

COCHIN SHIPYARD LIMITED
(A Government of India Enterprise)



Invites
Request for Proposal (RFP)
For
Workstation, Monitor & UPS on Rental Basis

Tender Ref No	CSL/DESIGN/IT/SER/RENTAL/2026/1 DT. 07 th Jan 2026
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PO Bag # 1653, Perumanoor P O
Kochi- 682015
Tel: +91 484 2501943
Web: www.cochinshipyard.in

TENDER NOTICE FOR PROVIDING WORKSTATION COMPUTER ON MONTHLY RENTAL BASIS (08 Nos)

Cochin Shipyard Limited (CSL) invites bids for providing **Workstation computer, monitor, UPS (08 Nos) on monthly rental basis**, from eligible bidders who fulfill the pre-qualifying criteria as per the details mentioned in this Tender Enquiry/Tender Document. The eligible suppliers/bidders are requested to submit the offer **offline** in sealed covers super scribing the enquiry number & date, on or before the tender due date and time specified in the document.

1	Tender EnquiryNo.&Date	CSL/DESIGN/IT/SER/RENTAL/2026/1 Dt:07-Jan-2026
2	Name of work	Providing workstation computer, Monitor and UPS on monthly rental basis (08 nos)
3	Last date and time of receipt of tender	17-January-2026 at 15.00 Hrs.
4	Date and time of opening of Technical Offer (PART I)	17-January-2026 at 16:00 Hrs.
5	Date and time of opening of Commercial Offer (PART II)	Will be informed later to all the technically qualified bidders
6	Period of contract	4 Months as specified in the work order.
7	Short description of work	Providing workstation computer, monitor, UPS (08 Nos) on monthly rental basis , as per the terms and conditions in this tender document.
8	Officer in-charge	Name: Prajith AR Designation: Senior Manager (IT) Email ID: prajith.ar@cochinshipyard.in Phone: 0484 250 1943 Mob: +91 8129701554

All bids for this tender shall be submitted offline in a two-bid format, consisting of technical bid and commercial bid, each sealed in separate envelopes. Both envelopes shall then be placed in a single sealed cover, clearly super scribed with tender reference number and date, and has to be reached the office of the Senior Manager (IT), Design Dept., 3rd Floor, Administrative Building, Cochin Shipyard Ltd, Perumanoor Post, Cochin – 682015 on or before the last date and time specified in the above table. CSL will not be responsible for postal delay or non-delivery/non-receipt of bid documents.

For COCHIN SHIPYARD LIMITED
SENIOR MANAGER (IT)

Format of Bid document submission

1. PART – I (Sealed **Envelope1**)
 - i. Shall be labelled as “TECHNICAL OFFER FOR PROVIDING WORKSTATION COMPUTER, MONITOR & UPS ON MONTHLY RENTAL BASIS”.
 - ii. Shall include signed and sealed copy of all pages of this tender document.
 - iii. Shall also include **blank price format (Unpriced)** certifying that the price bid has been offered as per the format of the tender.
 - iv. Shall include Annexure I and Annexure III, duly filled.
2. PART - II (Sealed **Envelope2**)
 - i. Shall be labelled as “COMMERCIAL OFFER FOR PROVIDING WORKSTATION, MONITOR & UPS COMPUTER ON MONTHLY RENTAL BASIS” as per the specified format.
 - ii. Shall include **only price bid**, as per the format given in **Annexure IV**. Any deviation from this format will lead to rejection of the bid and shall not be considered for further processing.
 - iii. Prices must be quoted in Indian Rupees (INR) and must be exclusive of GST.
 - iv. Price bid must be duly signed and sealed by the bidder.
3. PART- 1 and PART- II
 - i. Both Envelopes, PART-1 and PART-II Shall be enclosed in another sealed Envelope (**Envelope3**) addressed to Senior Manager (IT) so as to reach on or before last date and time of receipt of tender specified. (**Envelope 3 should include Envelope1 and Envelope2**)

The bid must be submitted to:

Shri. Prajith A R
The Office of Senior Manager (IT)
Design Department, 3rd floor,
Administrative Building,
Cochin Shipyard Ltd
Cochin – 682 015
Kerala
Ph: 0484 2501943

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1. INTRODUCTION

Cochin Shipyard Ltd was incorporated in the year 1972 as a fully owned Government of India company. In the last three decades the company has emerged as a forerunner in the Indian Shipbuilding & Ship repair industry.

Cochin Shipyard Ltd invite offline bids, from eligible IT service providers, to Providing workstation computer, monitor, UPS (08 Nos each) on monthly rental basis for a period of 06 months in Design department.

2. SCOPE OF WORK

1. The workstation (with all accessories including keyboard & mouse), monitor and ups shall be in good working condition.
2. The contractor shall supply the above items at CSL, Kochi and collect the same from CSL on completion of the contract.
3. Maintenance of all the above items during the contract period.

3. TECHNICAL TERMS AND CONDITIONS

The bidders are requested to carefully go through the below terms and conditions:

1. The bidder should have a full-fledged local Service/Support Centre/office at Kerala
2. The contract will be for a period of **06 months** and will commence from the date of arrival of the working workstations, monitors & UPS at CSL.
3. It is the sole responsibility of the contractor to ensure that all the supplied items are in good working condition during the contract period. It is contractor's responsibility to resolve the issue on or before the next business day the compliant is reported.
4. **Defective parts may be taken back by the contractor, however, any storage device inside the workstation will be strictly retained by CSL and will not be returned back to the firm.**

4. GENERAL TERMS AND CONDITIONS

1. The contract is initially for six months which may be extended by mutual agreement if the service provided by the contractor is deemed satisfactory. However, the final decision shall rest solely with CSL.
2. The Workstation (with all accessories including keyboard & mouse), Monitor and UPS shall be in compliance to the specifications mentioned in Technical Bid on page no. 10 of the tender.
3. The Windows Operating System software preloaded in all the systems shall be licensed and a document supporting the license & validity shall be submitted with delivery of computers.
4. The successful bidder shall be responsible for smooth functioning of each system supplied. Any complaint shall be addressed within two working days of reporting. In case, resolving the complaint takes longer than two days, supplier shall replace with another computer system on third working day.
5. All the equipment must be maintained in good working condition till the completion of the contract.
6. Cochin Shipyard shall have the option to terminate the contract at any time if the service is found to be unsatisfactory. A quarterly/monthly review of the service will be carried out and if found unsatisfactory, the contract can be terminated which shall be final and binding.
7. The price should be quoted as monthly rental in the format placed in Annexure IV.
8. The price quoted by the bidder should be final and no escalation shall be permitted during the contract period except for statutory levies enhanced or introduced after the date of submission of the price bid, duly supported by documentary evidence.

9. The price offer submitted by the bidder should be valid for a minimum period of 60 days from the date of opening of bid.
10. No rate enhancement shall be permitted for any reason once the offer is accepted and the order is placed. Withdrawing the quotation after acceptance or failing to deliver the services will result in the cancellation of the order.
11. Technical and Price/Financial bid must be enclosed separately, keeping price bid along with technical bid will lead to rejection of bid.
12. CSL reserves the right to reject any or all tenders/bids, in whole or in part, at its discretion, and is not obligated to accept the lowest or any particular tender.
13. Bidders must thoroughly review the terms and conditions, as well as the technical specifications of the items for which offers are invited. If any of the conditions are not acceptable to the bidder, they must be explicitly stated in the tender. Failing this, it will be assumed that all terms and conditions are accepted.
14. Offers submitted must be free from overwriting. Any corrections or additions must be duly attested.
15. All statutory taxes will be deducted as per the rule.
16. A Self-declaration accepting the terms and condition of this tender must be signed and submitted as per the format provided in Annexure III.
17. Tender Opening: Only those bids received up to the date and time mentioned in the cover page of this document will be considered for opening. Bids received late shall not be considered under any circumstances.
- 18. Payment Terms**
 1. The payment for the service will be released monthly in advance on receipt of desktop in good working condition at CSL and on receipt of the GST invoice.
 2. The contractor must use the online portal facility available to upload the soft copy of the invoices (Digitally Signed or Not Signed).
 3. The contractor must clearly indicate his GST number invariably in all his bills/invoices.
 4. Payments from CSL will be made only through NEFT/RTGS mode and necessary details must be furnished by contractor to CSL Finance Dept.
 5. No advance payments will be released for any of the services or procurement of any parts or spares.
- 19. Service Level Agreement:**
 1. The Contractor must ensure that all complaints registered are attended within next business day.
 2. In case, resolving the complaint takes longer than two days, supplier shall replace with another computer system/monitor/UPS on third working day.
20. Cochin Shipyard Ltd reserves the right to cancel the tender at any stage without assigning any reason.
21. The bidders must affix sign and seal on all pages of the tender document.

5. OBLIGATIONS OF COCHIN SHIPYARD

1. Cochin Shipyard shall be responsible for assuring the proper use, management, and supervision of the equipment.

6. FORCE MAJEURE

Should failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, act of GOD or any inevitable or unforeseen event beyond human control which may be constructed as is usually agreed, to be justified by the circumstance of the case. The occurrence/cessation of force majeure situation is to informed with documentary evidence within 15 days from the date of occurrence/cessation.

7. CONFIDENTIALITY

This request for proposal and all materials submitted by CSL for this purpose, must be considered confidential, and may not be distributed or used for any purpose other than the preparation of a response for submission to CSL. The Bid documents shall remain the exclusive property of the CSL without any right to the Bidder to use them for any purpose other than the preparation of a response for submission to CSL. Disclosure of any part of the information contained therein to parties not directly involved in providing the services /products requested, could result in disqualification and/or legal action. When submitting confidential material to CSL, the bidder must clearly mark it as such.

8. JURISDICTION

All questions, disputes or difference arising under, out of, or in connection with contracts shall be subject to the exclusive jurisdiction of the Courts at Ernakulam, Kerala, India.

9. RIGHT TO TERMINATE THE PROCESS

CSL may terminate the bidding process at any time without assigning any reason. CSL makes no commitments, express or implied, that this process will result in a business transaction with anyone.

10. TERMINATION OF THE CONTRACT

The contract with the successful bidder may be terminated in the following circumstances:

1. In the event of the successful bidder having been adjudged insolvent or going into liquidation or winding up their business or failing to observe any of the provisions of the contract or any of the terms and conditions governing the contract or failure to render the contracted services in time, CSL shall be at the liberty to terminate the contract forthwith without prejudice to any other right or remedies under the contract and to get the work done by other agencies at the risk and cost of the successful bidder and to claim from the vendor any resultant loss sustained or costs incurred.
2. When the successful bidder is found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair practices.
3. When both parties mutually agree to terminate the contract.
4. If the successful bidder subcontracts or transfers or assigns the contract or any part thereof to a third party.

11. ANNEXURE I – TECHNO-COMMERCIAL BID FORMAT

The techno-commercial bid should contain the following documents. Failure to meet the below pre-qualification criteria shall result in rejection of bids.

ANNEXURE I-A: BIDDER DETAILS

1.	Name of the Company: (As in the Registration Certificate) Registration Certificate No: (Copy need to be attached)	
2.	Address (with Tel. No., Fax no. & E-mail address)	
3.	Contact Person/Account Manager for CSL	[Attach Escalation Matrix including Contact number]
4.	The number of years of experience in Computer rental service.	
5.	List of main customers in Kerala/India.	
8.	PAN No:	[Attach proof of certificate]
9.	GST No	[Attach proof of certificate]

DECLARATION

I hereby certify that the information furnished above is complete, true, and correct to the best of my knowledge. Also, I hereby fully agree that the CSL will have all the rights, without prior intimation to me, to cancel the contracts, give tender holiday to my firm and not to engage me in any of the business transactions with CSL for the next six months, if any of the information furnished above is false or any of the documents submitted above is incorrect.

Authorized Representative Name:	Place:
Designation:	Date:
Signature:	
Company Name:	
Seal of company:	

12. ANNEXURE II - Technical Details of the Workstation, Monitor & UPS required on Rental

SL NO	ITEM DESCRIPTION	QTY	Acceptance for supplies By Bidder Specify (Yes/ No)
1	Intel Core™ i7- 12Gen or above, Genuine Windows 11 Pro, 32GB RAM or higher, 512 GB PCIe M.2 SSD, Graphics: NVIDIA 4GB (Quadro/RTX) or higher All the required standard accessories including keyboard and mouse.	08	
2	Monitor 24" Full HD	08	
3	UPS 600VA	08	

13. ANNEXURE III - LETTER OF CONFIRMATION / DECLARATION

To,

The Senior Manager (IT)
Design Department, 3rd floor,
Administrative Building,
Cochin Shipyard Ltd
Perumanoor PO, Kerala Cochin – 682 015.

REF: Tender No: CSL/DESIGN/IT/SER/RENTAL/2026/1

Dear Sir,

We confirm that we will abide by the conditions mentioned in the Tender Document (RFP and annexure) in full and without any deviation.

Our company is agreeable to provide the services as per the RFP. We agree to all the terms and conditions of the Tender No: CSL/DESIGN/IT/SER/RENTAL/2026/1.

We shall observe confidentiality of all the information passed on to us in course of the rental period at CSL and shall not use the information for any other purpose than the current tender.

I certify that the information provided above is to the best of my knowledge true and correct.

Authorized Representative Name:	Place:
Designation:	Date
Signature:	
Company Name:	
Seal of Company:	

14. ANNEXURE IV - PRICE BID FORMAT

SL NO	ITEM DESCRIPTION	QTY	Rental Charges per unit System per month	Total Rental Charges for Systems per month
1	Intel Core™ i7- 12Gen or above, Genuine Windows 11 Pro, 32GB RAM, 512 GB PCIe M.2 SSD, Graphics: NVIDIA 4GB (Quadro/RTX) or higher All the required standard accessories including keyboard and mouse.	08		
2	Monitor 24" Full HD	08		
3	UPS 600VA	08		
4	GST @ ____%			
5	Total Price per month			

*This format is for reference only. Do not fill the price details in **technical bid** of the tender submission.

*The bidder shall submit the price bid strictly in this format and shall be placed only in the commercial offer.

Date:
Seal

Authorized Signatory with Company