



COCHIN SHIPYARD LIMITED, KOCHI

TENDER NO	FIN/ESTT/2026-27/NIT/ROPEX dated 23.07.2026
TENDER NAME	TENDER FOR SELECTION OF SERVICE PROVIDER FOR THE SUPPLY OF INCOME TAX EXEMPT FULL KYC PREPAID ELECTRONIC MEAL CARDS TO THE EMPLOYEES OF COCHIN SHIPYARD LIMITED.
DUE DATE & TIME OF SUBMISSION OF TENDER	07/08/2026, 14:00 Hrs.
DATE & TIME OF OPENING THE TENDER	07/08/2026, 15:00 Hrs. (TECHNICAL BID ONLY-Refer Sl.No.1.04 for details)
CONTACT PERSON/OFFICER-IN CHARGE	Johnson K George, Manager (Finance) PHONE : 7356604582, 0484-2501416 EMAIL : johnson.kg @cochinshipyard.in

Notice Inviting Tender (NIT)

Cochin Shipyard Ltd,(hereinafter called as “CSL”) invites tenders in two bid system for the **SUPPLY OF INCOME TAX EXEMPT FULL KYC PREPAID ELECTRONIC MEAL CARDS** (hereinafter called as “Pre-paid Meal Cards”).The Pre-paid Meal Cards are to be supplied to the employees of CSL working at locations all over India and to be loaded on a monthly basis. The approximate number of employees who use the cards initially, are 780. It may vary due to the Entry/ Exit of the employees.

This is a Notice Inviting Tender (NIT) for contract for providing above mentioned services. Scope of work and material required is as given at Annexure I. Only a Prepaid Payment Instrument (PPI) issuer (hereinafter called as “Vendor”) can participate in the tender process. Consortium tenders will not be accepted. Tenders are invited only from PPI providers meeting the prequalification criteria, specifications as specified as per the terms & conditions stated hereinafter:

TERMS & CONDITIONS

The Bids are invited ONLY from those entities who are compliant with the conditions provided under Master Directions on Prepaid Payment Instruments (PPIs) (Updated as on December 27, 2024, Ref. No RBI/DPSS/2021-22/82 CO. DPSS.POLC.No. S-479/02.14.006/2021-22) by RBI regarding Issuance and Operation of Prepaid payment Instruments. “Entities” refer to Bank / Non-Bank entities who have Approval / Certificate of Authorization issued by Reserve Bank of India to set up and to issue PPIs (Prepaid Payment Instrument) in India under the Payment and Settlement Systems Act2007. As defined in the Master Directions dated 27.08.2021 (Updated as on December 27, 2024), the instrument will be Full-KYC PPIs (with no cash loading facility) in Pre-paid form, reloadable and to be used only for food and non-alcoholic beverages at establishments who have a specific contract to accept the PPIs issued by the PPI issuer/vendor. No cash withdrawal or funds transfer shall be permitted from such instrument.

Any Prepaid meal card would not meet the requirement of Income Tax compliance, if the above arrangement is not demonstrated. Any arrangement used that is not under the direct supervision and control of the vendor would not be accepted as being a system for meeting the Income Tax requirement for the meal card. That is, the vendor should be able to prove and establish the fact that the acceptance points for the card are all under their direct control and supervision and the Pre-paid Meal Cards be used only for food and non-alcoholic beverages at establishments who have a specific contract to accept the instrument issued by the vendor and not relying on third party who have no obligations for meeting the tax compliance of any meal cards provided. Any other bid not meeting this condition will be rejected.

Pre-paid Meal Cards should be compliant with the prevailing Income Tax rules and RBI rules as amended from time to time. The participant to the tender has to be the Regulated Entity that has obtained the Prepaid instrument issuance license from RBI and under whose authorization the Meal Card is being offered. CSL will not entertain any agent, reseller of any Regulated Entity

and would be only entertaining bids received from the RBI authorized license holder themselves. The bidder would have to declare and establish by submitting their RBI authorization that they are the RBI Authorized issuers of the Meal Card being offered.

Authorization Certificate issued by Reserve Bank of India in accordance with “Reserve Bank of India (Issuance and operation of Prepaid Payment Instruments) Directions, 2021 (Master Directions) issued vide RBI notification dated 27.08.2021 (Updated as on December 27, 2024)” which must be valid throughout the period of Contract. A copy of the prevailing certificate should be attached.

1.01 AWARD OF CONTRACT: Contract shall be awarded to the technically qualified and the L1 party who offers the rate as per Annexure 3.

1.02 PERIOD OF CONTRACT: Contract shall be valid for period of three years. The contract may be extended to a further period which shall be at sole discretion of CSL, with the same terms and conditions.

1.03 SIGNATURE: NIT, Scope of work, Prequalification criteria and Price bid shall be compulsorily signed by appropriate person who is authorised to do so.

1.04 SUBMISSION OF BIDS

The offer will be in **Two Bid System** - Technical & Financial. Both the bids must be submitted at the same time giving full particulars, but in separate sealed envelopes, which is as follows: -

Envelope I- Technical Bid: This envelope will be duly super-scribed as “Technical Bid for Supply of Prepaid Meal Cards” along with this tender number and the name of the bidder who is submitting the bids.

The Technical bid envelop shall contain the following:

- a) Scope of work format duly filled in and signed by appropriate authority – **Refer Annexure 1.**
- b) Signed copy of Pre-qualification Criteria format duly filled and the corresponding attachments as mentioned in **Annexure 2**
- c) Signed copy of all the pages of this tender document except Annexure 1, Annexure 2 & Annexure 3 , as proof of acceptance of this tender document.

Technical bid should be submitted as per all the requirements prescribed in ‘Annexure 1 & 2 and the participant of the tender has to agree for all the conditions mentioned in the scope of work as per annexure 1 and has to fill in and submit all the documents as mentioned in annexure 2 to technically qualify for the tender. It should not contain any information on price.

Envelope II- Financial Bid: This envelope will be duly super-scribed as “Financial Bid for Supply of Prepaid Meal Cards” along with this tender number and the name of the bidder who is submitting the bids. The envelop shall contain the offer that is submitted strictly as per the format specified in **Annexure 3**. The financial bid as above will be opened for only of those bidders who qualify in the Technical Evaluation.

Envelope III - Both Envelope I & Envelope II are to be kept in one big envelope which will be super scribed as "TENDER FOR SELECTION OF SERVICE PROVIDER FOR THE SUPPLY OF INCOME TAX EXEMPT FULL KYC PREPAID ELECTRONIC MEAL CARDS TO THE EMPLOYEES OF COCHIN SHIPYARD LIMITED", along with this tender number and the name of the bidder who is submitting the bids.

The tender may be sent to

Manager (Finance) Establishment
Cochin Shipyard Ltd
Perumanoor P.O
Ravipuram
Cochin-682015

and should reach CSL at the address given above latest by 14:00 Hours on 07-08-2026. Bids received after the due date and time shall not be accepted. CSL will not be responsible for any delay, loss or non-receipt of Tender documents sent by post/courier.

1.05 BID VALIDITY

The bid shall be valid for a period of 90 days from the date of opening of the tender. Offers with less bid validity shall be rejected outright.

1.06 SECURITY DEPOSIT CLAUSE

Successful bidder will have to submit the security deposit of 10% of estimated Annual Loading Value (Estimated Annual Loading value is Rs.1 Crore) within 15 days from receipt of Purchase Order in the form of bank guarantee as per CSL format from CSL approved banker covering period for the contractual period plus 3 months claim period.

1.07 BREACH OF NOTICE INVITING TENDER (NIT): In the event of the vendor not complying with the terms and conditions of the NIT clauses or committing a breach of any terms and conditions of the Order to be issued, CSL shall inform the vendor of such breach and call upon vendor to rectify it immediately, and on their failure to do so to the satisfaction of CSL, CSL shall be entitled to penalize the vendor by charging amount at the discretion of the management. In case of major breach of NIT even Security Deposit may also be forfeited and if the breach continues CSL shall be entitled to terminate the Contract without any further notice and/or any claim or compensation and damages by the vendor against CSL.

1.08 DISPUTES AND ARBITRATION:

Any disputes arising during the currency 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.

If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfillment, 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 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. The seat & venue of arbitration shall be at Cochin. The Language of arbitration shall be English. Governing Law: The contract shall be governed by Indian Law.

In All questions, disputes or differences arising under/out of or in connection with this contract shall be subject to the jurisdiction of the Courts in Cochin.

1.09 STAFF: The Vendor shall ensure that the person or persons appointed or to be appointed by them for delivery of Pre-paid Meal Cards etc. shall be vendor's employees for all intents and purposes. There shall be no principal employer-contract labour relations between CSL and staff of Vendor.

1.10 FIRM PRICE CLAUSE: Price shall remain firm throughout contract period.

1.11 DELIVERIES: Deliveries of Pre-paid Meal Card shall be taken in staggered manner depending upon our actual requirement from time to time. CSL, however, does not guarantee for any minimum quantity. Further, in event of order, the actual quantity may increase by any percentage at the sole option of CSL during the validity of order.

1.12 QUERY/CLARIFICATION: Any queries on this tender document should be taken up with the contact person of CSL within 7 days of issue of this tender document.

1.13 OTHER TERMS & CONDITIONS

- a) CSL reserves the right to terminate the contract with a notice period of 15 days.
- b) CSL reserves the right to accept/reject any/all bids without assigning any reason.
- c) CSL reserves the right to split the order to and award the work to one or more parties.
- d) CSL reserves the right not to proceed with the Tender or to alter the time table reflected in the tender document or to change the process or procedures to be applied for selection of vendor for the Pre-paid Meal Card. CSL reserves the right to seek clarification/additional documents from the bidder, if required. CSL also reserves the right to accept/ reject any or all tenders in part or in whole without assigning any reason thereof. The decision of CSL in this regard shall be final, conclusive and binding on the bidders. No bidder shall have any cause of action against the CSL for rejection of his Tender.
- e) Conditional Tenders and Incomplete tenders shall be summarily rejected.
- f) No brokers/intermediaries shall be entertained. The formulation of the evaluation criteria, the conduct of the evaluation of the responses to the Tender Notice and the subsequent selection of the successful bidder(s) will be entirely at the discretion of CSL and its decision shall be final and no correspondence about the decision shall be entertained.

- g) The purpose of this Tender Form is to provide the bidders with information to assist the formulation of their proposal. Each bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this Tender Form and where necessary obtain independent advice from appropriate sources.

1.14 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/ Vendor 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.

1.15 CONFIDENTIALITY CLAUSE

Vendor and its personnel will (a) keep confidential the terms of the agreement and all non-public and proprietary CSL information, and will only use such information to provide products and services under the agreement, and will not disclose such information except to the extent required by law after giving reasonable notice to CSL, if permitted by law; and (b) not use in providing products or services or disclose to CSL any materials or documents of another party considered confidential or proprietary unless it has obtained written authorization from that party and CSL

1.16 DATA PRIVACY CLAUSE

The vendor shall strictly adhere to the Digital Personal Data Protection Act and applicable Indian laws concerning the processing of employee Personally Identifiable Information (PII) collected during Full-KYC or account creation. Employee transaction data and personal information shall be used exclusively for operating the Pre-paid Meal Cards. The vendor shall not share, sell, or process CSL employee data for cross-selling, marketing, or third-party usage without CSL's prior written permission."

1.17 INDEMNITY CLAUSE

Vendor will indemnify CSL and its affiliates, directors, officers, and employees against all liabilities, damages, losses, costs, fees (including legal fees), and expenses relating to any allegation or third-party legal proceeding (including action by a government authority) to the extent arising from an allegation that use, possession, or sale of the products or services violates or infringes a third party's rights, including intellectual property rights; or an allegation that any personnel are entitled to employee compensation, benefits, or other rights or transfer law rights, except to the extent caused by CSL's unlawful acts or omissions.

ANNEXURE 1**SCOPE OF WORK**

<u>SI No.</u>	<u>Terms and Conditions</u>	<u>Agreed / Not agreed</u>
1	Vendor shall deliver "Pre-paid Meal Card" to CSL within 30 days from date of purchase order. Employee name and company name, as per the list issued with purchased order, shall be printed on each card.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
2	Card should have a cumulative carrying and loading limit of Rs.2 Lakhs at any time.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
3	In case of new member joining facility, the "Pre-paid Meal Card" shall be issued in the beginning of next month free of cost	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
4	The "Pre-paid Meal Card" should be non-transferable and suitably pin protected.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
5	The "Pre-paid Meal Card" shall be valid for a period of 3 years from the date of issue of card.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
6	Vendor shall credit amount specified by CSL Management to employee on their cards within two working days on receipt of list of employees. If not credited within 2 days, penalty @ 18% p.a to 24% p.a can be deducted from next payment to vendor or the contract can be cancelled at the discretion of CSL.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
7	Card can be used at various food outlets PAN India for buying food items and non-alcoholic beverages.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
8	The intimation of all the transactions on the "Pre-paid Meal Card" to be furnished through Pre-paid means through Email/SMS to our employees without any additional cost. Bidder should have a Dedicated Online Portal and Mobile app (ios/android/windows) for self-service.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
9	Vendor should ensure that they shall not charge any additional charges from employees at the time of transaction, unless mentioned in the work order.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
10	The "Pre-paid Meal Card" shall be directly accepted at the meal card outlets without the need for the employee to handle any cash with regard to their transactions. ie Card should not have any restriction regarding denomination.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐

11	Bidder should have a dedicated executive/customer care centres for Query Resolution w.r.t usage of Card. Bidder should deliver training modules to designated officers of CSL to carry out smooth transactions.	<u>Agreed</u> ☐ <u>Not Agreed</u> ☐
----	---	---

Special Notes to Scope of work

1. COMPANY's requirement of the total value of the Pre-paid Meal cards may vary between Rs. Nil to Rs.15 Lakhs per month. The scheme is optional for employees. The Order Value mentioned may vary from Month to Month.
2. The vendor needs to ensure that there are adequate eating joints or outlets where the Pre-paid meal cards can be used by the employees. In case at any destination the outlets are not available, the vendor shall ensure that adequate such outlets are made available for the employees for their usage.
3. Process controls like KYC activation, loading of cards, New Cards, Renewal of cards, Funds issued by the client for the employees, Card ordering Portal, User mobile App etc. has to managed solely by Vendor.
4. It may be noted that all the information with regard to PPI (Meal Card) issuer Data and Documents submitted by the vendor will be kept confidential.
5. Trouble free and smooth operation / working of the Pre-paid Meal cards scheme will have to be ensured by the Vendor throughout the period of contract.
6. The vendor shall not assign or sub-let the contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the written permission of the CSL.
7. The vendor shall be responsible to comply with all the Statutory / Mandatory requirements and adhere to all the terms imposed by respective Authorities, Government or as per Law during the entire contract period. The Prepaid Payment Instrument (Meal Card) issuer/vendor will be solely responsible for any litigation /complaints related to this contract.
8. The vendor shall maintain a log of all the transactions undertaken using the PPIs for at least ten years. This data shall be made available for scrutiny to RBI or any other agency / agencies as may be advised by RBI. The vendor shall also file Suspicious Transaction Reports (STRs) to Financial Intelligence Unit-India (FIU-IND).

Agreed to Scope of work and Special Notes to Scope of Work.

Name and signature :-

Company / Organization seal:-

ANNEXURE – 2**Pre-qualification Criteria for Technical Evaluation**

Sr No.	Details to be given/Parameter	TO BE FILLED BY BIDDERS	Documents to be submitted
1	Name and Registered Address of Bidder		NIL
2	Official E-mail ID, Phone no. with STD Code and the mobile number of the contact person		NIL
3	Address for all communications during the execution of Agreement.		NIL
4	The bidder should have a local office or Branch in Ernakulam. Address of office has to be provided	Yes ☐ No ☐	Self Declaration of office Address.
5	GST Registration Number, PAN Number of bidder	GSTIN: PAN:	Attested Copy of GST registration certificate and Copy of PAN card
6	The bidder must be an entity registered as a body corporate in India.	Yes ☐ No ☐	Certificate of Incorporation.
7	Pre-paid Meal card to be used only for food and non-alcoholic beverages at establishments who have a specific contract to accept the PPIs issued by the vendor.	Yes ☐ No ☐	List of establishments in India where the bidder has specific contract to accept the cards, along with copy of 5 latest active contracts.
8	The bidder must be authorised by Reserve Bank of India to setup, issue and operate Prepaid Payment Instruments in India under the Payment and Settlement Systems Act2007.	Yes ☐ No ☐	Authorization Certificate issued by Reserve Bank of India in accordance with the Reserve Bank of India Issuance and operation of Prepaid Payment Instruments Master Directions dated 27.08.2021 (Updated as on December 27, 2024)

09	The bidder should have 3 years' experience of supply of meal card in India.	Yes ☐ No ☐	Self-Attested Copies of Work / Purchase Orders as Proof for three years of experience in Pre-paid meal card in India is to be attached.
10	The bidder should have experience of supply of Pre-paid meal card to at least 5 organizations in India (Govt. PSU/Large Pvt. Sector – MNC) having a strength of at least 500 employees	Yes ☐ No ☐	Self-Attested Copies of Work / Purchase Orders to be attached.
11	The bidder has not been blacklisted by any department or undertaking of the Government of India or any State Governments of India or an Indian Public Sector Undertaking/Enterprises.	Yes ☐ No ☐	Self-Declaration to be attached.

Name and signature:–

Company / Organization seal:–

ANNEXURE - 3**FORMAT OF PRICE BID**

Sl. No.	Particulars	Amount (INR) in figures & Words for part A . Percentage for Part - B	
		In figures	In words
PART A.	One Time cost for issuing 780 cards (-/+ 25% tolerance), service charges for loading & re loading, distribution & any other charges	 INR	 INR
PART B.	Discount offered in percentage on Annual Loading of the card (Loading amount can vary up to Rs.1 Crores per annum)	 %	%

Notes:

1. The quote in Part A should be in INR – Indian Rupees (figures and words). **PART A shall not be NIL or Zero. If NIL or Zero , the bid shall be treated as INVALID**
2. The bid shall be exclusive of Taxes and Duties.
3. Part B should be quoted in percentage.
4. The figures quoted above (Part – A & Part – B) will be valid throughout the period of contract. No revision will be allowed during the contract period.
5. In case of any discrepancy, unit charges quoted in words will be considered as correct.
6. **For the purpose of L1 determination, Annual loading amount will be considered as Rs.1 Crore only.**
7. **The L1 bidder will be decided on the positive quantum due to CSL on account of discount offered on part- B after deducting the expenditure as per the Part – A . For example, If charges specified in Part A is Rs.1,00,000/- and percentage of discount offered in PART B is 1.25 %, then net discount will be Rs.25,000/-(i.e. 1.25% of 1 Crore minus 1,00,000).**

Name and signature :—

Company / Organization Seal:—