



COCHIN SHIPYARD LIMITED

[CIN: L63032KL1972GOI002414]

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TENDER FOR THE SELECTION OF SERVICE PROVIDER FOR CONTENT WRITING AND DESIGNING OF ANNUAL REPORTS OF COCHIN SHIPYARD LIMITED (CSL) AND TWO SUBSIDIARY COMPANIES

Tender No. & date	CSL/SEC/CS/PROC/AGM/2021/3 dated May 13, 2026
Type of Tender	Two Bid
Pre-bid meeting	May 20, 2026 at 15:00 hrs.
Pre-bid meeting link	Meeting Link (Microsoft Teams) Meeting ID: 447 703 053 664 35 Passcode: A5vQ3SL2
Last date & time of receipt of Bids	May 28, 2026 upto 15:00 hrs.
Date & time of opening of Technical Bid	May 28, 2026 at 15:30 hrs.
Date & time of opening of Financial Bid	Will be intimated in due course.

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I.	About the Company	2
II.	Eligibility	3
III.	Scope of Work	3
IV.	Pre-bid Meeting	4
V.	Submission of bids.....	4
VI.	Opening of Technical bid	4
VII.	Opening of Price Bid.....	4
VIII.	Evaluation.....	5
IX.	Validity of Appointment	5
X.	Payment Terms	5
XI.	Confidentiality	5
XII.	Termination	5
XIII.	Indemnity.....	6
XIV.	Force Majeure	6
XV.	Disputes	6
XVI.	Jurisdiction	7
XVII.	Contact for clarifications on Tender	7
XVIII.	General Conditions.....	7
	Annexure I – Format of Technical Bid	8
	Format of Certificate of Work Completion	9
	Annexure II – Format of Price Bid	10

I. **About the Company**

Cochin Shipyard Limited (CSL), one of India's leading shipbuilding and repair yards, was incorporated in the year 1972 as a fully owned Government of India Company. After a much-acclaimed Initial Public Offer in 2017, a buyback of shares in 2018, sale of shares for CPSE ETF in 2020 and an OFS in October 2024, presently, the Government of India holds 67.91% of equity share capital in the Company. CSL's equity shares are listed in BSE Limited and National Stock Exchange of India Limited and features in the list of top 250 Companies. CSL has a shareholder base of around 10 lakhs and market capitalisation of approx. ₹43,000 crores.

CSL has constructed and repaired some of India's largest ships and is the Yard which has built the first ever Indigenous Aircraft Carrier 'INS Vikrant' for the Indian Navy. Over the last five decades, the Company has emerged as a forerunner in the Indian shipbuilding & ship repair industry, as well as a well-known player on the global shipbuilding front. CSL has built and delivered more than 175 vessels including export of 48 vessels to demanding European/ global clients, and undertaken more than 2,500 ship repair projects.

A Miniratna (Category I) Schedule A Company under the Ministry of Ports, Shipping and Waterways, CSL has effectively adjusted to market shifts in shipbuilding requirements over the years. CSL, in line with the changing business requirements, has evolved from building bulk carriers to smaller and more technically sophisticated vessels such as Platform Supply Vessels (PSV), Anchor Handling Tug Supply Vessels (AHTS), Passenger Vessels etc. CSL has pioneered in the green vessels segment, successfully building and delivering green vessels to domestic as well as international clientele. CSL has worked with industry heavyweights, including Rolls Royce Marine (Norway), GTT (France), Vard Group (Norway), IHC Holland BV (Netherlands), Robert Allan Limited (Canada) and many others. CSL's key shipbuilding clients on the domestic front include the Indian Navy, the Indian Coast Guard, Ministry of Home Affairs, the Shipping Corporation of India Limited, Lakshadweep Government, various Port Trusts, Inland Waterways Authority of India (IWAI), A&N Administration, Directorate General of Lighthouses and Lightships (DGLL) and Jindal Steel Works (JSW) group. CSL has also undertaken repairs of various types of vessels including upgradation of ships of the oil exploration industry as well as periodical maintenance, repairs and life extension of ships.

CSL is a pan India maritime enterprise with a total of seven units strategically located across India's South, West, and East coasts — two units including the main yard in Kochi, Kerala, and one each in Mumbai (Maharashtra), Kolkata (West Bengal) and Sri Vijaya Puram (Andaman & Nicobar Islands); and two wholly owned subsidiaries – one in Howrah (West Bengal) and the other in Udupi (Karnataka). During the financial year 2024-25, CSL has reported a turnover of ₹4,820 crores and a net profit of ₹827 crores on a consolidated basis. CSL is presently one of the best performing shipyards in India.

II. Eligibility

CSL is in search of a service provider for content writing and designing of the Annual Reports of CSL and its two subsidiaries viz., Hooghly-CSL and Udupi-CSL (hereinafter called “transaction”). To be eligible for the above transaction, the bidder should have the following technical qualifications:-

- (a) The bidder should have an experience of at least 3 years in Annual Report content writing and designing. This requirement is not applicable for Micro & Small Enterprises (MSEs) and start-up enterprises recognised by the Department for Industry & Internal Trade (DPIIT).
- (b) The bidder should have undertaken theme designing, content writing and completion of Annual Report upto ready to print version for at least ten public companies listed in BSE or NSE. At least one of such client should be a listed Government of India Company. A copy of work order, work completion certificate etc. in support thereof shall be submitted along with the Technical Bid. Alternatively, the bidder may submit a Certificate of Work Completion as per the attached format.
- (c) The bidder should have an experienced professional team for copy editing, proof reading to ensure correctness of the data. Brief profile of the dealing team members should be enclosed as part of Technical Bid.

III. Scope of Work

The scope of execution of Annual Report content writing and designing work is as described below:

- (a) Theme development based on the inputs received and theme construction.
- (b) Report structuring – chapters/ content plan & review based on the material provided by CSL/ Hooghly-CSL/ Udupi-CSL. The statutory materials such as Notice, Directors’ Report, Corporate Governance Report, Management Discussion and Analysis Report, Business Responsibility & Sustainability Report and Financial Statements along with the Auditors Report will be provided by CSL/ Hooghly-CSL/ Udupi-CSL. The subsidiary companies being unlisted, the statutory content will be less.
- (c) Interaction/ interview with the management/ functional heads to develop content, if required.
- (d) Secondary research/ content development for the narrative section, if required.
- (e) Designing of the cover and narrative pages with the final text.
- (f) Typesetting/ designing of the statutory section including the financial section.
- (g) Final document ready for website publication in pdf format (size not to exceed 5 MB).

- (h) Final electronic copy of the Annual Reports in pdf format and in bi-lingual (i.e., in Hindi & English) or as per the requirements of the Company(ies).
- (i) The Annual Reports ready to print version should be in bi-lingual (i.e., in English & Hindi) or as per the requirements of the Company(ies). The materials including Hindi translation will be provided by CSL/ Hooghly-CSL/ Udupi-CSL).

IV. Pre-bid Meeting

A Pre-Bid Meeting shall be conducted to provide prospective bidders an opportunity to seek clarifications regarding the scope of work and the terms & conditions of the tender. The meeting will be held electronically on the date and time as specified in the first page of the tender document, using the meeting link provided therein.

Interested bidders are requested to participate in the said meeting. The clarifications, responses to queries, and any amendments to the tender document arising out of the Pre-bid meeting will be issued through an official corrigendum, which shall form an integral part of the tender. No separate communication in this regard will be entertained thereafter.

V. Submission of Bids

In case bidders are interested and fulfil all the criteria mentioned above, they may submit their Technical Bid as per the format at **Annexure I** and Price Bid as per the format at **Annexure II**. The Bids shall be submitted in two separate pdf documents in a single e-mail to secretary@cochinshipyard.in latest by **May 28, 2026 before 15.00 hrs**. If the bidder does not get an acknowledgement of the receipt of Bids by reply email within two days or before the time specified for submission of Bids, whichever is earlier, the bidder is requested to contact the Company Secretary at phone no. 0484 2501306/1744/1926. **The Price Bid shall be submitted in a password protected pdf document and the password shall be shared only after the request for the same is received from CSL.** The Bids received after the specified time/ date or which are incomplete or by fax/ hard copy will not be considered and be rejected.

VI. Opening of Technical Bid

Technical Bids will be opened on **May 28, 2026 at 15:30 hrs.**

VII. Opening of Price Bid

After evaluation of Technical Bids on predetermined criteria, Price Bids will be opened on a date and time to be intimated in due course. The Price Bids of only the technically qualified bidders will be opened.

VIII. Evaluation

Once a tender is accepted on technical grounds, then the selection among such technically qualified bidders would normally be only on the basis of prices quoted. The total cost inclusive of all taxes shall be considered to find out the lowest quote (L1) bidder. In case of a tie in the lowest bid among the bidders, an additional opportunity will be provided to the L1 bidders to submit a revised downward quote and the process would be repeated till such time a single L1 quote is received.

CSL reserves the right to reject all/ any of the tenders without assigning any reason(s), whatsoever, and the decision of CSL in this regard shall be final and binding.

IX. Validity of Appointment

The appointment will be for the financial years 2025-26 and 2026-27 and could be extended for a period up to one more financial year on the same commercials as quoted for the financial year 2026-27, on the basis of review by CSL at the sole discretion of the Company.

X. Payment Terms

Payment will be released within one month from the date of submission of a valid invoice. No advance payment shall be made. The invoice shall be raised in the following manner.

Name of the Company	% of quoted Amount
Cochin Shipyard Limited (CSL)	70
Hooghly Cochin Shipyard Limited (Hooghly-CSL)	15
Udupi Cochin Shipyard Limited (Udupi-CSL)	15
Total	100

XI. Confidentiality

Strict confidentiality shall be maintained with respect to the information/ documents shared by CSL for the purpose and in connection with the transaction and the same shall not be disclosed to anyone other than a person employed by the bidder in the performance of the transaction. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.

XII. Termination

In case the bidder has made misrepresentation or has given any materially incorrect or false information in the Technical Bid or CSL at any time considers that the services of the bidder is in any manner deficient and/ or is not being performed to the satisfaction of CSL in terms of scope of work as set out herein or in any work order issued by CSL for the content writing and designing of Annual Reports, CSL shall

have the right to terminate the contract by a communication in writing without CSL being liable in any manner whatsoever. This action will be without prejudice to any other right or remedy that may be available to CSL. However, before terminating the contract, a show cause notice stating why the contract should not be terminated would be issued giving an opportunity to explain the bidder's position. In case of termination of contract, no amount shall be paid to the bidder.

In the event the bidder's Company or the concerned division of the Company is taken over by another company, all the obligations under the contract with CSL, shall be continued by the new company on the same terms and conditions.

XIII. Indemnity

The bidder assumes responsibility for and shall indemnify and save harmless CSL, from all liability, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court cost which are, or may be required with respect to any breach of the bidder's obligations under the contract, or for which the bidder has assumed responsibility under the contract, including those imposed under any contract, local or national and international law or laws, or in respect of all salaries, wages or other compensation of all persons employed by the bidder in connection with performance of any work covered by the contract. The bidder shall execute and deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary thereunder to confirm and effectuate the contract and to protect CSL.

CSL shall not be in any way held responsible for any accident or damages incurred or claims arising therefrom during discharge of the obligations by bidder under the contract.

XIV. Force Majeure

Should failure in providing the service 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 construed as reasonable ground for an extension of time, CSL may allow such additional time as is mutually agreed to be justified as per the circumstances of the case. The occurrence/cessation of force majeure situation are to be informed with documentary evidence within 7 days from the date of occurrence/ cessation.

XV. Disputes

In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Chairman & Managing Director, CSL will be final and binding on both the parties to the Contract.

XVI. Jurisdiction

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

XVII. Contact for clarifications on Tender

In case of any clarification required in this regard, the Company Secretary could be contacted at phone no. 0484 2501306/1744/1926. CSL reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from CSL.

XVIII. General Conditions

Eligible Micro and Small Enterprises (MSEs) shall be entitled to all the benefits prescribed under the Public Procurement Policy for MSEs, wherever applicable.

This tender, together with the work order issued by CSL and the bidder's written acceptance thereof, shall constitute a binding contract between CSL and the bidder.

For Cochin Shipyard Limited

**Syamkamal N
Company Secretary**

Encl: a/a

Annexure I – Format of Technical Bid

1	Name of Bidder	
2	Address for correspondence	
3	PAN ⁽¹⁾	
4	GST Reg. No. ⁽²⁾	
5	Official e-mail for communication	
6	Details of Contact Person viz. Name, Designation, Landline No., Mobile No. and E-mail ID	
7	Whether the Bidder has experience of at least 3 years in Annual Report content writing and designing. ⁽³⁾	
8	Whether the Bidder has undertaken theme designing, content writing and completion of Annual Report up to ready to print version for at least ten public companies listed in BSE or NSE, including at least one listed Government of India Company. ⁽⁴⁾	
9	Whether the Bidder has an experienced professional team for copy editing, proof reading to ensure correctness of the data ⁽⁵⁾	

We have examined the Tender (No. CSL/SEC/CS/PROC/AGM/2021/3 dated May 13, 2026) for content writing and designing of Annual Reports of Cochin Shipyard Limited (CSL) and its two subsidiary companies, the receipt of which is hereby acknowledged. Further, we hereby confirm that we have read and understood the scope of work and the terms and conditions mentioned therein and we will abide by the same and the applicable statutory provisions till the completion of the transaction.

In response to the said Tender, we hereby submit our Technical Bid along with the attachments, in full conformity with the terms and conditions mentioned in the Tender.

It is further certified that the above facts are true, complete and correct to the best of our knowledge and belief.

**Signature with Seal of the Authorised Signatory
along with the Name and Designation**

Place:

Date:

Note:

- (1) Attach copy of PAN.
- (2) Attach copy of GST Registration Certificate.
- (3) Attach copy of incorporation document of the Bidder. However, the experience criteria shall not be applicable for MSEs and start-up enterprises recognised by DPIIT, subject to submission of a valid certificate issued by the competent Govt. Authority in support of such claim, along with the incorporation document.
- (4) Attach copy of work order, work completion certificate etc. Alternatively, the bidder may attach a Certificate of Work Completion as per the prescribed format.
- (5) Attach a brief profile of the dealing team members.

Format of Certificate of Work Completion

ON THE LETTER HEAD OF THE CLIENT COMPANY

To
The Company Secretary
Cochin Shipyard Limited (CSL)
Administrative Building, Cochin Shipyard Premises
Perumanoor, Ernakulam, Kerala – 682015

1	Name & CIN of the Client Company	
2	Latest Financial Year of the Annual Report	
3	Date of Start	
4	Stipulated date of completion	
5	Actual date of completion	
6	Amount of compensation levied for delayed completion, if any	
7	Scope of work in brief	
8	Remarks on the performance of the Annual Report content writer cum designer	

**Signature with Seal of the Authorised Signatory
along with the Name and Designation**

Place:

Date:

Annexure II – Format of Price Bid

UNCONDITIONAL PRICE BID

(Amount in ₹)

Particulars	FY 2025-26	FY 2026-27	Total
Lump sum fees for providing the service of content writing and designing of Annual Reports of CSL and its two subsidiaries viz., Hooghly-CSL and Udupi-CSL (Hindi & English) as per the scope of work detailed in the tender document ref no. CSL/SEC/CS/PROC/AGM/2021/3 dated May 13, 2026.			
GST @ ___%			
Total			

We have examined the Tender (No. CSL/SEC/CS/PROC/AGM/2021/3 dated May 13, 2026) for content writing and designing of Annual Reports of Cochin Shipyard Limited (CSL) and its two subsidiary companies, the receipt of which is hereby acknowledged. Further, we hereby confirm that we have read and understood the scope of work and the terms and conditions mentioned therein and we will abide by the same and the applicable statutory provisions till the completion of the transaction.

In response to the said Tender, we hereby submit our Price Bid in full conformity with the terms and conditions mentioned in the Tender.

**Signature with Seal of Authorised Signatory
along with the Name and Designation**

Place:

Date:

Note:

- The Price Bid should be strictly in accordance with the format mentioned above, failing which the Bid is liable to be rejected.
- The prices should be quoted in INR only.
- No increase over the offered rates will be considered under any circumstances, except for any changes in the applicable taxes. No boarding/ lodging/ travel will be provided by CSL to the staff of the bidder for attending any meeting or discussion convened by CSL or in connection with the transaction. The same has to be arranged by the bidder at its own cost.
- GST should be mentioned in the separate column as provided in the format.
- The total cost inclusive of all taxes shall be considered to find out the L1 bidder.