

**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/002/2024-25 दिनांक 02 अप्रै. 2024 CKSRU/SRP/PAHEREDAR/002/2024-25 dated 02 Apr. 2024
कार्य का नाम Name of Work	कोचीन शिपयार्ड लिमिटेड - कोलकाता शिप रिपेयर यूनिट (सीकेएसआरयू) में जहाज आईसीजीएस समुद्र पहरेदार की मरम्मत के संबंध में परिवहन सेवाएं। (विस्तृत विनिर्देश अलग से संलग्न है) Transportation Services in connection with refit of vessel ICGS 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	शून्य Nil
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 11 अप्रै. 2024 को 13:00 बजे तक 11 Apr. 2024 at 13:00 hrs.
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 11. अप्रै. 2024 को 13:00 बजे तक 11. Apr 2024 at 13:30 hrs.

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

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



कोचीन शिपयार्ड लिमिटेड

(भारत सरकार का श्रेणी 1 मिनिरात्रा 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 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**

Amit Kumar Das.

For

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., कोची - 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

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A. SCOPE OF WORK

- 1) The work consists of providing transport vehicles at CKSRU Kolkata.
- 2) 03 Nos. AC sedan (Swift Dzire / Toyota Etios / Honda Amaze / equivalent) (12 hrs/100 km per day) including driver shall be provided on as and when requirement basis (including Sundays and Holidays, if required). Additional duty hours/ kilometres shall be billed on pro rata basis. If any additional requirement of AC sedan, firm has to provide it at the same rate, terms and conditions. Vehicles provided shall not be older than 5 years.
- 3) 01 No. 7-seater AC vehicle (Scorpio / Bolero / Innova / equivalent) (12 Hrs / 100km per day) including driver shall be provided on as and when requirement basis (including Sundays and Holidays, if required). Additional duty hours/ kilometres shall be billed on pro rata basis. If any additional requirement of vehicle, firm has to provide it at the same rate, terms and conditions. Vehicles provided shall not be older than 5 years.
- 4) 01 No. 52-seater bus (12 Hrs / 100km per day) including driver shall be provided on as and when requirement basis (including Sundays and Holidays, if required). Additional duty hours/ kilometres shall be billed on pro rata basis. If any additional requirement of vehicle, firm has to provide it at the same rate, terms and conditions. Vehicles provided shall be in good condition and fit for service.
- 5) 01 No. 24-seater mini-bus (12 Hrs / 100km per day) including driver shall be provided on as and when requirement basis (including Sundays and Holidays, if required). Additional duty hours/ kilometres shall be billed on pro rata basis. If any additional requirement of vehicle, firm has to provide it at the same rate, terms and conditions. Vehicles provided shall be in good condition and fit for service.
- 6) 01 No. 3-tonner truck (Per trip basis, each trip of max 30 km to and fro journey) from CKSRU to Railway station/ any other location or vice versa for the collection of stores, as required by officer in charge, including driver, shall be provided on as and when requirement basis (including Sundays and Holidays, if required). For distance exceeding 30 km, the firm shall provide rate per km basis and shall be billed as per this rate. If any additional requirement of vehicle, firm has to provide it at the same rate, terms and conditions. Vehicles provided shall be in good condition and fit for service.
- 7) The number and type of vehicle required shall be decided by CSL and contractor shall provide vehicle accordingly. If any additional requirement of vehicle 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.
- 8) **Reporting and releasing location:**
 - (a) Reporting and releasing location for AC Sedan, 7-seater AC Vehicle, 52-seater Bus and 24-seater mini-bus shall be CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata – 24. The starting / finishing time & kilometre reading of the vehicle will be considered as the time of reporting / releasing of the vehicle at CKSRU, Kolkata. Contractor's garage to reporting location and releasing location to contractor's garage will not be considered for payment.

- (b) 3-tonner truck reporting location shall be Railway station/ any other location for collection of stores, which shall be intimated by CSL in advance. Releasing location for the truck shall be CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata – 24.
- 9) As documentary evidence, copy of self-attested RC book of the vehicle shall be attached along with the offer. Vehicles provided shall be in excellent working condition, well maintained, with clean interiors and with all other statutory documents.
 - 10) CSL has the right to reject the vehicle if the vehicle is not found in good condition or not fit for service.
 - 11) In case of any breakdown or any other blockage due to the failure of vehicles that may occur during trips, the contractor shall immediately provide alternative vehicle at their own cost.
 - 12) **Period of Contract:** - The period of contract shall be initially for a period of 06 months and same shall be extended for another 06 months 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.
 - 13) The quoted rates will remain firm without any escalation during the contract period and for extension period if any.
 - 14) L1 shall be arrived based on lowest quoted total amount excluding GST for individual line items as per the price bid format. Price Bids shall be evaluated based on item-wise L1 cost as per the price bid format. 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.
 - 15) The quoted rate shall include the cost for supply of vehicle in perfect running condition with DRIVER, FUEL, LUBRICANTS, SPARES, STATUTORY PAYMENTS, REPAIRS if any and other essential requirements. In case of scratches/dents obtained during running, the vendor should replace/repair the vehicle immediately to perfect condition without delay. The vehicle should be in washed and cleaned condition during the entire contract period.
 - 16) Payment of Toll fee, parking fee etc. which may become necessary during the trips has to be initially paid by the contractor and the same will be reimbursed by CSL along with the running bills. Supporting documents certified by the authorized CSL representative is necessary to process the payment.
 - 17) The Contractor shall arrange the vehicles within 3 days prior intimation as per the requirement of Cochin Shipyard Ltd. Also, in case of requirement, the Contractor shall arrange additional vehicles, within 1 day prior intimation. Failure to provide or delay in providing vehicles will make the Contractor to bear the extra expenditure incurred by Cochin Shipyard Ltd for arranging alternate vehicles and the actual will be deducted from the subsequent running bills submitted by the Contractor. CSL has the right to arrange vehicles from other agencies if the contractor fails to provide the requirement.
 - 18) In case of any breakdown or any other blockings due to the failure of vehicles that may occur during trips, the contractor shall provide alternate vehicle immediately at their cost. If the contractor fails on this, CSL has the right to

engage other vehicles and the cost incurred shall be borne by the Contractor due to any failure on the part of the contractor in doing so.

- 19) CSL has the right to reject the vehicle without payment if the vehicle is not found in good condition or older than the defined life (if applicable). Decision of the authorized CSL representative at Kolkata is final in this regard.
- 20) The vehicles (AC Sedan & 7-seater AC vehicle) should be with valid tourist taxi permit and in excellent working condition with clean and good upholstery. If required, flag post and upper carrier may be fitted.
- 21) Contractor should ensure the cleanliness of all Vehicles (external and internal including floor) and proper maintenance of the vehicles, without any dilution. CSL has the right to reject the vehicles on non-compliance of the same.
- 22) Vehicles should have valid and proper documents like RC Book, Insurance Policy, Tax paid token, Pollution certificates, First aid medicines etc during the contract period. All statutory conditions to be fully met by contractor at their cost. CSL authorized officer has the right to verify RC book, Insurance, Pollution Certificate and Tax paid.
- 23) The vehicle should report with sufficient quantity of fuel and other consumables for meeting the day's work.
- 24) 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.
- 25) The contractor shall ensure that sufficient funds are provided to the driver towards the cost of fuel, toll charges, parking fees, Driver's wages/Bata/food/lodging charges etc. and no payment on any account shall be made by CSL during the trip.
- 26) Contractors shall ensure to send the same vehicles and drivers to the extent possible for smooth operation.

B. ELIGIBILITY CRITERIA:

Sl.No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	<p>a) For SI no. 2 & 3 of scope of work (A) (AC Sedan & 7-Seater AC Vehicle): The firm should be in the business of Taxi vehicles for a minimum of 3 years as on date of publishing this tender.</p> <p>b) For SI no. 4, 5 & 6 of scope of work (52-seater Bus, 24-seater mini-bus & 3-tonner truck) The firm should be in the business of providing similar services.</p>	Copy of Work Order / other relevant documents satisfying the eligibility criteria to be submitted.
2	Details of vehicle	<p>The firm shall have all vehicles under their own registration (applicable for AC Sedan & 7-seater AC vehicle).</p> <p>For 52-seater bus, 24-seater mini-bus & 3-tonner truck, firm should submit documentary proof of the offered vehicle.</p>	Copy of RC book and other statutory documents to be submitted.

3	Vendor Details	The firm shall submit vendor details as per Annexure-II.	Duly filled and signed vendor details as per Annexure-II.
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.
5	Financial capability	The firm should have reported positive net worth during the last three financial years (FY – 2024-23/2023-22/2022-21).	Profit and loss account statement for the respective financial year

C. TERMS AND CONDITIONS:

- 1) Documents related to statutory requirements such as registration certificate of the vehicle, license of the driver, insurance, tax paid token & pollution control related documents etc. all requirements shall be submitted by the firm.
- 2) Quote should be as per the rate format at annexure-III. Quote should include all operational & maintenance cost, fuel cost, loading and unloading, transportation, mobilization, demobilization, salaries of driver & helpers etc. GST should be indicated separately and shall be paid extra as per govt. rules.
- 3) Food, accommodation and other facilities for the driver and helper shall be vendor's scope.
- 4) Speed limit inside CKSRU premises is max.10 km/hr.
- 5) 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.
- 6) CSL reserves the right to short close the contract if the requirement of the transportation facility does not exist due to any circumstances include Force Majeure events with the hiring charges payable upto the last day of use.
- 7) CSL reserves the full right to change the work scope/amend the work scope according to the site condition.
- 8) Vendor details to be submitted along with the technical bid as per annexure-II.
- 9) Bid should be valid for a period of 90 days from the date of submission of tender.
- 10) 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. ENTRY AND EXIT OF PERSONNEL:

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

E. SAFETY RULES:

- 1) The firm shall be solely responsible for any consequences arising out of any loss, damage or accident caused to the personnel engaged by him on duty. Any labour issues with employees have to be settled by the contractor or firm

themselves. CSL/CKSRU will not have any responsibility for any issue between firm and the employees, for any injury or illness to firm's workmen/other personnel during execution of work. In this regard firm will have to fully indemnify CSL/CKSRU against any claim made by his workmen/other personnel.

- 2) 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 CKSRU 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.

F. EMD:

Nil

G. PAYMENTS TERMS:

- 1) Payment shall be made for actual number of days of services 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/work 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.

H. 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.

I. 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.

J. SECURITY DEPOSIT:

- 1) A recovery of 3 % 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.

K. CONTRACT VALIDITY:

- 1) The period of contract shall be initially for a period of 06 months and same shall be extended for another 06 months 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.

L. GENERAL CONDITIONS:

- 1) All documents, instructions, catalogues, brochures, pamphlets, norms, reports, labels and any other data shall be in English language.
- 2) L1 shall be arrived based on lowest quoted total amount excluding GST for individual line items as per the price bid format. Price Bids shall be evaluated based on item-wise L1 cost as per the price bid format. 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) CSL/CKSRU reserves the right to reject any or all the offers without assigning any reason whatsoever.
- 7) 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.
- 8) 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.

- 9) 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) Tenders are to be submitted in password protected 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 vehicles 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) 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.
- 6) 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.
- 7) 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.

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

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.	AC sedan (Swift Dzire / Toyota Etios / Honda Amaze / Equivalent) (12 hrs/100 km per day)	3	Nos.				
2.	7-seater AC vehicle (Scorpio / Bolero / Innova equivalent) (12 Hrs / 100km per day)	1	No.				
3.	52-seater (12 Hrs / 100km per day)	1	No.				
4.	24-seater mini-bus (12 Hrs / 100km per day)	1	No.				
5.a	3-tonner truck (Per trip basis, each trip of max 30 km to and fro journey)	1	No.				
5.b	3-tonner truck (Per km, for distance exceeding 30km)	Per	km				

Note: L1 shall be arrived based on lowest quoted total amount for individual line items excluding GST.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No: