

# **TENDER ENQUIRY**

Dt. 04.11.2023

**Tender Ref. No: MP1/ ARC/ Ambulance& Nursing  
assistant/CMSRU**

Dear Sir,

Sealed Tenders in **Two Bid**, super scribing the Enquiry Number & Last date for receipt of Quotations on the envelope, are invited in two separate covers as 'Part I Techno Commercial' & 'Part II Price' for AMBULANCE WITH DRIVER & NURSING ASSISTANT FOR CMSRU.

1 The offers as above should reach the undersigned on or before the last date and time shown. Tenders should be addressed to "The Deputy General Manager (CMSRU), Cochin Shipyard Ltd- Mumbai Ship Repair Unit, Mumbai Port Trust, Mumbai-400001".

2. **Techno - Commercial offers can also be made by e-mail, with price bid duly Locked with password, before 15.00 hrs (IST) on 25.11.2023, if delivery of sealed offers cannot be ensured at CSL on the due date.**

3. The offer shall indicate payment terms and other terms and conditions.

4. Quotation should be valid for a period of 3 months.

5. Quotation can be submitted by email as a password protected document (price part only) to the following email address.

[loganathan.m@cochinshipyard.in](mailto:loganathan.m@cochinshipyard.in).

[vikas.kumar@cochinshipyard.in](mailto:vikas.kumar@cochinshipyard.in)

[cmsru.materials@cochinshipyard.in](mailto:cmsru.materials@cochinshipyard.in)

OR

In a sealed envelope addressed to "The Deputy General Manager (CMSRU), Cochin Shipyard Ltd- Mumbai Ship Repair Unit, Mumbai Port Trust, Mumbai-400001".

**Last Date & Time of Receipt of Tender: 25.11.2023 at 15.00 Hrs IST.**

**Tender Opening date & time: 25.11.2023 at 15.30 Hrs IST.**

**NOTE:** Amendment if any will be notified on CSL/Govt. Website. The bidders are requested to keep themselves informed of the development by visiting CSL website [www.cochinshipyard.com](http://www.cochinshipyard.com) and the CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) regularly. Such amendments shall be binding upon them.

**Enclosures: -**

1. Special Instruction for Two Bid Systems
2. Scope of work
- 2.A Prequalification criteria
3. Price bid format
4. Rules & Regulations
5. Specific Terms & conditions
6. Compliance matrix
7. HSE Guidelines

**Signed copy of following documents shall be submitted along with unpriced Price bid format clearly indicating quoted/not quoted against each job scope as per CSL P- bid format (Un priced bid no need to protect with password, if send as soft copy in E mail).**

1. Scope of work
2. Price bid format
- 2.A Prequalification criteria
3. Rules & Regulations
4. Specific Terms & conditions
5. Compliance matrix
6. HSE Guidelines

**Price bid duly signed and sealed by the authorized person need to be protected with password and shall be separately attached/enclosed in the mail. Offer submitted in single bid will not be considered.**

**In case of technical queries, please contact Shri. Venkataraman B (SM-HR&ADMIN) (Mob No.9840012761)**

Yours faithfully,

**Deputy General Manager (CMSRU)**

**COCHIN SHIPYARD LIMITED**  
COCHIN - 682 015  
**SPECIAL INSTRUCTION FOR TWO BID SYSTEMS**

**1. MODE OF SUBMISSION OF TENDERS**

Tenders should be submitted in two separate sealed covers super scribed 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:-**

- I. Drawings & Technical Literature, if any
- II. Other conditions, if any
- III. Signed and stamped copy of TENDER TERMS AND CONDITIONS (Annexure 2)
- IV. Deviation list, if any
- V. Price bid without price clearly indicating quoted/ not quoted against each line item/  
DL.

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

- a. Price against each work.
- b. Taxes & duties as applicable shall be indicated.

4. CSL reserves the right to alter, modify the scope of supply at their discretion and consistent to the contract from time to time.

5. The Techno-commercial part alone will be opened initially on the due date and time 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.

6. 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.

7. Deviations, if any, in the offer submitted from that of the tender enquiry in any form, should be clearly furnished in a separate document titled as "List of Deviations".
8. Details of optional items, if any, should be indicated under separate heading in the technical bid and the respective price details should be given in the price bid.
9. After submission of quotation / price bid opening, no unsolicited correspondence will be entertained.
10. 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.
11. Price should be quoted separately for each item. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid.
12. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
13. The bidder shall submit a signed & sealed copy of the tender document including the TENDER TERMS AND CONDITIONS (Annexure 2) along with their bid as token of acceptance of terms & Conditions.
14. An Integrity Pact as per CSL format is to be signed and submitted later (if necessary).
15. The quantity projected in the scope of work is estimated. There may be upward/downward variations in actual quantity.

Deputy General Manager (CMSRU)

**Scope of work — Occupational Health Center**

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**Site/Location – Cochin Shipyard Limited, Mumbai Ship Repair Unit, Mumbai - 400001**

It is specifically agreed between the Parties herein that, the Service Provider's shall perform Healthcare & OHC Services at the aforesaid Site(s)/Location(s) with terms and conditions and consideration fee as agreed under this Agreement.

**Requirement:**

- Paramedic Nurse – 2 shift of 8 hours (Includes reliever for week offs & Holidays)
- Ambulance service — 3 shifts of 8 hours each shift (Includes reliever for week offs & Holidays)
- BMW disposition — At the frequency as required under applicable law subject to minimum of twice in a month

**Selection criteria:**

**Paramedic Nurse**

- The preferred age group for Nurse is 20 to 40 years
- Paramedic Nurse Male / Female with Exp of Minimum 3 years with minimum qualification of diploma in nursing from Govt. recognised institute. Nursing staff must have certificate from State technical Board.
- At least two years of experience in an industrial occupational health department (i.e.in an Occupational Health Center).
- Must be able to lift up to 15 pounds at times.
- Should be able to communicate with English, Hindi & Marathi
- Excellent interpersonal and customer service skills.
- Excellent organizational skills & must have knowledge of Microsoft office.

**Ambulance Driver:**

- Academic qualification of 10' h or equivalent & valid Commercial Driving License.
- Minimum of two (2) years of Driving experience.

- First Aid & CPR certification. CPR certification under service provider scope (Certificate will be issued by the Service Provider confirming the training by Service Provider's Doctor to the Drivers)
- Willingness to participate in on-the-job training
- Medical fitness certificate from MBBS Doctor. (Medical Fitness Certificate will be issued by Service Provider's Doctor)
- Previous experience with emergency equipment's, stretcher, wheelchairs
- Emergency vehicle operator certification may be advantageous.
- Excellent driving skills and the ability to read a map.
- Good communication and interpersonal skills.
- Ability to remain calm under pressure and reassure frightened patients.
- Good physical agility.
- Preference to be given to the driver living in nearby areas for easy accessibility and availability.
- Sound Knowledge of communicating in Hindi and Marathi, Knowledge of English will be an added advantage.

## **SCOPE OF WORK:**

1. The Service Provider shall provide CMSRU with resources (“Personnel”) for the purposes of carrying out OHC operations on a day-to-day basis in accordance with the terms of this Agreement.
2. Service Provider shall further be responsible to maintain appropriate manpower at all times i.e. 24\*7 to run the OHC operations smoothly.
3. All the Personnel provided by the Service Provider shall be directly employment of the Service Provider. The Service Provider agrees and acknowledges that it shall be solely liable to ensure all the compliances with respect to such Personnel as prescribed under various employment and state labor laws including but not limited to Minimum Wages Act, Employees’ Provident Fund Act, Employee’s State Insurance Act, Payment of Wages Act etc. Wages Confirmation mail to be shared by agency to CMSRU on 7th of every month.
4. There will be multiple shifts or three (03) Shift for eight (08) hours each shift on a weekly basis (24\*7) In the event any of the Personnel is on leave, The Service Provider shall provide a replacement for the said Personnel. In case of any non-compliance, misconduct or issue of negative feedback received for the Personnel or any staff member the Service Provider will investigate the matter and take an appropriate action on immediate basis against the Personnel.
5. These Personnel will be trained professionals with adequate experience to provide the Services in accordance with highest industry standards. The details of police verification certificate from concern police station with background verification and other checks will be shared by the Service Provider to CMSRU for reference.
6. Service Provider shall maintain proper registers, including a register of complaint, and such other document to record the details of all employees & Service Provider may choose to equip the nursing assistant with apps to facilitate the attendance / prescriptions and in order to maintain required records.
7. Service provider will provide all respective neat & clean uniform & safety Shoe, & Batches to all staff deployed at OHC- Cleaning of uniform will be in service provider scope. Medical staff must be present in premises with proper uniform, safety shoe & batch only. In case the Paramedic or doctor has to visit the shop floor or attend any covid patient PPE kit will be supplied by CMSRU. Safety Shoes will be provided by Service Provider.
8. Planed leave/Absenteeism of medical staff should be intimated to CMSRU team in advance. There should not be any service gap
9. Nursing Staff & Ambulance driver must have medical fitness report. Eye test report is mandatory for Ambulance Driver. (test of every year) — Detail of yearly mandatory medical Test given below:

<b>TEST</b>
Complete Haemogram(Hb,TLC.DLC.ESR)
Blood Group & Rh tipping

Blood sugar fasting
Blood Urea
Serum creatinine
HbsAg
Urine Routine <b>&amp; microscopy</b>
VDRL
X-RAY CHEST
ECG
Distant vision testing and colour Vision

10. Personal protective equipment's (Helmet, Safety Goggle, Reflective jacket, Mask, Hand gloves, Safety shoes) shall be issued to the deputed personnel by service provider.



### **Responsibilities of Paramedic-Nurse:**

1. Initiate and strategize occupational health nurse systems at a workplace.
2. Initiate safety processes in the overall well-being of employees at a workplace setting.
4. Organize and schedule periodical clinical check on employees. In OHC clinical check Counsel and educate employees on occupational safety procedures.
5. Coordinate with the management to implement health safety programs for employees.
6. Maintain and manage all records relating to occupational health nursing issues.
7. Provide nursing or clinical treatment to employees with injuries and or illnesses.
8. Ensure compliance of all workplace guidelines in executing occupational health nurse duties.
9. Administers health maintenance and illness/injury prevention programs designed to educate employees on topics such as smoking, weight reduction, stress control, cancer screening, hypertension screening and control, and cholesterol levels.
10. Maintain employee medical records and documentation quarterly reports to corporate on drug and alcohol testing, monthly reports to Human Resources, and other health-related statistics. For this CMSRU HR shall share leave statistics with OHC Staff on a regular basis.

Reviews employee absenteeism statistics. It will be responsibility of paramedic to keep CMSRU medical center organized & keep inventory of medicines, equipment's & to be validated by CMSRU.

First aid Box should be inspected on fortnightly basis and record shall be made available. Refilling of First aid item in Ambulance will come under supplier scope Medicine inventory will be under service provider scope & All medicine supplied will be billed to CMSRU;

Doctor and Para-medic will support on Covid protocols as per the CMSRU requirements to employees and contractors.

**Ambulance Driver's Responsibilities:**

1. Inspecting the ambulance before each shift, checking the fuel, oil, transmission fluid, wiper fluid, and coolant, and reporting any needed repairs.
2. Checking the first aid and medical supplies inventory levels before each shift and ensuring the ambulance is well-stocked.
3. Assisting patients onto Journeys and assisting them into the ambulance.
4. Driving an ambulance as quickly and as safely as possible to transport patients to the hospital.
5. Providing first aid or administering oxygen if the patient requires care before reaching the hospital.
6. Sanitizing the ambulance and safely disposing of any medical waste and soiled linens.
7. Maintaining driving log with daily entries and noting patients' names and addresses, travel times, mileage, and service performed.
8. Reporting accident facts to medical personnel and police officers, when necessary.
9. Ambulance Drivers should be present at site with proper uniform & batch- Cleaning of uniform will be under Service Provider's scope
10. Driver must maintain vehicle in good & hygienic condition. Daily pre start inspection checklist must be available.

**Ambulance requirements:**

1. A Suitably constructed ambulance van equipped with item as per detail mentioned below and manned by a full-time Driver having first-aid Knowledge for the purpose of transportation of serious cases of accidents or sickness.
2. The ambulance van shall not be used for any purpose other than the purpose stipulated herein and will normally be stationed at or near to the Occupational Health Centre:
- 3 Ambulance should be Equipped with the following:
  - i) General: A wheeled stretcher with folding and adjusting devices with the head of the stretcher capable of being tilted upward.
  - ii) Fixed suction unit with equipment.
  - iii) Fixed oxygen supply with equipment.
  - iv) Pillow with case; Sheets; Blankets Towels; Emesis bags; Bed pan; Urinal: Glass: Safety equipment: Flashlights; --
  - v) Fire Extinguisher dry powder type; Insulated gauntlets.
  - vi) Resuscitation -- Portable suction unit; portable oxygen units: Bag; Valve; Mask; Short spine board; B.P. Manometer -- Cup; Stethoscope.
  - vii) Dressings: Gauze pads 4 X 4 : —Only FIRST AID KIT available glucometer BP machine digital thermometer digital -- Safety pins; Bandage Sheets; .
  - viii) Drinking Water.
  - ix) Emergency Medicines --As per requirement (under the advice of Medical Officer/Safety officer/HR only) shall be supplied by service provider & will be billed to CMSRU
  - x) Ambulance Vehicle — Bolero or equivalent Ambulance shall be available during mock drill.

**BMW waste disposal**

1. BMW & COVID waste will be lifted by service provider twice in a month.
2. Service provider will follow all compliances.
3. Service provider will provide respective garbage bags to keep BMW & COVID Material.
4. Service provider needs to submit license (Photocopy) of BMW & COVID waste disposal.
5. Service provider will share authentic challan or receipt after disposing the BMW.
6. Service provider will collect BMW & COVID waste from designated point inside the factory.
7. Generation, collection & disposition of BMW & covid waste will be supervise by Paramedical staff.

### **Monitoring and Supervision:**

#### **• Staff:**

1. Sufficient and adequate OHC staff should be employed for attending the employees in OHC.
2. A trained OHC-nurse shall be appointed as an OHC-in-charge to ensure that the OHC is kept in a clean and sanitary condition.
- 3 To ensure that all equipment deployed at OHC are well maintained and calibration are done with frequent interval.
4. To ensure all medical waste are discarded appropriately and records are well maintained
5. Responsible for COVID-19 control & awareness program, Co-ordination for hospitalization with hospitals, COVID- 19 testing at labs, Daily monitoring report, Monitoring of COVID isolation center, compiling reports of COVID testing & communicate to admin team.

#### **• Maintaining records:**

1. Attendance registers for staff to be maintained at the center
2. Record of assets in OHC to be maintained
3. Maintain record of all medical incident reported
4. Bio Medical Waste register
5. Medicine register
6. Ensure monthly compliance. Scoring should not be less than 80%.
7. Supplier will sign off on HSE Standard requirements
8. Medicine invoicing to be done with the authentic / original supporting
9. AMC for all medical equipment if applicable

#### **• Medicine & medical equipment supply:**

1. Monthly supply of medicines.
2. Timely delivery - Within 72 hours of requisition mail
3. Indent should be approved by CMSRU before placing order.
4. Prescribed medicines should be provided as per Doctor suggestion.
5. Service Provider will share the invoice of medicines with discount ( 5%- 10%) in medicines as agreed by both Party
6. Medical equipment's should be provided with warranty card & maintained well.

- **Hygiene**

1. Keep the OHC area clean organized as per the systems.
2. Follow all other systems laid down by the Management to ensure a clean environment inside the OHC

- **Safety**

1. Follow all laid out safety procedures as per CMSRU standard procedure

- **Facilities**

1. To Ensure facilities, such as, medical equipment, cot, beds, first aid kits, medicine kit etc. should be made available in the relevant premises at all times.
2. Service provider should ensure that one (1 no.) smart phone is available in medical center & one in ambulance throughout their duty shift with unlimited call internet & message facility. On duty staff & Duty Officer of CMSRU will be responsible to manage the phone.

- **Other roles & responsibilities of Service Provider:**

- 1) Service provider needs to share monthly MIS report in first week of every month.
- 2) Service provider monthly compliance score should be more than 80%. Scoring will be done by CMSRU compliance consultant. HSE evaluation will be applicable.
- 3) Service provider will provide Prescription pad & stamp at OHC
- 4) Food to the staff will be provided by service provider.
- 5) Supplier will provide medical/health/hygiene/various good practices awareness posters to display in medical centre & other areas.
- 6) All additional items are billable at actuals, CMSRU will provide PO for the same

- **Medical Check-ups**

- 1) Records of Medical Check-ups shall be kept available in the OHC.

**HSE Requirement :**

1. Biomedical waste shall be disposed as per Biomedical waste management rules 2016
2. Supplier will share biomedical waste disposal procedure and facility authorization valid certificate
3. Biomedical waste should be stored in separate container/garbage bags as per Biomedical waste management rules 2016 with proper labelling

4. First aid Box should be inspect on fortnightly basis and record shall be made available. Refilling of First aid item will comes under supplier scope and billable to CMSRU
5. Ambulance shall be equipped with minimum life support system as per state factory Rules and weekly inspection record shall be available for life support system
6. Ambulance must be equipped with oxygen Cylinder with Mask, Battery Torch, First Aid Box, Umbrella.
7. Weekly inspection of ambulance and emergency medical box to be done and report to be shared to Admin and Safety.
8. Driver must maintain vehicle in good & hygienic condition. Daily pre start inspection checklist must be available.
9. Vehicle Preventive maintenance must be done asper OEM recommendation & record shall submit to CMSRU
10. Driver must have First aid training certificate which shall be issued by Service Provider.
11. Driver must have commercial driving license with good driving skill & must have good knowledge of medical emergency.

## SLA & KPI - CMSRU

### Key Performance Indicator (KPI) & Penalty

As part of the monitoring of the performance of the Services, the Parties agree to comply with below major Key Performance Indicators (KPI), failing which the Client shall deduct the penalty amount(s) as specified herein below, against each of the KPI towards non-compliance and failure to achieve such respective KPI.

The Service Provider shall, in performing the Agreement, comply with all applicable Laws, including to obtain, at his own cost, the requisite permits, permissions, licences and/or approvals for the performance of the Service and shall pay all taxes, duties, cess, fees, etc., as required by the applicable Laws in relation to the performance of the Service under this Agreement. The Service Provider shall indemnify and hold the Client harmless against and from the consequences of any delay or failure to do so.

For the avoidance of doubt, **the Parties agree that** the penalty specified herein under this Appendix payable by the **Service Provider, shall be in addition** to any penalty for any non-compliance, payable in accordance with the applicable Law.

Major Key Performance Indicator (KPI)	Penalty
If expired medicine found in the stock or during the performance of the Service.  *In addition of the penalty, the Client may also seek termination/removal of the staff member of the Service Provider. In the event of the Service Provider fails to terminate/remove such member, the Client shall be entitled for further penalty amount of Rs. 50,000/- per incident, payable by the Service Provider.	Rs. 2,000/- for first incident and Rs.5,000/- for every subsequent incident(s).
For the following events:  1. Seat belts not available, dis-functional or not used in ambulance, 2. Uninsured vehicle (ambulance) or expired insurance. 3. No, fire Extinguisher or expired extinguisher or non-availability of first Aid Box, in the ambulance. 4. Failure to maintain the ambulance, (service & maintenance related documents needs to submit to medical team & maintain its record) 5. Failure to achieve daily prestart-up & operational inspection of ambulance vehicle (Daily checklist to be maintained and submitted to the Client for inspection) 6. Ambulance Driver not having valid driving license. 7. At the time of Client's inspection, failure to produce any other document(s) as required under the applicable law.	Rs. 1,000/- each incident



<p>Unavailability or absence of either ambulance, it's driver or nurse(s) any member of paramedical staff, at site.</p> <p>*For unavailability or absence, security register maintained by the Client for the purpose of recording 'in &amp; out entry' shall be relied upon.</p> <p>**Payment of fee towards, ambulance, it's driver, nurse(s), any member of paramedical staff shall be processed on basis of actual present days at site and in case of absence the penalty (as specified herein) shall be applicable for such day(s) of absence.</p>	Rs. 5,000/- per day
Non-Compliance of HSE or statutory requirement.	Rs. 1,000/- for each non-compliance.
Failure to submit half yearly medical report for workers/staff working at CMSRU sites.	Rs. 1,000/- per failure.
<p>Delay in or improper disposal of Bio Medical Waste (BMW).</p> <p>*Payment of fee towards, BMW disposition shall be processed on basis of actual trip for disposal per month.</p>	Rs. 1,000/- per month.
Non-operation of cell phone in respect of lack of balance, or repair/replacement not done within 24 hours in case of malfunction of device.	Rs. 1,000/- per month
Non Submission of invoice / credit note accompanied by all necessary supporting documents on or before 10 day of every month & in case of quarterly submission, by end of each quarter.	Rs. 1,000/- per month
<p>Late Reporting — If any medical staff [including any member of Nurse(s), Paramedical staff, Ambulance driver or any other staff member) report late i.e beyond 15 mins after the start of his/her shift to report for the duty, for continuous period of three day.</p> <p>*For late reporting, security register maintained by the Client for the purpose of recording 'in &amp; out entry' shall be relied upon.</p>	Rs. 500/- per hour.
Assessment of monthly evaluation report	<p>If customer satisfaction level is between 0 to 75% Rs. 1000/- per month.</p> <p>*No penalty for customer satisfaction level is above 75%.</p>

**Other Terms:**

1. The entire staff including Nursing assistant.
2. Paramedic Nurse must be direct employee of the Service Provider and shall be enrolled on payroll.
- 3 The monthly fee payable by the Client to the Service Provider shall be adjusted, by the deduction of the penalty amounts for failure to achieve the Key Performance Indicator (KPI) in accordance with the Appendix — 2 [Key Performance Indicator (KPI) & Penalty].

For the avoidance of any doubt, if any penalty amount not adjusted/deducted, for any reason whatsoever, from corresponding monthly fee, shall not be construed as waiver, but shall be deducted by the Client from any due payment or final payment until the entire amount of penalty is not fully adjusted/deducted.

4. The monthly fee payable by the Client to the Service Provider is agreed to be paid against the compliance of each payment metrics as specified above in the table. In the event of any non-compliance under any particular payment metrics, the relevant particular fee shall be adjusted, by the deduction of the amounts for such non-compliance, and remaining fee shall be paid within the payment due date. For the avoidance of any doubt, if any amount not adjusted/deducted, for any reason whatsoever, from corresponding monthly fee, shall not be construed as waiver, but shall be deducted by the Client from any due payment or final payment until the entire amount of non-compliance is not fully adjusted/deducted. In the event, if the aggregate penalty and/or non-compliance amount is higher than the fee/final payment payable to the Service Provider, the Client shall be entitled to recover the same from any due payment including under any other contract.

5. Each invoice to be submitted in two (2) copies and will be accompanied by all necessary supporting documents. The payment of invoices issued by the Service Provider is made by bank transfer within forty five (45) days from the date of acknowledgment of invoice along with all necessary supporting documents by the Client.

Seal&Sign of authorised person

**1. Pre-Qualification Criteria**

**Encl.2/A**

**TECHNICAL EXPERIENCE CRITERIA: -**

Should have undertaken similar kind of work execution minimum of 3 years.

Three similar works costing not less than the amount equal to INR 10 Lakh

(or)

Two similar works costing not less than the amount equal to INR 13 Lakh

(or)

One similar works costing not less than the amount equal to INR 20 Lakh

The firm should submit documentary evidence as a proof of undertaking contract.

**2. FINANCIAL CRITERIA: -**

Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March 2023 of the previous financial year should be at least INR 10 Lakh.

CSL/CMSRU reserve the right to reject your bid based on your financial statement / work completion certificate in case of any apprehension on your financial / technical capability to execute the work on time.

Seal& Sign of authorized person

## **PRICE BID**

ENCL.3

SL NO.	DESCRIPTION	NO. OF SHIFTS& NO.OF DISPOSALS	NO. OF STAFF REQUIRED	RATE PER SHIFT&DISPOSAL	TOTAL RATE
1	Paramedic Nurse	2 shift of 8 hours	2		
2	Ambulance service with driver(including fuel)	3 shifts of 8 hours	3 driver with 1 vehicle 24 hrs		
3	BMW disposition (Bio medical waste)	minimum of twice in a month	24 Disposition in a year		

SEAL&SIGN OF AUTHORIZED PERSON

### **Rules for engaging contractor's workmen in CSL-MSRU**

- I) The following labour statutory compliance measures should be followed by contractors working in CSL Mumbai Ship Repair Unit
  - 1. If the contractor is engaging 10 or above contract workmen, their firm must have independent establishment registration under EPF.
  - 2. If the contractor is engaging 10 or above contract workmen, their firm must have independent establishment registration under ESI.
  - 3. If the contractor is engaging less than 10 contract workmen and they are exempted under ESI/EPF, their workmen should be covered under Employee Compensation policy.
  - 4. The wage payment for workers should be disbursed through bank payment only and contractor have to submit monthly Chellan for ESI Remittance ,EPF Remittance and bank statement of wage disbursement along with their monthly bills.
  - 5. If the contractor is engaging 20 or above contract workmen, they should take the Labour Licence under Contract Labour Contract Act.
- II) The contractor is solely responsible for complying ESI & EPF rules for contract workmen engaged by them for the work.
- III) It is mandatory to submit police clearance from Mumbai Police station to issue gate entry pass. Hence all the workmen belong to other sates shall have to take police clearance from their respective home station to submit application form for obtaining police clearance from Mumbai Police Station.
- IV) No worker above 60 years shall be allowed to work in this contract.

**MP1/ ARC/ Ambulance& Nursing assistant/CMSRU**

1. The firm shall quote in the format of "Price Bid- annexure III" only and submit along with signed copy of agreed terms and conditions.
2. **Offer Validity:** The offer should be valid for a minimum period of three months from the date of submission of offer.
3. **ARC Completion Period:** One year from the date of issuance of work order.
4. Entire package to be done as Turnkey Project. L1 bidder may select based on the overall total amount. Final selection of L1 vendor may CMSRU decision.
5. **Address**  
**COCHIN SHIPYARD LIMITED, CSL- Mumbai Ship Repair Unit (CMSRU), Hughes Dry Dock Office Building, Green Gate, Shoorji Vallabhdas Road, Fort, Mumbai, Maharashtra-400001.**  
**Contact details: LOGANATHAN. M, Manager, 8129600937.**
6. **Work Experience:** Should have undertaken similar kind of work execution minimum of 3 years.
7. **Pre-Qualification Criteria**  
**TECHNICAL EXPERIENCE CRITERIA: -**  
Should have undertaken similar kind of work execution minimum of 3 years.  
Three similar works costing not less than the amount equal to INR 10 Lakh  
(or)  
  
Two similar works costing not less than the amount equal to INR 13 Lakh  
(or)  
  
One similar works costing not less than the amount equal to INR 20 Lakh  
  
The firm should submit documentary evidence as a proof of undertaking contract.
8. **FINANCIAL CRITERIA: -**  
Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March 2023 of the previous financial year should be at least INR 10 Lakh.  
  
CSL/CMSRU reserve the right to reject your bid based on your financial statement / work completion certificate in case of any apprehension on your financial / technical capability to execute the work on time.
9. **Terms of Payment:** Monthly payment at actuals of work completion with certified by execution/Reporting officer.
10. **Security Deposit:** Security deposit of 3% of invoice value of each may deducted, same will be return after the completion period.

11. **Liquidate Damages:** LD at the rate of 0.5 % of the contract value per week or part thereof subject to a maximum ceiling of 10 % of the contract value, will be deducted from the contractor's bill, in the event of failure of the contractor to complete the work within the stipulated completion period or by the expiry of any extension period granted by CSL.
12. Firms shall mention their PAN No. and GSTIN No in the offer. The firm should depute competent personnel for the execution of the contract.
13. Indemnity : Notwithstanding that all reasonable and proper precautions may have been taken by the contractor at all times during the progress of the work, the contractor shall nevertheless be wholly responsible for all damages, whether to the works themselves or to any other property or to the lives or persons or property of others during the progress of the works and period of contract.
14. All applicable taxes, duties, transportation, loading, unloading and port clearance etc. should be included in the rate quoted, unless specified otherwise.
15. Dock entry permits for movement of man and material in and out of dock shall be arranged by contractor. Necessary recommendations for the dock entry permit will be issued by the CMSRU.
16. CSL safety procedures to be followed for entire period of work by contractor.
17. The contractor shall get familiarize with exact scope and quantum of work before quoting for the same. Once offer received, it is deemed that the bidder has assessed the exact quantum of work and accepted all terms and condition for the subject work.
18. **23.PROHIBITION OF CHILDREN'S EMPLOYMENT:** Contractor shall note and follow the Govt. of India Notification of "Prohibition of Children's employment in the schedule occupation and process under the Child Labour (Provision and Regulation) Act, 1986".
19. **Safety Provision:** Attention is invited regarding safety provisions and adheres to the same while executing the work. In addition to the instructions stipulated therein, contractor should note that it is compulsory that every worker employed by the contractor/successful tenderers shall use PPE while the contract work is in progress, at CMSRU premises / site. The contractor should take necessary safety measures to carry out the job, without causing any accident, and shall not cause any Loss to CMSRU either directly or indirectly. However, if any such incident took place while carrying out the work, loss to the CMSRU properties will be borne by the contractor.
20. I/we hereby give an undertaking that I/we understood the terms and conditions mentioned in the subject enquiry and I/ we are ready to adhere to the terms and conditions of the subject work.

**Contractor's Seal & Signature**

**COMPLIANCE MATRIX**

**(TO BE SUBMITTED WITH THE “Technical” BID)**

SL.NO.	DESCRIPTION	REMARK
1.	ACCEPT THE ENTIRE SCOPE OF WORK AS PER ENQUIRY	YES / NO
2.	IF THE ANSWER TO QUESTION 1 ABOVE IS NO, PLEASE LIST THE SPECIFIC JOBS NOT BEING UNDERTAKEN AS A DEVIATIONS LIST AND ATTACH WITH THIS MATRIX.	LIST OF DEVIATIONS FROM SCOPE OF WORK ATTACHED/ NOT ATTACHED
3.	ACCEPT THE GENERAL TERMS AND CONDITIONS AND TENDER TERMS & CONDITIONS INDICATED IN THE ENQUIRY.	YES / NO
4.	IF THE ANSWER TO QUESTION 3 ABOVE IS NO, LIST THE DEVIATIONS AND ATTACH WITH THIS MATRIX.	LIST OF DEVIATIONS FROM GTC.
5.	PAYMENT TERMS AS INDICATED IN ENQUIRY IS ACCEPTABLE.	YES / NO

(Signature of the Contractor)

Seal of the firm.



## **Health, Safety & Environment Contract Guidelines for OEMs /Turnkey jobs / Sub contract works inside CSL**

### **Introduction**

CSL is the largest public sector shipyard in India in terms of dock capacity, and caters to clients engaged in the defence sector in India and clients engaged in the commercial sector worldwide.

CSL is committed to provide safe and healthy work environment for the prevention of work- related injury and ill health by following the best practices in safety. CSL is certified Occupational Health and Safety management System and Environmental Management system under ISO standards/international standard.

Many of the works of CSL at various sites are executed by the sub-contractors. During these works, sub-contractors personnel are likely to be exposed to different types of hazards. Similarly unsafe acts of contractors personnel may create hazards for CSL staff or workmen of other contractors working at the site. Such unsafe acts may also pose danger to the existing installations and even to members of public.

CSL ensures that the requirements of its HSE Management System are conveyed by contractors and their workers. This guide is prepared to facilitate safe working during execution of contract works. The General guide lines and HSE requirements are given below for compliance in CSL.

### **I. General guidelines**

1. OEMs/Turnkey jobs /Contractors are selected to work inside the CSL based on their track record.
2. Along with the contract order/Registration, a copy of the HSE Safety Handbook (CSL/ QMS/S&F/SOP 02) of CSL is given to all contractors. The details of all HSE requirements to be followed in CSL for the various types of work are detailed in the hand book. The OEMs/Turnkey jobs /Contractors shall go through all the details and strictly follow the relevant HSE guidelines for their work. In case of any doubt the same shall be clarified from Chief Safety Officer (CSO). Being ignorant of these HSE requirements will not be treated as an excuse for any HSE violations during course of work.
3. OEMs/Turnkey jobs /Contractors workmen are given a multilingual HSE induction and Emergency Response training. The individual passes for contractors and their workers are issued only after successful completion of this training. The passes are revalidated every year after successful completion of refresher training. Training requirements of other roles of the subcontractor's staff shall be complied as per the CSL requirements time to time.
4. Before start of any work, the CSL officer in charge explains the scope of work and the safety precautions, hazards, PPE usage as per PPE matrix of CSL, Work Instructions, SOPs, Emergency responses to the contractor and his workers. Only trained worker with necessary skills are allowed to work as per the requirement. Necessary PPEs for the work are to be arranged by the contractor.
5. Workmen shall have Cotton coverall with identifiable logo on the dress. Supervisors, fire watch man if required, safety staff and other workforce shall be deployed as per CSL guide lines.
6. The site work supervisor of the OEMs/Turnkey jobs /Contractors shall be ensured that works are being carried out by CSL HSE requirements on daily basis and till the completion of works. The safe start and safe end requirements shall be verified by the site work supervisor on daily basis.
7. OEMs/Turnkey jobs /Contractors HSE performance will be evaluated on HSE matters as per the CSL policies time to time.
8. During the course of work if any HSE violation is noticed the same is dealt as per the Rewards and Reprimand (R&R) Policy of CSL.

### **II. HSE requirements**

1. The OEMs/Turnkey jobs /Contractors shall take all safety precautions during the execution of awarded work and shall maintain and leave the site safe at all times. At the end of each working day and at all times when the work is temporarily suspended, he shall ensure that all materials,

- equipment and facilities will not, cause damage to existing property, personal injury or interfere with the other works of the project or Station.
2. The OEMs/Turnkey jobs /Contractors shall provide and maintain all type of lights, guards, fencing, warning signs, caution boards and other safety measures for vigilance as and where necessary or as required by the CSL officer-in-charge or Safety staff. The caution boards shall also have appropriate symbols.
  3. Where Permit to work (PTW) is required, the work has not started without obtaining the necessary permit and the PTW requirements are followed strictly throughout the work.
  4. For Project specific or non-routine work on the existing installations, separate Job Safety Assessment (JSA) is to be prepared by the contractor, cleared by the Dept in charge and approval obtained from CSO before start of work.
  5. A separate HSE plan will be required for the new projects in the yard or any turnkey projects. It shall be in line with CSL HSE requirements and same shall be routed through respective S&F dept and approved by respective HOD.
  6. OEMs/Turnkey jobs /Contractors shall hold toolbox talks with his workers on daily basis to convey matters regarding the Safety aspects of the work.
  7. The OEMs/Turnkey jobs /Contractors shall plan his operations so as to avoid interference with other Departmental works and other Sub-Contractors at the site. In case of any interference, requires, coordination shall be sought by the contractor from the Department for safe and smooth execution of work. This shall be done through CSL executing officer.
  8. The OEMs/Turnkey jobs /Contractors shall at all times keep their work spot, site office and surroundings clean and tidy from rubbish, scrap, surplus materials and unwanted tools and equipment. Welding cables, hoses and electrical cables shall be so routed as to allow safe way to all concerned.
  9. All waste generated in course of the work shall be segregated as per the yard requirements and shall be disposed at the respective collection pallets / points of the work areas as the case may be. Any kind of pollution made by the subcontractor shall attract the reprimand proceedings.
  10. All necessary precautions shall be taken to prevent outbreak of fires at the work site. Adequate provisions shall be made to prevent the possibility of fires and ensure the availability of fire extinguishers at site.
  11. The OEMs/Turnkey jobs /Contractors shall be held responsible for non-compliance of any of the safety measures and delays, implications, injuries, fatalities and compensation arising out of such situations of incidents including statutory obligations.