



CSL/SRP/149/2024

22nd April 2024

TENDER NOTICE

Dear Sir,

Tenders by password protected email are invited for **hotel accommodation for officers 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/149/2024
Name of work	Hotel accommodation for officers of an Indian Naval vessel
Nature of bid process	Single bid
Validity of Bid	60 days from the last date of submission of tender
Last date & time for submission of quotation	29 th April 2024, before 1100 hrs
Bid opening date and time	29 th April 2024, 1130 hrs
Email address for submission of bids and for pre-bid queries/any other information	sureshababutc@cochinshipyard.in julianjose.pj@cochinshipyard.in sroffice@cochinshipyard.in

Thanking you,

सुरेश बाबु टी सी
SURESH BABU T C
सहायक महा प्रबन्धक
Assistant General Manager
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi-682015

Yours faithfully,
For Cochin Shipyard Ltd


Asst. General Manager (SRP)

A. Scope of work

1. Provide hotel accommodation for 18 officers of an Indian Naval vessel in 18 single rooms on MAP meal plan during working days and AP meal plan during second/fourth Saturday, Sundays and other closed holidays of CSL for a tentative duration of 214 days tentatively starting from 02nd week of May 2024.

B. Terms and Conditions

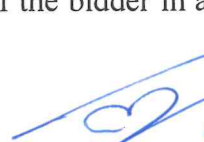
1. Room size of all rooms should be atleast 32 Sq.mtrs or above.
2. The hotel should be located at a distance of 08 kilometers from Cochin Shipyard Limited (CSL).
3. Vendor details to be submitted as per annexure IV.
4. The firm should submit an undertaking that they shall not subcontract the work or part of the work to any other firms/agency if awarded the contract by CSL (an undertaking as per annexure III to be submitted along with the technical bid).
5. CSL shall conduct site visit and 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.
6. The accommodation should have the following minimum facilities.
 - a) Television with DTH.
 - b) Laundry service – 06 piece per day.
 - c) Adequate, table, chairs and locker.
 - d) 24 X 7 Wi-Fi.
 - e) Usage of common leisure facilities available in the hotel.
 - f) Bottled drinking water to be provided in room without restrictions.
 - g) All meals to be served as buffet in the common guest restaurant of the hotel.
 - h) Sanitizers, disinfectants etc. to be provided in each room.
 - i) Fully furnished recreational area/ante room.
7. Accommodation is required for a tentative duration of 214 days with a provision to extend for a further period of 60 more days as per the same rate, terms and conditions.
8. Quote should be per room per day basis. GST should be indicated separately. In case if GST is applicable on meal plan then the meal plan rate & GST on meal plan should be indicated separately. Quote should be as per rate format at annexure II.


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9. L1 bidder shall be determined based on the total cost on CSL for 214 days before GST considering MAP plan on 163 days and AP plan on 51 days. In case if separate GST is applicable for meal plan, then GST on meal plan shall be added to the cost while determining the lowest bidder.
10. Meal should be served as per MAP meal plan during working days and AP meal plan during second/fourth Saturday, Sundays and other closed holidays of CSL.
11. Payment shall be made for actual occupancy (actual rooms occupied for actual number of days) within 30 days of receipt of invoice at CSL. Invoices are to be uploaded online through vendor invoice management portal of CSL
12. The quantity of rooms mentioned is indicative and may change. The firm should be willing to provide additional rooms at the quoted rates.
13. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.
14. 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.
15. All services are to be provided to the complete satisfaction of ship owner/customer and in case of any shortcomings in terms of quality, behavior of staff, hygiene/cleanliness etc., the contract shall be terminated with short notice.

C. **Mode of bid submission:**

1. Tenders are to be submitted by email in password protected PDF's 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 with a copy to julianjose.pj@cochinshipyard.in and sureshbabutc@cochinshipyard.in
2. Bidder should ensure to receive an acknowledgement by return mail after submission of tender. CSL shall not be responsible for non-receipt of email sent by the firm.
3. 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.
4. 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.
5. 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


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Cochin Shipyard Ltd.
कोच्ची / Kochi-682 015

copy of the same may be attached in the bid. Unsigned and unstamped bids shall be summarily rejected.

6. 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.

Thanking you,

Yours faithfully,

(For Cochin Shipyard Ltd)



Asst. General Manager (SRP)
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RATE FORMAT


SI No.	Description	No of rooms	No of days	Rate per room per day (MAP) (before GST)	Rate per room per day (AP) (before GST)	GST %
01	A/c Single room	18	214 days			

Note: L1 bidder shall be determined based on the total cost on CSL for 214 days before GST considering MAP plan on 163 days and AP plan on 51 days. In case if GST is applicable for meal plan, then GST on meal plan shall be added to the cost while determining the lowest bidder. For this purpose meal plan rate & GST on meal plan if applicable should be indicated separately.

Signature of firm or authorised personnel:

Name of firm or authorised personnel:

Designation:


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 Cochin Shipyard Ltd.
 कोच्ची / Kochi-6


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 CSL.

Signature of authorised personnel:


Name of firm & authorised signatory:

Designation:


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Cochin Shipyard Ltd.
कोच्ची / Kochi-682011

VENDOR DETAILS

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	


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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 & authorised signatory:

Designation:


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