



U&M DEPARTMENT

(MM-II Section)

TENDER NOTICE

File No: CSL/U&M/MM-2/CONT/828/2024/4

Dt. 24-04-2024

Sealed competitive tenders in the prescribed format, Two bids (in two separate covers, Part I: Techno Commercial and Part II: Price Bid) are invited on behalf of Cochin Shipyard Limited from experienced contractors for the under-mentioned work so as to reach the undersigned on or before the date and time mentioned below:

Tender No. & Date	U&M/MM-II/QTN/023/24-25 dated 24.04.2024
Name of Work	Surface Preparation and Painting of 10T LLTT crane (Caillard) at Quay 2 - Alkyd Finish
Type of Tender	Two Bid
PAC	17,50,000/-
Earnest Money to be deposited	35,000/-
Cost of Tender form	Nil
Last date and time of receipt of tender	08.05.2024 at 14:00 Hrs
Date and time of Tender opening	08.05.2024 at 14:30 Hrs
Time of completion of Work	Within 18 days from the date of acceptance of work order

Sealed quotations addressed to The Assistant General Manager (U&M- Mech) shall be dropped in tender box at Utilities & Maintenance Department, R&D and Service Building, Cochin Shipyard Limited, Perumanoor P.O. Kochi 682015, Kerala, India or to be sent by registered post so as to reach this office by due date and time. CSL will not be responsible for postal delay or non-delivery/non-receipt of tender documents.

Officer – in – Charge for the above work

Name : Shyam A R
 Designation : Senior Manager
 Contact No (M) : 9895705197
 Contact No (L) : 0484 2501446
 E-mail : shyam.ar@cochinshipyard.in

For Cochin Shipyard Limited

श्याम ए आर
SHYAM A R
 वरिष्ठ प्रबंधक
 Senior Manager (U&M-Mech)
 कोचीन शिपयार्ड लिमिटेड
 Cochin Shipyard Ltd.
 कोच्चि / Kochi - 682 015



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

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For Cochin Shipyard Limited


S. YAM A R
परिचय प्रमाणिका
Assistant General Manager (U&M-Mech)
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
काठकोट / Kochi - 682 015

Signature and Seal of the Contractor (s)

TECHNO-COMMERCIAL CHECK LIST

(To be submitted by the tenderer along with Techno-commercial Bid)

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

Sl. No.	Description	Compliance	Deviations, if any.
1	Scope of the work as specified.	Yes / No	
2	Details of previous experience in undertaking similar jobs.	Yes / No	
3	Validity of offer – six months.	Yes / No	
4	Payment terms as per clause No.9 of Annexure-V	Yes / No	
5	Jurisdiction as per clause No. 37 of Annexure-VI	Yes / No	
6	The firm shall be certified by IRATA to carry out such works and certificate to be submitted along with the tender documents	Yes / No	
7	Details of IRATA level 3 & level 2 operators & probationary operators & supervisors and the relevant certificates.	Yes / No	
8	To mobilize all necessary resources within Four days from the date of intimation from CSL.	Yes / No	
9	Confirm all other terms & conditions of tender enquiry are acceptable.	Yes / No	

Note:

It is mandatory to fill in and submit this check list along with the techno-commercial part, without which the offer is liable to be rejected.

For Cochin Shipyard Limited



SHYAM A R
 Senior Manager
 Assistant General Manager (U&M-Mech)
 Cochin Shipyard Ltd.
 कोच्ची / Kochi - 682 015

Signature and Seal of the Contractor (s)

SCOPE OF WORK

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

I. SCOPE OF WORK BY THE TENDERER

1. The necessary safety clearance for carrying out the work should be obtained from safety department.
2. Both inside and outside surfaces of the crane and its accessories are to be thoroughly cleaned to remove rust, dust, scales, carium compound, peeled off paint, oil, grease, other foreign materials etc. by chipping, scraping, wire brushing / power brushing, emery paper, cleaning fluids, cotton waste etc. to make the surface suitable for painting. External surface of the crane to be initially cleaned with high pressure water jet washing. Mechanical Preparation to the blasting standard of St2/St3 on the rusted/corroded locations, wherever necessary.
3. All rusted areas to be thoroughly cleaned and the paint is to be applied as per the order follows.
 - a) Single coat of Enamel primer (Touch-up) (Min DFT 50 microns).
 - b) A touch up coat with Enamel paint (Min DFT 50 microns).
 - c) Finish coat with Enamel paint over entire surface area (Min DFT 50 microns).
 - d) Roofing of the Machinery room - 1 Coat with coal tar.The coatings shall be as per the attached paint scheme.
4. Spray painting using Painting machine will not be allowed for painting the exterior portion of the crane. Tenderers might have to use roller brush for the same.
5. Any crack in plates or joints needs to be informed to CSL and only after the rectification works of the same the painting should to be done.
6. Providing zebra lines (Golden Yellow and black) in all the Bogies and lifting hooks.
7. Window frames and glasses should be covered during the painting job to keep them clear after painting.
8. Painting "CAILLARD" name board on Machinery House.
9. Marking Luffing radius and Tonnage indication by Painting.
10. Writing tonnage, test date and due date on hooks.
11. All spilled over paint marks should be wiped out. All the waste materials generated should be removed and deposited at the designated area on daily basis and at no time the scraps should be dumped on the crane. No paint shall be applied on labels, other signboards and equipment's like, brake drum, rope drum, rope, disc brakes, luff screw, open gears etc. The used paint drums should be cleaned using thinner and to be crushed and deposited at the designated places only
12. The rope access method should be used for surface preparation and painting wherever necessary.
13. Paint the Boom, I Frame & Balancing Arm, Outside Machinery House & Operators Cabin and Structure below Machinery House by Rope Access method.
14. Paint the LT Wheel Boogies and Machinery House inside by conventional method.
15. Paint all the other area of the crane where ever painting exist, even if not mentioned.
16. All tools consumables, machineries and accessories for preparation and painting (with rope access method) shall be mobilized by the contractor; including painting machine with hoses, water jet machine, rope access system with technicians Etc.



17. After surface preparation the contractor shall clean and dispose the dust at the location identified by CSL.
18. Preparation and painting shall be carried out as per paint scheme provided by CSL. Follow the instruction of Officer-in-charge, while doing the works.
19. Paint, thinner, power supply, shall be provided by CSL.
20. Firm should have IRATA level 3 & level 2 & probationary operators & supervisors.
21. The firm shall be certified by IRATA to carry out works and certificate to be submitted along with the tender documents.
22. Firm shall ensure the reach of 100% area for surface preparation and painting
23. Firm should have similar experience of undertaken works of such complexity and magnitude of crane structure with rope access method in shipyard, refinery or any heavy fabrication industry
24. Firm should follow safety rules & regulations prevailing at CSL.
25. Necessary scaffolding is to be arranged by the Firm if required.
26. All works related to the Working at Height should be done after obtaining the CSL Permit to Work on Installations (CSL/ SMS/ S&F/ Form 3B) and comply with the directions for working on height as specified in the Permit to work Procedure (CSL/ SMS/ S&F/ SOP03). Copies are attached for reference.
27. The contractor should prepare a Job Safety Analysis (JSA) for the work in consultation with safety officer, and get approved by the concerned officer in charge.
28. The workers engaged should have sufficient experience in working at height using Rope access method. They should also be competent in the pre use inspection of their equipment.
29. Workers should have successfully completed IRATA (International Rope Access Trade Association) valid probationary or Level 1 or 2 certificates.
30. Rope access process should be as per the guidelines of IRATA.
31. The executing firm shall be responsible for the safety aspects of the rope access system and the operators working with the rope access system.
32. Firm should position the concerned safety persons who is competent to check and certify whether the rope access system is safe to work and whether work carrying out is in a safe manner or not.
33. There should be proper supervision of the worksite. Only Level 3 IRATA certified rope access technicians with valid certificate or its equivalent are permitted to be rope access safety supervisors.
34. Equipment used in any rope access system should be compatible and should be appropriate to its application. It should be capable of withstanding any foreseeable loads without catastrophic damage to any component of the system.
35. Equipment should be inspected before each use (pre-use check) and more thoroughly at regular intervals (detailed inspection). Results of all detailed inspections should be recorded and records should also be kept of use and maintenance as per IRATA guidelines.

36. Equipments should be correctly stored and maintained as per IRATA guide lines.
37. The rope and accessories used for the work should be tested and certified by any IRATA Level 3 certified person.
38. There should be a provision of at least one additional means of protection to prevent a rope access technician falling, for example, a safety line in conjunction with the working line. This means that, should any one item fail within the suspension system, there is an adequate safety back-up to protect the user. Therefore, when a rope access technician is to be in tension or suspension, there should be at least two independently anchored lines, one primarily as a means of access, egress and support (the working line) and the other as additional back-up security (the safety line).
39. The rope access technician should be connected to both the working line and the safety line via a harness, which may be an appropriate sit harness or an appropriate full-body harness. The same point on the harness may be used to connect the working line and the safety line to it.
40. The primary connection to the rope access technician of both the working line and the safety line should always be via the harness, even if a work seat is being used.
41. Steps should be taken to ensure a rope access technician is unable to descend inadvertently off the end of the working line or safety line and that, if the intention is to exit from them at the bottom, the anchor lines are long enough to do so.
42. An efficient communication system should be established between all rope access technicians in the team.
43. Exclusion zones should be established, as appropriate, to protect against falls where rope access technicians need to attach to the rope access system, e.g. an unprotected edge; to protect against falling objects from above; to protect people below the area of rope access operations and to protect against unauthorized persons entering the work area.
44. There should be suitable arrangements in place at every worksite to provide rapid workmate rescue/retrieval. These should include an appropriate site-specific plan, together with equipment, rigging and anchors of adequate strength for workmate retrieval. This plan should be part of the JSA.
45. A rope access technician should always to be in a position in the event of an incident; he would be able to rescue himself, or to be rescued quickly and efficiently by the work team.

II. AREA TO BE PAINTED

SL NO.	LOCATION	APPROX. AREA(M ²)
1	LT BOGGIES, TOWER, SLEW, MACHINERY HOUSE (INSIDE & OUTSIDE), OPERATOR CABIN (INSIDE & OUTSIDE), GIB, I-FRAME, BALANCING ARM, ALL EQUIPMENT etc.	3318

III. SCOPE OF SUPPLY BY CONTRACTOR

- Necessary manpower (skilled & unskilled), staging materials, Personal protective equipment's, tarpaulin sheet, fencing tapes, safety net if required.
- All tools, tackles, painting brushes, wire brush, power brush, cotton waste, washing machines, buffing equipment, consumables etc.
- Necessary safety devices including Full Body Harness for working at heights should be arranged by the Contractor. Any other safety devices for the work as instructed by the CSL safety department should be arranged by the contractor at his own cost to carry out the job.
- Any other items, other than those mentioned above and required for the satisfactory completion of the work are also to be arranged by the contractor without any additional cost.

IV. SCOPE OF SUPPLY BY CSL

- Paint, Primer and Thinner required for the work.
- C.S.L. will also make availability of electric power, compressed air, water etc. at the nearest point (free of cost) and contractor has to make his own arrangement for tapping the same.

For Cochin Shipyard Limited

SHYAMAR

Assistant General Manager (U&M-Mech)

Cochin Shipyard Ltd.
Kochi-682 015

Signature and Seal of the Contractor (s)

PAINT SCHEME

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

Sl. No	Location	Colour	No of coats	Total DFT (microns)		Paint Type
				On Corroded areas	All other areas	
1	Anchoring point	DA Grey	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas.	150		Enamel primer, Enamel paint, Coal tar
	Bogie	Yellow & Black	1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied.		50	
	Bogie Motor	DA Grey	1 coat with Enamel paint (DFT :50 microns) on all areas.			
2	Structure above the Bogie	DA Grey	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas.	150		
	Handrails	Yellow	1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied.		50	
	Platforms& steps	DA Grey	1 coat with Enamel paint (DFT :50 microns) on all areas.			
3	Superstructure below the Machinery house	DA Grey	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas.	150		
			1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.		50	
4	Machinery room	DA Grey (outside), white (inside), Black(Platform),& Coal tar(top)	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas.	150		
			1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.		50	
			Machinery room Roof- 1 Coat with coal tar.		120	
5	I frame above the Machinery house	DA Grey	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas.	150		
			1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.		50	

6	Boom	White & Deep orange	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas. 1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.	On Corroded areas	150	Enamel primer, Enamel paint, Coal tar
				All other areas	50	
7	Luff unit	DA Grey	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas. 1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.	On Corroded areas	150	
				All other areas	50	
8	Lifting Hook & Pulleys	Yellow & Black	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas. 1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.	On Corroded areas	150	
				All other areas	50	
9	Switch Boards, motors & other electrical equipments	DA Grey	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas. 1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.	On Corroded areas	150	
				All other areas	50	
10	Balancing arm	White & Deep orange	1 Touch-up with Enamel primer (DFT:50 microns) on corroded areas. 1 coat with Enamel paint (DFT :50 microns) on the areas where Enamel primer applied. 1 coat with Enamel paint (DFT :50 microns) on all areas.	On Corroded areas	150	
				All other areas	50	

The scope of work is detailed at Annexure I & II. On Corroded areas 1 coat of Enamel primer (D.F.T 50 micron) and 1 coat of Enamel Paint (D.F.T 50 microns) have to be applied after surface preparation of the area. On entire surface areas 1 coat of Enamel paint (D.F.T 50 microns) after surface preparation of the area. The specified dry film thickness (D.F.T) is the minimum dry film thickness. A combined inspection report

on DFT should be made by the executing firm and the same should be certified by the officer-in-charge. The total price and unit rate will be firm and fixed as indicated in the work order.

For Cochin Shipyard Limited

श्याम ए आर
SHYAM A R

वरिष्ठ प्रबंधक (U&M-Mech)
Senior Manager

कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi - 682 015

Signature and Seal of the Contractor (s)

U&M DEPARTMENT
PRICE BID

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

Scope of the Work: **Surface Preparation and Painting of 10T LLTT crane (Caillard) at Quay 2- Alkyd Finish**

I/we quote my/our lowest amount for the work for Rs.....

(Rupees..... only including GST) to carry out the "Surface Preparation and Painting of 10T LLTT crane (Caillard) at Quay 2- Alkyd Finish" as follows and agree to complete the work as per the terms and conditions indicated in the Tender Notice No. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024.

Sl. No.	Name of Location of Crane	Total Surface Area (in Sq. Mtrs.)	Unit rate per Sq. mtr of area (in Rs)	Total Amount (in Rs)
1	Boom, I Frame & Balancing Arm, Outside Machinery House & Operators Cabin, Structure Below Machinery House (By Rope Access Method)	2618		
2	LT Wheel Boogies and Machinery House inside (By Conventional Method)	700		
Tax at prevailing rates (in Rs) (@18%)				
Grand Total (in Rs) (including GST)				

Note: -

- Individual lowest rate will not be taken for considering L1. Being a work package, the total amount including GST will be the criteria for considering L1.
- In the case of discrepancy between rates quoted in words and figures, the lower of two shall be taken as correct. Also In the case of error in multiplication/addition in the amount calculated, the unit rate quoted will be considered as correct and the amount will be calculated accordingly.

Date:

Signature and Seal of the Contractor (s)

Name of the Contractor :
Address of the Contractor :
Contact No/Mobile :
Email :

U&M DEPARTMENT
SPECIAL TERMS AND CONDITIONS

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

Sl No	Description	Remarks
1	Pre-qualification criteria for participating in the tender.	<p>The tenderer shall study the tender document, assess the site conditions in all respects and arrive at clarifications upon the scope / conditions if any before submitting the tender. Tenderers are allowed to visit the site with prior intimation to the officer in charge before quoting.</p> <p>i) Experience of having successfully completed similar works during last 5 years Definition of Similar Works: Surface preparation and painting of steel structures having surface area of minimum 2000 m² and having height not less than 50 Meters. Details of orders executed along with completion certificate from the client indicating value of work executed and performance shall be submitted in this regard.</p> <p>ii) The firm shall be certified by IRATA to carry out works and certificate to be submitted along with the tender documents.</p> <p>iii) Workers should have successfully completed IRATA (International Rope Access Trade Association) valid probationary member or Level 1 or 2 certificates.</p> <p>iv) Rope access process should be as per the guideline of IRATA.</p>
2	Pre-bid assessment.	The tenderer shall study the tender document, assess the site conditions in all respects and arrive at clarifications upon the scope / conditions if any before submitting the tender. Tenderers are allowed to visit the site with prior intimation before quoting.
3	Validity of Offer	6 months from the date of opening of quotation
4	Details of EMD	<p>Rs 35,000/- (The EMD can be remitted either in the form of DD/Bankers Cheque /FDR drawn/ NSC in favour of Cochin Shipyard Ltd. Cash, Cheques, Bank Guaranties, postal Orders are not acceptable.) No interest will be paid for EMD.</p> <p>Firms who are registered with district Industries Centre and come under the category of Micro & Small Enterprises holding a valid EM Part –II certificate, Payment of Earnest Money Deposit (EMD) is exempted.</p>
5	Technical Bid	<p>The Technical Bid should contain (1) Check List, (2) Documents of proving the pre-qualification of the tenderer, (3) Unfilled Price Bid, (4) Copy of CSL Tender Notice duly signed by the bidder (5) Self declaration of bidder, (6) Bid security undertaking etc. The envelope of the Technical Bid shall be superscripted with Tender Notice No. and name of work.</p> <p>Offer Document should contain (1) Filled price bid in prescribed format Annex IV, (2) Self Declaration of the Bidder as per Annex. IX, (3) Bid Security Undertaking as per Annex. X.</p> <p>The amounts shall be quoted legibly in words and figures. The amount quoted will be firm throughout the period of contract.</p> <p>The envelope of the offer document shall be superscripted with Tender Notice No., and name of work</p>
6	Price Bid	The amounts shall be quoted legibly in words and figures. The amount quoted will be firm throughout the period of contract. In the case of discrepancy between amount quoted in words and figures, the lower of two shall be taken as

		correct. Also In the case of error in multiplication / addition in the amount calculated, the basic amount quoted will be considered as correct and the amount will be calculated accordingly. The contractor should visit the site before submitting the tender to familiarize themselves the actual quantum of work to be carried out.
7	Period of Completion	Within 18 Days from the date of acceptance of work order. Delay in handing over the crane by CSL to Contractor or any other delay attributable to CSL in this connection will not be considered for calculating the completion period. The period will be extended accordingly.
8	Mobilization period	The contractor has to mobilize his resources within four days time and to start the work within this time period. The work order will be considered as acceptable unless there is no communication from the contractor within 4 days from the date of issue of the work order.
9	Payment terms	Payment will be made after the successful completion of the work in all respects and the submission of bill. No other payment will be made for any other item of work for the satisfactory completion of the system.
10	Agreement	The successful contractor has to execute an agreement within 10 days of receipt of work order in stamp paper worth Rs. 200/- for the satisfactory execution of the contract. Format of Agreement is placed at annexure-XI
11	Security Deposit	The successful contractor has to furnish a security deposit equal to 10% of the contract value within 7 days of receipt of the work order. This can be furnished in the form of Bank guarantee from a nationalized bank as per CSL format/Demand draft drawn/ FDR endorsed in favour of Cochin Shipyard Ltd or 10% of the bill amount will be retained as security deposit. The security deposit will be released within six months only after successful completion of the work. If the contractor abandons the contract or fails to commence or carry out the work as per the terms and conditions of order in time CSL will have the rights to terminate the contract within 15 days' notice forfeiting the security deposit and also to initiate alternative arrangements at the risk and cost of the contractor. No interest will be paid for the Security Deposit.
12	Guarantee	The contractor has to guarantee the work against poor workmanship for a minimum period of one year from the date of completion and acceptance of the work by CSL. Any defects found during the above period because of the poor workmanship to be rectified by the contractor at his own cost.
13	Performance Bank Guarantee	Towards the guarantee against workmanship and item supplied, 10 % of the bill amount will be retained as Performance Guarantee (rounded off to next fifty rupees).The SD furnished by the contractor can be converted as performance guarantee on request. This amount will be released only after successful completion of the guarantee period. No interest shall be paid for Performance Guarantee remitted for the work.
14	Liquidated Damages	In case any delay in completion of works beyond the stipulated completion period, the contractor has to pay Liquidated Damage (LD) a sum equivalent to ½ % (half percentage) per week or part of the week of the order value subjected to maximum of 10% of the order value. Delay will be calculated from the mobilization period, if any, over and above the date of completion. However delay in handing over the crane by CSL to Contractor or any other delay attributable to CSL in this connection will not be considered for evaluating the LD.
15	Contract Termination	If the contractor abandons the contract or fails to commence the work in time or suspend the work for long duration (15 days) or delay the progress of the project without valid reasons acceptable to CSL or labour dispute with their workers or poor safety records etc. CSL will terminate the contract with one month notice period and arrange the work at the risk and cost of the contractor.

	In such case EMD & Security Deposit will be forfeited forthwith.
16	Spray painting using Painting machine will not be allowed for painting the exterior portion of the crane. Tenderers might have to use roller brush for the same.
17	Waste materials / Scraps shall be cleared without fail from site on a day-to-day basis and to be dumped at designated places only. The used paint containers should be cleaned with thinner then crushed and deposited at the designated places only. In case of noncompliance, CSL will clear the site at the cost of the contractor.
18	A supervisor must be deployed by the contractor at the site during the entire duration of the work. Contractor shall not nominate/ authorize any other firm to submit the bid on behalf of the firm and for carrying out the envisaged work. Such bid, if any will be disqualified.
19	Contractor should read all the general conditions given below before quoting.
	Contact address of Contractor: Contact Person - Address - Mobile No. - Land Line No. - Fax. - E-mails -

Note: Contractor shall see the general conditions pertaining to above aspects for full clarity

For Cochin Shipyard Limited


श्याम ए. आर.
SHYAM A R
असिस्टंट जनरल मैनेजर (U&M-Mech)
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi - 682 015

Signature and Seal of the Contractor (s)

GENERAL CONDITIONS

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

1. Bid shall be submitted in the prescribed form in the tender at the office of the Assistant General Manager (U&M), Utilities & Maintenance Department, Cochin Shipyard Limited, Perumanoor P.O, Kochi - 682 015, Kerala at the designated tender box.
2. *In the case of tenders floated in newspapers*, all corrigenda, addenda, amendments and clarifications to tender specifications will be hosted in the website www.cochinshipyard.com and not in the newspaper. Bidder shall keep themselves updated with all such developments from CSL web site till the last date and time of submission of tender. However it is advised to contact the officer-in-charge of the work for any clarifications before the due date of the tender
3. The bidders are expected to inspect the site to know the nature of work and site condition with prior intimation to the officer in charge. Bidders can contact officer-in-charge of the work which is indicated in the tender document for any clarification before submitting the offer. If clarifications/details are not obtained before the tender is submitted, no claim on this account will be admitted. The submission of a tender by tenderer implies that he has read this notice and General Conditions of Contract and has made himself aware of the scope and specifications and other factors bearing on the tender
4. 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.
5. All taxes, duties, transportation and insurance etc applicable 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.
6. Bidders to note that no advance payment will be made by CSL against work order/ supply order issued.
7. Tender documents issued are not transferable. Tender documents issued/downloaded shall be submitted wholly without altering any part.
8. The bidder shall not have been debarred / black listed by CSL or by any of the Public Sector Undertaking or Government department etc. Bidders shall produce a self-declaration in this regard as indicated in the Annexure VII.
9. Bidders are to carefully go through the tender documents and shall agree to CSL terms and conditions, specifications, scope of work etc and quote their offer accordingly. All the pages of tender documents shall be signed and duly sealed by the bidder as a token of the acceptance of conditions stated therein.
10. 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.

11. Late bid will be rejected and CSL will not be responsible for any postal delay / non receipt of bid on any account of loss in transit.
12. Tender opening shall be carried out at the designated date and time as specified in the Notice Inviting Tender, in the case of single bid system. (Also refer clause 14). It may please be noted that, if any of the dates indicated in the tender notice is declared a public holiday, the dates shall be extended to the next working day.
13. In case of two bid system, the techno commercial part alone will be opened initially on the due date of opening the tender. Bidders shall not be allowed to attend the techno commercial bid opening. The price part will be opened only after evaluation of the techno commercial part. Firms, whose techno commercial bids are acceptable, will be intimated regarding the date of opening of price part, so that they can be present during the price bid opening.
14. Bids shall be submitted in two separate sealed covers.
 - In case of *single bid system*, the first cover shall contain Earnest Money Deposit, Cost of tender document and the second cover shall contain the tender documents. EMD, Tender reference and the cost of tender documents should be clearly indicated on the top of the respective covers.
 - In case of *two bid system*, the first cover shall contain the techno commercial bid part of the tender along with EMD, cost of tender form and supporting documents and second cover shall contain only the price bid part of the tender. Tender reference details shall be indicated on top of respective envelopes.
15. No interest shall be paid for the EMD, Security Deposit or Performance guarantee.
16. The price bids will be evaluated based on the lowest offer on the Unit rate obtained from eligible and qualified as valid bids for opening the price bids. However the Officer-in-charge reserves all the rights to reject any or all tenders without assigning any reason.
17. During the evaluation of tender, officer-in-charge may seek clarifications from the bidders. Clarification if any shall be given in writing/e-mail. Officer-in-charge's decision will be final and binding on the bidder.
18. Any attempt on the part of the bidders or their agents to influence the officers, supervisors, employees of CSL in their favour by means of canvassing or any other means will entail disqualification / rejection of the bidder & bid.
19. Acceptance of a bid will rest with the competent authority, who does not bound himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason for the same.
20. CSL has the right to award work, part or in full to a single party (L1) or multiple parties (L2, L3 etc.) provided, if L2, L3, etc is ready to work in the L1 rate. Also CSL shall have the right to issue work order & supply order separately.
21. Bringing in new conditions after the tender opening will not be allowed. Under no circumstances, will an enhancement of quoted rate be allowed, once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply/execution within the

stipulated delivery/completion period will entail cancellation of the order and forfeiture of EMD/Security Deposit, if any/ and or risk purchase.

22. EMD furnished by all the contractors except the lowest bidder, shall be released after concluding the contract and its acceptance by the contractor, to whom the work is awarded. EMD of the successful bidder shall be refunded after remittance of the security deposit and execution of the agreement or after the completion of the work.
23. If the contractor fails to supply or commence the work, in time as per the tender terms/work order, CSL shall have the following rights.
 - a) To terminate the contract within 15 days of notice forfeiting the EMD and security deposit
 - b) To initiate alternative arrangements at the risk and cost of the contractors.
24. Cochin Shipyard Ltd. shall without prejudice to any right or remedy is at full liberty to forfeit the said EMD absolutely if the tenderer withdraws his tender before the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to CSL. After the issue of work order by CSL, failing /refusing to execute the agreement/ start the work, the tenderer shall be deemed to have abandoned the contract and such an act shall amount to and be construed as the contractors calculated and the wilful breach of the contract, CSL shall have full right to take suitable action against the firm together with forfeiture of Earnest Money Deposit.
25. Unless and until formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between the bidder and CSL.
26. Pre Contract Integrity Pact should be executed in stamp paper worth Rs 100/- for all works having contract value above 1 crore.
27. Security deposit will be released only after attending all the defects pointed out to the contractor during the defect liability period. Any work which are not attended/replaced during the defect liability period within a reasonable time given by Officer-in-charge, the work will be carried out at the risk and cost of the contractor by CSL.
28. The normal working time of the CSL is from 07.00A.M. to 10.00 P.M on all weekdays and Saturdays with half an hour interval from 12.15 noon to 12.45 P.M and 7.00 PM to 7.30PM. All Sundays, second Saturday and fourth Saturday are holidays in addition to CSL declared holidays. The site will be available for work during office hours only. However if the Contractor wishes to carry out the work beyond normal working hours or on holidays, he should get specific approval from the Officer-in-Charge for ensuring safety, quality and to have effective supervision from Department For any specialised jobs the timings will be intimated by the officer in charge in special terms and conditions.
29. The contractor is expected to acquaint himself with the site conditions, labour situation, wage and benefits applicable to labourers, working hours, out turn of work by labour and the fluctuations which are likely to happen till the work is completed on all the above aspects prior to quoting the rates.
30. The work shall be inspected by the Officer -in-charge, his authorised representative or any other third party deputed by the Officer -in-charge. Officer-in-charge will have full liberty to impose penalties for the violation of any of the agreement clauses.
31. **General conditions on work part:**

- 31.1. Cochin Shipyard Limited reserves the right to make minor alterations, additions or substitutions to the existing specifications/scope of work, if found necessary during the progress of work and the contractor is bound to carry out the work without any additional cost, as per such altered specifications
- 31.2. The contractor /authorized representative shall report at the office of the officer-in-charge on all working days before 08.30 hours and receive instruction regarding the works. The contractor should maintain all work instruction register; attendance registers etc. and should follow instructions given by the officer in charge.
- 31.3. Time is the essence of contract. The Contractor may have to work round the clock including holidays, if required for completing the work in time without any extra cost. However works executed beyond office hours & holiday must be informed to the officer -in-charge well in advance and obtain his clearance and other necessary work permits.
- 31.4. The completion of work may entail working in monsoon period/ rainy season also. The contractor shall take such events into consideration while quoting for the work. The contractor must maintain sufficient labour force for the timely completion of work as per the prescribed schedule. No extra rate will be admissible for work in monsoon/rainy season. During monsoon and other period, it shall be the responsibility of the contractor to keep the work site free from water at his own cost.
- 31.5. All labour, skilled or unskilled shall be provided by the contractor. Settling any dispute with the labour, subcontractor, labour union shall be the sole responsibility of the contractor. Workers engaged for works should have sufficient knowledge and experience in the respective fields.
- 31.6. The contractor should take insurance for the men and materials till the handing over of the entire system to CSL. The contractor is bound to meet the expenses or defense of any action of legal proceedings that may be brought by any person for injury sustained owing to neglect of safety precaution and to pay damages and costs which may be awarded in consequence as per rules in force. It is the responsibility of the contractor to ensure that workmen engaged in the work should wear safety appliances like helmet, safety shoes, safety belts etc. and should strictly comply with CSL Safety Rules and Regulations in vogue. For obtaining entry permission of workmen into the company premises, the contractor has to furnish the identity proof of those persons to be engaged [Passport/Electron Identity card etc] .If required, police clearance certificate shall also be submitted. They should carry / display the pass issued by CSL authorities during the entire span while in CSL. The contractor has to abide by all relevant Labour Regulations and enactments as applicable to the contractor and his/their workmen and as amended from time to time without causing or claiming any responsibility or liability thereof to the company.
- 31.7. The workmen are strictly banned from use of any kind of Narcotics drugs / Alcohol /smoking etc inside CSL 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 CSL premises.
- 31.8. All workmen engaged in any kind of contract work should be either covered under ESI/PF or Employees Compensation Insurance Policy. The contractor should furnish their registration code, ESI/PF/ Employee Compensation Insurance Policy code numbers issued by competent authority. 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/ Employees Compensation Insurance from the bill or invoice, if required.

- 31.9. The contractor shall be responsible for the true and proper setting out of the works and for the correctness of the position, levels, dimensions, and alignment of all parts of the works and for the provision of all necessary instruments, appliances and labour in connection therewith. If at any time during the progress of the work any error shall appear or arise in the position, level, dimension or alignment of any part of the work, the contractor on being required to do so by the Officer in charge, shall at contractor's cost rectify such errors to the satisfaction of the Officer in charge. The checking of any setting out or of any line or level by the Officer in charge shall not in any way relieve the contractor of his responsibility for the correctness thereof. The contractor shall provide all necessary instruments, appliances and labour required for the Officer in charge for checking, if any, of the setting out.
- 31.10. The work is to be arranged without affecting normal functions / activities at the shops / buildings / premises and to other agencies engaged in that area where works are to be carried out and shall be arranged with minimum hindrances. The work shall be carried out without damaging any of the existing structures/structures under construction/ underground pipelines or cables etc in the locality. If any damage occurs to the CSL property, by the contractor's operation shall be compensated / made good at contractor's risk and cost to the satisfaction of the officer-in-charge of the works, failing which department will do the rectification work and the cost incurred will be recovered from contractor's bill or from security deposit. If contractor fail to clear the dispose/items, CSL is having the right to cleaning the premises and cost involved for the cleaning will be deducted from the contractor's bill.
- 31.11. If slabs/ chequered plates are to be opened during the work by the contractor, the same has to be closed by the contractor immediately after completion of the particular area of work. Proper caution boards & barrier with fencing tape shall be provided by the contractor at opened RCC trenches/mud excavated trenches before the commencement of work, at their own cost. Suitable staging should be provided by the contractor in areas wherever necessary at their own cost.
- 31.12. The entire work should be carried out to the satisfaction of the officer-in-charge of the work. Decisions of the officer-in-charge will be final and binding to the contractor.
- 31.13. All the materials should be approved by the officer-in-charge before being used. Rejected materials/items should be taken back by the supplier at his own cost.
- 31.14. The workmanship shall be as per industrial standard in every respect both for the equipment supplied and for the installation carried out. The work should conform to relevant Indian standard specification / Indian Electricity Rules (ISS / IER) / Central Electricity Authority (CEA) regulation 2010 / other relevant rules wherever necessary/ applicable.
- 31.15. Necessary power shut down and permit-to-work has to be obtained from competent authorities whenever required to avoid electrical hazards and related accidents.
- 31.16. Arrangement of all necessary accessories shall be carried out by contractor for successful completion of work even though not specifically mentioned in the tender/ order. All tools, tackles, accessories and other materials brought into Shipyard for the work shall comply with statutory requirements and shall be declared at South gate. The copy of this

Material Declaration Form (MDF) to be submitted to while requesting for material out pass for taking back these items. Further MDF shall be submitted along with bill for the payment to supply part items as per the contract.

- 31.17. Necessary storage space will be provided by CSL as per the prevailing rules subject to the availability of space. If not, contractor has to make necessary arrangements outside CSL premises at his own cost and risk.
- 31.18. Industrial gases, compressed air, water, material movement equipments and electric power for the work will be given to the contractor from nearest available CSL outlet at free of cost subjected to availability and if not, the contractor has to make own arrangement at their cost. Uninterrupted power supply Electric power supply cannot be ensured from KSEB grid. Contractors shall take note of this situation and if required, contractor has to arrange alternative source at their cost for completing their work on time.
- 31.19. All statutory requirements are to be followed by the contractor. Packing material used if any should be eco-friendly.
- 31.20. The contractor has to abide by the Contract Labour Act 1970 and rules there under and Kerala Contract Labour Rules 1974 and the CSL safety rules and regulations. It is the responsibility of the contractor to follow all safety rules and regulations in force, during the period of contract in CSL, and any violation of the same during the course of work will be at the risk and cost of the contractor and will attract penal action.
- 31.21. Necessary "Work in progress" boards shall be provided by the contractor at locations shown by the Officer-in-charge.
- 31.22. The contractor shall make arrangements for collection, preparing, forwarding and testing of samples at his cost as directed by the Officer-in-charge. The charges for testing to be borne by the contractor
- 31.23. Electrical connections issued to the Agency will be exclusively for their own use and any power sharing with other agencies shall be totally under the risk and cost of the agency to which power supply is allotted.
32. CSL had implemented Integrated Management System (IMS) consisting of Environmental Management System (EMS), Occupational Health & Safety Management System (OHSMS) and Quality Management System (QMS) within the yard. As part of implementation of IMS, contractor shall comply all the IMS guidelines indicated in the Annexure ...
33. Bidders shall follow the security instructions enclosed in Annexure VII.
34. Force Majeure Condition: Should failure in performance of the contract or part there of arise from war insurrection, restraint imposed by Government, Act of Legislature of other statutory Authority or illegal strike (event like local strike/ harthal etc in the yard, state or national), riot legal lock out, flood, fire, explosion, Act of God of any inevitable or unforeseen beyond human capacity which may be constructed as reasonable ground for an extension of time. CSL 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 or cessation.
35. **Tax elements**

- a. The tax rate of the goods and services would be as per the Govt of India published GST rate schedule for goods & services. The rates have been mapped with HSN & SAC in the rate notification issued by the government. The rate schedule should be referred to identify the applicable rate.
 - b. Permanent Account Number (PAN) obtained from Income Tax Department should be mentioned in the invoice for inclusion of PAN in the TDS returns filed by CSL.
 - c. GST id should be mentioned.
 - d. The invoices should be as per the provisions of GST law. The invoices should mandatorily contain the HSN code/SAC and GSTIN number along with other particulars. The GST charged (CGST & SGST or IGST) should be separately indicated in the invoice.
 - e. Tax inclusive invoices will not be accepted.
 - f. All correction/rectification in the invoices should be done through Debit note/ Credit note only.
36. A "No claim certificate" from the workers engaged in the prescribed format should also be submitted by the contractor along with the final bill furnished for payment. Payment shall be made by RTGS/NEFT to the account of contractor. The name of the bank, A/C number, IFSC code and other particulars shall be furnished by the contractor in the proforma of CSL.
37. Any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Ernakulum, Kerala, India.

For Cochin Shipyard Limited

श्याम ए आर
SHYAM A R
वरिष्ठ प्रबंधक (U&M-Mech)
Senior Manager
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi - 682 015

Signature and Seal of the Contractor (s)

SECURITY INSTRUCTIONS AND I.M.S GUIDELINES

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

1.0.0.SECURITY INSTRUCTIONS:

- 1.1.0. Cochin Shipyard Limited is an ISPS Code compliant Port Facility and is required to maintain the Security Level declared by the Government of India from time to time. The premises of Cochin Shipyard Limited are a 'Prohibited Area' under the Official Secrets Act. All contractors and their personnel are bound to comply with the security instructions/ orders of the Shipyard issued from time to time.
- 1.2.0. All contractors and contract workmen should have valid entry pass issued by CSL or accepted as equivalent by CSL and they shall enter the yard through Sannidhi Gate.
- 1.3.0. All movements of all persons entering through Sannidhi Gate should be recorded in the Access Control System at the Gate.
- 1.4.0. 100% checking and frisking of all contractors/contract workmen entering into the yard will be done.
- 1.5.0. All vehicles entering CSL shall have vehicle entry pass either conspicuously exhibited on the vehicles or endorsed in the entry pass. Vehicles carrying materials shall have material entry pass. Such material carrying vehicles shall be permitted entry to the Factory Area by the Blue Security or production of material pass. All contractors and their workmen shall keep personal vehicles in the parking area near Sannidhi Gate.
- 1.6.0. All persons engaged for various works in CSL through contractors should produce the following documents prior to issuing their entry passes:
- 1.6.1. Attested copy of any of the documents mentioned below:
- i. Photo identity card issued by government bodies
 - ii. Electoral identity card with clear photo and address particulars
 - iii. Driving license with photo and address particulars
 - iv. Passport/ attested copy of passport with photo and address particulars
 - v. Police clearance certificate with photo and address particulars
- 1.6.2. No person above 58 years shall be permitted entry into the yard for any work except otherwise specially permitted by the Occupier of the factory.
- 1.6.3. Police clearance certificate of not less than six months old to the effect that the concerned person is staying in the area of jurisdiction of the certificate issuing Police Station and the person is not involved in any criminal offences as per the records available therein.
- 1.6.4. Application and declaration for enrolling under Employees Provident Fund ESI Scheme, three passport size photographs of the individuals and two copies of family photographs of the members.

1.6.5. Safety Awareness Programme attendance certificate issued by CSL.

1.6.6. Medical Fitness Certificate by any Registered Medical Practitioner in the prescribed format.

1.7.0. Mobile phones with camera are strictly prohibited inside the Shipyard. No contract workmen shall use mobile phone at Factory Area.

2.0.0. I.M.S. GUIDELINES

2.1.0. CSL implemented an Integrated Management System (IMS) consisting of Environmental Management System (EMS), Occupational Health and Safety Management System (OHSMS) and Quality Management System (QMS) within the yard. As a part of implementation of IMS, contractors shall comply with the following measures related to Quality, Health, and Safety & Environment (QHSE) Policy of CSL.

2.1.1. Meeting or exceeding customer requirements.

2.1.2. Assuring quality of product and service.

2.1.3. Preventing occupational ill health & injuries.

2.1.4. Ensuring safe work sites.

2.1.5. Conserving natural resources.

2.1.6. Preventing/ minimizing air, water & land pollution.

2.1.7. Handling and disposal of hazardous wastes safely.

2.1.8. Complying with statutory & regulatory and other requirements.

2.1.9. Developing skills and motivating employees.

2.2.0. Occupational Health, Safety & Environmental requirements of CSL shall include the following.

2.2.1. The contractor (or a sub- contractor performing work on behalf of the contractor) is deemed to comply with the occupational health, safety and environmental policy of the company and also to all operational controls/standard operating procedures and shall undertake the work in total compliance with the requirements of the established integrated management system (IMS) of the company.

2.2.2. The contractor shall undertake the work in total compliance with all applicable legal /statutory requirements related to occupational health, safety and environment effective in the state of Kerala.

2.2.3. It is the sole responsibility of the contractor to assure that any subcontractors who shall perform works in company lands/facilities/worksites on behalf of the contractor, is also following all requirements related to the integrated management system of the company and the health/safety/environmental rules effective in the state.

2.2.4. The contractor shall provide/implement and operate/practice all occupational health, safety and environmental management measures/facilities for their period of contract, in their activities/at their work sites, which shall be required according to the IMS of the company or that required by the health safety environmental rules established and effective in the state, at their own cost.

- 2.2.5. If any contractor failed to comply with or violated any clauses/requirements of occupational health, safety and environmental rules effective in the state, in their activities or at work sites and the same shall be exposed to the government or any competent authorities upon inspections, the contractor shall solely responsible for all liabilities caused by his/her action and shall be responsible for paying the penalty and taking the stipulated corrective actions insisted by the authorities within the specified time, at their own cost. Any liability to the company in this regard needs to be compensated by the contractor.
- 2.2.6. Upon the completion of the work, contractor shall clear the area and shall not leave any occupational health/safety/environmental liabilities to the company, from their activities at the worksites.
- 2.2.7. Any clarification related to IMS requirements of the yard, may be obtained by the contractor from the authorized representative of the contract, prior to the commencement of work.

For Cochin Shipyard Limited

श्याम ए आर
SHYAM A R

Assistant General Manager (U&M-Mech)
Senior Manager

कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi - 682 015

Signature and Seal of the Contractor (s)

GENERAL SAFETY RULES

TENDER NOTICE NO. U&M/MM-II/QTN/023/24-25 Dt. 24-04-2024

SURFACE PREPARATION AND PAINTING OF 10T LLTT CRANE (CAILLARD) at QUAY 2-ALKYD FINISH

1. Follow this link to view the Rewards and Reprimand Policy – Safety inside the yard
<https://cochinshipyard.in/uploads/FTPStaging/HOME-QHSE/RewardsReprimandPolicy.pdf>
2. These safety rules have been promulgated for the guidance of the contractors. These rules in no way relieve a contractor from his obligation under various statutory rules and regulations.
3. The Contractor before starting any work in the CSL premises will be issued with these rules and he is expected to give a declaration that he receives one copy of the CSL Safety Rules for Contractors and will comply with the rules laid therein.
4. CSL reserves its right to suspend work in the event of the contractor not complying with the rules of instructions with regarding to safety practices for which no claim of any kind will be entertained.
5. To ensure the safe conduct of safety operation a representative of the contractor should maintain appropriate contract with the Officer-in-charge of the work as may be necessary to acquaint himself with any changed conditions of matters relating to the safety performance.
6. All regulations codes and ordinance of the Government of Kerala, and local Municipal, Corporation regarding safety will be applicable to the contractors.
7. The principal contractor is responsible for observance of these rules by his sub- contractors. Only employees acceptable to CSL should be employed for the operation of any type of equipments. Contractor's employees should not enter the areas where the nature of contracted work does not require their presence.
8. All accidents occurring to contractor's personnel must be reported promptly and immediately by the contractor or his agent to the Chief Safety Officer (Incl. Relations) in addition to the Officer-in-charge of the work and this should be followed by an incident/ accident report in the form prescribed by the company. In case of electrical accidents, report should be made in accordance with Rule 44 Annexure of Indian Electricity Rules 1956 and the form shall be in accordance with Annexure XIII to the Indian Electricity Rules 1956. The report should be furnished to the Resident Electrical Engineer within 8 hours of occurrence of electrical accidents immediately on occurrence of electrical accident; the operator in the Main Receiving Station should be informed on the phone and necessary instructions taken from him.
9. (a)The contractor should ensure that they are complying with all the regulations under the Indian Electricity Act and relevant rules when they consume electricity.
(b) All power cables shall be armoured cables.

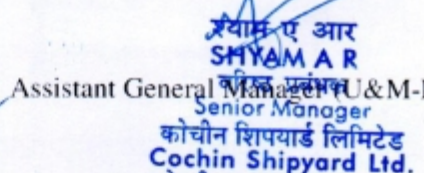
- (c) HRC fuses should be used in all fuse/ switch fuse units.
 - (d) Double earthing shall be provided to all equipments, switch boards, etc.
 - (e) Overhead power lines are to be restricted to the minimum possible and should be attached to a GI Guy wire by means real insulation.
 - (f) No wire carrying electrical current is to be laid on the working floor areas.
 - (g) Surplus wire kept bundled at the end of supply line shall be neatly done and secured properly.
 - (h) Earthing points should not be extended by looping.
 - (i) Electrical insulations, wiring etc. are to be got done only through a licensed electrical contractor holding valid license issue by the electrical inspector of Kerala.
10. Electric switches or circuits, unless wholly owned solely used by the contractor should not be opened or closed unless authorized by the Officer-in-charge of the CSL.
 11. The storage, handling and use of hazardous materials must be approved by the S&F Department.
 12. The contractor should be responsible for the cleanliness of the job site.
 13. The contractors should take precautions to prevent tripping hazards caused by hoses and welding lines etc.
 14. The contractor should ensure that adequate fire extinguishing arrangements are provided for their requirements.
 15. Contractor's workmen should obey all signs and special rules regarding smoking and fire prevention.
 16. In the event of fire the contractors should inform the control room (through 1300 or 9895788285), at once giving the exact location and nature of fire. At the same time he should start operations to extinguish or control the fire until assistance arrives.
 17. Where property is exposed to the hazards of fire, open fires will not be permitted.
 18. Gas or oil fired heaters must not be placed close to the inflammable material. Their burners must be adjusted and maintained so that there is no risk of accidental fire nor of the omission or smoke or fumes.
 19. Inflammable liquids must be handled in safe cans or containers approved by CSL and shall be stored, in the locations acceptable to CSL. All such containers must be clearly labeled.
 20. Tarpaulin used should be flame proof type.
 21. The area beneath overhead work should be "roped off and signs" Danger. Man working above should be placed to warn the men moving below.
 22. Excavation should be protected by adequate covering and visible warning lights should be placed both during day and night to warn approaching traffic. Precautions should be taken to prevent "cave-ins" of the excavations.
 23. Proper and adequate timber shoring and bracing should be provided to prevent sliding or slipping of loose or unstable soil, rock or other materials.
 24. Under cuttings or trenches and other excavations should be avoided.

25. Excavated materials should be put away from the edges of the excavated trench to avoid slipping of the excavated materials into the trench.
26. The contractors working in man holes or pits below the ground level must acquaint him and advise his employees of the hazards of gas or liquid level and take proper precautions.
27. Open manholes must be protected by adequate barricade. Man hole covers should be replaced promptly when work is suspended.
28. Only qualified employees under the supervision of a qualified supervisor should be allowed to use oxy-acetylene equipment.
29. Cylinders should be secured in upright position.
30. Electric welding should be done only by qualified welders under the supervision of qualified supervisor.
31. Welder should use adequate personal protective equipments while working.
32. Arc welding should be done only after shielding the location.
33. Arc welding equipments should be properly earthed. While welding it should be ensured that no equipment forms part of the ground return.
Ensure the ELCB is fitted on all the welding machines.
All portable electrical equipments including switch boards must be fitted with ELCB.
Ensure Voltage Reducing Devices (VRD) (safety relay) is fitted to the AC welding transformers.
34. Contractors should ensure that First Aid boxes are provided at work spot and should ensure proper medical care of injured persons.
35. Contractors should ensure that all the employees are equipped with proper protective equipments for the work they are entrusted with.
36. All the employees of the contractors should wear approved safety helmets, safety shoes, and cotton working dress in CSL work site.
37. When contractor's employees are exposed to the movement of cranes, the contractor's supervisor should consult with the Officer-in-charge before sending his men on the job.
38. When contractor's employees are exposed to the movement of cranes he should provide a watchman for the protection of his employees.
39. Only qualified and authorised employees should be allowed to operate the mobile cranes and other hoisting equipments.
40. Only qualified and authorised persons should be allowed to drive the vehicle in the yard.
41. All traffic rules, signs and speed limits must be observed by all the employees of the contractor.
42. Contractors should not park their vehicle in such a way be a hindrance to the smooth flow of traffic in the yard.
43. While working at heights adequate scaffolding or staging should be used.
44. While working at heights the workman should wear full body harness with adequate life lines.

45. Scaffoldings should be of a sound material securely fastened and should be capable of supporting 4 times the combined weight of men and material who may be working on them.
46. Guarding and the boards should be installed in all scaffolding which is 10" or more in height.
47. Workmen in charge of working squad be responsible for the safe loading and use of ropes, chains, cables slings, jacks, skids and other hoisting and lifting apparatus. In no case such equipments should be used unless and until the man in charge is satisfied that it is free from defects and are safe for use.
48. Before operating cranes, derrick or hoi stick or hoisting equipment, the operator should sound a warning and he should accept signals only from one person for starting the work of raising, lowering and swinging loads.
49. The operator should stop immediately all operation on receiving signals from any one.
50. No workman should move near the cable under tension and within the angle formed by the ropes or cables.
51. When anyone is found in the danger zone the Hoist operator should never place tension on rope or cable.
52. Care must be taken to see that cable chains and other hoisting equipments are not unduly stressed by improper use.
53. All ropes, cables, chains, slings etc. should be discarded when they are worn out or deteriorated to the point where their safe use may be doubtful.
54. Chains and wire ropes should not be spliced and joined.
55. New links should be inserted by competent persons.
56. Wire ropes or cables should not be allowed to kink.
57. When applying U bolts and clips to cables, adequate number should be used.
58. Hooks, rings and other fittings used on chains or cables should be of the carrying capacity higher than that of the chain or cable.
59. Natural and synthetic fiber ropes should be properly cared and the following precautions should be taken.
 - a) Rope should not pass over sharp edges, pads should be used to protect the fibers.
 - b) Rope should not be dragged on the ground unnecessarily using to small sheaves, should be avoided.
 - c) Rope should not be permitted to slip on which drum or moving drums.
 - d) Kinked ropes should not be used.
 - e) Do not tie knots where splices should be used.
 - f) Ropes should not be allowed to soak in oil and exposed to acid or other corrosive substances, they should wash and dried.
 - g) Ropes should not be allowed to expose to weather unnecessarily.
 - h) When drying excessive heat should not be used.

59. Adequate precautions should be taken during welding or gas cutting against hazards such as electric shocks, burns, fumes fires, explosion and arc eyes.
60. Gauntlet gloves should be worn while glass cutting.
61. Outer cloth worn should be free from oil or grease.
62. Goggles or welder's helmets should be worn during welding.
63. Barriers should be erected to protect other persons in the vicinity from rays or electric arcs or welding flames.
64. Goggles should be worn while chipping the welding slag.
65. Adequate ventilation should be provided while welding or cutting in confined spaces.
66. When welding or glass cutting in elevated positions, precautions should be taken to prevent sparks of hot metal slag falling out to the people or to the flammable material below.
67. Before welding or cutting a pipe, tank or container, which carried flammable material, it should be thoroughly cleaned and gas freed and if necessary, 'Hot Work Certificate' from the controller of Explosive should be obtained.
68. Loitering around operating units is prohibited at all times.
69. Bringing intoxicants into the yard is strictly forbidden. Likewise entering the yard under the influence of intoxicants is an offence.
70. Jumping on off trucks, automobiles or other moving vehicle is prohibited. Men should wait until the vehicle stops before attempting to enter or leave.
71. In confined spaces workers shall be protected with air line respirators with tight fitting rubber, mask (especially for painting etc.).
72. It shall be considered hazardous to carry out gas cutting or welding work within 15-20 feet from the place where paint is being applied.
73. The following works to be done through "Permit to work- on instalment"
 1. Work at height/ fragile roof.
 2. Excavation/ Trenches opening
 3. Work on gas lines
 4. Work on crane track/ rail track
74. All Scaffolding more than 2m height to be certified by S&F Department before boarded to Scaffold.

For Cochin Shipyard Limited


 श्याम ए आर
SHYAM A R
 Assistant General Manager (U&M-Mech)
 Senior Manager
 कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
 कोच्ची / Kochi - 682 015

Signature and Seal of the Contractor (s)

Self-Declaration to be given in the Letter head

1. Reference No. & Date :
2. Contractor'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/black listed 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, and then CSL 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 CSL. Further 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 :

BID SECURITY UNDERTAKING
(To be submitted in the Letter Head of the Bidder)

Name of work:

Tender No:

I/We hereby undertake the acceptance of all the terms and conditions of the tender including the price agreed by me and in case if I/we withdraw or modify our bid during the period of validity or if I/We fail to sign the contract before the deadline defined in the bid or fail to commence and progress the work as the tender terms and time provided in the bid, I agree to abide by the cancellation of my contract with CSL and administrative action including black listing of my firm from future business with CSL.

Date:

Name of Contractor/Firm

Signature of Contractor/Firm

AGREEMENT No.....

dt.....

Articles of agreement executed this ----- day of -----two thousand----- between THE DEPUTY GENERAL MANAGER (U&M DEPARTMENT) COCHIN SHIPYARD LIMITED, COCHIN-15 acting for and on behalf of Cochin Shipyard Limited, Cochin-15 (hereinafter called the "Cochin Shipyard Limited") of the one part and M/s. ----- (hereinafter called "CONTRACTOR") of the other part.

Whereas the contractor has submitted the quotation for the work of -----vide his quotation (offer No.), ----- Dated ----- and subsequent letter ----- (clarification letters if any) -----

AND WHEREAS the Cochin Shipyard Limited, have been pleased to accept the said quotation as clarified by the subsequent letter and the terms and conditions of (work order No..... dt.....).

NOW THESE presents witness and it is hereby mutually agreed as follows:

1. The contractor shall undertake to carry out the said work according to the specifications, terms and conditions attached herewith.
2. In case the contractor fails to carry out the said work tendered for by him within, part or in full, the time provided of or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and performed then and in any such case, it shall be lawful for the Cochin Shipyard Limited (if it shall think fit to do so) by an order in writing to put an end to this contract, and in case the Cochin Shipyard Limited shall have incurred, sustained or been put to any cost, damages or expenses by reason of this contract having been so put an end to or in case any differences in price, compensation, loss, cost, damages, expenses or other moneys shall then or at any time during the continuance of this contract be payable by the contractor to the Cochin Shipyard Limited under or by virtue of this contract it shall be lawful for the Cochin Shipyard Limited from and out of any moneys for the time being payable or owing to the contractor from the Cochin Shipyard Limited , under or by virtue of this contract or otherwise to pay and reimburse to the Cochin Shipyard Limited, all such costs, damages and expenses they may have sustained , incurred or been put to by reason of this contract having been so put an end to aforesaid and also such differences in price, compensation, loss, costs, damages, expenses or other moneys shall for the time being be payable by the contractor aforesaid.
3. All expenses and damages caused to Cochin Shipyard Limited by any breach of all or any of the terms of this contract by the contractor shall be paid by the contractor to the Cochin Shipyard Limited and may be recovered from him.
The quotation No. (Offer No.)----- and subsequent letter (clarification letters if any) -----dt.....and the terms and conditions of the work attached form an integral part of this agreement.

In witness where of the parties here to have been here unto set their hands the day and year first above written.

Signed sealed and delivered by

Acting for on behalf of Cochin Shipyard Limited

In the presence of

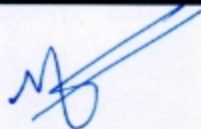
Witness: 1.

2.

(Signed Sealed and Delivered by)
(The name and address of the Contractor)

Witness: 1.

2.



COCHIN SHIPYARD LTD.

COCHIN-15, KERALA



PROCEDURE FOR PERMIT TO WORK

Issue: A 02

EFFECTIVE DATE: JUNE 2012

	Designation	Date	Signature
Prepared by	A L Jackson, Chief Safety Officer		
Checked by	Joseph N J, DGM(S&F)		
Approved by	Sunny Thomas, GM(SB& Occupier)		
Issued by	Management Representative		

1. **Policy**

Identified hazardous jobs done in safe way onboard vessels and on installations/Facilities.

2. **Purpose:**

2.1 The purpose of this procedure is to ensure that personnel, who are knowledgeable about hazardous operations to be performed, have planned the work, inspected the work site, identified the hazards and communicated suitable control measures to be taken to prevent the occurrences of an incident using the Permit to Work system.

2.2 All personnel must be aware that a Permit to Work System is not an absolute safeguard in itself. It is the responsibility of the individual who is engaged in the job to be alert to hazardous situations that may arise during the course of the work.

3. **Scope:**

All Vessels under Repair and Building, Installations/Facilities in the yard must have a Permit To Work (PTW) system for identified hazardous jobs done in safe manner.

4. **Definitions:**

4.1 **Permit To Work:** An authorizing document approved by the management, specifying the approved conditions/ precautions and duration under which potentially hazardous or interacting activities can take place.

4.2 **Hot Work:** Burning, Cutting, Heating with open flames and welding operations onboard the vessels under Repair and Building.

4.3 **Confined Spaces:** it can be any area that may have no natural air movement, or sufficient ventilation, to enable entry to be performed without risk to the employees

4.4 **Painting in Confined Spaces:** Painting jobs (Brush/spray/others) in confined spaces particularly in tanks of vessels under Repair and Building.

4.5 **Buffing in Confined Spaces:** Buffing jobs in confined spaces particularly in tanks of vessels under Repair and Building.

4.6 **Electrical Shut down:** Electrical isolations onboard the vessels under Repair and Building, installations and facilities under Services dept.

4.7 **Radiography:** Works including radiation exposure in the yard.

4.8 **Work at height/Fragile roof:** Work on the installations of height above 2m where there is no proper access and protection on the installations/building. This is applicable to non routine works only and any works other than Preventive Maintenance.

- 4.9 Work on gas line:** Repair works on gas lines
- 4.10 Work on crane track:** Maintenance work on crane rail track
- 4.11 Excavation/Trenches opening:** Excavations or utility trenches opening (pipe lines and cables).
- 4.12 Performing Agency:** Group supervisor who performs the hazardous operation
- 4.13 Assigner:** CSL Officer/ CSL Supervisor who assign the work to performing Agency.
- 4.14 Issuing Authority:** Person who cleared the permit as per the request of performing agency. He is having the complete authority on the permit
- 4.15 P T W Card:** Used for extending the hot work onboard vessels under Repair/Building for the subsequent days and any works coming under installations through PTW (limited to 15 days).
CSL/SMS /S & F / Form 03 C
- 4.16 Fire Watch Controller:** Person in charge for allocating the site fire watchmen as per the request of Performing Agency.
- 4.17 Plan:** Details of works to be covered in the PTW Form. It should be countersigned by Assigner.
- 4.18 Recommendation:** Details of inspection and suggestions by those who Inspected. Work permit number shall be controlled by recommending team mentioned in responsibility matrix at overleaf of PTW Form.
- 4.19 Issue:** Issuance of PTW for the work by Issuing authority in PTW form.
- 4.20 Accept:** Performing Agency receives the permit signed by issuing authority in PTW form and he accepted that all the precautions shall be complied while carrying out the work.
- 4.21 Cancellation:** Performing Agency will report to issuing authority after completion of works assigned in PTW Form which is routed through Assigner.

5. Applicability

This procedure shall apply to the following types of work

- 5.1 The works included in Permit To Work onboard vessels are:-
- a) Hot Work
 - b) Painting in confined spaces
 - c) Buffing in Confined spaces

- d) Electrical shutdown
- e) Confined Space Entry
- f) Other works if need arises.

5.2 The works in PTW on Installation/Facility include :-

- a) Work at Height/Fragile roof
- b) Excavations/Trenches opening
- c) Works on gas lines
- d) Works on crane tracks
- e) Other works if need arise.

5.3 PTW for Electrical Shutdown on Installations (Triplicate). All shutdown works in CSL Installation requiring electrical isolations are covered in this permit.

5.4 Permit To Work for Radiography (online) (as per Radiation Protection Rules 1971 & Atomic Energy Act - 1962)

6 Roles & Responsibilities

6.1 Performing Agency: direct supervisor (Contractor/ CSL Employee) of the activity being carried out under the Permit To Work system. He is in charge of the work or carrying out the work by himself or with his crew. He shall be responsible for the following.

6.1.1 He shall ensure that all isolations required that has been identified. eg. Electric shut down, removal of Lagging, cleaning of fuel oil tanks etc has been done prior to any hot work, removal of flammable materials etc.

6.1.2 He shall be responsible for visually confirming that all isolations are in place and effective prior to accepting the Permit To Work

6.1.3 He fully understands that all aspects of the work that is to be undertaken and that the task, its hazards, risk and HSE controls have been communicated by him to all personnel involved in the activity.

6.1.4 The correct and adequate Personnel Protective Equipment (PPE) has been issued and worn by his personnel.

6.1.5 He shall display the yellow copy of the permit at site. Every day PTW card will be revalidated for hot work onboard vessels and all works coming under installations through PTW.

6.1.6 Once the task has been completed he shall ensure that the area of the work has been left in a safe and clean condition and return the permit through Assigner and to issuing authority for closing it.

6.1.7 Informing all concerned whether there is any deviation in the work.

6.2 Issuing Authority

The issuing authority is the final authority in permitting the work. He shall ensure the following

6.2.1 Ensure hazard associated with the proposed work have been identified.

6.2.2 Identify the necessary steps to ensure the safety of site / installations & people engaged.

6.2.3 Examine the work site with person in charge of the work.

6.2.4 Ensure the person in charge of the work is made aware of the control measures to be taken, proper equipment/tools to be used, and procedures to be followed during the work performed.

6.2.5 Ensure the control measures are implemented before work commences and ensure that they remain effective.

6.2.6 Ensure the work site is examined before work is restarted.

6.2.7 Examine the work site when the work is completed to ensure that the area is safe.

6.4 Recommending authority

The recommending authority is the person, which may include the Safety / fire personnel for the vessel or area or personal mentioned in the reverse side of PTW forms. He shall ensure the following

6.4.1 Inspect the areas as per the request of PTW.

6.4.2 Record the recommendations and special Instructions, if any: to be taken during the course of work

6.4.3 Issuance of permit number.

6.4.4 Site surveillance

6.5 Assigner

- 6.5.1 Location, description of work, time and duration are mentioned in the PTW are correct
- 6.5.2 Adjacent compartment are properly defined
- 6.5.3 Verified that performing agency have taken all control measures
- 6.5.4 Ensure all control measures are in place during the course of work.
- 6.5.5 Ensure Fire watch and hydrant system in Vessels where Hot work is being performed
- 6.5.6 Whether all approvals (statutory or Non Statutory) are received from the authorities
- 6.5.5 Site surveillance

6.6 Fire Watch Controller

- 6.6.1 Assign Ship Repair yard fire man to the respective vessels.
- 6.6.2 Assign fire watch man to the respective vessels as per the hot work requests.
- 6.6.3 He shall be well aware of the locations and general conditions
- 6.6.4 Pink copy of the permit is retained for records

6.7 Fire Watch

A fire watch must be assigned and clearly identifiable for any hot work operation performed onboard the ships and have no other duties while so assigned. Fire watcher is responsible for carrying out the following duties:-

- 6.7.1 Ensure that adequate fire-fighting equipment is readily available and familiarise themselves with its operation and what to do in the event of fire.
- 6.7.2 Ensure and locate the fire line nearby area and confirm that it will be reached in the hot work location.
- 6.7.3 Continually monitor the work site and adjacent areas for hazards that may affect the hot work performer or that are created by the hot work.
- 6.7.4 Remain at the site for a suitable length of time after the hot work performer has completed his assignment, by observing for any indication of burning or smoldering.
- 6.7.5 Notify the hot work performer intention to leave the work area so that handing over of responsibility to another fire watcher can be carried out.

6.7.6 Take adequate precautions to protect against welding flash / cutting spatters.

6.7.7 Respective fire watch shall verify and sign on PTW Card before hot work commences.

6.8 Individual Responsibilities

All individuals and personnel (including contractors and their work men) working in the yard on behalf of CSL has to ensure the following

6.8.1 They do not start work on any job in the site requiring a Permit, until one has been authorized, signed, issued and posted.

6.8.2 That all precautions and safety measures specified in the permit are strictly adhered to.

7. Procedure

Responsible persons (issuing authority) have designated areas of the installation/facility, relevant equipment and vessels in their sphere of responsibilities. The responsibility matrix for Permit to Work is shown overleaf of the Permit to Work form. They are responsible for ensuring that all control measures and procedures are in place, prior to signing the Permit to Work. Permit to Work onboard vessels is identified by the work permit number given by the recommending authority.

There are Four types of permits to be in practice in the organization, they are:-

PTW onboard the vessels (Triplicate) - *CSL/SMS /S & F / Form 03 A*

PTW on Installation/ facility (Triplicate) - *CSL/SMS /S & F / Form 03 B*

PTW for electrical Shut down on Installations (Triplicate) - *CSL/QMS/U&M/Form 05*

PTW for Radiography (Online Form) - *CSL/SMS /S & F / Form 03 D*

Triplicate (White – Issuing Authority, Yellow – Display, Pink – Fire watch controller/ Safety / Yard electrical officer)

Sequence of PTW as follows

- The performing agency shall initiate “permit to work” by completing all required details in “plan” and getting it counter signed by CSL staff concerned officer/supervisor-assigner).
- On receipt of “PLAN” , Recommending authority shall inspect the work area and give instructions and recommendations vide “RECOMMENDATION” part of “Permit To Work” along with a Work Permit Number.

- The Issuing Authority shall issue the "Permit To Work " based on the above "RECOMMENDATION" of the Recommending authority and site conditions are acceptable to carry out the work.
- Performing Agency shall accept the "Permit to Work" from Issuing Authority by duly signing the same.
- Completion of work is to be informed to the Issuing Authority vide "CANCELLATION" part of Permit To Work after successful completion of work by the Performing Agency.
- It is the responsibility of Project manager/Officers in charge of that works to decide the priority of work in the same area for the parallel/simultaneous jobs.

7.2 PTW for electrical Shut down on Installations

- 7.2.1 In the case of works requiring electrical isolation, submit duly filled & signed "Request for electrical power shutdown & Permit to Work" (CSL/QMS/U&M/Form 05) in triplicate to the operator at MRS after obtaining clearance from all concerned.
- 7.2.2 MRS operator will allot a permit to work no. & depute an electrician for isolating the power supply. He will inspect the site, ensure that all safety practices are complied and power shutdown is given with due endorsement on the work permit forms. Original form is kept at MRS, duplicate copy is handed over to the person authorized to receive and return the permit to work & triplicate is forwarded to Safety Dept for information.
- 7.2.3 After completion of the work, the person authorized to return the permit has to fill the "Request for restoration of electric power & return of permit to work" part of CSL/QMS/U&M/Form 05, sign and return the duly filled request to the MRS operator for restoring the power supply.
- 7.2.4 The electrician on duty, based on the above, restores the power supply after inspecting the installation.
- 7.2.5 Whenever more than one agency is to work on the same installation separate work permits has to be obtained prior to commencement of the work and power supply will be restored only after return of all work permits issued.

7.3 Radiography Permit (online)

- 7.3.1 The CSL Charging/ Execution officer (Assigner) requests the recommending Authority (Radiological Safety Officer - RSO) through an online Form.
- 7.3.2 The RSO recommends and issue the job to the performing agency for vessels in Ship Building &SSD with Work Permit Number. In case of vessels under repair, RSO shall forward the permit with Work Permit Number for issuing the permit to Master of the vessel.
- 7.3.3 The performing agency inspects the area and do all the safety control measures specified in the permit.

- 7.3.4 Performing Agency then approaches the S&F dept, which inspects the area to see whether all the control measures are in place.
- 7.3.5 Assigner shall communicate the adjacent area/shops/vessels for clearing the persons in that area during exposure of radiography.
- 7.3.6 Completion of work is to be informed to the Issuing Authority vide "CANCELLATION" part of Permit To Work after successful completion of work by the Performing Agency

7.4 Permit Validity

- 7.4.1 "Permit To Work" is valid max. upto 24 hrs. (along with "PTW Card" in the case of hot work), in case of electrical shut down validity shall be mentioned in the tag out card.
- 7.4.2 Revalidation of permit for hot work wherever necessary beyond 24 hrs. shall be granted through "PTW Card" which can be extended upto 15 work days.
- 7.4.3 A fresh Permit To Work is to be obtained after every 15 work days for continuation of hot work, failing which the original permit will be treated as cancelled . The fresh PTW shall be subject to compliance of all precautions laid out in the commencing permit for hot work
- 7.4.4 In the case of Radiography permit, the permit is valid only for time specified in the permit, 24 hours and for that location only. If there is any delay or extension from the permitted location then a fresh permit should be taken.
- 7.4.5 Painting / buffing permits is valid only for time mentioned the permit 24 hours for a particular location.

8 Objectives and functions of the Permit To Work System

- 8.1 Ensure that authorization is given for specific work at a certain time and place.
- 8.2 Ensure those personnel who is carrying out the work clearly understands the nature of job, hazards involved and the restrictions on the work and the time frame.
- 8.3 Specify the control measures to be taken before starting the work, in course of work and after completion of work.
- 8.4 Ensure Issuing Authority is fully aware of and approves the work to be done.

9 Operations aspect of the permit to work system

Operations in the PTW that require a permit, condition are not limited to, the following operations.

9.1 Hot work permit

Hot work includes **Burning, Cutting, Heating with open flames and welding** onboard the vessels. Permit to be initiated for all vessels under repair and for vessels under construction in which fuel/hazardous materials has been taken in any of the tanks/compartments.

With regards to hot work,

- 9.1.1 All hot work locations are to be free from flammable materials and the adjacent compartments is cleared for the hot work.
- 9.1.2 Adequate ventilation must be provided for generating fumes and dust generated by hot work operation. If adequate ventilation cannot be accomplished, suitable respiratory protection must be worn.
- 9.1.3 The availability of fire watch with basic firefighting facilities are to be ensured.
- 9.1.4 The temporary fire manifolds provided onboard vessel and confirm that tapping lines with branches are available in the vicinity of all hot work onboard the vessel.
- 9.1.5 Hot work performer must wear the following personnel Protective Equipment:-
 - Welding shield and hard hat combined, or a hand-held shield and a hard hat with suitably shaded transparent eyepiece approved for welding.
 - Shaded eye protection when cutting
 - Dry leather welding gloves
 - Leather aprons (where appropriate)
- 9.1.6 Clothing, particularly gloves, must be kept as dry as possible to assure protection against electric shock.
- 9.1.7 All secondary earth connections must be earthed to eliminate sparking/fire hazards.
- 9.1.8 All cutting hoses must be taken out after the work from the confined spaces.
- 9.1.9 Joining of hoses shall be crimping method only.
- 9.1.10 All cutting torches and welding holders are in good condition.
- 9.1.11 Each cutting hose (both fuel and oxygen) must be connected with flash back arrestors when connect to individual cylinders.

- 9.1.12 Cutting hoses and welding cables should not obstruct the passages in the vessel. Running of above through preferred path of the selected cable hangers hang on deck heads or hand rails of the vessel.
- 9.1.13 Welding machines must be switched off when not in use.
- 9.1.14 Joining of welding cable should be male and female couplings only.
- 9.1.15 Insulation/panels to be removed at least 1 m away from the identified hot work location and any other precautions/requirements will be informed during safety inspection.
- 9.1.16. No hot work is allowed on the bulkhead/boundary where adjacent tank contains fuel inside or without gas free and any other precautions/requirements will be informed during safety inspection
- 9.1.1.7 Chemical cleaning of the bulkhead to be done at least hand reach area from bottom floor of the tanks where hot work is planned at the bottom floor of the tank and any other precautions/requirements will be informed during safety inspection.

9.2 Painting/Buffing in Confined Spaces

Painting in confined spaces means brush/spray painting inside tanks/or any area that comes under the definition of Confined space and should ensure the following:-

- 9.2.1 Confined space entry permit is required.
- 9.2.2 Adequate ventilation shall be provided by means of extraction type blowers
- 9.2.3 Confined space should not be supplied with injected air.
- 9.2.4 Work men engaged in spray painting should use good quality air line respirator/necessary approved masks.
- 9.2.5 Use only flame proof electrical equipments of "Type d"
- 9.2.6 Hand lamp should be safe voltage (24 v) explosion proof of "Type d"
- 9.2.7 No Naked light/ Smoking in the vicinity of painting area.
- 9.2.8 Ventilation of the painted space should continue after the painting is stopped till the compartment is vapour free
- 9.2.9 Painting shall not be carried out when hot work is being carried out at nearby areas.

9.3 Electrical shut down onboard the vessel, Installation/ Facility

Any electrical disconnection/ repairs onboard vessels, yard installations require Permit to Work.

- 9.3.1 Ensure appropriate tag out tag are provided.
- 9.3.2 Ensure no power supply at the bus bars/terminals
- 9.3.3 Adequate illumination is to be ensured
- 9.3.4 .Disconnected cable ends to be properly insulated and secured.
- 9.3.5 Take adequate precautions for foolproof electrical isolation with a clear system knowledge

9.4 Work at Height/Fragile Roof

- 9.4.1 Use appropriate PPEs (Full body Harness, Helmets, Safety glasses etc) duck ladders.
- 9.4.2 Provide safe access
- 9.4.3 Provide Scaffolds
- 9.4.4 Cordon off the area and provide the warning signs
- 9.4.5 Switch off the DSL power supply if required
- 9.4.6 Remove the fuse carrier and lock the isolator in case of crane shutdown
- 9.4.7 Provide Roof top ladders / Duck walk ladders
- 9.4.8 Workmen should walk on the purlin line
- 9.4.9 Use proper tool bags while working at height
- 9.4.10 Alert the employees who are nearby about the work to be carried out.
- 9.4.11 A Signed procedure needs to be attached along with work permit when it is generated.

9.5 Excavation/Trenches opening

- 9.5.1 Necessary cover plates are to be arranged
- 9.5.2 Adequate number and size of sand bags are to be arranged
- 9.5.3 Safe access is to be provided
- 9.5.4 Barricade the area and alert other employees who are nearby.
- 9.5.5 Use proper PPE's.
- 9.5.6 Verify that no under ground cables are passing through the ground.
- 9.5.7 Installation of blinking lights(If trenches are kept open during night time)

9.6 Work on Gas lines

- 9.6.1 Use proper PPE's
- 9.6.2 Suitable firefighting apparatus are to be kept ready
- 9.6.3 Remove the flammable gases from the pipeline.
- 9.6.4 Close the Isolation Valves
- 9.6.5 Dismantle the pipe line from isolation valve

RESPONSIBILITY MATRIX

9.6.6 Lock the valve by Chain Arrangement

- 9.6.7 Display of Tag "Under Repair – Do not open valves"

9.7 Work on Crane Tracks

- 9.7.1 Use proper PPE's
- 9.7.2 Provide warning tape across the rails
- 9.7.3 Erect red flags where repair starts
- 9.7.4 Temporary electrical stopper should be installed to activate the limit switches to prevent the accidental over run of the crane.
- 9.7.5 Display of board – "Men at work – Crane not allowed beyond this Board"

9.8 Radiography

Any radioactive materials brought to the site require Permit To Work.

- 9.8.1 Clearing of non designated persons from the affected area
- 9.8.2 Barricading of affected area
- 9.8.3 Prominent display of warning signboards at all possible accesses to the radiography area.
- 9.8.4 Installation of blinking lights to be done.
- 9.8.5 Safe limits to be monitored by survey meter and recorded the PTW form.

10 Documentation

The relevant copies of the permit to work must be retained by the respective authorities for at least

Type of work	P l a n	Recom mende d by	Issuing Authority
Work at Height/Fragile Roof(HF)	P A	S / F	CE/U&M
Excavation/ Trenches Opening (ET)	P A	S / F	CE/MRS/U&M
Works on Gas lines (GL)	P A	S / F	U&M
Works on Crane Tracks (CT)	P A	S / F	U D

General Instructions

1. "Permit To Work" is a triplicate form (White/Yellow/ Pink) duly issued and accepted and is valid max. upto 24 hrs.(along with "PTW Card").
2. Revalidation of permit for wherever necessary beyond 24 hrs, shall be granted through "PTW Card" which can be extended

upto 15 work days.

3. A fresh Permit To Work is to be obtained after every 15 work days for continuation of work, failing which the original permit will be treated as cancelled
4. It is the responsibility of the performer to display the permit at the work site.
5. The Issuing Authority holds ultimate responsibility for the permits issued.
6. It shall be the duty of Performing Agency to maintain the safety requirements throughout the duration of the job. In case of any change in condition of work site, he shall immediately stop work, notify the concerned officer/Safety department and obtain fresh permit prior to restarting the job.
7. The responsibility matrix for the "Permit To Work" is shown below for reference and compliance.
8. Performing Agency shall ensure that all gadgets used for work are in good condition and identifiable.
9. White" copy of Permit to Work is to be retained by Issuing Authority, "Yellow" copy of shall be displayed at site, and "Pink" copy is to be kept with Safety.

Procedure for obtaining the "Permit to Work"

1. The Performing Agency shall initiate "Permit To Work" by completing all required details in "PLAN" and getting it counter- signed by CSL staff concerned(Officer/Supervisor-Assigner).
2. On receipt of "PLAN" , Safety officer / Safety supervisor shall inspect the work area and give instructions and recommendations vide "RECOMMENDATION" part of "Permit To Work" along with a Work Permit Number.
3. The Issuing Authority shall issue the "Permit To Work " based on the above "RECOMMENDATION" of the Recommending authority and site conditions are acceptable to carry out the work.
4. Performing Agency shall accept the "Permit to Work" from Issuing Authority by duly signing the same.
5. Completion of work is to be informed to the Issuing Authority vide "CANCELLATION" part of Permit To Work after successful completion of work by the Performing Agency.

PA - Performing Agency

CE - Civil Dept

S / F - Safety / Fire Personnel.

MRS - Main Receiving Station

U&M - Utility & Maintenance

U D - User Dept

IDENTIFICATION OF WORK PERMIT NUMBER.(EXAMPLE)

Area	Type of permit	SI No.
Moving roof Shipbuilding	HF	006

Moving roof Ship Building - Area:

HF - Work at height/fragile roof

006 - Serial Number

PRECAUTIONS

Work at Height/Fragile Roof

- Use appropriate PPEs (Full body Harness, Helmets, Safety Glasses etc)
- Provide safe access
- Provide Scaffolds
- Cordon off the area and provide the warning signs
- Switch off the DSL power supply if required
- Remove the fuse carrier and lock the isolator in case of crane shutdown
- Provide Roof top ladders / Duck walk ladders
- Workmen should walk on the purlin line
- Use proper tool bags while working at height
- Alert the employees those who are nearby about the work to be carried out

Excavation/Trenches Opening

- Necessary cover plates are to be arranged
- Adequate number and size of sand bags are to be arranged
- Safe access is to be provided
- Barricade the area and alert other employees those are nearby
- Use proper PPE's.
- Verify that no underground cables are passing through the ground
- Installation of blinking (If trenches are kept open during night time)

Work on Gas lines

- Use proper PPEs
- Suitable firefighting apparatus are to be kept ready
- Remove the flammable gases from the pipeline.
- Close the Isolation Valves
- Dismantle the pipe line from isolation valve
- Lock the valve by Chain Arrangement
- Display of Tag "Under Repair – Do not open valves"

Work on Crane Tracks

- Use proper PPEs
- Provide warning tape across the rails
- Erect red flags where repair starts
- Temporary electrical stopper should be installed to activate the limit switches to prevent the accidental over run of the crane.
- Display of board – "Men at work – Crane not allowed beyond this Board"

COCHIN SHIPYARD LIMITED - PERMIT TO WORK ON INSTALLATIONS

- WORK AT HEIGHT EXCAVATION/TRENCHES OPENING
 WORK ON GAS LINES WORKS AT CRANE RAIL/TRACK Other works _____

Brief description of work :

Tools/ Equipments used :

Starting time : _____ Date : _____

Estimated completion time : _____ Date : _____

Job Reference if Any : _____

Certified that all instructions applicable overleaf are complied with

	Company Name	Name	Signature
Performing agency (CSL/ Contractor)			
Assigner (CSL officer / CSL Supervisor)	CSL		

HOT WORK	ACCES	LIFTING GEAR	ELECTRICAL	OTHER
<input type="checkbox"/> Fire Watch <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Fire Line/ Bucket <input type="checkbox"/> Power isolated <input type="checkbox"/> Hoses & Cables defect free <input type="checkbox"/> Hoses & Cables layed properly <input type="checkbox"/> Protection of other items	<input type="checkbox"/> Safe <input type="checkbox"/> No Obstruction <input type="checkbox"/> Hand Rails <input type="checkbox"/> Escape Route	<input type="checkbox"/> Valid Test Date <input type="checkbox"/> Good Condition	<input type="checkbox"/> ELCB for 230V Supply <input type="checkbox"/> Hand lamp with guard <input type="checkbox"/> 110V hand lamp <input type="checkbox"/> Emergency Light	<input type="checkbox"/> Safety Barriers/ tapes <input type="checkbox"/> General Light <input type="checkbox"/> Warning Lights <input type="checkbox"/>
		WORK AT HEIGHT	PPE	
		<input type="checkbox"/> Staging Safety Cleared <input type="checkbox"/> Full Body Harness	<input type="checkbox"/> Safety Helmet <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Safety Glasses Earplugs	<input type="checkbox"/> Cotton Dress <input type="checkbox"/> Hand Gloves <input type="checkbox"/> Dust Mask Respirator

Instructions:

- 1
- 2
- 3

Work Permit No:

Date:

The above area/location is inspected:

Name & Signature of Recommending Authority : _____ : _____

Time:

Confirm that site conditions are acceptable to carryout the work and Permit To Work is issued as per recommendation above

Comments:

Name & Signature of Issuing Authority : _____ : _____

Date:

Time:

Confirm strict compliance to above recommendations, Usage of appropriate PPE's and other CSL safety rules in vogue.

Name & Signature of Performing Agency : _____ : _____

Date:

Time:

Name & Signature of Performing Agency : _____ : _____

Date:

Name & Signature of CSL Staff concerned : _____ : _____

Time:

Name & Signature of Issuing Authority : _____ : _____