



## TENDER NOTICE

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

Sealed competitive tenders or password protected email 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/494/2024-25 दिनांक 23.09.2024 CSL/CKSRU/TEN/494/2024-25 dated 23.09.2024
कार्य का नाम Name of Work	सीकेएसआरयू, कोलकाता में विभिन्न उपकरणों का भार परीक्षण के लिए वार्षिक दर अनुबंध (विस्तृत विनिर्देश अलग से संलग्न है।) Operation and maintenance of various dry dock systems and equipment at CKSRU, Kolkata (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	<b>दो बोली</b> <b>Two Bid</b>
जमा करने के लिए बयाना राशि Earnest Money to be deposit	रु. 10,000/- Rs. 10,000/-
निविदा प्रपत्र की लागत Cost of Tender Form	शून्य NIL
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 07.10.2024 को 16:00 बजे तक 07.10.2024 up to 16:00 hrs
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 07.10.2024 को 16:30 बजे तक 07.10.2024 at 16:30 hrs

यदि बोली सीलबंद लिफाफे में भेजी जाती है तो निविदा संदर्भ लिफाफे के ऊपर या ईमेल द्वारा बोली भेजी जाती है तो विषय में निविदा संदर्भ स्पष्ट रूप से इंगित किया जाना चाहिए।

Tender reference should be clearly indicated on top of the envelope if bid is sent in sealed envelope or in subject if bid is sent by email.



उप महाप्रबंधक (सीकेएसआरयू) को संबोधित मुहरबंद निविदाएं सीएसएल- कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), ड्राई डॉक ऑफिस बिल्डिंग, गेट नं. 9, नेताजी सुभास डॉक, सर्कुलर गार्डन रीच रोड, कोलकाता - 700024 में स्थित 'सीकेएसआरयू निविदा बॉक्स' में नियत तारीख एवं समय तक डाली जाएंगी। पासवर्ड से सुरक्षित निविदाएं निर्धारित प्रारूप में ईमेल के माध्यम से [sreejith.s@cochinshipyard.in](mailto:sreejith.s@cochinshipyard.in) पर नियत तारीख और समय तक भेज दी जाएंगी।

Sealed tenders addressed to The Deputy General Manager (CKSRU) shall be dropped in the "CKSRU Tender box" located at CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building, Gate No. 9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata -700024 by the due date and time. Password protected tenders shall be send via email in prescribed format to [sreejith.s@cochinshipyard.in](mailto:sreejith.s@cochinshipyard.in) by the due date and time.

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

नाम/ Name	: श्रीजित एस / Sreejith S
पदनाम/ Designation	: प्रबन्धक (यांत्रिक)/M (Mech)
संपर्क सं. (मोब.)/Contact No (M)	: 7994472459
ई-मेल/ E-mail	: sreejith.s@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड  
For Cochin Shipyard Limited



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

उप महाप्रबंधक (सीकेएसआरयू)  
Deputy General Manager (CKSRU)

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## **SCOPE OF WORK & ELIGIBILITY CRITERIA**

### **OPERATION & MAINTENANCE OF VARIOUS DRY DOCK SYSTEMS AND EQUIPMENT AT NETAJI SUBASH DOCK, CKSRU, KOLKATA**

#### **I. Scope of work:**

- 1) The scope of work shall cover operation and all preventive, scheduled and breakdown maintenance and other related maintenance works as required from time to time for installations in CKSRU as listed below.
  - a) Outer and Intermediate Box Caissons
  - b) Main Dewatering Pumps (MDP), motors, electrical control panels and associated equipment
  - c) Hydraulic sluice valves, power pack and associated equipment
  - d) Penstocks, power pack and associated equipment
  - e) Mooring capstans, power pack and associated equipment
  - f) Dock side wharf cranes, tower cranes and overhead cranes
  - g) Workshop equipment such as lathe, drilling machine, grinding machine, etc.
  - h) Pumps for leakage water removal, including submersible pumps and centrifugal pumps
  - i) Fire fighting and general service system, pumps and associated equipment
  - j) Various pumps for fire line and cooling line
  - k) Any other support / service in dock area / inside vessel / related to service activities as per the instruction of Officer In-Charge
- 2) The operation and maintenance of systems shall be done as per the Standard Operating Procedure, maintenance schedules, checklists, prevailing standards or any special requirement in consultation with Officer In-Charge.
- 3) The job includes,
  - a) Operation and maintenance of Box Caissons, MDP, electrical control panel & associated equipment, submersible pumps, centrifugal pumps, motors, mooring capstans, penstocks, hydraulic power packs, dock side wharf cranes, tower cranes, overhead cranes and other associated systems etc.,
  - b) Cleaning the associated fittings and fixtures
  - c) Housekeeping of the pump rooms, HPU rooms and the surrounding premises to keep the area spic-n-span, in all respects using required cleaning materials
  - d) Any other support / service in dock area / inside vessel / related to service activities as per the instruction of Officer In-Charge
  - e) The lifting and lowering of leakage water removal pumps during docking and undocking time shall be done by the contractor.
  - f) The operation and maintenance of Box Caisson also includes associated pumps, motors, valves, piping, cleaning the fittings and fixtures, removal of accumulated mud and siltation from Box Caissons periodically and housekeeping of Box Caissons.

- 4) Operation part of equipment include, but not limited to:
  - a) Operation of Box Caissons including ballasting and de-ballasting during docking / undocking of vessels, scuttling and de-scuttling of Box Caissons.
  - b) Operation of MDP, sluice valves, penstocks during docking / undocking of vessel
  - c) Operation of submersible / centrifugal pumps for water stripping including lifting and lowering of the pumps during docking and undocking
  - d) Regular operation of pumps for leakage water removal from dock and fire / cooling line water supply to ships.
  - e) Operation of mooring capstans during docking / undocking operation
  - f) Operation of dock side wharf cranes, tower cranes and overhead cranes
  - g) Operation of workshop equipment such as lathe, drilling machine, grinding machine, etc.
  - h) Service of diver, if required, during docking / undocking operation.
- 5) Periodical maintenance such as daily / weekly / monthly / annually for all the equipment related to the drydock systems mentioned at (1) shall be done by the contractor. It includes checks, replacement of spares if required, fault finding if any etc.
- 6) All the maintenance activities shall be done by the contractor. Emergency repair, if any, shall be attended by the contractor immediately and such support shall be provided by contractor on 24x7 basis. Routine maintenance and overhauling of various equipment shall be undertaken as per the prevailing SOP and instruction of Officer In-Charge. In case SOPs are not available for a particular equipment, operation and maintenance to be followed as per the instruction of Officer In-Charge.
- 7) The contractor shall maintain the infrastructure clean and tidy inside as well as around the installations and buildings. No rags and waste etc. shall be thrown near the building. This shall be deposited in the designated area. Arrangement needs to be done by the contractor to segregate the wastes produced during the operation and maintenance of equipment and shall dispose the wastes in the designated area inside CKSRU premises.
- 8) Contractor shall ensure that all required spares are available all the time for maintenance and if any spare is unavailable / used, same to be reported / followed up to/with the Officer In-Charge well in advance till the point of availability.
- 9) The contractor shall maintain the same personnel for operation and maintenance during the entire contract period to ensure smooth operation of contract.
- 10) All the maintenance activities shall be carried out by the contractor as per the routine maintenance plan and as instructed by the Officer In-Charge. Any other special maintenance activities shall be carried out by the contractor without causing any disturbances to the normal functioning of yard. Necessary intimation shall be given to Officer In-Charge / concerned officer prior to such maintenance activities.
- 11) Bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract.
- 12) The following registers / records shall be maintained by the contractor at site at contractor's cost and countersigned by Officer In-Charge, CSL.
  - a) Daily logbook

- b) Preventive / Breakdown maintenance logbook
  - c) For major breakdown, detailed report shall be maintained showing the cause of the defect and location and type of repairs carried out.
  - d) Material requisition book, account of receipt and issue of spare parts and consumable items for maintenance and spares.
  - e) Schedule of maintenance activities
  - f) Test records of various tests conducted.
  - g) Upkeep of SLD and schematic drawings of equipment based on the modifications.
- 13) Contractor shall provide their quote as per the price bid format and as detailed below.
- A. Unit rate for providing approximate number of manpower to be deployed on daily basis at CKSRU for the routine Operation and Maintenance work such as supervisor (Mechanical & Electrical), fitter, pump operator, crane operator, electrician, machinist and helper as listed below.

Sl. No.	Description	No. of personnel	Remarks
1	Trained Engineer / Supervisor (Mechanical) (High Skilled)	1	General shift
2	Trained Engineer /Supervisor (Electrical) (High Skilled)	1	General shift
3	Fitter (Skilled)	1	General shift
4	Pump operator (Plumber) (Skilled)	3	1 No. in each shift for 3 shifts per day
5	Crane operator (Skilled)	1	General shift
6	Electrician (Skilled)	4	1 No. in each shift for 3 shifts per day and 1 No. additional in general shift
7	Machinist (Skilled)	1	General shift
8	Helper (Semiskilled)	2	General shift

An approximate number of personnel required for the operation and maintenance is mentioned above. If any additional personnel are required to carry out the activities, same shall be provided by contractor as per the instruction of Officer In-Charge and same shall be charged on pro rata basis. The manpower deployed shall be qualified, experienced and competent for executing the work at site.

- B. Operation of Box Caissons and MDP system for docking / undocking operation:

Contractor shall provide Lump Sum rate for the operation of MDP and Box Caissons during docking / undocking operation. The scope of work in this part include,

- i. Operation of Box caissons, ballasting / deballasting, scuttling & descuttling for docking / undocking operation
- ii. Operation of MDP, penstocks for docking / undocking operation.

- iii. Operation of mooring capstans, winches etc. as required for the scuttling / descuttling of Box Caissons and ships during docking / undocking operation.
  - iv. All manpower including fitter, rigger, pump operator, electrician, valve operator, helper etc., tools and tackles, equipment etc. for operation shall be under the scope of contractor.
  - v. Rate of diver shall be quoted separately as per the price bid format. Payment shall be as per actual deployment. For calculation of total amount, one diver per operation shall be considered.
- 14) Rate per operation of Box Caisson & MDP shall be quoted by contractor in which either a docking or an undocking operation will be conducted and scope includes supply of all manpower, tools, tackles etc. required for the smooth and safe operation of Box Caisson. Contractor shall deploy his personnel for the operation of Box Caisson & MDP for which an advance intimation of 24 hours will be given by Officer In-Charge. However, in case of emergency, contractor should deploy his personnel immediately. Manpower to be deployed shall include supervisor (Mechanical), supervisor (Electrical), rigger, electrical operator, electrician, valve operator, pump operator, diver, helper etc.
  - 15) L1 will be arrived based on the grand total for operation and maintenance of all equipment as detailed above per annum considering 12 docking / undocking operation per year for initial two years. Approximate quantity of manpower to be deployed for operation and maintenance and approximate number of docking / undocking operations per year are considered in the price bid format to arrive L1. Payment will be done for the actual quantity of manpower deployed / work executed on monthly basis.
  - 16) The contractor's personnel shall be in a neat uniform for the which the cost shall be borne by the contractor. The contractor has to provide identity cards to each of their workers engaged by them and they shall always display the same while on duty.
  - 17) The contractor shall provide all safety appliances and PPEs such as coveralls, safety shoes, gloves, safety belts, gum boots, helmets, etc. to his personnel deployed at site. Any accident caused due to non-compliance of safety rules and regulations shall entirely be the responsibility of contractor.
  - 18) Negligence / malfunction of operator, if noted, which results in monetary / material loss etc. shall be recovered from the contractor RA bill and encashment of BG, if any, depending upon the nature of fault and depth of operator / supervisor negligence / irresponsibility / carelessness. The recoverable amount shall be decided by Officer In-Charge which shall be final and no correspondence or communication will be entertained from the contractor.
  - 19) The contractor, his agents, representatives, workmen etc. shall be strictly adhering to the fire / electric shock precautionary measures while working near the electric cables / electric systems / any item with explosive nature. Contractor shall be fully responsible for any kind of accident / losses occurring to his men / material during the activity. Rubber gloves, rubber mat, etc. shall be issued by the contractor to his workmen for ensuring safe work.
  - 20) 01 No. pump operator and 01 No. electrician shall be available on 24x7 basis (3 shifts per day) to monitor the operation of leakage water removal pumps and fire / cooling line supply pumps as mentioned in (13).
  - 21) The minimum eligibility criteria of the personnel deployed by contractor shall be as follows:
    - a) **Trained Engineer / Supervisor (Mechanical)** (High skilled): Should possess Diploma / B-Tech in Mechanical Engineering from a Govt. approved university with a minimum 4 years post qualification experience for Diploma holders and 3 years of post qualification experience for B.Tech holders, respectively, in the similar works.

