



**TENDER NOTICE**

Enquiry no & date	SRP/DEOs/RM.0772/2024 dated 12 Sept 2024
Name of work	Hiring services of Office Assistants, Data Entry operators , Technical Supervisor, Refit coordinators, Accountants cum Auditors for Naval Vessel INS Nireekshak
Nature of bid process	Two bid
Mode of submission of bid	By email
Validity of Bid	60 days from the last date of submission of tender
Last date & time for submission of quotation	27 Sept 2024, 11.00 AM
Quotation opening date and time	27 Sept 2024, 12.00 AM
Email id for tender submission	<a href="mailto:sroffice@cochinshipyard.in">sroffice@cochinshipyard.in</a> ; copy to: <a href="mailto:revathy.ms@cochinshipyard.in">revathy.ms@cochinshipyard.in</a> <a href="mailto:julianjose.pj@cochinshipyard.in">julianjose.pj@cochinshipyard.in</a>
Correspondence details for pre-bid queries and any other information	Tel. 0484 2501482/1870/1581

Thanking you,

Yours faithfully,  
For Cochin Shipyard Ltd

Assistant General Manager (SRP)

SURESH BABU TC

सहायक महा प्रबन्धक

Assistant General Manager

कोचीन शिपयार्ड लिमिटेड

Cochin Shipyard Ltd




पंजीकृत कार्यालय : प्रशासनिक भवन, पी.ओ.बैग सं 1653, परुमानूर पी. ओ., कोचीन-682 015  
Registered Office : Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi - 682 015  
फोन / Phone : +91(484) 2361181 / 2501200 फाक्स / Fax : +91 (484) 2370897 / 2383902  
वेबसाइट / Website : www.cochinshipyard.com, सीआईएन / CIN: L63032KL1972GOI002414

**A. Scope of work**

1. Hiring services of 2 Office Assistants, 5 Data Entry operators, 01 Technical supervisors, and 3 refit coordinators, 2 Accountants for a tentative duration of 365 days .
2. The Office Assistants, Data Entry operators, Technical supervisors, and refit coordinators, Accountants should be deployed round the clock on shift basis as per the requirement of Navy.
3. Office assistants, Data entry operators, technical supervisors, refit coordinators & accountants shall assist CSL client (navy) to carry out the following tasks on a day to day basis.
  - a) Updating and monitoring of various refit activities as per PERT (Program Evaluation and Review Technique).
  - b) Making agenda points, Power Point presentation for various meetings during the refit and various refit correspondence, any other miscellaneous tasks related to the above.
  - c) In addition to above, shall also provide assistance in accounting field as directed by NSRY.
  - d) Office assistant shall assist for movement of documents/reports. He is required to visit onboard ship and other locations for movement of files/other assistances.

**B. Prequalification Criteria (all supporting documents to be submitted along with technical bid).**

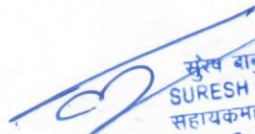
1. The firm should be in the business of providing man power supply in shipyards, Navy, or Govt organization in a minimum of 03 years within last eight years. (supported by work orders or agreement/work completion certificates placed by clients).
2. The firm should supply Office assistants, Data entry operators, Technical supervisors, refit coordinators, Accountants as per the specific requirement of NAVY as follows.
  - a. Data entry operator should be a degree/diploma holder in any discipline from a recognized board with adequate computer knowledge, experience in MS Project, office (Ppt, Word, excel, access, Project etc;) and minimum 02-years experience in ship repair yard. Bio data of 05 data entry operators as per annexure IV -A
  - b. Technical supervisor should be a B Tech holder (Mech/Electrical/Electronic/ Naval architecture) and Diploma in Management (preferably) with minimum 02 years of working experience in ship repair yard. Bio data of 01 technical supervisor as per annexure IV-B

  
 सुरेश बाबु टी सी  
 SURESH BABU T C  
 सहायक महा प्रबन्धि  
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 Cochin Shipyard

- c. Refit coordinator should be B- tech holder in Mechanical/Electrical/Electronics/ Naval architecture & Diploma in Management (preferably) and should have at least 2 years working experience in Ship repair yard. Bio data of 03 Refit coordinators as per annexure IV-C
  - d. Accountant should be minimum B. Com holder from a recognized university with experience in accounting and auditing of bills and contracts for Navy. Accountant should have minimum 02 years working experience in Ship repair yard. Bio data of 2 accountants as per annexure IV -D
  - e. Office assistant should be passed plus two or equivalent and should have minimum 01 year experience in attender/peon post. Bio data of 02 office assistants as per annexure IV-E
4. The firm to submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract, as per annexure V along with technical bid.

**C. Other terms & conditions**

1. The firm must comply with statutory requirements, EPF/ESI, and other labour laws/regulations in force and as amended from time to time by Govt. of India.
2. The firm must abide by minimum wages act as governed by Govt. of India rules in force and as amended in future.
3. Quote should be per head per day basis. GST should be indicated separately and shall be paid extra as per govt. rules. The validity of the quote shall be for 90 days. The rate quoted shall include all the expenses of salary etc. payable to employees, ESI/EPF remittance of employees, other statutory payment and any other miscellaneous cost etc. Rate agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract.
4. The tenderer is required to familiarize the location and working environment prior to submitting offer. The firm should contact or visit office of refit monitoring team at NSRY for this purpose. For further clarification on the matter, please contact PH: 0484 250 1870/ 1482. The firm should submit an undertaking regarding the same (Annexure III)
5. **Work timing** will be for 8 hrs in a day on requirement basis. excluding Sundays. Payment shall be paid for the actual work done. The firm should maintain an attendance logbook and to be certified by officer in charge of Navy on a daily basis.

  
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Cochin Shipyard Ltd.

6. The individuals shall be selected by interview conducted by NSRY. The personnel deployed cannot be changed without the prior approval from officer in charge of Navy. In case if any personnel deployed is changed due to any contingency, new personnel deployed should have the same qualifications as stipulated in prequalification criteria. In such cases Bio data to be submitted for prior approval.
7. Entry passes for the personnel to work inside CSL & Naval base shall be arranged by the agency after completing necessary formalities.
8. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also.
9. The firm shall be solely responsible for the 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 firm itself. 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.
10. The firm shall ensure that the personnel employed by them are working in complete compliance with CSL/Navy HSE rules. The firm shall be entirely responsible for the safety of all personnel employed by him on the work and should ensure that the personnel are adequately covered under insurance.
11. Duration of services required will be for a tentative period of **365 days** starting from end Aug 2024. Firm date shall be separately communicated.
12. Payment shall be made within 30 days of submission of invoice for actual number of personnel present on duty for the no of actual days present for each month by NEFT to the account of firm. Invoice shall be submitted online through CSL vendor invoice management portal. Following documents to be submitted along with the invoice for payment.
  - a) Work completion certificate/attendance log book for the month duly certified by the officer in charge of Navy.
  - b) Documents related to remittance of ESI and EPF and payment of salary to the workers
13. The firm shall be solely responsible for the payment of wages, salaries and other legal dues of its personnel who are employed/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 preceding 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.

14. 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.
15. 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:
  - a) Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
  - b) Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.
16. The firm should immediately intimate CSL in writing if any of its personnel engaged for work has committed any breach of any of the employment agreement or has committed any other offence or has been arrested by the police or removed from the employment of the firm. CSL shall have the right to call upon the firm to replace any personnel of whose performance or behavior is not satisfactory and the firm shall forthwith replace such personnel immediately
17. CSL reserves the right to split the scope of work and award the contract to one or more firms for scope of work mentioned above, depending upon the actual necessity, site conditions etc.
18. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.
19. 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 after hearing by General Manager (SR) 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.

20. During the evaluation of tender AGM (SRP) may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in price or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
21. The acceptance of a tender will rest with GM (SR) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.
22. CSL reserves the right to terminate the contract at short notice in case the firms performance is found not satisfactory with regard to progress of work, quality, time factor, labour disputes with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by CSL.

**D. Instruction to Bidder for submission of quote:**


1. Tender to be submitted in two bid system, **Attachment A-Technical bid** and **Attachment B- Price bid** . The two attachments should be password protected and to be sent as a single mail to [sroffice@cochinshipyard.in](mailto:sroffice@cochinshipyard.in); [revathy.ms@cochinshipyard.in](mailto:revathy.ms@cochinshipyard.in) copy to: [julianjose.pj@cochinshipyard.in](mailto:julianjose.pj@cochinshipyard.in)

The bidder should make sure that they get an acknowledgement by return mail after submission of bid. CSL shall not be responsible for non receipt of email sent by the firm.

2. **Technical Bid:** All prequalification documents supporting experience, etc, strictly in accordance with the tender schedule duly signed and stamped on all pages accepting all the tender terms and conditions (annexure I), blank price format (annexure II), vendor details (annexure III), bio data (annexure IV), undertaking (annexure V) duly filled and stamped are to be sent as attachment A by pass word protected **email**.

Prequalification criteria documents:

- i. Stamped and signed copy of tender terms and conditions (annexure I).
- ii. Un-priced rate format (annexure II).
- iii. Vendor Details (annexure III)
- iv. Bio datas (annexure IV)
- v. Undertaking (annexure V).

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

3. **Price Bid:** Price Bid in Annex II strictly in accordance with the tender schedule should be sent as attachment B (to be password protected).

**Note:** Clarifications if any, to be made prior to quoting on Tel: 0484-2501581/1482.

Thanking you,

Yours faithfully,  
(For Cochin Shipyard Ltd)

  
सुनिल बाबु टी सी  
Asst. General Manager (SRP)  
सहायक महा प्रबन्धक  
Assistant General Manager  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd

**HIRING SERVICES OF DATA ENTRY OPERATORS, REFIT COORDINATORS  
TECHNICAL SUPERVISOR ACCOUNTANTS AND OFFICE ASSISTANTS FOR INS  
NIREEKSHAK**

**RATE FORMAT**

Sl. No.	Description	Number required	Rate per head per day (8 hrs) (Rs) (before GST)	GST %
1	Data entry operator	5		
2	Technical supervisor	1		
3	Refit coordinator	3		
4	Accountant	2		
5	Office Assistants	2		

Note: i) Work timing shall be 8 hrs per day on requirement basis except Sundays.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No:

  
 सुरेश बाबु टी सी  
 SURESH BABU T C  
 सहायक महा प्रबन्धक  
 Assistant General Manager  
 कोचीन शिपयार्ड लिमिटेड  
 Cochin Shipyard Limited



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.	
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

9	Customers served currently	
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- Certified that the above information is true to the best of our belief and information.

Place:

Signature of Firm/authorised signature

Date:


of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No:

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

**BIO DATA - DATA ENTRY OPERATOR**

1. Name :
2. Date of birth :
3. Place of birth :
4. Present Home  
Address :
5. Permanent address :
6. Educational Qualification :
7. Language Skills : Hindi (speak/write/read), English (speak/write/read)  
(Please tick  as applicable)
8. Working knowledge : Microsoft word/excel/power point/project  
(Please tick  as applicable)
9. Experience :

Sl. No	Description of work	Previous Experience in ship repair yard (in month)	Firm
1			
2			
3			

Certified that above information is true to the best of our belief and information.

Signature of data entry operator

Signature of Firm

Firm Name:

Address:

Contact No:

Place :

Date :

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

**BIO DATA – TECHNICAL SUPERVISOR**

1. Name :
2. Date of birth :
3. Place of birth :
4. Present Home  
Address :
5. Permanent address :
6. Educational Qualification :
7. Language Skills : Hindi (speak/write/read), English (speak/write/read)  
(Please tick  as applicable)
8. Working knowledge : Microsoft word/excel/power point/project  
(Please tick  as applicable)
9. Experience :

Sl. No	Description of work	Previous Experience (in month) in ship repair yard	Firm
1			
2			
3			

Certified that above information is true to the best of our belief and information.

Signature of technical supervisor

Signature of Firm


Firm Name:

Address:

Contact No:

Place :

Date :

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

**BIO DATA – REFIT COORDINATOR**

1. Name :
2. Date of birth :
3. Place of birth :
4. Present Home  
Address :
5. Permanent address :
6. Educational Qualification :
7. Language Skills : Hindi (speak/write/read), English (speak/write/read)  
(Please tick  as applicable)
8. Working knowledge : Microsoft word/excel/power point/project  
(Please tick  as applicable)
9. Experience :

Sl. No	Description of work	Previous Experience (in month) Marine platform	Firm
1			
2			
3			

Certified that above information is true to the best of our belief and information.

Signature of refit coordinator

Signature of Firm


Firm Name:

Address:

Contact No:

Place :

Date :

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

**BIO DATA –ACCOUNTANT**

1. Name :
2. Date of birth :
3. Place of birth :
4. Present Home  
Address :
5. Permanent address :
6. Educational Qualification :
7. Language Skills : Hindi (speak/write/read), English (speak/write/read)  
(Please tick  as applicable)
8. Working knowledge : Microsoft word/excel/power point/project  
(Please tick  as applicable)
9. Experience :

Sl. No	Description of work	Previous Experience (in month)	Firm
1			
2			
3			

Certified that above information is true to the best of our belief and information.

Signature of accountant

Signature of Firm


Firm Name:

Address:

Contact No:

Place :

Date :

  
BURES B B T C  
सहायक महा प्रबन्धक  
Assistant General Manager  
कोचीन शिपयार्ड  
Cochin Shipyard

**BIO DATA –OFFICE ASSISTANT**

1. Name :
2. Date of birth :
3. Place of birth :
4. Present Home  
Address :
5. Permanent address :
6. Educational Qualification :
7. Language Skills : Hindi (speak/write/read), English (speak/write/read)  
(Please tick  as applicable)
8. Working knowledge : Microsoft word/excel/power point/project  
(Please tick  as applicable)
9. Experience :

Sl. No	Description of work	Previous Experience (in month)	Firm
1			
2			
3			

Certified that above information is true to the best of our belief and information.

Signature of accountant

Signature of Firm

Firm Name:

Address:

Contact No:

Place :

Date :

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

**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.

We also give undertaking that we have visited NSRY office and clearly understood scope of work and location of deployment of the services.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:


Designation:

Address:

Contact No:

Place :

Date :

  
सुरेश बाबु टी सी  
SURESH BABU TC  
सहायक महा प्रबन्धक  
Assistant General Manager  
कोचीन शिपयार्ड  
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