiture of earnest money deposit/security deposit, if any and/or enforcement of risk purchase clause.
48. List of deviations from the general terms and conditions shall be submitted and the same shall be mutually acceptable. In the event of no deviation list submitted by the vendor, it is presumed that all conditions are accepted by the vendor.
49. All certificates called for in order specification must be sent to CSL at the time of delivery of items all the material supplied must satisfy CSL quality requirements.
50. Invoice:
 - (i) All invoices must be sent to CSL on delivery of items /work completion as per the order terms
 - (ii) Purchase order number and date and dispatch particulars should be clearly mentioned in the invoice.
 - (iii) Wherever payments are authorized through bank, copy of the invoice should be forwarded directly to CSL under intimation so as to facilitate release of document in time. All bank charges will be to vendor's account.
 - (iv) When the payment is in installments, separate invoice is required for each payment.
 - (v) 100% payment will be made against your invoice on satisfactory completion of the work.

The documents for releasing payment - original invoice with service report duly signed by vessel owner and CSL officer-in-charge along with documentary proof of expenses after satisfactory completion of work.

51. "In case imported items are part of the items required for the job Customs duty exemption can be availed by CSL if order for these imported items is placed on high sea sales basis by CSL or direct import order on bidder's principals for import items by CSL. In case of import orders/ high sea sales, the offer has to be on CFR basis to the nearest airport/as mentioned in the enquiry.

The customs clearance, DO charges payment and IGST payment against bill of entry shall be done by CSL.

In case of direct import orders by CSL, copy of Airway bill, foreign currency invoice and packing list would be required. In case of High Sea Sale, HSS agreement and INR invoice in addition to copy of Airway bill, foreign currency invoice and packing list shall also be required.

The copy of all documents to be forwarded to CSL by email at least two days prior to arrival of the consignment at Airport for CSL to arrange the Customs exemption documents and file Bill of entry prior/ latest on date of arrival of the consignment itself. In case of any delay

in receipt of documents, the bill of entry late filing fine shall be adjusted from the vendors payment.”

Tender conditions for Restriction of bidders sharing land border with India is attached below and certificate as required in the below conditions to be submitted along with tender documents.

Tender conditions for Restriction of bidders sharing land border with India vide Office memorandum dt 23.7.2020 Order - Public Procurement no 1 dt 23.7.2020, Order no 2 dt 23.7.2020 and Order no 3 dt 24.7.2020	
A	Requirement of registration
1	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 competent authority as per C below. In works contracts, including turkey contracts, contractors shall not be allowed to sub contract works to any contractor from a country which shares a land border with India unless such contractor is registered with Competent authority. Relevant certificate to be submitted by bidder from a country which shares land border with India except for bidders to which Govt of India has extended lines of Credit or in which Govt of India has development projects, along with the offer as proof of registration with competent authority, failing which the offer will not be considered. A certificate is to be submitted by the bidder for compliance with the order referred above along with tender documents for consideration of offer (Wordings are as per Clause below). If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.
2	Wordings of certificate to be submitted along with tender documents
	I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I hereby certify that this bidder is not from such a country or, if from such a country, has been registered with the competent authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. (Evidence of valid registration by the competent authority shall be attached wherever applicable).
2	Wordings of certificate to be submitted along with tender documents for Works involving possibility of subcontracting
	I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on subcontracting to contractors from such countries. I certify that this bidder is not from such a country or if from such a country has been registered with the competent authority and will not subcontract any work to a contractor from such countries unless such contractor is registered with the competent authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered (Evidence of valid registration by the competent authority shall be attached wherever applicable)
B	Validity of registration

1	Registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder is validly registered at the time of acceptance /order placement, registration shall not be a relevant consideration during contract execution.
C	Competent authority and Procedure for registration
1	The competent authority for the purpose of registration under the order shall be Registration committee constituted by the Department of Promotion of Industry and Internal Trade (DPIIT). Details of the committee and procedure for registration and restrictions shall be as per Ann I of the Order - Public Procurement no 1 dt 23.7.2020 issued by Ministry of Finance, department of Expenditure.
D	Definition of Bidder and Bidder from a country sharing land border with India
1	Bidder is defined as any person or firm or company including any, member of a consortium or joint venture, every artificial, juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
2	"Bidder from a country which shares a land border with India" for the purpose of this Order means:- a) An entity incorporated, established or registered in such a country; or b) A subsidiary of an entity incorporated, established or registered in such a country; or c) An entity substantially controlled through entities incorporated, established or registered in such a country; or d) An entity whose beneficial owner is situated in such a country; or e) An Indian (or other) agent of such an entity; or f) A natural person who is a citizen of such a country; or g) A constitution or joint venture where any member of the consortium or joint venture falls under any of the above.
3	Type of business entity (Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO) In case of incorporated entity - to attach certificate of incorporation
	Beneficial Owners - as defined in the Department of Expenditure Order (Public Procurement No.1) issued vide No. F.No.6/18/2019-PPD dated 23 rd July, 2020. Details of all beneficial owners having entitlement of more than 01% of shares or capital or profit to be given, in the format as given in Annexure-I duly certified by practicing Chartered Account in India.

52. Following are the Tender Conditions Preference to Make in India

Tender condition - Preference to Make in India		
A	Purchase preference in accordance with Public procurement (Preference to Make in India Order - 2017) Order from Department of Promotion of Industry and Internal Trade P - 45021 /2/2017/-B.E -II dt ,4.6.2020 and as amended from time to time shall be applicable as per below	
1	In the procurement of all goods/services/works in respect of which there is sufficient local capacity/local competition, only Class I Local suppliers shall be eligible to bid irrespective of purchase value	
2	In the procurement of all goods/services /works which are not covered as above and with estimated value of purchase less than Rs 200.0 Crores, only Class I local suppliers along with Class II local suppliers shall be eligible to bid.	
	Purchase preferences for Class I local suppliers	
B	In the procurement of goods/works covered under 2 above and which are divisible in nature, Class I local supplier shall be eligible for Purchase preference over Class II/Non local supplier as per following	
1	If L1 bid is not a Class I local supplier, 50% of the order quantity shall be awarded to L1. Thereafter the lowest bidder among Class I local supplier will be invited to match the L1 price for the remaining 50% quantity subject to Class I local supplier quoted price falling within 20% margin. Contract for that quantity shall be awarded to such Class I local supplier subject to matching L1 price. In case such lowest eligible Class I local supplier fails to match L1 price or accept less than offered quantity, next higher Class I local supplier within 20% margin shall be invited to match the L1 price for the remaining qty and so on. If some quantity is left uncovered on Class I local supplier, such balance quantity shall be ordered on L1 bidder.	
2	For procurements that are not divisible in nature and in procurement of services evaluated on price alone, Class I local supplier shall get purchase preference over Class II/Non local supplier as per below	
3	If L1 is not a Class I local supplier, lowest bidder among Class I local supplier will be invited to match L1 price subject to Class I local supplier quoted price falling within 20% of L1 price and contract will be awarded to such Class I local supplier, subject to matching L1 price. In case such lowest eligible Class I local supplier fails to match L1 price, procedure same as para 3 above will be opted. In case none of Class I local suppliers within 20% margin matches L1 price, contract shall be awarded to L1 bidder. The purchase preference as above will be only for Class I local supplier and Class II local supplier will not be eligible for any Purchase preference	

C	Local content requirement to categories a supplier as Class I/Class II /Non local supplier shall be as per below. Definition of local content shall be as per order dt 4.6.2020 ie amount of value added in India which shall be the total value of the item procured (excluding net domestic indirect taxes) minus the value of import content in the item (including all customs duties) as a proportion of total value in percentage.	
1	Class I -Local content equal to or greater than 50%	
2	Class II-Local content greater than 20%, less than 50%	
3	Non local -Local content less than 20%	
D	Declaration of local content	
1	Class I local supplier /Class II local supplier at the time of tender shall indicate % of local content and provide self certification that offered item shall meet the local content requirement for ClassI/Class II as applicable including details of locations at which local value addition is made.	
2	In case of procurement for a value in excess of Rs 10.0 Crores Class I/Class II local supplier is to provide a certificate from statutory auditor/cost auditor(for companies) /practicing cost accountant/Chartered accountant (suppliers other than companies) indicating % of local content	
3	Verification of the Certificates issued by the bidder shall be carried out by CSL on random basis. False declarations will attract actions as stipulated in the order referred, including other actions as permissible by law.	
4	Exemption is applicable from provisions of order for purchases with estimated values less than Rs 5.0 lakhs	
5	Notwithstanding above, exemptions for meeting local content as per relevant Clause of order dt 4.6.2020 and as amended from time to time shall apply.	

53. ARBITRATION :

1. Any disputes arising the currency of the contract shall, in the first instance be settled by mutual discussions and negotiations. The results of such resolution of dispute shall be incorporated as an amendment to the contract, failing which the parties can resort to arbitration.

2. If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfillment, or the validity of enforcement thereof, cannot be settled mutually or the settlement of which is not herein specifically provided for, then the dispute

shall within thirty days from the date either party informs the other in writing that such disputes, disagreement exists, be referred to arbitration. The arbitrators shall be appointed and the arbitration proceedings shall be conducted in accordance with and subject to the Arbitration and Conciliation Act, 1996 (No. 26 of 1996) as amended from time to time and the decision of the Arbitrators shall be final and binding on the parties hereto. The arbitration will be done by a Board comprising one officer nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. The enforcement of the award shall be governed by the rules and procedures in force in the State in which it is to be executed. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such payment is or forms a part of the subject matter of arbitration proceedings.

3. In case of disputes, the same will be subjected to the jurisdiction of courts at Ernakulam, Kerala, India only.

_____ ○ _____



COCHIN SHIPYARD LIMITED

(A Government of India Enterprise)

CSL- Mumbai Ship Repair Unit (CMSRU),
Hughes Dry Dock Office Building, Blue
Gate, PD Mello Road, Fort, Mumbai,
Maharashtra-400001

Web: www.cochinshipyard.com

CSL/CMSRU/HR/STATIONERY/2024

Specific terms & Conditions

Encl.6

- I. **ELIGIBILITY:** The tenders should have the experience to execute purchase orders for the supply of stationery, Printing and Housekeeping materials, Uniforms, Liveries & Other accessories of work of value not less than Five lakhs in any central / State govt. public sector undertaking / MNC within the preceding 5 years as of 31.03.2024.
- II. **SELECTION OF L1 VENDOR:** Tender shall be processed based on category wise L1 (Guest house/Housekeeping/Office stationery/Office printing/Welfare items). Final decision shall be done by CMSRU.
- III. **DURATION OF CONTRACT:** The period of the contract shall be ONE YEAR (12 months) from the date of work order and can be extended for a further one year (12 Months) at the same terms & conditions at the description of CSL-Mumbai Ship Repair Unit Management and subject to satisfactory performance of the contractor.
- IV. **Quantity:** Estimated quantity of items required is mentioned in the Description of Items: Encl-2, however, it should be clearly noted that CSL-Mumbai Ship Repair Unit shall place the order only as per the actual requirements from time to time. They may contact Sr. Manager (HR&Admin) during working hours for the said purpose for any clarification if required.
- V. **Terms of Delivery:** Door delivery at CSL-Mumbai Ship Repair Unit office, Hughes Dry Dock Office Building, Blue Gate, PD Mello Road, Fort, Mumbai, Maharashtra-400001 without any extra charges (transport charge/freight charges). Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.
- VI. **Supply Requirements:** The supply of items shall be made to the CSL-Mumbai Ship Repair Unit office within 30 days of the purchase order. However, printing requirement have to be done on need basis throughout the contract of one year. CSL-Mumbai Ship Repair Unit will have the authority to place an order for the supply of items beyond office hours and on holidays, for which, no additional payment will be made to CSL-Mumbai Ship Repair Unit.
- VII. **Payment Terms:** 100% payment would be released through RTGS/NEFT within thirty days of receipt and acceptance of items against the following documents:
 - a. Original invoice duly signed by the authorized signatory.
 - b. Bill for cloth & material procured from the manufacturer or authorized dealer in accordance with the approved sample.
 - c. Item Acceptance Certificate duly signed and sealed by an authorized representative of the HR & Admin department in CMSRU after delivery of all the items in full.
- VIII. **Guarantee & Warranty:** The Contractor shall guarantee that the stores and articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particular contained/mentioned in the tender enquiry. The date of manufacturing of the items supplied will not be more than 3 (three months) old. The contractor shall guarantee that the said goods/stores article would continue to conform to the description and quality aforesaid for a period of twelve months from the date of providing the goods/stores/articles to the purchaser.



COCHIN SHIPYARD LIMITED

(A Government of India Enterprise)

CSL- Mumbai Ship Repair Unit (CMSRU),
Hughes Dry Dock Office Building, Blue
Gate, PD Mello Road, Fort, Mumbai,
Maharashtra-400001

Web: www.cochinshipyard.com

The decision of CSL-Mumbai Ship Repair Unit officers shall be final as to the quality of the stores and shall be binding upon the tenderers in case any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the supplier. It will be the responsibility of the supplier to ensure that the articles supplied will not be more than 3 months (three months) old. The acceptance of articles will be given only when the articles are found up to the specification given in the tender inquiry and free from all defects. The rejected items must be removed by the tenders from the consignee's rejection.

IX. General/others:

1. The bidders will be bound by the details furnished by him/her to LSS, while submitting the tender or at the subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any stage, it would be deemed to be a breach of the terms of the contract making him/her liable for legal action besides termination of the contract.
2. Only 3 samples/rates shall be considered for one item and size-wise & Samples will be finalized by CMSRU Officials.
3. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
4. In case goods are not found according to specifications, the cost of returning the same shall be borne by the firm/supplier.
5. Ambiguous, incomplete or conditional offers shall not be considered. Rates quoted must remain valid for at least six months.
6. Tenders and samples should be submitted in separate envelopes.
7. Quantity mentioned is only indicative. The actual requirement may vary at the time of placement of the purchase order.

Deputy General Manager (CMSRU)

COMPLIANCE MATRIX

(TO BE SUBMITTED WITH THE "Technical" BID)

SL.NO.	DESCRIPTION	REMARK
1.	ACCEPT THE ENTIRE SCOPE OF WORK AS PER ENQUIRY	YES / NO
2.	IF THE ANSWER TO QUESTION 1 ABOVE IS NO, PLEASE LIST THE SPECIFIC JOBS NOT BEING UNDERTAKEN AS A DEVIATIONS LIST AND ATTACH WITH THIS MATRIX.	LIST OF DEVIATIONS FROM SCOPE OF WORK ATTACHED/ NOT ATTACHED
3.	ACCEPT THE GENERAL TERMS AND CONDITIONS AND TENDER TERMS & CONDITIONS INDICATED IN THE ENQUIRY.	YES / NO
4.	IF THE ANSWER TO QUESTION 3 ABOVE IS NO, LIST THE DEVIATIONS AND ATTACH WITH THIS MATRIX.	LIST OF DEVIATIONS FROM GTC.
5.	PAYMENT TERMS AS INDICATED IN ENQUIRY IS ACCEPTABLE.	YES / NO

(Signature of the Contractor)

Seal of the firm.