



सं/No. P&A/Admn/31/03/07-VI

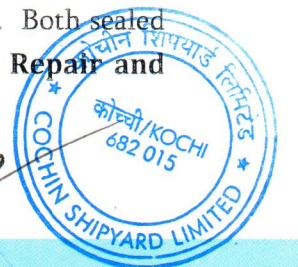
तिथि/Date: 08 November 2024

REPAIR AND MAINTENANCE OF COMPANY CYCLES

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|---|---|
| Name of Work | Repair and Maintenance of Company Cycles |
| Tender Enquiry No. and Date | P&A/Admn/31/03/07-VI dt: 08.11.2024 |
| Last Date for seeking clarifications | 20.11.2024 at 1500 Hrs |
| Last Date & time for submission of tender Form | 21.11.2024 at 1400 Hrs |
| Date and time of opening of Technical Bids | 21.11.2024 at 1430 Hrs |
| Date & Time of opening of Financial Bid (Part - II) | Will be informed later after evaluation of technical bids (Only to the bidders who successfully qualify the Technical Evaluation) |
| Validity of Tender | 90 days from the last date of submission of tender |
| Earnest Money Deposit | Rs. 4,000/- (Rupees Four Thousand only) |
| Contact person | Shri. Harikrishnan G M(HR) Tel : 0484 2501887 |

1. Sealed Competitive Bids are invited through Open Tender Enquiry from experienced company / firms /agency to carry out the repairing works of cycles for two years in Cochin Shipyard Limited.

2. The bid is under two bid system i.e. **Technical and Financial Bids**. Bids should be prepared in accordance with the prescribed format **Annexure-I** (Technical Bid) and **Annexure-II** (Financial Bid). The bidders are advised to submit the same in **two separate sealed envelopes** super scribing "**Technical Bid – Repair and Maintenance of Company Cycles**" and "**Financial Bid – Repair and Maintenance of Company Cycles**". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Bids for Repair and**"



"Maintenance of Company Cycles" addressed to **The Deputy General Manager (HR), Cochin Shipyard Limited, Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi - 682 015** and to be dropped in the tender box kept at **Visitors Facilitation Centre at Ravipuram Gate of Cochin Shipyard Limited** on or before the stipulated date and time. Outstation Bidder / Tenderer shall forward their offers addressed to the above said address either by courier service or by speed post so as to reach in advance of the due date and time of tender closing. No other modes of receipt of bids are acceptable. Bids submitted by other modes (by Email or by ordinary post or handed over in person to Cochin shipyard Ltd will not be considered and will be rejected). Cochin Shipyard Limited shall not be responsible for any postal / courier delay and it is attributable solely to the tenderer.

3. Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of ₹ 4,000/- (Rupees Four thousand only) can be remitted in the form of Demand Draft in favour of "Cochin Shipyard Limited" payable at Kochi. Cash, Cheque, Bank Guarantee, Postal Orders etc. are not acceptable. No interest will be payable to EMD. EMD amount will be returned to the unsuccessful bidders only after the issue of Work Order to the successful bidder.

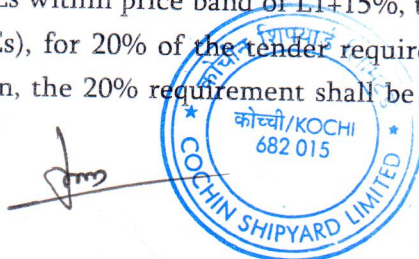
A. The following benefits are extended for all Micro and Small Enterprises (MSEs) holding a valid Entrepreneurs Memorandum (EM) Part II certificate or Udyog Aadhar certificate and who have declared their Udyog Aadhar Memorandum (UAM) number in Central Public Procurement Portal (CPPP).

- i) Tender forms shall be issued free of cost.
- ii) Payment of Earnest Money Deposit (EMD) is exempted.
- iii) The list of items published as part of MSME order dated 23rd March 2012 {currently 358 items} shall be procured exclusively from MSE firms only.

B. Additionally, waiver of Security Deposit (SD) is extended to those MSEs registered with National Small Industries Corporation (NSIC), up to financial limit as mentioned in NSIC Certificate. However, guarantee of the items supplied/ service provided has to be ensured through a Bank Guarantee (BG).

C. This tender shall be based on MSME order dated 23rd March 2012, pertaining to Public procurement Policy.

D. When supply/ service as per tender is divisible in nature, 15% Purchase Preference will be extended to the MSEs (MSEs within price band of L1+15%, to bring down their price to L1 price, where L1 is non MSEs), for 20% of the tender requirement. If multiple MSE vendors satisfy the above condition, the 20% requirement shall be divided equally. In this



scenario, preference shall be given to SC/ST vendors to such an extent that they are allowed to supply minimum 4% out of the 20% in line with the aforementioned MSME order. SC/ST vendors shall submit a valid certificate from District Industries Centre /NSIC for qualifying in the above criteria.

E. In case requirement is non-splitable or non-divisible, the above 15% Purchase Preference, is extended to MSE participants in the tender, in full (in the ascending order), considering spirit of policy for enhancing the Government procurement from MSEs.

4. The bidder should submit their offer without any conditions/ counter conditions anywhere in the tender document. Conditional tenders, if any, shall be summarily rejected.

5. In case the successful bidder is not able to provide the service as required under the contract of CSL, CSL may allot the work to any other third party at any time. (The difference between the rates agreed to between CSL and the third party, which would undertake such work shall be liable to pay by the defaulting successful bidder from along with the penalty, if any, imposed by CSL.

Technical Qualification

- a) The bidder should submit the details as per the format specified in **Annexure-I**.
- b) The bidder should have undertaken cycle repairing work in Public / Private Limited companies etc., atleast for 1 year during the last 3 years.
- c) The documentary proof like Work Orders / Invoices etc., copy of Registration certificate, GST Registration, Copy of PAN card etc. shall be submitted along with the quotation.
- d) The proposal without documentary proof will be summarily rejected.
- e) The Tenderer should have the registered office / branch in Kochi.
- f) Original tender document duly signed on all pages
- g) The Technical bid (Annexure – I) filled up completely and duly signed
- h) Documents to prove credentials of the bidder to undertake the subject work.



Financial Qualification

- a) The bidder should furnish their Financial Bid as per the format specified in **Annexure-II**.
- b) The price bids shall be prepared in Indian Currency. Bidders shall quote their price in both figures & words. In case of difference between rate filled in figures and words and the rates indicated in words shall be considered final.
- c) The rates one accepted will not be enhanced during the tenure of contract. Tenure of contract shall be one year from date of award. The contract shall be extendable for one more year on the same terms and conditions subject to satisfactory performance of the agency and mutual consent.

6. Bids to be submitted latest by **21.11.2024 at 1400 Hrs.** The Bids will be opened on the same day at 1430 Hrs. After evaluating the bids, the technically qualified bidder will be intimated regarding the date and time of opening of price bids. The price bids shall be opened at the intimated time, venue representatives may present to witness the same. The Financial Bid will be opened only if the bidder qualifies in the technical bid. Tenderers are requested to familiarize and know themselves with the existing general terms and conditions of any contract in CSL and other prevalent practices related to them prior to quoting. The general terms and conditions of contract in CSL Website www.cochinshipyard.in

General Conditions

1. CSL reserves the right to accept / reject any bid.
2. The bids that are not prepared / submitted as per the financial bid format or without the adequate documents to prove the experience / other requirements may be summarily rejected.
3. Compliance of all statutory safety requirements and other safety rules stipulated by CSL and other applicable statutory bodies for carrying of cycle repair works at CSL premises shall be the responsibility of the agency.
4. Any damages caused to the Shipyard property / tools / accessories should be rectified by the agency at their cost or proportional recoveries will be made from the bids payable to the contract.



5. The successful bidder shall be governed by the General Conditions of Contract of CSL, General Safety Rules and other relevant labour laws.
6. The tender/ contract shall be subject to the exclusive jurisdiction of the Courts at Ernakulam only and the law applicable shall be Laws of India.
7. CSL may invite the L1 bidder for further discussion for deciding various aspects of the work and finalization of work order including payment terms.
8. Agencies that have been blacklisted/ debarred by Govt. Depts. / PSU's in performance of similar contracts shall not be eligible to submit the tender. The bidder will have to submit a declaration to CSL in this regard at the time of submission of tender (Annexure -I).
9. Bidders shall be responsible for correctness/ authenticity of submitted documents. If any of the documents furnished by the bidder is found to be false/ fabricated, the bidder is liable for black listing & cancellation of work/ tender
10. Person/s signing the tender should have all the requisite power and authority in this behalf under applicable laws and must state in what capacity he/they is/are signing the tender. The vendor shall also submit to CSL such resolutions/authorisations /deeds as may be required to establish the authority of the person signing the tender /work order on its behalf, at the time of execution of contract.
11. The acceptance of tender or part thereof will rest with the **Deputy General Manager (HR)**, Cochin Shipyard Limited, who does not bind himself to accept the lowest tender and reserves the authority to reject any or all of the tenders received without assigning any reason.



भवदीय,
Yours faithfully,

7/11/24
सुब्रमण्यन के के / Subramanian K K
सहायक महाप्रबंधक (मानव संसाधन)
DGM (H R)

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TECHNICAL BID
(DETAILS OF THE AGENCY)

| | | |
|------------|--|---|
| 1. | Name of the Bidder / Firm: Office Address: Telephone No. Fax No. Mobile No. E-mail: | |
| 2. | Name and address of Contact Person | |
| 3. | Registration details (Copy of Registration Certificate to be submitted) | |
| 4. | Whether the firm is proprietorship/ partnership firm/ NSIC /MSME Category etc. (Please attach self attested copy of valid Registration Certificate of firm) | |
| 5. | PAN card No.(Self attested copy of PAN Card to be submitted) | |
| 6. | GST Registration Number (Self attested copy of GST Registration Certificate to be submitted) | |
| 7. | SAC Code | |
| 8. | EMD Details (DD No., Name of Bank) | |
| 9. | Signed Copy of Tender document | |
| 10 | Experience details for providing similar work | |
| | | |
| | Name of the Firm / Client in which the Agency had worked earlier (Attach Copy of Work Order) | Year |
| Sl. No. | | Name and Contact no. of the office of Client |
| | | |

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered / pending against the Agency / Firm or its owner / partner anywhere in India. It is certified that I / We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Name & Signature of the Authorized Person of the bidder

Place:

Date:

FINANCIAL BID

1. Name and Address of the Company / Firm:

2. Rate Quoted for Repairing and Maintenance of Cycles :

| Sl. No. | Type of Work | Quantity | Rate (Including GST and Material & Labour charge) |
|---------|---------------------------------|----------|---|
| 1 | Ball central | 1 No. | |
| 2 | Ball Spare | 1 No. | |
| 3 | BB Axle or Cup spare or Service | 1 No. | |
| 4 | Carrier Spring spare & service | 1 No. | |
| 5 | Chain Cutting Service | 1 No. | |
| 6 | Chain Spare | 1 No. | |
| 7 | Chain Spare & service | 1 No. | |
| 8 | Chain tightening | 1 No. | |
| 9 | Handle - Fitting | 1 No. | |
| 10 | Handle - Pipe | 1 No. | |
| 11 | Handle -Bell Spare | 1 No. | |
| 12 | Overhauling | 1 No. | |
| 13 | Pedal - Per unit | 1 No. | |
| 14 | Pedal setting | 1 No. | |
| 15 | Pedal spare | 1 No. | |
| 16 | Quarter pin Spare & Service | 1 No. | |
| 17 | Seat repair | 1 No. | |
| 18 | Seat Spare | 1 No. | |
| 19 | Servicing | 1 No. | |
| 20 | Stand Spare | 1 No. | |
| 21 | Stand Spring Spare | 1 No. | |
| 22 | Tighting | 1 No. | |

| | | | |
|----|---|-------|--|
| 23 | Tube Spare | 1 No. | |
| 24 | Tube vulcanising | 1 No. | |
| 25 | Tyre Spare | 1 No. | |
| 26 | Wheel - Back tyre/tube change | 1 No. | |
| 27 | Wheel - Back/Front rim set full including service | 1 No. | |
| 28 | Wheel - Brake arch spare & service | 1 No. | |
| 29 | Wheel - Brake arch bolt spare & service | 1 No. | |
| 30 | Wheel - Brake cable Back spare & service | 1 No. | |
| 31 | Wheel - Brake cable Front spare & service | 1 No. | |
| 32 | Wheel - Brake lever spare & service | 1 No. | |
| 33 | Wheel - Brake repairing | 1 No. | |
| 34 | Wheel - Brake rubber | 1 No. | |
| 35 | Wheel - Drow bolt | 1 No. | |
| 36 | Wheel - Fork Setting service | 1 No. | |
| 37 | Wheel - Fork bearing spare | 1 No. | |
| 38 | Wheel - Freewheel repair | 1 No. | |
| 39 | Wheel - Freewheel spare | 1 No. | |
| 40 | Wheel - Front tyre tube change | 1 No. | |
| 41 | Wheel - Hub axle | 1 No. | |
| 42 | Wheel - Hub Cone | 1 No. | |
| 43 | Wheel - Hub Cup Setting | 1 No. | |
| 44 | Wheel - Lock Spare | 1 No. | |
| 45 | Wheel - Spoke spare & service | 1 No. | |
| 46 | Wheel - tuning | 1 No. | |
| 47 | Wheel - Tyre spare(nylon) | 1 No. | |
| 48 | Wheel - Valve tube changing | 1 No. | |
| 49 | Mudgad stay wire spare | 1 No. | |
| 50 | Crank left rod | 1 No. | |
| 51 | Spokes spare (1 Nos) | 1 No. | |
| 52 | Carrier big spare | 1 No. | |
| 53 | Seat spare big | 1 No. | |
| 54 | Seat cover spare | 1 No. | |
| 55 | Mudgad set | 1 No. | |

| | | | |
|----|--------------------------------|-------|--|
| 56 | Crank set | 1 No. | |
| 57 | Mudgad single | 1 No. | |
| 58 | Handle Comb | 1 No. | |
| 59 | Mudgad clamb spare and service | 1 No. | |
| 60 | Fork spare and service | 1 No. | |
| | Total | | |

Total in words :

GST :

L1 shall be determined on landed cost basis to CSL.

Name & Signature of Proprietor

Place:

Date: ___ / ___ / 2024

