



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/एसआरपी/682/2026-27 दिनांक 27 जुलाई 2026 CSL/CKSRU/SRP/682/2026-27 dated 27 Jul 2026
कार्य का नाम Name of Work	सीकेएसआरयू में रिफिट के अंतर्गत आने वाले पोतों हेतु होटल आवास उपलब्ध कराने के लिए वार्षिक दर अनुबंध । (विस्तृत विनिर्देश अलग से संलग्न है) Annual Rate Contract for Providing Hotel Accommodation for Vessels Under Refit at CKSRU. (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	दो बोलियाँ Two Bid
जमा करने के लिए बयाना राशि Earnest Money to be deposit	दस हजार/- 10,000/-
निविदा प्रपत्र की लागत Cost of Tender Form	शून्य Nil
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 11 अगस्त 2026 को 16:00 बजे तक 11 Aug 2026 at 16:00 hrs.
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 11 अगस्त 2026 को 16:30 बजे तक 11 Aug 2026 at 16:30 hrs.

यदि बोली सीलबंद लिफाफे में भेजी जाती है तो निविदा संदर्भ लिफाफे के ऊपर या ईमेल द्वारा बोली भेजी जाती है तो विषय में निविदा संदर्भ स्पष्ट रूप से इंगित किया जाना चाहिए ।

Tender reference should be clearly indicated on top of the envelope if bid is sent in sealed envelope or in subject if bid is sent by email.

एजीएम-आई/सी (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। पासवर्ड से सुरक्षित निविदाएं निर्धारित प्रारूप में ईमेल के माध्यम से amitkumar.das@cochinshipyard.in पर नियत तारीख और समय तक भेज दी जाएंगी।

Sealed tenders addressed to **The AGM-I/c (CKSRU)** shall be dropped in the '**CKSRU Tender Box**' kept at the office of **Gate No. 9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata – 700024, West Bengal** by the due date and time. Password protected tenders shall be send via email in prescribed format to amitkumar.das@cochinshipyard.in by the due date and time.

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

नाम/ Name : अमित कुमार दास/Amit Kumar Das
पदनाम/ Designation: सहायक प्रबंधक/Assistant Manager
संपर्क सं. (मोब.)/Contact No (M): 9832597168
ई-मेल/ E-mail: amitkumar.das@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

F. Amit Kumar Das.

For

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

एजीएम-आई/सी (सीकेएसआरयू)
AGM-I/c (CKSRU)



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ANNEXURE-I

A. SCOPE OF WORK

- 1) The work is for providing hotel accommodation for ship staffs of vessels under refit at CKSRU Kolkata.
- 2) Accommodation facilities comprise of **single occupancy and double occupancy rooms** with following facilities to be provided on as and when requirement basis.
 - i. AC, Television and Wifi
 - ii. Attached toilet with bath
 - iii. Basic room carpet, curtain, laundry service etc.
 - iv. Each room to have 01 Table, 02 chairs and kit lockers
 - v. Basic linen viz. mattress, bed sheets, pillow, pillow covers, blankets, etc.
 - vi. Dining space with adequate space & chairs and cooking area
 - vii. Room to be sanitized on daily basis
 - viii. Sanitizers, disinfectants and mosquito repellent in each room.
 - ix. Breakfast and one major meal (lunch or dinner) to be provided.
 - x. Daily 4 pieces of laundry to be provided along with the accommodation.
- 3) The number and type of accommodation & facilities shall be confirmed by CSL. Contractor shall provide accommodation & facilities accordingly. If any additional requirement of accommodation / facilities arises from the quantities mentioned in the price bid, firm has to provide at the same rate, terms and conditions. Payment shall be done only for the actual quantity of services availed.
- 4) No minimum business volume is guaranteed under this Annual Rate Contract (ARC), and the Contractor shall have no claim whatsoever against CSL on account of any shortfall in the quantity or value of services availed during the contract period.
- 5) Individual accommodation requirements shall be communicated through e-mail, telephone or release order by the Officer-in-Charge. Contractor shall arrange accommodation within the stipulated time.
- 6) **The hotel shall be minimum 4 Star and above category and shall be situated within 10 km distance from CKSRU.** Copies of all statutory documents such as registration, licenses, permit etc. of the accommodation building shall be attached along with the offer. Accommodation rooms and all other facilities provided by the Contractor, shall be in excellent condition, well maintained, with clean interiors and with all other statutory documents.
- 7) CSL has the right to reject the accommodation if the same is not found to be habitable.
- 8) All charges inclusive of electricity, water etc for the accommodation are to be catered by the Contractor.
- 9) In case of any fault or damage that may occur during accommodation during the accommodation period, the Contractor shall immediately provide alternative accommodation or facilities at their own cost.
- 10) The Contractor shall arrange the accommodation facility within 48 hours' notice from CSL. Failure to provide or delay in providing additional accommodation facility within 48 hours from the time of telephonic/E-mail/SMS intimation will make the Contractor to bear the extra expenditure incurred by CSL for arranging alternate accommodation facility and the cost will be deducted at actuals plus 10% mark-up for overhead expenses from the subsequent running bills

submitted by the Contractor. CSL has the right to arrange accommodation facility from other agencies if the contractor fails to provide the requirement.

- 11) CSL has the right to visit the accommodation facility before price bid opening and reject the bid if it is not found habitable. Decision of the authorized CSL representative at Kolkata is final in this regard.
- 12) Contractor shall ensure the cleanliness of all accommodation facility and proper maintenance of the same, without any dilution. CSL has the right to reject the accommodation facility upon non-compliance of the same.
- 13) The firm shall have all statutory documents pertaining to the accommodation facility such as registration, licence, permit etc.

B. ELIGIBILITY CRITERIA:

Sl. No.	Particulars	Eligibility Criteria	Proof/ Documents Required
1	Ownership of Hotel	The bidder shall be the owner of the offered hotel and shall possess all valid statutory licenses, approvals, registrations, and other requisite documents pertaining to the ownership and operation of the hotel.	Copy of all other statutory documents such as registration, licence, permit etc.
2	Category of Hotel	The bidder shall be a hotel of 4-star category or above.	Copy of statutory document confirming the star category of hotel.
3	Location of Hotel	The hotel shall be located in Kolkata and situated within a radial distance of 10 km from CKSRU.	Address proof of hotel.
4	Vendor Details	The firm shall submit vendor details as per Annexure-II.	Duly filled and signed vendor details as per Annexure-II
5	Financial capability	The firm should have reported positive net worth during the last three financial years (FY – 2026-25/2025-24/2024-23).	Profit and loss account statement for the respective financial year.

C. PERIOD OF CONTRACT:

The period of contract will be one (01) year from the date of issue of work order. Cochin Shipyard Limited reserves the right to extend the contract period for a further period of one (01) year on the same rates, terms and conditions, if situations so warrant on mutual agreement on completion of the contract period. The rates quoted and all other terms and conditions will remain unchanged for the entire period and also for the extended period (if extended).

D. TERMS AND CONDITIONS:

- 1) CSL shall issue the Work Order to the L1 bidder. However, CSL reserves the right to place work orders with multiple vendors, if required, to meet the operational exigencies. In all the cases, preference shall be given to the L1 bidder.

- 2) Quote should be as per the rate format at annexure III. GST should be indicated separately and shall be paid extra as per govt. rules.
- 3) CSL will not take any responsibility for any liabilities caused by the firm in respect of tax, insurance, road permit, penalties by authorities etc. or will not compensate part or full whatever may be the reasons.
- 4) CSL reserves the right to short close the contract if the requirement of the accommodation & facilities does not exist due to any circumstances include Force Majeure events with the hiring charges payable upto the last day of use.
- 5) CSL reserves the full right to change the work scope/ amend the work scope according to the site condition.
- 6) Vendor details to be submitted along with the technical bid as per annexure II.
- 7) Bid should be valid for a period of 120 days from the date of submission of tender.
- 8) The bidders may contact Shri. Amit Kumar Das, Assistant Manager (CKSRU) email id: amitkumar.das@cochinshipyard.in, mob: 9832597168 for any clarifications regarding scope of work.

E. ENTRY AND EXIT OF PERSONNEL:

- 1) Entry/ exit passes for the personnel to visit CKSRU, if required, shall be arranged by the agency after completing necessary formalities without any additional cost.
- 2) Vendor representatives are required to produce a valid police clearance certificate to avail gate passes for entering CKSRU premises, if required.

F. PAYMENTS TERMS:

- 1) Payment shall be made on monthly basis for actual occupancy & actual facilities availed (actual number of days occupied) within 30 days of receipt of invoice at CSL. The bank name, account number, IFSC code and other bank details shall be furnished by the firm in the prescribed format of CSL. Following documents to be submitted along with the invoice for payment.
 - I. Work completion certificate/attendance log book for the month duly certified by the officer in charge.
 - II. Documents related to remittance of ESI, EPF and payment of salary if necessary.
- 2) The Invoices to be raised on Officer –in-charge, CSL-Kolkata Ship Repair Unit (CKSRU), Netaji Subhas Dock Office Building, NSD, Gate No. 9, Garden Reach, Kolkata, West Bengal - 700024.

G. ARBITRATION:

It is clarified that the firm cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd. has a grievance redressal cell and all 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.

H. INDEMNITY CLAUSE:

- 1) The firm shall indemnify CSL/ CKSRU and keep harmless against any or all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against CSL/CKSRU directly or indirectly by reason of:
 - I. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or

II. Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.

I. EMD:

- 1) Earnest Money Deposit (EMD) of Rs. 10,000/- (Ten Thousand Only) shall be remitted in the form of Demand Draft from Scheduled Banks in favour of "Cochin Shipyard Limited" payable at Kochi. Cash, Cheque, Bank Guarantee, Postal orders etc., are not acceptable. No interest will be payable to EMD. EMD of unsuccessful bidders will be returned only after awarding the work to the successful bidder.
- 2) Earnest Money Deposit remitted by the successful bidder shall be adjusted against the Security Deposit or refunded separately as decided by CSL.
- 3) 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.
- 4) 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 Organization or the concerned Ministry or Department are exempted from submission of EMD.

J. SECURITY DEPOSIT:

- 1) A recovery of 3 % will be made as interest free deposit from the contractor's bill towards Security Deposit to a maximum of Rs. 1.00 Lakhs (One Lakh only) and will be returned one (1) month after expiry of the contract. No interest shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor fails to meet the contractual obligations.

K. RISK PURCHASE:

If the Contractor fails to complete the awarded scope of work within the stipulated time or violate any of the terms and conditions of the purchase order, CSL shall have the following rights.

- I. To terminate the contract with 15 days' notice forfeiting the security deposit.
- II. To initiate alternate actions at the risk and cost of the contractor.

L. GENERAL CONDITIONS:

- 1) All documents, instructions, catalogues, brochures, pamphlets, norms, reports, labels on deliveries and any other data shall be in English language.
- 2) L1 shall be arrived based on lowest quoted total amount excluding GST. Price Bids shall be evaluated based on total L1 cost as per the price bid format. Normally CSL will award the contract to the Bidder whose bid has been substantially responsive to the bidding documents and who has offered lowest evaluated total amount. However, if in the opinion of CSL, the total price or certain item rates quoted by the lowest evaluated bidder are considered high, CSL may invite such bidder for price negotiation. Lowest quoted bidder shall attend such negotiation meetings and if requested by CSL shall provide the analysis of rates/break – up of amount quoted by him for any or all items to demonstrate the reasonability. As a result of negotiation, bidder may offer rebate on his earlier quoted price.

- 3) Corrections and additions if any in the rate quoted 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.
- 4) The contract shall be on a principal-to-principal basis and it will not create any employer, employee relationship between CSL/CKSRU and the firm or its employees/personnel. This contract shall also not be deemed to create any partnership, joint venture or any association between CSL/CKSRU and the firm.
- 5) CSL/CKSRU reserves the right to award the contract to one or more firms or may split the scope of work, depending upon the actual necessity, as deemed fit.
- 6) CSL/CKSRU reserves the right to reject any or all the offers without assigning any reason whatsoever.
- 7) The rates agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract including extended period, if any.
- 8) The acceptance of a tender will rest with AGM-I/c (CKSRU) 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.
- 9) CSL/CKSRU reserves the right to terminate the contract at short notice in case the firm's performance is found not satisfactory with regard to progress of work, quality, time factor, labour dispute with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by CSL/CKSRU on this account.

M. INSTRUCTION TO BIDDER FOR SUBMISSION OF QUOTE:

- 1) Tenders are to be submitted in password protected email and should reach CSL on or before the last date and time for submission of tender. Email address for submission of tender is amitkumar.das@cochinshipyard.in with a copy to harikrishnan.n@cochinshipyard.in and sreejith.s@cochinshipyard.in. Bidder should make sure that they get an acknowledgement by return mail after submission of tender. CSL shall not be responsible for non-receipt of e mail sent by the firm.
- 2) Bid is to be submitted with password protection in the rate format provided at annexure III.
- 3) Details of property offered shall be provided along with the technical bid.
- 4) 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.
- 5) 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.
- 6) 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. Scanned copy of the same may be attached in the bid. Unsigned and unstamped bids shall be summarily rejected.
- 7) 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 and CSL has the right to reject the offer if required.

N. 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-

- I. Details as per the minimum eligibility criteria.
- II. EMD as per the tender document
- III. Other conditions, if any
- IV. Deviation list, if any
- V. 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.)
- VI. Complete set of tender documents duly signed and sealed on all pages as a token of acceptance of tender terms and conditions.

3) Price part should contain following details-

- I. Duly filled price bid with signature and stamp as per the tender document.
- II. 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.
- III. 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.
- IV. Tenderers shall not be allowed to attend the Techno-commercial bid opening.
- V. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
- VI. 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.
- VII. 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/ viii) multiplication or calculation error / ambiguity in the price bid, unit rate quoted will be considered as base and calculation will be done accordingly.
- VIII. 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**ANNEXURE-II**

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 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:

ANNEXURE-III

RATE FORMAT

Sl. No	Description of service	Qty (A)	Unit	Unit Rate excluding GST per day (Rs) (B)	GST %	HSN/SAC Code
1	Single occupancy rooms with all facilities as mentioned against Sl. No. 2(a) of Scope of Work	1	Nos.			
2	Double occupancy rooms with all facilities as mentioned against Sl. No. 2(a) of Scope of Work	1	Nos.			
	Total (1+2)					

Note: L1 shall be arrived for the total cost excluding GST.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No: