



हुगली कोचीन शिपयार्ड लिमिटेड
(भारत सरकार का उद्योग)
HOOGHLY COCHIN SHIPYARD LIMITED
(A Govt. of India Enterprise)

Tender No: HCSL/OPS/SB/TEN/2026/201

Dated: 28.08.2026

TENDER NOTICE

Competitive tenders are invited on behalf of Hooghly Cochin Shipyard Limited (HOOGHLY CSL) from experienced vendors for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer Scope of Work, General Terms and Conditions and Special Terms attached.

Tender No. & date	HCSL/OPS/SB/TEN/2026/201 Dated: 28.08.2026
Scope of work	MANNING CREW ASSISTANCE FOR TUG 02, TUG 03, TUG 04 and 2200T MPV at Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah (Detailed specification is enclosed in Annexure-1).
Type of Tender	Open Tender Two Bid (Price bid Password protected)
Last date & time of receipt of tender	05.09.2026 at 15:00 Hrs
Date & time of opening of technical bid	05.09.2026 at 15:30 Hrs.
Work Completion	Within 5 days from the date of Intimation
Officer - in - Charge	Name: Soumin Thomas Designation: Manager (Mech Email: soumin.thomas@hooghlycsl.com Phone No: 9744358497 Name: Vijay Singh Designation: Manager - (Planning and Project Management) Email: vijay.singh@hooghlycsl.com.com Phone No: 8687069271

Tender to be submitted by Email Mode. Tender reference should be clearly indicated on the subject of the Mail.

Tenders should be submitted in a Two Bid (Price bid Password protected) indicating the tender number, due date of the tender in the Mail and addressed to The Assistant General Manager (Procurement), Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah.


सोमिन थॉमस
SOUMIN THOMAS
प्रबंधक (मेकेनिकल)
Manager (Mechanical)
हुगली कोचीन शिपयार्ड लिमिटेड
Hooghly Cochin Shipyard Limited
हाबड़ा/Howrah-711109

For Hooghly Cochin Shipyard Limited

Signature and Seal of the Bidder(s)

Registered Office: Administrative Building, HCSL Premises, Satyen Bose Road,
P.O. Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal 711 109.
☎ +91 (33)-2688 8282 ✉ contact@hooghlycsl.com 🌐 www.hooghlycsl.com

Shipyard: Nazirgunge Unit, Satyen Bose Road, P.O. Danesh SK Lane,
P.S. Sankrail, Howrah, West Bengal - 711109
☎ +91 (33)-2955 8283 (Shipyard)

CIN: U35900WB2017GOI223197, GST No: 19AAECH3640L1ZD

Tender Administration:

Tender procedure/administration/evaluation including correspondences and awarding of contract will be done by M/s. Hooghly Cochin Shipyard Limited, Howrah, West Bengal.

Officer - in - Charge for the above work:

Name: **SOUMIN THOMAS**
Designation: Manager (Mech)
Email: soumin.thomas@hooghlycsl.com
Phone No: 9744358497

Name: **VIJAY SINGH**
Designation Manager - (Planning and Project Management)
Email vijay.singh@hooghlycsl.com.com
Phone No 8687069271

For technical query (Please contact the below person)

Name: **VIJAY SINGH**
Designation Manager - (Planning and Project Management)
Email vijay.singh@hooghlycsl.com.com
Phone No 8687069271


SOUMIN THOMAS
प्रबंधक (मैकेनिकल)
Manager (Mechanical)
होघली कोचीन शिपयार्ड लिमिटेड
Hooghly Cochin Shipyard Limited
होघली/Howrah-711 109

Sd/-

For Hooghly Cochin Shipyard Limited


SOUMIN THOMAS
प्रबंधक (मैकेनिकल)
Manager (Mechanical)
होघली कोचीन शिपयार्ड लिमिटेड
Hooghly Cochin Shipyard Limited
होघली/Howrah-711 109

TABLE OF CONTENTS

Sl. No.	Description	Annexure
1.	Scope of Work & Technical Specification	Annexure-1
2.	Price Bid Format	Annexure-2
3.	General Terms & Conditions	Annexure-3
4.	Special Instructions to bidder	Annexure-4
5.	Techno-Commercial Check List	Annexure-5
6.	List of Deviation	Annexure-6
7.	Bank Guarantee In Lieu Of Security Deposit/Warranty Guarantee Format	Annexure-7



For Hooghly Cochin Shipyard Limited

Signature and Seal of the Bidder(s)

BOUMIN THOMAS
प्रबंधक (मेकेनिकल)
Manager (Mechanical)
होघली कोचीन शिपयार्ड लिमिटेड
Hooghly Cochin Shipyard Limited
हावड़ा/Howrah-711 109

SCOPE OF WORK AND TECHNICAL SPECIFICATION**Quantity Requirement table****A.**

	Work Description	Qty	UOM
1	MANNING CREW ASSISTANCE FOR TUG 02- 40T BP ASD TUGS.	4	Days
2	MANNING CREW ASSISTANCE FOR TUG 03- 40T BP ASD TUGS.	4	Days
3	MANNING CREW ASSISTANCE FOR TUG 04- 40T BP ASD TUGS.	4	Days
4	MANNING CREW ASSISTANCE FOR 2200T MPV JAK TUGS.	4	Days

B. Scope of Work

To provide Manning assistance for Tug 02, Tug 03, Tug 04 and 2200T MPV Vessel as per details provided below

MANNING CREW ASSISTANCE FOR TUG 02, Tug 03 and Tug 04 for River going Vessel

- i. NCV Master-1 Nos.
- ii. First Class Master with valid license & ID Proof. - 1Nos.
- iii. Inland Master with license ID Proof. - 1Nos
- iv. LC Driver details and license -1 Nos
- v. Sea Man-04 Nos
- vi. Cook- 1Nos

MANNING CREW ASSISTANCE FOR 2200T MPV JAK for Sea going Vessel

- i. NCV Master. -1Nos
- ii. First Class Master with valid license & ID Proof. - 1 Nos
- iii. Second Class Master. -1 Nos
- iv. 1st Class Driver- 1Nos
- v. 2nd class Driver- 1Nos
- vi. LC Driver with license. -1 Nos.
- vii. Sea Man-04 Nos
- viii. Cook- 1 Nos.

Note: Contractors having registered office in Kolkata only shall participate in the Bidding Process

PRICE BID FORMAT

Tender Enquiry No: HCSL/OPS/SB/TEN/2026/201 Dated: 28.08.2026

Sl. No.	Description of jobs	Total QTY	UOM	Unit Rate (Rs.)	Total Amount excluding GST (Rs.)
		A		B	C=AxB
1	MANNING CREW ASSISTANCE FOR TUG 02- 40T BP ASD TUGS.	4	Days		
2	MANNING CREW ASSISTANCE FOR TUG 03- 40T BP ASD TUGS.	4	Days		
3	MANNING CREW ASSISTANCE FOR TUG 04- 40T BP ASD TUGS.	4	Days		
4	MANNING CREW ASSISTANCE FOR 2200T MPV JAK TUGS.	4	Days		
	Total amount excluding GST (Rs.)				
	Total GST amount (Rs.)				
	Total amount including GST (Rs.)				
	Total amount including GST (Rs.) (In words)				

Note:

1. Quoted items should comply with the technical specification.
2. Price to be quoted in INR only.
3. Price per person per day to be provided with Price bid in Table A below.
4. Price Bid to be submitted as per price bid format. L1 bidder will be evaluated based on the total landed cost of all the items excluding GST.

Sl. No.	Description	Price per Person per day (24 Hrs)
1	NCV Master	
2	Inland Master	
1	NCV Master.	
2	First Class Master	
3	Second Class Master.	
4	1st Class driver	
5	2nd Class driver	
6	LC Driver	
7	Sea Man	
8	Cook	

Seal & Sign. of the Bidder

General Terms & Conditions

Sl. No.	Description	Compliance by Supplier (YES/NO) In case of non compliance, please provide remarks.
1.	Bidders are required to carefully go through the terms and conditions and the technical specification of the items for which offers are called for. Tenderers have to adhere to above and supply full technical scope of items along with compliance of commercial conditions. HOOGHLY CSL have full right upon deviations, if any, including rejecting the partial scope/ complied offers.	
2.	Offers are to be furnished in duplicate and should be free from overwriting. Corrections and additions, if any, must be attested. The offers shall be submitted only through email. Incomplete/ambiguous/conditional offers are likely to be rejected.	
3.	Technical checklist, if applicable and general terms & conditions of enquiry duly filled and signed and technical specifications of items offered (refer clause 5), should be submitted along with part-1 techno-commercial bid in the case of two-bid tenders. Non receipt of the document may lead to rejection of offers. In the case of E tender filling up of GTC check list in the portal itself is sufficient.	
4.	Bidders can contact Officer-in-charge of the work which is indicated in the Tender Notice 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.	
5.	Pre-qualification Criteria: Necessary documents and work orders, readiness of material/ Manpower to be submitted for verification / evaluation of bidder.	
6.	<u>SPECIFICATIONS:</u> - a) Manufacturer's name, their trade mark and brand, if any, should invariably be mentioned and illustrative leaflets giving technical particulars (technical details of items offered including technical literature) etc., should be attached to the offer. Spare/Tool required as per PTS to be included in scope along with cost . b) Materials offered shall be new and unused and conform to HOOGHLY CSL specifications and drawings. c) Samples are to be supplied free of cost in the event of requirement by HOOGHLY CSL. The detailed working drawing, if called for, is also to be furnished for approval before commencement of manufacture. [Refer: Purchase Technical Specification at Annexure-1]	
7.	Packing materials should be eco-friendly. Products supplied shall be non -toxic and harmless to health. In case of toxic materials, Materials Safety Data Sheet may be furnished along with the material.	

8.	Supplier should follow the statutory requirements of product offered. [Refer: Purchase Technical Specification at Annexure-1]		
9.	Taxes and duties, if any, payable extra are to be indicated in the techno commercial part and price part.		
10.	For indigenous vendor	<u>MSEs, Startups and Make in India</u> a) 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 HOOGHLY CSL website (www.hooghlycsl.com/www.cochinshipyard.in) under the Tenders tab for further reference.	
11.	Work Completion Schedule: As per Instruction of Site-in-charge. Within 5 Days days from the date of Intimation for each vessel. Deployment of manpower should be within 2 days from the date Intimation/ As per instruction of the Site-in-charge.		
12.	HOOGHLY CSL, may increase or decrease the quantity or may change in scope of work at its own discretion.		
13.	<u>PAYMENT TERMS:</u> <u>Payment will be made for each vessel separately.</u> a) 100% payment with taxes upon completion of works as per actual no. of days and actual crew (for each vessel) and certification by Yard Production within 45 days of receipt and acceptance of Work completion. Certificate at Hooghly CSL with calculation of basis of certification that the rate payable is reasonable/acceptable. b) Payment towards all on account bills shall be normally paid within 45 working days from the date of receipt of error free certified bill by the Officer of Hooghly CSL as far as possible. c) i) The invoice shall be compliant with GST Law. (ii) GST liability is to be discharged and ensure filing of outward supply details on GSTN portal within timeline prescribed. (Covered under GST Terms and Condition at (B)) (iii) Any debit note/supplementary invoice if any, is to be raised within September month following the respective Financial year or filing of annual return by Hooghly CSL, whichever is earlier. (iv) Any loss of tax credit due to the reason attributable to supplier shall be recovered from supplier along with Applicable interest and penalty. d) Payment mode shall be Electronic Clearing System (ECS)/cheque /NEFT/LC/CAD/TT-as mutually agreed in line with above standard payment terms. Variations from standard terms, if any, shall be appropriately loaded for tender comparison purposes for arriving the lowest bid.		

	e) For deviation in Payments terms from Hooghly CSL standard, if any, aforesaid interest will be loaded on quoted item basic prices, for tender comparison purposes.	
14.	Occupational Health, Safety & Environmental Requirements: Contractor is deemed to comply with the occupational health, safety and environmental policy of the company.	
15.	Safety Rules: a) The contractor shall be entirely responsible for the safety of all the personnel employed by him on the work. In this regard, he may adopt all the required safety measures and strictly comply with the safety regulations in force. Detailed information and references available with HSE department of Hooghly CSL. b) The Contractor may arrange to suitably insure all his workmen/ other personnel in this regard. Hooghly CSL will not be responsible for any injury or illness to the Contractor's workmen/other personnel during execution of the works due to whatsoever reasons. c) In this regard, the Contractor will have to fully indemnify Hooghly CSL against any claims made by his workmen/other personnel. d) The Contractor shall provide and maintain so as to be readily accessible during all working hours, a first aid box with prescribed contents at every place where he employs contract labour for executing the works.	
16.	Labour Laws & Regulations: a) The Contractor shall provide the minimum wage rate of the Central Govt. and submit the Bank account statement of the wage payment along with the bill; b) The Contractor shall undertake and execute the work with contract Labour only after taking license from the appropriate authority under the Contract Labour (Regulation & Abolition) Act 1970. c) The Contractor 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 at 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 his and his workmen employed by him. d) All contract workmen shall necessarily be insured under the ESI scheme and be made members of the EPF Scheme from the day of their engagement as contract workmen in the Company. All such insured contract workmen should carry with them their ESI Identity Card for verification by the authorities. No contract workmen without a valid ESI	

Identity Card for verification by the authorities will be permitted to work in the company.

- e) The Contractor shall submit the Labour Reports/ Returns as required by the Company from time to time in respect of their workmen in standard format to the concerned contracting officer so as to enable the same to reach Personnel Department by the 5th of every month. delayed submission of the same shall attract penal interest /damages at the rate as levied by the respective authorities under the relevant Acts.
- f) The Contractor shall maintain the records viz. Muster Roll, Acquittance Roll with full details, Account books etc., in original. These are required for inspection by the concerned authorities under each scheme.
- g) If the Contractor fails to pay any contributions, charges or other amounts payable under any of the aforementioned provisions of law, HOOGHLY CSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to him by HOOGHLY CSL, including any deposit or amounts payable against bills and make payments on his account to the appropriate authority. He shall not be entitled to question or challenge such deductions, adjustments or payment made by HOOGHLY CSL.
- h) Any other amount payable under any law or in respect of any person employed by the Contractor, if not paid by him, shall be deducted or adjusted by HOOGHLY CSL out of any amount payable to the Contractor including any Security Receipt and paid ever or withheld for payment by HOOGHLY CSL.
- i) The Contractor shall be fully responsible for the conduct and discipline of the workmen employed by him in the Company premises. If such workmen commit any misconduct or criminal act inside the Company, the Contractor shall take appropriate action against such workmen. The contractor shall abide by the instructions/ guidelines issued by the Company for maintenance of discipline and good conduct among the workmen employed by him.
- j) All person who are engaged for various works in HOOGHLY CSL either directly or through contractors, should produce the following documents prior to issuing their entry passes:
 - k) Aadhar/attested copy of Aadhar with photo and address particulars. OR
 - l) Police clearance certificate with photo and address particulars. (Police clearance certificate to the effect that the concerned person is staying in the area of jurisdiction of the certificate issuing Police Station and that the person is not involved in any criminal offences as per the records available therein.)
- m) Application and Declaration for enrolling under Employees Provident Fund and ESI Scheme.

	Contractors are requested to familiarize themselves with the labour rules & regulations prevailing in HOOGHLY CSL including the labour wage pattern of contract labours.	
17.	Contractor should avoid plastic packaging of materials which are under their scope to as much extend as possible. Packing materials should be eco-friendly. Vendors should follow statutory requirements of the products which are under their scope. In case of chemicals or toxic materials being used, vendor should furnish Material Safety Data Sheet (MSDS) compulsorily with the material to HOOGHLY CSL authority.	
18.	Storage of Materials and Equipment: The Contractor shall arrange the storage of the materials/ equipment etc. if any, at a suitable location assigned by HOOGHLY CSL and shall ensure the safe and secure possession and handing of the items thus handed over to contractor. HOOGHLY CSL shall allot storage space within HOOGHLY CSL premises, if available. (Contd.) As regards the equipment/ materials stored by him as above as also in use by him, HOOGHLY CSL will not be responsible for any damage, pilferage, accident that may take place during the course of execution of the work. It will be entirety contractor's responsibility to keep all the equipment, materials etc., in safe custody as also hold them duty insured at his expense.	
19.	Electricity Rules and Regulation: The contractor shall adhere to the various rules in respect of electrical installation as per the Indian Electricity Rules and Regulations and Electrical Inspectorate Standards in order to ensure that men and materials are safe from hazards.	
20.	<u>Security Deposit/ Warrantee Bank Guarantee:</u> a.i) The successful bidder shall remit a security deposit of 3% of the total order value (excluding taxes, duties) in the form of demand draft drawn in favor of "Hooghly Cochin Shipyard Ltd" towards the satisfactory performance of the contract, if an order is placed on them. Alternatively, a Bank Guarantee equivalent to above % of the total order value (excluding taxes, duties) as per HOOGHLY 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, if an order is placed towards satisfactory performance of the contract. a.ii) The supplier shall also agree for 3% of total order value (excluding taxes and duties) as Bank guarantee towards the Guarantee clause. a.iii) The Bank Guarantee /DD as above should be initially valid till 90 days after completion of supplies in terms of SD and later revalidated (within the validity of initial BG) to cover the guarantee period mutually agreed plus 90 days.	

	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 Hooghly Cochin Shipyard Limited, Howrah. The above SD/WBG is required or applicable only when the total order value (excluding taxes and duties) is Rs.20lakhs and above.	
	b) If the bidder is not agreeable to submission of SD/ warrantee bank guarantee as per Hooghly CSL general terms and conditions of enquiry, Hooghly CSL reserves the right to reject the offer at their discretion or 3% of total order value (excluding taxes and duties) will be added to the quoted price for tender comparison/ evaluation purpose on case-to-case basis for arriving the lowest bid. However, in cases where total quoted value is less than 20 lakhs, (ie split order etc) and the order value of entire tendered items is more than Rs 20.0 lakhs, the aforesaid loading will be applied on individual items in following cases. • The bidder has not quoted for entire tendered quantity. • Hooghly CSL has technically / commercially rejected a few items in the tender.	
	c) SD to be submitted within 2 weeks of receipt of order from yard.	
	d) Format of bank guarantee along with enquiry to be agreed.	
21.	<u>Risk Purchase:</u> If the supplier fails to supply the items ordered in good quality as per contract specification and fails to deliver within the delivery date or violate any of the terms and conditions of the Work/Purchase order, Hooghly CSL shall have the following rights.	
	a. To cancel the order partially or full with 15 days' notice and to forfeit the security deposit, if any.	
	b. To impose tender holiday for the vendor for an appropriate period as decided by Hooghly CSL.	
	c. To initiate alternate procurement action at the risk and cost of the supplier. This Risk Purchase clause is applicable only in the case of total order/contract value (excluding taxes and duties) is Rs.20 lakhs and above (or equivalent foreign currency). Cases of value less than 20 lakhs will be addressed by serving appropriate caution/ warning notice to the firm	
22.	<u>Liquidated Damage:</u> In case of delay in work completion beyond the stipulated completion period, which is not attributable to Hooghly CSL, Contractor is to pay Liquidated Damages (and not by way of penalty) a sum equivalent to ½% (half percent) per week or part of the week of the total basic price of work completion delayed subject to a maximum of 10% of the total basic price of works (Total basic price is the order value excluding freight, taxes, other charges etc.). However, LD applicability is without prejudice to Hooghly CSL right to terminate contract for delayed delivery or other actions as per Risk Purchase clause.	

23.	<u>Defect Liability Period:</u> a) The contractor/supplier has to give guarantee for the workmanship provided under this contract for a period of 06 months from the date of work completion duly certified by the Officer-in charge. During the Defect Liability Period, any defects identified shall be promptly repaired/replaced/rectify by the contractor/supplier at no additional cost. The contractor/supplier shall have to attend the defect within 05 days from the date of intimation by Hooghly CSL. All costs for the rectification of defects, including materials, labor, and any related expenses, shall be borne entirely by the Contractor/Supplier. b) Claim notice will be given within 10 days of the defect becoming apparent after inspection of Hooghly CSL QC. c) Further the repair/replacement/ rectification shall be guaranteed for 12 months from date of repair/replacement/rectification.	
24.	<u>Jurisdiction:</u> All questions, disputes or difference arising under, out of, or in connection with contracts shall be subject to the exclusive jurisdiction of the Courts at Kolkata, West Bengal, India. Alternate dispute resolution mechanism can also be considered.	
25.	<u>Arbitration:</u> (a) Any disputes arising during the period of the contract shall, in the first instance be settled by mutual discussions and negotiations. (b) If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfillment, or the validity of enforcement thereof, cannot be settled mutually or the settlement of which is not herein specifically provided for, then the dispute shall within thirty days from the date either party informs the other in writing that such disputes, disagreement exists, be referred to arbitration. The arbitrators shall be appointed and the arbitration proceedings shall be conducted in accordance with and subject to the Arbitration and Conciliation Act, 1996 (No. 26 of 1996) as amended from time to time and the decision of the Arbitrators shall be final and binding on the parties hereto. The arbitration will be done by a Board comprising one arbitrators nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such payment is or forms a part of the subject matter of arbitration proceedings. (c) Seat & Venue of Arbitration: The seat & venue of arbitration shall be at Kolkata. (d) Language of Arbitration: The Language of arbitration shall be English. Governing Law: The contract shall be governed by Indian Law. (e) In case of disputes, the same will be subjected to the jurisdiction of courts at Kolkata, West Bengal.	

26.	<u>Force Majeure condition:</u> Should failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by Government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, act of God or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time, HOOGHLY 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/ cessation.		
27.	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		
28.	<u>PRICING:</u> Bidders should quote in INR only.		
	For indigenous vendors	a. Bidders should quote in INR only.. Place of work: Hooghly Cochin Shipyard Ltd (HOOGHLY CSL), Satyen Bose Road, Danesh Sk. Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109. b. Exchange rate variation will not be applicable and the prices shall be fixed for an order within validity period in the case of indigenous orders.	
	e. Validity: The offer should be valid for a minimum period of 90 Days from the date of Techno-Commercial Bid opening.		
	f. Inspection charges, if any required, shall also be separately included in the quote.		
	g. No enhancement of rate for whatsoever cause will be allowed once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply within the stipulated delivery period, will entail cancellation of the order and forfeiture of Earnest Money Deposit/Security deposit, if any and/or risk purchase, without prejudice to other penal actions, including tender holiday after serving show cause notices, as deemed fit.		
	h. Conditional discounts, if any, will not be reckoned for tender evaluation/ comparison purpose. However, if the bidder becomes L1 at original offer, conditional discount shall also be considered.		

	i. Un-priced bid (price bid without price) duly signed is to be submitted along with techno-commercial offer in the price format, provided. Price should be quoted separately for each item shown in the format. In the event price bid is different from the unpriced format already submitted, yard reserves the right to reject the offer at our discretion without any further discussions. Details of optional items, if any, should be indicated under separate heading in the Techno commercial bid and the respective price details should also be given in the price bid. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid.	
	j. If, in the price structure quoted for the required material/ item, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected. If there is a discrepancy between words and figures, amount in words of respective figures shall prevail. If the bidder does not agree to the observation of the HOOGHLY CSL, the tender is liable to be rejected and the same shall be intimated.	
	k. After submission of quotation/price offer no unsolicited correspondence will be entertained.	
	l. Hooghly Cochin Shipyard Limited does not bind itself to accept the lowest or any tender but reserves to itself the right to reject any or all or a part of any tender at its discretion.	
29.	L1 computation shall be based on total landed cost of all the items excluding GST:	
30.	SUB CONTRACTING AND ASSIGNMENT: Supplier shall not contract with any subcontractor and/or vendor without the prior written consent of HOOGHLY CSL. Such consent shall not relieve the Supplier from any of his responsibilities and liabilities under the Work/Purchase order. In addition, Supplier shall ensure that the terms and conditions of any such contract shall comply with and correspond to the terms and conditions of the Work/Purchase order.	
31.	General: a. Prior to price bid opening, HOOGHLY CSL is at liberty to take the credit rating of bidders at our cost on case to case basis, and to include the same during the evaluation of the tender.	
	b. Deviations, if any in the techno-commercial offer from that of the tender enquiry in any form should be clearly furnished in a separate document titled as "List of Deviations", failing which it will be presumed that all the terms and conditions are acceptable.	
	c. 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. Date of opening of the price part will be intimated to those firms whose Techno- commercial bids would be acceptable after the evaluation. Suppliers shall not depute their representative to HOOGHLY CSL.	

32.	<u>Work/Purchase order:-</u> a. In the event supplier's offer leads to an agreement to effect supplies, a formal Work/Purchase order shall be issued by HOOGHLY CSL on the basis of agreed terms and conditions of tender. b. Upon placement of order (by post or mail) the supplier shall submit the acknowledgement (ie: signed and stamped original/ scanned soft copy by mail) as a token of acceptance of order within 15 days from receipt of Work/Purchase order. In case order acknowledgement is not received within 15days, it will be deemed as accepted.	
33.	HOOGHLY CSL reserves the right to alter, modify the scope of supply at its discretion and in consistent with the policy of the Government of India and statutory bodies under them as applicable to the contract from time to time. The quantities in each item to be purchased may vary according to actual requirement at the time of placing orders as per extant regulations.	
34.	HOOGHLY CSL reserves the right to commercially reject the offer if compliance is not issued to General Terms and Condition without any further clarification / notice / communication in this regard from M/s. Hooghly Cochin Shipyard Ltd., even though the offer is technically acceptable.	
35.	<u>Termination Clause:</u> (a) This Work/Purchase order may be terminated upon the occurrence of any of the following events (i) By agreement in writing of the parties hereto; (ii) By the non-defaulting party, upon default by the other party, of any clause of this contract, if not remedied within thirty (30) days, or such longer time as may be agreed upon by the parties, after receipt of notice thereof in writing from the non-defaulting party; (iii) By the other party, upon either parties; • Making the assignment for the benefit of creditors, being adjudged bankrupt or becoming insolvent; or • Having a reasonable petition filed seeking its "dissolution or liquidation, not stayed or dismissed within sixty (60) days; or • Ceasing to do business for any reason. (iv) In cases where maximum limit of LD is reached and still the items are not delivered. (v) For fraud and corruption or other unacceptable practices. (b) Upon expiry or termination of this Contract, neither party shall be discharged from any antecedent obligations or liabilities to the other party under this Contract unless otherwise agreed in writing. (c) HOOGHLY CSL may by notice in writing to supplier terminate the order after issuing due notice i.e. 15 days notice period. HOOGHLY CSL shall be entitled to compensation for the loss limited to the order value. (d) Liability maximum that can be claimed by the supplier shall be limited to what is due to be and has been paid by HOOGHLY CSL for the material delivered/work done as per the payment milestones	
36.	<u>Limitations of Liability:</u> Neither party shall be liable to the other party for any indirect and consequential damages. Neither party shall be liable to the other party for any loss of profits or loss of production	

37.	<u>Indemnity clause:</u> Supplier will indemnify HOOGHLY CSL and its affiliates, directors, officers, and employees against all liabilities, damages, losses, costs, fees (including legal fees), and expenses relating to any allegation or third-party legal proceeding (including action by a government authority) to the extent arising from an allegation that use, possession, or sale of the products or services violates or infringes a third party's rights, including intellectual property rights; or an allegation that any personnel are entitled to employee compensation, benefits, or other rights or transfer law rights, except to the extent caused by HOOGHLY CSL's unlawful acts or omissions.	
38.	<u>Malicious Code:</u> The Bidder will be overall responsible for all cyber/information security related aspects pertaining to the Systems Projects & ICT goods and services and will be the single point of contact for addressing all Cyber/information security related issues for the goods and services supplied by the Bidder as part of the contract. It will be responsibility of the Bidder to enter into such agreements/contracts with the OEMs as may be necessary to ensure that all cyber/information security aspects are addressed holistically and comprehensively. The Bidder will provide list of tests conducted by OEM or an accredited certification agency along with list of such test reports for the Systems Projects & ICT goods and services provided as part of contract.	
39.	<u>Packaging:</u> (a) Material to be wrapped with protective covers like VCI/ Environmental friendly Polythene (as per Govt. of India guidelines)/ Tarpauline. (b) To the extent possible, material needs to be packed in standard pallet/ box size of 1 X 1 meter. (c) If multiple components needed to be accommodated in the boxes, separator to be provided inside. (d) Packaging should withstand at least 2 Years life without degradation (e) Material should be with proper preservation for the prevention of rust, Transit damage etc. - (f) Boxes should be accessible with forklift, Stacker & Hydraulic Trolley. (g) Proper Identification details should be provided on each box. The below details are required as minimum: Work/Purchase order Number, Material code, Description, Quantity, Supplier details, Tag Numbers & Serial number list (for applicable parts), Batch details, Shelf life. (h) Packing to be done in such a way to enable adequate preservation for long period, with no transit damage, easy to identify and count. (i) Asbestos should not be part of any material / packing material supplied to HOOGHLY CSL. (j) Transporter's Vehicles are to have all statutory documentation including valid PUC certificate.	
40.	For indigenous vendors <u>Goods & Service Tax:</u> (a) Please note the HOOGHLY CSL GST registered number as 19AAECH3640L1ZD. GST registration is prerequisite for entering into the business with HOOGHLY CSL. Your firms GST registration shall be indicated. Offers received from GST unregistered suppliers / service providers are liable for rejection. (b) Indicate the applicable rate of GST for services in line with GOI published rate scheduled for services along with SAC.	

		(c) Tax inclusive invoices from the registered service providers are not acceptable. Any corrections / rectifications in the invoice shall be made good through Debit note / Credit note. (d) Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.	
41.	For indigenous vendors	<u>Input Tax Credit:</u> (a) Bidders shall ensure timely delivery of services and submit the tax invoices to HOOGHLY CSL as per the GST law. In case, GST input tax credit is delayed / denied to HOOGHLY CSL due to non / delayed receipt of services and / or tax invoice or expiry of timeline prescribed in GST law for availing such ITC, or owing to the bidder not paying the taxes to the Government within prescribed time as per the law or any other reasons not attributable to HOOGHLY CSL and solely attributable to the bidder, the GST amount charged to HOOGHLY CSL, shall be recoverable from the bidder along with interest levied / liveable and any other penalties on HOOGHLY CSL and the vendor shall indemnify against all costs to HOOGHLY CSL, and consequences therefrom. (b) In case bidder delays declaring particulars in respect of any invoice in the GST return required to be filed by such bidder, and GST credit availed by HOOGHLY CSL is denied or reversed subsequently as per GST law, GST amount paid by HOOGHLY CSL towards such ITC reversal as per GST law shall be recoverable from vendor / bidder along with interest levied / leivable on HOOGHLY CSL and any other penalties on HOOGHLY CSL and the bidder shall hold HOOGHLY CSL indemnified against all cost and consequences there form. (c) Bidders shall submit the invoices as per the provisions of GST law. The bidders invoice shall contain the HSN code / SAC and GSTIN number of the bidder and HOOGHLY CSL as well along with other particulars. The GST charged (IGST / CGST + SGST / UTGST) shall be clearly indicated in the invoice. (d) In case any credit, refund or other benefit is denied or delayed to HOOGHLY CSL due to any non-compliance of GST legislation such as failure to pay GST to the government (includes late filing of GST return) or due to non-furnishing or furnishing of incorrect or incomplete documents/ information by the bidder or service provider, the bidder or service provider would reimburse the loss to HOOGHLY CSL or HOOGHLY CSL may recover the same, but not limited to, the tax loss, interest and penalty. The Bidders should submit the copy of Latest GST Return filed statement/ form in GSTR-3B	

Specify Yes / No

SPECIAL INSTRUCTION TO BIDDER

1. MODE OF SUBMISSION OF TENDERS

Tender to be submitted by Email Mode. Tender reference should be clearly indicated on the subject of the Mail.

Tenders should be submitted in a Two Bid (Price bid Password protected) indicating the tender number, due date of the tender in the Mail and addressed to The Assistant General Manager (Procurement), Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah.

2. TECHNO-COMMERCIAL PART + PRICE PART SHOULD CONTAIN FOLLOWING DETAILS: -

- I. Scope of Work & Technical Specification (Annexure-1)
- II. Price against item as per Annexure-2.
- III. Taxes & duties as applicable shall be indicated.
- IV. General Terms and Conditions (Annexure-3)
- V. Special Instruction to Bidder (Annexure-4)
- VI. Techno-Commercial Check List along with requisite documents (Annexure-5)
- VII. Deviation List (Annexure-6), if any.
- VIII. Bank Guarantee format (Annexure-7)

Note:

- i. Modification or alteration of the price bid format attached is strictly prohibited. Otherwise Bid will be liable for rejection.
- ii. In case bid is not password protected, Bid will be straightway rejected.

3. While submitting the bid, bidders are requested to note that the e-mail ID starting with following words may probable be treated as spam, not always necessary-

info, support, admin, sales, customer support, helpdesk, mail, mailadmin, billing, hello, careers.

Bidders are requested to submit the bid by e-mail (Technical+Price part password protected) only to both the following email address clearly mention the tender reference in the subject line for easy identification.

soumin.thomas@hooghlycsl.com

vijay.singh@hooghlycsl.com.com

4. 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", failing which it will be presumed that all the terms and conditions are acceptable.

5. After submission of quotation / price bid opening, no unsolicited correspondence will be entertained.
6. 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.
7. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
8. The bidder shall submit a signed & sealed copy of the tender document including Annexures and Enclosures along with their bid as token of acceptance of terms & Conditions.



For Hooghly Cochin Shipyard Limited

सौमिन थॉमस
SOUMIN THOMAS
प्रबंधक (मेकेनिकल)
Manager (Mechanical)
हुगली कोचीन शिपयार्ड लिमिटेड
Hooghly Cochin Shipyard Limited
हावड़ा ७११००९

TECHNO-COMMERCIAL CHECK LIST				
SL. NO.	DESCRIPTION	COMPLIANCE		REMARKS
		YES	NO	
1.	Submission of Tender in Two Bid –Techno-commercial + Price (Password Protected)			
2.	Work completion date confirmation to yards delivery schedule (Ref: Clause 15 of Annexure-3)			
3.	Validity of offer – 90 Days from the date of Techno-Commercial Bid opening.			
4.	Payment Terms - confirm your offered mode of payment			
5.	The Prices offered should remain firm till the completion of work, in case the work order is placed with you.			
6.	Have you considered Taxes, duties, levies, packing & forwarding etc., if any, in the offer?			
7.	L.D. payable as per relevant Clause in the General terms of enquiry.			
8.	Disputes in connection with contract subject to jurisdiction of courts at Kolkata India.			
9.	Termination of contract/Risk purchase as per relevant clause in the General terms of enquiry.			
10.	Confirm all other terms and conditions of enquiry are acceptable.			
11.	Pre-qualification Criteria: Necessary documents and work orders, readiness of material / Manpower to be submitted for verification / evaluation of bidder.			

COMPLIANCE STATEMENT- List of Deviations		PAGE 1 OF 1
Tender Name: MANNING CREW ASSISTANCE FOR TUG 02, TUG 03, TUG 04 and 2200T MPV at Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah		
TENDER NO: HCSL/OPS/SB/TEN/2026/201 Dated: 28.08.2026		
We hereby confirm and truly declare that our Offer / Bid No.datedis in full compliance with the documents issued against the Tender No. -----dated -----, except for the deviations listed below:		
LIST OF DEVIATIONS (HOOGHLY CSL reserves the right to reject offers with deviations)		
Sl. No.	Description / Tender Reference	Reasons for Deviation
Name of tenderer: Date: Name & Designation Seal & Signature (Company Seal)		

**BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT/
WARRANTY GUARANTEE**

To

HOOGHLY COCHIN SHIPYARD LTD

(Govt. of India Enterprise,)

Satyen Bose Road,

Danesh SK Lane (PO),

Nazirgunge, Howrah,

West Bengal - 711109.

WHEREAS(Name & Address of Supplier)
(hereinafter called " **the Supplier**") has undertaken , in pursuance of
Contract.....No.....Dated:.....
...to execute(Name of Contract and brief description of
works)(hereinafter called " **the Contract**").

AND WHEREAS it has been stipulated by **HOOGHLY COCHIN SHIPYARD LTD** (The
Buyer – hereinafter called "**HOOGHLY CSL**") in the said contract that the Supplier shall
furnish **HOOGHLY CSL** with a Bank Guarantee for the sum specified therein as security
for compliance with the Supplier's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee.

NOW THEREFORE we.....(Name of the Bank) having its Head Office
at.....(Address of Head Office) and acting through its branch office
at.....(Address of the executing branch)(hereinafter called " the Bank")
hereby affirm that we are the Guarantor and responsible to **HOOGHLY CSL**, on behalf of
the Supplier upto a total of.....(amount of Guarantee) in words).

We, the bank, hereby irrevocably undertake to pay you any amount not exceeding in total
the Guarantee Amount upon receipt by us of your demand in writing accompanied by the
following documents:

1. Your signed statement certifying that the Supplier is in breach of his
obligation(s) under the Contract and the respect in which the Supplier is in breach.
2. Your signed statement certifying that the Supplier has been given a prior written
notice by email from you to make good the aforesaid breach and that the Supplier
still failed to fulfill the Contract within 30 days of such notice. A copy of such notice
given by email to the Supplier shall be attached to the demand for payment.

Any demand for payment should contain your authorized signatures which must be authorized
by your bankers or by a notary public.

We, the Bank, further agree that no change or addition to or other modification of the terms
of the Contract or of the Works to be performed there under or of any of the Contract
documents which may be made between **HOOGHLY CSL** and the Supplier shall in any way

release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. We, the Bank, further agree that any change in the constitution of the said contractor or the said bank shall not discharge our liability hereunder.

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed(only).
2. This Bank Guarantee shall be valid upto (date)and
3. Weareliabletopaytheguaranteedamountoranypartthereofunderthisbankguaranteeonlyand only if **HOOGHLY CSL** serve upon us a written claim or demand on or before.....(validity date).

Any demand for payment under this guarantee must be received by us at this office during working hours on or before the validity date. Should we receive no claim from you by the validity date, our liability to you will cease and the guarantee will definitely become null and void whether returned to us or not.

Yours truly,

Signature and seal of the

guarantor:.....

Name of

Bank:.....
.....

Address:.....

Date:.....

¹¹An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in respective Dollars / Indian Rupees/Other Currency.

