



CSL/SRP/232/2025

16<sup>th</sup> January 2025

**TENDER NOTICE**

Dear Sir,

Tenders by password protected email are invited for **hiring services of sedan car for usage of staff of MPREM office at Mumbai** so as to reach the undersigned on or before the last date and time given below.

Enquiry no	CSL/SRP/232/2025
Name of work	Hiring services of sedan car for usage of staff of MPREM office at Mumbai
Nature of bid process	Two bid
EMD	Nil
Validity of Bid	90 days from the last date of submission of tender
Last date & time for submission of tender	23 <sup>rd</sup> January 2025 before 1100 Hrs
Tender opening date & time (technical bid)	23 <sup>rd</sup> January 2025, 1400 Hrs
Email address for submission of bids and correspondence details for pre-bid queries	<a href="mailto:sureshbabutc@cochinshipyard.in">sureshbabutc@cochinshipyard.in</a> <a href="mailto:julianjose.pj@cochinshipyard.in">julianjose.pj@cochinshipyard.in</a> <a href="mailto:sroffice@cochinshipyard.in">sroffice@cochinshipyard.in</a>

Thanking you

Yours faithfully,  
(For Cochin Shipyard Ltd)

सुरेश बाबु टी सी  
SURESH BABU TC  
सहायक महा प्रबन्धक  
Assistant General Manager  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.

Asst. General Manager (SRP)

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**A. Scope of work**

1. Hiring services of one AC sedan car along with driver for 12 hrs/80 kms per day for usage of staff of MPREM office at Naval Dockyard Mumbai for a duration 12 hrs/80 kms per day whichever reaches first for a tentative duration of 435 days extendable upto 90 more days.

**B. Methodology of hiring**

1. Vehicle shall be required on all working days and during holidays on need basis.
2. The vehicle shall be required for a total duration of 12 hours or 80 kms in a day whichever reaches first. Start time and end time of the vehicle shall as per requirement on a particular day. However total duration of use in a day shall be limited to 12hrs/80 kms.
3. In case of usage beyond normal working hours/kilometers additional charges shall be paid for both extra hours and extra kilometers as the case may be on prorated basis.
4. Fuel for daily operation shall be the vendor's scope.
5. The vehicle shall be utilised for local commutation in and around Naval dockyard Mumbai. The vehicle will be used by staff of MPREM office at Naval Dockyard Mumbai as part of contract with CSL.

**C. Prequalification criteria**

Sl No	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The firm should be in the business of providing services of rental cars to Government or Public Sector Enterprises	Any two work orders/work completion certificates issued within the last 03 years in proof of eligibility criteria.
2	Financial capability	The firm should have an average minimum annual turnover of Rs. 20.00 lakhs during the two financial years FY 2021-2022 and 2022-2023.	Profit and loss account statement for the respective financial year

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#### **D. Terms and Conditions**

1. Tentative date of commencement of work shall be from 1<sup>st</sup> week of February 2025.
2. The quantity of vehicle mentioned in the scope of work is indicative and may vary. The vendor should be willing to additional vehicle if required as per the same rate, terms and conditions. Requirement of additional vehicle shall be intimated one day in advance.
3. The starting time and kilometer reading of the vehicle will commence from the time of reporting of the vehicle to user. The time and distance taken by the vehicle to reach the user from contractor's garage shall not be considered.
4. The vehicle should be in excellent working condition with good upholstery. Vehicle should not be older than three years on day of use
5. 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 CSL against submission of supporting documents countersigned by ship staff along with running bills while releasing payment.
6. 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, CSL reserves the right to engage vehicles from other sources and the cost so incurred shall be borne by the Contractor.
7. CSL/Naval staff has the right to reject the vehicle, if the vehicle is found not in good condition.
8. Vehicles should have valid and proper documents like RC Book, Insurance Policy, Tax paid token, Pollution certificates, first aid medicines etc. All statutory conditions to be fulfilled by contractor at their cost.
9. The vehicle should report with sufficient quantity of fuel and other consumables for meeting the day's work.
10. CSL will not take any 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.
11. Quote should be per vehicle per day basis. GST should be indicated separately and shall be paid extra as per govt. rules.

  
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12. The rate quoted shall include all the expenses of P.O.L (Petrol, oil, lubricant) salary etc. payable to drivers, ESI/EPF remittance of drivers, other statutory payment, repairs, maintenance etc.
13. Daily trip sheets as per format placed at annexure V is to be maintained by the contractor and the same should be signed by the ship staff/user at the end of each day as a token of having undertaken the work.
14. The driver should be well disciplined and able to understand instructions in English/Hindi.
15. Bidders may contact Shri. Julien Jose P J, Assistant Engineer email id: [julianjose.pj@cochinshipyard.in](mailto:julianjose.pj@cochinshipyard.in), mob: 9995804359 for any clarifications regarding scope of work.

**E. Entry and Exit of personnel**

1. Temporary entry/exit passes for the personnel to work inside Naval dockyard/other restricted areas in Mumbai should be arranged by the firm after completing necessary formalities at the firms cost.
2. The firm should submit police clearance certificate of driver for availing gate pass.

**F. Safety rules**

1. The firm shall be entirely responsible for the safety of drivers employed by them at work and should ensure that the personnel are adequately covered under insurance.
2. 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. CSL 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 CSL against any claim made by his workmen/other personnel.

**G. Payments terms**

1. Payment shall be made on a monthly basis by NEFT to the account of the firm within 30 days from the date of submission of invoice in duplicate duly supported by daily trip sheets certified by officer in charge of the vessel and ESI/EPF remittance documents in respect of the firms employees engaged for work. In case ESI/EPF remittance documents are not submitted with invoice, reasons thereof to be submitted. The bank name, account number, IFSC code and other bank details shall be furnished by the firm in the prescribed format of

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CSL. Following documents to be submitted along with the invoice for payment.

- a) Trip sheets duly certified by ship staff.
- b) Documents related to remittance of ESI and EPF.
2. The Invoices are to be raised on AGM (SRP), Ship Repair Division, Cochin Shipyard Limited. GST Registration no. of CSL is GSTN - **32AAACC6905B1ZD** which is to be indicated on the invoice.
3. Invoices are to be submitted online through vendor invoice management portal of CSL.

#### **H. Deviation list**

1. Deviations if any, in the offer submitted from that of the tender enquiry in any form should be clearly furnished in a separate document titled as "List of Deviations".

#### **I. Statutory conditions and labour laws**

1. 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. of India. The firm must abide by minimum wages act as governed by Govt. of India rules in force and as amended in future.
2. 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.
3. All workmen, except those exempted under the respective Acts, shall necessarily be insured under the ESI scheme and be made members of the EPF Scheme from the day of their engagement as workmen.
4. The firm shall be solely responsible for the payment of wages, salaries and other legal dues of its personnel who are employed or deployed by it from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service and salary has to effect before 10<sup>th</sup> of every month succeeding the wage month. CSL reserves the right 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 employed by the firm.

  
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**J. Arbitration**

1. 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 un-resolved disputes shall be referred to the nodal officer Shri. Syamkamal N, Company Secretary, Cochin Shipyard Ltd in the specified format. 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.

**K. Indemnity clause**

1. The firm shall indemnify CSL 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 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.

**L. Contract Validity**

1. The contract shall be valid for a period of 435 days, which is extendable upto a further period of 90 more days at the discretion of CSL without any changes in contract terms and conditions.

**M. Security Deposit**

1. A recovery of 3 % will be made as interest free deposit from the contractor's bill towards Security Deposit 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.

Or

2. The vendor can furnish a Performance Bank Guarantee for an amount of 3% of order value valid till 90 days after expiry of the contract. In such a case no recovery will be undertaken.
3. Bidders with valid registration under NSIC/MSME category are also entitled for all privileges, concessions, relaxations etc. stipulated by relevant Govt. orders in this regard. However guarantee of the items supplied/service provided has to be ensured through a bank guarantee (BG)

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## **N. General conditions**

1. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also. HSE guidelines from time to time shall be followed by the firm.
2. The firm should not subcontract the work or part of the work to any other agency if awarded the contract. An undertaking as per annexure IV to be submitted along with the technical bid.
3. Bid should be valid for a period of 90 days from the date of submission of tender.
4. L1 bidder shall be determined based on the lowest rate quoted (before GST) per day.
5. Place of work shall be in and around Naval dockyard, Mumbai.
6. The contract shall be on a principal to principal basis and it will not create any employer, employee relationship between CSL 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 and the firm.
7. The bidders are expected to familiarize themselves about labour situation, wages and benefits applicable to labourers, working hours etc. prior to quoting. 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.
8. CSL 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.
9. CSL reserves the right to reject any or all the offers without assigning any reason whatsoever.
10. 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.
11. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs/Alcohol/smoking etc. inside CSL 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.
12. During the evaluation of tender AGM (SRP) may at his discretion may 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.
13. The acceptance of the tender will rest with GM (SR) who does not bind himself to accept

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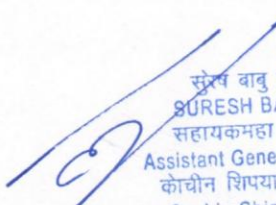


the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.

14. CSL reserves the right to terminate the contract at short notice in case if 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 on this account.
15. In case of absenteeism of vehicle, the firm should arrange alternate vehicle immediately at their cost as the same would adversely affect the customer requirement. If the firm fails on this, CSL has the right to engage other vehicles and the cost incurred should be borne by the firm. Further in case of absenteeism of vehicle for more than 03 days without the consent of CSL, the same will lead to termination of contract and no further claims shall be entertained

**O. Instructions 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 [sroffice@cochinshipyard.in](mailto:sroffice@cochinshipyard.in) with a copy to [julianjose.pj@cochinshipyard.in](mailto:julianjose.pj@cochinshipyard.in) and [sureshbabutc@cochinshipyard.in](mailto:sureshbabutc@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 in two bid system [in two attachments with password protection- Technical bid (attachment A) & Price bid (attachment B)].
3. Following documents in respect of technical bid to be included in attachment A.
  - i. Tender document duly signed on all pages (including scope of work, general terms & conditions).
  - ii. Vendor details (annexure II).
  - iii. Copy of un-priced bid format as per annexure III (price bid without prices/numerals)
  - iv. Undertaking (annexure IV).
  - v. Documents required as per Pre-qualification criteria.
4. Price part of technically acceptable offers only will be considered for opening.
5. Price bid is to be submitted with password protection in a separate file (attachment B – price bid). Price bid is to be submitted as per format placed at annexure III.

  
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6. 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.
7. 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.
8. 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.
9. The firm should indicate "quoted"/ "not quoted" against each line item as applicable in the unpriced price format. Any ambiguity may entail rejection of the offer.
10. 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.
11. 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.
12. 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.in](http://www.cochinshipyard.in) and the CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) regularly. Such amendments shall be binding upon them.

Thanking You,

Yours Sincerely,

For Cochin Shipyard Ltd

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Cochin Shipyard Ltd. Asst. General Manager (SRP)

VENDOR DETAILS (to be submitted along with TECHNICAL BID)

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 ( 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 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 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 to be submitted)	

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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 firm or authorised personnel:

Name of authorised personnel

Designation:

Address:

  
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**RATE FORMAT**

Sl. No.	Description of Vehicle	Rate per day (before GST)	Rate per hour for extra hours (before GST)	Rate per kilometer for extra kilometers (before GST)	GST %
1	Services of one AC sedan car for a duration 12 hrs/80 kms per day				

**Note:**

- a) L1 bidder shall be determined based on the lowest rate per day before GST.

Authorised signature of firm:

Name of firm & authorised signatory

Designation:

  
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**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 Cochin Shipyard Ltd.

Authorised signature of firm:

Name of firm & authorised signatory

Designation:

  
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<b>TRIP SHEET</b>			
USER NAME & DESIGNATION		VEHICLE TYPE	
DATE OF TRAVEL		VEHICLE NO	
STARTING TIME		STARTING KM	
CLOSING TIME		CLOSING KM	
USER SEAL & SIGNATURE			