



TENDER ENQUIRY

Enquiry no & date	CSL/SRP/375 /2025 dated 23 July 2026
Name of work	Rate contract for hiring services of Dock Master for Docking/Undocking/berthing of vessels in Cochin Shipyard Ltd. for the year 2026-2028
Nature of bid process	Two bid
Mode of submission of bid	By email
Validity of Bid	120 days from the last date of submission of tender
Last date & time for submission of quotation	06 Aug 2026, 11.00 AM
Quotation opening date and time (Technical bid)	06 Aug 2026, 02:00 PM
Email address for bid submission	julianjose.pj@cochinshipyard.in sroffice@cochinshipyard.in revathy.ms@cochinshipyard.in
Correspondence details for pre-bid queries and any other information	Tel. 0484 2501482/1870/1581

Thanking you,

Yours faithfully,
For Cochin Shipyard Ltd

Asst. Manager (SR-FP&CM)

जुलियन जोस पी जे / JULIAN JOSE P J
सहायक प्रबंधक/Assistant Manager
कोचीन शिपयार्ड लि.
Cochin Shipyard Ltd.



Annexure I

A. SCOPE OF WORK: It includes providing services of dock master inside port, namely overseeing docking/undocking and berthing of ships at CSL docks/quays and at ISRF and services outside port for trials of ships. The dock master shall assist CSL in liasoning with CoPA for arranging tugs and pilots for above activities.

B. PREQUALIFICATION CRITERIA

Sl no	Criteria	Proof to be submitted
1.	Pilots who are familiar with operations in Cochin Shipyard Ltd & Cochin Port Authority OR Pilots who have past experience of other Port Trust and holding certificate of competency, Master FG /NCV.	Proof of association with CSL/CoPA. OR Proof of experience with other port trust
2.	The dock master should be resident of Cochin and should continue to remain as a resident of Cochin during the contract period and available for CSL duty on call. He shall not have any permanent assignment or part-time assignment outside Cochin that will make his services not available to CSL on call.	Present Address proof
3.	The dock master should hold a certificate of competency Master FG/NCV throughout his service period in CSL.	Certificate of Competency Master FG/NCV, Pilot license (if held)
4.	Only individual candidates as per the specifications of the tender are eligible to participate in the tender for the reason that his services are available to CSL on call. No agency, firm intermediaries etc. are eligible to participate or no agency, firm, intermediaries etc. for and on behalf of an individual are eligible to participate in the tender.	

C. TERMS & CONDITIONS

1. The dock master is to be preferably familiar with operations in CSL, Cochin Port Authority and shall remain updated from time to time to render services to CSL in an efficient manner.
2. However, the dock master who have past experience of other Port Trust and holding certificate of competency, Master FG /NCV and willing to remain as a resident of Kochi during the contract period shall also be considered. In such cases the tenderer for award of contract is to be familiarized with Cochin Port Authority operation and CSL activities by undergoing familiarization visit to CoPA, CSL and ships at the cost of the tenderer for which necessary specific assistance shall be provided by CSL as required basis.
3. Pilot license for unlimited tonnage of vessel is desirable to enable larger vessels to be piloted in Cochin Port Authority area, if need arises. The dock master should hold a certificate of competency Master FG/NCV throughout his service period in CSL. The supporting documents of experience, Certificate of Competency Master FG/NCV, Pilots license (if held) are to be enclosed with the offer.
4. The dock master shall continue to remain as a resident of Cochin during the contract period and available for CSL duty on call. He shall not have any permanent assignment or part-time assignment outside Cochin that will make his services not available to CSL on call.
5. CSL reserves the right to award the contract to one or more persons, depending upon the actual necessity.
6. All relevant clauses of the general conditions of Contract prevalent in CSL will be applicable to this contract also. HSE guidelines issued by CSL shall be followed for this contract.
7. **Period of Contract:** The services required is for a period of 02 (two) years . CSL reserve the right to extend the validity of the contract for a further period of six (6) months from the date of expiry, if found necessary at the same rate, terms and conditions of the contract.
8. The contract can be terminated by giving one month notice by either party during the contract period.
9. **Payment terms:** The work completion certificate to be signed by officer-in charge of CSL. Payment will be made within 45 days of receipt of invoice by NEFT to the account of service provider. The NEFT particulars shall be furnished by the service provider in the proforma of CSL. Dock Master should have valid GST registration as per Govt rules.

10. Invoices are to be uploaded online through CSL vendor invoice management portal.
11. **Dispute resolution procedure:** All disputes shall be referred at the level of General Manager (SR) for resolution. Any un- resolved disputes shall be dealt with as per existing standard procedures of CSL.
12. **Grievance Redressal:** It is clarified that the contractor cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd., Kochi has a grievance redressal cell and all un-resolved disputes after hearing by GM (SR) shall be referred to the nodal officer Shri.. Shyam Kamal 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 GM (SR) and CSL Grievance Redressal committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.
13. Only individual candidates as per the specifications of the tender are eligible to participate in the tender for the reason that his services are available to CSL on call. No agency, firm intermediaries etc. are eligible to participate or no agency, firm, intermediaries etc. for and on behalf of an individual are eligible to participate in the tender.

Instruction for submission of quotation

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: revathy.ms@cochinshipyard.in; copy to: julianjose.pj@cochinshipyard.in , sroffice@cochinshipyard.in

Technical Bid All the tender pages to be signed and stamped on all the pages accepting all the tender terms and conditions (annexure I) along with all relevant documents/certificates, Blank price format in Annexure II to be sent as **attachment A** (to be pass word protected) .

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

2. Rate is to be quoted in rate format at annexure II.
3. 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

DOCK MASTER SERVICES IN CSL (2026-2028)

RATE FORMAT

Sl no.	Description of work		Quantity estimated for two years	Rate (Rs)	Total cost (Rs)
1	Charges for dock master services including to and fro transportations and incidental expenditure on meals etc. payable for each day or part thereof reckonable from 0700 to 1600 Hrs	Inside port	300 days		
2		Outside port	1 day		
3	Extra Charges per hour inside port of service before 0700 Hrs and after 1600 Hrs	Inside port	200 Hrs		
4		Outside port	1 Hr		
				TOTAL COST	
				GST %	
				TOTAL COST INCLUDING GST	

DETAILS OF SERVICE PROVIDER (to be submitted along with TECHNICAL BID)

1	Name of the Bidder	
2	Address at Cochin	
3	Telephone No./Fax No./Mobile No	
4	E-mail address	
5	GST Registration no. (Self attested copy of PAN card has to be submitted)	
6	PAN Card Number (Self attested copy of PAN card has to be submitted)	

Place :
Date :

Signature:
Name of bidder:

