



TENDER NOTICE

सीएसएल – कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), कोलकाता की ओर से निम्न सूचित कार्य के लिए अनुभवी फर्मों से मुहरबंद प्रतिस्पर्धी निविदाएं आमंत्रित की जाती हैं, ताकि निम्न सूचित तिथि और समय पर या उससे पहले अधोहस्ताक्षरी तक पहुँच सकें। कृपया संलग्न तकनीकी विनिर्देश, सामान्य नियम और शर्तें एवं अन्य अनुदेशों का संदर्भ लें।

Sealed competitive tenders are invited on behalf of CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata from experienced firms for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer to the Technical Specification, General Terms and Conditions and other instructions attached.

निविदा सं. व तिथि Tender No. & date	सीएसएल/सीकेएसआरयू/टीईएन/544/2024-25 दिनांक Oct 2024 CSL/CKSRU/TEN/544/2024-25 dated 24 Oct 2024
कार्य का नाम Name of Work	सीकेएसआरयू कोलकाता में टैक्सी सेवाएं। (विस्तृत विनिर्देश अलग से संलग्न है) Taxi services at CSL Kolkata Ship Repair Unit (CKSRU), Kolkata (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	दो बोली Two Bid
जमा करने के लिए बयाना राशि Earnest Money to be deposit	NIL
निविदा प्रपत्र की लागत Cost of Tender Form	NIL
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 08 Nov 2024 को 16:00 बजे तक 08 Nov 2024 at 16:00 hrs
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 08 Nov 2024 को 16:30 बजे तक 08 Nov 2024 at 16:30 hrs.

लिफाफे के ऊपर निविदा संदर्भ स्पष्ट रूप से सूचित किया जाना चाहिए।

Tender reference should be clearly indicated on top of the envelope.





उप महाप्रबंधक (सीकेएसआरयू) को संबोधित मुहरबंद निविदाएं सीएसएल- कोलकाता पोत मरम्मत यूनिट सीकेएसआरयू, ड्राई डॉक ऑफिस बिल्डिंग, गेट नं. 9, नेताजी सुभास डॉक, सर्कुलर गार्डन रीच रोड, कोलकाता - 700024 में स्थित 'सीकेएसआरयू निविदा बॉक्स' में नियत तारीख एवं समय तक डाली जाएंगी।

Sealed tenders addressed to The Deputy General Manager (CKSRU) shall be dropped in the "CKSRU Tender box" located at CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building, Gate No. 9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata -700024 by the due date and time.

OR

Password protected tender file shall be emailed to soumita.ghosh@cochinshipyard.in by the due date and time.

उपरोक्त कार्य के लिए प्रभारी अधिकारी
Officer In-Charge for the above work

नाम/ Name : सौमिता घोष /Soumita Ghosh
पदनाम/ Designation: उप प्रबंधक /Deputy Manager
संपर्क सं. (मोब.)/Contact No (M) : 7994450596
ई-मेल/ E-mail: soumita.ghosh@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

ठेकेदार का हस्ताक्षर एवं मुहर
Signature and Seal of the Contractor (s)

उप महाप्रबंधक (सीकेएसआरयू)
Deputy General Manager (CKSRU)



पंजीकृत कार्यालय: प्रशासनिक भवन, पी.ओ. बैग सं. 1653, परुमानूर पी.ओ., कोच्ची - 682 015
Registered Office: Administrative Building, P.O. BagNo. 1653, Perumanoor P.O., Kochi - 682 015
फोन / Phone: +91 (484) 2361181/2501200 फाक्स/ Fax: +91 (484) 2370897/2383902
वेबसाइट / Website: www.cochinshipyard.com CIN: U63032KL1972GOI002414

Tender No: CSL/CKSRU/TEN/544/2024-25

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SCOPE OF WORK & ELIGIBILITY CRITERIA**A. SCOPE OF WORK**

- 1) The work consists of providing taxi services for CSL-Kolkata Ship Repair Unit (CKSRU) on daily basis and up on requirement basis.
- 2) 01 No. 7 seater vehicle (Innova Crysta / equivalent, with AC) (10 Hrs / 100km per day) shall be provided on daily basis (including Sundays and Holidays, if required). If any additional requirement of vehicle, firm has to provide it at the same rate, terms and conditions.
- 3) 01 No. sedan (Swift Dzire / Toyota Etios / Honda Amaze / Equivalent) shall be provided on as and when requirement basis. If any additional requirement of AC sedan, firm has to provide it at the same rate, terms and conditions.
- 4) The number and type of vehicle required shall be decided by CSL and contractor shall provide vehicle accordingly.
- 5) Reporting and releasing location shall be CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata – 24. The starting / finishing time & kilometre reading of the vehicle will be considered as the time of reporting / releasing of the vehicle at CKSRU, Kolkata. Contractor's garage to reporting location and releasing location to contractor's garage will not be considered for payment.
- 6) All vehicles provided should not be older than 4 years.
- 7) As documentary evidence, copy of self-attested RC book of the vehicle (7 seater AC vehicle and AC Sedan) shall be attached along with the offer. Vehicles provided shall be in excellent working condition, well maintained, with clean interiors and with all other statutory documents.
- 8) CSL has the right to reject the vehicle if the vehicle is not found in good condition.
- 9) Payment of toll fee, parking fee, etc. which may become necessary during the trip has to be initially paid by the contractor and the same shall be reimbursed by CSL against supporting documents counter signed by CSL officer.
- 10) In case of any breakdown or any other blockage due to the failure of vehicles that may occur during trips, the contractor shall immediately provide alternative vehicle at their own cost
- 11) **Period of Contract:** - The period of contract shall be initially for a period of 1 year. However, the contract shall be extended for another period of 2 years on an annual extension basis under the same terms and conditions, subject to mutual agreement, provided the contractor's performance is satisfactory. **The rate for the first year of contract shall be quoted by the contractor in the price bid format. The rate shall be increased by 3% on the quoted rate for the second year of contract and further 3% on the rate arrived at for the second year during the third and final year of contract..** However, the final authority for the extension of the contract will rest solely with CSL..
- 12) The quoted rate for the first year and the annual increment of 3% year on year will remain firm without any escalation during the contract period of 01 year and for extension period of another 02 years.
- 13) **The rate for 1st year ONLY** shall be quoted by the contractor in the price bid format. L1 will be arrived based on lowest grand total amount for providing 01 No. 07 seater AC vehicle (365 days / year) and 01 No. AC Sedan (120 days / year) for one year based on 10 Hrs / 100 Kms excluding GST considering rate quoted for 1st year. Rate for additional kms/hours in case of AC 07 seater vehicle and AC sedan **will NOT be considered** for the purpose of calculation for arriving L1. However,

the Purchase Order will be released on unit rate basis and payment will be released on actual running days including additional running hours/ extra km if any. The vendor has to quote all line items, failing which the bid will be rejected.

- 14) The quoted rate shall include the cost for supply of vehicle in perfect running condition with DRIVER, FUEL, LUBRICANTS, SPARES, STATUTORY PAYMENTS, REPAIRS if any and other essential requirements. In case of scratches/dents obtained during running, the vendor should replace/repair the vehicle immediately to perfect condition without delay. The vehicle should be in washed and cleaned condition during first reporting of the day.
- 15) Failure to provide additional 07 seater AC vehicle and AC Sedan (Swift Dzire / Toyota Etios / Honda Amaze / Equivalent) or delay in providing vehicles within 4 Hours from the time of telephonic/E-mail/SMS intimation will make the Contractor to bear the extra expenditure incurred by Cochin Shipyard Ltd for arranging alternate vehicles and the actual will be deducted from the subsequent running bills submitted by the Contractor. CSL has the right to arrange vehicles from other agencies if the contractor fails to provide the requirement.
- 16) In case of any breakdown or any other blockings 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, CSL has the right to engage other vehicles, and the cost incurred shall be borne by the Contractor due to any failure on the part of the contractor in doing so.
- 17) CSL has the right to reject the vehicle without payment if the vehicle is not found in good condition or older than the defined life. Decision of the authorized CSL representative at Kolkata is final in this regard.
- 18) The vehicles should be with valid tourist taxi permit and in excellent working condition with clean and good upholstery. If required flag post and upper carrier may be fitted.
- 19) Contractor should ensure the cleanliness of all Vehicles (external and internal including floor) and proper maintenance of the vehicles, without any dilution. CSL has the right to reject the vehicles on non-compliance of the same.
- 20) 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 fully met by contractor at their cost. CSL authorized officer has the right to verify RC book, Insurance, Pollution Certificate and Tax paid.
- 21) The vehicle should report with sufficient quantity of fuel and other consumables for meeting the day's work.
- 22) Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
- 23) The contractor shall ensure that sufficient funds are provided to the driver towards the cost of fuel, toll charges, parking fees, Driver's wages/Bata/food/lodging charges etc. and no payment on any account shall be made by CSL during the trip.
- 24) Contractors shall ensure to send the same vehicles and drivers to the extent possible for smooth operation.

B. ELIGIBILITY CRITERIA:

Sl.No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The firm should be in the business of providing taxi services for a minimum of 5 years (Preferably to PSUs / Govt agencies) as on date of publishing this tender.	Copy of Work Order satisfying the eligibility criteria to be submitted.
2	Details of vehicle	The firm shall have a minimum of 5 Nos. 7-seater AC vehicle and 1 No. AC sedan which are not older than 4 years from the date of publishing of tender. The registration of vehicle should be in the name of bidder.	Copy of RC book and other statutory documents to be submitted.
3	Vendor Details	The firm shall submit vendor details as per Annexure 4.	Duly filled and signed vendor details as per Annexure 4.
4	Registered office in Kolkata	Firm should have dedicated registered/regional/local functional office in Kolkata and address proof of office should be submitted along with technical bid.	Address proof of the office to be submitted.
5	Financial capability	The firm should have an average minimum annual turnover of Rs. 20 lakhs during the last three financial years (2021-22/2022—23/2023-24).	Profit and loss account statement for the respective financial year
6	Undertaking	The firm should submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract	Undertaking as per annexure 7 to be submitted
7	Self-declaration and unconditional acceptance letter	The firm should submit self-declaration and unconditional acceptance letter as per Annexure 5 & 6	

PRICE BID

Name of Work: Rate Contract for taxi services at CKSRU, Kolkata

Tender No. CSL/CKSRU/TEN/544/2024-25

PART A							
Sl.No.	Description of work	Qty	Unit rate (INR) (A)	No of days(considering one year)* (B)	Total rate per annum excluding GST (INR) (C=A*B)	GST (%)	HSN/SAC Code
1	Rate for 7 seater AC vehicle (Innova Crysta / equivalent) for 10Hrs/100Km(P)	1 No.		365			
2	Rate for AC SEDAN (Swift Dzire / Toyota Etios / Honda Amaze / Equivalent) for 10Hrs/100Km(Q)	1 No.		120			
TOTAL AMOUNT(P+Q)							

PART B			
Sl.No.	Description of work	Qty	Unit rate excluding GST (INR)
1	Rate for Additional Hr (07 seater AC vehicle)	1 Hr	
2	Rate for Additional Km (07 seater AC vehicle)	1 Km	
3	Rate for Additional Hr (AC SEDAN)	1 Hr	
4	Rate for Additional Km (AC SEDAN)	1 Km	

- *NOTE- 1. L1 will be arrived based on the lowest total amount arrived for the rates of AC 07 seater vehicle and AC sedan mentioned in PART A of the Price Bid excluding GST.**
2. Rate for additional hours or kilometers for AC 07 seater and AC sedan will not be considered for the purpose of calculation for arriving L1.
3. All line items must be mandatorily quoted. Partially filled or incomplete bid will be summarily rejected.

Signature and Seal of Contractor

TERMS AND CONDITIONS

1. Offer shall be submitted in the prescribed form in the 'CKSRU Tender Box' located at **CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata-24**, and has to be addressed to **The Deputy General Manager (CKSRU), Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Kolkata - 24**.
2. In case of bid sent through e-mail, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by e-mail or SMS immediately before the tender opening against the request from concerned officer.
3. **Validity**: The offer should be valid for a minimum period of four months of date of submission of offer.
4. **Payment terms**:
 - a. Payment shall be made in every month at actuals against invoice in triplicate supported by work completion certificate / work logbook duly certified by the Officer-in-Charge of CSL.
 - b. Contractor shall indicate details like PAN, GST details etc. required for processing payment **as per duly filled and signed Annexure 4 mandatorily**. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
 - c. The invoice to be raised on Officer in-charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Dry Dock Office Building, Netaji Subhas Dock, Gate No.9, Circular Garden Reach Road, Kolkata – 700024.
 - d. **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
 - e. Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL representative at Kolkata. Delay of accepted bills will lead to delay in processing of payment.
5. **Earnest Money Deposit (EMD)**: Rs.10,000/- (Rupees Forty Thousand only)
 EMD for a valid bid has to be submitted by the bidder in the form of demand draft / FDR / Bank Guarantee (Encl.2) drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the CSL approved list in case of foreign bidder. Cheques are not acceptable. Bids submitted without EMD will be rejected. No interest shall be paid for the EMD, Security Deposit or Performance guarantee. EMD will be returned to the unsuccessful bidder's post finalization of tender and issue of Work Order to the L1 bidder.
6. **Cost of Tender Form**: NIL
7. **Performance Security**: A recovery of 5% will be made from contractor's monthly bill towards performance security to maximum of Rs.1,00,000/- (Rupees One Lakh only) and will be returned only one month after expiry of the contract.
8. **Language**: All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels on deliveries and any other data shall be in English language.
9. L1 will be arrived based on lowest grand total amount for providing 01 No. 07 seater AC vehicle (365 days / year) and 01 No. AC Sedan (120 days / year) for one year based on 10 Hrs / 100 Kms excluding GST considering rate quoted for 1st year. Rate for additional kms/hours in case of AC 07 seater vehicle and AC sedan will NOT be considered for the purpose of calculation for arriving L1. However, the Purchase Order will be released on unit rate basis and payment will be released on actual running days including additional running hours/ extra km if any. The vendor has to quote all line items, failing which the bid will be rejected.
10. The bidders are expected to inspect the site to know the nature of work and site condition at CKSRU, Kolkata as applicable with prior intimation to the Officer-in-Charge. Bidders can contact Officer-in-charge of the work which is indicated in the tender 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.
11. All applicable taxes, duties, transportation and insurance etc. should be included in the rate quoted, unless specified otherwise. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
12. Bidders to note that no advance payment will be made by CSL against work order/ supply order issued.

13. 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 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.
14. GST / Duties, if any, payable extra is to be indicated in the price bid.
15. MSEs, Startups, Local Suppliers (Make In India), MSME firms and Startups will be eligible for various Relaxations in pre-qualification criteria and other Benefits as per the orders promulgated by Government of India. Bidders are advised to refer the details of various Benefits and Relaxation in pre-qualification criteria as published at CSL website (www.cochinshipyard.com) under the Tenders tab for further reference.
16. **Risk Purchase:** -If the supplier fails to commence the work as per the instruction of Officer in Charge or violate any of the terms and conditions of the purchase order; CKSRU/CSL shall have the following rights.
 - a) To terminate the contract with 15 days' notice forfeiting the security deposit.
 - b) To initiate alternate procurement action at the risk and cost of the supplier.
17. Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
18. 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. CSL will not have any responsibilities for any issues between contractor and the operator.
19. Speed limit inside CKSRU premises is Max 10km/Hr.
20. The firm should not subcontract the work in part or full.
21. CSL reserves the right to award contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
22. Any loss / damage sustained by CKSRU on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.
23. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs / Alcohol / smoking etc inside CKSRU premises 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.
24. The rate quoted shall remain firm throughout the period including extension if any.
25. The Contractor should furnish their Registration code, ESI/PF/PAN/GST numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to CSL in the event of requirement. CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.
26. The firm shall be solely responsible for the payment of wages, salaries and other legal duties of its personnel who are employed or deployed by them from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service by 10th of every month preceding the wage month. CSL reserves the rights 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 deployed by the firm.
27. 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/its employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.
28. In case if the firm fails to pay any contributions, charges or other amounts payable under any of the provisions of law, CSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to the firm by CSL, including any deposit or amounts payable against bills and make payments on their account to the appropriate authority.
29. The contract shall be on a principal to principal basis and it will not create any employer, employee relationship between CSL and firm / its personnel.

30. The rates agreed upon as per the quotation remain firm and fixed and will not be changed till conclusion of contract including extended period if any.
31. CSL reserves the right to terminate the work order at short notice in case the firm's performance is found not satisfactory with regard to 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.
32. 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 CSL 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.
33. CKSRU entry permit: Since the work is to be carried out inside the Port area, the Contractor shall abide by all rules and regulations of the Port in force from time to time as applicable. The Contractor is required to obtain required permit / RFID card issued by KoPT for their men, vehicle, tools and materials to enter the CKSRU premises at their cost. The necessary recommendations will be issued by CKSRU to permit the Contractor to take the materials / equipment / vehicle inside the Port area for the execution of the work.
34. Contractors are required to produce a valid police clearance certificate to avail gate passes for entering CKSRU premises.
35. HSE guidelines issued by CKSRU/CSL Kochi from time to time shall be followed by the contractor.
36. During the evaluation of tender CSL Officer-in-Charge may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
37. It is clarified that the Contractor 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 disputes shall be attended by CSL Grievance Redressal Cell. 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.
38. In case any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Ernakulam, Kerala, India.
39. The acceptance of a tender will rest with ED (SR) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.

COCHIN SHIPYARD LIMITED - KOLKATA SHIP REPAIR UNIT (CKSRU)
KOLKATA – 700 024

SPECIAL INSTRUCTIONS FOR TWO BID SYSTEMS

1. MODE OF SUBMISSION OF TENDERS

Tenders should be submitted in two separate sealed covers superscribed in capital letters as PART-I, "TECHNO-COMMERCIAL" & PART-II, "PRICE" indicating the tender number, due date and name & address of the tenderer.

2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS

- a. Details as per the minimum eligibility criteria.
- b. Other conditions, if any
- c. Deviation list, if any
- d. Copy of unpriced Price bid (Price bid without price & with percentage of taxes & duties and details like quoted /Nil/Included need to be mentioned for each line item.)
- e. Complete set of tender documents duly signed and sealed on all pages as a token of acceptance of tender terms and conditions.
- f. Details of vehicles

3. PRICE PART SHOULD CONTAIN FOLLOWING DETAILS

- a. Duly filled price bid as per the tender document.
 - b. The quoted rate shall include rate for material, transportation, loading etc. to deliver the items to the location as mentioned in the tender document.
4. CKSRU/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.
 5. The Techno-commercial part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Techno-commercial part. Firms will be intimated the date of opening of the price part, whose Techno-commercial bid is acceptable, in due course. Tenderers shall not be allowed to attend the Techno-commercial bid opening.
 6. Supplier should depute only persons who are entitled for exemption from income tax in India. In case the supplier does not depute such persons, the tax liability will be in the supplier's account.
 7. The Tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.
 8. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
 9. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.
 10. Price part should be submitted in the Price Bid format provided. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid. In case if there is any corrections/ multiplication or calculation error / ambiguity in the price bid, unit rate quoted will be considered as base and calculation will be done accordingly.
 11. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected. In case if there is any ambiguity, unit rate will be taken as base and calculation will be done accordingly.

VENDOR DETAILS

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Registered office Address of Company/Firm in Kolkata	
4	Telephone No./Fax No./Mobile No	
5	E-mail address	
6	Names of the contact person & designation	(i) (ii) (iii)
7	Type of Entity-Proprietorship/Partnership firm/Company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
8	PAN Card Number	
	GST Registration Number (GST certificate to be 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 if applicable	
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.	Yes/No (please tick as applicable) If yes, please furnish details on a separate sheet

Sign & seal of contractor:

(Self-declaration to be given by in letter head)

1. Reference No. & Date :
2. Bidder's Name & Address :
3. Person to be contacted :
4. Designation :
5. Telephone No. :
6. Fax No. :
7. E-mail :

SELF DECLARATION

We do hereby declare that we have not been debarred / blacklisted by CSL or by any of the Public Sector Undertaking or Government Department etc.

If CSL finds that, we have been blacklisted/de-barred by any of the Public Sector Undertaking or Government department, then CSL can reject the offer or terminate the contract at any point of time. In such case, we are confirming herewith that, any loss that has happened to CSL 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 :

UNCONDITIONAL ACCEPTANCE LETTER

(Unconditional acceptance to be given in letter head)

ACCEPTANCE OF TENDER CONDITIONS

Tender Document for the Taxi services at CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata, has been received by me/us and I/We hereby unconditionally accept the tender conditions of tender documents in its entirety for the above work.

Yours faithfully,

(Signature of the tenderer) with stamp

Date:

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/CKSRU.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No: