



हुगली कोचीन शिपयार्ड लिमिटेड
(भारत सरकार का उद्यम)
HOOGHLY COCHIN SHIPYARD LIMITED
(A Govt. of India Enterprise)

TENDER NOTICE

Sealed competitive tenders are invited from experienced Contractors for the scope of work given below. Tenders are to reach the undersigned on or before the date and time mentioned below. Please refer scope of Work, General Terms and conditions and special terms attached.

Tender No. & date	HCSL/U&M/TEN/2026/193 dated 13.08.2026
Scope of Supply / Work	Supply of Operator and Electrician cum Helper at Hooghly CSL, Howrah
Type of Tender	Two Bid, Open Tender
Last date & time of receipt of tender	21.08.2026 at 15:00 Hrs
Date & time of opening of tender	21.08.2026 at 15:30 Hrs
Tender Cost	Nil
EMD	Rs. 36,000/-
Officer-in -Charge	Name : Avik Majumder Designation : Sr. Manager - IR & HR Email : avik.majumder@hooghlycsl.com Phone No : +91- 7003395446 Name : Subham Manna Designation : Sr. Project Officer (Civil) Email : subham.manna@hooghlycsl.com Phone No : +91- 7003595364

Tender reference should be clearly indicated on top of the respective envelopes.

Sealed tenders addressed to The Sr. Manager - IR & HR shall be dropped in the "HCSL Tender box" located at HCSL-Howrah at Danesh Sk. Lane, Nazirgunge, Howrah -711109 or courier to HCSL-Howrah at Danesh Sk. Lane, Nazirgunge, Howrah -711109 by the due date and time. **Tender documents received after the due date & time will not be considered.**

The bidder must visit the HCSL site before submission of the bid. The site visit slip must be submitted along with the tender document containing HCSL OIC signature.

Signature and Seal of the Contractor (s)




For Hooghly CSL

Registered Office: Administrative Building, HCSL Premises, Satyen Bose Road, P.O. Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal 711 109.

☎ +91 (33)-2688 8282 ✉ contact@hooghlycsl.com 🌐 www.hooghlycsl.com

Shipyard: Nazirgunge Unit, Satyen Bose Road, P.O. Danesh SK Lane, P.S. Sankrail, Howrah, West Bengal - 711109

☎ +91 (33)-2955 8283 (Shipyard)

CIN: U35900WB2017GOI223197, GST No: 19AAECH3640L1ZD

Prequalification criteria for participating in the tender will be as follows:

Sl. No.	Particulars	Eligibility Criteria	Proof/Document Required
1	Experience in relevant field	The firm should be in the business of providing Operator or manpower supply in State/Central Govt./PSUs, Shipyards, MNCs, Heavy Industries etc.	Work order and completion certificate issued from 2021 to 2026
2	Financial capability	The average Annual Turnover of the bidder should be at least Rs. 5.88 lakhs during the last three preceding years.	Profit and loss account statement for the respective financial year 2023-24, 2024-25, 2025-26

Contractor shall submit the valid proof like Work Orders, Invoice, Work Completion certificates etc, for the work carried out against the work credentials.

- The average Annual Turnover of the bidder should be **at least Rs. 5.88 lakhs** during the last three preceding years.
- The bidder must have experience of minimum 1 year in successful completion of similar work of nature and complexity comparable to the proposed contract within last 3 years.
- Audited Balance sheets showing turnover, Profit & Loss account of the firm for the preceding 03 years (FY 2023-24, 2024-25, 2025-26) should be submitted along with the application for prequalification).
- The Tenderer should enclose copy of EPF (if applicable), ESI (if applicable), Trade license, PAN, GST registration certificate, Income tax returns for last three years. (A copy of the same shall be submitted along with the application for issue of tender document)
- Offers from joint ventures/consortium will not be accepted.
- Firm should have dedicated functional authorized office in Howrah or Kolkata (not operating from home cum office) and address proof of office should be submitted along with technical bid.
- Net worth of the contractor must be positive as per the latest balance sheet. (MSE/NSIC will get exemptions)

Each page of the tender document along with all other submitted documents must be duly signed by the Authorized signatory with Bidder's signature and seal.

The tender documents can be downloaded from CSL website www.cochinshipyard.in or www.hooghlycsl.com or www.eprocure.gov.in. The tender documents are available on above mentioned link. All corrigenda, addenda, amendments and clarifications to this tender will be hosted in the website www.cochinshipyard.in or <http://www.eprocure.gov.in> and not in the newspaper. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.

Tender administration: Tender procedure/administration/evaluation including correspondences will be done M/s. Hooghly Cochin Shipyard Limited, Howrah and awarding of contract will be done by M/s. Hooghly Cochin Shipyard Limited, Howrah, West Bengal.

Signature and Seal of the Contractor (s)


Per HCSL

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Signature and Seal of the Contractor (s)



For Hooghly CSL

SCOPE OF WORK

1. 02 nos of Crane operators, 01 no Plate Preservation operator & 03 nos electrician cum helper at Hooghly Cochin Shipyard Ltd., Nazirgunge Unit, Howrah, W.B.
2. Operators should have the following qualification
 - a) Must have experience of minimum 3 years of operating 50T, 40T Cranes (For Crane Operator) or plate preservation (For Plate preservation Operator).
 - b) Qualification of the operator shall be 12th standard and ITI.
 - c) Must Hold a valid Heavy vehicle license & the License must have validity of next 3 years
 - d) Must hold experience certificate as proof
 - e) Must have basic knowledge of Crane maintenance & troubleshoot in case of any breakdown.
3. Electrician & cum should have the following qualification
 - i. Must have experience of minimum 3 years.
 - ii. Qualification of the operator shall be 12th standard and ITI.
 - iii. Must hold experience certificate as proof
4. **The Agency shall provide the PPE branded Safety Shoes, Helmets, N95 masks and 2 Sets of Boiler Suits to each operator.**
5. The contractor should follow all safety guidelines issued by Safety section from time to time.
6. Services of operators are required on a monthly basis. Operators' deployment at site shall be as per the instructions of Hooghly CSL Officer in charge on monthly basis by considering quantum of work. Mobilization/ de-mobilization of operators shall be done by firm within 05 days of receipt of instructions from Hooghly CSL Officer In charge. Payment shall be processed based on the actual manpower deployed on monthly basis.
7. The operator should have the expertise to operate the vehicle.
8. Cleaning of equipment before shift end & ensuring the Crane, plate preservation m/c properly shut down.
9. Maintaining log book of the Crane & plate preservation m/c along with the work details.
10. Periodical maintenance, such as greasing, cleaning, tightening etc will be carried out by operator & a log to be maintained & same is to be endorsed by Hooghly CSL officer In-charge.
11. Bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract.
12. Work timings will be from 8:30 AM to 5:30 PM including lunch break, 6 days a week. however, the timings may vary according to site conditions. Normal working hours in a day is limited to 09 hrs. Including lunch break and any work done beyond 09 hrs shall be considered as overtime.
13. Operator is entitled for one holiday every week i.e., on Sunday. Hooghly CSL list of holidays is applicable. Necessary deduction will apply if operator will absent.
14. An approximate 26 working day is anticipated in a month (without considering work during holidays). Monthly rate shall be paid considering attendance on all working days in a month. In case of any absenteeism on a working day, pro rata reduction would be made from monthly charges for which per day rate shall be arrived based on average rate per day (Monthly rate/26 days).
15. Services of personnel would be required on all working days including all Saturdays for which monthly rate shall be applicable. All Sundays, national holidays and other closed holidays of Hooghly CSL shall be considered as holidays. The personnel may at time be required to continue work beyond normal working hours and on holidays for which overtime charges shall be applicable.
16. In case of any absentees on a working day, pro rata reduction would be made from monthly charges for which per day rate shall be arrived based on average rate per day (Monthly rate/26 days).
17. If any additional Operators or electrician cum helper are required, same shall be provided by contractor as per the instruction of Officer-in-Charge and same shall be charged on pro rata basis (Rate per day is monthly rate/26). The manpower deployed shall be qualified, experienced and competent for executing the work at the site.
18. Bidder to provide reliever for the operator in case of any planned/unplanned absenteeism.
19. The contractor's personnel shall be in a neat uniform for which the cost will be borne by the contractor.
20. Negligence / malfunction of employee, if noted, which results in monetary / material loss etc. shall be recovered from the contractor bill and encashment of BG, if any, depending upon the nature of fault and depth of operator / supervisor negligence / irresponsibility / carelessness. The recoverable amount shall be decided by Hooghly CSL Officer-in-Charge which shall be final and no correspondence or communication will be entertained from the contractor.



21. The contractor, his agents, representatives, workmen etc. shall be strictly adhering to the fire / electric shock precautionary measures while working near the electric cables / electric systems / any item with explosive nature. Contractor shall be fully responsible for any kind of accident / losses occurring to his men / material during the activity.
22. The details of personnel to be deployed to be submitted to the Officer-in-Charge in advance. Deployment shall be done only after verification of details / interview if required and with necessary concurrence from Officer-in-Charge.
23. Services of personnel would be required on all working days including all Saturdays for which monthly rate shall be applicable. All Sundays, national holidays and other closed holidays of Hooghly CSL shall be considered as holidays. The personnel may at time be required to continue work beyond normal working hours and on holidays for which overtime charges shall be applicable.
24. In case of work beyond normal working hours and on Sundays/other closed holidays of Hooghly CSL, fixed overtime rates will be applicable for the duration of working hours. Overtime charges per hour shall be calculated as monthly charges/ (26 X 9) and will be paid at actuals on pro rata basis.
25. The knowledge / information of availability of operator on daily basis shall be the responsibility of contractor / selected agency and the same shall be communicated to Officer-in-Charge of Hooghly CSL. The contractor shall ensure availability of the workmen throughout the contract period.
26. The decision of Hooghly CSL will be final regarding the type / number of personnel to be deployed.
27. Rate agreed upon as per quotation shall remain firm and fixed and will not be changed till conclusion of contract.
28. Hooghly CSL reserves the right to ask the firm to submit satisfactory evidence of payment due, salaries etc. In any event, Hooghly CSL shall not be liable for any payments, dues, wages and salaries of the personnel employed by the firm.
29. Hooghly CSL reserves the right to reject any or all the offers without assigning any reason whatsoever.
30. Hooghly CSL reserves the right to award the contract to one or more contractors/firms or may split the scope of work, depending upon the actual necessity, as deemed fit.
31. The firm should not subcontract the work in part or full if awarded the contract by Hooghly CSL.
32. L1 will be arrived based on the grand total for all the services. Payment will be done for the actual quantity of manpower deployed on monthly basis



Signature and Seal of the Contractor (s)

For HCSL

GENERAL TERMS & CONDITIONS

1. Bidders are to carefully go through the terms and conditions and the scope of work of the items for which offers are called for.
2. Offers are to be furnished in duplicate and should be free from overwriting. Corrections and additions, if any, must be attested. Incomplete/ambiguous offers are likely to be rejected.
3. Offer shall be submitted in the prescribed form, duly signed all pages to M/s Hooghly Cochin Shipyard Ltd (HCSL), Nazirgunge Works, P. O. Danesh Sk. Lane, Howrah - 711 109, West Bengal at the designated tender box and has to be addressed to The Senior Manager (IR & HR).
4. The Operator of Contractor should have experience in handling of Crane, Plate preservation m/c. Prior to engagement Bio data of the Operators and electrician cum helper should be sent to the Officer-In-Charge for approval.
5. Bidders can contact Officer-in-charge of the work which is indicated in the Tender Notice for any clarification before submitting the offer. If clarifications/details are not obtained before the offer is submitted, no claim on this account will be admitted.
6. All applicable taxes, duties, etc. should be included in the rate quoted, unless specified otherwise. HCSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
7. Bidders shall quote total amount in figures and in words. Corrections and additions if any must be attested/ duly signed by the bidder. In the case of error in multiplication/addition in amount calculated, the unit rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.
8. Bidders to note that no advance payment will be made by Hooghly CSL against purchase order issued.
9. **Successful bidder should provide operator at the site within 5 days from the date of issuance of PO.**
10. Skilled operator shall be provided by the contractor. Settling any dispute with the labour, subcontractor, labour union, accidents at work site shall be the sole responsibility of the contractor. Workers engaged for works should have sufficient knowledge and experience in the respective fields.
11. The workmen are strictly banned from use of any kind of Narcotics drugs / Alcohol /smoking etc inside Yard and any illegal activity by the work men should be reported to the Officer-in- charge without delay and the contractor shall remove such persons from Yard premises.
12. The contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused by the contractor or the employee engaged by the contractor while on duty. Any labour issues with operators have to be settled by the contractor himself. Hooghly CSL will not have any responsibilities for any issues between contractor and the operator.
13. Necessary Insurance Coverage for the contractor's materials / equipment / vehicle including Third Party liability and for the workmen (covering Workmen's Compensation Act) engaged by the Contractor are to be taken at his cost. If any accident/injury occurs to any other persons/public due to proven negligence/non-adherence to relevant safety and other precautions on the part of Contractor/it's employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.
14. Any loss / damage sustained by HCSL on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.
15. HSE guidelines issued by HCSL from time to time shall be followed by the contractor.
16. HCSL reserves the right to short close the contract if the requirement does not exist due to any circumstances including Force Majeure events with the hiring charges payable up to the last day of use.
17. The firm should not subcontract the work in part or full.
18. **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 Kolkata, West Bengal, India. Alternate dispute resolution mechanism can also be considered.
19. **Period of Contract:**
 - i. Period of contract is for 6 months from the date of issue of Work Order. Hooghly CSL reserves the right to extend the contract period for a further period of 6 months for same rate, terms and conditions if the performance of the contractor is satisfactory. The rates quoted and all other terms and condition will remain unchanged for the entire period and, also for the extended period (if extended).

- ii. The service offered by the firm will be evaluated during the initial 1 months of the contract period and if the services offered by the firm is found not satisfactory or not complying with the terms and conditions, then the contract will be terminated within 3 months of award of contract. In case the firm decides to terminate contract, one months' notice shall be given to Hooghly CSL by the contractor.

20. **Payment Terms:**

- i. Payment shall be made in every month at actual against invoice in triplicate supported by work completion certificate / work logbook duly certified by the Officer-in-Charge of Hooghly CSL, along with the copy of Salary Slip, Bank Statement copy as a proof of salary transfer, EPF Contribution history and EPF payment copy, Accidental and Medical Insurance Copy, service engineer site visit report, challan of supply completion of consumables and effluent & raw sewer sample test report.
- ii. Monthly attendance log of Workmen duly verified by the Officer-in-Charge of Hooghly CSL, to be enclosed along with the invoice.
- iii. Contractor shall indicate details like PAN, GST details etc. required for processing payment. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. Hooghly CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
- iv. **The Agency shall pay the monthly wages to all its operators within 7th day of each month failing which the Principal Employer shall pay the wage directly with imposition of penalty and action for blacklisting the Contractor shall be taken up as per new Labour Code.**
- v. Necessary Insurance Coverage for the contractor's materials / equipment / vehicle including Third Party liability and for the workmen (covering Workmen's Compensation Act) engaged by the Contractor are to be taken at his cost. If any accident/injury occurs to any other persons/public due to proven negligence/non-adherence to relevant safety and other precautions on the part of Contractor/it's employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.
- vi. Firm shall be liable to deploy workers on fixed terms and conditions. The firm must comply with the statutory requirements, EPF, Minimum wages act, and other labour laws / regulations in force and as amended from time to time by Govt. of India.
- vii. In case if the firm fails to pay any contributions charges or other amounts payable under any of the provisions of law, Hooghly CSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to the firm by Hooghly CSL, including any deposit or amounts payable against bills and make payments on their account to the appropriate authority.
- viii. The contract shall be on a principal-to-principal basis and it will not create any employer, employee relationship between Hooghly CSL and firm / its personnel.
- ix. The invoice to be raised on Officer in-charge, Hooghly Cochin Shipyard Limited, Satyen Bose Road, Danesh Sk. Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109.
- x. Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized Hooghly CSL representative. Delay of accepted bills will lead to delay in processing of payment.
- xi. Payment mode shall be Electronic Clearing System (ECS)/Cheque /NEFT/CAD/TT - as mutually agreed in line with above standard payment terms. Variations from standard terms, if any, shall be appropriately loaded for tender comparison purposes for arriving at the lowest bid.

21. **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, HCSL 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.

22. **Qualification and competency of personnel**

The personnel engaged by the firm should possess the following experience and competency as mentioned against each category of services.



Sl. No.	Particulars	Experience/competency required	Skill Level	Manpower Required
1	Crane Operator	- Must have experience of minimum 3 years of operating different types of Cranes. - Qualification of the operator shall be 12th standard and ITI. - Must Hold a valid Heavy vehicle license & the License must have validity of next 3 years - Must hold experience certificate as proof - Must have basic knowledge of Crane maintenance & troubleshoot in case of any breakdown	Semi-Skilled	02 Nos
1	Plate Preservation Operator	- Must have experience of minimum 3 years of operating plate preservation machine. - Qualification of the operator shall be 12th standard and ITI. - Must hold experience certificate as proof - Must have basic knowledge of Plate preservation m/c maintenance & troubleshoot in case of any breakdown	Semi-Skilled	01 No
2	Electrician cum Helper	- Must have experience of minimum 3 years. - Qualification of the operator shall be 12th standard and ITI. - Must hold experience certificate as proof	Unskilled	03 Nos

23. METHOD OF SELECTION

- 1) The personnel to be engaged should fulfill the qualification criteria & meet with the requirements of Hooghly CSL. Accordingly, the resume should be placed before the Officer-in-charge for scrutiny/concurrence and approval before engagement at site.
- 2) Once the candidate is scrutinized, the contractor has to deploy personnel at Hooghly CSL within 05 days.

24. Liquidated Damage:

In case of delay in providing operators beyond the stipulated contract period, which is not attributable to Hooghly CSL, supplier 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 total contract value, subject to a maximum of 10% of the total contract value (Total contract value is the order value excluding freight, taxes, other charges etc.).

However, LD applicability is without prejudice to Hooghly CSL right to terminate contract for delayed delivery or other actions as per clause above.

25. Terms and Conditions

- a) The operator should have adequate knowledge and competency for undertaking works as detailed above. He shall carry out work as instructed by Hooghly CSL officer in charge/designated personnel at Hooghly CSL.
- b) **The Agency shall submit Police Clearance Certificate for all its Operators. Further the Agency shall submit preliminary medical fitness certificate with all the test reports before engaging any Operator. Any cost incurred for medical test shall be included in service charge.**
- c) The operator should have good communication skills and ability to communicate in Bengali and Hindi. Knowledge of English language would be desirable.
- d) The operator should report breakdown to Hooghly CSL officer In-charge.
- e) The firm should submit necessary documents in proof of the personnel's qualification and experience on demand by Hooghly CSL.
- f) Hooghly CSL reserves the right to reject the services of personnel provided by the firm if:
 - Fails to meet the criteria for qualification/attributes.
 - Is unable to meet the requirements of job profile mentioned.

- Misbehaves or disobeys any superior person placed above him for the discharge of his work.
 - If mentally or physically unfit
 - Involved in use of any kind of narcotics drugs / alcohol / smoking etc inside HCSL premises.
 - Involved in any illegal activities.
- g) The age of Operators should be between 25 to 50 Year.
- h) If the performance/ work ability or conduct of the personnel deployed by the firm is unsatisfactory, firm should replace with suitable personnel.
- i) Additional personnel of any category would be required on need basis for which prior intimation shall be provided by officer in charge of HCSL/designated officer. Same rate, terms and conditions shall be applicable for such cases.
- j) Food, accommodation, transportation and other facilities for the personnel shall be in the firm's scope.
- k) Hooghly CSL reserves the right to short close the contract if the requirement does not exist due to any circumstances including Force Majeure events with the hiring charges payable upto the last day of use.
- l) Quote should be for per head per month basis. GST should be indicated separately and shall be paid extra as per Govt. of India rules. The rate quoted should include all the expenses of salary etc. payable to employees, EPF remittance of employees, other statutory payment and any other miscellaneous cost etc. Rate agreed upon as per quotation shall remain firm and fixed and will not be changed till conclusion of contract.
- m) The bidders may contact below for undertaking site visit and in case of any clarifications regarding scope of work
26. **Risk Purchase:** - If the contractor fails to supply, in time as per the terms in work order, HCSL shall have the following rights.
- a) To terminate the contract within 15 days of notice.
 - b) To initiate alternative arrangements at the risk and cost of the contractor.
 - c) HCSL reserves the right to terminate the work order at short notice in case the firm's performance is found not satisfactory with regard to the progress of work, quality, time factor, labour dispute with their workers, poor safety record and other violation of any contract conditions. No claim whatsoever will be entertained in this regard from the firm.
27. **Safety rules**
- a) The firm shall ensure that the personnel employed by them are working in complete compliance with HCSL HSE rules. All personnel deployed at site shall wear PPE at all times when working within the factory premises of HCSL. PPE is to be provided by the contractor/firm including, coverall, safety shoes, safety helmet, gloves, safety glasses, double lanyard full body safety harness with shock absorber etc. The firm/contractor 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.
 - b) The firm shall be solely responsible for any 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 contractor or firm themselves. HCSL 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 HCSL against any claim made by his workmen/other personnel.
 - c) Additional safety provision: For the work carried out within dock area the contractor shall abide by all provisions of the dock workers (Safety, Health and Welfare) Regulation 1990 without causing any damage / accident in the work premises which will be ultimately causing loss to HCSL either directly or indirectly. The contractor has to take all the necessary safety measures to prevent any damage/ accident at site during the execution of work.
28. Hooghly 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.
29. In any case of the above conditions is not acceptable to the tenderer, it should be specifically indicated in the tender failing which it will be presumed that all the terms and conditions are acceptable.
30. If an agent submits bid on behalf of the 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.

Signature and Seal of the Contractor (s)



For HCSL

SPECIAL TERMS & CONDITIONS

1. **Validity:** Prices should be valid for acceptance for a period of four months from the date of tender opening.
2. **Cost of Tender form: NIL**
3. **Cost of Tender and EMD (Earnest Money Deposit):**
 - i. Tenderers shall deposit an amount of **Rs 36,000/- (Thirty Six Thousand only)** as Earnest Money Deposit (EMD) along with the tender.
 - ii. The EMD can be remitted in the form of Demand Draft (DD) / Banker's Cheque / Fixed Deposit Receipt (FDR)/ Bank Guarantee drawn in favor of "Hooghly Cochin Shipyard Limited" payable at Kolkata and shall be valid for a period of 6 (Six) months from the due date of opening of Techno-commercial Bids from any Nationalized/ Scheduled Bank or paid online through e-gateway of -

HOOGHLY COCHIN SHIPYARD LIMITED
STATE BANK OF INDIA
BRANCH: COCHIN SHIPYARD
ACCOUNT NO: 37354232301
IFSC CODE: SBIN0003229

- iii. EMD furnished by all contractors except the lowest tenderer will be released after issuing work order and submission of SD and its acceptance by the contractor to whom the work is awarded.
- iv. EMD of the successful tenderer will be refunded after remittance of the security deposit and acceptance of the order.
- v. The Earnest Money Deposit (EMD) may be forfeited if: -
 - i) The bidder withdraws, amends, impairs, or derogates from the tender or agreed conditions in any respect within the period of validity of their offer.
 - ii) Non-acceptance of work order.
 - iii) Bidder after accepting the work order fails to provide services.
- vi. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from submission of EMD.

4. Cost of Tender Form: Nil

5. Tender shall be submitted in two separate sealed covers as given below super scribing the name of work, address of Accepting Authority and the address of the Tenderers. These 2 covers shall be sealed within 1 larger cover.

Cover A.

- a. Inside the cover-A two separate covers should be there consisting of 'EMD within a separate envelop 'Cover-1'. 'Technical eligibility criteria related documents, NEFT, undertakings and declarations, etc. within another separate envelop 'Cover-2' and
- b. Duly filled, signed and sealed tender document and unpriced commercial Bid ("PART-1" original issued by Hooghly CSL).
- c. Copy of PAN & GST registration certificate.
- d. Power of attorney or authorization with seal of the company in favor of persons signing the bid.
- e. EMD (in separate envelop within the Cover-A).
- f. Copy of un-priced price bid (attached), Annexure-12.

Cover B.

- a. Quoted Price Bid (original issued by Hooghly Cochin Shipyard Ltd) duly signed and sealed in the prescribed format, Price Bid Format Annexure-12 (there shall not be any clause added by the tenderer in the price bid, price bid with any additional clause/conditions etc will be summarily rejected).
6. Price bid to be submitted in the price bid format attached at annexure-12
7. Unpriced bid as per annexure-12 to be submitted along with techno commercial bid with details like percentage of taxes & duties applicable & details like quoted/nil/included to be mentioned for each line item.

8. Security Deposit:

- a. Contractor shall give security deposit in the form of Bank Guarantee for 5% order value within 15 days after receiving of Work Order.
- b. Security Deposit will be returned one (1) month after successful completion of the contract.
- c. No interest shall be payable on SD for the period of its pendency.
- d. SD will be forfeited where the contractor fails to meet the contractual obligations.
- e. Bidders with valid registration under NSIC/MSE category are also entitled for all privileges, concessions, relaxations etc. stipulated by relevant Govt. orders in this regard.



9. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, working hours, prior to quoting the rates. The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.
10. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
11. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
12. The tender document to be submitted by the bidder in Duly signed and sealed format.
13. Bid Submission shall include Amendment / corrigendum / response to pre bid query duly signed and accept (if any).
14. Hooghly CSL reserves the right to alter, modify the scope of supply at their discretion and consistent with the policy of the Government of India and statutory bodies under them as applicable to the contract from time to time.

15. Statutory conditions and labour laws:

- a. The firm must comply with statutory requirements, EPF, and other labour laws/regulations in force and as amended from time to time by Govt. of India. The firm must abide by minimum wages act as governed by Govt. of India rules in force and as amended in future.
- b. The firm shall observe and comply with the provisions of all labour and industrial laws and enactments and shall comply with and implement the provisions of the Factories Act, 1948, 'Employees Provident Funds & Miscellaneous Provisions Act, 1952, Employees State Insurance Act, Payment of Gratuity Act, minimum Wages Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act and all other enactments as are applicable to them and their workmen employed.
- c. If the firm fails to pay any contributions, charges or other amounts payable under any of the aforementioned provisions of law, HCSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to the firm by HCSL, including any deposit or amounts payable against bills and make payments on their account to the appropriate authority. The firm shall not be entitled to question or challenge such deductions, adjustments or payment made by HCSL.

16. Place of Work:

Hooghly Cochin Shipyard Ltd,
Nazirgunge Satyen Bose Road. P. O
Danesh SK Lane
PS Sank Rail
Howrah
Kolkata – 711109



For Hooghly CSL

Signature and Seal of the Contractor (s)

CHECKLIST

TECHNO-COMMERCIAL CHECK LIST				
SL. NO.	DESCRIPTION	COMPLIANCE		REMARKS
		YES	NO	
1	Submission of Tender in two (2) parts – Techno-commercial & Price Bid			
2	Delivery date confirmation to delivery schedule			
3	EMD submitted with the Bid			
4	Validity of offer – Four (4) months			
5	Payment Terms - confirm your offered mode of			
	Payment shall be made in every month at actuals against invoice in triplicate supported by attendance log, EPF, Insurance copy duly certified by the Officer-in-Charge of HCSL.			
6	ITR, Balance Sheets, Profit & loss statement for last three FY submitted with the Bid			
7	The Prices offered should remain firm till the completion of the contract, in case the purchase order			
8	A copy of price offers without price (Unpriced Bid) to be included in the techno- commercial offer. Please			
9	Have you considered Taxes, duties, levies, packing & forwarding etc., if any, in the offer?			
10	Compliance with Pre-qualification criterion			
11	Disputes in connection with contract subject to jurisdiction of courts at Kolkata India.			
12	Termination of contract/Risk purchase as per relevant clause in the General terms of enquiry.			
13	Confirm all other terms and conditions of enquiry are acceptable.			
14	MSME/NSIC, if yes document required along with technical bid, in relevant sector			
15	PAN, GST certificate submitted with the Bid			
16	Vendor details to be submitted as per Annexure 5			
17	Contractor should have annual turnover at least Rs. 5.88 lakhs in each financial year during the last three preceding years, if yes supporting document to be submitted along with technical bid.			
18	You have read & understood all the Terms & Conditions of the tender			

Annexure – 5

VENDOR DETAILS (to be submitted along with BID)

- 1 Name of Bidder/Firm
- 2 Registered office Address of Company/firm in
Kolkata/Howrah:
Local office address at Kolkata/Howrah (if held):
- 3 Telephone No./Fax No./Mobile No:
- 4 E-mail address:
- 5 Names of the contact person & Designation: 1)
2)
3)
- 6 Type of Entity-Proprietorship/Partnership
firm/company/NSIC/MSME Category etc. (Please
attach registration certificate of Firm/Partnership
agreement/proprietorship documents)
- 7 Cost of Tender Details (DD No. Name of Bank)
- 8 PAN Card Number
(Self-attested copy of PAN card has to be
Submitted)
GST Registration No.
(Self-attested copy has to be Submitted)
- 9 Whether the agency has been blacklisted/de
barred 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

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

Place:

Date:

Signature of Supplier/Authorized signature of firm/agency:

Name of Supplier or authorized signatory of firm/agency:

Designation:

Self-Declaration to be given by the contractor in Letter head

Bid's Reference No. & Date:

Contractor's Name & Address:

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

1. We do hereby declare that we have not been debarred/black listed by HCSL or by any of the Public Sector Undertaking or Government department etc.
2. If HCSL finds that, we have been blacklisted/ debarred by any of the Public Sector Undertaking or Government department, and then HCSL can reject the offer or terminate the contract at any point of time. In such case, we are aware that, EMD, security deposit, performance guarantee etc will be forfeited by HCSL. Further we are confirming herewith that, any loss that has happened to HCSL due to this will be compensated by us.

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

Seal:

Date:.....

Place:.....

NEFT MANDATE FORM

(ON THE LETTER HEAD OF THE COMPANY)

Electronic Payment Mandate Form

(Mandate for receiving payments through RTGS/NEFT Hooghly Cochin Shipyard Ltd)

- 1) Vendor Name
- 2) Vendor Address with Phone No

- 3) Vendor Code

- 4) Permanent Account No. (PAN)

--	--	--	--	--	--	--	--	--

- 5) Particulars of Bank Account

- a. Name of the Bank

[illegible][illegible]

- b. Name of the Branch

[illegible][illegible]

- c. Branch Code

- d. NEFT Code of the Bank

- e. City Name

- f. Branch Location

- g. Branch Telephone No.

- #### h. Bank IFSC Code

- i. 9-Digit MICR Code

--	--	--	--	--	--	--	--	--

(Where MICR is starting with "0". Please take the correct code from your bank for proper identification of city, bank, branch)

- i. Type of the Account (S.B Current
or
Cash Credit) with code (010/011/013)

--	--	--

- j. Account Number (as appearing on the cheque book)

[illegible]

- 6 Email Address of Vendor

- 7 Date of Effect of RTGS/NEFT in your Bank

(Please enclose a cancelled un-signed cheque leaf to enable us to verify the details mentioned above)

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

(.....)

Signature of Employee

Bank Certificate

We certify that _____ has an Account No. _____ with us
and we confirm that the details given above are correct as per our records.

Date:

Place:

(.....)
Authorized official of Bank

BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT/WARRANTY GUARANTEE
(On Stamp Paper of Value Rs 200/-)

To

HOOGHLY COCHIN SHIPYARD LTD
ADMINISTRATIVE BUILDING, HCSL PREMISES
SATYEN BOSE ROAD, P.O. DANESH SHAIKH LANE
HOWRAH, WEST BENGAL, INDIA.

WHEREAS (Name & Address of Supplier) (Hereinafter called "**the Supplier**") has undertaken, in pursuance of contract..... No..... Dated:.....to execute (Name of Contract and brief description of works) (hereinafter called "**the Contract**").AND WHEREAS it has been stipulated by **HOOGHLY COCHIN SHIPYARD LTD** (The Buyer -hereinafter called "**HCSL**") in the said contract that the Supplier shall furnish **HCSL** with a Bank Guarantee for the sum specified therein as security for compliance with the Supplier's obligations in accordance with the Contract.
AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee.

NOW THEREFORE we (Name of the Bank) having its Head Office at.....(Address of Head Office) and acting through its branch office at.....(Address of the executing branch) (hereinafter called "**the Bank**") hereby affirm that we are the Guarantor and responsible to **HCSL**, on behalf of the Supplier up to a total of (Amount of Guarantee)in words).

We, the bank, hereby irrevocably undertake to pay you any amount not exceeding in total the Guarantee Amount upon receipt by us of your demand in writing accompanied by the following documents:

1. Your signed statement certifying that the Supplier is in breach of his obligation(s) under the Contract and the respect in which the Supplier is in breach.
2. Your signed statement certifying that the Supplier has been given prior written notice by email from you to make good the fore said breach and that the Supplier still failed to fulfil the Contract within 30 days of such notice. A copy of such notice given by email to the Supplier shall be attached to the demand for payment.

Any demand for payment should contain your authorized signatures which must be authorized by your bankers or by a notary public.

We, the Bank, further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between **HCSL** and the Supplier shall

Tender No: HCSL/U&M/TEN/2026/193 dated 13.08.2026

in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. We, the Bank, further agree that any change in the constitution of the said contractor or the said bank shall not discharge our liability hereunder.

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed(.....only).

2. This Bank Guarantee shall be valid up to (date) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if **HCSL** serve upon us a written claim or demand on or before(validity date).

Any demand for payment under this guarantee must be received by us at this office during working hours on or before the validity date. Should we receive no claim from you by the validity date, our liability to you will cease and the guarantee will definitely become null and void whether returned to us or not.

Yours truly,

Signature and seal of the

guarantor :

Name of Bank:

Address:

Date:.....

^[1]An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in respective Dollars /Indian Rupees/Other Currency.

Form of bank Guarantee towards EMD

(On stamp paper of value Rs. 200/-)

This deed of GURANTEE made on day of Two thousand Eighteen between HCSL on the one part and (Name and address of the bank) of the other part is as follows: -

In consideration of the HCSL having allowed M/s..... (Hereinafter referred to as 'the Contractor') to submit Tender No..... to them without Earnest Money according to the conditions of such Tender Notification.

We..... (here enter the name of 'the Bank') a Company incorporated under theAct and having its registered office at(hereinafter referred to as 'the bank') undertake to pay to HCSL on demand at Kolkata the sum of money payable as Earnest Money in respect of the Tender No.....made by the Contractor, in case the Contractor withdraws the tender before the date of firmness stipulated or when the tender is accepted by or on behalf of the HCSL the Contractor makes default in furnishing the Security Deposit or in entering into an agreement as required by the HCSL or otherwise commits any breach of the terms and conditions of the tender.

We,Bank Guarantee to pay the amount due and payable under this guarantee without any demur merely on demand from the HCSL. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The liability of the surety shall be restricted to Rs(Rs. only).

This guarantee shall not be avoided, released or affected by any variation in the terms of the tender, acceptance or the contract between the Contractor and the HCSL or any neglect indulgence or forbearance by the HCSL.

This guarantee shall remain in full force and effect during the period that would be taken for the finalization of the tender and till the HCSL certifies that the terms and conditions of the said tender have been fully and properly carried out by the Contractor and accordingly discharges this guarantee or for Six Months from the date of issue of this guarantee whichever is earlier. A notice of the claim under this guarantee may be served on the Bank within Six Months after the said period in which case the same shall be enforceable against the Bank notwithstanding the fact that the same is enforced after the expiry of the said period.

The decision of the CEO, HCSL as to whether the occasion or the ground has arisen for the demand of the surety form Bank shall be final. The HCSL shall be at liberty to act as though the Bank were the principal debtor.

Tender No: HCSL/U&M/TEN/2026/193 dated 13.08.2026

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the HCSL in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.

In witness whereof we have hereunto set our hand and seal this day
.....of.....Two thousand and
.....

Place:

Date:

Details of legal cases pending against the firm for the last five years

SL. NO.	ORGANISATION AGAINST WHOM THE LITIGATION IS INVOLVED	BRIEF DETAILS OF DISPUTE	AMOUNTS INVOLVED (Rs.)	PRESENT STATUS	Remarks

Note : If no Cases exist mention "NILL CASES", otherwise provide the details.

SIGNATURE OF CONTRACTOR

BIO DATA- OPERATOR/ELECTRCIAN CUM HELPER

1. Name
2. Date of birth
3. Place of birth
4. Permanent Home Address:
5. Present Home Address
6. Educational Qualification
7. Language Skills

- Hindi(speak/write/read),
- English(speak/write/read)
- Bengali (speak/write/read)

(Please tick as applicable)

8. Experience (to be supported by relevant documents)

Sl No	Description of work	Experience (in month)	Firm where worked	Issuing authority
1				
2				
3				
4				

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

Signature of Operator

Signature of Contractor

Contractor Name:

Contact No:

PRICE BID FORMAT

Sl. No	Description of service	No of persons (A)	Rate per head per month (Rs.) including of PF and excluding GST (B)	Total Amount for 6 Months (Rs) excl GST (C=A*B)
1	Deployment 3 Number of Operators: Crane and Plate Preservation Operators (Semi-Skilled category)	03	26,468.00	4,76,424.00
2	Deployment 3 Number of Electrician cum helper (Unskilled category)	03	24,102.00	4,33,836.00
Total Amount (Rs.) (Excl. GST) on SI No. 1			9,10,260.00	
Service Charges				
Total Amount for 3 Operators & 3 Electrician cum helper for 6-month Period excluding GST				
Total amount in words				

- Overtime Rate:**

SI No.	Description of Item	OT Rate (Per Hour)
1	Operator & Electrician cum helper	160.00

Note: -

- L1 Bidder will be decided without considering Overtime Rates & without Taxes.
- Minimum wages will be followed as per actual basis according to the Govt. of WB rate in Semi-Skilled & Unskilled category.
- The Agency shall provide the PPE branded Safety Shoes, Helmets, N95 masks and 2 Sets of Boiler Suits, hand gloves, safety glasses, double lanyard full body safety harness to each operator. The cost incurred for the expenditure shall be included in quoted service charge.
- Bidders shall quote total amount in figures and in words. In the case of error in multiplication/addition in amount calculated correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.

Date:

Signature of authorized personnel:

Name of firm or authorized signatory:

Designation:



Annexure 13



HOOGHLY COCHIN SHIPYARD LIMITED

A wholly owned Subsidiary of Cochin Shipyard Limited,

A Government of India Enterprise under Ministry of Ports, Shipping and Waterways

Site Visit Slip

I,, authorized representative of

address:

..... Visited the site on and understand the work completely related to **“Supply of Operator and Electrician cum Helper at Hooghly CSL, Howrah”**.

Stamp and Signature of the bidder,

Signature of HCSL Official