- b) **Fitter (Skilled)**: Should possess certificate in Fitter (Mechanical) trade issued by ITI / I.T.C / Govt. of India and with minimum 3 years post qualification experience in the relevant field.
  - c) **Pump operator (Skilled)**: Should possess minimum 3 years experience in the relevant field.
  - d) **Trained Engineer / Supervisor (Electrical) (High skilled)**: Should possess Diploma / B-Tech in Electrical Engineering from a Govt. approved university / authority with a minimum 4 years post qualification experience for Diploma holders and 3 years of post qualification experience for B.Tech holders, respectively, in the similar works.
  - e) **Electrician (Skilled)**: Should possess certificate in Electrician / Wireman trade issued by I.T.I / I.T.C with wiremen competency certificate (B) issued by Electrical Inspectorate with minimum 3 years post qualification experience in the relevant field.
  - f) **Machinist (Skilled)**: Should possess certificate in Machinist trade issued by ITI / I.T.C / Govt. of India and with minimum 3 years post qualification experience in the relevant field.
  - g) **Helper (Semiskilled)**: Semiskilled labour with good physique.
  - h) **Diver (Skilled)**: Scuba diver with sufficient experience and good physique.
- 22) The details of personnel to be deployed shall be submitted to the Officer In-Charge in advance. Deployment shall be done only after verification of details / interview, if required, and with necessary concurrence from Officer In-Charge.
- 23) All tools, tackles, consumables and testing equipment required for the safe and satisfactory operation and maintenance including preventive and breakdown maintenance shall be provided by the contractor.
- 24) All the necessary gears required for the safe diving for diver shall be provided by the contractor.
- 25) Normal working time at CKSRU is from 08:30 Hrs to 17:30 Hrs. However, based on the requirement such as docking / undocking / emergency breakdown, contractor shall deploy manpower as per the instruction of Officer In-Charge and payment for additional hours shall be made on pro rata basis.
- 26) The knowledge / information of availability of manpower on daily basis shall be the responsibility of contractor / selected agency and the same shall be communicated to Officer In-Charge of CSL. The contractor shall ensure availability of his supervisor throughout the contract period who shall be responsible for manpower availability and their record keeping.
- 27) The contract period is initially for **TWO (02) YEARS** from the date of execution of the agreement or acceptance of the Work Order. CSL reserves the right to extend the contract period for an additional **TWO (02) YEARS on an annual extension basis**, under the same terms and conditions, subject to mutual agreement, provided the contractor's performance is satisfactory. The rate for the initial two years shall be quoted by the contractor in the price bid format. The rate shall be increased by 3% per year of the quoted rate for the initial two years for the extension period. However, the final authority for the extension of the contract will rest solely with CSL.
- 28) If any minor spares / urgent maintenance requiring spares / direct working out is not possible, the contractor may procure spares or engage special service with the approval of CSL Officer In-Charge. The contractor shall be paid on the basis of producing actual bill with gate pass of materials supplied at site plus reasonable cost of labour (additional labour if any required) with 5% extra on total cost to cover contractors profit, supervision, overheads, subject to satisfaction of CSL Officer In-Charge.

**II. Eligibility criteria:**

Sl. No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The firm should be in the business of providing operation and maintenance of heavy equipment & machinery, preferably systems related to dry dock operation for a minimum of 05 years as on date of publishing this tender.	Work Order / Work Completion Certificate issued by the client to satisfy the eligibility criteria.
2	Financial capability	The firm should have an average minimum annual turnover of Rs. 30 lakhs during the last three financial years (FY – 2023-24/2022-23/2021-22).	Profit and loss account statement for the respective financial year to be submitted
3	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. If the firm does not have an office in Kolkata, they shall open a local functional office within 03 months of awarding the contract and an undertaking as per annexure 8 to be submitted along with technical bid.	Address proof of the office to be submitted. Or Undertaking as per annexure 8
4	Unconditional acceptance	The firm should submit unconditional acceptance letter confirming the acceptance of the tender conditions	Unconditional acceptance letter as per annexure 6 to be submitted
5	Self Declaration	The firm should submit a self declaration that they have not been debarred / blacklisted by CSL or by any of the Public Sector Undertaking or Government Department etc.	Undertaking as per annexure 7 to be submitted
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 9 to be submitted
7	Vendor Details	The firm should submit vendor details	Duly filled and signed vendor details as per Annexure 5.

**PRICE BID**

Annexure 2

**Name of work:** Operation and maintenance of various dry dock systems and equipment at CSL-Kolkata Ship Repair Unit, Kolkata**Tender No:** CSL/CKSRU/TEN/494/2024-25 dtd 23.09.2024**A. Routine operation and maintenance**

1. Maintenance of all equipment including MDP, Box Caisson, drainage pumps, cranes, workshop equipment, fire/cooling pumps, hydraulic systems, mooring capstans, penstock, etc.

2. Operation of drainage pumps, fire pumps, cranes, workshop equipment, etc. (Other than the operation mentioned in Section B).

Sl.No.	Description	Qty per day (A)	Unit	Unit rate per day for initial 2 years (Rs) (B)	Total rate per month for initial 2 years (Rs) (C=A*B*30)	GST (%)	HSN/SAC Code
1	Supervisor (Mechanical) (High Skilled)	1	No.				
2	Supervisor (Electrical) (High Skilled)	1	No.				
3	Fitter (Skilled)	1	No.				
4	Pump driver (Skilled)	3	Nos.				
5	Crane operator (Skilled)	1	No.				
6	Electrician (Skilled)	4	Nos.				
7	Machinist (Skilled)	1	No.				
8	Helper (Semiskilled)	2	Nos.				

**B. MDP and Caisson Gate operation during docking / undocking**

Sl.No.	Description	Qty	Unit	Rate per operation for initial 2 years (Rs) (D)	Total rate per annum considering 12 operations per year for initial 2 years (Rs) (E=D*12)	GST (%)	HSN/SAC Code
1	Rate for 01 No. operation 1. Operation of Box Caisson including ballasting and de-ballasting, scuttling and de-scuttling for docking / undocking of vessel including, all manpower, tools, tackles, equipment etc. 2. Operation MDP and penstock valves for docking / undocking of vessel including all manpower, tools, tackles, equipment etc. 3. Operation of Capstans for mooring / unmooring operation during docking / undocking of vessel	1	LS				
2	Diver (Skilled)	1	No.				

**Note:** L1 shall be arrived based on the grand total for operation and maintenance excluding GST, considering total amount for initial two years

Name of the Bidder

Sign and seal of the Bidder

**TERMS AND CONDITIONS**

- 1) Offer shall be submitted in the prescribed form in the 'CKSRU Tender Box' located at **CSL-Kolkata Ship Repair Unit (CKSRU), Gate No.9, Netaji Subhas Dock (NSD), Circular Garden Reach Road, Kolkata-24**, and has to be addressed to **The Deputy General Manager (CKSRU), Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Kolkata - 24**.
- 2) In case of bid sent through e-mail, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by e-mail or SMS immediately before the tender opening against the request from concerned officer.
- 3) **Validity:** The offer should be valid for a minimum period of four months of date of submission of offer.
- 4) **Payment terms:**
  - a) Payment shall be made in every month at actuals against invoice in triplicate supported by work completion certificate / work logbook duly certified by the Officer In-Charge of CSL.
  - b) Contractor shall indicate details like PAN, GST details etc. required for processing payment. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
  - c) The invoice to be raised on Officer in-charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Dry Dock Office Building, Netaji Subhas Dock, Gate No.9, Circular Garden Reach Road, Kolkata – 700024.
  - d) **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
  - e) Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL representative at Kolkata. Delay of accepted bills will lead to delay in processing of payment.
- 5) **EMD (Earnest Money Deposit):** Rs.10,000/- (Rupees Ten Thousand Only).

EMD for a valid bid has to be submitted by the bidder in the form of demand draft / FDR drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank. Cheques are not acceptable. Bids submitted without EMD will be rejected. No interest shall be paid for the EMD, Security Deposit or Performance guarantee. EMD will be returned to the unsuccessful bidder's post finalization of tender and issue of Work Order to the L1 bidder.
- 6) **Performance Security:** A recovery of 10% will be made from contractor's monthly bill towards performance security to maximum of Rs. 1,00,000/- (Rupees One Lakh only) and will be returned only one month after expiry of the contract.
- 7) **Language:** All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels on deliveries and any other data shall be in English language.
- 8) L1 will be arrived based on the grand total for operation and maintenance excluding GST, considering total amount for initial two years.
- 9) Partially quoted bid will be rejected without any further notice.

- 10) The bidders are expected to inspect the site to know the nature of work and site condition at CKSRU, Kolkata as applicable with prior intimation to the Officer In-Charge. Bidders can contact Officer In-Charge of the work which is indicated in the tender 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.
- 11) The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, 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.
- 12) All applicable taxes, duties, transportation and 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.
- 13) Bidders to note that no advance payment will be made by CSL against work order/ supply order issued.
- 14) Bidders shall quote total amount in figures and in words. Corrections and additions if any must be attested / duly signed by the bidder. In the case of error in multiplication / addition in amount calculated, the rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.
- 15) GST / Duties, if any, payable extra is to be indicated in the price bid.
- 16) MSEs, Startups, Local Suppliers (Make In India), MSME firms and Startups will be eligible for various Relaxations in pre-qualification criteria and other Benefits as per the orders promulgated by Government of India. Bidders are advised to refer the details of various Benefits and Relaxation in pre-qualification criteria as published at CSL website ([www.cochinshipyard.com](http://www.cochinshipyard.com)) under the Tenders tab for further reference.
- 17) **Risk Purchase:** If the supplier fails to commence the work as per the instruction of Officer In-Charge or violate any of the terms and conditions of the purchase order; CKSRU/CSL shall have the following rights.
  - a) To terminate the contract with 15 days' notice forfeiting the security deposit.
  - b) To initiate alternate procurement action at the risk and cost of the supplier.
- 18) Cochin Shipyard Ltd will not take responsibility for any liabilities caused by the contractor in respect of the vehicle's tax, insurance, road permit, accident, penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
- 19) 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 their employee.
- 20) Speed limit inside CKSRU premises is Max 10 km/hr.
- 21) The firm should not subcontract the work in part or full.
- 22) CSL reserves the right to award contract to one or more contractors during the pendency of this contract, depending upon the actual necessity.
- 23) Any loss / damage sustained by CKSRU on account of any negligent act of the contractor or the employee engaged by the contractor will be fully recovered from the contractor.

- 24) 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.
- 25) The rate quoted shall remain firm throughout the period including extension, if any.
- 26) 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.
- 27) 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.
- 28) **Additional safety provision:** For the work carried out within dock area the contractor shall abide by all provisions of the dock workers (Safety, Health and Welfare) Regulation 1990 without causing any damage / accident in the work premises which will be ultimately causing loss to CSL either directly or indirectly. The contractor has to take all the necessary safety measures to prevent any damage/ accident at site during the execution of work.
- 29) **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 CKSRU to permit the Contractor to take the materials / equipment / vehicle inside the Port area for the execution of the work.
- 30) Contractors are required to produce a valid police clearance certificate to avail gate passes for entering CKSRU premises, if required.
- 31) HSE guidelines issued by CKSRU/CSL Kochi from time to time shall be followed by the contractor.
- 32) 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.
- 33) 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.
- 34) 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.
- 35) The acceptance of a tender will rest with ED (SR) 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.

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

**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) After submission of quotation / price opening, no unsolicited correspondence will be entertained.
- 7) Clarifications, either technical or commercial, should be submitted to points specifically asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.
- 8) 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.
- 9) Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected. In case if there is any ambiguity, unit rate will be taken as base and calculation will be done accordingly.

**VENDOR DETAILS**

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

Sign &amp; seal of contractor:

**UNCONDITIONAL ACCEPTANCE LETTER**

**(Unconditional acceptance to be given in letter head)**

**ACCEPTANCE OF TENDER CONDITIONS**

Tender Document for the Operation and maintenance of various dry dock systems and equipment at CSL-Kolkata Ship Repair Unit, Kolkata 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: .....

**(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 :

**UNDERTAKING**

I, Shri ..... in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s ..... do hereby give an undertaking that we shall open a local functional office at Kolkata within 03 months of awarding the contract by CSL Kolkata Ship Repair Unit/CSL (Kochi).

Signature of authorized personnel:

Name of firm or authorized signatory:

Designation:

Address:

Contact No:

**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 authorized personnel:

Name of firm or authorized signatory:

Designation:

Address:

Contact No: