



CSL/SRP/253/2025

18th February 2025

TENDER NOTICE

Dear Sir,

Tenders by password protected email are invited for **hotel accommodation for junior officers 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/253/2025
Name of work	Hotel accommodation for junior officers 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	25 th February 2025, before 1100 hrs
Technical bid opening date and time	25 th December 2025, 1130 hrs (price bid opening date shall be intimated separately)
Email address for submission of bids and for pre-bid queries/any other information	sureshbabutc@cochinshipyard.in julianjose.pj@cochinshipyard.in sroffice@cochinshipyard.in

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 06 junior officers of an Indian Naval vessel in single rooms for a tentative duration of 485 days tentatively starting from first week of March 2025.

B. Prequalification criteria

1. The hotel should be located at a distance of 10 kilometers from Cochin Shipyard Limited – International Ship Repair Facility located inside Willingdon Island.
2. The room size of all 06 rooms should be atleast 350 sqft or above (an undertaking to be submitted as per annexure III along with the technical bid).
3. The firm should submit an undertaking that they shall not subcontract the work or part of the work to any other firms/agency if awarded the contract by CSL (an undertaking as per annexure IV to be submitted along with the technical bid).
4. Vendor details to be submitted as per annexure V.
5. CSL shall conduct assessment to 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.

C. Terms and Conditions


1. The accommodation should have the following minimum facilities.
 - a) Television with DTH.
 - b) Laundry service – 06 piece per day.
 - c) Adequate, table, chairs and locker.
 - d) 24 X 7 Wi-Fi.
 - e) Usage of common leisure facilities available in the hotel.
 - f) Bottled drinking water to be provided in room without restrictions.
 - g) All meals to be served as buffet in the common guest restaurant of the hotel.
 - h) Sanitizers, disinfectants etc. to be provided in each room.
2. Accommodation is required for a tentative duration of 485 days with a provision to extend for a further period of 100 more days as per the same rate, terms and conditions.


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3. Quote should be per room per day basis. GST should be indicated separately. In case if GST is applicable on meal plan then the meal plan rate & GST on meal plan should be indicated separately. Quote should be as per rate format at annexure II.
4. L1 bidder shall be determined based on the total cost on CSL for 485 days before GST considering MAP plan on 242 days and AP plan on 243 days. In case if separate GST is applicable for meal plan, then GST on meal plan shall be added to the cost while determining the lowest bidder. The MAP/AP quantity mentioned in indicative and payment shall be made based on the actual meal availed by the user.
5. Payment shall be made on a monthly basis for actual occupancy (actual rooms occupied for actual number of days) within 30 days of receipt of invoice at CSL. Invoices are to be uploaded online through vendor invoice management portal of CSL.
6. The quantity of rooms mentioned is indicative and may change. The firm should be willing to provide additional rooms at the quoted rates.
7. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.
8. Cochin Shipyard Limited reserves the right to award the contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
9. All services are to be provided to the complete satisfaction of ship owner/customer and in case of any shortcomings in terms of quality, behavior of staff, hygiene/cleanliness etc., the contract shall be terminated with short notice.

D. **Mode of bid submission:**

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 with a copy to sureshbabutc@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) in PDF format only.
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.


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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).
 - ii. Copy of un-priced bid format as per annexure II (price bid without prices/numerals)
 - iii. Undertaking (annexure III & IV)
 - iv. Vendor details (annexure V).
 - 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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RATE FORMAT

Sl No.	Description	No of rooms	No of days	Rate per room per day (MAP) (before GST)	Rate per room per day (AP) (before GST)	GST %
01	A/c Single room	06	485 days			

Note: L1 bidder shall be determined based on the total cost on CSL for 485 days before GST considering MAP plan on 242 days and AP plan on 243 days. In case if GST is applicable for meal plan, then GST on meal plan shall be added to the cost while determining the lowest bidder. For this purpose meal plan rate & GST on meal plan if applicable should be indicated separately.

Signature of firm or authorised personnel:

Name of firm or authorised personnel:

Designation:


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 Cochin Shipyards Ltd.

UNDERTAKING

I, Shri in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s do hereby give an undertaking that we shall provide 06 rooms having a minimum room size of 350 sqft or above if awarded the contract by CSL.

Signature of authorised personnel:

Name of firm & authorised signatory:

Designation:


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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.

Signature of authorised personnel:


Name of firm & authorised signatory:

Designation:


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VENDOR DETAILS

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 & authorised signatory:

Designation:


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