

**TENDER NOTICE**

सीएसएल – कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), कोलकाता की ओर से निम्न सूचित कार्य 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-Kolkata Ship Repair Unit (CKSRU), Kolkata from experienced firms for the under mentioned work, 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/सीकेएसआरयू/टीईएन/XXX/2023-24 दिनांक 17 जनवरी 2024 CSL/CKSRU/TEN/422/2023-24 dated 17 January 2024
कार्य का नाम Name of Work	सीकेएसआरयू, कोलकाता के लिए कार्यालय स्टेशनरी, हाउसकीपिंग और पेंट्री वस्तुओं की आपूर्ति (विस्तृत विनिर्देश अलग से संलग्न है) Supply of office stationery, housekeeping, pantry and printer related items for CKSRU, Kolkata
निविदा का प्रकार Type of Tender	दो बोली Two Bid
जमा करने के लिए बयाना राशि Earnest Money to be deposit	रु. 10,000/- Rs.10,000/-
निविदा प्रपत्र की लागत Cost of Tender Form	Nil
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 30 जनवरी 2024 को 15:30 बजे तक 30 January 2024 at 15:30 hrs.
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 30 जनवरी 2024 को 16:30 बजे तक 30 January 2024 at 16:30 hrs.

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

Tender reference should be clearly indicated on top of the envelope.

उप महाप्रबंधक (सीकेएसआरयू) को संबोधित मुहरबंद निविदाएं सीएसएल- कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), ड्राई डॉक ऑफिस बिल्डिंग, गेट नं. 9, नेताजी सुभास डॉक, सर्कुलर गार्डन रीच रोड, कोलकाता – 700024 में स्थित 'सीकेएसआरयू निविदा बॉक्स' में नियत तारीख एवं समय तक डाली जाएंगी।



कोचीन शिपयार्ड लिमिटेड

(भारत सरकार का श्रेणी 1 मिनि रत्न कंपनी, पोत परिवहन मंत्रालय)



COCHIN SHIPYARD LIMITED

(A Government of India Category-1 Miniratna Company, Ministry of Shipping)

Sealed tenders addressed to The Deputy General Manager (CKSRU) shall be dropped in the “**CKSRU Tender box**” located at **CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building, Gate No. 9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata -700024** by the due date and time.

उपरोक्त कार्य के लिए प्रभारी अधिकारी
Officer In-Charge for the above work

नाम/ Name : सौमिता घोष /Soumita Ghosh
पदनाम/ Designation: उप प्रबंधक /Deputy Manager
संपर्क सं. (मोब.)/Contact No (M) : 7994450596
ई-मेल/ E-mail: soumita.ghosh@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

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

उप महाप्रबंधक (सीकेएसआरयू)
Deputy General Manager (CKSRU)



पंजीकृत कार्यालय: प्रशासनिक भवन, पी.ओ. बैग सं. 1653, परुमानूर पी.ओ., कोची - 682 015
Registered Office: Administrative Building, P.O. BagNo. 1653, Perumanoor P.O., Kochi - 682 015
फोन / Phone: +91 (484) 2361181/2501200. फाक्स/ Fax: +91 (484) 2370897/2383902
वेबसाइट / Website: www.cochinshipyard.com CIN: U63032KL1972GOI002414

Tender No: CSL/CKSRU/TEN/422/2023-24

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SCOPE OF WORK & ELIGIBILITY CRITERIA**A. SCOPE OF WORK**

- 1) The work entails supplying of office stationeries, housekeeping, pantry items and printer related items at Gate No.9, Netaji Subhas Dock (NSD), Kolkata mentioned in **Annexure 2/Price bid format**. This involves supply of good quality items as per specifications mentioned in the scope of work within three working days from the placement of order by the Officer-in-charge.
- 2) **Place of Delivery:**
 Cochin Shipyard Limited
 CSL-Kolkata Ship Repair Unit (CKSRU)
 Gate No.9, Netaji Subhas Dock (NSD)
 Circular Garden Reach Road
 Kolkata – 700024
- 3) **Supply of Items:** Entire items as per **Annexure 2/Price bid format** shall be supplied as per requirement projected by Officer-in-charge, CSL. Supplies shall be free from surface defects and shall be accepted subject to the complete satisfaction of the concerned officer-in-charge. Any defect found in materials supplied will render the supplies open to rejection. The rejected items shall have to be taken back by the contractor at their own cost and risk and the contractor shall replace such rejections with the items of standard specifications/quality as applicable to CSL.
- 4) **Lead time of supply:** the items to be supplied as per officer in charge's instructions within 3 working days from the date of intimation/requisition. CSL-Kolkata Ship Repair Unit (CKSRU) shall have the authority to place order for supply of items beyond office hours and on holidays for which no additional payment will be made by CSL-Kolkata Ship Repair Unit (CKSRU).
- 5) **Contractor's Responsibility for Workmanship:** The contractor remains accountable for the quality of supplied goods, regardless of the certification provided by CSL Personnel. The deployed personnel supplying items should follow all rules and regulations and obtaining proper passes pertaining to entry of materials at the gate and also exiting with some materials if any. The person supplying the materials should be wearing all PPEs that are required for entry into the gate.
- 6) **Period of Contract:** The period of contract shall be for two years (twenty four months) and same shall be extended for another one year with same rate, terms and conditions with mutual acceptance by both the parties (CSL/CKSRU & Contractor). However, decision of CSL will be final in this regard.

B. ELIGIBILITY CRITERIA:

Sl. No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The firm should be in the business of supply of stationery items, housekeeping and pantry related items in any Govt. firm / PSU / any reputed private organizations for a minimum of 02 years as on date of publishing this	Any one work order issued during the last one year period and any one work order issued before 1 year as on date of this tender.

		tender.	
2.	Registered Office in Kolkata	Firm should have dedicated registered/regional/local functional office in Kolkata and address proof of office should be submitted along with technical bid.	Address proof of the office to be submitted.
3.	Financial capability	The firm should have a positive net worth during the last three financial years (FY – 2020-21/2021-22/2022--23).	Profit and loss account statement for the respective financial year

PRICE BID FORMAT								
ANNEXURE 2								
Tender No. CSL/CKSRU/TEN/422/2023-24								
Name of work: Supply of Stationery Items for CKSRU, Kolkata								
Sl No.	Item Name	Specification	Qty	Unit	Unit rate (INR)	Total rate (INR)	GST (%)	HSN/Sac Code
Scope of work: Include supply of below listed materials at CKSRU, Gate No.9, NSD, Kol-24 as per the site requirement and instruction of Officer-in-Charge.								
Section: A-STATIONERY ITEMS								
A1	Copier Paper	75GSM, A4, 500 sheets / (JK Copier Red/Bilt)	1	Reams				
A2	Copier Paper	100GSM, A4, 500 sheets / (JK Cedar Red/Bilt)	1	Reams				
A3	Copier Paper	75GSM, A3, 500 sheets / (JK Cedar Red/Bilt)	1	Reams				
A4	Box file	A4 Size, Canvas/Cardboard, 3 inches thickness, with JMD Clip / (Jyoti/Cosmic)	1	EA				
A5	Hard back plastic file	A4 size, Plastic, 1.5 inches thickness, 2D ring binder file / (Generic/AJS 1450)	1	EA				
A6	Lever Arch Files	Plastic lever arch binder box , foolscap size (216mm x 343mm) (8.5inch x 13.5inch) – 70mm (2.75 inch) thickness, nickel plated clip, vinyl coated cover material & rado lock / (Link Deli/ Solo)	1	EA				
A7	Lever Arch Files	Plastic lever arch binder box ,foolscap size (216mm x 343mm) (8.5inch x 13.5inch) – 40mm (2.75 inch) thickness, nickel plated clip, vinyl coated cover material & rado lock / (Link Deli/ Solo)	1	EA				
A8	Cobra Files	Plastic coated / (Special Eco/ Veer Files of 5 different colors)	1	EA				
A9	Plastic folder	Suitable for A4 size document storage, with button.	1	EA				
A10	Plastic folder	Suitable for A4 size document storage, closed one with tie rope	1	EA				
A11	Pen	Ball point (Blue/Black/Red), Linc/ Cello or equivalent ,(Type-Push Clip/Normal)	1	EA				
A12	Pencil	2HB, Nataraj/ Apsara	1	EA				
A13	Eraser	Nataraj/ Apsara	1	EA				
A14	Sharpener (Plastic)	Nataraj/ Apsara	1	EA				
A15	Sketch pen	Black/Blue/Red/Green/(Camlin/Classmate sketch pen of 12 shades)	1	EA				
A16	Marker - Permanent	Black/Blue/Red/Green/(Linc / Cello or equivalent)	1	EA				
A17	Marker - Paint	Black/Blue/Red/Green/(Linc / Cello or equivalent)	1	EA				
A18	Marker - White board	Black/Blue/Red/Green/(Camlin,Cello or equivalent)	1	EA				
A19	Highlighter Pen	Blue/Green/Yellow/Pink, (Camlin / Cello or equivalent)	1	EA				
A20	Whitener pen	Kores/ Camlin or equivalent	1	EA				
A21	Sticky note - Small	Size: 25MMX76MMX150Sheet (1"x3"x3"), Three colour type	1	EA				
A22	Sticky note - Big	Size: 75MMx75MMX50 Sheet, Each set of different colour	1	EA				
A23	Fevi Gum Tube	18 ml, (Pidilite/Fevicol)	1	EA				
A24	Fevistick Glue	15 gm, (Fevistick/Faber - Castell)	1	EA				
A25	Cello tape (Small)	White - 1" width	1	EA				
A26	Cello tape (Big)	White - 2" width	1	EA				
A27	Brown tape (Small)	1" width	1	EA				
A28	Brown tape (Big)	2" width	1	EA				
A29	Double sided tape	Length 10Mtr, Width-48MM, Thickness 2MM	1	EA				
A30	Attendance Register	No 8, Legal Size (9x13 inches)	1	EA				
A31	Register	2Q, 80 GSM, ruled, numbered,	1	EA				
A32	Register	4Q, 80 GSM, ruled, numbered,	1	EA				
A33	Register	8Q, 80 GSM, ruled, numbered,	1	EA				
A34	Register	12Q, 80 GSM, ruled, numbered,	1	EA				
A35	Stock Register	Rexine Binding Record Keeping Book. Number Of Sheets 200	1	EA				
A36	Binding clips (Small)	Metal, 32 MM, 12 Nos. per Box.	1	Box				
A37	Binding clips (Medium)	Metal, 51 MM, 12 Nos. per Box.	1	Box				

Sl No.	Item Name	Specification	Qty	Unit	Unit rate (INR)	Total rate (INR)	GST (%)	HSN/Sac Code
A38	Paper cutting knife	Auto lock along with, Cutting length 152 mm.	1	EA				
A39	Scissors (7")	Deli / Chrome	1	EA				
A40	Double punch (Small)	DP- 480, Kangaro / Equivalent	1	EA				
A41	Double punch (Big)	DP- 800, Kangaro / Equivalent	1	EA				
A42	Single punch (Small)	Kangaro / Equivalent	1	EA				
A43	Single punch (Big)	F-20, 20 Pages, Kangaro / Equivalent	1	EA				
A44	Stapler (Small)	24/10, Kangaro / Equivalent	1	EA				
A45	Stapler (Big)	24/6, Kangaro / Equivalent	1	EA				
A46	Pen stand	Metallic, round, 3 inch dia, 4 inch height	1	EA				
A47	Scale	Steel, 12 inch length (Dayal Deluxe/Lovely)	1	EA				
A48	Scale	Plastic, 12 inch length (Nataraj/Dayal)	1	EA				
A49	Writing pad with clip	Plastic, metallic clip, A4 size	1	EA				
A50	Pocket diary	40 pages, 5 inch length X 4 inch width.	1	EA				
A51	Transparent folder (Perforted pockets)	A4 Size, transparent document sleeves protectors, 11 Holes punched ring Files, 100 pcs per packet	1	Packet				
A52	Spiral Note Book	Notebook No 66, 21 x19 cm, 80 pages	1	EA				
A53	Paper Weight	Kebica Globe shaped crystal glass (2inch)	1	EA				
A54	Stamp Pad	Size 100 mmx 69mm (Blue/Black)/ (Faber/castell)	1	EA				
A55	Visiting Card Holder	240 Cards, (SRS)	1	EA				
A56	Staple pin (Small)	24/10, Kangaro / Equivalent	1	EA				
A57	Staple pin (Big)	24/6, Kangaro / Equivalent	1	EA				
A58	Bond paper	A4 Paper, 100 GSM,500 Sheets	1	EA				
A59	Suspension File	Size- letter, Cardboard, Hanging file folders, 1/5 Cut Tab, Assorted Primary Colors, 25 Per Box. Dimension (Length: 298 mm x Width: 235mm X Thickness 5 mm)	1	Box				
A60	Spring file	Cardboard, multicolour, board/cobra file folder for documents, Dimension: (Length: 22.9 cm, Width: 30.5cm, Thickness 2.5 cm).	1	EA				
A61	Magazine file	Magazine File Holder, White,Corrugated Board (Height : 30 cm, length : 23 cm, depth : 7 cm)	1	EA				
A62	Divider	A4 size, plastic, multicolour 12 tabs divider with 11-hole universal punch for convenient filing.	1	EA				
A63	Chalk	Colourful Chalk,(Kores/Apsara or Equivalent)	1	Box				
A64	Marker pen	Fine tip Marker pen(Camlin/Cello/Luxor or equivalent)(Black/Blue,)	1	EA				
A65	Id Card Holder	Id Card Holder with clip & Zip lock (Size:-105cm*65cm)	1	EA				
A66	Strip File	Sliding Bar Cover Strip File Folder (Set of 10 Files)	1	Packet				
A67	Reflected Belt	Safe High Visibility Protective Safety Reflective Vest Belt Jacket (Orange/Green)	1	EA				
A68	Transparent "L" type Folder	Transparent Folder A4 Size File Document Folder Open Top & Side (pack of 20)	1	Packet				
A69	Board pin	Round Head Push Pins for Board (Box of 50)	1	Box				
A70	Office Pin	Metal Head Nickel Plated Office Paper All-pins (50gm-24 mm)	1	Box				
A71	Gem Clip	Best quaiity Metal Steel Clip Size - 35 MM (pack of 100)	1	Box				
A72	Envelope	Brown Envelopes (9 X 4 inch) 70 GSM (Pack of 100)	1	Packet				
A73	Envelope	Envelope Green A4 Size(10"x12") Laminated & Threaded Inside (Pack of 50)	1	Packet				
A74	Envelope	White Envelope 9.5 X 4.5 inch Letter Size(pack of 100)	1	Packet				
A75	Gem Clip	Best quaiity Metal Steel Clip Size 26 MM (pack of 100)	1	Box				
Section-A Sub-Total (Excl. GST)								
Section-B:- HOUSEKEEPING ITEMS								
B1	Waste cover	Good quality, For 240L dust bin	1	Nos.				

Sl No.	Item Name	Specification	Qty	Unit	Unit rate (INR)	Total rate (INR)	GST (%)	HSN/Sac Code
B2	Hand wash liquid	1 Ltr pack / (Dettol/Savlon)	1	Nos.				
B3	Soap	20 Gms, (Dettol /Savlon)	1	Nos.				
B4	Dish wash liquid	250ml bottle (Vim/ Prii)	1	Nos.				
B5	Floor cleaner	500ml bottle (Lyzol/Domex)	1	Nos.				
B6	Naphthalene balls	500 gms packet (Wonderfresh /Supreme or equivalent)	1	Nos.				
B7	Duracell Battery	AA , AAA	1	Nos.				
B8	Mosquito Repellent	All Out/Good Night	1	Nos.				
B9	Toilet air freshener	Odonil, 75gm	1	Nos.				
B10	Wet and dry cotton c	Size: 18 x 18 Inch, 12 Pcs. Per Packet	1	Nos.				
B11	Wet & dry mop	Good quality, Spin mop	1	Nos.				
B12	Dish wash soap	Dish wash soap tub ,Wt-500gm,(Exo/Vim or equivalent)	1	Nos.				
B13	Room Freshner	Room Freshner,(Odonil/aer/Godrej or equivalent) Size-220	1	Nos.				
Section-B Sub Total (Excl. GST)								
Section-C:- PANTRY ITEMS								
C1	Tea leaves	Loose Tea leaves Wt-500 gm (Tata/Brooke Bond or equivalent)	1	Pouch				
C2	Instant coffee	Nescafe, 500 Gms bottle	1	Bottle				
C3	Sugar	1kg packet	1	kg				
C4	Drinking bottle water	500ml, (Kinley/ Bisleri)	1	EA				
C5	Paper coffee cup	75ml capacity	1	EA				
C6	Tissue paper	For office use, good quality, Size:20x20cm, 200 sheets (100 pulls), 2ply	1	Box				
C7	Milk Powder	Type-Pouch,Wt-200gm,(Amul/Nestle or equivalent)	1	packet				
C8	Scrub Pad	Scotch Brite or equivalent) Pack of 6	1	packet				
C9	Paper Glass	Disposable Paper Glass Size-200 ml (Qty-100/packet)	1	packet				
C10	Spoon	Disposable wooden spoon (qty-50 nos)	1	packet				
C11	Kitchen tissue	For kitchen use, Square, good quality, 100 sheets per pack	1	packet				
Section-C Sub Total (Excl. GST)								
Section-D:-PRINTER RELATED ITEMS								
D1	Refilling of Cartridge for Laser Jet Pro MEP-M132a		1	EA				
D2	Refilling of Cartridge for Brother DCP LP-2541 DW		1	EA				
D3	Refilling of colour Cartridge for brother DCP-L3551CDW		1	EA				
D4	Refilling of black & white Cartridge for brother DCP-L3551CDW		1	EA				
D5	Supply of Cartridge for Laser Jet Pro MEP-M132a		1	EA				
D6	Supply of Cartridge for Brother DCP LP-2541 DW		1	EA				
D7	Supply of colour Cartridge for brother DCP-L3551CDW		1	EA				
D8	Supply of black & white Cartridge for brother DCP-L3551CDW		1	EA				
D9	Supply of Cartridge for HP LASERJET TANK MFP 2606SDW		1	EA				
D10	Supply of Cartridge for HP OFFICEJET PRO 8020 AIO (BLACK)		1	EA				
D11	Supply of Cartridge for HP OFFICEJET PRO 8020 AIO (CYAN)		1	EA				
D12	Supply of Cartridge for HP OFFICEJET PRO 8020 AIO (MAGENTA)		1	EA				
D13	Supply of Cartridge for HP OFFICEJET PRO 8020 AIO (YELLOW)		1	EA				
Section-D Sub Total (Excl. GST)								

1) Contractor has to provide quote for all the line items mentioned in the price bid format. Partially filled price bid will be rejected.

Note:

2) L1 shall be arrived based on rate quoted by bidder section wise excl. GST (Section A: Stationery items, Section B: Housekeeping items, Section C: Pantry items and Section D: Printer related items).

Sign and seal of the Contractor

TERMS AND CONDITIONS

1. Offer shall be submitted in the prescribed form in the 'CKSRU Tender Box' located at **CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata-24**, and has to be addressed to **The Deputy General Manager (CKSRU), Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Kolkata - 24**.
2. In case of bid sent through e-mail, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by e-mail or SMS immediately before the tender opening against the request from concerned officer.
3. **Validity**: The offer should be valid for a minimum period of four months of date of submission of offer.
4. **Payment terms**:
 - a. Payment shall be made in every month at actuals against invoice in triplicate supported by work completion certificate / work logbook duly certified by the Officer-in-Charge of CSL.
 - b. Contractor shall indicate details like PAN, GST details etc. required for processing payment **as per duly filled and signed Annexure 4 mandatorily** Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
 - c. The invoice to be raised on Officer in-charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Dry Dock Office Building, Netaji Subhas Dock, Gate No.9, Circular Garden Reach Road, Kolkata – 700024.
 - d. **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
 - e. Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL representative at Kolkata. Delay of accepted bills will lead to delay in processing of payment.
5. **Earnest Money Deposit (EMD)**: Rs.10,000/- (Rupees Forty Thousand only)
6. EMD for a valid bid has to be submitted by the bidder in the form of demand draft / FDR / Bank Guarantee (Encl.2) drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the CSL approved list in case of foreign bidder. Cheques are not acceptable. Bids submitted without EMD will be rejected. No interest shall be paid for the EMD, Security Deposit or Performance guarantee. EMD will be returned to the unsuccessful bidder post finalization of tender and issue of Work Order to the L1 bidder.
7. **Cost of Tender Form**: Nil
8. **Performance Security**: A recovery of 10% will be made from contractor's monthly bill towards performance security to maximum of Rs.50,000/- (Rupees Fifty Thousand only) and will be returned only one month after expiry of the contract.
9. **Language**: 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.
10. All the materials shall be supplied as per the technical specification provided and necessary manuals shall be submitted along with the offer.
11. Approximate quantity required for a year is mentioned in the price bid format to arrive L1. Payment will be made on monthly basis for the actual quantity supplied. **L1 shall be arrived based on rate quoted by bidder section wise excl. GST (Section A: Stationery items, Section B: Housekeeping items, Section C: Pantry items and Section D: Printer related items).**
12. All applicable taxes, duties, transportation and delivery charges at CKSRU, Kolkata should be included in the rate quoted, unless specified otherwise. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
13. Bidders to note that no advance payment will be made by CSL against work order/ supply order issued.

14. 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.
15. GST / Duties, if any, payable extra is to be indicated in the price bid.
16. MSEs, Startups, Local Suppliers (Make In India), MSME firms and Startups will be eligible for various Relaxations in pre-qualification criteria and other Benefits as per the orders promulgated by Government of India. Bidders are advised to refer the details of various Benefits and Relaxation in pre-qualification criteria as published at CSL website (www.cochinshipyard.com) under the Tenders tab for further reference.
17. **Risk Purchase:** -If the supplier fails to commence the work as per the instruction of Officer in Charge or violate any of the terms and conditions of the purchase order; CKSRU/CSL shall have the following rights.
 - a) To terminate the contract with 15 days' notice forfeiting the security deposit.
 - b) To initiate alternate procurement action at the risk and cost of the supplier.
18. 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.
19. Speed limit inside CKSRU premises is Max 10km/Hr.
20. The firm should not subcontract the work in part or full.
21. CSL reserves the right to award contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
22. Any loss / damage sustained by CKSRU on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.
23. Necessary Insurance Coverage for the contractor's materials / equipment / vehicle including Third Party liability is to be taken at his cost. If any accident/injury occurs to any other persons/public due to proven negligence/non-adherence to relevant safety and other precautions on the part of Contractor/it's employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.
24. The delivery should be made without any extra charges (transport charge/freight charge). The supplier shall arrange their own transportation, loading & unloading etc for supply of materials and necessary permits for the same.
25. The rates agreed upon as per the quotation remain firm and fixed and will not be changed till conclusion of contract including extended period if any.
26. CSL reserves the right to terminate the work order at short notice in case the firm's performance is found not satisfactory with regard to the supply of materials as per specifications, higher lead time of supply and other violation of any contract conditions. No claim whatsoever will be entertained in this regard from the firm.
27. Additional safety provision: For the work carried out within dock area the contractor shall abide by all provisions of the dock workers (Safety, Health and Welfare) Regulation 1990 without causing any damage / accident in the work premises which will be ultimately causing loss to CSL either directly or indirectly. The contractor has to take all the necessary safety measures to prevent any damage/ accident at site during the execution of work.
28. CKSRU entry permit: Since the delivery is to be provided inside the Port area, the Contractor shall abide by all rules and regulations of the Port in force from time to time as applicable. The Contractor is required to obtain required permit / RFID card issued by KoPT for their men, vehicle, tools and materials to enter the CKSRU premises at their cost. The necessary recommendations will be issued by CKSRU to permit the Contractor to take the materials / equipment / vehicle inside the Port area for the execution of the work.
29. Contractors are required to produce a valid police clearance certificate if required to avail gate passes for entering CKSRU premises.
30. HSE guidelines issued by CKSRU/CSL Kochi from time to time shall be followed by the contractor.
31. During the evaluation of tender CSL Officer-in-Charge may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.

32. It is clarified that the Contractor 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 disputes shall be attended by CSL Grievance Redressal Cell. 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.
33. In case any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Ernakulam, Kerala, India.
34. The acceptance of a tender will rest with GM (STGY&NP) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.

COCHIN SHIPYARD LIMITED - KOLKATA SHIP REPAIR UNIT (CKSRU)
KOLKATA – 700 024

SPECIAL INSTRUCTIONS FOR TWO BID SYSTEMS

1. MODE OF SUBMISSION OF TENDERS

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

2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS

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

3. PRICE PART SHOULD CONTAIN FOLLOWING DETAILS

- a. Duly filled price bid as per the tender document.
- b. The quoted rate shall include rate for material, transportation, loading etc. to deliver the items to the location as mentioned in the tender document.
4. CKSRU/CSL reserves the right to alter, modify the scope of supply at their discretion and consistent with the policy of the Government of India and statutory bodies under them as applicable to the contract from time to time.
5. The Techno-commercial part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Techno-commercial part. Firms will be intimated the date of opening of the price part, whose Techno-commercial bid is acceptable, in due course. Tenderers shall not be allowed to attend the Techno-commercial bid opening.
6. Supplier should depute only persons who are entitled for exemption from income tax in India. In case the supplier does not depute such persons, the tax liability will be in the supplier's account.
7. The Tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.
8. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
9. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.
10. Price part should be submitted in the Price Bid format provided. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid. In case if there is any corrections/ multiplication or calculation error / ambiguity in the price bid, unit rate quoted will be considered as base and calculation will be done accordingly.
11. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected. In case if there is any ambiguity, unit rate will be taken as base and calculation will be done accordingly.

VENDOR DETAILS

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Registered office Address of Company/Firm in Kolkata	
4	Telephone No./Fax No./Mobile No	
5	E-mail address	
6	Names of the contact person & designation	(i) (ii) (iii)
7	Type of Entity-Proprietorship/Partnership firm/Company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
8	PAN Card Number	
	GST Registration Number (GST certificate to submitted along with the technical bid)	
	EPF registration no. (EPF registration certificate to be submitted along with the technical bid) Note: In case firm does not have EPF registration reasons thereof to be indicated	
	ESI Registration No. (ESI registration certificate to be submitted along with the technical bid). Note: In case firm does not have ESI registration reasons thereof to be indicated	
	Copy of License if applicable	
9	Whether the Agency has been blacklisted/debarred or given tender holiday or contract terminated before expiry of the contract period by any 'Govt./autonomous bodies/ organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc.	Yes/No (please tick as applicable) If yes, please furnish details on a separate sheet

Sign & seal of contractor:

(Self-declaration to be given by in letter head)

1. Reference No. & Date :
2. Bidder's Name & Address :
3. Person to be contacted :
4. Designation :
5. Telephone No. :
6. Fax No. :
7. E-mail :

SELF DECLARATION

We do hereby declare that we have not been debarred / blacklisted by CSL or by any of the Public Sector Undertaking or Government Department etc.

If CSL finds that, we have been blacklisted/de-barred by any of the Public Sector Undertaking or Government department, then CSL can reject the offer or terminate the contract at any point of time. In such case, we are confirming herewith that, any loss that has happened to CSL due to this will be compensated by us.

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Name :
Designation :
Phone No. :
Seal :
Date :
Place :

UNCONDITIONAL ACCEPTANCE LETTER

(Unconditional acceptance to be given in letter head)

ACCEPTANCE OF TENDER CONDITIONS

Tender Document for the supply of stationery, housekeeping, pantry and printer related items at CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata, has been received by me/us and I/We hereby unconditionally accept the tender conditions of tender documents in its entirety for the above work.

Yours faithfully,

(Signature of the tenderer) with stamp

Date:

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/CKSRU.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No: