



**TENDER NOTICE**

सीएसएल – कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), कोलकाता की ओर से निम्न सूचित कार्य केलिए अनुभवी फर्मों से मुहरबंद प्रतिस्पर्धी निविदाएं आमंत्रित की जाती हैं, ताकि निम्न सूचित तिथि और समय पर या उससे पहले अधोहस्ताक्षरी तक पहुँच सकें। कृपया संलग्न तकनीकी विनिर्देश, सामान्य नियम और शर्तें एवं अन्य अनुदेशों का संदर्भ लें।

Sealed competitive tenders are invited on behalf of CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata from experienced firms for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer to the Technical Specification, General Terms and Conditions and other instructions attached.

निविदा सं. व तिथि Tender No. & date	सीएसएल/सीकेएसआरयू/टीईएन/652/2025-26 दिनांक 06 फरवरी 2026 CSL/CKSRU/TEN/652/2025-26 dated 06 FEB 2026
कार्य का नाम Name of Work	सीएसएल कोलकाता शिप रिपेयर यूनिट (सीकेएसआरयू), कोलकाता में पिक-अप ट्रक सेवा (विस्तृत विवरण अलग से संलग्न है) Pick up Truck service at CSL Kolkata Ship Repair Unit (CKSRU), Kolkata (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	NIL
निविदा प्रपत्र की लागत Cost of Tender Form	NIL
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 17 फरवरी 2026 को 16:00 बजे तक 17 FEB 2026 at 16:00 hrs
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 17 फरवरी 2026 को 16:30 बजे तक 17 FEB 2026 at 16:30 hrs.

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

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



पंजीकृत कार्यालय: प्रशासनिक भवन, पी.ओ. बैग सं. 1653, पेरुमानूर 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](http://www.cochinshipyard.com) CIN: U63032KL1972GOI002414



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

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

**OR**

Password protected tender file shall be emailed to [soumita.ghosh@cochinshipyard.in](mailto:soumita.ghosh@cochinshipyard.in) by the due date and time.

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

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

**कृते कोचीन शिप्यार्ड लिमिटेड**  
**For Cochin Shipyard Limited**

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

**प्रभारी सहायक महाप्रबंधक (सीकेएसआरयू)**  
**Assistant General Manager-i/c (CKSRU)**



पंजीकृत कार्यालय: प्रशासनिक भवन, पी.ओ. बैग सं. 1653, पेरुमानूर पी.ओ., कोच्ची - 682 015  
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वेबसाइट / Website: [www.cochinshipyard.com](http://www.cochinshipyard.com) CIN: U63032KL1972GOI002414

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**SCOPE OF WORK****A. SCOPE OF WORK**

- 1) The work consists of providing 5 seater AC Pickup Truck services (10 hrs per day subject to 2500 kms per month) for CSL-Kolkata Ship Repair Unit (CKSRU) on daily basis. If any additional requirement of vehicle, firm has to provide it at the same rate, terms and conditions. Payment shall be made only for the actual number of days service availed.
- 2) The minimum load capacity of the vehicle should be 1000 kgs.
- 3) Reporting and releasing location shall be CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, or Berth 6, Gate no 7, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata – 24. The starting / finishing time & kilometre reading of the vehicle will be considered as the time of reporting / releasing of the vehicle at CKSRU, Kolkata. **Contractor's garage to reporting location and releasing location to contractor's garage will not be considered for payment.**
- 4) All the documentation of the vehicle should be up to date. As documentary evidence, copy of self-attested RC book, insurance copy, pollution certificates, fitness certificate etc. of the vehicle shall be attached along with the offer. Vehicles provided shall be in excellent working condition, well maintained and with all other statutory documents.
- 5) Normal operation hours of the vehicle will be 09:00 to 19:00 hrs per day. Additional hours will be paid as per the rate quoted in the price bid format.
- 6) The average number of duty days per month shall be 26 days. The duty days beyond 26 days shall be paid on pro-rata basis of monthly charge (Monthly charge / 26 days).
- 7) Monthly requirement is 2500km and beyond 2500km on requirement need to be undertaken by the service provider. For extra kilometres additional payment shall be made by CSL as per the rate quoted in the price bid format.
- 8) In case of interstate travels if required, necessary permit should be arranged by service provider at his cost and the amount will be reimbursed with documentary proof. Payment of toll fee, parking fee, etc. which may become necessary during the trip has to be initially paid by the contractor and the same shall be reimbursed by CSL against supporting documents counter signed by CSL officer.
- 9) Since the pick up truck is for dedicated usage of CKSRU, the company name of Cochin Shipyard Limited shall be placed at the front of the vehicle.
- 10) **Period of Contract:** - The period of contract shall be initially for a period of 1 year. However, the contract shall be extended for another period of one year on an annual extension basis under the same terms and conditions, subject to mutual agreement, provided the contractor's performance is satisfactory. However, the final authority for the extension of the contract will rest solely with CSL.
- 11) **The rate** shall be quoted by the contractor in the price bid format. L1 will be arrived based on lowest amount for providing 01 No. Pickup Truck for one year based on 10 Hrs / day subject to 2500 Kms per month excluding GST. In case of extension for the second year, the rate and terms of condition shall remain unaltered. However, the Purchase Order will be released on unit rate basis and payment will be released on actual running days including additional running hours/ extra km if any.
- 12) The quoted rate shall include the cost for supply of vehicle in perfect running condition with DRIVER, FUEL, LUBRICANTS, SPARES, STATUTORY PAYMENTS, REPAIRS if any and other essential requirements. In case of scratches/dents obtained

during running, the vendor should replace/repair the vehicle immediately to perfect condition without delay. The vehicle should be in washed and cleaned condition during first reporting of the day.

- 13) Failure to provide additional pick up truck or delay in providing vehicle within 1 day from the time of telephonic/E-mail/SMS intimation will make the Contractor to bear the extra expenditure incurred by Cochin Shipyard Ltd for arranging alternate vehicles and the actual will be deducted from the subsequent running bills submitted by the Contractor. CSL has the right to arrange vehicles from other agencies if the contractor fails to provide the requirement.
- 14) In case of any breakdown or any other blockings due to the failure of vehicles that may occur during trips, the contractor shall provide alternate vehicle immediately at their cost. If the contractor fails on this, CSL has the right to engage other vehicles, and the cost incurred shall be borne by the Contractor due to any failure on the part of the contractor in doing so.
- 15) CSL has the right to reject the vehicle without payment if the vehicle is not found in good condition or older than the defined life. Decision of the authorized CSL representative at Kolkata is final in this regard.
- 16) The vehicles should be with valid permit and in excellent working condition with clean and good upholstery.
- 17) Contractor should ensure the cleanliness of the Vehicle (external and internal including floor, material space) and proper maintenance of the vehicle, without any dilution. CSL has the right to reject the vehicle on non-compliance of the same.
- 18) The vehicle should report with sufficient quantity of fuel and other consumables for meeting the day's work.
- 19) Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
- 20) The contractor shall ensure that sufficient funds are provided to the driver towards the cost of fuel, toll charges, parking fees, Driver's wages/Bata/food/lodging charges etc. and no payment on any account shall be made by CSL during the trip.
- 21) Contractors shall ensure to send the same vehicles and drivers to the extent possible for smooth operation.

#### **B. ELIGIBILITY CRITERIA:**

Sl.No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The firm should be in the business of providing pick up truck services for a minimum of 2 years (Preferably to PSUs / Govt agencies) as on date of publishing this tender.	Copy of Work Orders as well as WCC/running bill satisfying the eligibility criteria to be submitted.
2	Details of vehicle	The AC 5 seater vehicle should not be older than 5 years from the date of publishing of tender.	Copy of RC book and other statutory documents to be submitted.
3.	Vendor Details	The firm shall submit vendor details as per Annexure 4.	Duly filled and signed vendor details as per Annexure 4.

4	Registered office in Kolkata	Firm should have dedicated registered/regional/local functional office in Kolkata and address proof of office should be submitted along with technical bid.	Address proof of the office to be submitted.
5	Financial capability	The firm should have a positive net worth during the last three financial years (2022-23/2023-24/2024-25).	Profit and loss account statement for the respective financial year
6	Undertaking	The firm should submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract	Undertaking as per annexure 7 to be submitted
7	Self-declaration and unconditional acceptance letter	The firm should submit self-declaration and unconditional acceptance letter as per Annexure 5 & 6	

PRICE BID

Name of Work: Pick up Truck service at CSL Kolkata Ship Repair Unit (CKSRU), Kolkata

Tender No. CSL/CKSRU/TEN/652/2025-26

<b>PART A</b>							
Sl.No.	Description of work	Qty (A)	UoM	Unit rate (INR) (B)	Total rate per annum excluding GST (INR) (C=A*B)	GST (%)	HSN/SAC Code
1	Monthly Rate for 1 No. of 5 seater AC Pickup Truck for 10Hrs/Day subject to 2500 kms per month	12	Months				
<b>TOTAL AMOUNT</b>							

<b>PART B</b>			
Sl.No.	Description of work	UoM	Unit rate excluding GST (INR)
1	Additional Charges for running the vehicle beyond 2500 km per month	Km	
2	Additional charges for extra hours working beyond 10 hours per day	Hrs	

**\*NOTE- 1. L1 will be arrived based on the lowest total amount arrived for the rates of one Pickup Truck mentioned in PART A of the Price Bid excluding GST.**

**2. Rate for additional hours or kilometers for Pickup Truck will not be considered for the purpose of calculation for arriving L1.**

**3. All line items must be mandatorily quoted. Partially filled or incomplete bid will be summarily rejected.**

Signature and Seal of Contractor

**TERMS AND CONDITIONS**

**Annexure - 3**

1. Offer shall be submitted in the prescribed form in the 'CKSRU Tender Box' located at **CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata-24**, and has to be addressed to has to be addressed to **The Assistant General Manager (CKSRU)-i/c, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Kolkata - 24**.
2. In case of bid sent through e-mail, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by e-mail or SMS immediately before the tender opening against the request from concerned officer.
3. The bidders are expected to know the nature of work at CKSRU. 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.
4. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to employees, working hours, prior to quoting the rates. The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.
5. All applicable taxes, duties, insurance etc. should be included in the rate quoted, unless specified otherwise. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
6. Bidders to note that no advance payment will be made by CSL against work order/ supply order issued.
7. Tender documents issued are not transferable. Tender documents issued/downloaded shall be submitted wholly without altering any part.
8. **Validity:** The offer should be valid for a minimum period of four months of date of submission of offer.
9. **Payment terms:**
  - a) Payment shall be made in every month at actuals against invoice in triplicate supported by work logbook duly certified by the Officer-in-Charge of CSL. Contractor should ensure to submit the bill along with proper documents for processing the payment. A log book indicating opening time, closing time, opening kilometer, closing kilometer should be maintained by the contractor which should be certified by the authorized CSL representative at Kolkata.
  - b) Contractor shall indicate details like PAN, GST details etc. required for processing payment. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
  - c) The invoice to be raised on Officer in-charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Dry Dock Office Building, Netaji Subhas Dock, Gate No.9, Circular Garden Reach Road, Kolkata – 700024.
  - d) **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
  - e) Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL representative at Kolkata. Delay of accepted bills will lead to delay in processing of payment.
10. **Performance Security:** A recovery of 10% will be made from contractor's monthly bill towards performance security to maximum of Rs.50,000/- (Rupees Fifty Thousand only) and will be returned only one month after expiry of the contract.

11. Late bid will be rejected and CSL will not be responsible for any postal delay /non receipt of bid on any account of loss in transit.
12. No interest shall be paid for the Performance Security or any other deductions.
13. Any attempt on the part of the bidders or their agents to influence the officers, supervisors, employees of CSL in their favour by means of canvassing or any other means will entail disqualification / rejection of the bidder & bid.
14. Bringing in new conditions after the tender opening will not be allowed. Under no circumstances, will an enhancement of quoted rate be allowed, once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply/execution within the stipulated delivery/completion period will entail cancellation of the order and forfeiture of Performance Security if any.
15. Corrections and additions if any in the price bid must be attested/ duly signed by the bidder. In the case of error in multiplication/addition in amount calculated, the 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.
16. Bidder has to quote all the line items. Partially quoted bid will be rejected without any further notice.
17. The Contractor shall also submit the Electronic Payment Mandate Form, as per Enclosure1 in their letter head duly signed by the respective authorized representative of the Bank with a cancelled cheque along with the Offer.
18. MSEs, Startups, Local Suppliers (Make In India), MSME firms and Startups will be eligible for various Relaxations in pre-qualification criteria and other Benefits as per the orders promulgated by Government of India. Bidders are advised to refer the details of various Benefits and Relaxation in pre-qualification criteria as published at CSL website ([www.cochinshipyard.com](http://www.cochinshipyard.com)) under the Tenders tab for further reference.
19. If the contractor fails to commence the work as per the instruction of Officer in Charge or violate any of the terms and conditions of the purchase order; CKSRU/CSL shall have the rights to terminate the contract with 15 days notice and take suitable action against contractor including forfeiting the performance security if any.
20. Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
21. The contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused by the contractor or the employee engaged by the contractor while on duty. Any labour issues with operators have to be settled by the contractor himself. CSL will not have any responsibilities for any issues between contractor and the employee.
22. Speed limit inside CKSRU premises is Max 10km/Hr.
23. The firm should not subcontract the work in part or full.
24. CSL reserves the right to award contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
25. Any loss / damage sustained by CSL on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.

26. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs / Alcohol / smoking etc inside CKSRU premises and any illegal activity by the work men should be reported to the Officer-in-charge without delay and the contractor shall remove such persons from Yard premises.

27. The Contractor should furnish their Registration code, ESI/PF/PAN/GST numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to CSL in the event of requirement. CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.

28. Necessary Insurance Coverage for the contractor's materials / equipment / vehicle including Third Party liability and for the workmen (covering Workmen's Compensation Act) engaged by the Contractor are to be taken at his cost. If any accident/injury occurs to any other persons/public due to proven negligence/non-adherence to relevant safety and other precautions on the part of Contractor/it's employees, the contractor shall remain liable to pay necessary compensation and other expense, as decided by appropriate authorities.

29. The company will be at liberty to terminate this contract at any time without assigning any reasons by giving a notice of one month and the contractor will not be entitled to any claim of any nature whatsoever on account of such termination.

30. If any information given by the contractor is found to be false, CSL reserves the right to terminate the contract without any notice or assigning any reason thereof.

31. The contractor shall be solely responsible for the consequences arising out of any loss, damage or accident caused to the vehicles, driver while on duty. Any labour issues with drivers have to be settled by the contractor himself. CSL will not have any responsibilities for any issues between contractor and the drivers.

32. Acceptance of a bid will rest with the competent authority of CSL, who does not bound himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason for the same.

33. Contractor should ensure that the drivers are medically fit for attending the duty /while driving and should have a valid driving license.

34. Authorized representatives of CSL at Kolkata is having full right to allocate trips and timings of the vehicles for the smooth operation. Contractors are binding on the decision of the authorized representatives of CSL regarding allocation. Further, contractors can't demand that they will be operating only particular trips/timings. Reporting time of the vehicle will be at 08:00am at pick up point. However, timing can be changed as per the directive of CSL authorized representatives.

35. The vehicle must possess WEST BENGAL TOURIST PERMIT. In case, inter State travels are required, necessary permit for the same should be arranged by the contractor at his cost. "Govt of India" board shall be placed in front and rear side of vehicle as per the instruction of officer in charge.

### **36. Tax elements**

- a. The tax rate of the Goods and Services would be as per the Government of India published GST rate schedule for goods & services. The rates have been mapped with HSN& SAC in the rate notification issued by the government. The rate schedule should be referred to identify the applicable rate.
- b. Permanent Account Number (PAN) obtained from Income Tax Department should be mentioned in the invoice for inclusion of PAN in the TDS returns filed by CSL.
- c. GST Id should be mentioned.

- d. The invoices should be as per the provisions of GST law. The invoices should mandatorily contain the HSN code/SAC and GSTIN number along with other particulars. The GST charged (CGST&SGST or IGST) should be separately indicated in the invoice.
- e. Tax inclusive invoices will not be accepted.
- f. All correction/rectification in the invoices should be done through Debit note/ Credit note only.

37. Additional safety provision: For the work carried out within Port area the contractor shall abide by all provisions of the dock workers (Safety, Health and Welfare) Regulation 1990 without causing any damage / accident in the work premises which will be ultimately causing loss to CSL either directly or indirectly. The contractor has to take all the necessary safety measures to prevent any damage/ accident at site during the execution of work.

38. CKSRU entry permit: Since the work is to be carried out inside the Port area, the Contractor shall abide by all rules and regulations of the Port in force from time to time as applicable. The Contractor is required to obtain required permit / RFID card issued by SMP for their men, vehicle, tools and materials to enter the CKSRU premises. The necessary recommendations will be issued by CSL to permit the Contractor to take the materials / equipment / vehicle inside the Port area for the execution of the work.

39. Contractors are required to produce a valid police clearance certificate if required to avail gate passes for entering CKSRU premises.

40. HSE guidelines issued by CKSRU/CSL Kochi from time to time shall be followed by the contractor.

41. During the evaluation of tender CSL Officer-in-Charge may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.

42. It is clarified that the Contractor cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd. has a Grievance Redressal Cell and all disputes shall be attended by CSL Grievance Redressal Cell. All questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by Cochin Shipyard Ltd Grievance Redressal Committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.

43. In case any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Ernakulam, Kerala, India.

44. The acceptance of a tender will rest with AGM(CKSRU) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.

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

**SPECIAL INSTRUCTIONS FOR TWO BID SYSTEMS**

**1. MODE OF SUBMISSION OF TENDERS**

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

**2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS**

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

**3. PRICE PART SHOULD CONTAIN FOLLOWING DETAILS**

- a. Duly filled price bid as per the tender document.
- b. The quoted rate shall include rate for material, service engineer if required, transportation, loading etc.to deliver the items to the location as mentioned in the tender document.
4. CKSRU/CSL reserves the right to alter, modify the scope of supply at their discretion and consistent with the policy of the Government of India and statutory bodies under them as applicable to the contract from time to time.
5. The Techno-commercial part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Techno-commercial part. Firms will be intimated the date of opening of the price part, whose Techno-commercial bid is acceptable, in due course. Tenderers shall not be allowed to attend the Techno-commercial bid opening.
6. The Tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.
7. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
8. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already

submitted with the tender.

9. Price part should be submitted in the Price Bid format provided. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid.
10. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected. In case if there is any ambiguity, unit rate will be taken as base and calculation will be done accordingly.

**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
- 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 the employee

**Bank Certificate**

We certify that \_\_\_\_\_ has an Account No. \_\_\_\_\_ with us and we confirm that the details given above are correct as per our records.

Date:

Place: (.....)

Authorized official of Bank

## VENDOR DETAILS

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

Sign &amp; seal of contractor:

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

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

**SELF DECLARATION**

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

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

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Name : .....

Designation : .....

Phone No. : .....

Seal : .....

Date : .....

Place : .....

**UNCONDITIONAL ACCEPTANCE LETTER**

(Unconditional acceptance to be given in letter head)

**ACCEPTANCE OF TENDER CONDITIONS**

Tender Document for the Pick up Truck service at CSL Kolkata Ship Repair Unit (CKSRU), Kolkata, has been received by me/us and I/We hereby unconditionally accept the tender conditions of tender documents in its entirety for the above work.

Yours faithfully,

(Signature of the tenderer) with stamp

Date: .....

**UNDERTAKING**

I, Shri ..... in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s ..... do hereby give an undertaking that we shall not subcontract the work or part of work to any other agency if awarded the contract by CSL/CKSRU.

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No: