

# **TENDER ENQUIRY**

Dt. 07/02/2024

Tender Ref No: **SRP/CMSRU/VEHICLE ARC/2023-2024**

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 'Cover A Technical' & 'Cover B Price' for **Hiring vehicles at CSL - Mumbai ship repair unit**

- 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" in sealed envelope.
2. **Techno - Commercial offers can also be made by e-mail, with price bid duly Locked with password, before 11.00 hrs (IST) on 22 February 2024, if delivery of sealed offers cannot be ensured at CMSRU on the due date.**
3. Quotation should be valid for a period of 3 months.
4. Quotation can be submitted by email as a documents (price part should be password protected) to the following email address.

[sebi.augustine@cochinshipyard.in](mailto:sebi.augustine@cochinshipyard.in)

[cmsru.planning@cochinshipyard.in](mailto:cmsru.planning@cochinshipyard.in)

**Last Date & Time of Receipt of Tender: 22 February 2024 at 11.00 Hrs IST.**

**Tender Opening date & time: 22 February 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](http://www.cochinshipyard.com) and the CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) regularly. Such amendments shall be binding upon them.

**In case of technical queries, please contact**

**Mr. SEBI AUGUSTINE, (Project Officer - CMSRU)**

**(e-Mail: [sebi.augustine@cochinshipyard.in](mailto:sebi.augustine@cochinshipyard.in), Mob no. +91 8714630958)**

**Mr. ASHUTOSH KRISHNARAO PANDE, (AGM - CMSRU)**

**(e-Mail: [ashutosh.pande@cochinshipyard.in](mailto:ashutosh.pande@cochinshipyard.in), Mob no. +91 9321510326)**

Yours faithfully,

**Deputy General Manager (CMSRU)**

## **Hiring of vehicles for 1 year at CMSRU**

### **A. Scope of work**

1. Hiring of two A/c 05 seater cars (Swift Dzire, Etios, Amaze, Glanza, or Baleno) along with driver for an average use on all days in a month except Sundays and closed holidays for a period of 1 year. However, usage shall be extended to Sundays / closed holidays on as required basis. Additional A/c 05 seater cars would be required on a need basis
2. Hiring of one A/c premium 07 seater car (Innova-crysta) with driver on as required basis. Additional cars would be required on a need basis
3. Hiring of one A/c 07 seater car (Ertiga, Bolero, Scorpio or Carens) along with driver for an average use on all days in a month except Sundays and closed holidays for a period of 1 year. However, usage shall be extended to Sundays / closed holidays on as required basis. Additional cars would be required on a need basis
4. Hiring of A/c 17, 27 and 49 seater seater buses along with driver on as required basis for a period of 1 year. The requirement of quantity / type of buses will depend upon variable demands from CMSRU. The demand for vehicles shall be intimated by CMSRU to facilitate mobilization of resources by the contractor

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

1. The firm should be in the business of providing services of cars and buses on hire for a minimum of 02 years (to be supported by necessary documents and to be submitted along with technical bid) as on date of publishing this tender.
2. Vendor details also to be submitted as per annexure II.
3. Firm should have dedicated functional office in Mumbai and address proof of office should be submitted along with technical bid.
4. The firm should have a minimum turnover of Rs. 20 lakhs as on 31 March 2023 (to be supported by necessary documents and to be submitted along with technical bid).
5. 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 IV.

### **C. Other terms and conditions**

1. Additional cars requirement (05 seater including driver & 07 seater including driver) shall be intimated one day in advance, requirement of buses shall be intimated at least 3 to 5 days in advance.
2. Quoting for all vehicles is desirable, but not mandatory.
3. At a time, vehicle requirement may go up to 10 vehicles.
4. The vehicles should be registered and manufactured on or after Jan 2020.
5. Regular working hours will be 12hours or 100km per day, whichever is concluded first
6. The rate quoted shall include all the expenses of P.O.L. (Petrol/diesel, oil, lubricant) salary etc. payable to drivers, ESI/EPF remittance of drivers, other statutory payment etc. repairs and maintenance etc. Rate agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract. Payment for extra shall be made for either extra hrs or extra Kms whichever is higher on a specific day.
7. Trip sheet as per Annexure I should be filled by the firm and to be duly certified by the user / officer in charge / designated officer of CMSRU on every day of usage of vehicle.

8. The starting Kilometre and Time of each trip will be from the reporting location informed by CMSRU. Similarly, closing kilometre and time will only be considered till the destination of the particular trip as informed. Hence no extra Km & hrs will be considered for garage
9. Vendor may arrange for parking of the vehicles near to CMSRU office
10. Payment of Toll fee, parking fee, etc. which may become necessary during the trips has to be initially paid by the contractor and the same will be reimbursed by CMSRU against supporting documents countersigned by officer in charge CMSRU along with running bills while releasing payment.
11. In case of breakdown or any other blockage due to the failure of vehicles that may occur during trips, the contractor shall provide alternate vehicle immediately at their cost. If the contractor fails on this, CMSRU reserves the right to engage vehicles from other sources and the cost so incurred shall be borne by the Contractor.
12. CMSRU has the right to reject the vehicle if the vehicle is found not in good condition.
13. Vehicles should have valid and proper documents like RC Book, Insurance Policy, Tax paid token, Pollution certificates, first aid medicines etc. during the contract period all statutory conditions to be fulfilled by contractor at their cost.
14. The vehicle should report with sufficient quantity of fuel and other consumable for meeting the day's work.
15. The Driver should be well dressed and preferable with a neat uniform. The driving shouldn't be consuming any tobacco related substances like pan / ghutka /cigarettes etc while on duty for CMSRU.
16. **Vehicle should be maintained always neat and clean.**
17. CMSRU will not take any responsibility for any liabilities caused by the contractor/driver in respect of the vehicle's tax, insurance, road permit, an accident, penalties by RTO / Police authorities etc. or will not compensate part or full whatever may be the reasons.
18. The firm should not subcontract the work in part or full.
19. The contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused to the vehicles/driver while on duty. Any labour issues with drivers have to be settled by the contractor himself, CMSRU will not have any responsibility for any issue between contractor and the drivers, for any injury or illness to contractor's workmen/other personnel during execution of work. In this regard contractor will have to fully indemnify CMSRU against any claim made by his workmen/other personnel.
20. Speed limit inside CMSRU premises is Max 20 Km/Hr.
21. No parking is permitted inside CMSRU after duty hours.
22. CMSRU reserves the right to award the contract to one or more contractors or may split the scope of work depending upon the actual necessity during the pendency of the contract, as deemed fit.
23. The firm must comply with statutory requirements, ESI/EPF, and other labour laws/regulations in force and as amended from time to time by Govt. The firm must abide by minimum wages act as governed by Govt. rules in force and as amended in future. And submit the proof against the same, if required.
24. All relevant clauses of general conditions of contract prevalent in CMSRU will be applicable to this contract also HSE guidelines issued by CMSRU from time to time shall be followed by the contractor.
25. Payment shall be made monthly at actuals by NEFT to the account of contractor against invoice in triplicate supported by work completion certificate sheet / work log book duly certified by the user / the officer in charge / designated officer of CMSRU / designated officer and ESI/EPF remittance documents in respect of drivers. A copy of trip sheet is enclosed for reference and use (Annexure (1)). In case ESI/EPF remittance

documents not submitted with invoice, reasons thereof to be submitted along with invoice. The bank name, account number, IFSC code and other bank details shall be furnished by the contractor in the prescribed format of CSL (Kochi).

26. The invoices to be raised on officer-in charge, CMSRU, HDD office building, Green Gate, Shoorji Vallabhdas Road, Fort, Mumbai – Maharashtra, PIN – 400001. GST registration no. of CSL MSRU is GSTIN 27AAACC6905B1Z4 which is to be indicated on each bill raised.
27. Any loss/damage sustained by CSL - Mumbai ship repair unit (at Mumbai port trust) on account of any negligent act of the driver/personnel engaged by the contractor will be fully recovered from the contractor.
28. The contract shall be valid for a period of 1 year, but extendable up to a further period of 6 (six) months on same rate, terms and conditions for first three months and on mutually agreed rates/terms and conditions for remaining 3 months.
29. A recovery of 10% will be made from the contractor's bills towards security deposit to maximum of Rs. 8.00 Lakhs (Rupees eight Lakhs only) and will be returned only one (1) month after expiry of the contract.
30. The firm shall comply with guidelines issued by Mumbai Port trust for entry/exit and use of vehicles within Mumbai Port Trust and submit necessary documents for this purpose.
31. The service offered by the firm will be evaluated during the period 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 shall be terminated with 02 months of notice issued to firm by CSL. In case the firm decides to terminate contract, two months' notice shall be given to CSL by the contractor.
32. Formalities for the passes for the vehicles and the driver for entry inside the Mumbai Port premises has to be done by the contractor.
33. Other terms and conditions of tender notice shall apply.
34. Entry charges for Mumbai port trust to be paid by vendor
35. The contract would be awarded on line wise L1 basis
36. Tender should be accompanied by the remittance of Earnest Money Deposit (Refundable) of Rs. 10,000/- (Rupees Ten Thousand only) in favor of the Cochin Shipyard Limited, Cochin –15. Tenders without the Earnest Money deposit will not be considered. The Earnest Money Deposit received from the unsuccessful tenderers will be refunded only after the finalization of the contract.
37. As per public procurement policy for MSME's order 2012, certain special privileges for micro and small enterprises (MSME's) are provided. Following are the special privileges.
  - i. For all firms who are registered with district industries center and come under the category of Micro and small Enterprises holding a valid EM Part II certificate or Udhog Adhaar certificate, the following benefits are extended.
  - ii. Tender forms shall be issued free of cost.
  - iii. Payment of Earnest Money Deposit (EMD) is exempted.
  - iv. Additionally, waiver of security deposit (SD) is extendable to those MSMEs registered with National Small Industries Corporation (NSIC), up to financial limit as mentioned in NSIC certificate. However, guarantee of the items supplied/service provided has to be ensured through a bank guarantee (BG).
38. Earnest Money Deposit remitted by the contractor will be adjusted against the Security Deposit or refunded separately as decided by CMSRU.
39. CSL shall have the right to forfeit the EMD for the following reasons: -
  - i. Tenderer withdrawing the tender during the validity period.

- ii. Successful tenderer, may not accept the order/fails to sign the contract within stipulated period.
- iii. Tenderer after accepting the work order fails to provide services

**D. Instruction to bidder for submission of quote:**

1. Bid is to be submitted in two bid system [in two covers- Technical bid (cover A) & Price bid (Cover B).
2. Following documents in respect of technical bid to be kept in a cover superscribing 'cover A' and submitted strictly as per tender schedule.

Prequalification criteria documents &

- i. Stamped and signed copy of tender scope, terms and conditions
  - ii. Stamped and signed copy trip sheet (Annexure I).
  - iii. Vendor details (Annexure II).
  - iv. Un-price format (Annexure III).
  - v. Undertaking (Annexure IV).
3. Tenders are to be submitted in sealed cover super scribing the enquiry number on the envelope and should reach CMSRU on or before the last date and time for submission of tender. Tenders should be addressed to Deputy General Manager (CMSRU) and are to be deposited in the tender box named as "Tender box" kept at first floor of CMSRU office building and details of tender should be entered in the register named provided with the tender box. Tenders submitted after the last date and time for submission of tender will not be considered. Further the tenderers should send an email to [sebi.augustine@cochinshipyard.in](mailto:sebi.augustine@cochinshipyard.in) regarding submission of tender at CMSRU and shall receive an acknowledgment. Tenders not complying the aforesaid conditions will not be considered.
  4. Price bid as per rate format (Annexure III) should be signed and stamped and kept in a separate cover superscribing 'Cover B' and submitted strictly as per tender schedule.
  5. Both the Cover A & B should be put in one single cover superscribing "**Tender Number SRP/CMSRU/VEHICLE ARC/2023-2024 for hiring of cherry picker with operator at CSL - Mumbai ship repair unit (at Mumbai port trust) for a period of one year**".
  6. Price part of technically acceptable offers only will be considered for opening.

Or

7. Techno - Commercial offers can also be made by e-mail, with price bid duly Locked with password, if delivery of sealed offers cannot be ensured at CSL on the due date Quotation can be submitted by email as a password protected document (price part only) to the following email address.

[sebi.augustine@cochinshipyard.in](mailto:sebi.augustine@cochinshipyard.in)

[cmsru.planning@cochinshipyard.in](mailto:cmsru.planning@cochinshipyard.in)

**HIRING OF VEHICLES FOR CMSRU**  
(TO BE FILLED BY USER/DEPT)

Trip Sheet Prepared on		Date of Travel	
Department		Vehicle Registration No.	
Transporting Agency			
User		User Contact No.	
Type of Vehicle			
Reporting Location			

**Trip Details**

Starting Time		<b>Total time (hrs)</b>		Starting Km		<b>Total Km</b>	
Closing Time				Closing Km			
Places Visit							
Drivers/Contractor's Name & Signature							
<b>This vehicle has been used for official purpose only</b>							
User Sign, Name & Designation							
Counter Sing. of Officer at CMSRU							

**Trip Sheet Remarks:****INSTRUCTIONS TO THE DRIVER**

No mobile phone usage while driving.

VENDOR DETAILS (to be submitted along with TECHNICAL BID)

1	Name of the Bidder / Firm	
2	Registered office Address of Company / Firm in Mumbai: Local office address at Mumbai (if held):	
3	Telephone No./Fax No./ Mobile No	
4	E-mail address	
5	Name of the contact person and 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 document)	
7	EMD Details (DD No. Name of Bank)	
8	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 has 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 has to be submitted). Note: In case firm does not have ESI registration reasons thereof to be indicated in remarks column.	
	Copy of License applicable (Self-attested copy has to be submitted).	
9	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. (Undertaking as per annexure IV has to be submitted along with the bid)	Yes / No (Please tick as applicable) If yes, please furnish the details on a separate sheet

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

Place : Signature of firm / authorized signature

Date : Of firm or agency:

Name of firm or authorized signatory of firm / agency:

Designation:

Address:

Contact No:

**RATE FORMAT**Table (A)

<b>SI No</b>	<b>Vehicle</b>	<b>Description</b>	<b>Rate per vehicle per day (Rs.) (before GST)</b>	<b>GST %</b>
1	A/c 05 seater car (Swift Dzire, Etios, Amaze, Baleno or Glanza)	Rate for 12 Hrs / 100 Kms per day		
2	A/c 07 seater car (Ertiga, Bolero, Scorpio or Carens)	Rate for 12 Hrs / 100 Kms per day		

Table (B)

<b>SI No</b>	<b>Vehicle</b>	<b>Description</b>	<b>Rate per vehicle per day (Rs.) (before GST)</b>	<b>GST %</b>
3	A/c 07 seater car (Innova crysta)	Rate for 12 Hrs / 100 Kms per day		
4	A/c 17 seater bus on as required basis	Rate for 12 Hrs / 100 Kms per day		
5	A/c 27 seater bus on as required basis	Rate for 12 Hrs / 100 Kms per day		
6	A/c 49 seater bus on as required basis	Rate for 12 Hrs / 100 Kms per day		

Table (C)

Extra hour / kilometer charges

<b>SI No</b>	<b>Vehicle</b>	<b>Extra hour charges after 12 hrs (Rs.) before GST) (Rs. Per hour)</b>	<b>Extra Kilometer charges after 100 kms (Rs.) (before GST) (Rs. Per kilometer)</b>
1	A/c 05 seater car (Swift Dzire, Etios, Amaze, Baleno or Glanza)		
2	A/c 07 seater car (Ertiga, Bolero, Scorpio or Carens)		
3	A/c 07 seater car (Innova crysta)		
4	A/c 17 seater bus		
5	A/c 27 seater bus		
6	A/c 49 seater bus		

Note:

1. CMSRU reserves the right to award the contract to one or more contractors / or split the scope of work among contractors depending upon the actual necessity, site requirements etc. as deemed fit.
2. Quoting for all vehicles is desirable, but not mandatory.
3. Note: Payment for extra shall be made for either extra hrs or extra Kms whichever is higher on a specific day

Signature of firm / authorized signature

Of firm or agency:

Name of firm or authorized 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 CMSRU/CSL (Kochi).

Signature of Contractor/authorized signature

of firm or agency:

Name of contractor

Designation of authorized signatory of firm/agency:

Address:

Contact No: