



CSL/SRP/282/2025

19th July 2025

TENDER NOTICE

Tenders by password protected email are invited for **hiring services of refit coordinators at CSL Cochin Shipyard Limited, Kochi** so as to reach the undersigned on or before the last date and time given below

| | |
|--|--|
| Enquiry no & date | CSL/SRP/282/2025 dated 19 th July 2025 |
| Name of work | Hiring services of refit coordinators at CSL Cochin Shipyard Limited, Kochi |
| Nature of bid process | Two bid |
| Mode of submission of bid | By email |
| Validity of Bid | 120 days from the last date of submission of tender |
| Last date & time for submission of quotation | 30 th July 2025 before 1100 hrs |
| Quotation opening date and time (technical) | 30 th July 2025, 1400 hrs |
| Price bid opening date & time (Attachment B) | Price bid opening date shall be intimated |
| Correspondence details for pre-bid queries and any other information | julianjose.pj@cochinshipyard.in sroffice@cochinshipyard.in revathy.ms@cochinshipyard.in |
| Contact numbers | Tel. 0484 2501482/1870/1581 |

Thanking you,

Yours faithfully,
For Cochin Shipyard Ltd

Asst. General Manager (SRP)



A. Scope of work

1. Hiring services of 02 nos refit coordinators at CSL to support CSL team in connection with repairs on vessel Modu Sagar Kiran for a period of 400 days
2. Refit Coordinator, shall assist CSL to carry out the following tasks on a day to day basis.
 - a) To prepare progress reports on daily basis
 - b) Assist for various discussions with the owner with presentations, reports etc;
 - c) Updating and monitoring of various refit activities as per PERT (Program Evaluation and Review Technique).
 - d) Making agenda points, Power Point presentation for various meetings during the refit and various refit correspondence, any other miscellaneous tasks related to the above.

B. Prequalification Criteria (all supporting documents to be submitted along with bid).

1. The firm should be in the business of providing man power supply in shipyards, Govt. organization or semi-Govt. organizations or Commercial organizations etc. in a minimum of 03 years within last eight years. (supported by work orders or agreement/work completion certificates placed by clients).
2. The firm should supply refit coordinator as per follows:
Refit coordinator should be B- tech holder in Mechanical/Electrical/Electronics/ Naval architecture & Diploma in Management (preferably) and should have at least 02 years industrial experience and knowledge in handling MS office and MS Project. Bio data of 02 Refit coordinators to be submitted as per format given.

C. Terms and Conditions

1. The firm to submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract, as per annexure III along with technical bid.
2. The firm must comply with statutory requirements, EPF/ESI, and other labour laws/regulations in force and as amended from time to time by Govt. of India.
3. The firm must abide by minimum wages act as governed by Govt. of India rules in force and as amended in future.
4. Quote should be per head per day basis. GST should be indicated separately and shall be paid extra as per govt. rules. The validity of the quote shall be for 120 days. The rate quoted shall include all the expenses of salary etc. payable to employees, ESI/EPF remittance of employees, other statutory payment and any other miscellaneous cost etc. Rate agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract.

5. **Work timing** will be for 8 hrs in a day on requirement basis, excluding Sundays. Payment shall be paid for the actual work done. The firm should maintain an attendance logbook and to be certified by officer in charge of CSL on a daily basis. If the refit coordinators are engaged on Sundays, National Holidays, other closed holidays of CSL and beyond normal working hours then fixed overtime rates will be applicable for the duration in hours. Overtime charges per hour shall be calculated as daily charges/8 and will be paid at actuals on pro rata basis.
7. The individuals shall be selected by CSL. The employee deployed cannot be changed without the prior approval from officer in charge of CSL. In case any employee deployed is changed due to any contingency, new personnel deployed should have the same qualifications and experience as stipulated in prequalification criteria. In such cases Bio data to be submitted for prior approval. CSL reserve the right to deduct charges from firm in case of non-deployment of refit coordinator in case of not meeting required qualifications.
8. **The period of work** shall be 400 working days tentatively from early August 2025.
9. Entry passes for the personnel to work inside CSL shall be arranged by the agency after completing necessary formalities.
10. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also.
11. The firm shall be solely responsible for the consequences arising out of any loss, damage or accident caused to the personnel engaged by him on duty. Any labour issues with employees have to be settled by the firm itself. CSL will not have any responsibility for any issue between firm and the employees, for any injury or illness to firm's workmen/ other personnel during execution of work. In this regard firm will have to fully indemnify CSL against any claim made by his workmen/other personnel.
12. The firm shall ensure that the personnel employed by them are working in complete compliance with CSL HSE rules. The firm shall be entirely responsible for the safety of all personnel employed by him on the work and should ensure that the personnel are adequately covered under insurance.
13. Payment shall be made at actuals for number of personnel present on duty for each month by NEFT to the account of firm against invoice supported by work completion certificate/attendance log book duly certified by officer in charge of CSL and ESI/EPF/compensatory policy documents as applicable in respect of personnel engaged for work.



14. The firm shall be solely responsible for the payment of wages, salaries and other legal dues of its personnel who are employed/deployed by it from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service and salary has to effect before 10th of every month succeeding the wage month. CSL reserves the right to ask the firm to submit satisfactory evidence of payment due, salaries etc. In any event, CSL shall not be liable for any payments, dues, wages and salaries of the personnel employed by the firm.
15. The contract shall be on a principal to principal basis and it will not create any employer, employee relationship between CSL and the firm or its employees/personnel. This contract shall also not be deemed to create any partnership, joint venture or any association between CSL and the firm.
16. The firm shall indemnify CSL and keep harmless against any or all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against CSL directly or indirectly by reason of:
 - a) Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
 - b) Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.
17. The firm should immediately intimate CSL in writing if any of its personnel engaged for work has committed any breach of any of the employment agreement or has committed any other offence or has been arrested by the police or removed from the employment of the firm. CSL shall have the right to call upon the firm to replace any personnel of whose performance or behavior is not satisfactory and the firm shall forthwith replace such personnel immediately
18. CSL reserves the right to split the scope of work and award the contract to one or more firms for scope of work mentioned above, depending upon the actual necessity, site conditions etc.
19. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.
20. It is clarified that the firm cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd. has a grievance redressal cell and all un-resolved disputes after hearing by General Manager (SR) shall be referred to the nodal officer Shri. Syamkamal N, Company Secretary, Cochin Shipyard Ltd in the specified

format. All questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by Cochin Shipyard Ltd Grievance Redressal committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.

21. During the evaluation of tender AGM (SRP) may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in price or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
22. CSL reserves the right to terminate the contract at short notice in case the firms performance is found not satisfactory with regard to progress of work, quality, time factor, labour disputes with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by CSL.

D. Instruction to Bidder for submission of quote:

1. Tender to be submitted in two bid system, **Attachment A-Technical bid** and **Attachment B- Price bid** . The two attachments should be password protected and to be sent as a single mail to sroffice@cochinshipyard.in;
copy to: julianjose.pj@cochinshipyard.in ; revathy.ms@cochinshipyard.in

The bidder should make sure that they get an acknowledgement by return mail after submission of bid. CSL shall not be responsible for non receipt of email sent by the firm.

2. **Technical Bid:** All prequalification documents supporting experience, etc, strictly in accordance with the tender schedule duly signed and stamped on all pages accepting all the tender terms and conditions (annexure I), blank price format (annexure II), undertaking (annexure III) vendor details (annexure IV), and Bio data (annexure V) duly filled and stamped are to be sent as attachment A by pass word protected **email**.
3. **Price Bid:** Price Bid in Annex II strictly in accordance with the tender schedule should be sent as attachment B (to be password protected).

Note: Clarifications if any, to be made prior to quoting on Tel: 0484-2501581/1482.

Yours faithfully,



Asst. General Manager (SRP)

HIRING SERVICES OF REFIT COORDINATORS
RATE FORMAT

| Sl. No. | Description | Number required | Rate per head per day (8 hrs) (Rs) (before GST) | GST % |
|---------|--------------------|-----------------|---|-------|
| 1 | Refit coordinators | 02 | | |

Note: i) Work timing shall be 8 hrs per day on requirement basis except Sundays.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No:



UNDERTAKING

I, Shri in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s do hereby give an undertaking that we shall not subcontract the work or part of work to any other agency if awarded the contract by Cochin Shipyard Ltd.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No:

Place :

Date :



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 (Self attested copy of PAN card has to be submitted) | |
| | GST Registration Number (Self attested copy has to be submitted) | |
| | EPF Registration No. (Self-attested copy to be submitted). Note: In case firm does not have EPF registration reasons thereof to be indicated in remarks column. | |
| | ESI Registration No. (Self-attested copy to be submitted). Note: In case firm does not have ESI registration reasons thereof to be indicated in remarks column. | |
| 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 |
| 9 | Customers served currently | |

- Certified that the above information is true to the best of our belief and information.

Place:

Signature of Firm/authorised signature

Date:

of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No:



BIO DATA – REFIT COORDINATOR

1. Name :
2. Date of birth :
3. Place of birth :
4. Present Home
Address :
5. Permanent address :
6. Educational Qualification :
7. Language Skills : Hindi (speak/write/read), English (speak/write/read)
(Please tick ☒ as applicable)
8. Working knowledge : Microsoft word/excel/power point/project
(Please tick ☒ as applicable)
9. Experience :

| Sl. No | Description of work | Previous Experience (in month/year) | Firm |
|--------|---------------------|--|------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Certified that above information is true to the best of our belief and information.

Signature of data entry operator

Signature of Firm

Firm Name:

Address:

Contact No:

Place :

Date :

