



निविदा सूचना / TENDER NOTICE

सीएसएल - ए एन पोत मरम्मत यूनिट (सीएनएसआरयू) - मेसर्स कोचीन शिपयार्ड लिमिटेड, कोच्ची की एक इकाई - की ओर से निम्न सूचित कार्य / आपूर्ति के लिए अनुभवी फर्मों से मुहरबंद प्रतिस्पर्धी निविदाएं आमंत्रित की जाती हैं, ताकि निम्न सूचित तिथि और समय पर या उससे पहले अधोहस्ताक्षरी तक पहुँच सकें। कृपया संलग्न तकनीकी विनिर्देश, सामान्य नियम और शर्तें एवं अन्य अनुदेशों का संदर्भ लें।

Sealed competitive tenders are invited on behalf of CSL-AN Ship Repair Unit (CANSRU) - a unit of M/s Cochin Shipyard Ltd, Kochi from experienced vendor / agency for the under mentioned scope of works, so as to reach the undersigned on or before the date and time mentioned below. Please refer to the Technical Specification, General Terms and Conditions and other instructions attached.

निविदा सं. व तिथि Tender No. & date	सीएसएल/न्यू/ प्रोज़/ जन/ प्रॉप और एपीआर/ सीएनएसआरयू/ टैक्सी /2025/49 दिनांक 26.05.2025 CSL/NEW PROJ/GEN/PROP&APPR/CANSRU/TAXI/2025/49 dated 23.05.2025
कार्य का नाम Name of Work	सीएनएसआरयू, श्री विजया पुरम में विभिन्न प्रकार के वाहनों की आपूर्ति के लिए वार्षिक दर अनुबंध (विस्तृत विनिर्देश अलग से संलग्न है।) Annual Rate Contract for hiring various types of vehicles at CANSRU, Sri Vijaya Puram (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	दो बोली Two Bid
अग्रिम राशि जमा की जाएगी Earnest Money to be deposit	जीएसटी सहित रु.10,000/- (केवल दस हजार रुपए) Rs10,000/- (Rupees Ten Thousand only) including GST
निविदा प्रपत्र की लागत Cost of Tender Form	शून्य NIL
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 06.06.2025 को 15:00 बजे तक । 06.06.2025 up to 15:00 hrs.
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 06.06.2025 को 15:30 बजे तक । 06.06.2025 at 15:30 hrs.
अनुबंध की अवधि Period of contract	1 वर्ष (कार्य आदेश की स्वीकृति की तारीख से) । 1 year (from the date of acceptance of work order).

एल1 का निर्धारण जीएसटी को छोड़कर न्यूनतम समग्र राशि के आधार पर किया जाएगा।

L1 will be arrived based on the lowest overall amount excluding GST.



पंजीकृत कार्यालय : प्रशासनिक भवन, पी.ओ.बैग सं 1653, परुमानूर पी. ओ., कोच्ची - 682 015
Registered Office : Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi - 682 015
फोन / Phone : +91(484) 2361181 / 2501200 फाक्स / Fax : +91 (484) 2370897 / 2383902
वेबसाइट / Website : www.cochinshipyard.com, सीआईएन / CIN: L63032KL1972GOI002414



लिफाफे के ऊपर निविदा संदर्भ स्पष्ट रूप से सूचित किया जाना चाहिए।

Tender reference should be clearly indicated on top of the respective sealed envelopes.

उप महाप्रबंधक को संबोधित मुहरबंद निविदाएं कोचीन शिपयार्ड लिमिटेड, सीएसएल- अ एन पोत मरम्मत यूनिट (सीएएनएसआरयू), मरीन डॉकयार्ड, मरीन जेट्टी पोस्ट ऑफिस, श्री विजय पुरम, अण्डमान तथा निकोबार द्वीपसमूह - 744101 अधोहस्ताक्षरी के पास नियत तारीख और समय तक पहुंच जाएगा।

Sealed tenders to be addressed to The Deputy General Manager, Cochin Shipyard Ltd, CSL-AN Ship Repair Unit (CANSRU), Marine Dockyard, Marine Jetty Post Office, Sri Vijaya Puram, Andaman and Nicobar Islands - 744101 and shall be reached to the undersigned by the due date and time.

उपरोक्त कार्य केलिए प्रभारी अधिकारी
Officer in - Charge for the above work

नाम/Name: मैथ्यू वर्गीस / Mathew Varghese
पदनाम/Designation: प्र (मा.सं.व.औ.सं.)/ /M (HR & IR)
संपर्क सं. (मोब.)/Contact No (M) : 79944 72537
ई-मेल/E-mail: mathew.varghese@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

ठेकेदार का हस्ताक्षर एवं मुहर
Signature and Seal of the Contractor(s)

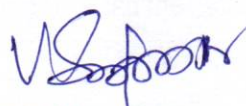
उप महाप्रबंधक
Deputy General Manager
CANSRU



TABLE OF CONTENTS

Sl. No.	Description	Annexure
1	Scope of work	1
2	Price bid	2
3	General Terms & Conditions	3
4	Special Terms & Conditions	4
5	Acceptance of Bid by Tenderer	5

For Cochin Shipyard Limited



Deputy General Manager
CANSRU

Signature and Seal of the Contractor (s)



SCOPE OF SERVICES

Name of Work: Annual Rate Contract for hiring various types of vehicles at CANSRU, Sri Vijaya Puram

Scope

This Scope of Work outlines the requirements for the Annual Rate Contract (ARC) as below:

- AC MUV (Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent) for 10 Hrs/ 100km per day on regular basis (including Sundays and Holidays, if required) If any additional requirement of AC sedan, firm must provide the same at the same rate, terms, and conditions.
- AC Innova for 10 Hrs/ 100km per day (including Sundays and Holidays, if required) on as and when requirement basis. If any additional requirement of AC Innova, firm must provide the same at the same rate, terms, and conditions.
- AC SCV Crew Cab Pickup Truck (Tata Yodha Crew Cab 4x2, Isuzu D-MAX, Mahindra Bolero Camper, or Equivalent) for 10 Hrs/ 80km per day on regular basis (including Sundays and Holidays, if required) If any additional requirement of AC sedan, firm must provide the same at the same rate, terms, and conditions.
- AC MUV (Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent) for up and down trips to inter island (Sri Vijaya Puram to Baratang, Kadamthala, Yeratta Jetty, Mayabundar, Diglipur) including stay and other expenses of the driver (including Sundays and Holidays, if required) on as and when requirement basis. The approximate quantity for the above will be as under for the year:

Baratang	5 days
Kadamthala	5 days
Yeratta Jetty	4 days
Mayabundar	4 days
Diglipur	4 days
boarding and lodging arrangements of the driver if required applicable for above	25 days

- Goods Carrier MINI TRUCK for 8 Hrs/ 50km per day (including Sundays and Holidays, if required) on as and when requirement basis. If any additional requirement of Goods Carrier MINI TRUCK, firm must provide the same at the same rate, terms, and conditions. The approximate quantity shall be 10 days in a year.
- Reporting and releasing location will be **CSL Main Office, Sri Vijaya Puram or any office/place as mentioned by OIC, CANSRU**. The starting / closing time & Kilometer reading of the vehicle will be considered as the time / Kilometer reading of reporting / releasing of the vehicle at CSL Main Office, Sri Vijaya Puram or any office/place as mentioned by OIC, CANSRU.
- Period of contract will be initially for 1 year. However, contract can be extended for a further period of 1 year with same rate, terms & conditions specified in the work order subject to the satisfactory performance of the Contractor. However, CSL discretion will be the final on extension / termination of contract.
- For the service utilizing AC MUV and AC INNOVA, an English daily, 1 No. mineral water bottle (Bisleri/Aquafina/Bailey/Kinley or equivalent) and one large size umbrella shall also be made available with this service. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform (White Shirt & pants, black Shoe) & must carry a mobile phone in working conditions.



Prequalification Criteria

- The Firm should have a dedicated functional office at Andaman & Nicobar Islands and address proof of office should be submitted along with the technical bid.
- Vehicle provided shall not be older than 5 Years. As documentary evidence, copy of self-attested RC book, PUC Certificate, Fitness Certificate, and Insurance of the vehicle should be attached along with the offer.
- The Firm should have been in the business of providing Taxi services for minimum 05 (Five) years as on date of publishing this tender. Work experience certificate and work presently in hand including details of reputed consumers/organizations/companies'/ establishment where the firm have executed similar work as per tender notice. A documentary proof to show that the bidder has requisite experience, the work order for any such companies preceding 03 (three) years shall be submitted along with the offer.
- The Firm should have an average minimum Annual Turnover of Rs. 4 (Four) lakhs during the last three financial years FY 2022-2023, 2023-24 and 2024-2025.

For Cochin Shipyard Limited

Deputy General Manager (CANSRU)

Signature and Seal of the Contractor (s)



Price Bid					
Tender No: CSL/NEW PROJ/GEN/PROP&APPR/CANSRU/TAXI/2025/49					
NAME OF WORK: Annual Rate Contract for hiring various types of vehicles at CANSRU, Sri Vijaya Puram					
SL No	Item Description	Qty A	UoM	Unit rate (In Rs) B	Total Amount without GST(Rs) E = (A x B)
1	Daily Rate for AC MUV Models: Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent Duration: 10 Hours / 100 KM, (Requirement: Daily Basis)	365	Days		
2	Daily Rate for AC SCV Crew Cab Pickup Truck Models: Tata Yodha Crew Cab 4x2, Isuzu D-MAX, Mahindra Bolero Camper, or Equivalent Duration: 10 Hours / 80 Km, (Requirement: Daily Basis)	365	Days		
3	Daily Rate for AC INNOVA for 10Hrs/100Km Duration: 10 Hours /100 KM, (Requirement: On-demand basis)	45	Days		
4	Rate for AC MUV for up and down travel from Sri Vijaya Puram to Baratang (including 01 night stay & other expense of the driver) Models: Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent, (Requirement: On-demand basis)	1	Day		
5	Rate for AC MUV for up and down travel from Sri Vijaya Puram to Kadamthala (including 01 night stay & other expense of the driver) Models: Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent, (Requirement: On-demand basis)	1	Day		
6	Rate for AC MUV for up and down travel from Sri Vijaya Puram to Yeratta Jetty (including 01-night stay & other expense of the driver) Models: Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent, (Requirement: On-demand basis)	1	Day		
7	Rate for AC MUV for up and down travel from Sri Vijaya Puram to Mayabundar (including 01-night stay & other expense of the driver) Models: Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent, (Requirement: On-demand basis)	1	Day		
8	Rate for AC MUV for up and down travel from Sri Vijaya Puram to Diglipur (including 01-night stay & other expense of the driver) Models: Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/XL6 or Equivalent, (Requirement: On-demand basis)	1	Day		
9	Rate for boarding and lodging arrangements of the driver if required (Applicable for Sl. No. 4,5,6,7 & 8 only)	1	Day		
10	Daily Rate for Goods Carrier MINI TRUCK Model: TATA 407/Mahindra JAYO/Eicher Pro 2049/Swaraj Mazda Sartaj GS 5252 or Equivalent Capacity: 2-ton Duration: 8 Hours / 50 Km, (Requirement: On-demand basis)	1	Day		
Total Amount Excluding GST(INR)					
Total GST Amount (INR)-----GST %					
Total Amount with GST (INR)					

Sign & Seal of the bidder:

Note:

एक ही को निम्नलिखित जीएसटी को छोड़कर न्यूनतम समग्र राशि के आधार पर किया जाएगा।
It will be arrived based on the lowest overall amount excluding GST.



Annexure - 3

GENERAL CONDITIONS

1. Offer shall be submitted in the prescribed form to **M/s Cochin Shipyard Ltd, CSL-AN Ship Repair Unit, Marine Dockyard, Sri Vijaya Puram, PIN – 744101**, at the designated tender box and has to be addressed to **The Deputy General Manager (CANSRU)**.
2. The bidders are expected to know the nature of work at CSL/CANSRU. Bidders can contact Officer-in-charge of the work which is indicated in the Quotation Notice for any clarification before submitting the offer. If clarifications/details are not obtained before the offer is submitted, no claim on this account will be admitted.
3. 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.
4. All applicable taxes, duties, insurance etc. should be included in the rate quoted, unless specified otherwise. CSL/CANSRU reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
5. Bidder shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
6. The service provider shall comply with labour laws in force and all liabilities in this connection will be his responsibility.
7. Bidders to note that no advance payment will be made by CSL/CANSRU against work order/ supply order issued.
8. Tender documents issued are not transferable. Tender documents issued/downloaded shall be submitted wholly without altering any part.
9. a) For all the Firms who are registered with District Industries Centre and come under the category of Micro & Small Enterprises holding a valid EM Part-II certificate or Udhdyog Adhaar Certificate, the following benefits are extended
I. Payment of Earnest Money Deposit (EMD) is exempted.
b) For all the Firms who are registered with NSIC and come under Micro & Small Enterprises holding a valid NSIC certificate, the below benefit is also extended in addition to the above.
c) Waiver of Security Deposit for the performance of the contract (10% of the Order Value by the way of Bank Guarantee till the contract period is completed). However, to ensure performance of the firm/agency during the hire period, a Performance Bank Guarantee (PBG) (10% of the Order Value by the way of Bank Guarantee) to be submitted by the firm as applicable.
10. Bidders are instructed to carefully go through the tender documents and shall agree to CSL/CANSRU terms and conditions, specifications, scope of work etc and quote their offer accordingly. All the pages of tender documents shall be signed and duly sealed by the bidder as a token of the acceptance of conditions stated therein.
11. Late bid will be rejected and CSL/CANSRU will not be responsible for any postal delay /non receipt of bid on any account of loss in transit.



12. Tender opening shall be carried out at the designated date, time and location as specified in the Notice Inviting Tender, in the case of single bid system. It may please be noted that, if any of the dates indicated in the tender notice is declared a public holiday, the dates shall be extended to the next working day.
13. Bids shall be submitted in two separate sealed covers. In case of single bid system, the first cover shall contain Earnest Money Deposit (EMD) and the second cover shall contain the tender documents. EMD and Tender reference should be clearly indicated on the top of the respective covers. In case of two bid system, the first cover shall contain the techno commercial bid part of the tender along with EMD and supporting documents and second cover shall contain only the price bid part of the tender. Tender reference details shall be indicated on top of respective envelopes.
14. Bids submitted without EMD (Except for firms coming under category mentioned in Clause 9 (a and b) will be rejected, if EMD is insisted in the tender. The EMD has to be remitted in the form of DD drawn in favour of Cochin Shipyard Ltd, payable at Ernakulam (with a minimum validity of 3 months from the date of tender opening). Cheques are not acceptable. Non-submission of EMD will result in rejection of bid submitted by bidder. EMD amount should be received in full.
15. No interest shall be paid for the EMD, Security Deposit or Performance guarantee.
16. EMD furnished by all the contractors except the lowest bidder, shall be released after concluding the contract and its acceptance by the contractor, to whom the work is awarded. EMD of the successful bidder shall be refunded after remittance of the security deposit and execution of the agreement or after the completion of the work.
17. Any attempt on the part of the bidders or their agents to influence the officers, supervisors, employees of CSL/CANSRU in their favour by means of canvassing or any other means will entail disqualification / rejection of the bidder & bid.
18. Bringing in new conditions after the tender opening will not be allowed. Under no circumstances, will an enhancement of quoted rate be allowed, once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply/execution within the stipulated delivery/completion period will entail cancellation of the order and forfeiture of EMD/Security Deposit, if any/ and or risk purchase.
19. Cochin Shipyard Ltd. shall without prejudice to any right or remedy is at full liberty to forfeit the said EMD absolutely if the tenderer withdraws his tender before the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to CSL/CANSRU. After the issue of work order by CSL/CANSRU, failing /refusing to execute the agreement/ start the work, the tenderer shall be deemed to have abandoned the contract and such an act shall amount to and be construed as the contractors calculated and the wilful breach of the contract, CSL/CANSRU shall have full right to take suitable action against the firm together with forfeiture of Earnest Money Deposit.
20. Bidders shall quote total amount in figures and in words. Corrections and additions if any 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.
21. Quoted rates must include all applicable charges; no additional payments will be made by CSL under any circumstances.
22. The quantities indicated in the price bid are tentative only. The firm shall not make a claim for any increase or decrease in these quantities.



23. GST /Duties if any payable extra are to be indicated in the price part for single bid and in techno-commercial part for two bids.
24. 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.
25. Bidders shall submit proof of ITR filed and Annual turnover for the FY 2022-2023, 2023-24 and 2024-2025.
26. Dockyard/Wharf entry permit: Bidder shall abide by all rules and regulations of the docks in force from time to time as applicable. The bidder is required to obtain required permit for driver & vehicle as applicable issued by competent authority to enter premises & to bear cost of gate pass (if any) during the contract period.
27. **General conditions on work part:**
 - i. This rate contract is valid for 1 year from the date of acceptance of work order. Cochin Shipyard Limited reserves the right to extend the validity of the contract for a further 1-year period on the same rate, terms & conditions, if situation so warrants on mutual agreement on completion of the contract period. The terms & conditions of the contract will remain unchanged for the entire period and for the extended period if applicable. However, CSL discretion will be the final on extension / termination of contract.
 - ii. Reporting and releasing location will be CSL Main Office, Sri Vijaya Puram or any office/place as mentioned by OIC, CANSRU. The starting / finishing time & kilometre reading of the vehicle will be considered as the time of reporting / releasing of the vehicle at CSL Main Office, Sri Vijaya Puram or any office/place as mentioned by OIC, CANSRU. Contractors garage to reporting location and releasing location to contractors' garage will not be considered for payment.
 - iii. The rate comprises the supply of vehicle in perfect running condition with DRIVER, FUEL, LUBRICANTS, SPARES, REPAIRS if any and other essential requirements as mentioned in the tender like Drinking water/newspaper and any as specified by the OIC required for keeping the basic etiquettes of the vehicle allotted. In case of scratches/dents obtained during running, the vendor should replace/repair the vehicle immediately to perfect condition without delay. The vehicle should be in washed and cleaned condition during first reporting of the day.
 - iv. Payment will be made after satisfactory completion of the work on monthly basis after deducting all penalties if any. Contractor should ensure to submit the bill along with proper documents for processing the payment. A logbook indicating opening time, closing time, opening kilometre, closing kilometre should be maintained by the contractor which should be certified by the authorized CSL/CANSRU representative at Sri Vijaya Puram.
 - v. Payment will be released once in a month and tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL/CANSRU representative at Sri Vijaya Puram. Delay of accepted bills will lead to the delay in processing of payment.
 - vi. Payment of Toll fee, parking fee etc. which may become necessary during the trips has to be initially paid by the contractor and the same will be reimbursed by CSL/CANSRU along with the running bills. Supporting documents certified by the authorized CSL/CANSRU representatives is necessary to process the payment.
 - vii. Failure to provide additional AC Innova, AC Sedan (Rumion/Ertiga/Marrazo/Xylo/Bolero/Scorpio/ XL6 or Equivalent), AC SCV Crew Cab Pickup Truck (Yodha Crew Cab 4x2, Isuzu D-MAX, Mahindra Bolero



Camper, or Equivalent) and Goods Carrier MINI TRUCK (TATA 407/Mahindra JAYO/Eicher Pro 2049/Swaraj Mazda Sartaj GS 5252) or delay in providing vehicles within 1 Hour from the time of telephonic/E-mail/SMS intimation will make the Contractor to bear the extra expenditure incurred by Cochin Shipyard Ltd for arranging alternate vehicles and the actual will be deducted from the subsequent running bills submitted by the Contractor. CSL/CANSRU has the right to arrange vehicles from other agencies if the contractor fails to provide the requirement.

- viii. Charges for additional time and additional KM will be paid on pro-rata basis. Contractor shall be paid either for additional time or for additional KM, whichever is higher. Additional time will be counted with an interval of 30 min.
- ix. In case of any breakdown or any other blockings due to the failure of vehicles that may occur during trips, the contractor shall provide alternate vehicle immediately at their cost. If the contractor fails on this, CSL/CANSRU has the right to engage other vehicles and the cost incurred shall be borne by the Contractor due to any failure on the part of the contractor in doing so.
- x. CSL/CANSRU has the right to reject the vehicle without payment if the vehicle is not found in good condition or older than the defined life. Decision of the authorized CSL/CANSRU representative at Sri Vijaya Puram is final in this regard.
- xi. The vehicles should be with valid tourist taxi permit and in excellent working condition with clean and good upholstery. If required flag post and upper carrier may be fitted for MUV'.
- xii. Contractor should ensure the cleanliness of all Vehicles (external and internal including floor) and proper maintenance of the vehicles, without any dilution. CSL/CANSRU has the right to reject the vehicles on non-compliance of the same.
- xiii. Up on award of contract, The Contractor should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
- xiv. Vehicles should have valid and proper documents like RC Book, Insurance Policy, Tax paid token, Pollution certificates, First aid medicines etc during the contract period. All statutory conditions to be fully met by contractor at their cost. Vehicle documents must be submitted to the OIC for clearance prior to deployment. CSL/CANSRU authorized officer has the right to verify RC book, Insurance, Pollution Certificate and Tax paid.
- xv. The vehicle should report with sufficient quantity of fuel and other consumables for meeting the day's work. Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
- xvi. The contractor shall ensure that sufficient funds are provided to the driver towards the cost of fuel, toll charges, parking fees, Driver's wages/Bata/food/lodging charges etc and no payment on any account shall be made by the company during the trip.
- xvii. The company will be at liberty to terminate this contract at any time without assigning any reasons by giving a notice of one month and the contractor will not be entitled to any claim of any nature whatsoever on account of such termination.



- xviii. If any information given by the contractor is found to be false, CSL/CANSRU reserves the right to terminate the contract without any notice or assigning any reason thereof.
- xix. The contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused to the vehicles, driver while on duty. Any labour issues with drivers have to be resolved by the contractor himself. CSL/CANSRU will not have any responsibilities for any issues between contractor and the drivers.
- xx. Acceptance of a bid will rest with the Competent Authority of CSL/CANSRU, who does not bound himself to accept the lowest tender and reserves the right to reject any or all the tenders received, without assigning any reason for the same.
- xxi. Contractor should ensure that the drivers are medically fit for attending the duty /while driving and should have a valid driving license and a police clearance certificate.
- xxii. Contractors shall ensure that the same vehicles and drivers are assigned as much as possible to facilitate smooth operations. Frequent changes of drivers are not permitted. If drivers are changed, the cost for port entry for any new drivers shall be borne by the contractor.
- xxiii. The firm should have their corporate office/ liaison Office/ Franchise/ Garage or working office in Sri Vijaya Puram.
- xxiv. Authorized representatives of CSL/CANSRU at Sri Vijaya Puram are having full right to allocate trips and timings of the vehicles for the smooth operation. Contractors are binding on the decision of the authorized representatives of CSL/CANSRU regarding allocation. Further, contractors can't demand that they will be operating only particular trips/timings. Reporting time of the vehicle will be at 07:30am at pick up point. However, timing can be changed as per the directive of CSL/CANSRU authorized representatives.
- xxv. The vehicle must possess VALID TOURIST PERMIT.
- xxvi. In case, inter- Island travels are required necessary permit for the same should be arranged by the contractor at his cost.
- xxvii. For the transportation of materials, scrap, and other items using the Goods Carrier MINI TRUCK (SI. No. 10 of price bid), the services will include loading, unloading, and stacking/disposing of items from CANSRU premises to designated locations within a 5 km radius of the CANSRU office. This will also encompass the necessary manpower for these tasks, all of which fall within the firm's scope of work, with no separate charges applicable.
- xxviii. The firm must arrange sufficient manpower for loading, shifting, and unloading activities. The quoted unit rates shall include these costs.
- xxix. Empty and full load weighments will be conducted by the contractor at the DSS or outside weighment bridge per OIC's discretion for each trip. All the associated costs are included in the quoted cost.
- xxx. The Company reserves the right to terminate the contract without assigning any reason by giving one month notice and no claim for any loss or damage or compensation for such termination of contract shall be payable by the Company or maintainable against the Company.
- xxxi. Incidental expenses at loading / unloading sites, if any shall be to the party's account.
- xxxii. Utmost care shall be taken by the vehicle firm while loading/transportation/unloading of the materials.



- xxxiii. The firm is responsible for providing all required PPE for their manpower and drivers.
- xxxiv. Unloading time shall be 24hrs from the time of loading of the materials & reaching the unloading point as designated by OIC. Detention charges will apply beyond this limit.
- xxxv. The rates quoted by the firm are fixed during the period of contract and this Institute will not be responsible for any escalation in Petrol/Diesel and other lubricants/other statutory charges etc., and in case the service provider withdraws from the contract, the PERFORMANCE SECURITY AMOUNT will be forfeited automatically. The service provider shall furnish (3 months) prior notice to CANSRU, Sri Vijaya Puram before withdrawing the contract and vice-versa.
- xxxvi. The contractor shall be responsible for arranging gate entry passes for vehicles and personnel entering Haddo, Chatham, Junglighat, and Phoenix Bay Ports. Any necessary recommendations for the gate passes will be obtained from CSL based on the scrutiny of submitted documents. All associated charges will be the contractor's responsibility. Additionally, the contractor must secure monthly or yearly passes. The annual pass for the driver, as well as for the vehicle types AC Sedan and AC SCV Crew Cab Pickup Truck, shall be obtained by the contractor for the five ports (Chatham, Haddo, Phoenix Bay, Junglighat, and Hope Town) at Sri Vijaya Puram, and these costs should be considered when quoting the tender.
- xxxvii. The vehicle will be hired as a dedicated vehicle for the official use of CSL/CANSRU, Sri Vijaya Puram, Andaman & Nicobar.
- xxxviii. Authorized representatives (OIC) of CSL/CANSRU have the right to allocate trips and timings of the vehicles and the same shall be binding on the service provider.
- a. Trip sheet: The time and distance of service provided shall start from the point of pickup to the point of final drop off. In case the reporting and releasing location is not informed, **CSL Main Office, Sri Vijaya Puram or any office/place as mentioned by OIC, CANSRU** unit shall be deemed as pick up and drop location. Odometer reading, starting and closing time shall be entered in trip sheet based on usual daily pick up and drop off location of officer. Time and distance reading on Garage-to-Garage basis shall not be considered for payment in any circumstances.
- xxxix. Arrangement of alternate vehicles in the event of breakdown of vehicles that may occur during trips, or rejection by CSL/CANSRU Officer-in-Charge, shall be done by the service provider immediately at their own cost. If the firm fails on this, CSL/CANSRU reserves the right to engage vehicles from other sources and the cost so incurred shall be borne by the firm/Deducted from the monthly bill on actuals.

28. TAX ELEMENTS

- a) The tax rate of the Goods and Services would be as per the Government of India published GST rate schedule for goods & services. The rates have been mapped with HSN& SAC in the rate notification issued by the government. The rate schedule should be referred to identify the applicable rate.
- b) Taxi service providers, those who are not coming under the purview of GST in view of their annual turnover limit, shall submit the undertaking (notarised) for the same.
- c) Permanent Account Number (PAN) obtained from Income Tax Department should be mentioned in the invoice for inclusion of PAN in the TDS returns filed by CSL/CANSRU.
- d) GST Id should be mentioned.
- e) The invoices should be as per the provisions of GST law. The invoices should mandatorily contain the HSN code/SAC and GSTIN number along with other particulars. The GST charged (CGST&SGST or IGST) should be separately indicated in the invoice.



f) Tax inclusive invoices will not be accepted.

g) All correction/rectification in the invoices should be done through Debit note/ Credit note only.

29. Jurisdiction: It is clarified that the contractor cannot go for arbitration for any disputes arising out of the agreement related to this contract work/supply. Cochin Shipyard Ltd. has a grievance redressal cell and all questions, disputes or differences arising under, out of, or in connection with the contract after hearing by Grievance Redressal committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi, Kerala.

30. General Conditions, Special Terms and Conditions and all tender documents of CSL/CANSRU is legally binding on the tenderer.

31. SECRECY & RESTRICTION ON INFORMATION TO MEDIA.

- a. The information contained in the enquiry as such shall NOT be communicated to any third party without prior approval of CSL/CANSRU.
- b. Information in respect of contracts/orders shall NOT be released to the national or international media or anyone not directly involved in its execution without the written approval of CSL/CANSRU.

32. CANCELLATION OF ORDER AND RISK CONTRACTING

- a. In the event the contractor fails to execute the work promptly and satisfactorily as per the terms of the order, and if the work is delayed beyond thirty (30) days from the agreed schedule, CSL/CANSRU, without prejudice, reserves the right to cancel the order and get the work done at contractor's cost and the expenditure so incurred including any damage or loss will be recovered from the agency and the Security Deposit furnished by him is liable to be forfeited either in whole or in part.

33. SAFETY OF PERSONNEL AND FIRST AID

- a. The Agency shall be entirely responsible for the safety of all the personnel employed by him on the work. In this regard, he may adopt all the required safety measures and strictly comply with the safety regulations in force. In this regard, the Contractor will have to fully indemnify CSL/CANSRU against any claims made by his workmen/other personnel.
- b. The Agency may arrange to suitably insure all his workmen/ other personnel in this regard. CSL/CANSRU will not be responsible for any injury or illness to the Contractor's workmen/other personnel during execution of the works due to whatsoever reasons.
- c. The Agency shall provide and maintain so as to be readily accessible during all working hours, a first aid box with prescribed contents to be available in allocated where he employs the manpower for executing the works.

34. FORCE MAJEURE

- a. Should failure in performance of any part of this contract arise from war, insurrection, restraint imposed by Government act or legislation of other statutory authority, from explosion, riot, legal lock-out, flood, fire, act of God or any inevitable or unforeseen event beyond human control which will be construed as a reasonable ground for extension of time, CSL/CANSRU may allow such additional time as is mutually agreed to be justified by the circumstances of the case.



35. LABOUR LAWS AND REGULATIONS

- a. The Contractor shall observe and comply with the provisions of all labour and industrial laws and enactments and shall comply with and implement the provisions of the Factories Act, 1948, 'Employees Provident Funds & Miscellaneous Provisions Act, 1952, Employees State Insurance Act, Payment of Gratuity Act, minimum Wages Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act and all other enactments as are applicable to him and his workmen employed by him. The Contractor shall inform CSL/CANSRU his license number from the Central Labour Commissioner.
- b. All contract workmen, except those exempted under the respective Acts, shall necessarily be insured under the ESI scheme and be made members of the EPF Scheme from the day of their engagement as contract workmen in the Company. In Case 1, All such insured contract workmen should carry with them their ESI Identity Card for verification by the authorities. No contract workmen without a valid ESI Identity Card for verification by the authorities will be permitted to work in the company.
- c. The Contractor shall maintain the records viz. Muster Roll, Acquittance Roll with full details, Account books etc., in original. These are required for inspection by the concerned authorities under each scheme.
- d. The Contractor shall be fully responsible for the conduct and discipline of the workmen employed by him in the Company premises. If such workmen commit any misconduct or criminal act inside the Company, the Contractor shall take appropriate action against such workmen. The contractor shall abide by the instructions/ guidelines issued by the Company for maintenance of discipline and good conduct among the workmen employed by him.
- e. **Contractors are to familiarize themselves with the labour rules & regulations.**

36. SUB-CONTRACTING AND ASSIGNMENT

- a. Agency shall not assign or transfer the Purchase Order/ Work Order or any share or interest therein in any manner or degree to any third party without the prior written consent of CSL/CANSRU.
- b. Agency shall not contract with any subcontractor and/or vendor without the prior written consent of CSL/CANSRU. Such consent shall not relieve the Contractor from any of his responsibilities and liabilities under the Purchase Order/ Work Order. In addition, Contractor shall ensure that the terms and conditions of any such contract shall comply with and correspond to the terms and conditions of the Purchase Order/ Work Order.

37. TERMINATION & LIMITATION OF LIABILITY

1.1. This contract may be terminated upon the occurrence of any of the following events

1.1.1. By agreement in writing of the parties hereto;

1.1.2. By the non-defaulting party, upon default by the other party, of any clause of this contract, if not remedied within thirty (30) days, or such longer time as may be agreed upon by the parties, after receipt of notice thereof in writing from the non-defaulting party;

1.1.3. By the other party, upon either party;

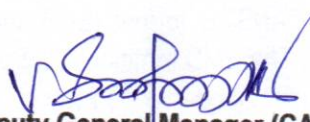
- (i) Making the assignment for the benefit of creditors, being adjudged a bankrupt or becoming insolvent; or
- (ii) Having a reasonable petition filed seeking its' dissolution or liquidation, not stayed or dismissed within sixty (60) days; or
- (iii) Ceasing to do business for any reason.

1.1.4. In cases where the maximum limit of LD is reached and still the work execution is not started.



- 1.1.5. For fraud and corruption or other unacceptable practices.
- 1.1.6. Upon expiry or termination of this Contract, neither party shall be discharged from any antecedent obligations or liabilities to the other party under this Contract unless otherwise agreed in writing.
- 1.2. CSL/CANSRU may by notice in writing to supplier terminate the order after issuing due notice i.e., 15 days' notice period. CSL/CANSRU shall be entitled to compensation for the loss limited to the order value.
- 1.3. Liability maximum that can be claimed by the Agency shall be limited to what is due to be and has been paid by CSL/CANSRU for work done as per the payment milestones and limited to work order value.

For Cochin Shipyard Limited


Deputy General Manager (CANSRU)



SPECIAL TERMS & CONDITIONS

1. Validity: The offer should be valid for a minimum period of four months of date of tender opening.
2. Contract Period: 1 year from the date of acceptance of work order and for a further period of 1 year upon satisfactory performance of the Contractor with the same rate, terms & conditions.
3. EMD (Earnest Money Deposit): Rs 10,000/- (Rupees Ten Thousand Only) EMD for a valid bid has to be submitted by the bidder in the form of demand draft drawn in favour of Cochin Shipyard Limited. Cheques are not acceptable.
4. Security Deposit:
 - a) Successful bidder shall furnish an interest free Security Deposit as Performance Bank Guarantee (PBG) (10% of the Order Value). This can be furnished in the form of bank Guarantee by from a reputed scheduled/national bank as per CSL/CANSRU format (Enclosure 2) at Enclosure 2/FDR/Demand Draft drawn in favour of Cochin Shipyard Ltd. The EMD remitted can be adjusted towards security deposit on request from the contractor. The security deposit will be released within 30 days only after successful completion of the period of contract. If the contractor abandons the contract or fails to commence or carry out the work as per the terms and conditions of the order in time, CSL/CANSRU will have the rights to terminate the contract within 15 days of notice forfeiting the EMD and Security deposit and also to initiate alternative arrangements at the risk and cost of the contractor. Security deposits will bear no interest. If the contract is further extended, then the security deposit will remain with CSL/CANSRU till the extended period of the contract.
5. **PAYMENT TERMS:**
 - a) 100% Payment will be released once in a month and tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL/CANSRU representative at Sri Vijaya Puram. Delay of accepted bills will lead to the delay in processing of payment.
 - b) Payment of Toll fee, parking fee etc. which may become necessary during the trips has to be initially paid by the contractor and the same will be reimbursed by CSL/CANSRU along with the running bills. Supporting documents certified by the authorized CSL/CANSRU representatives is necessary to process the payment.

For Cochin Shipyard Limited


Deputy General Manager (CANSRU)



Enclosure-1

ELECTRONIC PAYMENT MANDATE FORM

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

- 1) Vendor Name
- 2) Vendor Address with Phone No

- 3) Vendor Code

- 4) Permanent Account Number (PAN)

[illegible]

- 5) Particulars of Bank Account

- a. Name of the Bank

[illegible][illegible]

- b. Name of the Branch

[illegible][illegible]

- 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)

- j. Type of the Account (S.B, Current or Cash Credit) with code (010/011/013)

--	--	--

- k. Account Number (as appearing on the cheque book)

[illegible]

- 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



BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT/WARRANTY GUARANTEE

To

COCHIN SHIPYARD LTD
(GOVT. OF INDIA ENTERPRISE,)
PO BAG No. 1653 , PERUMANOOR PO, COCHIN 682 015.

WHEREAS(Name & Address of Supplier) (hereinafter called "**the Supplier**") has undertaken, in pursuance of Contract..... No..... Dated: to execute (Name of Contract and brief description of works) (hereinafter called "**the Contract**").

AND WHEREAS it has been stipulated by **COCHIN SHIPYARD LTD** (The Buyer - hereinafter called "**CSL**") in the said contract that the Supplier shall furnish **CSL** with a Bank Guarantee for the sum specified therein as security for compliance with the Supplier's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee.

NOW THEREFORE we (Name of the Bank) having its Head Office at(Address of Head Office) and acting through its branch office at (Address of the executing branch) (hereinafter called "**the Bank**") hereby affirm that we are the Guarantor and responsible to **CSL**, on behalf of the Supplier up to a total of (amount of Guarantee)in words).

We, the bank, hereby irrevocably undertake to pay you any amount not exceeding in total the Guarantee Amount upon receipt by us of your demand in writing accompanied by the following documents:

1. Your signed statement certifying that the Supplier is in breach of his obligation(s) under the Contract and the respect in which the Supplier is in breach.
2. Your signed statement certifying that the Supplier has been given a prior written notice by email from you to make good the aforesaid breach and that the Supplier still failed to fulfill the Contract within 30 days of such notice. A copy of such notice given by email to the Supplier shall be attached to the demand for payment.



Any demand for payment should contain your authorized signatures which must be authorized by your bankers or by a notary public.

We, the Bank, further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between **CSL** and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. We, the Bank, further agree that any change in the constitution of the said contractor or the said bank shall not discharge our liability hereunder.

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed
(..... only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if **CSL** serve upon us a written claim or demand on or before (validity date) .

Any demand for payment under this guarantee must be received by us at this office during working hours on or before the validity date. Should we receive no claim from you by the validity date, our liability to you will cease and the guarantee will definitely become null and void whether returned to us or not.

Yours truly,

Signature and seal of the guarantor:.....

Name of Bank:.....

Address:

Date:.....

[1] An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in respective Dollars / Indian Rupees/Other Currency.



ACCEPTANCE OF THE TERMS & CONDITIONS BY THE TENDERER

(To be given in the Letter Head of supplier/vendor)

1. I/We have understood clearly the Specifications, scope of materials, scope of work, General, Specific and Commercial Terms and Conditions of the Tender. I shall scrupulously abide by the same.
2. I/We certify that to the best of my /our knowledge the particulars furnished above is true.

(Signature with company seal)

For and on behalf of the company
Name & Designation of Signatory.



