



**CSL/ISRF- SRP/20/2025**

**08<sup>th</sup> September 2025**

**TENDER NOTICE**

Dear Sir,

Tenders by password protected email are invited for **marterial handling and general services at ISRF W/Island Kochi** so as to reach the undersigned on or before the last date and time given below.

Enquiry no	CSL/ISRF- SRP/20/2025
Name of work	Marterial handling and general services at ISRF W/Island Kochi
Nature of bid process	Two Bid
Validity of Bid	180 days from the last date for submission of tender
Last date & time for submission of quotation	15 <sup>th</sup> September 2025 before 10: 30Hrs
Technical bid opening date & time (Attachment A)	15 <sup>th</sup> September 2025 at 11: 00Hrs
Email address for submission of bids and correspondence details for pre-bid queries	<a href="mailto:akshay.babu@cochinshipyard.in">akshay.babu@cochinshipyard.in</a> cc to:- <a href="mailto:julianjose.pj@cochinshipyard.in">julianjose.pj@cochinshipyard.in</a> <a href="mailto:isrf.srp@cochinshipyard.in">isrf.srp@cochinshipyard.in</a>

Thanking you

Yours faithfully  
(For Coehin Shipyard Ltd)

Asst General Manager (SRP)





## A. Scope of Work

The Contractor shall be responsible for the following services:

Both Cylinders and paint drums (**100 paint drums or cylinders or both is considered as one unit**) has to be handled & safely positioned by the contractor strictly as per the instructions of CSL-ISRF officer in charge. One Unit equals 100 paint drums/cylinders/ both including loading or unloading. There will be requirement of handling 3 units per day.

Following **additional services** also need to be accomplished;

- Assistance to storekeeper for material stowage and removal on as and when required basis.
- General yard services (Shifting and arranging items as per the requirement) as and when required.
- Assistance to waste material handling/ segregation.

(Approximate quantity of **additional services-30 Ton per month**).

## B. Specification

- Operational Hours: - General start and end time for material handling will be between 08:00 Am to 4:20 Pm. However, start time may vary according to the ISRF yard requirement and the contractor has to arrange the workers for material handling without any objection.
- **Payment:** -Total amount for each month is fixed and calculated as cost per month. In case of those months with 31 days the contractor should work for 27 days and no additional payment will be given for extra one day.
- A minimum of 4 employees shall be deployed and if the officer in charge demands the contractor should arrange **additional workmen up to 03personnel** without any extra payment. In case if CSL demands workers more than the additional 03 employees, extra payment will be provided which is calculated as "**Monthly Cost/(26\*8)**" per hour.
- In case if there is any drop in the minimum 04 employees, corresponding rate will be deducted from the monthly payment at the rate of "**Monthly Cost/(26\*4)**" per person.
- The charges for **additional services (30 Ton per month)** should be covered in the quoted rate per month for handling and positioning of cylinders or paint drums. There is **no provision for quoting the additional service charges separately**.
- In case of engagement in **overtime**, rate per hour shall be calculated as **Monthly Charge/(26\*8)**.
- All the necessary equipment's and PPEs will come under the contractor scope.
- Liability: - CSL assumes no liability for any accidents occurring within the yard premises.
- Contract shall be for a **duration of one year**.
- Contractor shall submit the bill on monthly basis for processing payment.
- Contractor shall comply all statutory requirement like ESI, EPF, Employee



compensation policy and GST and shall submit these documents along with invoice for processing payment.

**C. Prequalification Criteria**

Sl No	Particulars	Eligibility Criteria	Proof/Documents Required
1	Financial capability	The firm should have an average minimum annual turnover of Rs. 25.00 lakhs during the two financial years FY 2023-2024 and 2024-2025.	Profit and loss account statement for the respective financial year
2	The bidder should not be black listed or debarred or agreement terminated for any deficiency in service of bidder by any Government of India Agency or any company.	Self-attested declaration in Annexure V.	Annexure V
3	The bidder shall certify that all the terms and conditions contained herein has been read and fully understood and undertake to abide by them.	Self-Declaration in Annexure – II and duplicate copy of this tender document shall be enclosed with signature in all pages.	Annexure – II
4	GST Details		GST Certificate





**D. Terms & conditions**

1. The contractor should deliver the services within 2 days of placement of work order/LOI in a staggered manner. Place of delivery will be ISRF Willingdon Island Kochi.
2. Duration of hire will be for one year (26/27 days per month depending on the no. of days in a month) as per the same rate, terms & conditions at the discretion of CSL. Payment shall be made for the actual hire days.
3. The firm must conduct a site visit at CSL for understanding the site and work.
4. Applicable GST should be indicated separately. Quote should be submitted as per the price bid format at annexure III. Quote is to be valid for a period of 180 days.
5. In instances where individuals other than the owner sign the necessary documents of the tender, a formal authorization letter from the owner is required. This letter must explicitly state that the signatory possesses the authority to sign on behalf of the owner.

**E. Payment terms**

1. Invoices are to be raised on AGM (SRP). GST Registration no. of CSL is GSTN - 32AAACC6905B1ZD which is to be indicated on the invoice.
2. Payment shall be made at actual for each month by NEFT to the account of contractor against invoice within 45 days of submission invoice. The bank name, account number, IFSC code and other bank details shall be furnished by the contractor in the prescribed format of CSL.
3. Invoices are to be submitted online through vendor invoice management portal of CSL.

**F. Arbitration**

1. 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.





**G. Indemnity clause**

1. 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:
  - i. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
  - ii. Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.

**H. Contract duration**

1. The contract shall be valid for a duration of one year (26/27 days per month depending on the no. of days in a month). Extendable up to further 06 more months on same rate and terms and conditions on the discretion of CSL.

**I. Entry and Exit of personnel**

1. The firm shall comply with guidelines issued by CSL for entry/exit of personnel and use of vehicles within CSL premises and submit necessary documents required for the purpose on award of contract.

**J. General conditions**

1. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also. HSE guidelines issued by CSL from time to time shall be followed by the firm.
2. L1 shall be determined based on the lowest total cost on CSL.
3. Place of work is ISRF W/Island Kochi.
4. 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.
5. The bidders are expected to familiarize themselves about labour situation, wages and benefits applicable to labourers, working hours etc. prior to quoting. 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.
6. CSL reserves the right to award the contract to one or more firms or may split the scope of work, depending upon the actual necessity, as deemed fit.



7. CSL reserves the right to reject any or all the offers without assigning any reason whatsoever.
8. The rates agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract including extended period, if any.
9. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs/Alcohol/smoking etc. inside CSL 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.
10. During the evaluation of tender AGM (SRP) may at his discretion may ask the bidders for clarification in writing. Response for clarification shall be given in email 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.
11. CSL reserves the right to terminate the contract at short notice in case the firm's performance is found not satisfactory with regard to progress of work, quality, time factor, and labour dispute with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by CSL on this account.
12. Amendment if any will be notified on CSL/Govt. website. The bidders are requested to keep themselves informed of the development by visiting CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) and the CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) regularly. Such amendments shall be binding upon them.
13. Contract can be short closed by CSL with one-month notice period.

**K. Instruction bidder for submission of quote**

1. Tenders are to be submitted in email and should reach CSL on or before the last date and time for submission of tender. Email address for submission of tender is [akshay.babu@cochinshipyard.in](mailto:akshay.babu@cochinshipyard.in) with a copy to [julianjose.pj@cochinshipyard.in](mailto:julianjose.pj@cochinshipyard.in). CSL shall not be responsible for non-receipt of e mail sent by the firm.
2. Bid is to be submitted in two bid system- Technical bid (attachment A) & Price bid (attachment B) in password protected PDF format only
3. 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 annexure).





- ii. Vendor details (annexure II).
  - iii. Copy of un-priced bid format as per annexure III (price bid without prices/numerals)
  - iv. Undertaking (annexure IV).
  - v. Documents required as per Pre-qualification criteria.
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.
  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. 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 item as applicable in the unpriced price format. Any ambiguity may entail rejection of the offer.
  8. 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. All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels on deliveries and any other data shall be in English language.

Yours Sincerely,

For Cochin Shipyard Ltd



Asst General Manager (SRP)



VENDOR DETAILS (to be submitted along with BID)

Annexure II

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.	
	Copy of License applicable (Self attested copy to be submitted)	

- Certified that the above information is true to the best of our belief and information. I/We have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of firm or authorized personnel:

Name of authorized personnel

Designation:

Address:



**RATE FORMAT****Table (A)**

Sl.No	Description	Rate/Month	GST%
1.	Material Handling and Positioning		

(a) L1 shall be determined based on the lowest rate per month quoted for material handling excluding GST& excluding OT charges.

Signature of authorized personnel:

Name of firm or authorized signatory:

Designation:

Address:

Contact No:





**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 firm or authorized personnel:

Name of authorized personnel

Designation:

Address:

Contact No:





**UNDERTAKING**

It is certified that my Company/ Firm/concern has never been **black listed** by any of the Departments / Autonomous Institutions / Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities as on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Place:

Date:     /     /

Signature of the Authorized Person of the Tenderer:

Name of the Signatory

Name of the Tenderer

Seal of the Tenderer

