



CSL/SRP/188/2024

18 December 2024

**TENDER NOTICE**

Dear Sir,

Tenders by password protected email are invited for **hotel accommodation for sailors of an Indian Naval Vessel** so as to reach the undersigned on or before the last date and time shown below.

Enquiry no	CSL/SRP/188/2024/04
Name of work	Hotel accommodation for sailors of an Indian Naval Vessel
Nature of bid process	Two bid
Validity of Bid	60 days from the last date of submission of tender
Last date & time for submission of quotation	21 December 2024, before 1100 hrs
Tender opening date and time (technical bid)	21 December 2024, before 1130 hrs (price bid opening shall be intimated separately)
Email address for submission of bids and for pre-bid queries/any other information	<a href="mailto:sureshbabutc@cochinshipyard.in">sureshbabutc@cochinshipyard.in</a> <a href="mailto:julianjose.pj@cochinshipyard.in">julianjose.pj@cochinshipyard.in</a> <a href="mailto:sroffice@cochinshipyard.in">sroffice@cochinshipyard.in</a> Tel: 0484-2501482/1870/1581

Thanking you,

Yours faithfully,  
For Cochin Shipyard Ltd

सुरेश बाबु टी सी  
SURESH BABU TC  
सहायक महा प्रबन्धक  
Assistant General Manager  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd

Asst. General Manager (SRP)



**A. Scope of work**

1. Provide hotel accommodation for 200 sailors of an Indian Naval vessel in air conditioned single/double/triple/4 bed room/dormitory or equivalent facility for a tentative duration of 15 days extendable upto 15 days tentatively starting from 22<sup>nd</sup> December 2024.
2. Following minimum facilities are to be catered at the accommodation.
  - a) Beds with mattresses.
  - b) Laundry facility (04 pieces per day).
  - c) Purified drinking water.
  - d) Lockers.
  - e) Shoe racks.
  - f) Seating area.
  - g) Water dispensers.
  - h) Recreation facilities.
  - i) Television with cable connection.
  - j) Parking facility for minimum of three 27 seater buses and three 07 seater cars at a time (preferred).
  - k) WiFi.

**B. Prequalification criteria (to be submitted along with the technical bid)**

1. The hotel should be located within a distance of 15 kilometers from Cochin Shipyard Limited (CSL) (shall be verified by CSL).
2. The bidder should be in the business of providing lodging facility. Necessary documents in proof to be submitted along with the technical bid.
3. The firm should furnish details of total rooms intended to be provided along with details such as type of room, room size, facilities available in the hotel etc.
4. CSL shall conduct a site visit and shall evaluate the facilities and readiness of the hotel to provide the services as per scope of work. Based on the evaluation the suitability shall be decided.

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### **C. Terms and Conditions**

1. CSL intends to provide accommodation for the entire 200 personnel preferably in a single premises as per room type specified in the scope of work. In case if the hotel does not have the capacity to accommodate the entire crew, the option to split the scope of work shall be decided by CSL.
2. The firm should indicate the type of rooms offered and capacity of personnel which can be accommodated in each room as per format place at annexure III.
3. The firm should arrange a cloak room/storage room sufficient for storing luggage's in safe custody throughout the contract duration.
4. All rooms should have adequate tables & chairs, lockers, linen, mattress, bed sheets, cloth line, pillow covers, blankets, hot water etc.
5. Housekeeping of all rooms is to be undertaken once in a day and recreation facility etc. is to be undertaken twice in a day.
6. Drinking water is to be provided to all inmates without restrictions.
7. Accommodation is required for a tentative duration of 15 days extendable upto 15 days as per the same rate, terms and conditions at the discretion of CSL.
8. The facility shall be inspected by ship staff and CSL rep. from time to time and minor requisites if any will have to be catered.
9. Rate is to be quoted as per the rate format placed at annexure IV. Rate should be inclusive of charges for providing laundry service, recreation room and all other facilities envisaged.
10. Vendor details to be submitted as per annexure II along with the technical bid.
11. Total number of personnel mentioned is indicative and may vary.
12. Payment shall be made for actual occupancy on monthly basis (actual number personnel for actual days occupied) within 30 days of receipt of invoice at CSL.
13. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.
14. Cochin Shipyard Limited reserves the right to award the contract to one or more firms/split the scope work during the pendency of this contract, depending upon the actual necessity.

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15. 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 compliance of contract conditions. No claim whatsoever will be entertained by CSL on this account.

**D. Mode of submission of bid:**

1. Tenders are to be submitted in password protected email and should reach CSL on or before the last date and time for submission of tender. Email address for submission of tender is [sroffice@cochinshipyard.in](mailto:sroffice@cochinshipyard.in) with a copy to [Julianjose.pj@cochinshipyard.in](mailto:Julianjose.pj@cochinshipyard.in)
2. Bidder should make sure that they get an acknowledgement by return mail after submission of tender. CSL shall not be responsible for non-receipt of e mail sent by the firm.
3. Bid is to be submitted in two bid system [in two attachments with password protection- Technical bid (attachment A) & Price bid (attachment B)].
4. The bidder is expected and deemed to have read, understood and agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding.
5. Failure to furnish all information required or false/ambiguous information or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
6. All pages of the offer (including all supporting documents/attachments) should be signed by the authorized signatory of the bidder in acceptance of tender conditions and scanned copy of the same may be attached in the bid. Unsigned and unstamped bids shall be summarily rejected.
7. The firm should indicate "quoted"/ "not quoted" against each line items as applicable in the unpriced price format. Any ambiguity may entail rejection of the offer.
8. Tender documents, downloaded from the CSL website/Central Procurement Portal, shall be downloaded in Toto and no change, whatsoever shall be made. If any alteration is made in the tender document submitted by the Bidder and if found out (be it at any stage of the tender processing and even after award of the contract), it will be viewed seriously by CSL and CSL has the right to reject the offer if required.
9. Following documents in respect of technical bid to be included in attachment A.
  - i. Tender document duly signed on all pages (including scope of work, general terms & conditions and annexures).

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- ii. Vendor details (annexure II).
  - iii. Details of rooms offered/capacity (annexure III).
  - iv. Copy of un-priced bid format as per annexure IV (price bid without prices/numerals)
  - v. Documents required as per Pre-qualification criteria.
10. Price part of technically acceptable offers will be considered for opening.

Thanking you,

Yours faithfully,  
(For Cochin Shipyard Ltd)

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Cochin Shipyard Ltd. Asst. General Manager (SRP)

VENDOR DETAILS (to be submitted along with TECHNICAL BID)

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Telephone No./Fax No./Mobile No	
4	E-mail address	
5	Names of the contact person & designation	(i) (ii) (iii)
6	Type of Entity-Proprietorship/Partnership firm/Company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
7	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 applicable	

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8	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
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- Certified that the above information is true to the best of our belief and information.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No:

  
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<u>Type of accommodation</u> (All rooms to be air conditioned)				
SL No	Type of room	No of rooms	Room Size	No of PAX
a.				
b.				
c.				
d.				
e.				
Total pax				


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**RATE FORMAT**

SI No.	Description	No of pax	Rate per head per day (before GST)	GST %
01	Accommodation for sailors of an Indian Naval vessel in air conditioned single/double/triple/4 bed room/dormitory or equivalent facility	200		

Note: L1 bidder shall be determined based on the lowest rate per head per day quoted for table A.

Signature of firm or authorised personnel:

Name of firm or authorised personnel:

Designation:

  
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