

NOTICE INVITING TENDER

Tender No: HCSL/P&A/TEN/2025/066 dated 08.08.2025

1. Sealed competitive tenders are invited on behalf of Hooghly Cochin Shipyard Limited (Hooghly CSL) from experienced vendors for the under-mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer Scope of Work, General Terms and Conditions and Special Terms attached.


Tender No. & date	HCSL/P&A/TEN/2025/066 dated 08.08.2025
Scope of Supply / Work	Facility Management Service at Hooghly CSL Guest House, Howrah (Details of the Specification is enclosed separately)
Type of Tender	Two Bid
Cost of tender form	N/A
Earnest Money Deposit (EMD)	Rs. 14,000/-
Last date & time of receipt of tender	29.08.2025 at 15:00 Hrs.
Date & time of opening of technical bid	29.08.2025 at 15:30 Hrs.
Tenure of contract	One Year (From the date of issue of the work order)
Officer-in-Charge	Name: Avik Majumder
	Designation: Senior Manager (IR&HR)
	Email: avik.majumder@hooghlycsl.com
	Phone No: +91-7003395446

2. Tender references should be clearly indicated on top of the respective envelopes.
3. Sealed tenders in Two cover systems (Prequalification cum Technical and Price Bid) addressed to The Senior Manager (IR & HR) shall be **dropped in the Hooghly CSL tender box or couriered to Hooghly Cochin Shipyard Ltd (Hooghly CSL), Satyen Bose Road, Danesh Sk Lane (PO), Nazirgunge, Howrah, West Bengal, PIN - 711109** before the due date and time.




<u>Sl.No</u>	<u>Description</u>	<u>Annexures</u>
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Signature and Seal of the Bidder(s)	For Hooghly Cochin Shipyard Limited

अविक मजुमदार
Avik Majumder
वरिष्ठ प्रबंधक - आईआर एवं एचआर
Sr. Manager - IR & HR
हुगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED



SCOPE OF WORK

1. Requirement:

- a) Male Cook cum Supervisor - 1 No.
- b) Helper cum Cleaner - 1 No.

2. Roles and Responsibilities:

a) Male Cook cum Supervisor – 01 No.:

- Responsible for preparation of morning tea, breakfast, lunch, evening tea with snacks and dinner daily (Including Holidays).
- Act as caretaker and supervisor for the Hooghly CSL Guest House.
- Maintain inventory, stock register and upkeep of records.
- Responsible for procurement of groceries, kitchen items and cleaning supplies as per requirement.
- Attend to guest-related needs and maintain hygiene standards.

b) Helper cum Cleaner – 01 No.:

- Daily cleaning of Guest House including sweeping, mopping, utensil cleaning, toilet/bathroom maintenance (Including Holidays).
- Washing, drying and ironing of linen, curtains and upholstery.
- Deep cleaning on Saturdays or after guest check-out.
- Disposal of waste and upkeep of common areas and kitchen.
- Maintain adequate hygiene using proper disinfectants and cleaning agents.

3. One of the staff must stay at the Guest House during night hours for 24x7 assistance.

4. The contractor should ensure replacement staff in case of absence to avoid deduction on pro-rata basis.

5. Contractor must ensure all deployed workers are medically fit, non-minor and not blacklisted from any organization.

6. The Employee of Contractor should have experience in handling of Guest House Facility Management Services. Prior to engagement Bio data of the employee should be sent to the Officer-In-Charge for approval.



3 | P a



7. Details of Guest House:

- a) **Location:** Hooghly CSL Guest House,
Hooghly CSL Premises, Satyen Bose Road,
P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah,
West Bengal – 711109.
- b) The Guest House Comprises of 4 (Four) Rooms, one drawing hall and one dining hall with kitchen. The vendor may visit to the Guest House (if required) before submission of tender after contacting Officer-in-Charge as mentioned in the tender.

8. Period of Contract:

- a) Period of contract shall be initially for a period of 1 year. However, the contract shall be extended for another period of 1 year based on the satisfactory performance by the contractor. The terms and conditions will be same during the entire contract period including the extended period. Hooghly CSL decision will be final in this regard.
- b) The service offered by the firm will be evaluated during the initial 3 months of the contract period and if the services offered by the firm is found not satisfactory or not complying with the terms and conditions, then the contract will be terminated.
- c) Hooghly CSL has the authority to terminate the contract at any time if the performance of the firm is found not satisfactory or not complying with the terms and conditions, by giving one month notice period. In that case the security amount will be forfeited.

9. The Guest House should be neat and clean at all times.

10. The Firm can engage a reliever for the weekly off for the Cook and Housekeeping staff to ensure that the staff gets weekly off, so as to abide by the laws.

11. The Firm can engage a reliever for the weekly off for the Cook and Housekeeping staff to ensure that the staff gets weekly off, so as to abide by the laws.

12. In case any extra manpower (Male cook / Male Helper cum Cleaner) is required, same shall be provided by the contractor for same rate, terms and conditions based on the intimation from Officer-in-Charge. Payment for the extra personnel will be done on Pro-rata basis.

13. Water, electricity, cookeries, cutleries, utensils, linens, kitchen ware, furniture and fixtures will be within the scope of Hooghly Cochin Shipyard Ltd (Hooghly CSL). The raw materials for cooking, cooking gas, cleaning materials etc. required for the day to day running of Guest House shall be procured and utilized by the vendor as per the requirement and instruction of officer in charge. Such expenditure shall be reimbursed to the contractor on monthly basis as per actual upon submission of documentary evidence (Proper GST bill certified by officer in charge). Proper justification should be provided in case if any GST bills are not available for the expenditure incurred. Decision of Hooghly CSL officer in charge will be final in this regard.

14. In case Cook / Cleaner is on leave/absent alternate Cook / Cleaner to be provided immediately by Contractor. In case of non-deployment of cook or housekeeping staff, Hooghly CSL reserves the right to deduct charges on pro-rata basis.



15. The contractor shall be responsible for ensuring all legal and statutory requirements (EPF, ESI & Bonus) and payments to their staff. Also, government issued ID to be provided by contractors for all manpower engaged. The service provider should ensure proper uniform for their personnel deployed at Hooghly CSL Guest House.

16. Medical examination and health checkup requirement of the cook and helper examinations by the Medical Officer of Hooghly CSL as per West Bengal Factory Rules (1958)

17. Available space at Hooghly CSL Guest House will be provided for the staffs deployed by the Contractor.

18. Contractor should ensure that the persons engaged for Guest House are not minors and are medically fit for attending the duty. Contractor should ensure to send the same persons to the extent possible for smooth operation of Guest House. Contractor also should ensure proper behavior of the persons engaged during the duty time. Proper training to be given to them by Contractor.

19. The firm should immediately intimate Hooghly 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. Hooghly CSL shall have the right to call upon the firm to replace any personnel of whose performance or behaviour is not satisfactory and the firm shall replace such personnel immediately.

20. Eligibility Criteria:

Sl.No.	Particulars	Eligibility Criteria	Proof/Documents Required
1.	Experience in relevant field	The firm should be in the business of providing facility management service in guest house / Guest House of any PSU / Govt organizations for a minimum period of 03 years as on date of publishing this tender.	Work order and Work completion certificates satisfying the eligibility criteria
2.	Registered office in Howrah / Kolkata.	Firm should have dedicated registered/ regional/ local functional office in Kolkata/Howrah and address proof of office should be submitted along with technical bid.	Address proof of the office to be submitted.
3.	Financial capability	The firm should have a minimum annual turnover of Rs. 4.00 lakhs during the last three financial years (FY - 2023- 24/ 2022-23/ 2021-22) with positive net worth.	Profit and loss account statement for the respective financial year
4.	Undertaking	The firm should submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract	Undertaking as per annexure 5 to be submitted



		PRICE BID				Annexure - 2
		Name of Work: Facility management service at Hooghly CSL Guest House, Howrah				
		Tender No. HCSL/P&A/TEN/2025/066 dated 08.08.2025				
Sl.No	Description of Work	Quantity	Per Month Charge (INR) excluding GST	Service Charges	Total Amount including Service Charge per month	Total Amount for one Year(12 months) excluding GST
1	Monthly charges for Male Cook (As per the Scope of work in Annexure 1) (Lumpsum) (A)	1 No.				
2	Monthly charges for Helper cum Cleaner (As per the Scope of work in Annexure 1) (Lump sum) (B)	1 No.				
Total :						

Note: L1 will be arrived based on the lowest grand total for the rate quoted per month for A & B together excluding GST.

Signature and seal of the Contractor



TERMS AND CONDITION

1. Offer shall be submitted in the prescribed form in the Hooghly CSL Tender Box' located at Hooghly CSL Howrah, Administrative Building, HCSL Premises, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109 and has to be addressed to The Senior Manager (IR&HR), Hooghly Cochin Shipyard Limited.

2. **Validity:** The offer should be valid for a minimum period of three (3) months of date of submission of offer.

3. **EMD (Earnest Money Deposit):** Rs.14,000/- (Rupees Fourteen Thousand Only). EMD for a valid bid has to be submitted by the bidder in the form of demand draft / FDR / Bank Guarantee (Encl 2) drawn in favour of Hooghly Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the Hooghly CSL approved list in case of foreign bidder. Cheques are not acceptable. Bids submitted without EMD will be rejected. No interest shall be paid for the EMD, Security Deposit or Performance guarantee.

4. Cost of Tender Form: Nil

5. Security Deposit / Performance Guarantee: A recovery of 10% will be made from the monthly bills towards Security Deposit to maximum of Rs. 50,000/- (Rupees Fifty Thousand only) and will be returned only one (1) month after expiry of the contract.

6. Payment terms:

a. Payment shall be made in every month against invoice in triplicate supported by attendance logbook duly certified by the Officer-in-Charge of Hooghly CSL and ESI/EPF remittance details.

b. Contractor shall indicate details like PAN, GST details etc. required for processing payment. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the Contractor. Hooghly CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.

c. The invoice to be raised on Officer in-charge, Hooghly Cochin Shipyard Limited Administrative Building, HCSL Premises, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Ben gal – 711109

d. GST No. of Hooghly CSL is 19AAECH3640L.

e. Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the Officer-in-Charge of Hooghly CSL. Delay of accepted bills will lead to delay in processing of payment.

7. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, working hours, prior to quoting the rates. The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.



8. Bidders to note that no advance payment will be made by Hooghly CSL against work order/ supply order issued.

9. Corrections and additions if any in the price bid must be attested / duly signed by the bidder. In the case of error in multiplication / addition in amount calculated, the rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.

10. GST / Duties, if any, payable extra is to be indicated in the price bid.

11. The Contractor shall also submit the Electronic Payment Mandate Form, as per Enclosure1 in their letter head duly signed by the respective authorized representative of the Bank with a cancelled cheque along with the Offer.

12. MSEs, Startups, Local Suppliers (Make In India), MSME firms and Startups will be eligible for various Relaxations in pre-qualification criteria and other Benefits as per the orders promulgated by Government of India. Bidders are advised to refer the details of various Benefits and Relaxation in pre-qualification criteria as published at Hooghly CSL website (<https://hooghlycsl.com>) under the Tenders tab for further reference.

13. Hooghly 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 Hooghly CSL.

14. The Contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused by the Contractor or the employee engaged by the Contractor while on duty. Any labour issues with personnel deployed have to be settled by the Contractor himself. Hooghly CSL will not have any responsibilities for any issues between Contractor and their staff deployed at Hooghly CSL Guest House.

15. The Contractor 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. Hooghly CSL reserves the right to ask the firm to submit satisfactory evidence of payment due, salaries etc. In any event, Hooghly CSL shall not be liable for any payments, dues, wages and salaries of the personnel employed by the Contractor.

16. The Contractor shall be responsible for verifying the identity, antecedents and integrity of the personnel's engaged by them. The firm shall submit to Hooghly CSL the list of its personnel to perform the service, along with their government ID such as Aadhaar, Voters ID etc., residential address and a recent passport size photograph of each personnel engaged by the firm, if so required by Hooghly CSL. The firm should submit police clearance certificate of housekeeping staff and cooks if required.

17. The firm should not subcontract the work in part or full.



18. Any loss / damage sustained by Hooghly CSL on account of any negligent act of the Contractor or the employee engaged by the Contractor will be fully recovered from the Contractor.

19. The Contractor or the employee engaged by the Contractor are strictly banned from use of any kind of Narcotics drugs / Alcohol / smoking etc in the Guest House premises and any illegal activity by the work men should be reported to the Officer-in-charge without delay and the Contractor shall remove such persons from Yard premises.

20. The rate quoted shall remain firm throughout the period including extension if any.

21. The Contractor should comply with statutory requirements, EPF/ESI and other labour laws/regulations in force and as amended from time to time by Govt. The Contractor must abide by minimum wages act as governed by Govt. rules in force and as amended in future. The Contractor should furnish their Registration code, ESI/PF/PAN/GST numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to Hooghly CSL in the event of requirement. Hooghly CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.

22. Necessary Insurance Coverage for the Contractor's materials / equipment / vehicle including Third Party liability and for the workmen (covering Workmen's Compensation Act) engaged by the Contractor are to be taken at his cost. If any accident / injury occurs to any other persons / public due to proven negligence / non-adherence to relevant safety and other precautions on the part of Contractor / it's employees, the Contractor shall remain liable to pay necessary compensation and other expensed as decided by appropriate authorities.

23. During the evaluation of tender Hooghly CSL Officer-in-Charge may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.

24. It is clarified that the Contractor cannot go for arbitration for any disputes arising out of the agreement related to this Contract work. Hooghly Cochin Shipyard Ltd. has a Grievance Redressal Cell and all disputes shall be attended by Hooghly CSL Grievance Redressal Cell. All questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by Hooghly Cochin Shipyard Ltd Grievance Redressal Committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Howrah.

25. In case any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Kolkata, West Bengal, India.

26. The acceptance of a tender will rest with CEO (Hooghly CSL) 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.



HOOGLY COCHIN SHIPYARD LIMITED
Nazirgunge, Howrah -711109
A Wholly owned Subsidiary of Cochin Shipyards Limited
A Government of India Enterprise under Ministry of Ports, Shipping and
Waterways

1. MODE OF SUBMISSION OF TENDERS

Tenders should be submitted in two separate sealed covers superscribed in capital letters as PART-I "TECHNO-COMMERCIAL" & PART-II "PRICE" indicating the tender number, due date and name & address of the tenderer.

2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS

- a. Details as per the minimum eligibility criteria.
- b. Other conditions, if any
- c. Deviation list, if any
- d. Copy of unpriced Price bid (Price bid without price & with percentage of taxes & duties and details like quoted /Nil/Included need to be mentioned for each line item.)
- e. Complete set of tender documents duly signed and sealed on all pages as a token of acceptance of tender terms and conditions.

3. PRICE PART SHOULD CONTAIN FOLLOWING DETAILS

- a. Duly filled price bid as per the tender document.
- b. The quoted rate shall include rate for material, service engineer if required, transportation, loading etc. to deliver the items to the location as mentioned in the tender document.

4. Hooghly CSL reserves the right to alter, modify the scope of supply at their discretion and consistent with the policy of the Government of India and statutory bodies under them as applicable to the contract from time to time.

5. The Techno-commercial part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Techno-commercial part. Firms will be intimated the date of opening of the price part, whose Techno-commercial bid is acceptable, in due course. Tenderers shall not be allowed to attend the Techno-commercial bid opening.

6. Supplier should depute only persons who are entitled for exemption from income tax in India. In case the supplier does not depute such persons, the tax liability will be in the supplier's account.

7. The Tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.

8. After submission of quotation / price opening, no unsolicited correspondence will be entertained.



9. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting / changing / amending the data / conditions already submitted with the tender.

10. Price part should be submitted in the Price Bid format provided. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid. In case if there is any corrections/ multiplication or calculation error / ambiguity in the price bid, unit rate quoted will be considered as base and calculation will be done accordingly.

11. Offers should be clear and unambiguous. Incomplete / ambiguous offers are likely to be rejected. In case if there is any ambiguity, unit rate will be taken as base and calculation will be done accordingly.



A handwritten signature in blue ink, consisting of a stylized 'D' shape with a vertical line through it and a horizontal line at the bottom.

NEFT MANDATE FORM
(ON THE LETTER HEAD OF THE COMPANY)

Electronic Payment Mandate Form

(Mandate for receiving payments through RTGS/NEFT Hooghly Cochin Shipyard Ltd)

- 1) Vendor Name
- 2) Vendor Address with Phone No
- 3) Vendor Code
- Permanent Account Number (PAN)
- 5) Particulars of Bank Account
 - a. Name of the Bank
 - b. Name of the Branch
 - c. Branch Code
 - d. NEFT Code of the Bank
 - e. City Name
 - f. Branch Location
 - g. Branch Telephone No.
 - h. Bank IFSC Code
 - i. 9-Digit MICR Code

(Where MICR is starting with "0". Please take the correct code from your bank for proper identification of city, bank, branch)
 - i. Type of the Account
 (S.B, Current or Cash Credit) with code

 (010/011/013)
 - j. Account Number (as appearing on the cheque book)
- 6 Email Address of Vendor
- 7 Date of Effect of RTGS/NEFT in your Bank

(Please enclose a cancelled un-signed cheque leaf to enable us to verify the details mentioned above)

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

(.....)

Signature of Employee

Bank Certificate

We certify that_____ has an Account No._____ with us
and we confirm that the details given above are correct as per our records.

Date:

Place:

(.....)

Authorized official of Bank

COMPLIANCE STATEMENT- SPECIAL INSTRUCTIONS FOR TENDERERS AND TECHNICAL SPECIFICATION

Tender Name: Facility Management Service at Hooghly CSL Guest House, Howrah (Detailed specification is enclosed separately)

TENDER NO: HCSL/P&A/TEN/2025/066 dated 08.08.2025

DATE: -----

We hereby confirm and truly declare that our Offer / Bid No.datedis in full compliance with the documents issued against the Tender No. -----dated -----, except for the deviations listed below:

LIST OF DEVIATIONS (Hooghly CSL) reserves the right to reject offers with deviations)

Sl. No.	Description / Tender Reference	Reasons for Deviation

Date:

Authorised signatory:

Designation:

Company Seal

UNDERTAKING No 1
(ON THE LETTER HEAD OF THE COMPANY)

I, Shri..... in my capacity as Managing Partner / Chairman and Managing Director / Proprietor of M/s.....do hereby give an undertaking that we shall not sub-contract the work or part of work to any other agency if awarded the contract by Hooghly CSL, Howrah.

Signature of authorised personnel:

Name of the authorised signatory:

Designation:

Name of the firm:

Address:

Contact no:

Email:

UNDERTAKING No 2
(ON THE LETTER HEAD OF THE COMPANY)

I, Shri..... in my capacity as Managing Partner / Chairman and Managing Director / Proprietor of M/s.....do hereby give an undertaking that we have not been blacklisted by any Central Government Department / Ministries/PSU's/Banks.

Signature of authorised personnel:

Name of the authorised signatory:

Designation:

Name of the firm:

Address:

Contact no:

Email:

SELF DECLARATION
(ON THE LETTER HEAD OF THE COMPANY)

I, Shri..... in my capacity as Managing Partner / Chairman and Managing Director / Proprietor of M/s.....do hereby give a declaration that we shall unconditionally accepted the clauses mentioned in the Tender No HCSL/P&A/TEN/2025/066 dated 08.08.2025.

Signature of authorised personnel:

Name of the authorised signatory:

Designation:

Name of the firm:

Address:

Contact no:

Email: