

Tender No: HOOGHLY-CSL/TEN/AMC /2026/060

Dated 01.04.2026

NOTICE INVITING TENDER

AMC of 16 Nos Cranes at Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah

Password protected quotations in the prescribed format are invited on behalf of Hooghly Cochin Shipyard Limited (HOOGHLY-CSL) from experienced contractors for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer Scope of Supply, General Terms and Conditions and Special Terms attached.

Tender No. & date	HOOGHLY-CSL/TEN/AMC /2026/060 dated 01.04.2026
Scope of Supply / Work	AMC of 16 Cranes at Hooghly Cochin Shipyard Limited
Type of Tender	Open
Cost of tender form	N.A.
Earnest Money Deposit (EMD)	N.A.
Validity of the tender	90 days
Last date & time of receipt of tender.	14.04.2026 at 1400 Hrs.
Date & time of opening of technical bid	14.04.2026 at 1530 Hrs.
AMC duration	12 Months , Extendable up to another 12 month
Officer - in - Charge	Name : Tuhin Das Designation : Deputy Manager (M&CS) Email : tuhin.das@hooghlycsl.com Phone No: : +91 9883211231



Tender to be submitted by E-mail / Hard Copy only at Hooghly-CSL main Gate Tender Box. Tender reference should be clearly indicated on the subject of the Mail / sealed envelope.

Tenders should submit (Password Protected PDF / Sealed Envelop) indicating the *tender number, due date of the tender and subject as in-line with the scope of supplies* in the Mail addressed to:

tuhin.das@hoioghlycsi.com

Tender administration: Tender procedure/administration/evaluation including correspondences will be done M/s. Hooghly Cochin Shipyard Limited, Howrah and awarding of contract will be done by M/s. Hooghly Cochin Shipyard Limited, Howrah, West Bengal.



For Hooghly Cochin Shipyard Limited

A. **Prequalification Criteria**

Prequalification criteria for participating in the tender will be as follows:

- i. Experience having successfully completed the AMC of Tower Crane , Goliath Crane , EOT Crane , Magnetic Crane , Jib Crane. The Bidder must have experience of AMC of Goliath Crane of Minimum 50 Ton and Above.
- a. Three similar completed AMC each having minimum 5 Cranes under AMC. Out of which one crane must be 50 Ton or Above.

OR

- b. Two similar completed AMC each having minimum 8 Cranes under AMC. Out of which one crane must be 50 Ton or Above.

OR

- c. One similar completed AMC each having minimum 14 Cranes under AMC. Out of which one crane must be 50 Ton or Above..

Contractor shall submit the valid proof like Work Orders, Invoice, Work Completion certificates, GSTR-1 for the work carried out against the work credentials.

- ii. The average Annual Turnover of the bidder should be **at least Rs. 10 lakhs** during the last three preceding years.
- iii. The bidder must have experience of minimum 3 years in successful completion of **similar work** of nature and complexity comparable to the proposed contract ending last day of month previous to the one in which applications are invited.
- iv. Audited Balance sheets showing turnover, Profit & Loss account of the firm for the preceding 03 years (FY 2022-23, 2023-24, 2024-25) should be submitted along with the application for prequalification).
- v. The Tenderer should enclose copy of PAN, GST registration certificate, Income tax returns for last three years. (A copy of the same shall be submitted along with the application for issue of tender document)
- vi. Offers from joint ventures/consortium will not be accepted.
- vii. Net worth of the contractor must be positive as per the latest balance sheet. (MSE/NSIC will get exemptions)
- viii. Experience of bidder must be within 2020-2025. Experience before 2020 will not be considered.



TERMS AND CONDITIONS OF AMC OF CRANES

1. Payment

- a) Payment process will be initiated only after satisfactory completion of work and post submittance of ESI/EPF documents, attendance sheet and vendor compliance form (attached separately) of service engineer for the work completion as applicable.
- b) Payment terms will be as follows:
- Monthly payment after each visit for preventive maintenance and successful work completion
 - No advance payment will be made for this particular type of work
 - Payment within 30days of submission of error free bill for each Month.
 - Attendance sheet for that particular Month of billing, duly signed by the officer in charge is required to be submitted with the bill.
 - Filled up vendor compliance sheet to be submitted along with each bill.
 - Documents to be submitted For Payment: i) Error Free Tax Invoice Clearly Mentioning the Duration of Service, ii) ESIC / INSURANCE & PF Documents along with Payment Challan, iii) Preventive Maintenance Report Signed by Officer In charge of HCSL, iv) Attendance Sheet of Engineer duly signed by authorized person of Contractor.
- c) Payment mode shall be Electronic Clearing System (ECS)/cheque /NEFT/ /LC/ CAD/ TT-as mutually agreed in line with above standard payment terms. Variations from standard terms, if any, shall be appropriately loaded for tender comparison purposes for arriving the lowest bid. Bank charges (including LC charges, if any) inside India will be to HCSL account and outside India to supplier's account (In the case of import the charges for LC amendment, if any, shall be borne by the parties by whom the same is attributed/ necessitated).

2. Scope of Contractor

- A) List of cranes under AMC scope
1. Electromech MAJOR CRANE- 15T Magnetic DG Gantry Crane
 2. Electromech MAJOR CRANE- 10T Magnetic DG EOT Crane
 3. Electromech MAJOR CRANE- 40/20T DG Gantry Crane
 4. Electromech MAJOR CRANE- 50/20T DG Gantry Crane
 5. Electromech SG EOT crane 5T
 6. Electromech SG Gantry crane 3T
 7. Electromech SG EOT crane 3T
 8. Electromech SG Gantry crane 3T
 9. Electromech SG Gantry crane 3T
 10. Electromech SG Gantry crane 3T
 11. Electromech SG EOT Crane 5T
 12. Electromech Jib Crane
 13. POTAIN MAKE MC125 TOWER CRANE- 03 nos.
 14. 40T/20t Unique make Gantry Crane.



B) Scope of Work :

- i) Regular Safety Check** – Checking of limit switches, Brakes, Wire rope, Wire rope clamps, Electrical Connections, Supply voltage. Regular Lubrication –Greasing of LT machinery, couplings & motor bearings. Oil level checking of gear Box, Greasing of Wire rope.
- ii) Regular Electrical Checking** – Checking of contractors, over load relays, Contact kits cleaning & re-fixing, electrical Connections, motor connections & cable checking / tightening.
- iii) Regular Alignment checking** – Checking of motors & gearbox alignment for all motions.
- iv) Regular Motor Checking** – Hoisting, CT & LT motors checking for proper current, resistance, voltages, Insulation test.
- v) Regular checking of Brake Settings** – Setting of brakes, checking of brake motor oil, checking of thruster oil, checking of Liners / brake discs or brake shoes.
- vi) Preparing and Submitting Critical Spares list.**
- vii) Assessment of Crane condition & preparing spares planning.**
- viii) Carrying out regular maintenance of all cranes under scope of work.**
- ix) All necessary Standard Tools and Tackles and Safety PPE for service engineers** will be arranged by Contractor.
- x) Unlimited Breakdown Visit Included for a period of one year.** Stationed manpower to immediately rectify all defects. Contractor to provide additional specialized manpower within 48 hours as per requirement in case of defect not being rectified by stationed engineer.
- xi) No. of AMC visits** – Contractor will carry out Preventive maintenance per month per Crane during a period of one year. Additionally, any further maintenance which requires more manpower is required to be done, the stationed engineer to carry out the same with help from HCSL.
Contractor will provide Staff of 1 member dedicated to carry the PREVENTIVE MAINTENANCE activity for all the equipment preventive maintenance and to attend all the break downs in the general shift and 1 member in standby.
- xii) Spare parts management will be done by Contractor, only procurement will be in HCSL Scope.** All the service personnel's will be equipped with Tabs which will be connected with Contractor Archi bus utility software to keep track on the service report and spare requirements and work and Contractor to submit monthly PREVENTIVE MAINTENANCE reports to the officer in-charge for all cranes and also logs for breakdowns and DI/DR.



clearly mentioning the downtime form every equipment.

xiii) All stationery items required to maintain the logs, reports will be in Contractor scope of work. PREVENTIVE MAINTENANCE schedule to be maintained by the stationed engineer.

xiv) Sr. Service Engineer remotely will be supervising all the PREVENTIVE MAINTENANCE and BD in general shift and keeping all the documentation part and spare track.

xv) The One Dedicated stationed engineer (Minimum 8 Years experience) will be available every day with his Assistant (Minimum 3 years experience) in HCSL for 6 days a week from 8.30am to 5.30 for Preventive Maintenance (HCSL working hours). In case of non-availability of the dedicated stationed engineer, the standby engineer will take his place. Frequent manpower /engineer change is not allowed. As considering the Stationed engineers to be in general shift, in any emergency the stationed engineer needs to come in your works at night shift the next consecutive day for that stationed engineer will not be available for general shift.

xvi) As specified in the quote the Stationed engineer will do the PREVENTIVE MAINTENANCE activity and BD will provide for all the mentioned cranes.

xvii) For major planned activities of replacing the major spare the required manpower will be intimated by stationed engineer before executing the work, the required excess man power to be arranged by HCSL.

xviii) Contractor has to ensure that the deployed manpower must be qualified to work and should be physically fit to work at heights. Fitness certificate of the persons being deployed, along with GOI issued identity proof has to be submitted before the commencement of the contract.

The deployed manpower should be well disciplined, properly dressed and should obey HCSL code of conduct.

xix) In case of non-availability of the Sr. Service Engineer at HCSL, during normal HCSL working hours, HCSL has the right to deduct the charges Sr. Service Engineer on absence per day basis from the submitted bill.

All the hydra and boom lift, along with the welding machine, any special tools will be provided by HCSL. HCSL shall arrange & ensure safe working condition such as Platforms at Gantry girder level with adequate safety Hand Rails etc., Safe approaches to the crane & adequate lighting for Night working.

xx) Following deliverables mentioned below (c to I) are included in the AMC:

- C) Rope Monitoring Inspection – To be conducted once a year.
- D) Operator Training – To be conducted once a year.
- E) 40/20 Ton Crane Drive Wheel – One Set.
- F) 3 Ton Gantry Crane Drive Wheel – One Set.
- G) 03 Nos Crane Pendent Suitable for Cranes installed at HCSL.
- H) Supply of Consumables –100 Liters Gear Oil (SP 320) , 50 Kg Grease , 50 Kg Rope Lube.
- I) Crane Downtime deduction from monthly bill pro-rata basis which will be finalized after finalization of the tender.

XXI) Period of Contract : Initial contract will be for 12 months (1 year) from the date of issuance of PO and extendable up to further period of 12 months (1 year) subject to the satisfactory performance and mutual agreement.

3. Work Progress & Schedule

a. The Contractor or his representative shall accompany the Client or their representative in taking measurements and shall agree to the measurements /work verification taken on spot. The Contractor



shall then present his bill based on the agreed and recorded measurements and as per the directions of the Client. If the Contractor fails to accompany the Client for measurements, then he shall be bound by the measurements taken by the Client.

b. Payment towards all bills shall be normally paid by the Client within 30 working days from the date of receipt of error free / certified bill by the Engineer as far as possible.

4. Taxes & Duties

3. TAXES & DUTIES

GST shall be applicable extra on the prescribed work. You are requested to furnish the following details in the invoice/Bill.

- Applicable rate of GST/SAC Code
- Firms GST Reg. NO.
- Service accounting code (SAC) as prescribed by statutory authorities.
- HCSL will hold the rights to deduct taxes as per applicable statutory rules.

5. Liquidated Damages

a. The progress of work will be monitored against the mutually agreed detailed schedule. Liquidated damages for delays in execution of the work beyond the scheduled date of completion, for any reason other than force majeure conditions, will be recovered at the rate of half percent of the value of the contract per week or part thereof, subject to a maximum of ten (10) percent of the value of the contract.

b. For better clarity, order values mentioned in LD clause are values excluding duties and taxes (Basic value). Liquidated damages, if any, shall be decided and settled only after the completion of the entire project but prior to the release of Final stage Payment.

c. If, for any reasons, supplier has a justification towards delay in supply / work execution and would intend to consider applicability/ non applicability of LD, the same shall be intimated to HCSL by way of a letter, failing which it will be deemed that delay is attributable to the supplier.

d. Delay in supply/Interruption of the work for reasons not attributable to supplier shall entitle extension of the order execution period for proportionate period without any additional cost to HCSL.

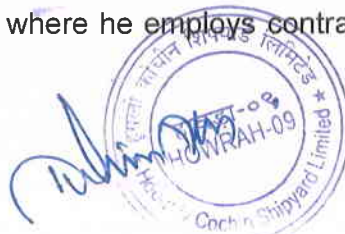
6. Safety of Personnel/First Aid

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 Agency will have to fully indemnify HCSL 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. HCSL will not be responsible for any injury or illness to the Agency'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 at every place where he employs contract labor for executing the works.

7. Labour Laws & Regulations



- a. The Agency shall undertake and execute the work with contract Labour only after taking license from the appropriate authority under the Contract Labour (Regulation & Abolition) Act 1970.
- b. The Agency 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 Agency shall inform HCSL his license number from the Central Labour Commissioner.
- c. If the Agency fails to pay any contributions, charges or other amounts payable under any of the aforementioned provisions of law, HCSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to him by HCSL, including any deposit or amounts payable against bills and make payments on his account to the appropriate authority. He shall not be entitled to question or challenge such deductions, adjustments or payment made by HCSL.
- d. Any other amount payable under any law or in respect of any person employed by the Agency, if not paid by him, shall be deducted or adjusted by HCSL out of any amount payable to the Agency including any Security Receipt and paid over or withheld for payment by HCSL.
- e. The Agency 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 Agency shall take appropriate action against such workmen. The Agency shall abide by the instructions/ guidelines issued by the Company for maintenance of discipline and good conduct among the workmen employed by him.

8. SD / Performance Guarantee

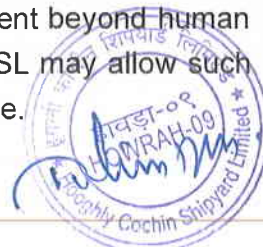
- a. Contractor shall give security deposited in the form of Bank Guarantee for 10% order value after receiving of Work Order and no deduction shall be made in the invoice submitted by the vendor.
- b. This SD will be remitted after 30 days on successful completion of the contract tenure & no interest shall be payable on SD for the period of its pendency.

9. Order Cancellation & Risk .

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

10. Force Majeure Clause

- 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, HCSL may allow such additional time as is mutually agreed to be justified by the circumstances of the case.



11. Limitation of Liability

- a. This contract may be terminated upon the occurrence of any of the following events
- b. By agreement in writing of the parties hereto;
- c. By the non-defaulting party, upon default by the other party, of any clause of this contract, if not remedied within fifteen (15) 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;
- d. 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.
- e. For fraud and corruption or other unacceptable practices.
- f. 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.
- g. HCSL may by notice in writing to Agency terminate the order after issuing due notice i.e., 30 days' notice period. HCSL shall be entitled to compensation for the loss limited to the order value.
- h. Liability maximum that can be claimed by the Agency shall be limited to what is due to be and has been paid by HCSL for work done as per the payment milestones

12. Jurisdiction/Arbitration Clause.

- a. Any disputes arising during the period of the contract shall, in the first instance be settled by mutual discussions and negotiations. The results of such resolution of dispute shall be incorporated as an amendment to the contract, failing which supplier shall approach the HSL Grievance Redressal Committee as per relevant clause of the Contract.
- b. If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfilment, or the validity of enforcement thereof, cannot be settled mutually or the settlement of which is not herein specifically provided for, then the dispute shall within thirty days from the date either party informs the other in writing that such disputes, disagreement exists, be referred to arbitration. The arbitrators shall be appointed and the arbitration proceedings shall be conducted in accordance with and subject to the Arbitration and Conciliation Act, 1996 (No. 26 of 1996) as amended from time to time and the decision of the Arbitrators shall be final and binding on the parties hereto. The arbitration will be done by a Board comprising one arbitrator nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such

payment is or forms a part of the subject matter of arbitration proceedings.

- c. Seat & Venue of Arbitration: The seat & venue of arbitration shall be at Kolkata/Howrah
- d. Language of Arbitration: The Language of arbitration shall be English.
- e. Governing Law: The contract shall be governed by Indian Law
- f. In case of disputes, the same will be subjected to the jurisdiction of courts at Kolkata/Howrah.



1. DEFECT LIABILITY PERIOD

The contractor has to guarantee the workmanship for a minimum **period of 06 months from the date of successful completion of work against defective workmanship. 10% of the contract value shall be released to the Contractor on completion of the Defect Liability Period.** During this period any part/Items found defective shall be repaired by the Contractor free of cost any trouble or defect originating with the workmanship of any facilities installed arises at any time up to 06 months from the date when the **work** is successfully completed, and the CONTRACTOR is notified thereof, the CONTRACTOR shall at his own expense and as quickly as possible, (at the location of the vessel as advised by yard) make such alteration / repairs and replacements as may be necessary to comply with the above guarantees and shall reimburse any costs and expenses incurred by HOOGHLY-CSL in connection with such trouble or defect. If the contractor fails to take action as above as HOOGHLY-CSL shall direct, HOOGHLY-CSL shall be free to take corrective/alternative action at the contractor's cost and risk within a reasonable time.

2. LIQUIDATED DAMAGE: -

In case of delay in supply of ordered materials or execution of work beyond the stipulated completion period, which is not attributable to HOOGHLY-CSL, supplier is to pay Liquidated Damages (and not by way of penalty) a sum equivalent to ½% (half percent) per week or part of the week of the total basic price of the contract value subject to a maximum of 5% of the total basic price of the contract value (Total basic price is the order value excluding freight, taxes, other charges etc.). Further GST will be applicable upon LD and the same also will be deducted along with LD. However, LD applicability is without prejudice to HOOGHLY-CSL right to terminate contract for delayed delivery or other actions as per Risk Purchase clause.

3. RISK PURCHASE:

If the contractor fails to commence the work in time, as per the terms in work order or violate any other terms & conditions of work order or If the firm's performance is found not satisfactory with regard to the progress of work, quality, and time factor, labour dispute with their workers, poor safety record, HOOGHLY-CSL shall have the following rights:

- 3.1. To terminate the contract within 7 days of notice forfeiting the Security deposit
- 3.2. To initiate alternative arrangements at the risk and cost of the contractor.
- 3.3. No claim whatsoever will be entertained in this regard from the firm.

4. 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, HOOGHLY-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.

5. TERMINATION & LIMITATION OF LIABILITY

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



- 17.1.1 By agreement in writing of the parties hereto;
- 17.1.2 By the non-defaulting party, upon default by the other party, of any clauses 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 in party.
- 17.1.3 By the other party, upon either parties:
- (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.
- 17.1.4 In cases where maximum limit of LD is reached and still the items are not delivered/ work is not completed.
- 17.1.5 For fraud and corruption or other unacceptable practices.
- 17.1.6 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.
- 17.2 HOOGHLY-CSL may by notice in writing to supplier terminate the order after issuing due notice i.e. '7 days' notice period. HOOGHLY-CSL shall be entitled to compensation for the loss limited to the order value.
- 17.3 Liability maximum that can be claimed by the supplier shall be limited to what is due to be and has been paid by HOOGHLY-CSL for the material delivered /work done as per the payment milestones.

18 STORAGE OF MATERIAL AND EQUIPMENT

18.1 The contractor shall arrange the storage of the materials/ equipment etc. if any, at a suitable location assigned by HOOGHLY-CSL and shall ensure the safe and secure possession and handling of the items thus handed over to contractor. HOOGHLY-CSL shall allot storage space within HOOGHLY-CSL premises, if available.

18.2 As regards the equipment/ materials stored by him as above as also in use by him, HOOGHLY-CSL will not be responsible for any damage, pilferage, accident that may take place during the course of execution of the work. It will be entirety his responsibility to keep all the equipment, materials etc., in safe custody as also hold them duly insured at his expense.

19 ARBITRATIONS

22.1. Any disputes arising during the execution of the contract shall, in the first instance be settled by mutual discussions and negotiations. The results of such resolution of dispute shall be incorporated as an amendment to the contract, failing which the parties can resort to arbitration.

22.2. If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfilment, or the validity of enforcement thereof, cannot be settled mutually or the settlement of which is not herein specifically provided for, then the dispute shall within thirty days from the date either party informs the other in writing that such disputes, disagreement exists, be referred to arbitration. The arbitrators shall be appointed and the arbitration proceedings shall be conducted in accordance with and subject to the Arbitration and Conciliation Act, 1996 (No. 26 of 1996) as amended



from time to time and the decision of the Arbitrators shall be final and binding on the parties here to. The arbitration will be done by a Board comprising one officer nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. The enforcement of the award shall be governed by the rules and procedures in force in the State in which it is to be executed. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such payment is or forms a part of the subject matter of arbitration proceedings.

22.3. In case of disputes, the same will be subjected to the jurisdiction of courts at Kolkata, West Bengal, India only. Governing law should be Indian law and place and seat of arbitration is at Kolkata, West Bengal. Language of arbitration should be English.

20 LABOUR LAW & REGULATIONS

(Time to time amendments by Govt. to be strictly followed)

23.1 The contractor shall undertake and execute the work with contract labour only after taking license from the appropriate authority under the contract labour (regulation & abolition) act 1970.

23.2 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 at 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 his and his workmen employed by him. The contractor shall inform HOOGHLY-CSL his license number prim the Central Labour Commissioner.

23.3 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. 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.

23.4 The Contractor shall submit the labour reports/ returns as required by the company from time to time in respect of their workmen in standard format to the concerned contracting officer so as to enable the same to reach personnel department by the 5th of every month. Delayed submission of the same shall attract penal interest /damages at the rate as levied by the respective authorities under the relevant Acts.

23.5 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.

23.6 If the Contractor fails to pay any contributions, charges or other amounts payable under any of the aforementioned provisions of law, HOOGHLY-CSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to him by HOOGHLY-CSL, including any deposit or amounts payable against bills and make payments on his account to the appropriate authority. He shall not be entitled to question or challenge such deductions, adjustments or payment made by HOOGHLY-CSL.



23.7 Any other amount payable under any law or in respect of any person employed by the Contractor, if not paid by him, shall be deducted or adjusted by HOOGHLY-CSL out of any amount payable to the Contractor including any Security Receipt and paid ever or withheld for payment by HOOGHLY-CSL.

23.8 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.

23.9 All person who are engaged for various works in HOOGHLY-CSL either directly or through contractors, should produce the following documents prior to issuing their entry passes:

Aadhar/attested copy of Aadhar with photo and address particulars. **OR**

Police clearance certificate with photo and address particulars. (Police clearance certificate to the effect that the concerned person is staying in the area of jurisdiction of the certificate issuing police station and that the person is not involved in any criminal offences as per the records available therein.)

23.10 Application and declaration for enrolling under employees provident fund and ESI Scheme.

23.11 Contractors are requested to familiarize themselves with the labour rules & regulations prevailing in HOOGHLY-CSL including the labour wage pattern of contract labours.

21 SAFETY OF PERSONNEL AND FIRST AID

24.1. The contractor 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. Detailed information and references available with HSE department of HOOGHLY-CSL.

24.2. The Contractor may arrange to suitably insure all his workmen/ other personnel in this regard. HOOGHLY-CSL 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.

24.3. In this regard, the Contractor will have to fully indemnify HOOGHLY-CSL against any claims made by his workmen/other personnel.

24.4. The Contractor shall provide and maintain so as to be readily accessible during all working hours, a first aid box with prescribed contents at every place where he employs contract labour for executing the works.

22 IMS GUIDELINES

25.1 HOOGHLY-CSL implemented an Integrated Management System (IMS) consisting of Environmental Management system (EMS), Occupational Health and Safety Management System (OHSMS) and the Quality Management System (QMS) within the yard. As part of IMS, subcontractors shall comply with the following measures related to the Quality, Health, and Safety & Environment (QHSE) policy of HOOGHLY-CSL.

25.1.1. Preventing occupational ill health and injuries.



25.1.2. Ensuring safe work sites.

25.1.3. Handling and disposal of Hazardous wastes safely.

25.1.4. Complying with statutory & regulatory and other requirements.

25.2. If any contractor failed to comply with or violated any clauses/requirements of occupational health, safety and environmental rules effective in the state, in their activities or at work sites and the same shall be exposed to the government or any competent authorities upon inspections, the contractor shall be solely responsible for all liabilities caused by his/her action and shall be responsible for paying the penalty and taking stipulated corrective actions insisted by the authorities within the specified time, at their own cost. Any liability to the company in this regard needs to be compensated by the contractor.

23 ELECTRICITY RULES & REGULATION

26.1. The contractor shall adhere to the various rules in respect of electrical installation as per the Indian Electricity Rules and Regulations and Electrical Inspectorate Standards in order to make sure that men and materials are safe from hazards.

24 SUB CONTRACTING AND ASSIGNMENT

27.1. Contractor shall not assign nor transfer the Purchase Order/ Work Order nor shall any share or interest therein in any manner or degree be transferred or assigned by Contractor to a third party without prior consent in writing of HOOGHLY-CSL.

27.2. Contractor shall not contract with any subcontractor and/or vendor without the prior written consent of HOOGHLY-CSL. 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.

25 STATUTORY CONDITIONS AND LABOR LAWS

25.1 The firm must comply with statutory requirements, like ESI/EPF etc., and other labor laws/regulations in force and as amended from time to time.

25.2 Under no circumstances HOOGHLY-CSL will be responsible for any statutory compliance related to Labor, Central/State Government if any.

25.3 The contractor shall provide the minimum wage rate of the Central Government & submit the bank statement of wage payment along with the bill.



26 INDEMNITY

29.1 The firm shall indemnify HOOGHLY-CSL and keep harmless against any or all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against HOOGHLY-CSL directly or indirectly by reason of:

- a. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
- b. Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.

29.1. The service provider shall indemnify HOOGHLY-CSL or its officers against any claims arising out of accidents or injuries to workmen or other persons or damage to other property which may arise during the execution of the contract or from breach of any Law or Regulation prior to delivery and acceptance of the items at HOOGHLY-CSL

30. OVERWRITING & CORRECTIONS

Tenders shall be free from overwriting or erasures. Corrections and additions, if any, shall be duly attested and a separate list of such corrections shall be attached with the offer

31. SECRECY & RESTRICTION ON INFORMATION TO MEDIA

31.1. The information contained in the enquiry as such shall NOT be communicated to any third party without prior approval of HOOGHLY-CSL.

31.2. 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 HOOGHLY-CSL

31.3. The CONTRACTOR shall be responsible to ensure that all persons employed by them in the execution of any work in connection with this contract are aware of the provisions of the official secrets act 1923 and to comply with the same. The CONTRACTOR shall also ensure secrecy of design, construction, equipment and completion of the vessel. Any information provided to you under this contract is to be treated as strictly confidential and is not to be disclosed to any person or persons not concerned therewith

31.4. All documents under this Contract transferred between the parties shall be treated as UNCLASSIFIED unless explicitly marked.

31.5. The CONTRACTOR shall ensure that their organization, suppliers/ installation agency/test and trials teams etc shall not communicate for use in advertising, publicity, sales release or in any other medium, system details, photographs and reproduction of equipment and their fitment on board Navy/coast guard/private owner vessels except without or security clearance from the competent authority.

32. DAMAGE OF MATERIALS / EQUIPMENTS: The contractor will ensure that no damage is caused to the materials, due to negligence and / or any reason whatsoever by the contractors man. The cost of damage will be suitably recovered from vendor's bills.

33. INDIVIDUALITY OF CONTRACT: This Contract should be treated as an individual contract and should not be related with other orders with HOOGHLY-CSL in respect of progress of work or payment.



For Hooghly Cochin Shipyard



GENERAL TERMS & CONDITIONS

- 1) The contractor must have a dedicated site-in charge/ supervisor to execute work.
- 2) The service provider shall have to engage men on round the clock basis and also on Sundays and holidays, and no extra charges will be paid by HOOGHLY-CSL for such requirements arising during critical phases of the project. Service has to be completed to the satisfaction of HOOGHLY-CSL officer in-charge
- 3) Work will be undertaken and inspected as per the quality standards provided by HOOGHLY-CSL, and approved by CLASS and Owner of the vessels.
- 4) The work will be undertaken by only qualified welders of the contractor. Towards this, HOOGHLY-CSL will provide the WPS and PQR. Welders will have to be qualified by Class by HOOGHLY-CSL. The subcontractor must pay for the welder qualification, testing and certification charges to HOOGHLY-CSL on actuals. The contractor must retain the qualified welders till the completion of the project.
- 5) The contractor shall arrange to collect and clean up every day all waste, scraps, debris, etc. generated by the work men while working onboard the vessel and other locations and dispose the same suitably at his cost to the full satisfaction of HOOGHLY-CSL. In case any failure on his part to comply with this requirement, HOOGHLY-CSL will arrange the required cleaning entirely at the contractor's cost.
- 6) Assistant General Manager (U&M) or his authorized representative will be the Officer-in-charge of this Contract.
- 7) Special care to be taken to reduce wastages. Shortage of any material (supplied by HOOGHLY-CSL) arising out of excess wastages due to improper planning shall have to be made up by Contractor free of cost.
- 8) The contractor shall be responsible for any damage caused to the material supplied by HOOGHLY-CSL. Compensation with penalty for damage or loss of the item will be recovered from the Contractor, in the event of loss or damage.
- 9) Any particulars/literature/information/certificates required by the Shipyard in connection with the work is to be forwarded free of cost. All correspondence with the Shipyard to be in English language. All documents and plans to be in English language and in metric units.
- 10) Providing all personnel protective items like safety helmets, gloves, welding shields, goggles, leg guards, safety belts, boiler suit, safety shoes etc. to their employees.
- 11) Quality of services shall conform to the specification/ standards laid down by HOOGHLY-CSL.
- 12) HOOGHLY-CSL has the right to deduct any charges towards taxes and statutory deductions,
- 13) Compliance of all statutory safety requirements and other safety rules stipulated by HOOGHLY-CSL and other applicable statutory bodies shall be the responsibility of the Agency while working at HOOGHLY-CSL premises. The Agency should ensure that their workmen and staff are adequately covered under Insurance.
- 14) The service provider shall also be governed by the General Conditions of Contract of HOOGHLY-CSL, General Safety Rules and other relevant labour laws.



For Hooghly Cochin Shipyard



SPECIAL TERMS & CONDITIONS (SINGLE BID SYSTEM)

1. Common Requirements from the Bidders:

Following documents are required to be submitted by the bidders along with the Bid

The Bidder should enclose copy of statutory documents **PAN, GST registration certificate, Trade license, Site Visit Slip.**

1. MODE OF SUBMISSION OF TENDERS:

- Tenders should be submitted the tender in the Mail and addressed to The Assistant General Manager (Marine & Central Services), Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah. Tender to be submitted by email only / Hard Copy.
- Bidders are requested to submit the bid by e-mail (**Price part password protected**) / Hardcopy in a sealed envelope .

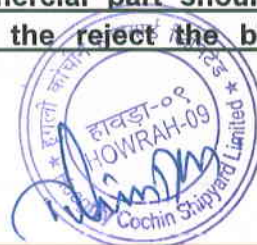
In case of e-mail : tuhin.das@hooghlytcsi.com

In case of Hard copy : Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah , Main gate tender box.

2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS:

- a. Stamped and signed copy of all pages of **tender document and corrigenda (if any)** with all supporting documents (as applicable);
- b. Financial documents as mentioned in "**Common Requirements**" of Annexure-1;
- c. **Signed Copy of un-priced Price bid (Annexure-6) (Price bid without price & with percentage of taxes & duties and details like "quoted/Nil/included" need to be mentioned for each line item.)**
- d. Signed and stamped copy of Technical Specification / Scope of Work as per **Annexure** with supporting documents if required
- e. Signed and stamped copy of tender terms and conditions
- f. Checklist duly undersigned with remarks if any.
- g. Vendor Details, NEFT mandate Form
- h. List of Deviation (if Any) ,
- i. Security Deposit formats
- j. Power of Attorney document, Self-Declaration
- k. Details of Legal Case(s) pending

All documents provided along with techno-commercial part should be stamped and undersigned. HOOGHLY-CSL reserves the right the reject the bid in case of any discrepancies on the mentioned aspect.



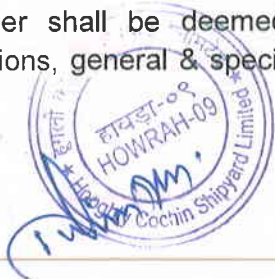
3. **PRICE PART:**

The price part should contain the following details:

- The price correspondent to each item;
- Taxes as applicable

The price bid to be offered in the given format (Annexure – 6). Deviations to the format as given would be liable to decline of the bid so submitted.

4. **Validity:** The offer should be valid for a minimum period of **3 (Three) months** of date of tender opening.
5. HOOGHLY-CSL reserves the right to alter, modify the scope of supply, at their discretion.
6. **Un-priced bid** to be submitted along with techno-commercial part (Part – I – Techno-commercial Bid) with details like percentage of taxes & duties applicable & details like "quoted/nil/included" to be mentioned for each line item as per Annexure-6.
7. Tenders should be submitted through E-mail only. No hard copy of the tender documents will not be accepted and may subject to rejection of the bid as a whole by the HOOGHLY-CSL authority.
8. **Price part should be submitted exactly in the Price Format as provided (Annexure 7).** 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.
9. Unprotected Price Bids/ Price Bids which are not password protected will be subject to rejection/disqualification of bid and HOOGHLY-CSL as a whole reserves the right to cancel out such bids.
10. Check lists, technical & commercial, duly filled & signed should be submitted along with Part-I "Techno-Commercial" bid. Non-receipt of this document may lead to rejection of the offer.
11. 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.*
12. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
13. Bidders can contact Officer-in-charge of the work which is indicated in the Tender 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.
14. The bidder shall be deemed to have carefully examined the scope of work, technical specifications, general & special terms and conditions, and other necessities mentioned in the



tender and have to satisfied himself as to the nature and character of the works to be carried out, the site conditions and all relevant matters & details.

15. All pages of offers including price bids, supporting documents etc. are to be signed by authorized signatory in each page and company seal should be affixed on each page. In case of non-compliance, offer is liable for rejection.
16. Bidder should make sure that they comply with all the techno-commercial details in additional to adhere to all technical specifications during the whole process (i.e. Starting from bid submission to carry out scope of work as per work agreements and as applicable) and provide necessary MSE/NSIC Certificates to avail exemptions, if applicable.
17. Participants/Vendors are requested to obtain clarifications, if any, and carefully study the documents and the scope of services and HOOGHLY-CSL, before submitting your offer.
18. If any case of the above conditions is not acceptable to the tenderer, it should be specifically indicated in the tender, failing which it will be presumed that all the terms and conditions are acceptable.
19. HOOGHLY-CSL have full right upon deviations, if any, including rejecting the partial scope/complied offers.
20. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
21. Bid Submission shall include Amendment / corrigendum / response to pre bid query duly signed and accept (if any).
22. After scrutinization of documents (Part – I) provided by the bidders, and after successful techno-commercial qualification, bidders will be contacted prior to opening of price bid. Passwords will be asked before opening of price bid. Authorized representor is required during the opening of price bid.
23. The bidders are advised to familiarize themselves with the site conditions before quoting.
24. Supplier should depute only persons who are entitled for exemption for income tax in India or any site work. In case the supplier does not depute such persons, the tax liability will be to supplier's account.
25. After submission of tender, no unsolicited correspondence will be entertained.
26. Hooghly 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.
27. During the evaluation of tender, officer-in-charge may seek clarifications from the bidders. Clarification if any shall be given in writing/e-mail. Officer-in-charge's decision will be final and binding on the bidder.
28. All applicable taxes, duties, transportation, delivery, etc at HOOGHLY-CSL Nazirgunge, should be included in the rate quoted, unless specified otherwise. HOOGHLY-CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
29. Bidders to note that no advance payment will be made by HOOGHLY-CSL against purchase order



issued.

For Hooghly Cochin Shipyard Limited



Tender No.: HOOGHLY-CSL/TEN/AMC /2026/060

Dated 01.04.2026

PRICE BID FORMAT
(Quantity given is for one Vessel)

Sl. No.	Job Description	UOM	Total Qty (A)	Unit Rate (INR) (B)	Total Amount (INR) (C)=(A)x(B)
1	AMC of 16 Cranes at Hooghly Cochin Shipyard Limited	Months	12		
	Grand Total (Excluding Taxes) (INR)				
	GST Amount (INR)				
	Total Amount Including GST (INR)				
	Total Amount Including GST (INR)				

Signature of authorized personnel:

Name of firm or authorized signatory:

Designation:

Address:

Contact no.



*Any modifications or alterations or additional notes added to the above format will straight away leads to rejection of the offer

NOTE:

1. L1 will be decided on total amount basis.
2. The quoted price will be valid for a period of 3 (three) months.
3. Quoting for all serials is mandatory. Partially quoting for few serials shall result in rejection of the bid.
4. L1 Bidder will be decided based on without considering Taxes.
5. Rate agreed upon as per quotation shall remain firm and fixed till conclusion of contract.
6. 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, unit 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.
7. Bidder has to submit the price bid as mentioned in the format only, otherwise bid will be reject.



SITE VISIT SLIP

I, authorized representative of address
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Visited the site onand understood the work completely related to the Adjustment / Re-positioning of 03 nos pontoon including rectification of Gangway Foundation of Jetty -2 in Hooghly-CSL Nazirgunge unit, Howrah, W.B

Signature of Hooghly CSL Official

Stamp and Signature of the representative of the firm

