



## **TENDER NOTICE**

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

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

निविदा सं. व तिथि Tender No. & date	सीएसएल/सीकेएसआरयू/टीईएन/477/2024-25 दिनांक 08th July 2024 CSL/CKSRU/TEN/477/2024-25 dated 08th July 2024
कार्य का नाम Name of Work	सीकेएसआरयू, कोलकाता में विद्युत उन्नयन कार्य। (विस्तृत विनिर्देश अलग से संलग्न है) Estate management services at CSL Kolkata Ship Repair Unit (CKSRU), Kolkata (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	<b>दो बोली</b> <b>Two Bid</b>
जमा करने के लिए बयाना राशि Earnest Money to be deposit	रु. 10,000/- Rs.10,000/-
निविदा प्रपत्र की लागत Cost of Tender Form	रु. 1,000/- Rs.1,000/-
बोली-पूर्व बैठक की तिथि Date of pre-bid meeting	दिनांक 16 <sup>th</sup> जुलाई 2024 को 15:30 बजे 16 <sup>th</sup> July 2024 at 15:30 p.m
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 19 <sup>th</sup> जुलाई 2024 को 16:00 बजे तक 19 <sup>th</sup> July 2024 at 16:00 hrs.
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 19 <sup>th</sup> जुलाई 2024 को 16:30 बजे तक 19 <sup>th</sup> July 2024 at 16:30 hrs.

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

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





उप महाप्रबंधक (सीकेएसआरयू) को संबोधित मुहरबंद निविदाएं सीएसएल- कोलकाता पोत मरम्मत यूनिट सीकेएसआरयू, ड्राई डॉक ऑफिस बिल्डिंग, गेट नं. 9, नेताजी सुभास डॉक, सर्कुलर गार्डन रीच रोड, कोलकाता - 700024 में स्थित 'सीकेएसआरयू निविदा बॉक्स' में नियत तारीख एवं समय तक डाली जाएंगी।

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

OR

Password protected tender file shall be emailed to [soumita.ghosh@cochinshipyard.in](mailto:soumita.ghosh@cochinshipyard.in) by the due date and time.

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

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

कृते कोचीन शिपयार्ड लिमिटेड  
For Cochin Shipyard Limited

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

उप महाप्रबंधक (सीकेएसआरयू)  
Deputy General Manager (CKSRU)



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

Tender No: CSL/CKSRU/TEN/477/2024-25

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

- 1) The work entails offering services encompassing general maintenance, upkeep, and housekeeping within the CKSRU yard premises situated at Gate No.9, Netaji Subhas Dock (NSD), Kolkata. This involves the deployment of unskilled labour for regular estate management and housekeeping tasks across the yard, including the maintenance of office spaces and their surroundings. Additionally, the scope involves providing office boy for pantry services, which include preparing and distributing tea/coffee, handling the distribution and collection of documents at the NSD gate, arranging necessary items for the site office on an as-needed basis, and supplying essential tools, equipment, and materials necessary for the successful completion of the work.
- 2) **Location of work:**  
  
Cochin Shipyard Limited  
CSL-Kolkata Ship Repair Unit (CKSRU)  
Gate No.9, Netaji Subhas Dock (NSD)  
Circular Garden Reach Road  
Kolkata – 700024
- 3) Approximate area of yard premises to be maintained under this contract is 3 acre. The tenderer shall visit the site of work & acquaint himself with exact nature, scope & site of work before quoting the rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender.
- 4) The contractor shall bear in mind that least possible inconvenience to be created for users of essential facilities located within or in the vicinity of the work site during the tenure of his work.
- 5) The work includes, sweeping, cleaning, maintenance of office spaces, office surrounding, dock side area, road, drain, toilets, stores, Godown, open spaces, wash basins, urinals, skid area etc. at yard premises. Sweeping, cleaning and maintenance of hygiene for yard area shall be done during working hours and time to time as instructed by Officer-in-charge. Cleaning to be undertaken by broom, water, insecticide, mild acid, phenyl as elaborated/enumerated in the following paragraphs below.

**A) Office area & other buildings:**

- 1) **Office containers:** Regular dusting, sweeping and mopping of office containers along with garbage disposal from each container and replenishing water in the water dispensing system. All containers must be maintained in neat and tidy manner before commencement of duty hours of officials. The tea/coffee cups, tumblers and other utensils should be cleaned thoroughly and the pantry container should be cleaned immediately after lunch hours.
- 2) **Stores and Godown:** All the Godown and stores to be cleaned as and when required as per the instruction of Officer-in-charge.
- 3) **Machinery rooms:** All the rooms with equipment and machinery such as HPU rooms, pump room, hydraulic room etc. shall be cleaned on as and when requirement basis as per the instruction of Officer-in-charge.
- 4) **Toilets:** In toilets/toilet block/toilet container, floor, urinal, pan, commode, sink/basin, bathing space are to be swept & cleaned multiple times with phenyl water everyday including Sundays. Necessary

insecticide /mild acid / white Phenyl / Bleaching Powder / Room Freshener shall be used while cleaning. All urinals should have 03 naphthalene balls every time of the day in all urinal pan. All the toilet blocks are to be kept neat and clean and in hygienic condition. Necessary cleaning log to be maintained and updated in individual toilets on regular basis. Cleaning of the outlet drains from all toilet / urinal blocks with special attention that discharge from the toilet / urinal blocks is not accumulated in the toilet outlet. Contractor shall ensure that soap, sanitizer, hand wash etc. in place always as per the requirement.

- 5) **Roof:** Roofs of every building are to be cleaned fortnightly. Growth of vegetation, deposited leaves & garbage's from roof to be cleaned & removed and to be stacked properly and dispose outside CKSRU premises.
- 6) **Entrance /surrounding area of Office/Building/Stores/Godown:** Sweeping and cleaning shall be done once in a day by broom & stacking the garbage at specified / identified place & removal of the same as per instruction of Officer-in-charge.

**B) Open Spaces:**

- a) **Drain:** Job area includes all drains inside the yard premises. Cleaning of all drain twice in a month or whenever required as directed by Officer-in-charge to be carried out including disposal of the deposited sludge from the drain to prevent stagnation, overflow of water and water logging. Bleaching & insecticide to be applied after cleaning of the drain or whenever required. Special cleaning to be under taken before the visit of statutory authorities like CSL higher officers, clients related to ship repair activities etc.
  - b) **Roads:** Sweeping and cleaning once in a day shall be done by broom, stacking the garbage at specified / identified place & removal of the same as per direction of Officer-in-charge. Special cleaning to be carried out as per direction before the visit of VIPs. Spraying of water to suppress dust in the roads as per instruction of Officer-in-charge.
  - c) **Dockside area:** Sweeping, cleaning once in a day by broom & stacking the garbage at specified / identified place & disposal of the same as per direction of Officer-in-charge. Water washing also shall be done periodically in the dock side area with fire line provided by CSL.
  - d) **Garden Area:** Regular tasks include watering all plants twice a week or as required. This involves trimming dry leaves, removing weeds and grass, and addressing any necessary potting and repotting of plants. Additionally, any other garden maintenance activities as instructed periodically will also be undertaken.
- 6) The yard area shall be neat and clean, free from unwanted grass and bushes. Cutting of bushes & grass and pruning / trimming / cropping of trees across the yard shall be done by contractor periodically across the yard including on the roof of buildings and same shall be disposed outside the yard/designated places by the contractor.
  - 7) The contractor shall be responsible for cleaning of overhead tanks at least once in every month. The contractor will be required to inform the Officer-in-charge in advance about such cleaning exercise.
  - 8) Cleaning of water cooler tanks and underneath of tanks shall be done by contractor on weekly basis.
  - 9) The contractor shall be responsible for periodical spraying of Insecticide/Rodenticide/Pesticide for prevention of flies, rodents & pests in the yard premises.

- 10) The contractor is responsible for the collection and disposal of all garbage / waste outside CKSRU premises as per the local statutory rules and regulations. Required waste bins supplied by yard shall be positioned at various places across the yard. All the waste bins should be cleaned periodically and clearly marked with type of waste to be deposited such as food / plastic / paper etc. The waste shall be disposed 8 - 10 times (approximately twice a week) in a month as per the requirement. Any additional disposal other than the same also shall be done by the contractor without any additional cost. Necessary permission if any required from the local authority shall be taken by the contractor. The contractor shall also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work.
- 11) **Requirement of Material:** Following materials but not limited to, in adequate quantity, to carry out the estate management activities as detailed above shall be supplied by the contractor without any additional cost:
- (a) Brooms, brush (both soft and hard) fitted with handle
  - (b) Wet floor dusters
  - (c) Bleaching powder
  - (d) Phenyl
  - (e) Muriatic acid
  - (f) Naphthalene balls
  - (g) Insecticides, bowl
  - (h) Brush fitted with suitable handle for clearing of drain.
  - (i) Soap, hand wash, sanitizer, room fresheners
  - (j) Adequate quantity of **Spade (Kodal), Forked spade (Kata Kodal), Shovel (Belcha), cotton swab fitted with handle for mopping, wooden saw/chain saw, electric bush cutter etc.**
- All the materials used shall be of good quality and eco-friendly and shall be available in the yard.
- 12) Work to be undertaken during normal working hours of yard premises between 0800 hrs. to 1700 hrs. **The labour to be engaged for office container cleaning may be deployed from 0700 hours so that the cleaning is completed before 0800 hrs.** The said labour should be dedicated only for this purpose and cannot be deployed elsewhere for any other estate management related jobs. However, if so required, company may order round the clock cleaning in shift system depending upon exigency of work. During visit of higher official/programme, contractor will have to engage personnel from 0600 hrs or as per requirement. Additional hours if worked will be paid on pro-rata basis of daily charge. Sundays and CKSRU holidays are considered as holidays. However, if there is any requirement of manpower, same shall be provided by the contractor as per the instruction of Officer-in-charge including on holidays and same will be considered as overtime.
- 13) **Manpower:** The contractor is required to provide a minimum of **04 unskilled labourers (03 for yard area maintenance and 01 office boy for office housekeeping) and 01 supervisor on a daily basis.** Should any need for additional manpower arise, the contractor will supply them as directed by the Officer-in-charge. Payment for extra manpower will be based on actual usage. If the contractor falls short of deploying the minimum mandated manpower, a deduction on a pro-rata basis will be made from the monthly bill for which per day rate shall be arrived based on average rate per day (Monthly rate of scaffolder/supervisor excluding service charge and other charges /26 days).

- 14) It is mandatory to provide adequate manpower to meet the work requirement. Manpower deployed shall be polite, courteous, well behaved and honest. The manpower deployed for office housekeeping should specifically be responsible to perform all activities especially pantry related jobs in a hygienic manner and should always keep himself neat and tidy.
- 15) **Responsibility of the Supervisor:** Supervisor from the contractor shall be responsible and qualified enough to monitor and control the entire activities of the estate management service and he should report to Officer-in-charge. Day to day register to be maintained for the working areas and to get it signed by the Officer-in-charge. Material consumptions register also to be maintained by supervisor.
- 16) The contractor is required to take necessary precautions to ensure the sufficient safeguarding of existing structures, pipes, cables, and other installations, preventing any damage. This responsibility lies with the contractor, and any incurred damages or losses are the contractor's liability. Throughout the contract execution, the contractor assumes complete responsibility for any damages or losses sustained by property, employees, their representatives, or workmen. In the event of any damages or defects to existing structures resulting from faulty work execution, immediate rectification is mandatory. Such rectification should be carried out as directed by the Officer-in-charge, without additional charges.
- 17) **Contractor's Responsibility for Workmanship:** The contractor remains accountable for the quality of workmanship, regardless of the supervision provided by CSL Personnel during the execution phase. The completion of all tasks must meet the approval of the Officer-in-charge. Furthermore, if circumstances warrant, and in the interest of maintaining the Yard's operational efficiency, the need arises to temporarily shift or suspend certain upkeep activities, this must be done in accordance with the Officer-in-charge's directives. The bidder must take these aspects into consideration when submitting their quotation, as no separate claims for idle charges related to labour or materials will be entertained for payment.
- 18) **Period of Contract:** The period of contract shall be Three Years (36 months) and same shall be extended for another one year with same rate, terms and conditions with mutual acceptance by both the parties (CSL/CKSRU & Contractor). However, decision of CSL will be final in this regard.
- 19) **Safety:** The Contractor and his workmen must comply with CSL/ CKSRU HSE procedures and guidelines
  - a) The Contractor shall provide PPE's (Personal Protective Equipment) such as, helmet, safety shoe, boiler suit / uniform with Contractors name/Logo for identification etc. to all workers at all times of work inside the yard premises and shall provide job specific PPEs if required as directed by the Officer-in-charge. Separate uniform to be provided to manpower deployed for office housekeeping preferably in greyish white.
  - b) All safety rules shall be strictly followed while working near live electrical systems or installations as stipulated in the relevant safety codes. Use of hoisting machines and tackles including their attachments, construction tools, machineries and equipment shall comply with the relevant safety codes.
  - c) Before allowing workers in sewers, drains, manholes, any duct or covered channel etc., the manhole covers shall have to be kept open and ventilated at least one hour in advance and necessary safety torches / lamps should be inserted first before allowing entry to the worker. Suitable hand gloves and other safety gear will be provided to the worker during handling / removing of slushes / sludge without any extra cost.
  - d) The Contractor shall follow all safety precautions for prevention of injury or accidents and safeguarding human lives and property. The Contractor shall further comply with any instruction issued by the Officer-in-charge in respect of safety, which may relate to temporary or permanent works, working of tools,

plants & equipment, means of access or any other aspect. The Contractor shall provide all necessary first aid measures, rescue and lifesaving equipment, etc. in proper condition, which shall be readily available for use at all times. In case if there is any accident, contractor will be solely responsible and CSL will not have any liability in this regard.

- e) The Contractor shall adopt all the above safety measures at his own cost.
- f) The successful bidder shall also ensure that the work shall not pollute any source of water / land / air surrounding the work site so as to affect adversely.

## 20) **INDEMNIFICATION:**

The successful bidder shall be deemed to indemnify and keep indemnified the Trustees from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to:

- a) The Minimum Wages Act, 1948.
  - b) The Dock Workers (Regulation of Employment) Act, 1948
  - c) The Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
  - d) The Dock Workers' Safety, Health & Welfare Act, 1986
  - e) The Payment of Wages Act, 1936.
  - f) The Workmen's Compensation Act, 1923.
  - g) The Employees Provident Fund Act, 1952.
  - h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
  - i) The Equal Remuneration Act, 1976.
  - j) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act, 1989
  - k) Child Labour (Prohibition and Regulation) Act, 1986.
  - l) The Maternity Benefits Act 1961
  - m) Interstate Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979.
  - n) Motor Vehicle Act, latest revision.
  - o) The Payment of Bonus Act, 1965.
- 21) **The contractor shall be responsible for the payments to the manpower deployed and rate quoted shall include the salary, allowances and all other statutory payments of the manpower deployed for the work.** Salary must be paid based on minimum wages for labour as per the order issued by Ministry of labour & employment, Government of India along with price for tools, tackles, PPEs and materials. Any increase/decrease in the minimum wages/PF/ESI/Bonus (as specified by Central Govt. in category "Construction OR Maintenance") for the semiskilled/skilled during the period of contract shall be payable by the contractor. The present basic minimum wage rate for unskilled worker is 778 (523+225) and for Semi-Skilled worker is Rs. 862 (579+283) as per Govt. Notification dated 01/04/2024 effective from 01/04/2024. CSL will not have any liability on the salary / other statutory payments of manpower deployed by contractor.

## **B. ELIGIBILITY CRITERIA:**



Sl. No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The firm should be in the business of providing estate management services in any Govt. firm / PSU / any reputed private organizations for a minimum of 02 years as on date of publishing this tender.	Any one work order issued during the last one year period and any one work order issued before 1 year as on date of this tender.
2.	Registered Office in Kolkata	Firm should have dedicated registered/regional/local functional office in Kolkata and address proof of office should be submitted along with technical bid.	Address proof of the office to be submitted.
3.	Financial capability	The firm should have an average minimum annual turnover of Rs. 20 lakhs during the last three financial years (FY – 2020-21/2021-22/2022--23).	Profit and loss account statement for the respective financial year
4.	Undertaking	The firm should submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract	Undertaking as per annexure 7 to be submitted

PRICE BID			
Name of work: Estate Management Services at CKSRU, Kolkata		Annexure 2	
Tender No.: CSL/CKSRU/TEN/477/2024-25			
Sl. No	Description	Rate/Day	Total Amount Monthly
		(Rs.)	(26 Days) (Rs)
A	Service required for Unskilled labour		
1	Basic		
2	VDA		
3	PF @ 13.00%		
4	ESI @ 3.25%		
5	Bonus@ 8.33%		
6	Sub-Total for unskilled labour (1+2+3+4+5)		
7	Sub-total for 4 unskilled labour		
B	Service required for Supervisor (Semi-Skilled)		
8	Basic		
9	VDA		
10	PF @ 13.00%		
11	ESI @ 3.25%		
12	Bonus@ 8.33%		
13	Sub-Total for Supervisor (8+9+10+11+12)		
14	Grand Total (7+13)		
15	Service Charges		
16	Other charge (Mention the details of the charge if any)		
17	Total (14+15+16) (Excluding GST)		
18	GST @ 18%		
19	Total (17+18) (Including GST)		

## NOTE-

1. The total quote should be such that it accounts for minimum wages for labour as per the order issued by Ministry of labour & employment, Government of India along with price for tools, tackles, PPEs and materials. Any increase/decrease in the minimum wages/PF/ESI/Bonus (as specified by Central Govt. in category "Construction OR Maintenance") for the semiskilled/skilled during the period of contract shall be payable by the contractor. The present basic minimum wage rate for unskilled worker is 778(523+225) and for Semi-Skilled worker is Rs. 862(579+283) as per Govt. Notification dated 01/04/2024 (Copy attached) effective from 01/04/2024. CSL has the rights to get the necessary details / breakup from vendor during techno-commercial evaluation / price bid verification and disqualify if found to underquote without taking the above factors into consideration.

2. 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.

3. Quoting for all line items is mandatory. Partially quoting for few line items shall result in rejection of the bid.

4. Rate for additional manpower will be considered from the subtotal at SI No 6

Date:

Signature of authorized personnel:

Name of firm or authorized signatory:

Designation:

Contact No:

F.No.1/7(3)/2023-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 03/04/2024

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated **19<sup>th</sup> January, 2017** of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024;-

The rates of Variable Dearness Allowance for employees employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	255	214	172
Semi-Skilled/Unskilled Supervisory	283	240	200
Skilled/Clerical	311	283	240
Highly Skilled	335	311	283

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2024 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+255=778	437+214=651	350+172=522
Semi-Skilled/Unskilled Supervisory	579+283=862	494+240=734	410+200=610
Skilled/ Clerical	637+311=948	579+283=862	494+240=734
Highly Skilled	693+335=1028	637+311=948	579+283=862

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

*Onkar Sharma*

(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)

**TERMS AND CONDITIONS**

1. Offer shall be submitted in the prescribed form in the 'CKSRU Tender Box' located at **CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata-24**, and has to be addressed to **The Deputy General Manager (CKSRU), Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Kolkata - 24**.
2. In case of bid sent through e-mail, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by e-mail or SMS immediately before the tender opening against the request from concerned officer.
3. **Validity:** The offer should be valid for a minimum period of four months of date of submission of offer.
4. **Payment terms:**
  - a. Payment shall be made in every month at actuals against invoice in triplicate supported by work completion certificate / work logbook duly certified by the Officer-in-Charge of CSL.
  - b. Contractor shall indicate details like PAN, GST details etc. required for processing payment **as per duly filled and signed Annexure 4 mandatorily** Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
  - c. The invoice to be raised on Officer in-charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Dry Dock Office Building, Netaji Subhas Dock, Gate No.9, Circular Garden Reach Road, Kolkata – 700024.
  - d. **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
  - e. Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL representative at Kolkata. Delay of accepted bills will lead to delay in processing of payment.
5. **Earnest Money Deposit (EMD):** Rs.10,000/- (Rupees Forty Thousand only)  
 EMD for a valid bid has to be submitted by the bidder in the form of demand draft / FDR / Bank Guarantee (Encl.2) drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the CSL approved list in case of foreign bidder. Cheques are not acceptable. Bids submitted without EMD will be rejected. No interest shall be paid for the EMD, Security Deposit or Performance guarantee. EMD will be returned to the unsuccessful bidder's post finalization of tender and issue of Work Order to the L1 bidder.
6. **Cost of Tender Form:** Rs.1000/- (Rupees One Thousand only)  
 Tender form cost has to be submitted by the bidder in the form of demand draft while submitting the technical bid, drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the CSL approved list in case of foreign bidder. Cheques are not acceptable. This is a non-reimbursable amount.
7. **Performance Security:** A recovery of 10% will be made from contractor's monthly bill towards performance security to maximum of Rs.50,000/- (Rupees Fifty Thousand only) and will be returned only one month after expiry of the contract.
8. **Language:** All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels on deliveries and any other data shall be in English language.
9. L1 will be arrived based on the lowest total of monthly charge for providing facility management service at CKSRU, Kolkata excluding GST. Bidder has to quote all the line items. Partially quoted bid will be rejected without any further notice. The total quote should be such that it accounts for minimum wages for labour as per latest notification and also increments in minimum wages over the contract period along with price for tools, tackles and materials. CSL has the rights to get the necessary details / breakup from vendor during techno-commercial evaluation / price bid verification and disqualify if found to underquote without taking the above factors into consideration".
10. The bidders are expected to inspect the site to know the nature of work and site condition at CKSRU, Kolkata as applicable with prior intimation to the Officer-in-Charge. Bidders can contact Officer-in-charge of the work which is indicated in the tender for any clarification before submitting the offer. If clarifications/details are not obtained before the offer is submitted, no claim on this account will be admitted.

11. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, working hours, prior to quoting the rates. **The latest notification on minimum wages has already been attached effective from 01 April 2024. They must be present for the pre-bid meeting as per details mentioned in the tender notice or as intimated by CSL.** The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.
12. All applicable taxes, duties, transportation and insurance etc. should be included in the rate quoted, unless specified otherwise. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
13. Bidders to note that no advance payment will be made by CSL against work order/ supply order issued.
14. Bidders shall quote total amount in figures and in words. Corrections and additions if any must be attested / duly signed by the bidder. In the case of error in multiplication / addition in amount calculated, the rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.
15. GST / Duties, if any, payable extra is to be indicated in the price bid.
16. MSEs, Startups, Local Suppliers (Make In India), MSME firms and Startups will be eligible for various Relaxations in pre-qualification criteria and other Benefits as per the orders promulgated by Government of India. Bidders are advised to refer the details of various Benefits and Relaxation in pre-qualification criteria as published at CSL website ([www.cochinshipyard.com](http://www.cochinshipyard.com)) under the Tenders tab for further reference.
17. **Risk Purchase:** -If the supplier fails to commence the work as per the instruction of Officer in Charge or violate any of the terms and conditions of the purchase order; CKSRU/CSL shall have the following rights.
  - a) To terminate the contract with 15 days' notice forfeiting the security deposit.
  - b) To initiate alternate procurement action at the risk and cost of the supplier.
18. Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
19. The contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused by the contractor or the employee engaged by the contractor while on duty. Any labour issues with operators have to be settled by the contractor himself. CSL will not have any responsibilities for any issues between contractor and the operator.
20. Speed limit inside CKSRU premises is Max 10km/Hr.
21. The firm should not subcontract the work in part or full.
22. CSL reserves the right to award contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
23. Any loss / damage sustained by CKSRU on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.
24. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs / Alcohol / smoking etc inside CKSRU premises and any illegal activity by the work men should be reported to the Officer-in-charge without delay and the contractor shall remove such persons from Yard premises.
25. The rate quoted shall remain firm throughout the period including extension if any.
26. The Contractor should furnish their Registration code, ESI/PF/PAN/GST numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to CSL in the event of requirement. CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.
27. The firm shall be solely responsible for the payment of wages, salaries and other legal duties of its personnel who are employed or deployed by them from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service by 10<sup>th</sup> of every month preceding the wage month. CSL reserves the rights to ask the firm to submit satisfactory evidence of payment due, salaries etc. In any event, CSL shall not be liable for any payments, dues, wages and salaries of the personnel deployed by the firm.
28. Necessary Insurance Coverage for the contractor's materials / equipment / vehicle including Third Party liability and for the workmen (covering Workmen's Compensation Act) engaged by the Contractor are to be taken at his cost. If any accident/injury occurs to any other persons/public due to proven negligence/non-adherence to relevant safety and other

precautions on the part of Contractor/its employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.

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

**COCHIN SHIPYARD LIMITED - KOLKATA SHIP REPAIR UNIT (CKSRU)**

**KOLKATA – 700 024**

**SPECIAL INSTRUCTIONS FOR TWO BID SYSTEMS**

**1. MODE OF SUBMISSION OF TENDERS**

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

**2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS**

- a. Details as per the minimum eligibility criteria.
- b. Other conditions, if any
- c. Deviation list, if any
- d. Copy of unpriced Price bid (Price bid without price & with percentage of taxes & duties and details like quoted /Nil/Included need to be mentioned for each line item.)
- e. Complete set of tender documents duly signed and sealed on all pages as a token of acceptance of tender terms and conditions.
- f. Details of vehicles

**3. PRICE PART SHOULD CONTAIN FOLLOWING DETAILS**

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



**VENDOR DETAILS**

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

Sign &amp; seal of contractor:

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

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

**SELF DECLARATION**

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

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

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

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

**UNCONDITIONAL ACCEPTANCE LETTER**

(Unconditional acceptance to be given in letter head)

**ACCEPTANCE OF TENDER CONDITIONS**

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

Yours faithfully,

(Signature of the tenderer) with stamp

Date: .....

**Annexure 7**

**UNDERTAKING**

I, Shri ..... in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s ..... do hereby give an undertaking that we shall open a local functional office at Kolkata within 03 months of awarding the contract by CSL Kolkata Ship Repair Unit/CSL (Kochi).

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No:

**UNDERTAKING**

I, Shri ..... in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s ..... do hereby give an undertaking that we shall not subcontract the work or part of work to any other agency if awarded the contract by CSL/CKSRU.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No: