



CORRIGENDUM NO. 01

Date: 18 November 2023

Ref: Tender No. CSL/CKSRU/TEN/389/2023-24; "Supply of HR Assistants for CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata" dated 06 November 2023

Amendments are given below:

1. Last date of submission of tender extended up to 15:30 Hrs. on 27 November 2023
2. All other terms and conditions shall remain unaltered.

For Cochin Shipyard Ltd

(Sanil Peter)
Deputy General Manager (CKSRU)

**TENDER NOTICE**

सीएसएल – कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), कोलकाता की ओर से निम्न सूचित कार्य के लिए अनुभवी फर्मों से मुहरबंद प्रतिस्पर्धी निविदाएं आमंत्रित की जाती हैं, ताकि निम्न सूचित तिथि और समय पर या उससे पहले अधोहस्ताक्षरी तक पहुँच सकें। कृपया संलग्न तकनीकी विनिर्देश, सामान्य नियम और शर्तें एवं अन्य अनुदेशों का संदर्भ लें।

Sealed competitive tenders are invited on behalf of CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata from experienced firms for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer to the Technical Specification, General Terms and Conditions and other instructions attached.

निविदा सं. व तिथि Tender No. & date	सीएसएल/सीकेएसआरयू/टीईएन/389/2023-24 दिनांक 06 नवंबर 2023 CSL/CKSRU/TEN/389/2023-24 dated 06 November 2023
कार्य का नाम Name of Work	सीकेएसआरयू कोलकाता में विद्युत उन्नयन कार्य। (विस्तृत विनिर्देश अलग से संलग्न है) Supply of HR Assistants at CSL Kolkata Ship Repair Unit (CKSRU), Kolkata (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	दो बोली Two Bid
जमा करने के लिए बयाना राशि Earnest Money to be deposit	रु. 10,000/- Rs.10,000/-
निविदा प्रपत्र की लागत Cost of Tender Form	रु. 1,000/- Rs.1,000/-
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 17 नवंबर 2023 को 16:00 बजे तक 17 November 2023 at 16:00 hrs.
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 17 नवंबर 2023 को 16:30 बजे तक 17 November 2023 at 16:30 hrs.

लिफाफे के ऊपर निविदा संदर्भ स्पष्ट रूप से सूचित किया जाना चाहिए।

Tender reference should be clearly indicated on top of the envelope.

उप 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।



कोचीन शिपयार्ड लिमिटेड

(भारत सरकार का श्रेणी 1 मिनि रत्न कंपनी, पोत परिवहन मंत्रालय)



COCHIN SHIPYARD LIMITED

(A Government of India Category-1 Miniratna Company, Ministry of Shipping)

Sealed tenders addressed to The Deputy General Manager (CKSRU) shall be dropped in the “**CKSRU Tender box**” located at **CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building, Gate No. 9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata -700024** by the due date and time.

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

नाम/ Name : सौमिता घोष /Soumita Ghosh
पदनाम/ Designation: उप प्रबंधक /Deputy Manager
संपर्क सं. (मोब.)/Contact No (M) : 7994450596
ई-मेल/ E-mail: soumita.ghosh@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

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

उप महाप्रबंधक (सीकेएसआरयू)
Deputy General Manager (CKSRU)



पंजीकृत कार्यालय: प्रशासनिक भवन, पी.ओ. बैग सं. 1653, पेरुमानूर पी.ओ., कोच्ची - 682 015
Registered Office: Administrative Building, P.O. BagNo. 1653, Perumanoor P.O., Kochi - 682 015
फोन / Phone: +91 (484) 2361181/2501200. फाक्स/ Fax: +91 (484) 2370897/2383902
वेबसाइट / Website: www.cochinshipyard.com CIN: U63032KL1972GOI002414

Tender No: CSL/CKSRU/TEN/389/2023-24

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SCOPE OF WORK & ELIGIBILITY CRITERIA**A. SCOPE OF WORK**

- 1) The work entails providing manpower support of HR assistants at CKSRU situated at Gate No.9, Netaji Subhas Dock (NSD), Kolkata who would be engaged for carrying out certain functional jobs related to HR & IR activities under the supervision and as per instruction of Officer in charge, CKSRU. These HR&IR activities include time office/payroll/leave management, recruitment and on boarding related activities, statutory compliance verification and welfare related activities, gate pass management, administrative service order management and preparation of official correspondences and record keeping of official documents.

- 2) **Location of work:**

Cochin Shipyard Limited
 CSL-Kolkata Ship Repair Unit (CKSRU)
 Gate No.9, Netaji Subhas Dock (NSD)
 Circular Garden Reach Road
 Kolkata – 700024

- 3) The Agency is required to provide 04 nos. of HR assistants (02 Nos. of Senior HR Assistants and 02 Nos. of Junior HR Assistants) for the aforementioned scope of work as per details appended below:

- a. **QUALIFICATION CRITERIA- SENIOR ASSISTANT- GRADUATE WITH AT LEAST 5 YEARS' EXPERIENCE**

- i. Graduate in any discipline
- ii. Preference to be given to Diploma in IRPM/MHRM/Diploma in HR and Experience in SAP-HR functions.
- iii. Experience of working in similar domain like Time Office Functions, HR & IR functions
- iv. Knowledge of office management systems and procedure
- v. Should be able to devise and operate a database management system for gate pass management
- vi. Well versed in Computer (especially MS Office- Word, Excel and Power Point), Database management system.
- vii. Good drafting skills and speed in typing documents with minimal error
- viii. Excellent time management skills with ability to prioritize work
- ix. Working knowledge of office equipment like printer, scanner etc.
- x. Fluency to read and write English and Bengali and ability to communicate in Hindi

- b. **QUALIFICATION CRITERIA -JUNIOR ASSISTANT - GRADUATE WITH AT LEAST 3 YEARS' EXPERIENCE**

- i. Graduate in any discipline
- ii. Preference to be given to Diploma/ Degree in Material Management and Experience in SAP functions
- iii. Proven experience as an Administrative Assistant, Virtual Assistant or Office Admin Assistant
- iv. Experience of working in similar domain like Time Office Functions, HR & IR functions
- v. Knowledge of office management systems and procedure
- vi. Should be able to devise and operate a database management system for gate pass management
- vii. Well versed in Computer (especially MS Office- Word, Excel and Power Point), Database management system.
- viii. Good drafting skills and speed in typing documents with minimal error
- ix. Strong organizational skills with the ability to multi-task
- x. Working knowledge of office equipment like printer, scanner etc.
- xi. Fluency to read and write English and Bengali and ability to communicate in Hindi

- c. The job description break up has been provided in Table 1 below. The Senior HR Assistant in both cases will additionally be undertaking supervisory role and will be responsible to execute assignments under their domain of control.

SI No	MANPOWER DETAILS	JOB DESCRIPTION	QTY
c.(i)	Sr. HR Assistant- HR/Time Office Management/Recruitment and onboarding	<ul style="list-style-type: none"> a. Daily office correspondences b. Assisting in various statutory compliance related jobs, maintenance of statutory documents of contractors, and correspondences with Statutory bodies like PF office, ALC office, Factory Department, customs etc. c. Checking of payment related files for statutory compliance d. Checking and monitoring ESI / EPF / EPS of contract labours as applicable. e. Contract labour management 	1
c.(ii)	Jr. HR Assistant – HR/Time Office Management/Recruitment and onboarding	<ul style="list-style-type: none"> f. Creation and maintenance of personal file of employees g. Assistance in various training related activities or CKSRU employees. Maintaining the Training Records & Plans. h. Maintaining & updating HR related circulars, policies i. Attendance management system – enrolment in biometric machines, generating punch reports, timesheet preparation, leave update, checking OT hours etc. j. Maintenance of records of all documentation related to recruitment k. Preparation of draft circulars, advertisements, notices, notifications under guidance of HR officer & liaison with the external publishing agency l. Liaison with employment exchanges regarding notifications and collection of applications. m. Correspondences with candidates during recruitment & selection process. Liaison with the external agency, paper publishing agency and employment exchanges in connection with recruitment. n. Preparation of various formats for taking approval in various stages of recruitment. o. Scrutiny of application, sorting of application received p. Coordinating HR officer in conducting test/interviews and physical verification of certificates/documents. q. Assisting HR officer in on boarding employees who are inducted newly r. Co-ordinating the scrutiny of applications, preparation of test papers, conducting test / interview at various levels, question paper key finalization and correspondences with candidates through e-mail and phone in various levels of recruitment s. Any other duties as assigned by the officer in charge 	1

c.(iii)	Sr. HR Assistant - Administrative Support/ Gate pass Management	<ul style="list-style-type: none"> a. Assistance in supervision and management of CSL transit house at Kolkata b. Management of various service contracts at CKSRU like housekeeping, estate management, security service, Taxi hiring including tendering, contracts management, processing of payments etc. c. Management of canteen services as per direction of CKSRU Canteen Management Committee. d. Coordination of itinerary and trips of CSL guests and officials and assistance in co-ordinating their accommodation and vehicle arrangement e. Office stationery management: Procurement, stock verification, maintenance of min. stock & issue register. f. IT AMC Management: Co-ordination with service provider for repair & maintenance of IT assets and peripherals, maintenance of IT asset register etc. g. Procurement and maintenance of office furniture. 	1
c.(iv)	Jr. HR Assistant- Administrative Support/ Gate pass Management	<ul style="list-style-type: none"> h. Preparation of various official formats that goes for printing including stamp and visiting card printing i. Courier management and postal Dak management from and to CKSRU j. Caretaking of welfare amenities such as distribution of uniform and liveries, dining facility, drinking water etc. k. Liaison with service provider and timely processing of bills for landline phone and internet connection. l. Co-ordinating gate pass management system at CKSRU in connection with entry of personnel and vehicle. m. Visitor Management n. Material IN and Out pass creation o. Prepare daily gate pass consumption Report p. Monthly & Yearly report along with the rate q. Maintain documents r. Issuance of separate NIGHT gate pass for authorized personnel s. Any other duties assigned by the officer in charge t. Any other duties as assigned by the officer in charge 	1

Table 1

- 4) Attendance details of HR assistants shall be submitted to CSL Officer In charge at CKSRU on a monthly basis for approval. In case substitute personnel are deployed for duty on account of absence such as leave or sickness, their bio data shall be submitted to CSL for prior approval.

- 5) The Agency shall provide the manpower within 15 days of signing the contract. As the positions are based at Kolkata, preferably candidates with domicile certificate of Kolkata, with proficiency in reading, writing and speaking in English/Bengali/Hindi will be preferred.
- 6) The Agency shall provide the manpower as per the Qualification, Job Description and Experience Criteria mentioned in Clause 3 (3a, 3b, 3c) above. However, 3 days before the commencement of service, copy of all the documents pertaining to the selected candidates should be provided to the company. Company shall have the right to accept or reject the candidates based on the requirement of the operations.
- 7) The selected candidates shall be on the rolls of the Agency and should be provided with a separate uniform. The deployed manpower should at all times maintain themselves in neat and tidy manner including the uniform.
- 8) The employees shall be paid by the Agency and the Agency should comply with the statutory requirements like Payment of Wages/Employees' Compensation/Minimum Wages and other applicable acts.
- 9) The employees shall be paid through Bank Only and in no case salary shall be paid in Cash.
- 10) The Agency shall submit the details of Salary Statement comprising of statutory deductions to the Company. The Agency should have demonstrable and robust Human Resource Management Information System.
- 11) The Agency should be registered with the following statutory authorities in Kolkata and must furnish attested copies of supporting documents.
 - i. GST
 - ii. Employees State Insurance Corporation
 - iii. Employees Provident Fund Commissioner
 - iv. Income Tax Department (PAN Card be attached)
 - v. Labour department (Registration certificate from labour Department)
 - vi. PF and ESIC/Workmen Compensation Challan shall be submitted for verification purpose.
- 12) They shall adhere to the timings as specified by CSL. Normal working hours shall be from **0815 Hrs to 1700 Hrs**. Personnel deployed by the agency have to follow the official calendar of CSL-Kolkata Ship Repair Unit.
- 13) Up on requirements, personnel deployed by the agency have to work beyond normal working hours (within the stipulations of Factories Act) as per the instruction of officer in charge. Payment shall be made on pro-rata basis of daily rate. Over-time should be sanctioned by Officer In Charge in advance.
- 14) The Agency shall provide proper Identity Card and Pay Slip to the employees.
- 15) The period of contract will be for **ONE year, extendable for ONE year** with a provision for review of the performance at the end of the year. CSL will not entertain any request for revision of rates during the contract period. Revision of Minimum wages of manpower will be applicable as per applicable rules of Central Govt.
- 16) The Agency at all times should indemnify CSL against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto and rules made there under from time to time. CSL will not own any responsibility in this regard. The Agency should comply with all the labour laws in force.
- 17) The agency shall in no case pay its employee less than the minimum mandatory rates per day in accordance with the Minimum Wages Act, and a record of that should be kept in a register, which may be made available for examination to CSL as and when demanded.
- 18) The Agency shall be liable to pay the monthly wages on or before 07th of succeeding month to his deployed personnel in accordance to applicable Minimum Wages Act or agreed wages.
- 19) The Agency shall not employ any person of age below 18 years and above the age of 55 years and they should be sound in health in carryout the duty and should not have infected diseases.
- 20) The Agency shall ensure proper performance, conduct and behavior of the workforce engaged by him and any of the premises of the Company and shall remove with immediate effect, the engagement of such person(s), who does/do not give satisfactory performance, conduct himself/themselves properly and misbehave with the regular employees/personnel of the Company in any place.

- 21) It is the sole responsibility of the deployed personnel to execute the assigned work perfectly and neatly within specified duration. If any damages are caused to CSL's assets while discharging the duty, suitable amount will be deducted from the Agency's monthly payment.
- 22) The Agency shall follow the instruction of CSL Officer in Charge from time to time in discharging the duty every day.
- 23) CSL shall have the rights to deny entry to any employee deployed by the Agency from duty who is considered to be unwanted or undesirable within the CKSRU premises.
- 24) All necessary reports and other information shall be supplied immediately by the Agency as and when required by CSL.
- 25) The Agency shall not subcontract the assigned work to any other agencies.
- 26) CSL shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment/materials or machineries of the personnel of the service provider.
- 27) The Agency shall submit the details of the Personnel deployed at CKSRU, such as Name, Address, Medical fitness certificate and Police Verification about their antecedents.
- 28) All the payments to the Agency by CSL shall be made through NEFT/RTGS only with applicable TDS in accordance with the Govt. of India guidelines from time to time.
- 29) The contractor shall be responsible for the payments to the manpower deployed and rate quoted shall include the salary, allowances, service charges and all other statutory payments of the manpower deployed for the work. CSL will not have any liability on the salary / other statutory payments of manpower deployed by contractor.

B. ELIGIBILITY CRITERIA:

Sl. No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The bidder must have min. 03 years of experience (ending month prior to the bid opening) of providing similar type of services (Service for providing HR & Time Office Management, assistance in office administration, recruitment support etc.) to any Central / State Govt. Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.	Copies of service orders along with Work Completion Certificates duly authenticated by the client or any other such documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be submitted along with the bid for verification by the Buyer.
2.	Financial capability	The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be min. Rs.30 Lakhs. Documentary evidence in the form indicating the turnover details for the relevant period shall be uploaded with the bid.	Certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant

3.	Undertaking	The firm should submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract	Undertaking as per annexure 7 to be submitted
4.	Registered Office in Kolkata	Firm should have dedicated registered/regional/local functional office in Kolkata and address proof of office should be submitted along with technical bid.	Address proof of the office to be submitted.

PRICE BID							
Name of work: Hiring of HR Assistants at CKSRU, Kolkata						Annexure 2	
Tender No.: CSL/CKSRU/TEN/389/2023-24							
Sl. No.	Description	Unit	Qty (A)	Unit rate excl. GST (Rs.) (B)	Total rate excl. GST (Rs.) (A*B)	GST (%)	HSN/SAC Code
I	Per month charges for Senior HR Assistant per the scope of work at Annexure 1	Nos.	2				
II	Per month charges for Junior HR Assistant per the scope of work at Annexure 1	Nos.	2				
Grand Total excl. GST (Rs) (I+II)							

Note: L1 will be arrived based on the lowest total of monthly charge for providing service of Junior and Senior HR assistants (I+II) at CKSRU, Kolkata excluding GST. Bidder has to quote all the line items. Partially quoted bid will be rejected without any further notice.

Signature and seal of contractor

TERMS AND CONDITIONS

1. Offer shall be submitted in the prescribed form in the 'CKSRU Tender Box' located at **CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata-24**, and has to be addressed to **The Deputy General Manager (CKSRU), Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Kolkata - 24**.
2. In case of bid sent through e-mail, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by e-mail or SMS immediately before the tender opening against the request from concerned officer.
3. **Validity:** The offer should be valid for a minimum period of four months of date of submission of offer.
4. **Payment terms:**
 - a. Payment shall be made in every month at actuals against invoice in triplicate supported by work completion certificate / work logbook duly certified by the Officer-in-Charge of CSL.
 - b. Contractor shall indicate details like PAN, GST details etc. required for processing payment **as per duly filled and signed Annexure 4 mandatorily** Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
 - c. The invoice to be raised on Officer in-charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Dry Dock Office Building, Netaji Subhas Dock, Gate No.9, Circular Garden Reach Road, Kolkata – 700024.
 - d. **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
 - e. Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL representative at Kolkata. Delay of accepted bills will lead to delay in processing of payment.
5. **Earnest Money Deposit (EMD):** Rs.10,000/- (Rupees Forty Thousand only)

EMD for a valid bid has to be submitted by the bidder in the form of demand draft / FDR / Bank Guarantee (Encl.2) drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the CSL approved list in case of foreign bidder. Cheques are not acceptable. Bids submitted without EMD will be rejected. No interest shall be paid for the EMD, Security Deposit or Performance guarantee. EMD will be returned to the unsuccessful bidder's post finalization of tender and issue of Work Order to the L1 bidder.
6. **Cost of Tender Form:** Rs.1000/- (Rupees One Thousand only)

Tender form cost has to be submitted by the bidder in the form of demand draft while submitting the technical bid, drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the CSL approved list in case of foreign bidder. Cheques are not acceptable. This is a non-reimbursable amount.
7. **Performance Security:** A recovery of 10% will be made from contractor's monthly bill towards performance security to maximum of Rs.50,000/- (Rupees Fifty Thousand only) and will be returned only one month after expiry of the contract.
8. **Language:** All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels on deliveries and any other data shall be in English language.
9. L1 will be arrived based on the lowest total of monthly charge for providing service of Junior and Senior HR assistants (I+II of Price bid) at CKSRU, Kolkata excluding GST. Bidder has to quote all the line items. Partially quoted bid will be rejected without any further notice.
10. The bidders are expected to inspect the site to know the nature of work and site condition at CKSRU, Kolkata as applicable with prior intimation to the Officer-in-Charge. Bidders can contact Officer-in-charge of the work which is indicated in the tender for any clarification before submitting the offer. If clarifications/details are not obtained before the offer is submitted, no claim on this account will be admitted.

11. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, working hours, prior to quoting the rates. The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.
12. All applicable taxes, duties, transportation and insurance etc. should be included in the rate quoted, unless specified otherwise. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
13. Bidders to note that no advance payment will be made by CSL against work order/ supply order issued.
14. Bidders shall quote total amount in figures and in words. Corrections and additions if any must be attested / duly signed by the bidder. In the case of error in multiplication / addition in amount calculated, the 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.
15. GST / Duties, if any, payable extra is to be indicated in the price bid.
16. MSEs, Startups, 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 CSL website (www.cochinshipyard.com) under the Tenders tab for further reference.
17. **Risk Purchase:** -If the supplier fails to commence the work as per the instruction of Officer in Charge or violate any of the terms and conditions of the purchase order; CKSRU/CSL shall have the following rights.
 - a) To terminate the contract with 15 days' notice forfeiting the security deposit.
 - b) To initiate alternate procurement action at the risk and cost of the supplier.
18. Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
19. The contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused by the contractor or the employee engaged by the contractor while on duty. Any labour issues with operators have to be settled by the contractor himself. CSL will not have any responsibilities for any issues between contractor and the operator.
20. Speed limit inside CKSRU premises is Max 10km/Hr.
21. The firm should not subcontract the work in part or full.
22. CSL reserves the right to award contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
23. Any loss / damage sustained by CKSRU on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.
24. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs / Alcohol / smoking etc inside CKSRU premises and any illegal activity by the work men should be reported to the Officer-in-charge without delay and the contractor shall remove such persons from Yard premises.
25. The rate quoted shall remain firm throughout the period including extension if any.
26. The Contractor should furnish their Registration code, ESI/PF/PAN/GST numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to CSL in the event of requirement. CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.
27. The firm shall be solely responsible for the payment of wages, salaries and other legal duties of its personnel who are employed or deployed by them from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service by 10th of every month preceding the wage month. CSL reserves the rights 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 deployed by the firm.
28. Necessary Insurance Coverage for the contractor's materials / equipment / vehicle including Third Party liability and for the workmen (covering Workmen's Compensation Act) engaged by the Contractor are to be taken at his cost. If any accident/injury occurs to any other persons/public due to proven negligence/non-adherence to relevant safety and other precautions on the part of Contractor/its employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.

29. The firm must comply with the statutory requirements, ESI/EPF, minimum wages act, and other labour laws / regulations in force and as amended from time to time by Govt. of India.
30. In case if the firm fails to pay any contributions, charges or other amounts payable under any of the provisions of law, CSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to the firm by CSL, including any deposit or amounts payable against bills and make payments on their account to the appropriate authority.
31. The contract shall be on a principal to principal basis and it will not create any employer, employee relationship between CSL and firm / its personnel.
32. The rates agreed upon as per the quotation remain firm and fixed and will not be changed till conclusion of contract including extended period if any.
33. CSL reserves the right to terminate the work order at short notice in case the firm's performance is found not satisfactory with regard to the progress of work, quality, time factor, labour dispute with their workers, poor safety record and other violation of any contract conditions. No claim whatsoever will be entertained in this regard from the firm.
34. Additional safety provision: For the work carried out within dock area the contractor shall abide by all provisions of the dock workers (Safety, Health and Welfare) Regulation 1990 without causing any damage / accident in the work premises which will be ultimately causing loss to CSL either directly or indirectly. The contractor has to take all the necessary safety measures to prevent any damage/ accident at site during the execution of work.
35. CKSRU entry permit: Since the work is to be carried out inside the Port area, the Contractor shall abide by all rules and regulations of the Port in force from time to time as applicable. The Contractor is required to obtain required permit / RFID card issued by KoPT for their men, vehicle, tools and materials to enter the CKSRU premises at their cost. The necessary recommendations will be issued by CKSRU to permit the Contractor to take the materials / equipment / vehicle inside the Port area for the execution of the work.
36. Contractors are required to produce a valid police clearance certificate to avail gate passes for entering CKSRU premises.
37. HSE guidelines issued by CKSRU/CSL Kochi from time to time shall be followed by the contractor.
38. During the evaluation of tender CSL Officer-in-Charge may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
39. It is clarified that the Contractor cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd. has a Grievance Redressal Cell and all disputes shall be attended by CSL Grievance Redressal Cell. All questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by Cochin Shipyard Ltd Grievance Redressal Committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.
40. In case any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Ernakulam, Kerala, India.
41. 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.

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

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. Other conditions, if any
- c. Deviation list, if any
- d. 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.)
- e. 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 as per the tender document.
- b. The quoted rate shall include rate for material, service engineer if required, transportation, loading etc. to deliver the items to the location as mentioned in the tender document.
4. CKSRU/CSL reserves the right to alter, modify the scope of supply at their discretion and consistent with the policy of the Government of India and statutory bodies under them as applicable to the contract from time to time.
5. The Techno-commercial part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Techno-commercial part. Firms will be intimated the date of opening of the price part, whose Techno-commercial bid is acceptable, in due course. Tenderers shall not be allowed to attend the Techno-commercial bid opening.
6. Supplier should depute only persons who are entitled for exemption from income tax in India. In case the supplier does not depute such persons, the tax liability will be in the supplier's account.
7. The Tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.
8. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
9. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.
10. Price part should be submitted in the Price Bid format provided. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid. In case 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.
11. 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

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:

(Self-declaration to be given by in letter head)

1. Reference No. & Date :
2. Bidder's Name & Address :
3. Person to be contacted :
4. Designation :
5. Telephone No. :
6. Fax No. :
7. E-mail :

SELF DECLARATION

We do hereby declare that we have not been debarred / blacklisted by CSL or by any of the Public Sector Undertaking or Government Department etc.

If CSL finds that, we have been blacklisted/de-barred by any of the Public Sector Undertaking or Government department, then CSL can reject the offer or terminate the contract at any point of time. In such case, we are confirming herewith that, any loss that has happened to CSL due to this will be compensated by us.

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Name :
Designation :
Phone No. :
Seal :
Date :
Place :

UNCONDITIONAL ACCEPTANCE LETTER

(Unconditional acceptance to be given in letter head)

ACCEPTANCE OF TENDER CONDITIONS

Tender Document for the Supply of HR assistants at CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata, has been received by me/us and I/We hereby unconditionally accept the tender conditions of tender documents in its entirety for the above work.

Yours faithfully,

(Signature of the tenderer) with stamp

Date:

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 CSL/CKSRU.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No:

BANK GUARANTEE TOWARDS EMD

To
COCHIN SHIPYARD LTD
(GOVT. OF INDIA ENTERPRISE,)
PO BAG No. 1653 , PERUMANOOR PO, COCHIN 682 015.

This deed of Guarantee made on Day ofTwo Thousandbetween CSL on one part and (Name and address of the bank) of the other part is as follows:

In consideration of CSL having allowed M/s.(herein after referred to as 'the Contractor') to submit Tender No.....without Earnest Money according to the conditions of such Tender Notification, we... (Name of the Bank) (hereinafter referred to as 'the bank') undertake to pay to CSL on demand the sum of money payable as Earnest Money in respect of the Tender Number.....made by the contractor in case the contractor withdraws from the tender before the date of firmness stipulated or when the tender is accepted by CSL, the contractor makes default in furnishing the Security Deposit or in entering into an agreement as required by CSL or otherwise commits any breach of the terms and conditions of the tender.

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:

Your signed statement certifying that the Contractor is in breach of his obligation(s) under the Contract and the respect in which the Contractor is in breach.

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

The guarantee shall remain in full force and effect during the period that would be taken for the finalization of the tender and till CSL certifies that the terms and conditions of the said tender have been fully and properly carried out by the said contractor and accordingly discharges this guarantee or for 6 months from the date of issue of this guarantee whichever is earlier. A notice of the claim under this guarantee may be served on the bank within 3 months after the said period in which case the same shall be enforceable.

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. This guarantee shall not be avoided, released or affected by any variation in the terms of the tender, acceptance of the contract between the contractor and CSL or any neglect, indulgence or forbearance by CSL.

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed -----only).
2. This Bank Guarantee shall be valid up to (date) (9 months from the date of issuing the BG) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you 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:.....

Electronic Payment Mandate Form

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

- 1) Vendor Name
- 2) Vendor Address with Phone No

- 3) Vendor Code
- 4) Permanent Account Number (PAN)
- 5) Particulars of Bank Account

[illegible]

- a. Name of the Bank

[illegible][illegible]

- b. Name of the Branch

[illegible][illegible]

- c. Branch Code:
d. NEFT Code of the Bank:
e. City Name:
f. Branch Location:
g. Branch Telephone No.:
h. Bank IFSC Code:
i. 9-Digit MICR Code

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(where MICR is starting with "0". Please take the correct code from your bank for proper identification of city, bank, branch)

- j. Type of the Account (S.B,Current or Cash Credit) with code (010/011/013)

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- k. Account Number (as appearing on the cheque book)

[illegible]

- 6) Email Address of Vendor:
7) Date of Effect of RTGS/NEFT in your Bank:

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

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

$$(\dots)$$

Signature of Employee

Bank Certificate

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

Date:

Place:

(.....)
Authorized official of Bank