



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 suppliers for the under mentioned work/supply, 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 प्रोज/जन/प्रोप&एप्रू/कैन्सरू/मानवशक्ति/2026/35 दिनांक 30.04.2026 CSL/NEW PROJ/GEN/PROP&APPR/CANSRU/MANPOWER/2026/35 Dated: 30.04.2026
कार्य का नाम Name of Work	सीएसएल- एएन शिप रिपेयर यूनिट, श्री विजया पुरम में कुशल और अकुशल कामगारों की सेवा प्रदान करना (विस्तृत विनिर्देश अलग से संलग्न है।) HIRING SERVICES OF SEMI-SKILLED & UN-SKILLED WORKMEN AT CSL-AN SHIP REPAIR UNIT, SRI VIJAYA PURAM. (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	दो बोली Two Bid
जमा करने के लिए बयाना राशि 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 19.05.2026 को 15:00 बजे तक 19.05.2026 up to 15:00 hrs
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 19.05.2026 को 15:00 बजे तक 19.05.2026 up to 15:00 hrs
वितरण अवधि Delivery Period	10 दिन (कार्यादेश की स्वीकृति की तिथि से) 10 Days (from the date of acceptance of work order)

एल1 की गणना जीएसटी को छोड़कर उद्धृत की गई सबसे कम कुल राशि के आधार पर की जाएगी।
L1 will be arrived based on the lowest total amount quoted 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- ए एन पोत मरम्मत यूनिट (सीएनएसआरयू), मरीन डॉकयार्ड, मरीन जेट्टी पोस्ट ऑफिस, श्री विजया पुरम, अण्डमान तथा निकोबार द्वीपसमूह - 744101 अधोहस्ताक्षरी के पास नियत तारीख और समय तक पहुंच जाएगा। (ई-मेल के माध्यम से बोली भेजने के मामले में, दस्तावेजों को पासवर्ड से सुरक्षित किया जाना चाहिए और संबंधित अधिकारी के अनुरोध के खिलाफ निविदा खोलने से तुरंत पहले या ई-मेल या एसएमएस द्वारा संबंधित अधिकारी को पासवर्ड भेजा जाना चाहिए। भाग-I "तकनीकी-वाणिज्यिक" और भाग-II "मूल्य बोली" अलग से संलग्न किया जाना चाहिए।)

Sealed tenders 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. (In case of bid sending through e-mail, then the documents should be password protected and the password should be forwarded 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. (PART-I "TECHNO-COMMERCIAL" & PART-II "PRICE BID" should be attached)

उपरोक्त कार्य केलिए प्रभारी अधिकारी

Officer - in - Charge for the above work

नाम/Name: मैथ्यू वर्गीस/Mathew Varghese

पदनाम/Designation: व.प्र(मा.सं.व.औ.सं.)/SM (HR & IR)

संपर्क सं. (मोब.)/Contact No (M) :9544238889

ई-मेल/E-mail: mathew.varghese@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड

For Cochin Shipyard Limited

उप महाप्रबंधक (सीएनएसआरयू),

Deputy General Manager (CANSRU)

ठेकेदार का हस्ताक्षर एवं मुहर

Signature and Seal of the Contractor(s)



श्रीकांत वी
SREEKANTH V
उप महाप्रबंधक
Deputy General Manager
सीएसएल-अंडमान पोत मरम्मत यूनिट (सी ए एन एस आर यू)
CSL-Andaman Ship Repair Unit (CANSRU)
पोर्ट ब्लेयर / Port Blair-744101


TABLE OF CONTENTS

Sl. No.	Description	Annexure/ Enclosure
1	Scope of work & Terms and conditions	1
2	Pre-qualification Criteria	2
3	Conditions of Tender	3
4	Techno - Commercial Check List	4
5	Price Bid Format	5
6	General Terms & Conditions	6
7	Acceptance of Tender Terms & Conditions by Tenderer	7
8	Self-declaration by the Tenderer	8
9	Vendor Details	9
10	Electronic Payment Mandate Form	1
11	Bank Certificate	2
12	Deviation Statement	3
13	Bid Security Declaration Form	4

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

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




उप महाप्रबंधक (सीएनएसआरयू),
Deputy General Manager (CANSRU)

श्रीकांत वी
SREEKANTH V
उप महाप्रबंधक
Deputy General Manager
सीएनएस-अंडमन पोर्ट मरम्मत यूनिट (सी व्ही एन एस आर यू)
CSL-Andaman Ship Repair Unit (CANSRU)
पोर्ट ब्लेयर / Port Blair-744101

I. SCOPE OF WORK & TERMS AND CONDITIONS

1) To provide the requisite manpower as per the requirement detailed below. The number of manpower may be increased or decreased at the option/ requirement of the CANSRU Office from time to time. The basic requirement details as follows:

- **Semi-skilled Manpower on monthly basis : 02 nos.**
- **Unskilled Manpower on monthly basis : 03 nos**
- **Unskilled Manpower on per day basis : As per the requirement intimated time to time by CANSRU Officer in charge (OIC) – 500 man-days**

2) Location of work:

Cochin Shipyard Ltd, CSL-AN Ship Repair Unit (CANSRU)
Marine Dockyard, Marine Jetty Post Office,
Sri Vijaya Puram, Andaman & Nicobar Islands, Pin: 744101

3) Experience and Age Limit for the Semiskilled/Unskilled Manpower to be deployed:

- i. The person deployed shall be preferably 8th passed and have basic knowledge to read & understand in English/Hindi.
- ii. He shall be between age group of 18 years to 45 years.

4) **Work Timing:** Work to be undertaken during normal working hours of yard premises between 07:30 hrs to 12:30 and 13:30. to 17:00 hrs. However, the working timing is liable to change as per the requirement and instruction of the officer in charge. Additional manpower to be provided depending on the site requirement. Additional days (if required) will be paid on a pro-rata basis of daily charge for unskilled labour. Sunday and CANSRU holidays are considered holidays. Extra hours shall be applicable for work done beyond 17:00 hours at actuals. Extra hours will be paid per hour at a rate of 10% of daily rate.

5) **Uniform:** Dark Grey colour overcoat (with vendor logo) to be worn over regular dress code by all the staff.

6) The work consists of following activities.

a) Semiskilled Manpower (Office Assistant) – 1 No:

- Providing services for general upkeep, cleaning, and housekeeping of the CANSRU main and Site office and surrounding area of Location of work (CANSRU).
- Daily Cleaning Tasks includes dusting surfaces such as desks, shelves, and other furniture, Wiping and disinfecting surfaces, including countertops, door handles, light switches, and office equipment, Emptying and cleaning waste bins.



- Preparing and serving Hot /Normal Water, Coffee & Tea and other snacks for all Staffs & Visitors as per their requirements, Pantry service.
- Cleaning and disinfecting office/restroom fixtures, including sinks, faucets, and mirrors if required.
- Refilling soap dispensers, restocking toilet paper, and emptying trash bins in restrooms and CANSRU Office areas (including Site office).
- Cleaning kitchen appliances such as microwaves, refrigerators, and coffee makers.
- Wiping down countertops and tables, Cleaning of chairs, Printers, Scanners etc.
- Washing and sanitizing dishes and utensils if needed.
- Cleaning windows, glass doors, and other glass surfaces to maintain transparency.
- Assists in basic office tasks required by the office staff; like photocopying of documents, delivering files and documents to other staff/members, dispatching documents, Courier collection from main gate, Gate pass documents delivering, Record register updating etc.
- Purchase and collection of office stationery, Pantry items and any items as required for office from shops as instructed by OIC.
- Collection and deposit of office key from Security office/Time office.
- Turn on & off-Air Conditioning/Multimedia/Printers/Scanner/Fans and prepare it for use on start of office and closing of office respectively.
- Maintain cleanliness in offices by dusting office tables, storage racks and chairs of staffs, Sweeping, mopping, scrubbing, garbage disposal to designated area and arranging the seats & meeting room etc.
- Maintains the cleanliness of the pantry area and stores and other office premises.
- Communicating with office staff and management to address specific cleaning needs or concerns.
- Any other duties and services as assigned and instructed by the officer in charge.
- Efficiently managing time to complete tasks within a given schedule.

b) Semiskilled Manpower (Store Assistant) – 1 No:

- Efficiently unload, unpack, inspect, and store incoming ship parts and supplies in designated locations with accurate logging in inventory systems.
- Organize materials systematically in warehouse/storage areas and conduct periodic physical inventory verification reporting discrepancies to supervisor.
- Process and issue materials/equipment to technicians and vendors based on approved work orders/requisitions ensuring timely availability at work sites.
- Verify received materials against Purchase Orders and supplier challans for specifications (name, grade, manufacturer) before stores acceptance.



- Transport spare parts and equipment from stores to repair sites and onboard vessels as required by maintenance technicians.
- Maintain clean, organized, and safe storage areas through regular housekeeping with proper handling, labelling, and storage of hazardous materials.
- Maintain accurate records of materials received, issued, returned, and stock levels while updating inventory management systems and preparing reports.
- Conduct First Expired First Out (FEFO) stock rotation for perishable/consumable items and First In First Out (FIFO) for general stores.
- Strictly adhere to safety protocols including mandatory PPE usage, material handling equipment operation, and participation in safety drills.
- Report damaged/defective materials immediately and coordinate with Quality Control for inspection and disposition.
- Assist in annual stock-taking and physical verification exercises as directed by Stores Officer.
- Coordinate with vendors for return of rejected/excess materials and maintain return documentation.
- Daily sweeping and mopping of the store areas. Should take utmost care in keeping the area clean and litter free.

c) Unskilled Manpower- 2 Nos

- Collecting and disposing of trash from various CANSRU office areas as instructed by OIC.
- Undertaking occasional deep-cleaning tasks, such as cleaning carpets, table mat or upholstery.
- Assisting with organizing and decluttering workspaces.
- Hand watering plants, gardening especially during dry periods.
- Clearing and disposing of litter, debris, and trash from outdoor spaces.
- Emptying and cleaning trash bins or receptacles.
- Removing fallen branches, twigs, and other debris to keep the yard tidy.
- Keeping the ground clear of overgrowth and unwanted plants.
- Sweeping paved areas, walkways, and driveways to remove dust, dirt, and debris.
- Cleaning and arranging indoor and outdoor furniture.
- Clearing gutters of leaves and any sort of debris to ensure proper drainage.
- Checking & clearing of any issues with the gutter system
- Assisting in post-event cleanup, including the removal of event-related litter and waste.
- Cleaning outdoor windows, glass doors, and other transparent surfaces to maintain visibility and aesthetics.
- Safely loading and unloading materials, goods, or products from trucks, containers, or other transportation vehicles.



- Organizing materials in designated storage areas to optimize space and facilitate easy access.
- Any other duties and services as assigned and instructed by the officer in charge.

d) Unskilled Manpower (Toilet Cleaning)- 1 No

- Cleaning and sanitizing restrooms, including toilets, sinks, mirrors, and other fixtures if required.
- Sweeping and mopping restroom floors to remove dirt, grime, and water.
- Wiping down and disinfecting restroom surfaces, including sinks, countertops, and fixtures.
- Cleaning and disinfecting toilet bowls, seats, and flushing mechanisms.
- Refilling toilet paper and seat cover dispensers as needed.
- Cleaning and disinfecting urinals & toilets.
- Cleaning grout lines and tiles to prevent the buildup of mold or mildew.
- Regular cleaning of all drainages and stormwater channels across CANSRU premises
- Removal of clogs, blockages, and debris from drainage systems
- Inspection and clearing of underground drain pipes and catch basins
- Desilting of manholes and sewage lines to ensure free flow
- Disposal of collected waste as per environmental norms
- Verification of drainage functionality post-cleaning
- Any other duties and services as assigned and instructed by the officer in charge.

7) TERMS AND CONDITIONS FOR CONTRACTOR TO PAY WAGES TO DEPLOYED MANPOWER:

- i) Attendance details of deployed manpower countersigned by the Officer In charge shall be taken by the Contractor to prepare the bill.
- ii) On the basis of bill, contractor shall **pay the wages, ESI and EPF to each employee on or before 7th of every month.**
- iii) The Contractor shall submit the bill to office **before 10th of every month with along with Contractors Compliance Report, EPF and ESI remittance Details, Wage Registers, Muster Roll, Contractors Compliance Report, Declaration/Undertakings.**
- iv) Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the Officer in charge every month.
- v) Contractor shall be capable to pay the wages as per tender document timely before 7th Day of every month from his own resources.



- vi) The deployed manpower may be the employee / contractual employee of the bidder firm, but they cannot be employee of CSL/CANSRU.
 - vii) The contractor shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures and indemnify CSL/CANSRU in all respects.
 - viii) The contractor shall be responsible for any site accidents, treatments, and its compensation and for the same the contractor shall be responsible to take GHI/Employees compensation policy.
 - ix) Requisite manpower shall be provided within 10 days from the acceptance of the work order.
- 8) Contractor should ensure to send the same persons to the extent possible for smooth operation. The contractor also should ensure proper behaviour of the persons engaged during the duty time. Proper training is to be given to them by the contractor. If any misconduct is noticed on the part of the persons engaged by the contractor, CSL will intimate immediately to the contractor and the contractor should ensure to replace the person immediately.
 - 9) During the contract term, if any amendments are issued by the Government regarding minimum wage, CSL is obligated to comply with these changes. Any necessary amendments to the work order will be considered based on the Government notification. However, it is to be noted by contractor that the service charges quoted by the contractor in the tender shall remain unchanged.
 - 10) The Minimum wages shall be guided by the Minimum wages published by the Office of Chief Labour Commissioner (C), Ministry of Labour and Employment vide Govt of India published in site <https://clc.gov.in/clc/min-wages>
 - 11) Contractor shall depute their manpower to the full satisfaction of the Officer-in-charge of CSL. The weekly off for the deputed personnel will be based on the requirements of the CSL/CANSRU Office and will be notified by the Officer in charge of CANSRU.
 - 12) In case the regularly deployed staff is on leave/absent or resigned from the contractor's firm, the alternate staff arrangement is to be provided immediately by the contractor without any delay.
 - 13) The worker engaged as Office Assistant staff shall be well dressed and should come neatly, cleanly dressed and should be well groomed. Clothes should be suitable to the work environment, properly ironed with no wrinkles. The frayed and dirty clothing is not acceptable. The clothes which are not fit in the policy or fail to meet the set standards of the organization will be determined by HR department and warning will be issued. Clean and good shape clothes



should be used at workplace. The clothes with rips, holes or tears are not allowed. Clothes offensive to other employees or public should be avoided.

14) The worker engaged as Office Assistant staff shall be conversant in Hindi language and understands the English language.

15) Contractor shall ensure the deputed manpower engaged by the contractor are strictly banned from use of any kind of Narcotics drugs / Alcohol / smoking / pan masala etc inside CANSRU premises and any illegal activity. In case any of such undesirable behaviours are reported to the Officer in Charge, then without delay and the contractor shall remove such persons from Yard premises and provide alternative arrangement to meet contractual requirements.

16) **Period of Contract:** - The period of the contract shall be One Year (12 months) and the same shall be extended for another year with the same rate, terms and conditions with mutual acceptance by both the parties (CSL/CANSRU & Contractor). However, the decision of CSL/CANSRU will be final in this regard.

17) **Entry and exit of personnel:**

- The firm shall comply with guidelines issued by DSS for entry/exit of personnel and use of vehicles within Marine Dockyard and submit necessary documents required for the purpose on award of contract.
- Entry passes for the personnel to work inside CANSRU which is situated inside Marine Dockyard shall be arranged by the contractor after completing necessary formalities at their cost.

18) **Safety:**

- a) The Contractor and deputed manpower must comply with CSL/ CANSRU HSE procedures and guidelines as directed by the Officer-in-charge.
- b) The Contractor and deputed manpower shall follow all safety precautions for prevention of injury or accidents and safeguarding human lives and property. The Contractor deputed manpower shall further comply with any instruction issued by the officer in charge in respect of safety, which may relate to temporary or permanent works, working of tools, plants & equipment, means of access or any other aspect.
- c) The Contractor and deputed manpower shall adopt all the above safety measures at his own cost.
- d) The successful bidder shall also ensure that the work shall not pollute any source of water/land / air surrounding the work site so as to affect adversely.



19) INDEMNIFICATION:

The successful bidder shall be deemed to indemnify and keep indemnified the Trustees from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to:

- a) The Minimum Wages Act, 1948.
- b) The Dock Workers (Regulation of Employment) Act, 1948
- c) The Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996.
- d) The Dock Workers' Safety, Health & Welfare Act, 1986
- e) The Payment of Wages Act, 1936.
- f) The Workmen's Compensation Act, 1923.
- g) The Employees Provident Fund Act, 1952.
- h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
- i) The Equal Remuneration Act, 1976.
- j) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act, 1989
- k) Child Labour (Prohibition and Regulation) Act, 1986.
- l) The Maternity Benefits Act 1961
- m) Interstate Migrant Workmen (Regulation Of Employment & Conditions Of Service) Act, 1979.
- n) Motor Vehicle Act, latest revision.
- o) The Payment of Bonus Act, 1965.
- p) The Minimum wages shall be guided by the Minimum wages published by the Office of Chief Labour Commissioner (C), Ministry of Labour and Employment vide Govt of India published in site <https://clc.gov.in/clc/min-wages>
- q) The Contractor shall comply with all the provisions of the Four Labour Codes—The Code on Wages, 2019; The Industrial Relations Code, 2020; The Code on Social Security, 2020; and The Occupational Safety, Health and Working Conditions Code, 2020—along with the rules framed thereunder, as notified and in force.

20) The contractor shall be responsible for the payments to the manpower deployed and rate quoted shall include the salary, allowances and all other statutory payments of the manpower deployed for the work. CSL will not have any liability on the salary / other statutory payments of manpower deployed by contractor.



21) Penalty for some of the defaults: -

Sl. No.	Nature of default	Penalty in Rs.
1.	Late Reporting (Reporting to duty spot /Area of work after the allotted timing by the Officer-In-charge etc)	₹ 100 per day
2.	Non-Reporting (Not reporting to the duty spot by the person deployed/absenting from the duty without information etc)	₹ 500 per day
3.	Refusal of duties by the person deployed (refusing to do the duty as per the instructions of the authorized person/absenting in duty after coming into company premises etc)	₹ 500 per day
4.	Noncompliance of instructions by the person deployed, communicated by CSL/CANSRU Management/Authorized person verbally or orally	₹ 100 per instance
6.	Smoking while on duty and reporting for duty after consumption of Narcotics/ drugs / Alcohol / smoking / pan masala and consuming the same while on duty.	₹ 1,000/-per instance.
7.	If no substitute manpower is provided for any deployed workmen if on leave/ absent.	₹ 500 per day

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



SREEKANTH V
उप महाप्रबंधक
Deputy General Manager
CSL-Andaman Ship Repair Unit (CANSRU)
पोर्ट ब्लेयर / Port Blair-744101

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

उप महाप्रबंधक (सीएएनएसआरयू),
Deputy General Manager (CANSRU)

श्रीकांत वी
SREEKANTH V
उप महाप्रबंधक
Deputy General Manager
सीएएनएस-अंडमन पोत मरम्मत यूनिट (सी ए एन एस आर यू)
CSL-Andaman Ship Repair Unit (CANSRU)
पोर्ट ब्लेयर / Port Blair-744101

II. PRE-QUALIFICATION 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.
- The Firm should have been in the business of providing Manpower supply contract for minimum 03 (Three) 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.
- The Applicant Contractor/Agency shall submit an affidavit to effect that no case is pending with police against proprietor/firm/partner of the company/agency and has not been backlisted from the service in any case may be.
- The bidder should submit certificate from his bank of maintaining a satisfactory account with them or audited P&L /Balance Sheet (latest) in proof of his financial stability.
- Those Applicant Contractor/Agency black listed or debarred either by Government or any PSUs or Government undertaking will not be eligible for tendering.

श्री कृष्ण वी
SREEKANTH V
उप महाप्रबंधक
Deputy General Manager
(उप महाप्रबंधक एवं सी.एस.एन.एस.आर.यू. के अंतर्गत कार्यवाही के लिए)
CSL-Andaman Ship Repair Unit (CANSRU)
पोर्ट ब्लेयर / Port Blair-744101

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



कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

उप महाप्रबंधक (सीएनएसआरयू),
Deputy General Manager (CANSRU)

श्रीकान्त वी
SREEKANTH V
उप महाप्रबंधक
Deputy General Manager
सीएनएस-अंडमान पोत मरम्मत यूनिट (सी ए एन एस आर यू)
CSL-Andaman Ship Repair Unit (CANSRU)
पोर्ट ब्लेयर / Port Blair-744101

III. CONDITIONS OF TENDER.

1.0 SUBMISSION OF TENDER:

- 1.1 Intending Tenderers are requested to study carefully all the Tender Document conditions, before submitting their offer.
- 1.2 Offer shall be submitted in the prescribed form addressed to **Deputy General Manager (CANSRU), Cochin Shipyard Ltd, CSL-AN Ship Repair Unit (CANSRU), Marine Dockyard, Marine Jetty Post Office, Sri Vijaya Puram, Andaman & Nicobar Islands, Pin: 744101.**
- 1.3 The tender should be submitted in two parts as shown below:

(a). Techno-Commercial bid (Part -I): All the documents as per clause no.2 of Conditions of Tender to be attached with Performa for Technical Bid at Annexure 4 in one sealed cover.

(b). Price Bid (Part-II): The Rates, duties & taxes, Service Charges, other Misc charges termed as Price Bid (Part - II) in another sealed cover.

Both the covers should be superscribed with our Tender No. and due date and the Part No. and should indicate whether Technical or Price bid as the case may be. Both the covers should be put in another sealed cover superscribed with our Tender No. and opening date.

(c) In case of bid are sent through e-mail, then the documents i.e. Techno-Commercial (Part -I) & Price Bid (Part - II) 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.

(d) The tender should be on the bidder's letter head in the given format, under the seal and signature of the authorized person. The amount being quoted must be in words and figures. In case of difference in figures and words the amount shown in words will be considered. Corrections, if any, should be duly initialed by the signatory to the tender. Tenders failing in this regard are liable to be rejected.

- 1.3 The tenders as prepared above must reach DGM (CANSRU) before the tender due date and time.
- 1.4 Tenders will be accepted upto 14.30 hrs. on due date as specified. The Techno-Commercial bid (Part - I) shown in 1.2 (a) above alone will be opened in the presence of participating bidders or their authorized representatives on the same day at 15.00 Hrs. The Technical Bids shall be evaluated and the bidders will be pre-qualified on the basis of the details furnished by them with reference to the tender requirement. The Price Bid (Part-II bid) submitted by the pre-qualified bidders will be opened on a later date. The date and time of opening of price bid will be intimated to the pre-qualified bidders. CANSRU shall not be responsible for non-receipt, late receipt or loss of tender documents / tender.



- 1.5 Offers should be free from overwriting. Corrections and additions, if any, must be attested. Incomplete/ambiguous offers are likely to be rejected.
- 1.6 Tenderers should quote prices in Indian Rupees (INR) for the services at “**Cochin Shipyard Ltd, CSL-AN Ship Repair Unit (CANSRU), Marine Dockyard, Marine Jetty Post Office, Sri Vijaya Puram, Andaman & Nicobar Islands, Pin: 744101.**”
- 1.7 Rates of service should be valid for a period of four (04) months from the date of opening of tender.
- 1.8 L1 will be arrived based on the lowest total amount quoted excluding GST.
- 1.9 GST/Duties, if any, payable extra is to be indicated in the price part for single bid and in techno-commercial part for two bid.
- 1.10 Service: You will be responsible for the supply of Labour as per scope of work requirements and the tender conditions within 10 days from the date of acceptance of Work Order.

2.0 DOCUMENTS REQUIRED TO BE ATTACHED WITH THE TECHNICAL BID:

A) Self-attested copies of the following documents is to be annexed:-

- Document-I : 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 schedule of tender. A documentary proof to show that the bidder has requisite experience, the work order for any such companies proceeding 3 years shall be submitted along with the offer
- Document-II : Attested copies of power of Attorney, if relied upon.
- Document- III : Income Tax Pan No.
- Document -IV : Attested copies of partnership deed/copy of Memorandum and articles of association, as the case may be.
- Document -V : Undertaking by bidder, Schedule of deviation
- Document -VI : Certificate from a Schedule Bank (Indicating stability & capability)
- Document-VII : Copies of the IT Returns for the last Five years /
Copy of Audited Balance sheet / Annual report attested by Chartered Accountant
- Document- VIII : Earnest Money Deposit (EMD).
- Document -IX : Service Tax Registration No. if any

B) The Tenderer should sign and stamp on each page of tender document for acceptance of all terms and conditions and the same should be enclosed in the technical bid.



IV. TECHNO - COMMERCIAL CHECK LIST				
Sl. No.	DESCRIPTION	COMPLIANCE		REMARKS
		YES	NO	
1	Submission of Tender in two parts - Price Bid & Techno-Commercial Bid			
2	A complete set of tender documents, duly signed and sealed on all pages submitted along with techno-commercial offer			
3	Scope of work as specified in technical specification/price bid of this tender is acceptable			
4	Validity of offer - 4 months			
5	Payment Terms			
6	General working of the system will be proved to the satisfaction of CSL before signing of the completion of work.			
7	The Prices (Service charges) offered should remain firm till tenure of contract, in case the work order is placed with you.			
8	A copy of price bid format without price to be included in the techno-commercial offer. Please confirm			
9	Have you specified all the other over heads other than Basic & DA (as per minimum wages notified in site www.clc.gov.in) like statutory payments, allowances, any other charges if any, in the offer?			
10	A recovery of 3% will be made as interest free deposit from the contractor's bill towards Security Deposit to a maximum of Rs. 3.00 Lakhs (Rupees Three Lakhs only) and will be returned one (1) month after expiry of the contract. No interest shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor fails to meet the contractual obligations.			
11	Disputes in connection with contract subject to jurisdiction of courts at Ernakulam, Kerala, India.			
12	Willingness to come to Sri Vijaya Puram, A&N Islands for techno commercial negotiation if required.			
13	Termination of contract/Risk purchase as per relevant clause in the General terms of enquiry.			
14	Confirm all other terms and conditions of enquiry are acceptable.			
15	Fully aware about safety, general rules, regulations, standards, validity of offers and price, entry pass eligibilities.			



16	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.			
17	An affidavit to effect that no case is pending with police against proprietor/firm/partner of the company/agency and has not been backlisted from the service in any case may be.			
18	Submit certificate from his bank of maintaining a satisfactory account with them or audited P&L /Balance Sheet (latest) in proof of his financial stability.			
19	Submitted Proof to show that the Firm 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.			
20	Submitted an affidavit to effect that no case is pending with police against proprietor/firm/partner of the company/agency and has not been backlisted from the service in any case may be.			
21	Submitted certificate from his bank of maintaining a satisfactory account with them or audited P&L /Balance Sheet (latest) in proof of his financial stability.			
22	Earnest Money Deposit (EMD) submitted.			
23	Undertaking by bidder, Schedule of deviation submitted			

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



PRICE BID FORMAT**NAME OF WORK - HIRING SERVICES OF SEMI- SKILLED & UN-SKILLED WORKMEN AT CSL- AN SHIP REPAIR UNIT, SRI VIJAYA PURAM**

File No. - xxxxx

Item No.	Description of Items	Unit	A	B	C	D	E	F	G	H
			Total Qty (A)	Unit Rate (Basic + DA) per head excluding GST (Rs.) Inline with Minimum Wages Act * (B)	Service Charge for manpower supply, excluding GST (Rs.) (C)	Total Unit Rate, excluding GST (Rs.) (D=B+C)	GST (18%) (Rs.) (E)	Total Amount including GST(Rs) F=(D+E)*A	Grand Total Amount excluding GST(Rs) G=D*A	Grand Total Amount including GST(Rs) H=F*A
1	Providing Semi skilled Manpower (Office Assistant & Store Assistant) on daily basis at CANSRU, Sri Vijaya Puram-2 Nos	Days	730							
2	Providing Unskilled Manpower (CANSRU Main Office, Site Office & Office premises Cleaning, Gardening, Toilet Cleaning, Yard works/Materials shifting etc) on per day basis -3 Nos	Days	1095							
3	Additional Mandays (500 Mandays Unskilled)	Mandays	500							



*** Note:-**

1. The Minimum wages shall be guided by the Minimum wages published by the Office of Chief Labour Commissioner (C), Ministry of Labour and Employment vide Govt of India published in site <https://clc.gov.in/clc/min-wages> (Present Minimum Wages Circular attached)
2. The Service Charge shall be inclusive of all other charges like agency overheads, other statutory and non statutory allowances, all Duties & Taxes, Service Charges if any etc. while quoting the rates and the quoted rates shall be firm during the tenure of the contract

Grand Total Amount including GST (Rs)	
Grand Total Amount in Words.	
GSTIN of Bidder	
Signature and Seal of the Contractor	

In case of bid sending through e-mail, then the documents should be password protected and the password should be forwarded 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.

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



VI. GENERAL TERMS AND CONDITIONS

1. Payment terms:

- a. Payment shall be made every month at actuals against an invoice in triplicate supported by all relevant information/ documents like Muster Roll, Wage Register, ESI & EPF remittance details, Contractors Compliance Report, details of deductions, the receipt of wage by person employed on or before 7th Day of the succeeding month certified as per the work order and final acceptance by Officer in Charge after necessary deduction including Security Deposit if any.
 - b. Contractor shall also indicate details like PAN, GST details etc. required for processing payment. Payments will be made through NEFT/RTGS 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 Contractor shall also submit the Electronic Payment Mandate Form, as per 'Enclosure 1' in their letter head duly signed by the respective authorized representative of the Bank with a cancelled cheque along with the Offer.
 - d. The invoice to be raised on "**Officer in-Charge, Cochin Shipyard Ltd, CSL-AN Ship Repair Unit (CANSRU), Marine Dockyard, Marine Jetty Post Office, Sri Vijaya Puram, Andaman & Nicobar Islands, Pin: 744101.**"
 - e. **GST No. of CSL-AN Ship Repair Unit is 35AAACC6905B1Z7.**
 - f. Payment will be released tentatively within 30 days from the date of submission of the bill duly certified by the authorized CSL representative at Sri Vijaya Puram. Delay of accepted bills will lead to a delay in the processing of payment.
2. The firm must comply with the statutory requirements, ESI & EPF, may abide by the Minimum Wages notified by the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi from time to time as applicable for South Andaman, Andaman & Nicobar Islands and any other labour laws/regulations in force and as amended from time to time by Govt. of India.
 3. Services offered shall conform to CANSRU/CSL terms, conditions, and specifications.
 4. 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 the 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.



5. **Security Deposit**

- A recovery of 3% will be made as interest free deposit from the contractor's bill towards Security Deposit to a maximum of Rs. 3.00 Lakhs (Rupees Three Lakhs only) and will be returned one (1) month after expiry of the contract. No interest shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor fails to meet the contractual obligations.
- Bidders with valid registration under NSIC/MSME category are also entitled for all privileges, concessions, relaxations etc. stipulated by relevant Govt. orders in this regard.

6. **Force Majeure condition:** - Should failure in performance of the contract 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 by the circumstances of the case. The occurrence/ cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence/cessation.

7. **Risk Purchase:** -If the supplier fails to provide service as per the agreed contractual terms within the agreed date or violate any of the terms and conditions of the purchase order; CANSRU/CSL shall have right to terminate the contract with 15 days' notice forfeiting the security deposit.

8. **Jurisdiction:** - All questions, disputes or difference arising under, out of, or in connection with contracts shall be subject to the exclusive jurisdiction of the Courts at Cochin, Kerala, India.

9. After submission of tender, no unsolicited correspondence will be entertained.

10. Cochin Shipyard Limited does not bind itself to accept the lowest or any tender but reserves to itself the right to reject any or all or a part of any tender at its discretion.

11. Deviations, if any, in the offer submitted from that of tender enquiry in any form, should be clearly furnished in a separate document titled as "List of Deviations"(Enclosure-3), failing which it will be presumed that all the terms and conditions are acceptable.




12. **Penalty Clause:** In case of non-compliance to the terms and conditions of contract in providing the office Assistant service as per the per day requirement and on finding office Attendant lacking on duty (e.g. sleeping while on duty/late reporting/refusal of duties assigned by OIC/non-compliance of instructions communicated by OIC verbally or written) shall be levied with a penalty to the Contractor/Agency, based on the report submitted by the CSL.

कृते कोचीन शिपयार्ड लिमिटेड
For Cochin Shipyard Limited

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




उप महाप्रबंधक (सीएनएसआरयू),
Deputy General Manager (CANSRU)
SREEKANTH V
उप महाप्रबंधक
Deputy General Manager
सीएनएसआरयू-अंडमान पोत मरम्मत यूनिट (सी ए एन एस आर यू)
CSL-Andaman Ship Repair Unit (CANSRU)
पोर्ट ब्लेयर / Port Blair-744101

Acceptance of the Terms & Conditions by the Tenderer

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

1. I/We have clearly understood 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 have understood clearly that this is a supply/ installation/testing/commissioning work, for which I am/we are required to quote unit price+GST as applicable.
3. 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.



(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, and then CSL can reject the offer or terminate the contract at any point of time. In such case, we are aware that Security Deposit, Performance Guarantee etc. will be forfeited by CSL. Further 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 :

VENDOR DETAILS
(to be submitted along with TECHNICAL BID)

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Registered office Address of Company/Firm in Sri Vijaya Puram	
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 Number. (EPF registration certificate to be submitted along with the technical bid)	
	<i>Note: In case firm does not have EPF registration reasons thereof to be indicated</i>	
8	ESI Registration Number. (ESI registration certificate to be submitted along with the technical bid).	
	<i>Note: In case firm does not have ESI registration reasons thereof to be indicated</i>	

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
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Certified that the above information is true to the best of our belief and information.

Signature of authorized personnel:

Name of firm or authorized signatory:

Designation:

Address:

Contact No:

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)
- 5) Particulars of Bank Account
 - a. Name of the Bank
 - b. Name of the Branch
 - 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)
- 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

Enclosure - 2

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

Enclosure - 3

DEVIATION STATEMENT

Name of work: HIRING SERVICES OF SEMI- SKILLED & UN-SKILLED WORKMEN AT CSL- AN SHIP REPAIR UNIT, SRI VIJAYA PURAM

Tender No.: CSL/CANSRU/PROJ/789/TEN/2023-24

We hereby confirm and truly declare that our Offer towards the above tender is in full compliance with the documents issued against the Tender No. dated, except for the deviations listed below:

LIST OF DEVIATIONS

(CSL reserves the right to reject offers with deviations)

Sl.No.	Description / Tender Reference/ Clause No.	Reasons for Deviation

Name of tenderer:

Date:
(Company Seal)

Name & Designation
Seal & Signature

Bid Security Declaration Form

Date: _____ Tender No: _____

To (insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period as per CSL (Cochin Shipyard Limited) procedures, if I am / We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchase during the period of bid validity

- i. i. fail or reuse to execute the contract, if required, or
- ii. ii. fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)