



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/500/2024-25 दिनांक 25/10/2024 CSL/CKSRU/TEN/500/2024-25 dated 25/10/2024
कार्य का नाम Name of Work	सीकेएसआरयू, कोलकाता में स्टोर रूम का नवीनीकरण (विस्तृत विनिर्देश अलग से संलग्न है) । Renovation of store rooms at 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	Rs.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 11/11/2024 को 16:00 बजे तक 11/11/2024 up to 16:00 hrs
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 11/11/2024 को 16:00 बजे तक 11/11/2024 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 महा प्रबन्धक (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.

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

नाम/ Name : राजा कैरी / Raja Karri
पदनाम/ Designation : उप प्रबन्धक (यांत्रिक)/DM (Mech)
संपर्क सं. (मोब.)/Contact No (M) : 7994207598/ 9703900510
ई-मेल/ E-mail : karri.raja@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

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

उप महा प्रबन्धक (सीकेएसआरयू)
Deputy General Manager (CKSRU)

Tender No: CSL/CKSRU/TEN/500/2024-25

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SCOPE OF WORK AND ELIGIBILITY**1. Scope of Work:**

Dismantling the old plaster from existing walls & roofs, 12 mm cement plaster on walls & roofs as required, M15 grade PCC on floor area, removing existing white or color wash on wall surface / ceiling, painting, and waterproofing treatment on roofs of slabs by applying the waterproofing compound of all 12 Nos stores. Job includes Labor, Machinery, and materials.

2. Technical Specification:**a) PCC M15 Grade:**

Providing and placing the M-15 Grade PCC of thickness 100mm thick cement concrete (1:2:4) on the flooring of all stores. This includes pouring of PCC, vibration, leveling, etc. as per IS specifications.

b) Exhaust fan holes:

Exhaust fan holes are to be provided with finishing; size will be finalized as per the instruction of officer-in-charge.

c) Cement Plaster:

1. Dismantling old plaster from walls / roof of all stores as per the instruction of officer in charge
2. Application of cement plaster of thickness 12 mm as per the instruction of officer in charge at all levels

d) Painting:

1. Cleaning of wall surfaces, removal of existing paint, application of 1 coat of primer (30 microns) and 2 coats of interior and exterior acrylic emulsion paints (60 microns). Painting the inside walls and outside walls of all stores with ready mix plastic emulsion premium quality paint of approved quality, two or more coats to smooth even finish on ceiling and walls including cost and conveyance of all materials to the site, labor charges, hire charges for scaffolding, etc as directed by officer-in-charge at all levels.
2. Enamel painting 1 coat of primer (30 microns) and 2 coats of paint (60 microns) for MS structures, fittings and doors.

e) Waterproofing Works:

Providing and laying waterproofing treatment on roofs of slabs by applying the waterproofing compound etc, as directed by the officer-in-charge at all levels.

Application of waterproofing and bonding agent coating: (For Roof Slab)

1. Removing of existing tar felting sheet, cleaning of surface properly from the mother slab surface, and making it dust-free.
2. Fixing of fiberglass cloth with Dr. Fixit or equivalent brand latex cementitious base coat.
3. After the base coat is dry, apply 1st & 2nd coats of Dr. Fixit Pidifine 2K or equivalent brand as final over the fiberglass cloth.
4. Coving at all junctions: Coving at all junctions is to be done for a size of 50mm x 50mm with polymer-modified mortar prepared by mixing 50kg of cement + 150kg of sand + 4 liters of Nito bond SBR Latex or equivalent brand + water required for mortar consistency, Coving will be done at the junction of the horizontal slab and vertical wall.
5. Screed concrete work- Charges for making, pouring, and compacting using M15 grade of ready-mix concrete with pump. Average thickness of concrete- 60mm.

f) Other terms and conditions:

1. All the waste materials generated during the work shall be disposed of by the contractor outside of CKSRU premises. All arrangements including vehicle, loading equipment, Labor, and Statutory clearances if any shall be under the scope of the contractor.

2. Scaffolding/staging erection is under contractor scope. Required material and MHEs such as crane / hydra / forklift shall be provided by CSL.

3. List of approved makes:

Sl. No.	Material	Brands
1.	Cement	L&T, ACC, Aditya, Ambuja, Ultratech, Lafarge, Dalmiya, Star, JSW Cement, etc. or equivalent as approved by officer in charge.
2.	Paint & Primer	Altec, ICI (AkzoNobel), Berger, Asian, Jotun or equivalent as approved by officer in charge.
3.	Waterproofing compound	Fosroc, Sika, Dr. Fixit, or equivalent as approved by officer in charge.

4. Location of work:

Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit,
Gate No.9, Netaji Subhas Dock,
Circular Garden Reach Road, Kolkata – 24.

5. Period of Completion:

- a) The entire work against the work order should be **completed within 40 days from the date of acceptance of the work order.**
- b) In the event of a delay occurring due to genuine reasons not accountable to the contractor, these days will be excluded from the allotted completion duration, at the discretion of CSL.

6. Eligibility Criteria

- a) Experience having completed similar civil works (Preferably building repair and waterproofing works) during the last 03 years ending the last day of the month previous to the one in which tenders are invited should be either of the following:

Three similar completed works each costing not less than the amount equal to Rs.8.5 Lakhs.

OR

Two similar completed works each costing not less than the amount equal to Rs.10.5 Lakhs.

OR

One similar completed work costing not less than the amount equal to Rs.16.6 Lakhs.

- b) The firm should have a positive net worth in the last 3 FYs (FY22, FY23 & FY24). Relevant authorized documents with necessary statutory certifications are to be submitted.

PRICE BID

Tender No. CSL/CKSRU/TEN/500/2024-25

Annexure 2

Name of work : RENOVATION OF STORES AT CKSRU, KOLKATA

Sl. No.	Description	Qty (A)	Unit	Rate per unit excluding GST (Rs) (B)	Total rate excluding GST (Rs) (C=A*B)	GST (%)	HSN / SAC CODE
1	Dismantling the old plaster and cleaning the surface for plaster including disposal of waste material to the outside of port premises	200	Sqm				
2	Demolishing brick walls for providing holes for exhaust fan on walls with surface preparation	2	CuM				
3	Charges for making, pouring and compacting using M15 grade PCC of ready mix concrete with pump. Average thickness of concrete -100mm.	80	CuM				
4	12 mm cement plaster of mix 1:4 (1 cement : 4 fine sand) with neat finishing including cost and conveyance of all materials, labour charges	800	Sqm				
5	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	2600	Sqm				
6	Cleaning of wall & ceiling surfaces, surface application of 1 coat of primer and 2 coats of interior / exterior acrylic emulsion paint as per the scope of work and technical specification.	2600	Sqm				
7	Providing and laying water proofing treatment on roofs of slabs as per the scope of work and technical specification.	600	sqm				
8	Carrying out miscellaneous works by arranging a man/coolie as per the directions of officer- in-Charge.	20	Man days				
Grand Total excl. GST (Rs)							

GENERAL CONDITIONS

1. Offer shall be submitted in the prescribed form in the CKSRU tender box located at Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit (CKSRU), Circular Garden Reach Road, Kolkata - 24, and has to be addressed to The Deputy General Manager (CKSRU).
2. In case of online submission of bid, same shall be send to karri.raja@cochinshipyard.in, harikrishnan.n@cochinshipyard.in with price bid in password protected format.
3. **Validity:** The offer should be valid for a minimum period of four months from the date of submission of the offer.
4. L1 will be arrived based on the total rate of work against all line items excluding GST.
5. **Inspection:** Inspections/materials shall be done by CKSRU QC team and CSL Officer-in-charge. The arrangement for both inspections at yard / workshop is the responsibility of the contractor.
6. **Yard Facilities:**
Temporary storage space for keeping Contractor's equipment and tools will be provided subject to availability of space. In case space is not available, contractor has to make their own arrangement.
7. **Payment Terms:**
 - a) 100% payment after completion of entire work to the satisfaction of officer in charge.
 - b) Contractor shall indicate details like PAN, GST details etc. required for processing payment. 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 Contractor shall also submit the Electronic Payment Mandate Form, as per Enclosure 1 in their letter head duly signed by the respective authorized representative of the Bank with a cancelled cheque along with the Offer.
 - d) The invoice is to be raised on Officer In-Charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building, Gate No.09, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata – 24.
 - e) **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
 - f) 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.
8. **Earnest Money Deposit (EMD):** Rs.10,000/- (Rupees Ten Thousand only) EMD for a valid bid has to be submitted by the bidder in the form of a demand draft / FDR / Bank Guarantee (Encl.2) drawn in favor of Cochin Shipyard Limited from the 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 post finalization of tender and issue of Work Order to the L1 bidder.
9. **Guarantee Period:** The works performed shall be guaranteed for workmanship and satisfactory performance for a period of 12 months from the date of date of issuance of work completion certificate. Contractor should rectify the defects immediately (within 10days from the date of intimation of defect) after intimation of any such defects noticed during the Guarantee period and without any cost implication to CSL. Failing to do so, CSL will attend to the defect at

the risk and cost of the contractor, and the amount towards the same shall be recovered from the security deposit available with CSL.

10. **Security deposit / Performance Guarantee:**

- a. The successful bidder shall remit a security deposit of 5% of the total order value (excluding taxes, duties,) in the form of Bank Guarantee / demand draft drawn in favour of Cochin Shipyard Ltd towards the satisfactory performance of the contract, if an order is placed on them. Alternatively, a DD / Bank Guarantee equivalent to above % of the total order value (excluding taxes, duties) as per CSL format from an International Bank as per approved list of banks available in CSL website (for overseas supplier) & Scheduled Indian bank for Indian supplier is to be submitted within 14 days from the date of issuance of order, if an order is placed towards satisfactory performance of the contract.
- b. The Bank Guarantee /DD as above should be initially valid till 90 days after completion of work in terms of SD and later revalidated (within the validity of initial BG) to cover the guarantee period indicated plus 90days. Fixed Deposit Receipt (for equivalent amount of Security Deposit/WBG required as per tender) in lieu of bank guarantee is also acceptable. Fixed Deposit Receipt shall be in the name of supplier with lien marked in favour of Cochin Shipyard Limited, Kochi.
- c. If the contractor fails to submit the security deposit, equivalent amount towards the security deposit shall be debited from the contractor's invoice and the same shall be released upon completion of the guarantee period as per the above clause.

11. **Liquidated Damages:** In case of any delay in works beyond the stipulated time period, the contractor has to pay Liquidated Damage (LD) a sum equivalent to ½% (half percentage) per week or part of the week of the order value subjected to maximum of 10% of the order value. LD is applicable for delayed portion of supply and installation part separately. In case of reasons attributed to CSL, i.e. site non-readiness, LD can be waived proportionately.

12. **Transportation clause (to and fro):** To and fro transportation of all materials is under the scope of bidder.

13. **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.

14. **Quantity:** Quantity mentioned in the schedule of work are only approximate for arriving L1 value. The quantity may vary based on the actual quantity executed at site. Payment will be made for actual measured quantities only.

15. 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.

16. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, working hours, prior to quoting the rates. 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.

17. 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.
18. Bidders to note that no advance payment will be made by CSL against work order issued.
19. 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 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.
20. GST / Duties, if any, payable extra is to be indicated in the price part for single bid and in techno-commercial part for two bids.
21. MSEs, Start-ups, Local Suppliers (Make in India), MSME firms and Start-ups 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.in) under the Tenders tab for further reference.
22. Micro and Small Enterprises (MSE'S) 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.
23. If the contractor fails to supply or commence the work, in time as per the terms in work order, CSL shall have the rights to terminate the contract within 15 days of notice and to initiate alternative arrangements.
24. The work shall be inspected by the Officer In-Charge, his authorised representative or any other third party deputed by the Officer In-Charge. Officer In-Charge will have full liberty to impose penalties for the violation of any of the agreement clauses.
25. **General Conditions on Work Part:**
 1. Cochin Shipyard Limited reserves the right to make minor alterations, additions or substitutions to the existing specifications/scope of work, if found necessary during the progress of work and the contractor is bound to carry out the work without any additional cost, as per such altered specifications.
 2. The contractor /authorized representative shall report at the office of the Officer In-Charge on all working days before 08:30 hours / as informed by the Officer In-Charge and receive instruction regarding the works. The contractor should maintain all work instruction register; attendance registers etc. and should follow instructions given by the Officer In-Charge.
 3. Time is the essence of contract. The Contractor may have to work round the clock including holidays, if required for completing the work in time without any extra cost. However, works executed beyond office hours & on holidays must be informed to the Officer In-Charge well in advance and obtain his clearance and other necessary work permits.
 4. All labour, skilled or unskilled shall be provided by the contractor. Settling any dispute with the labour, subcontractor, labour union shall be the sole responsibility of the contractor. Workers engaged for works should have sufficient knowledge and experience in the respective fields.
 5. The contractor should take insurance for the men and materials till the handing over of the entire system to Yard. The contractor is bound to meet the expenses or defence of any action of legal proceedings that may be brought by any person for injury sustained owing to neglect of safety precaution and to pay damages and costs which

may be awarded in consequence as per rules in force. It is the responsibility of the contractor to ensure that workmen engaged in the work should wear safety appliances like helmet, safety shoes, safety belts etc. and should strictly comply with Yard Safety Rules and Regulations in vogue. For obtaining entry permission for workmen into the company premises, the contractor has to furnish the identity proof of those persons to be engaged [Passport/Election Identity card etc.]. If required, police clearance certificate shall also be submitted. They should carry / display the pass issued by Yard authorities during the entire span while in Yard. The contractor has to abide by all relevant Labour Regulations and enactments as applicable to the contractor and his/their workmen and as amended from time to time without causing or claiming any responsibility or liability thereof to the company.

6. The workmen are strictly banned from use of any kind of Narcotics drugs / Alcohol /smoking etc inside Yard 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.
 7. 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.
 8. Force Majeure Condition: Should failure in performance of the contract or part there of arise from war insurrection, restrain imposed by Government, Act of Legislature of other statutory Authority or illegal strike (event like local strike/ harthal etc in the yard, state or national), riot legal lock out, flood, fire, explosion, Act of God of any inevitable or unforeseen beyond human capacity which may be constructed as reasonable ground for an extension of time. CSL may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence/ cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence or cessation.
25. **Tax Elements:**
- a. The tax rate of the Goods and Services would be as per the Government of India published GST rate schedule for goods & services. The rates have been mapped with HSN & SAC in the rate notification issued by the government. The rate schedule should be referred to identify the applicable rate.
 - b. Permanent Account Number (PAN) obtained from Income Tax Department should be mentioned in the invoice for inclusion of PAN in the TDS returns filed by CSL.
 - c. GST Id should be mentioned.
 - d. The invoices should be as per the provisions of GST law. The invoices should mandatorily contain the HSN code/SAC and GSTIN number along with other particulars. The GST charged (CGST&SGST or IGST) should be separately indicated in the invoice.
 - e. Tax inclusive invoices will not be accepted.
 - f. All correction/rectification in the invoices should be done through Debit note / Credit note only.
26. The work is to be arranged without affecting normal functions / activities at the shops / buildings / premises and to other agencies engaged in that area where works are to be carried out and shall be arranged with minimum hindrances. The work shall be carried out without damaging any of the existing structures/structures under

construction/ underground pipelines or cables etc. in the locality. Any damage occurring to the Yard property, by the contractor's operation, shall be compensated / made good at contractor's risk and cost to the satisfaction of the Officer In-Charge of the works, failing which Yard will do the rectification work and the cost incurred will be recovered from contractor's bill or from security deposit. If contractor fails to clear / dispose items, Yard is having the right to clean the premises and cost involved for the cleaning will be deducted from the contractor's bill.

27. If slabs/ chequered plates/manholes etc. are to be opened during the work by the contractor, the same has to be closed by the contractor immediately after completion of the particular area of work. Proper caution boards & barrier with fencing tape shall be provided by the contractor at opened RCC trenches/mud excavated trenches before the commencement of work, at their own cost. Suitable staging should be provided by the contractor in areas wherever necessary at their own cost and ensure safety.
28. The entire work should be carried out to the satisfaction of the Officer In-Charge of the work. Decisions of the Officer In-Charge will be final and binding to the contractor.
29. The workmanship shall be as per industrial standard in every respect both for the equipment supplied and for the installation carried out. The work should conform to relevant Indian Standard Specification / Indian Electricity Rules (ISS / IER) / Central Electricity Authority (CEA) regulation 2010 / other Statutory rules wherever necessary/applicable.
30. Necessary power shut down and permit-to-work has to be obtained from competent authorities whenever required to avoid electrical hazards and related accidents.
31. Arrangement of all necessary accessories shall be carried out by contractor for successful completion of work. All tools, tackles, accessories and other materials brought into Shipyard for the work shall comply with statutory requirements and shall be declared.
32. Necessary storage space will be provided by Yard as per the prevailing rules subject to the availability of space. If not, contractor has to make necessary arrangements outside Yard premises at his own cost and risk.
33. All statutory requirements are to be followed by the contractor. Packing material used, if any, should be eco-friendly.
34. The contractor has to abide by the Contract Labour Act 1970 and rules there under and applicable State Contract Labour Rules and the Yard safety rules and regulations. It is the responsibility of the contractor to follow all safety rules and regulations in force, during the period of contract in Yard, and any violation of the same during the course of work will be at the risk and cost of the contractor and will attract penal action.
35. Necessary "Work in progress" boards shall be provided by the contractor at locations shown by the Officer In-Charge.
36. Bidders shall follow the Security instructions and HSE guidelines prevailing at CKSRU.
37. Additional safety provision: For the work carried out within Port 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.
38. Port 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 docks in force from time to time as applicable. The contractor is required to obtain required permit /

RFID card issued by SMP to enter the CKSRU premises. The necessary recommendations will be issued by CKSRU to permit the contractor to take the materials / equipment / vehicle inside the dock area for the execution of the work.

39. 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.
40. Jurisdiction: 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.

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

Annexure - 4

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) Documents for minimum eligibility criteria
- b) Other conditions, if any
- c) 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)
- d) Complete set of tender documents duly signed and sealed on all pages as a token of acceptance

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 of any ambiguity in the price bid, unit rate will be considered as final and L1 will be calculated accordingly.

11. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.

Enclosure - 1

Electronic Payment Mandate Form

(Mandate for receiving payments through RTGS/NEFT Cochin Shipyard Ltd)

- 1) Vendor Name
- 2) Vendor Address with Phone No
- 3) Vendor Code
- 4) Permanent Account Number(PAN)
- 5) Particulars of Bank Account
 - a. Name of the Bank
 - b. Name of the Branch
 - c. Branch Code:
 - d. NEFT Code of the Bank:
 - e. City Name:
 - f. Branch Location:
 - g. Branch Telephone No.:
 - h. Bank IFSC Code:
 - i. 9-Digit MICR Code
- (where MICR is starting with "0". Please take the correct code from your bank for proper identification of city, bank, branch)
- j. Type of the Account (S.B,Current or Cash Credit) with code (010/011/013)
- k. Account Number (as appearing on the cheque book)
- 6) Email Address of Vendor:
- 7) Date of Effect of RTGS/NEFT in your Bank:

(Please enclose a cancelled un-signed cheque leaf to enable us to verify the details mentioned above)

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

(.....)

Signature of Employee

Bank Certificate

We certify that _____ has an Account No. _____ with us and we confirm that the details given above are correct as per our records.

Date:

Place:

(.....)
Authorized official of Bank

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 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: