



CSL/SRP/256/2025

21<sup>st</sup> February 2025

**TENDER NOTICE**

Dear Sir,

Tenders by password protected email are invited for **hotel accommodation for sailors of an Indian Naval Vessel** so as to reach the undersigned on or before the last date and time shown below.

Enquiry no	CSL/SRP/256/2025
Name of work	Hotel accommodation for sailors of an Indian Naval Vessel
Nature of bid process	Two bid
Validity of Bid	60 days from the last date of submission of tender
Last date & time for submission of quotation	25 <sup>th</sup> February 2025, before 1100 hrs
Tender opening date and time (technical bid)	25 <sup>th</sup> February 2025, 1400 hrs (price bid opening shall be intimated separately)
Email address for submission of bids and for pre-bid queries/any other information	<a href="mailto:sureshbabutc@cochinshipyard.in">sureshbabutc@cochinshipyard.in</a> <a href="mailto:julianjose.pj@cochinshipyard.in">julianjose.pj@cochinshipyard.in</a> <a href="mailto:sroffice@cochinshipyard.in">sroffice@cochinshipyard.in</a> Tel: 0484-2501482/1870/1581

Thanking you,

Yours faithfully,  
For Cochin Shipyard Ltd

Asst. General Manager (SRP)

**A. Scope of work**

1. Provide hotel accommodation for 80 sailors of an Indian Naval vessel in AC double room with attached toilet/bath and basic amenities for a tentative duration of 15 days extendable upto 15 more days tentatively starting from 01<sup>st</sup> of March 2025.

**B. Prequalification criteria**

1. The hotel should be located within a distance of 20 kilometers from Cochin Shipyard Limited – International Ship Repair Facility located inside Willingdon Island.
2. The hotel should have the capacity to accommodate minimum of 80 personnel in a single premises (an undertaking as per annexure III to be submitted along with technical bid).
3. The bidder should be in the business of providing lodging facility. Necessary documents in proof to be submitted along with the technical bid.
4. The firm should have access to the hotel for commutation of minimum 27 seater buses.
5. CSL shall conduct a site visit and shall evaluate the facilities and readiness of the hotel to provide the services as per scope of work. Based on the evaluation the suitability shall be decided.

**C. Terms and Conditions**

1. All rooms should have adequate tables & chairs, lockers, linen, mattress, bed sheets, pillow covers, blankets, hot water etc.
2. Housekeeping of all rooms is to be undertaken once in a day and recreation facility etc. is to be undertaken twice in a day. Arrangement for daily disposal of dry and wet waste.
3. Power and fresh water supply at the facility is to be provided 24 hrs without any interruption.
4. Drinking water is to be provided to all inmates without restrictions
5. Accommodation is required for a tentative duration of 15 days extendable upto 15 days as per the same rate, terms and conditions at the discretion of CSL.
6. The facility shall be inspected by ship staff and CSL rep. from time to time and minor requisites if any will have to be catered.
7. Rate is to be quoted as per the rate format placed at annexure II. Rate per head per day is to be quoted under table A for providing accommodation and other facilities.
8. L1 bidder shall be determined based on total cost of Table (A) for 15 days before GST.



9. Total number of personnel mentioned is indicative and may vary. Payment shall be made for actual occupancy on monthly basis (actual number personnel for actual days occupied) within 30 days of receipt of invoice at CSL.
10. Vendor details to be submitted as per annexure IV.
11. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.
12. Cochin Shipyard Limited reserves the right to award the contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
13. Price bid of technically acceptable firms will only be considered for opening.
14. CSL reserves the right to terminate the work order at short notice in case the firm's performance is found not satisfactory with regard to compliance of contract conditions. No claim whatsoever will be entertained by CSL on this account.

D. **Mode of submission of bid:**

1. Tenders are to be submitted in password protected email and should reach CSL on or before the last date and time for submission of tender. Email address for submission of tender is [sroffice@cochinshipyard.in](mailto:sroffice@cochinshipyard.in) with a copy to [julianjose.pj@cochinshipyard.in](mailto:julianjose.pj@cochinshipyard.in) and [sureshbabutc@cochinshipyard.in](mailto:sureshbabutc@cochinshipyard.in)
2. Bidder should make sure that they get an acknowledgement by return mail after submission of tender. CSL shall not be responsible for non-receipt of e mail sent by the firm.
3. Bid is to be submitted in two bid system [in two attachments with password protection- Technical bid (attachment A) & Price bid (attachment B) in PDF format only.
4. The bidder is expected and deemed to have read, understood and agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding.
5. Failure to furnish all information required or false/ambiguous information or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
6. All pages of the offer (including all supporting documents/attachments) should be signed by the authorized signatory of the bidder in acceptance of tender conditions and scanned copy of the same may be attached in the bid. Unsigned and unstamped bids shall be summarily rejected.



7. The firm should indicate “quoted”/ “not quoted” against each line items as applicable in the unpriced price format. Any ambiguity may entail rejection of the offer.
8. Tender documents, downloaded from the CSL website/Central Procurement Portal, shall be downloaded in Toto and no change, whatsoever shall be made. If any alteration is made in the tender document submitted by the Bidder and if found out (be it at any stage of the tender processing and even after award of the contract), it will be viewed seriously by CSL and CSL has the right to reject the offer if required.
9. Following documents in respect of technical bid to be included in attachment A.
  - i. Tender document duly signed on all pages (including scope of work, general terms & conditions and annexures).
  - ii. Copy of un-priced bid format as per annexure II (price bid without prices/numerals)
  - iii. Undertaking (annexure III).
  - iv. Vendor details (annexure IV).
  - v. Documents required as per Pre-qualification criteria.
10. Price part of technically acceptable offers only will be considered for opening.

Yours faithfully,

(For Cochin Shipyard Ltd)



Asst. General Manager (SRP)

**RATE FORMAT****Table (A)**

SI No.	Description	No of pax	Rate per head per day (before GST)	GST %
01	Accommodation for 80 sailors in AC double room	80		

**Note**

a) L1 shall be determined based on total cost of Table (A) for 15 days before GST.



**UNDERTAKING**

I, Shri ..... in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s ..... do hereby give an undertaking that we have the capacity to accommodate a minimum of 80 personnel in double sharing basis in a single premises.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No:



VENDOR DETAILS (to be submitted along with TECHNICAL BID)

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Telephone No./Fax No./Mobile No	
4	E-mail address	
5	Names of the contact person & designation	(i) (ii) (iii)
6	Type of Entity-Proprietorship/Partnership firm/Company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
7	PAN Card Number	
	GST Registration Number (GST certificate to submitted along with the technical bid)	
	EPF registration no. (EPF registration certificate to be submitted along with the technical bid) Note: In case firm does not have EPF registration reasons thereof to be indicated	
	ESI Registration No. (ESI registration certificate to be submitted along with the technical bid). Note: In case firm does not have ESI registration reasons thereof to be indicated	
	Copy of License applicable	



8	Whether the Agency has been blacklisted/debarred or given tender holiday or contract terminated before expiry of the contract period by any 'govt./autonomous bodies/ organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc.	Yes/No (please tick as applicable) If yes, please furnish details on a separate sheet
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- Certified that the above information is true to the best of our belief and information.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No:

