

TENDER NOTICE

Competitive tenders are invited on behalf of Hooghly Cochin Shipyard Limited (HCSL) 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.

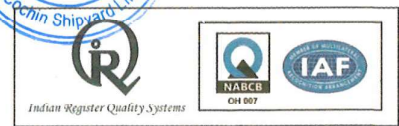
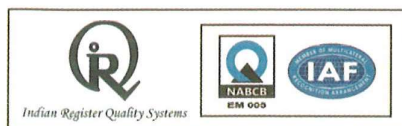
Tender No. & date	HCSL/OPS/YS/TEN/218/2023-24 Dated: 09.02.2024
Scope of work	Provide Trailer Truck on rental (40 Ft, 35 Ton capacity) for Shifting of items between CKSRU, Netaji Subhash Chandra Dock, Kolkata, W.B. and HCSL, Nazirgunge Unit, Howrah, W.B
Type of Tender	Single Bid
Cost of tender form	Nil
Earnest Money Deposit (EMD)	Rs. 5000
Last date & time of receipt of tender	17.02.2024 at 15:00 Hrs.
Date & time of opening of technical bid	19.02.2024.2024 at 11:30 Hrs.
Tenure of contract	Six Months (Upto 10 Trips)
Officer - in - Charge	Name: Siddharth Mohanty Designation Manager (Marine & Central Services) Email Siddharth.mohanty@hooghlycsl.com Phone No 7489858690

Tender reference should be clearly indicated on top of the respective envelopes

Tenders should submit sealed tenders in Single cover system "TECHNO-COMMERCIAL & PRICE BID" indicating the tender number, due date of the tender and addressed to The DGM (P&O) shall be dropped in the HCSL tender box or courier to Hooghly Cochin Shipyard Ltd (HCSL), Satyen Bose Road, Danesh Sk Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109 before the due date and time.

Signature and Seal of the Bidder(s)

For Hooghly Cochin Shipyard Limited



Registered Office : Administrative Building, HCSL Premises, Satyen Bose Road,
P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109, India
☎ +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 - 711 109,
☎ +91 (33) 2955 8283

1. **Minimum qualification criteria for participating in the tender will be as follows:**

- i. Firm should have functional office in Kolkata/Howrah region (not operating from home cum office) and address proof of office should be submitted along with the Bid.

The tender documents can be downloaded from HCSL/ CSL website <http://hooghlycsl.com/www.cochinshipyard.in>. The tender documents are available on above mentioned link. All corrigenda, addenda, amendments and clarifications to this tender will be hosted in the website www.cochinshipyard.in or <http://www.eprocure.gov.in>. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.

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

Officer - in - Charge for the above work:

Name: Siddharth Mohanty
Designation Manager (Marine and Central Services)
Email Siddharth.mohanty@hooghlycsl.com
Phone No +91 7489858690



A) SCOPE OF SUPPLY

Provide Trailer Truck on rental (40 Ft, 35 Ton capacity) for Shifting of items between CKSRU, Netaji Subhash Chandra Dock, Kolkata, W.B. and HCSL, Nazirgunge Unit, Howrah, W.B

Contractor's Scope of Work:

1. Providing 35 TON, 40Ft capacity trailer truck with Driver, Helper & Lashing Accessories Shifting of material between CKSRU, Netaji Subhash Chandra Dock, Kolkata, W.B. and HCSL, Nazirgunge Unit, Howrah, W.B by providing below services
2. Material to be delivered within 24hrs post loading of material from either site.
3. Fuel & Maintenance of the Trucks will be in contractor scope.
4. E-way Bill of material to be shifted will be in Vendor Scope
5. The Trailer/Truck Driver and helper should be aware of traffic rules and regulations and must have required Heavy Vehicle license and permits (Like PUC, Registration Certificate etc.,) as per statutory requirements.
6. The Trailer/Truck must have all the required permits and documents and must be in good working condition
7. Any permit, fines, tolls and damages to the Truck/Trailer during transportation of items between CKSRU, Kolkata and HCSL, Nazirgunge unit will be in vendor's scope.
8. Port passes & any clearance from port authorities for the truck/trailer to enter in CKSRU, Netaji Subhash Chandra Dock, Kolkata, W.B will be vendor's scope

HCSL Scope of work

1. Rigger assistance with Lifting tools and tackles for loading/unloading of goods from trailer in HCSL/CKSRU premises
2. Crane/MHE support in HCSL/CKSRU premise.
3. Any permits related to safety inside HCSL/CKSRU premises.

B) IMPORTANT INSTRUCTION**Contractors shall take notice on the following points for its strict compliance**

As the items are critically required, non-compliance of any of the following points will invite disqualification of the submitted offer without any further communication/ notice from this office in this regard.

- I. For the consideration of the offer and its price bid opening, Contractors should ensure the compliance of following points (which are mandatory in line with this particular tender) as stipulated in the general terms and conditions of enquiry and techno-commercial check list herewith.
 1. EMD
 2. Non-Deployment Charge (Liquidated Damage)
 3. Payment terms
 4. Validity of offer
 5. Security deposit
 6. Risk purchase
 7. Self-certified copy of MSE/NSIC certificate in relevant field, if applicable
 8. Price bid to be submitted in the price bid format attached at Annexure-3
 9. Un-priced bid as per Annexure-3 to be submitted along with techno commercial bid with details like percentage of taxes and duties applicable and details like quoted/nil/included to be mentioned for each line item.

II. MSME/NSIC BENEFITS:

- a. The following benefits are extended for all the firms who are registered with District Industries Center and come under the category of **Micro and Small** Enterprises holding a valid Entrepreneurs Memorandum (EM) part ii certificate or Udyog Aadhaar Certificate. However, in order to avail the benefits as per public procurement policy for MSME's orders, 2012, all MSE contractors are required to declare their Udyog Aadhaar Memorandum (UAM) number in Central Public



1. Description of Work

Provide Transport services for movement of items between CKSRU, Netaji Subhash Chandra Dock, Kolkata, W.B. and HCSL, Nazirgunge Unit, Howrah, W.B

1.1 HCSL reserves the right to reject any Operators/Workmen provided by the contractor who:

- Fails to meet the criteria for qualification/attributes.
- Is unable to meet the requirements of job profile mentioned.
- Misbehaves or disobeys any superior person placed above him for the discharge of his work.
- If mentally or physically unfit

1.2 Services will be trip basis and requirement will be intimated 36 hours prior to service requirement. Any delay more than 3 hours in services by the contractor, HCSL hold the right to cancel the trip & make alternate arrangement on the cost of the contractor.

1.3 Loading/Unloading of material at HCSL/CKSRU premises will be under HCSL Scope.

1.4 Items required for lashing and securing of loaded material during transportation will be in Vendor's scope.

1.5 Lashing and securing of loaded materials at CKSRU and HCSL will be in Vendor's scope.

1.6 Vehicle maintenance and fuel will be in vendor's scope.

1.7 Passes and other regulatory requirements to commence job in CKSRU will be in Vendors scope.

1.8 Road taxes, tolls, permits, E-way bills, any fines and penalties and any other extra expenses will be in vendor's scope.

1.9 Trailer operator must have Heavy Vehicle License and all the required statutory documents.

1.10 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/it's employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.(Check with other clause)

1.11 PPE required like Reflector jackets, Safety Shoes, Helmets etc, will be in Vendor's Scope.

1.12 Vendor to ensure secure and safe shifting of material between CKSRU and HCSL

1.13 Trailer truck and lashing accessories must be in good and safe working condition and it will be the duty of the Driver and helper to maintain a safe, neat and clean working environment, Safe load tag should be available in the lashing accessory being used.

1.14 Any labour issues with above personals engaged to be settled by the contractor. HCSL will hold any responsibilities w.r.t. any labour or other issues between contractor and person engaged,

1.15 Firm should have functional office in Kolkata/Howrah region (not operating from home cum office) and address proof of office should be submitted along with the Bid.

3. Location of work

A	B
Hooghly Cochin Shipyard Limited Satyen Bose Road, P.O. Danesh Sk. Lane, Nazirgunge, Howrah-711109 West Bengal, India	Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Gate No.9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata – 24. West Bengal, India



Procurement Portal (CPPP) compulsorily.

- Tender Forms Shall Be Issued Free of Cost.
- Payment of earnest money deposit (EMD) is exempted.
- The list of items published as part of MSME order dated 23rd March 2012 {currently 358 items} shall be procured exclusively from MSE firms only.

- b. For all firms who are registered with National Small Industries Corporation (NSIC) and come under Micro and Small Enterprises holding a valid NSIC certificate, the below benefit also extended in addition to above.

Waiver of security deposit (SD) for the performance of the contract (5% of the order value by the way of bank guarantee till the supplies are completed), up to financial limit as mentioned in NSIC certificate. However, to ensure performance of the item during the guarantee period a performance bank guarantee (PBG) (5% of order value by the way of bank guarantee) to be submitted by the firm as applicable.

- c. This tender shall be based on MSME order dated 23rd march 2012, pertaining to public procurement policy.
- d. When supply/service as per tender is divisible in nature, MSE's within price band of L1+15 percent shall be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSE's. If multiple vendors satisfy the above condition, requirement shall be divided equally. In this scenario, preference shall be given to SC/ST vendors to such an extent that they are allowed to supply minimum 4% out of the 25% in line with the aforementioned MSME order. SC/ST vendors shall submit a valid certificate from district industries center / NSIC, for qualifying in the above criteria.
- e. In the case of tender item non-splitable or non-divisible, MSE's quoting price band L1 + 15% (in the ascending order) may be awarded full/ complete supply of total tendered value to MSE's by bringing down their price to L1 price where L1 is non MSE's, considering spirit of policy for enhancing the government procurement from MSE's
- f. Traders are exempted from the benefits from Public Procurement Policy, for MSEs Order, 2012. As mentioned in O.M. No. 5/2(2)/2021-E/P and G/Policy dated 02.07.2021, Retail and Wholesale traders can register on Udyam Registration Portal for the purpose of Priority Sector Lending (PSL) only.

- III. It is reiterated that offers submitted without compliance of any one of the aforesaid points will not be considered for its evaluation and summarily be rejected on commercial background without any further clarification/ notice/ communication in this regard from M/S Hooghly Cochin Shipyard Ltd., even though the offer is technically acceptable.


SD/-
For Hooghly Cochin Shipyard Limited



4. **Period of contract**

- a) The contract shall be valid for a period of Six months (Upto 10 Trips)
- b) In case of future trip requirement, if so, required by HCSL within said 6 months period, the contractor has to provide additional Trips services on same rate, Terms & conditions.
- c) Payment shall be made every month at actual against invoice in triplicate for the trips completed supported by Utilized Trip logbook duly certified by the Officer-in-Charge of HCSL.
- d) If the work is completed within six months in less than 10 trips, no payment will be given for balance trips.
- e) The service offered by the firm will be evaluated during the initial one month of the contract period and if the services offered by the firm is found not satisfactory or not complying with the terms and conditions, then the contract will be terminated within one months of award of contract after giving 15 days notice.
- f) In case the firm decides to terminate contract, one months' notice shall be given to HCSL by the contractor.

5. **Safety of Personnel**

The contractor shall be entirely responsible for the safety of all personnel employed by them on the work and should ensure all staffs are adequately covered under Insurance.

The contractor shall provide all PPEs including, coverall, reflector jackets, safety shoes, safety helmet, gloves and safety goggles to all the personnel working on the site for execution of work as per contract.



Annexure –3

Price Bid Format

Hiring of Transport Services for shifting of material between CKSRU, Kolkata and HCSL, Howrah					
S#	Description	Unit rate per Trip Excl GST (Rs)	Applicable Taxes	Total Cost per trip including taxes	Total No of Trips Required
		A	B	C= A+B	D
1	Trailer Truck, 40 Fts, 35T with Driver, Helper & Lashing Accessories.				10
Grand total Cost excl Taxes					
Grand total Cost incl Taxes					
Total Cost including taxes					
E= C*D					

Note:


1. Quotation for all line items is mandatory. Partially quoting shall result in rejection of the bid.
2. L1 Bidder will be evaluated based on the combined cost of all the items excluding Taxes
3. The total contract is for 6 months upto 10 Trips as mentioned.
4. In case of future trip requirement, if so, required by HCSL within said 6 months period, the contractor has to provide additional Trips services on same rate, Terms & conditions.
5. Intimation will be provided 36 hours prior to service required.
6. If the work is completed within six months in less than 10 trips, no payment will be given for balance trips.
7. Payment shall be made every month at actual for the trips utilized and will be released tentatively within 30 days from the date of submission of error free bill.
8. All the terms and conditions mentioned in the tender are applicable and remain unaltered.
9. Firm should have dedicated functional office in Kolkata (not operating from home cum office) and address proof of office should be submitted along with the Bid.

Signature and Seal of the Bidder(s)

GENERAL TERMS AND CONDITIONS

1. Tenderers are to carefully go through the terms and conditions and the technical specification of the items for which offers are called for.
2. Offers are to be furnished in duplicate and should be free from overwriting. Corrections and additions, if any, must be attested. Incomplete/ambiguous offers are likely to be rejected.
3. The tender documents can be downloaded from HCSL/ CSL website <http://hooghlycsl.com/www.cochinshipyard.in>. The tender documents are available on above mentioned link. All corrigenda, addenda, amendments and clarifications to this tender will be hosted in the website www.cochinshipyard.in or <http://www.eprocure.gov.in>. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.
4. All applicable taxes, duties, etc at HCSL Nazirgunge, should be included in the rate quoted, unless specified otherwise. HCSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
5. Contractors to note that no advance payment will be made by HCSL against work order issued.
6. Contractors 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.
7. **Service commencement period is within 7 days from the date of issue of work order or as decided by Officer-In Charge.**
8. **PAYMENT TERMS:**
 - a) The contract shall be valid for a period of Six months (Upto 10 Trips).
 - b) If the work is completed within six months in less than 10 trips, no payment will be given for balance trips.
 - c) Payment shall be made every month at actual against invoice in triplicate for trips completed supported by Trip logbook duly certified by the Officer-in-Charge of HCSL and will be released tentatively within 30 days from the date of submission of error free bill.
 - d) Contractor shall indicate details like PAN, GST details etc. required for processing payment. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor.
 - e) HCSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
 - f) The invoice to be raised on Officer in-charge, Hooghly Cochin Shipyard Limited, Satyen Bose Road, Danesh Sk. Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109.
 - g) 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..
9. Hooghly 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.
10. 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. HCSL will not have any responsibilities for any issues between contractor and their employees.
11. The firm should not subcontract the work in part or full.
12. HCSL reserves the right to award contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
13. Any loss / damage sustained by HCSL on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.
14. 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/HCSL 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 premises.
15. Partially quoted bid will be rejected without any further notice.



16. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labors, working hours, and prior to quoting the rates. The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.
 17. 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 and discounts, incomplete/ambiguous offers are likely to be rejected.
 18. 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.
 19. The contract shall be on a principal-to-principal basis and it will not create any employer, employee relationship between HCSL and firm / its personnel.
 20. 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.
 21. HSE guidelines issued by HCSL from time to time shall be followed by the contractor.
 22. During the evaluation of tender HCSL 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.
 23. HCSL 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.
 24. **Force Majeure condition:**
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, HCSL 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.
 25. **Risk Purchase:**
If the Contractor 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, HCSL shall have the following rights.
 - a) To cancel the order partially or fully 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 HCSL.
 - c) To initiate alternate procurement action at the risk and cost of the supplier.
 - d) 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).
 - e) Cases of value less than 20 lakhs will be addressed by serving appropriate caution/ warning notice to the firm.
 26. **Jurisdiction:**
All questions, disputes or difference arising under, out of, or in connection with contracts shall be subjected to the exclusive jurisdiction of the Courts at Kolkata, India.
 27. **Cost of Tender and EMD (Earnest Money Deposit):**
 - a) **Cost of Tender form: NIL**
 - b) Tenderers shall deposit an amount of **Rs 5000/- (Five Thousand only)** as Earnest Money Deposit (EMD) along with the tender.
 - c) The EMD can be remitted in the form of Demand Draft (DD) / Banker's Cheque / Fixed Deposit Receipt (FDR)/ Bank
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Guarantee drawn in favor of "Hooghly Cochin Shipyard Limited" payable at Kolkata and shall be valid for a period of 6 (Six) months from the due date of opening of Techno-commercial Bids from any Nationalized/ Scheduled Bank or paid online through e-gateway of -

UNION BANK OF INDIA
SHIBPUR-HOWRAH BRANCH
ACCOUNT NO: 756905010000104
IFSC CODE: UBIN0575691

- d) EMD furnished by all contractors except the lowest tenderer will be released after issuing work order and submission of SD and its acceptance by the contractor to whom the work is awarded.
- e) EMD of the successful tenderer will be refunded after remittance of the security deposit and execution of the agreement.
- a) EMD deposited with the Client will be forfeited,
 - i) If a contractor withdraws or modifies his bid during the period of validity specified or
 - ii) If the successful contractor fails within the time limit to sign the agreement document or fails to furnish the required security deposit.
 - iii) Request for enhancement in the quoted rates or bringing in new conditions after tender opening or unnecessary delayed acceptance of the order / commencement of work / submission of Security Deposit.
- b) The relevant documents pertaining to the EMD should be enclosed in a separate sealed cover, super scribing the Tender Notice No. with Date in Cover-1. TENDERS RECEIVED WITHOUT EMD WILL NOT BE CONSIDERED AT ALL FOR FURTHER EVALUATION.

28. Late Deployment Charges :

- i) The contractor has to deploy the Trailer along with Driver, Helper & Lashing accessories within 36 hours prior to service requirement. Any delay more than 3 hours in services by the contractor, HCSL hold the right to cancel the trip & make alternate arrangement on the cost of the contractor.
- ii) **HCSL reserve the right to cancel the issued Work Order after giving a notice of 15days to the Contractor, if Contractor fails to provide services as per instruction more than 3 times or if any discrepancy found by HCSL officer in-charge.**

- 29. After submission of tender, no unsolicited correspondence will be entertained.
- 30. 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.
- 31. In any case of the above conditions is not acceptable to the tenderer, it should be specifically indicated in the tender failing which it will be presumed that all the terms and conditions are acceptable.



For Hooghly Cochin Shipyard Limited

SPECIAL INSTRUCTIONS FOR SINGLE BID SYSTEM

1. MODE OF SUBMISSION OF TENDERS

The tender documents can be downloaded from HCSL/ CSL website <http://hooghlycsl.com/www.cochinshipyard.in>. The tender documents are available on above mentioned link. All corrigenda, addenda, amendments and clarifications to this tender will be hosted in the website www.cochinshipyard.in or <http://www.eprocure.gov.in>. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.

Sealed tenders in Single cover system (Prequalification cum Technical cum Price Bid) addressed to **The DGM (P&O)** shall be dropped in the HCSL tender box or courier to **Hooghly Cochin Shipyard Ltd (HCSL), Satyen Bose Road, DaneshSk Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109** before the due date and time.

1. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS

- a. Stamped and signed copy of all pages of tender document and corrigenda (if any) with all supporting document.
- b. Techno-commercial check list as per Annexure 6 with supporting documents if required.
- c. Vendor Details as per Annexure 7.
- d. NEFT mandate Form as per Annexure 8 with Cancelled Cheque.
- e. List of Deviation (if Any) as per Annexure 9.
- f. EMD to be submitted along with Tender documents otherwise bid will be rejected,
- g. Contract Agreement as per Annexure 10.
- h. Self Declaration- Annexure 11
- i. Pending Legal Cases as per Annexure-12
- j. Undertaking as per Annexure-13

2. PRICE PART

In Price Part as per Price Bid format (Annexure 3) should be signed and stamped kept in same cover and submitted strictly as per tender schedule.

3. Validity:

1. The offer should be valid for a minimum period of three (3) months of date of Bid opening.
2. HCSL reserves the right to alter, modify the scope of supply at their discretion.
4. Firms will be intimated the date of opening of the Tender, Techo-commercial evaluation will be carried out post Bid Opening.
5. After submission of quotation / price 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. Price part should be submitted exactly in the Price Format as 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.
8. Check lists, technical and commercial, duly filled and signed should be submitted along with the bid. Non-receipt of this document may lead to rejection of the offer.
9. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
10. The tender document to be submitted by the contractor in duly signed and sealed format.
11. Bid Submission shall include Amendment / corrigendum duly signed and accept (if any).



For Hooghly Cochin Shipyard Limited

Annexure 6

TECHNO-COMMERCIAL CHECK LIST				
SL. NO.	DESCRIPTION	COMPLIANCE		REMARKS
		YES	NO	
1	Submission of Tender in Single (1) part – Techno-commercial cum Price			
2	Delivery date confirmation to yards delivery schedule and intimation will be provided 36 hours prior to service required.			
3	The total contract is for 6 months with Upto 10 trips			
4	Validity of offer – 90 Days			
5	Payment Terms - confirm your offered mode of payment			
	c) Payment shall be made every month at actual against invoice in triplicate for trips completed supported by Trip logbook duly certified by the Officer-in-Charge of HCSL and will be released tentatively within 30 days from the date of submission of error free bill.			
6	The Prices offered should remain firm till the completion of delivery, in case the purchase order is placed with you.			
7	Have you considered Taxes, duties, levies, packing and forwarding etc., if any, in the offer?			
8	L.D. payable as per relevant Clause in the General terms of enquiry.			
9	Disputes in connection with contract subject to jurisdiction of courts at Kolkata India.			
10	Termination of contract/Risk purchase as per relevant clause in the General terms of enquiry.			
11	You should furnish appropriate license/certificate/paper			
12	Confirm all other terms and conditions of enquiry are acceptable.			
13	MSME/NSIC, if yes document required along with technical bid, in relevant sector.			
14	Vendor details to be submitted as per Annexure 7			
15	Vendor should be in similar business and supporting documents to be submitted along with the bid			

Annexure – 7
VENDOR DETAIL

1	Name of the Contractor/Firm	
2	Registered office Address of Company/Firm	
3	Local office address at Kolkata/Howrah (if held):	
4	Telephone No./Fax No./Mobile No	
5	E-mail address	
6	Names of the contact person and designation	(i) (ii) (iii)
7	Name and contact detail of the concerned person who is dealing with this tender	Name: Contact number:
8	Type of Entity - Proprietorship/ Partnership firm/ Company/ NSIC/ MSME Category etc. <i>(Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)</i>	
9	PAN Card Number	
	GST Registration Number	
	<i>(GST certificate to submitted along with the technical bid)</i>	
	EPF Registration No. <i>(EPF registration certificate to be submitted along with the technical bid)</i> <i>Note: In case firm does not have EPF registration reasons thereof to be indicated</i>	
	ESI Registration No. (If applicable) <i>(ESI registration certificate to be submitted along with the technical bid).</i> <i>Note: In case firm does not have ESI registration reasons thereof to be indicated</i>	
	Copy of License if applicable	
10	EMD Details (DD No. Name of Bank)	
11	Whether the agency has been blacklisted/de barred or given tender holiday or contract terminated before expiry of the contract period by any govt. autonomous bodies/organizations where contractor has provided services earlier due to deficiencies in service or	Yes/No (Please tick as applicable)

misconduct etc.	If yes, please furnish details on a separate sheet
-----------------	--

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

Place:

Date:

Signature of Contractor/Authorized signature of firm/agency:

Name of Contractor or authorized signatory of firm/agency:

Designation:

Sign and seal of contractor:

Annexure 8

NEFT MANDATE FORM

(ON THE LETTER HEAD OF THE COMPANY)

Electronic Payment Mandate Form

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

- 1) Vendor Name
- 2) Vendor Address with Phone No
- 3) Vendor Code
- 4) Permanent Account No. (PAN)
- 5) Particulars of Bank Account

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a. Name of the Bank

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b. Name of the Branch

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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)

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- 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.

(.....)
(Seal and Signature of the contractor)

Note: Please attach a cancelled cheque along with the form

Annexure 9

COMPLIANCE STATEMENT- SPECIAL INSTRUCTIONS FOR TENDERERS AND TECHNICAL SPECIFICATION		PAGE 1 OF 1
Tender Name: Provide Transport services for movement of items between CKSRU, Netaji Subhash Chandra Dock, Kolkata, W.B. and HCSL, Nazirgunge Unit, Howrah, W.B.		
TENDER NO: HCSL/XXXXXX/XXXXXXXX/XXXXX,		Dt.- XX.XX.2024
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 (HCSL reserves the right to reject offers with deviations)		
Sl. No.	Description / Tender Reference	Reasons for Deviation

Name of tenderer:

Date: _____ Name and Designation _____ Seal and Signature _____
(Company Seal)

Note: Mention “Nil Deviation” if nothing, otherwise provide the same in above column

Annexure 10

FORMAT OF CONTRACT AGREEMENT
PROFORMA OF CONTRACT AGREEMENT

THIS AGREEMENT MADE ON 202.... BETWEEN THE CEO, HOOGHLY COCHIN SHIPYARD LIMITED, KOLKATA, INDIA ON BEHALF OF HOOGHLY COCHIN SHIPYARD LIMITED (hereinafter called the "Engineer-in-charge") which expression shall, unless excluded by or repugnant to the context, be deemed to include their successors in office on one part of and (Hereinafter called "CONTRACTOR") on the other part. WHEREAS THE ENGINEER-IN-CHARGE is desirous that certain supply should be done viz. "Hiring of Trailer Truck (40 Ft, 35 Ton capacity) for movement of items between CKSRU, Netaji Subhash Chandra Dock, Kolkata, W.B. and HCSL, Nazirgunge Unit, Howrah, W.B" and had accepted the tender by the Contractor for guarantee of such supply, NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

3. In this agreement words and expression shall have the same meaning as respectively assigned to them in the General and Special conditions of contract hereinafter referred to.
4. The following documents shall be deemed to form part and be read and construed as part of this agreement viz.
 - a. The said tender
 - b. The conditions of contract (General and Special)
 - c. The tender schedule.
 - d. All letters from Contractor
 - e. All letters by HCSL
 - f. HCSL Work Order
5. In consideration of the payment to be made by the Deputy General Manager (Projects and Operations), HCSL to the Contractor (hereinafter called the contractor) hereby covenants with the DGM (P&O) to construct, complete and guarantee the work in conformity in all respects, with the provisions of contract.
6. The Deputy General Manager (Projects and Operations) hereby covenants to pay the Contractor the contract price, in consideration of the completion and guarantee of the supply at the time and in the manner prescribed by the contract.
7. In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hand and seals) the day and year first above written.

For Hooghly Cochin Shipyard Limited

Signed and Sealed by Contractor: -

In the presence of: -

- 1.
- 2.

Self-Declaration to be given by the contractor in Letter head

Bid's Reference No. and Date:

Contractor's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

1. We do hereby declare that we have not been debarred/black listed by HCSL or by any of the Public Sector Undertaking or Government department etc.

2. If HCSL finds that, we have been blacklisted/ debarred by any of the Public Sector Undertaking or Government department, and then HCSL can reject the offer or terminate the contract at any point of time. In such case, we are aware that, EMD, security deposit, performance guarantee etc will be forfeited by HCSL. Further we are confirming herewith that, any loss that has happened to HCSL due to this will be compensated by us.

For and on behalf of the firm

(Firms Name and Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

Seal:

Date:

Place:.....

Annexure - 12

(Sample Format)

Details of legal cases pending against the firm for the last five years

SL. NO.	ORGANISATION AGAINST WHOM THE LITIGATION IS INVOLVED	BRIEF DETAILS OF DISPUTE	AMOUNTS INVOLVED (Rs.)	PRESENT STATUS	Remarks

Note : If no Cases exist mention "NILL CASES", otherwise provide the details.

SIGNATURE OF CONTRACTOR

Annexure - 13

UNDERTAKING

I, Shri in my capacity as Managing Partner / Chairman and 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 HCSL.

Signature of authorized signatory of contractor:

Name of authorized signatory of contractor:

Designation:

Address:

Contact No: