

CKSRU/SRP/PAHEREDAR/006/2024-25

16 Oct. 2024

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 | सीकेएसआरयू/एसआरपी/पहरेदार/006/2024-25 दिनांक 16 अक्टू. 2024 CKSRU/SRP/PAHEREDAR/006/2024-25 dated 16 Oct. 2024 |
| कार्य का नाम Name of Work | कोचीन शिपयार्ड लिमिटेड - कोलकाता शिप रिपेयर यूनिट (सीकेएसआरयू) में जहाज समुद्र पहरेदार की मरम्मत के संबंध में आईसीजीएस के उप-अधिकारियों और नामांकित कर्मियों के लिए आवास। (विस्तृत विनिर्देश अलग से संलग्न है) Accommodation for sub-officers and enrolled personnel of ICGS in connection with refit of vessel Samudra Paheredar at Cochin Shipyard Limited - Kolkata Ship Repair Unit (CKSRU). (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 | रु. 10,000/- 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 29 अक्टू. 2024 को 16:00 बजे तक 29 Oct. 2024 at 16:00 hrs. |
| निविदा खोलने की तिथि एवं समय Date & time of opening of tender | दिनांक 29 अक्टू. 2024 को 16:30 बजे तक 29 Oct. 2024 at 16:30 hrs. |

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

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



उप महाप्रबंधक (सीकेएसआरयू) को संबोधित मुहरबंद निविदाएं सीएसएल- कोलकाता पोत मरम्मत यूनिट सीकेएसआरयू, ड्राई डॉक ऑफिस बिल्डिंग, गेट नं. 9, नेताजी सुभास डॉक, सर्कुलर गार्डन रीच रोड, कोलकाता - 700024 में स्थित 'सीकेएसआरयू निविदा बॉक्स' में नियत तारीख एवं समय तक डाली जाएंगी। पासवर्ड से सुरक्षित निविदाएं निर्धारित प्रारूप में ईमेल के माध्यम से amitkumar.das@cochinshipyard.in पर नियत तारीख और समय तक भेज दी जाएंगी।

Sealed tenders addressed to The 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. Password protected tenders shall be send via email in prescribed format to amitkumar.das@cochinshipyard.in by the due date and time.

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

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

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

For

F. Amit Kumar Das.

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

उप महाप्रबंधक (सीकेएसआरयू)
Deputy General Manager (CKSRU)



A. SCOPE OF WORK

- 1) The work is for providing hotel accommodation for sub-officers and enrolled personnel of ICGS Samudra Paheredar during vessel refit at CKSRU Kolkata.
- 2) Accommodation shall be provided within 5 km (Approx.) radius from CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata – 24.
- 3) Accommodation facilities shall be as follows on as and when requirement basis.
 - a) Cabin accommodation for **SUB-OFFICERS** with following facilities:
 - i. 12 Nos. double occupancy rooms with AC and Television and two single beds
 - ii. Attached toilet & bathroom
 - iii. Basic room carpet, curtain, laundry service etc.
 - iv. Each room to have 01 Table, 02 chairs and kit lockers
 - v. Basic linen viz. mattress, bed sheets, pillow covers, blankets, etc.
 - vi. Dining space with adequate space & chairs and cooking area
 - vii. Room to be sanitized on daily basis
 - viii. Sanitizers, disinfectants and mosquito repellent in each room
 - b) Dormitory type accommodation with curtains for **ENROLLED PERSONNEL** with following facilities:
 - i. 50 nos. single beds/cots. Rooms to have air cooler circulator
 - ii. Each single bed/cot to be provided with mattress, bed sheet, pillow with cover
 - iii. 12 nos W/C and 12 nos bathrooms
 - iv. Dormitory rooms to have basic upholstery like tea-pot and easy chairs, kit lockers, curtains, wardrobe, TV and washing machine/ laundry service for keeping uniforms and day today items.
 - v. Dining space and cooking area
 - vi. Sanitized on daily basis
 - vii. Sanitizers, disinfectants and mosquito repellent
 - viii. 2 Nos. washing machines of not less than 6 kg capacity with suitable electrical, water and drain connectivity
 - ix. 2 Nos. refrigerators of capacity not less than 200 ltrs each
 - x. 1 no. deep freezer of 200 ltr capacity
 - xi. Galley facilities and essential utensils including gas burners (04 Nos.) and cooking gas to be provided along with storage space.
- 4) Laundry services provided at the sub-officers & enrolled personnel accommodation shall be paid on actuals based on bills certified by respective sub-officers & enrolled personnel.
- 5) 5 Nos. portable Air Conditioners of 2 Ton cooling capacity to be provided on as and when requirement basis.
- 6) The number and type of accommodation & facilities shall be confirmed by CSL. Contractor shall provide accommodation & facilities accordingly. If any additional requirement of accommodation / facilities arises from the

quantities mentioned in the price bid, firm has to provide at the same rate, terms and conditions. Payment shall be done only for the actual quantity of services availed.

- 7) Accommodation rooms and all other facilities provided by the Contractor, shall be in excellent condition, well maintained, with clean interiors and with all other statutory documents.
- 8) CSL has the right to reject the accommodation if the same is not found to be habitable.
- 9) All charges inclusive of electricity, water etc for the accommodation are to be catered by the Contractor.
- 10) In case of any fault or damage that may occur during accommodation during the accommodation period, the Contractor shall immediately provide alternative accommodation or facilities at their own cost.
- 11) **Period of Contract:** The period of contract shall be initially for a period of 50 days. However, same shall be extended for another 20 days as per the requirement at the same rate, terms and conditions with mutual acceptance by both the parties (CSL/CKSRU & Contractor). However, decision of CSL will be final in this regard.
- 12) The quoted rates will remain firm without any escalation during the contract period and for extension period if any.
- 13) L1 shall be arrived based on lowest quoted total amount excluding GST for all line items. Normally CSL will award the contract to the Bidder whose bid has been substantially responsive to the bidding documents and who has offered lowest evaluated total amount. However, if in the opinion of CSL, the total price or certain item rates quoted by the lowest evaluated bidder are considered high, CSL may invite such bidder for price negotiation. Lowest quoted bidder shall attend such negotiation meetings and if requested by CSL shall provide the analysis of rates/break – up of amount quoted by him for any or all items to demonstrate the reasonability. As a result of negotiation, bidder may offer rebate on his earlier quoted price.
- 14) The Contractor shall arrange the accommodation facility within 14 days' notice from CSL. Also, in case of requirement, the Contractor shall arrange additional accommodation facility, if required, within 7 days prior intimation. Failure to provide or delay in providing additional accommodation facility within 7 days from the time of telephonic/E-mail/SMS intimation will make the Contractor to bear the extra expenditure incurred by CSL for arranging alternate accommodation facility and the cost will be deducted at actuals plus 10% mark-up for overhead expenses from the subsequent running bills submitted by the Contractor. CSL has the right to arrange accommodation facility from other agencies if the contractor fails to provide the requirement.
- 15) CSL has the right to visit the accommodation facility and reject the bid if it is not found habitable. Decision of the authorized CSL representative at Kolkata is final in this regard.
- 16) Contractor shall ensure the cleanliness of all accommodation facility and proper maintenance of the same, without any dilution. CSL has the right to reject the accommodation facility upon non-compliance of the same.

B. ELIGIBILITY CRITERIA:

| Sl. No. | Particulars | Eligibility Criteria | Proof/ Documents Required |
|---------|--------------------------|--|--|
| 1 | Details of accommodation | The firm shall have previous experience in providing the accommodation facility. | Relevant documents to be submitted. |
| 2 | Vendor Details | The firm shall submit vendor details as per Annexure-II. | Duly filled and signed vendor details as per Annexure-II |

C. TERMS AND CONDITIONS:

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

D. EMD:

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

The Earnest Money Deposit (EMD) may be forfeited if :-

- I. The bidder withdraws, amends, impairs, or derogates from the tender or agreed conditions in any respect within the period of validity of their offer.
 - II. Non-acceptance of work order.
 - III. Bidder after accepting the work order fails to provide services.
- 3) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from submission of EMD.

E. ENTRY AND EXIT OF PERSONNEL:

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

F. PAYMENTS TERMS:

- 1) Payment shall be made on monthly basis for actual occupancy & actual facilities availed (actual number of days occupied, facilities availed) within 30 days of receipt of invoice at CSL. The bank name, account number, IFSC code and other bank details shall be furnished by the firm in the prescribed format of CSL. Following documents to be submitted along with the invoice for payment.
 - I. Work completion certificate/attendance log book for the month duly certified by the officer in charge.
 - II. Documents related to remittance of ESI, EPF and payment of salary if necessary.
- 2) The Invoices to be raised on Officer –in-charge, CSL-Kolkata Ship Repair Unit (CKSRU), Netaji Subhas Dock Office Building, NSD, Gate No. 9, Garden Reach, Kolkata, West Bengal - 700043.

G. ARBITRATION:

- 1) It is clarified that the firm cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd. has a grievance redressal cell and all questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by Cochin Shipyard Ltd Grievance Redressal committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.

H. INDEMNITY CLAUSE:

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

I. SECURITY DEPOSIT:

- 1) A recovery of 5% will be made as interest free deposit from the contractor's bill towards Security Deposit to a maximum of Rs. 1.00 Lakhs (One Lakh only) and will be returned one (1) month after expiry of the contract. No interest shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor fails to meet the contractual obligations.

J. RISK PURCHASE:

- 1) If the Contractor fails to perform the awarded scope of work satisfactorily within the stipulated time or violate any of the terms and conditions of the purchase order, CSL shall have the following rights:
 - a) To terminate the contract with 15 days' notice forfeiting the security deposit.
 - b) To initiate alternate actions at the risk and cost of the contractor.

K. CONTRACT VALIDITY:

- 1) The contract shall be valid for a period of 50 days, extendable upto a further period of 20 days at the discretion of CSL without any changes in rate, contract terms and conditions.

L. GENERAL CONDITIONS:

- 1) All documents, instructions, catalogues, brochures, pamphlets, norms, reports, labels on deliveries and any other data shall be in English language.
- 2) Corrections and additions if any in the rate quoted must be attested / duly signed by the bidder. In the case of error in multiplication / addition in amount calculated, the unit rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.
- 3) The contract shall be on a principal-to-principal basis and it will not create any employer, employee relationship between CSL/CKSRU and the firm or its employees/personnel. This contract shall also not be deemed to create any partnership, joint venture or any association between CSL/CKSRU and the firm.
- 4) CSL/CKSRU reserves the right to award the contract to one or more firms or may split the scope of work, depending upon the actual necessity, as deemed fit.
- 5) CSL/CKSRU reserves the right to reject any or all the offers without assigning any reason whatsoever.
- 6) The rates agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract including extended period, if any.
- 7) The acceptance of a tender will rest with DGM (CKSRU) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.
- 8) CSL/CKSRU reserves the right to terminate the contract at short notice in case the firm's performance is found not satisfactory with regard to progress of work, quality, time factor, labour dispute with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by CSL/CKSRU on this account.

M. INSTRUCTION TO BIDDER FOR SUBMISSION OF QUOTE:

- 1) 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.

Or, Tenders are to be submitted in email and should reach CSL on or before the last date and time for submission of tender. Email address for submission of tender is amitkumar.das@cochinshipyard.in with a copy to harikrishnan.n@cochinshipyard.in and sreejith.s@cochinshipyard.in. Bidder should make sure that they get an acknowledgement by return mail after submission of tender. CSL shall not be responsible for non-receipt of e mail sent by the firm.

- 2) Bid is to be submitted with password protection in the rate format provided at annexure III.
- 3) Details of property / items offered shall be provided along with the technical bid.

- 4) The bidder is expected and deemed to have read, understood and agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding.
- 5) The bidder shall note that any conditional offer will not be considered.
- 6) Failure to furnish all information required or False/ambiguous information or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- 7) All pages of the offer (including all supporting documents/attachments) should be signed by the authorized signatory of the bidder in acceptance of tender conditions. Scanned copy of the same may be attached in the bid. Unsigned and unstamped bids shall be summarily rejected.
- 8) If any alteration is made in the tender document submitted by the bidder and if found out (be it at any stage of the tender processing and even after award of the contract), it will be viewed seriously and CSL has the right to reject the offer if required.

N. SPECIAL INSTRUCTIONS FOR TWO BID SYSTEMS:

1) Mode of Submission of Tenders

Tenders should be submitted in two separate sealed covers superscribed in capital letters as PART-I "TECHNO-COMMERCIAL" & PART-II "PRICE" indicating the tender number, due date and name & address of the tenderer.

2) Techno-commercial part should contain following details:

- a) Details as per the minimum eligibility criteria.
- b) EMD as per the tender document
- c) Other conditions, if any
- d) Deviation list, if any
- e) 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.)
- f) Complete set of tender documents duly signed and sealed on all pages as a token of acceptance of tender terms and conditions.

3) Price part should contain following details:

- a) Duly filled price bid with signature and stamp as per the tender document.
- b) 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.
- 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. 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.
- d) After submission of quotation / price opening, no unsolicited correspondence will be entertained.

- e) 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.
- f) Price part should be submitted in the Price Bid format provided. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid. In case if there is any corrections/ multiplication or calculation error / ambiguity in the price bid, unit rate quoted will be considered as base and calculation will be done accordingly.
- g) Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected. In case if there is any ambiguity, unit rate will be taken as base and calculation will be done accordingly.

VENDOR DETAILS**ANNEXURE-II**

| | | |
|---|--|---|
| 1 | Name of the Bidder/Firm | |
| 2 | Registered office Address of Company/Firm | |
| 3 | Registered office Address of Company/Firm in Kolkata | |
| 4 | Telephone No./Fax No./Mobile No | |
| 5 | E-mail address | |
| 6 | Names of the contact person & designation | (i) (ii) (iii) |
| 7 | Type of Entity – Proprietorship / Partnership firm / Company / NSIC / MSME Category etc. (Please attach registration certificate of Firm / Partnership agreement / proprietorship documents) | |
| 8 | PAN Card Number | |
| | GST Registration Number (GST certificate to submitted along with the technical bid) | |
| | EPF registration no. (EPF registration certificate to be submitted along with the technical bid) Note: In case firm does not have EPF registration reasons thereof to be indicated | |
| | ESI Registration No. (ESI registration certificate to be submitted along with the technical bid). Note: In case firm does not have ESI registration reasons thereof to be indicated | |
| | Copy of License if applicable | |
| 9 | Whether the Agency has been blacklisted/debarred or given tender holiday or contract terminated before expiry of the contract period by any 'Govt./autonomous bodies/ organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc. | Yes/No (please tick as applicable) If yes, please furnish details on a separate sheet |

Sign & Seal of contractor

RATE FORMAT**ANNEXURE-III**

| Sl. No | Description of service | Qty (A) | Unit | Unit Rate excluding GST per day (Rs) (B) | Total Rate excluding GST per day (Rs) (C=A*B) | GST % | HSN/SAC Code |
|-----------------------------------|---|---------|------|--|---|-------|--------------|
| 1 | Hotel accommodation for sub-officers: Double occupancy rooms with all facilities as mentioned against Sl. No. 3(a) of Scope of Work | 12 | No. | | | | |
| 2 | Dormitory accommodation for enrolled personnel: Dormitory type accommodation with all facilities as mentioned against Sl. No. 3(b) of Scope of Work | 50 | Beds | | | | |
| 3 | Laundry services as per actual bill certified by respective sub-officer & enrolled personnel | 1 | Set | | | | |
| 4 | Washing machine of minimum 6 kg capacity with electrical connectivity | 2 | Nos. | | | | |
| 5 | Refrigerator of minimum 200 ltrs capacity | 2 | Nos. | | | | |
| 6 | Deep freezer of minimum 200 ltrs capacity | 1 | No. | | | | |
| 7 | Galley & essential utensils including gas burners (4 nos) | 1 | Set | | | | |
| 8 | Cooking gas | 1 | Kg | | | | |
| 9 | Portable AC of 2 Ton capacity | 5 | EA | | | | |
| Grand Total excl. GST (Rs) | | | | | | | |

Note: L1 shall be arrived based on the lowest grand total excl. GST for all the line items.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No: