

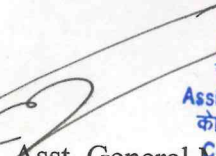


**TENDER ENQUIRY**

Enquiry no & date	SRP/DEOs/RW.0323/2024 dated 26 Sept 2024
Name of work	<b>Hiring services of data entry operators for INS Vinash</b>
Nature of bid process	Two bid
Mode of submission of bid	By email
Validity of Bid	60 days from the last date of submission of tender
Last date & time for submission of quotation	04 Oct 2024, 1100 hrs
Quotation opening date and time	04 Oct 2024, 0200 hrs
Email id for tender submission	<a href="mailto:julianjose.pj@cochinshipyard.in">julianjose.pj@cochinshipyard.in</a> <a href="mailto:sroffice@cochinshipyard.in">sroffice@cochinshipyard.in</a> <a href="mailto:revathy.ms@cochinshipyard.in">revathy.ms@cochinshipyard.in</a>
Correspondence details for pre-bid queries and any other information	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  
Asst. General Manager (SRP)



**A. Scope of work**

1. Hiring services of 01 Data Entry operators for 386 days at *Naval Dockyard, Mumbai* and 01 data entry operator for 416 days at *IHQ Delhi*.
2. Data entry operators, shall assist CSL client (Navy) to carry out the following tasks on a day to day basis.
  - a) Updating and monitoring of various refit activities as per PERT (Program Evaluation and Review Technique).
  - b) Making agenda points, Power Point presentation for various meetings during the refit and various refit correspondence, any other miscellaneous tasks related to the above.

**B. Prequalification Criteria (all supporting documents to be submitted along with bid).**

1. The firm should be in the business of providing man power supply in shipyards, NSRY, Govt. organization or semi-Govt organisations or Commercial organisations etc. in a minimum of 03 years within last eight years. (supported by work orders or agreement/work completion certificates placed by clients).
2. Vendor details as per annexure III to be submitted along with technical bid.
3. The firm should supply Data entry operators, as per the specific requirement of NAVY as follows.
  - a. Data entry operator should be a degree/diploma holder in any discipline from a recognized board with adequate computer knowledge, experience in MS office (Ppt, Word, excel, access, project etc;) and minimum 02-years experience in the relevant field. Bio data is to be submitted as per annexure V.
4. The firm to submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract, as per annexure III along with technical bid.

  
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Cochin Shipyard Ltd.



### C. Terms and Conditions

1. If the firm is selected as the lowest bidder, they should submit an undertaking from the employees deployed that they are willing to work with the firm to provide the services to office of Indian Navy at Mumbai/Delhi.
2. The firm to submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract, as per annexure III along with technical bid.
3. The firm must comply with statutory requirements, EPF/ESI, and other labour laws/regulations in force and as amended from time to time by Govt. of India.
4. The firm must abide by minimum wages act as governed by Govt. of India rules in force and as amended in future.
5. Quote should be per head per day basis. GST should be indicated separately and shall be paid extra as per govt. rules. The validity of the quote shall be for 90 days. The rate quoted shall include all the expenses of salary etc. payable to employees, ESI/EPF remittance of employees, other statutory payment and any other miscellaneous cost etc. Rate agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract.
6. **Work timing** will be for 8 hrs in a day on requirement basis, excluding Sundays. Payment shall be paid for the actual work done. The firm should maintain an attendance logbook and to be certified by officer in charge of Navy on a daily basis.
7. The individuals shall be selected by interview conducted by Indian Navy. The employee deployed cannot be changed without the prior approval from officer in charge of Navy. In case any employee deployed is changed due to any contingency, new personnel deployed should have the same qualifications as stipulated in prequalification criteria. In such cases Bio data to be submitted for prior approval. CSL reserve the right to deduct charges from firm in case of non-deployment of data entry operator in case of not meeting required qualifications.
8. **The period of work** shall be 386 working days for data entry operator at Naval dockyard, Mumbai and 416 working days for data entry operator at IHQ , Delhi, tentatively from 01 Nov 2024.
9. Entry passes for the personnel to work inside IHQ Delhi and Naval Dockyard Mumbai shall be arranged by the agency after completing necessary formalities.

10. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also.
11. The firm shall be solely responsible for the consequences arising out of any loss, damage or accident caused to the personnel engaged by him on duty. Any labour issues with employees have to be settled by the firm itself. CSL will not have any responsibility for any issue between firm and the employees, for any injury or illness to firm's workmen/ other personnel during execution of work. In this regard firm will have to fully indemnify CSL against any claim made by his workmen/other personnel.
12. The firm shall ensure that the personnel employed by them are working in complete compliance with CSL/Indian Navy HSE rules. The firm shall be entirely responsible for the safety of all personnel employed by him on the work and should ensure that the personnel are adequately covered under insurance.
13. Payment shall be made at actuals for number of personnel present on duty for each month by NEFT to the account of firm against invoice in triplicate supported by work completion certificate/attendance log book duly certified by officer in charge of Navy and ESI/EPF remittance documents in respect of personnel engaged for work. The bank name, account number, IFSC code and other bank details shall be furnished by the firm in the prescribed format of CSL. Following documents to be submitted along with the invoice for payment.
  - a) Work completion certificate/attendance log book for the month duly certified by the officer in charge of Navy.
  - b) Documents related to remittance of ESI and EPF and payment of salary to the DEOs.
14. The firm shall be solely responsible for the payment of wages, salaries and other legal dues of its personnel who are employed/deployed by it from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service and salary has to effect before 10<sup>th</sup> of every month succeeding the wage month. CSL reserves the right 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 employed by the firm.
15. The contract shall be on a principal to principal basis and it will not create any employer, employee relationship between CSL and the firm or its employees/personnel. This contract



shall also not be deemed to create any partnership, joint venture or any association between CSL and the firm.

16. The firm shall indemnify CSL and keep harmless against any or all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against CSL directly or indirectly by reason of:
  - a) Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
  - b) Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.
17. The firm should immediately intimate CSL in writing if any of its personnel engaged for work has committed any breach of any of the employment agreement or has committed any other offence or has been arrested by the police or removed from the employment of the firm. CSL shall have the right to call upon the firm to replace any personnel of whose performance or behavior is not satisfactory and the firm shall forthwith replace such personnel immediately
18. CSL reserves the right to split the scope of work and award the contract to one or more firms for scope of work mentioned above, depending upon the actual necessity, site conditions etc.
19. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.
20. It is clarified that the firm 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 un-resolved disputes after hearing by General Manager (SR) shall be referred to the nodal officer Shri. Syamkamal N, Company Secretary, Cochin Shipyard Ltd in the specified format. 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.
21. During the evaluation of tender AGM (SRP) may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in price or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.

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22. The acceptance of a tender will rest with GM (SR) 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.
23. The tenderer is required to familiarize the location and working environment prior to submitting offer. The firm should contact or visit office of refit monitoring team at CSL for this purpose. For further clarification on the matter, *please contact Shri. Girishkumar Swamy Chettiar Project Coordinator RRMT (Indian Navy), PH: 9869039756/7021026054*. The firm should submit an undertaking that they have clearly understood scope of work and location of deployment with the technical bid (Annexure III)
24. CSL reserves the right to terminate the contract at short notice in case the firms performance is found not satisfactory with regard to progress of work, quality, time factor, labour disputes with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by CSL.

**D. Instruction to Bidder for submission of quote:**

1. Tender to be submitted in two bid system, **Attachment A-Technical bid** and **Attachment B- Price bid** . The two attachments should be password protected and to be sent as a single mail to [sroffice@cochinshipyard.in](mailto:sroffice@cochinshipyard.in);  
copy to: [julianjose.pj@cochinshipyard.in](mailto:julianjose.pj@cochinshipyard.in) ; [revathy.ms@cochinshipyard.in](mailto:revathy.ms@cochinshipyard.in)

The bidder should make sure that they get an acknowledgement by return mail after submission of bid. CSL shall not be responsible for non receipt of email sent by the firm.

2. **Technical Bid:** All prequalification documents supporting experience, etc, strictly in accordance with the tender schedule duly signed and stamped on all pages accepting all the tender terms and conditions (annexure I), blank price format (annexure II), undertaking (annexure III) vendor details (annexure IV), and Bio data (annexure V) duly filled and stamped are to be sent as attachment A by pass word protected **email**.

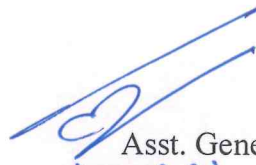
  
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3. **Price Bid:** Price Bid in Annex II strictly in accordance with the tender schedule should be sent as attachment B (to be password protected).

**Note:** Clarifications if any, to be made prior to quoting on Tel: 0484-2501581/1482.

Thanking you,

Yours faithfully,



Asst. General Manager (SRP)

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**HIRING SERVICES OF DATA ENTRY OPERATORS – INS VINASH**  
**RATE FORMAT**

Sl. No.	Description	Number required	Rate per head per day (8 hrs) (Rs) (before GST)	GST %
1	Data entry operators	02		

Note: i) Work timing shall be 8 hrs per day on requirement basis except Sundays.

Signature of Firm/authorised signature


of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No:

  
 सुरेश बाबु टी सी  
 SURESH BABU TC  
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 Assistant General Manager  
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 Cochin Shipyard 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 not subcontract the work or part of work to any other agency if awarded the contract by Cochin Shipyard Ltd.

We also give undertaking that we have contacted RMT office and clearly understood scope of work and location of deployment of the services.

Signature of Firm/authorised signature

of firm or agency:

Name of firm or authorised signatory of firm/agency:


Designation:

Address:

Contact No:

Place :

Date :

  
शुद्ध बाबु टी सी  
SHRESH BABU TC  
सहायक महा प्रबन्धक  
Assistant General Manager  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.

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 ( Self attested copy of PAN card has to be submitted)	
	GST Registration Number ( Self attested copy has to be submitted)	
	EPF Registration No. (Self-attested copy to be submitted). Note: In case firm does not have EPF registration reasons thereof to be indicated in remarks column.	
	ESI Registration No. (Self-attested copy to be submitted). Note: In case firm does not have ESI registration reasons thereof to be indicated in remarks column.	
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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Cochin Shipyard Ltd.

9	Customers served currently	
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- Certified that the above information is true to the best of our belief and information.

Place:

Signature of Firm/authorised signature

Date:


of firm or agency:

Name of firm or authorised signatory of firm/agency:

Designation:

Address:

Contact No:

  
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 Cochin Shipyard Ltd.



**BIO DATA - DATA ENTRY OPERATOR**

1. Name :
2. Date of birth :
3. Place of birth :
4. Present Home  
Address :
5. Permanent address :
6. Educational Qualification :
7. Language Skills : Hindi (speak/write/read), English (speak/write/read)  
(Please tick ☒ as applicable)
8. Working knowledge : Microsoft word/excel/power point/project  
(Please tick ☒ as applicable)
9. Experience :

Sl. No	Description of work	Previous Experience in ship repair yard (in month)	Firm
1			
2			
3			

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

Signature of data entry operator

Signature of Firm

Firm Name:

Address:

Contact No:

Place :

Date :