



**NOTICE INVITING TENDER**

**MAINTENANCE OF HOOGHLY CSL WEBSITE THROUGH PROFESSIONAL AGENCY**

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

Tender No. & date	HCSL/ADM/GEN/TEN/2025/67 dated 23.07.25
Scope of Supply / Work	Maintenance of Hooghly CSL Website through Professional Agency
Type of Tender	<b>Two Bid (Email Mode)</b>
Tender Cost	<b>Nil</b>
EMD	<b>Nil</b>
Last date & time of receipt of tender	02.08.2025 at 1600 Hrs.
Date & time of opening of technical bid	02.08.2025 at 1630 Hrs.
Pre-Bid Meeting	28.07.2025 at 1100 Hrs.
Work duration	The AMC period shall be commenced post completion of activity in Sl. No. 1 to 5 of price bid in Annexure-5. Total duration of the AMC is for 3 years.
Officer - in - Charge	<p>Name : Siva Prasad Designation : Manager Email : <a href="mailto:sivaprasad.sp@hooghlycsl.com">sivaprasad.sp@hooghlycsl.com</a> Phone No. : +91 9487017033</p> <p>Name : Ardhendu Paul Designation : PA Email : <a href="mailto:it.support@hooghlycsl.com">it.support@hooghlycsl.com</a> Phone No. : +91 8240163261</p>

Tender to be submitted by E-mail only. No hard copy quotation of the bid will be accepted.

Tender reference should be clearly indicated on the subject of the Mail.

Tenders should be submitted in two separate files as PART-I "TECHNO-COMMERCIAL" & PART-II "PRICE" (Password Protected) indicating the tender number, due date of the tender and subject as in-line with the scope of work in the Mail addressed to:

[sivaprasad.sp@hooghlycsl.com](mailto:sivaprasad.sp@hooghlycsl.com) / [it.support@hooghlycsl.com](mailto:it.support@hooghlycsl.com)

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

**For Hooghly Cochin Shipyard Limited**

Registered Office: Administrative Building, HCSL Premises, Satyen Bose Road,  
P.O. Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal 711 109.  
☎ +91 (33)-2688 8282 ✉ [contact@hooghlycsl.com](mailto:contact@hooghlycsl.com) 🌐 [www.hooghlycsl.com](http://www.hooghlycsl.com)

Shipyard: Nazirgunge Unit, Satyen Bose Road, P.O. Danesh SK Lane,  
P.S. Sankrail, Howrah, West Bengal - 711109.  
☎ +91 (33)-2955 8283 (Shipyard)

CIN: U35900WB2017GOI223197, GST No: 19AAECH3640L1ZD

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## SCOPE OF WORK

### A.1 SCOPE OF WORK & OBLIGATIONS

Hooghly Cochin Shipyard Ltd. seeks professional services for the ongoing maintenance of its official website (which has been designed in ASP.NET), [www.hooghlycsl.com](http://www.hooghlycsl.com), in alignment with the latest industry standards and the Guidelines for Indian Government Websites (GIGW) as prescribed by the Ministry of Information and Broadcasting, Government of India. For detailed reference, please visit <https://web.guidelines.gov.in/>

The scope of maintenance includes regular updates, security patching, performance optimization, resolution of functional and UI/UX issues, compliance with GIGW standards, and prompt troubleshooting. It also involves ensuring compatibility across devices and browsers, content updates, missing content credential creation as per departmental needs, source code and backup management, as well as providing technical assistance and periodic training to the Hooghly CSL IT team, rate contract for additional work and AMC .

### A.2 TECHNICAL & FUNCTIONAL REQUIREMENTS WITH COMPLIANCE

The website maintenance activities are as follows: -

#### SCOPE OF WORK

- |    |   |
|----|---|
| 1. | <p><b>STQC &amp; GIGW Compliance</b><br/>The bidder may be asked to revamp/redesign and maintain the website in compliance with the GIGW 3.0 guidelines. So the sequence of activities proposed is as follows:</p> <ul style="list-style-type: none"> <li>a) The bidder shall first redesign the site as per GIGW 3 standards</li> <li>b) Once the site has been redesigned by the bidder, the changes shall be moved to production and Hooghly CSL shall submit the production site to STQC for preliminary audit.</li> <li>c) STQC will give the first report of findings and non-conformities with criticality ratings (lower/medium/severe/critical) for each finding and non-conformity.</li> <li>d) The bidder shall examine the report and shall resolve all the non-conformities in the report and make the site ready for subsequent audits. STQC will conduct minimum two round of quality assessments and respective reports shall be shared to Hooghly CSL which has to be sent to bidder for resolution.</li> <li>e) The bidder shall take care of all points and resolve all issues mentioned in the report till STQC issues final GIGW confirmation.</li> <li>f) Post compliance of STQC audit the security status assessment (This audit shall include VAPT (Vulnerability Assessment and Penetration Testing)).of the site which shall be carried out a competent cyber security audit firm separately by Hooghly CSL</li> </ul> |
|----|---|

	<p>g) The bidder shall resolve all the vulnerability issues raised in the report by the cyber security audit company and give the site to the audit for subsequent audits if any.</p> <p>h) The bidder shall ensure that all the security issues are resolved till the auditor issues a final official confirmation that the site is secure.</p> <p>i) The final confirmation of the GIGW 3.0 compliance shall be issued by STQC once all the requirements are met.</p>
2.	<p><b>Content Management &amp; Display</b></p> <p><b>Tender &amp; Careers Pages</b></p> <p>a) <b>Issues:</b> Newly uploaded tenders/careers do not appear at the top.</p> <p>b) <b>Fix:</b></p> <ol style="list-style-type: none"> <li>Implement auto-sorting by "Publish Date" (descending) to ensure latest entries display first.</li> <li>Add a "Pin to Top" feature for critical announcements.</li> <li>Mandate "Publish Date" field during uploads.</li> </ol> <p>c) <b>Testing:</b> Verify real-time updates and correct sorting post-implementation.</p> <p><b>General Content Requirements</b></p> <ol style="list-style-type: none"> <li>Dynamic photo galleries, news/events, CSR, RTI, and feedback systems including missing content credential creation.</li> <li>Dynamic document management system for annual reports</li> <li>Bilingual support (English + Hindi) with seamless navigation.</li> <li>User management and access control</li> <li>Front end update for UI/UX improvement</li> </ol>
<b>Technical Enhancements</b>	
3.	<p><b>SEO &amp; Performance</b></p> <ol style="list-style-type: none"> <li>Optimize metadata (titles, descriptions, headers).</li> <li>Ensure mobile responsiveness (load speed &lt;1.5 seconds).</li> <li>Maintain HTTPS/SSL security.</li> </ol>
4.	<p><b>Search Functionality</b></p> <ol style="list-style-type: none"> <li>Full-text + metadata search with bilingual filters.</li> <li>Include/exclude archived content in search results.</li> </ol>
5.	<p><b>Security</b></p> <ol style="list-style-type: none"> <li>Protect against defacement, SQL injection, XSS, and DDoS attacks.</li> <li>Regular security audits and hardening of servers.</li> </ol>
<b>Content Management System (CMS) Updates</b>	

6.	Backend Modifications: a) Revise database queries to enforce publish date DESC sorting. b) Add validation for mandatory fields (e.g., publish date).									
7.	User Training: a) Train HCSL staff on proper file upload protocols.									
PROJECT DELIVERABLES										
8.	<table><tr><td>As per work completion periods mentioned in Annexure-2</td><td></td></tr></table>		As per work completion periods mentioned in Annexure-2							
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WARRANTY & SUPPORT										
9.	<p>3-year AMC covering: AMC of the website with Service Level Agreement (SLA) from the next day when the one-time redesigning is complete and GIGW 3.0 compliance is achieved. This AMC shall cover all the issues pertaining to the existing site just like error while a page is loaded, delay or performance issues, server is down etc. The SLA shall be applied if the bidder is failing to resolve the issues within stipulated time.</p> <p>The bidder should ensure that the application developed is totally bug free and will deliver optimum performance in the production server. However if any unforeseen error, issue or bug was found in the production system, the bidder should attend and resolve the issues at the earliest.</p> <p>The resolution time for bugs/production issues (time between the issue is reported and the reported issue stands completely resolved and the erroneous functionality becomes operational again in the production system) will be the basis for defining Service Level Agreements (SLA) for functional &amp; technical support. The priority wise classification of issues and the maximum resolution time allowed are as follow:-</p> <table><tr><th>PRIORITY</th><th>MAX RESOLUTION TIME</th></tr><tr><td>S1 Tickets : 1 (High) Business Showstopper</td><td>8 Hours</td></tr><tr><td>S2 Tickets : 2 (Medium)</td><td>16 Hours (Two working days)</td></tr><tr><td>S3 Tickets : 3 (Low)</td><td>24 Hours (Three working days)</td></tr></table> <p>The priority of the issue will be decided by Hooghly CSL based on the criticality of the affected business processes. The penalty charges will be applied if the issues are not solved within the maximum resolution time. The penalty calculation will be done as per the below methodology:-</p>		PRIORITY	MAX RESOLUTION TIME	S1 Tickets : 1 (High) Business Showstopper	8 Hours	S2 Tickets : 2 (Medium)	16 Hours (Two working days)	S3 Tickets : 3 (Low)	24 Hours (Three working days)
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S2 Tickets : 2 (Medium)	16 Hours (Two working days)									
S3 Tickets : 3 (Low)	24 Hours (Three working days)									

Priority	Allotted Time Blocks (hrs)	Hours in a Time block	Total additional time blocks taken for resolution of all respective priority tickets per half year	Weightage	Penalty Charges
		(A)	(B)	(W)	(P)
High (S1)	0-8	8	a	0.03	$a * 0.03 * (T/2)$
Medium (S2)	0-16	16	b	0.02	$b * 0.02 * (T/2)$
Low(S3)	0-24	24	c	0.01	$c * 0.01 * (T/2)$

- ❖ Where T is the total amount quoted for the post Go-Live AMC Support for the year exclusive of taxes.
- ❖ For S1 tickets, if the resolution is not given within the allotted time block, additional time blocks will be starting and get metered from the next hour onwards irrespective of business or non-business hours and working or non-working days. For other priority tickets additional time blocks will be starting only on Hooghly CSL business days and hours.
- ❖ AMC payment will be done half yearly on completion of the period and for the closed tickets only. Penalty charges if any will be deducted from the half yearly AMC charges and payments will be made against the submission of GST invoices by the bidder as mentioned in the Payment Terms.
- ❖ The total penalty charge is capped at a maximum 20% of the total amount for the AMC payment period.

10 Rate Contract:

- a) Rate contract Part where the bidder will be asked to provide a man hour rate for new developments and changes that may be required in future. Anytime we can expect new changes like designing and adding new pages, implementing new functionalities as per the suggestions from top management. The Hooghly CSL team will give the requirements of the new developments to the bidder and bidder shall give the estimate in man-hours which will help Hooghly CSL to arrive the estimated cost. This will help us to implement new changes quickly without calling quotation every time a new change is required.

- |  |  |
|--|--|
|  | b) Content Management Facility for managing the pages like careers, tender, latest updates, home page banners, which may be required to update frequently or periodically. Here the Hooghly CSL team can publish the content in such pages through the content management system regularly or as and when required without the direct support from the bidder. |
|--|--|

**CURRENT TECHNOLOGY STACK:**

APPLICATION SERVER DETAILS	
Server	2019 Standard
Server-Side Technology	ASP.NET
Other Tools	Bootstrap, Javascript, JQuery

**Terms and Conditions****1. DEFINITION**

- 1.1. "Bidder" means the party who all are participated in the tender for service **"Maintenance of Hooghly CSL Website through Professional Agency"**
- 1.2. "HOOGHLY CSL" Hooghly Cochin Shipyard Ltd, Howrah.

**2. DESCRIPTION OF WORK**

- 2.1. This tender pertains for "Maintenance of Hooghly CSL Website through Professional Agency"

**3. PRE-BID MEETING**

- 3.1. The pre-bid meeting will be held on 28.07.2025 at HOOGHLY CSL from 11.00 Hrs to discuss the detail scope of work and other tender conditions. The Firms / Contractors interested to participate in Pre-bid meeting should inform and forward their Pre-bid queries (if any) by 27.07.2025 positively.

**4. METHOD OF AWARDING CONTRACT**

- 4.1. Contract will be concluded with bidder qualifying technically (including eligibility criteria), agreeing to commercial conditions and emerging as L1 as per the tender document.
- 4.2. If any contractor, to whom the work is awarded, is not performing as per Hooghly CSL work plan, Hooghly CSL officer in charge has the right to modify / cancel the scope of work or volume of work in WO/PO and allocate to another contractor as required.
- 4.3. After award of order, if the L1 bidder, fail to timely execute the subject scope of work, even after warnings. For timely execution of contract, HCSL reserves the right to get it done from alternative means, split the work / percentage of work to any number of bidders (up to H1) upon matching of L1 price.

**5. PREQUALIFICATION CRITERIA**

- 5.1. The bidder should have experience in developing similar web design development/maintenance projects in ASP.NET. Preference will be given for websites audited and cleared as per GIGW. Documentary proof should be submitted in this regard.
- 5.2. Also, the bidder should have successfully completed at least two similar projects in the past three years. Proof with copy of work orders/completion certificate to be given.
- 5.3. The bidder should submit portfolio of the application development team along with their experience.

**6. FINANCIAL CAPABILITY**

- 6.1. The bidder shall have an average annual financial turnover of Rs. 3 Lakhs during the last three years ending on 31st March 2025.

**7. OTHER CONDITIONS:**

- 7.1. RIGHT TO VERIFICATION: HOOGHLY CSL has the right to verify the authenticity of bidder/ documents submitted by them and/or inspect the facilities if felt necessary. Based on this HOOGHLY CSL reserves the right to accept and reject any and all bids, which in its opinion, appears to be most advantageous to HOOGHLY CSL.



## **8. WORK PROGRESS AND SCHEDULE OF COMPLETION**

- 8.1. The AMC period shall be commenced post completion of the activity in Sl. No. 1 to 5 of price bid in Annexure-5. Approximate time duration for the completion of activities in Sl. No. 1 to 5 of price bid in Annexure-5 is 6 Months and the total duration of the AMC is for 3 years. Further extension of the contract shall be based on the approval of the competent authority only.
- 8.2. The breakdown/emergency maintenance should be addressed As per the clauses mentioned in the Scope of work.

## **9. VALIDITY OF CONTRACT**

- 9.1. The price offered and mutually agreed shall remain firm (Contract concluded price as per Annexure III) till completion of work and no escalation in rate shall be allowed by HOOGHLY CSL on whatsoever reason thereafter.

## **10. PAYMENT TERMS**

- 10.1. Payment (Sl. 1-5 of Price Bid) will be released on successful completion of each activity upon certification by the officer-in-charge.
  - 10.1.1. 100 % payment for each quarter amount in the AMC amount shall be released upon satisfactory completion of the work certified by the officer in charge.
  - 10.1.2. Rate contract shall be executed as per the requirement basis
- 10.2. Statutory levies such as I.T, Contribution towards PF, ESI etc., shall be deducted from the bill as applicable.
- 10.3. Payment will be made by RTGS/NEFT to the account of contractor.

## **11. SECURITY DEPOSIT/ PERFORMANCE GUARANTEE**

- 11.1. N.A.

## **12. LIQUIDATED DAMAGES**

- 12.1. The progress of work will be monitored against the mutually agreed detailed schedule referred in the work order. Liquidated damages for delays in execution of the work envisaged, for any reason other than force majeure conditions, will be recovered at the rate of half percent (0.5%) of the basic value of the delayed work per week or part thereof, subject to a maximum of ten (10) percent of the basic value of the delayed work.

## **13. CANCELLATION OF ORDER AND RISK CONTRACTING**

- 13.1. In the event the contractor fails to complete the work promptly and satisfactorily as per the terms of the order, and if the work is delayed beyond the agreed schedule, HOOGHLY CSL, without prejudice, reserves the right to cancel the order and get the work done at contractor's cost and the expenditure so incurred including any damage or loss will be recovered from the contractor and the Security Deposit furnished by the contractor is liable to be forfeited either in whole or in part.
- 13.2. In addition to above tender holiday will be imposed against the contractor as per discretion of HOOGHLY CSL.

## **14. FORCE MAJEURE**

- 14.1. Should failure in performance of any part of this contract arise from war, insurrection, restraint imposed by Government act or legislation of other statutory authority, from explosion, riot, legal lock-out, flood, fire, Cyclone, thunder storm act of Govt. or any inevitable or unforeseen event beyond human

control which will be construed as a reasonable ground for extension of time, HOOGHLY CSL may allow such additional time as is mutually agreed to be justified by the circumstances of the case.

12.2 The occurrence / cessation of force majeure situation has to be informed with documentary evidence within 15 days from the date of occurrence / cessation.

## **15. TERMINATION & LIMITATION OF LIABILITY**

- a. This contract may be terminated upon the occurrence of any of the following events.
  - i. By agreement in writing of the parties hereto;
  - ii. By the non-defaulting party, upon default by the other party, of any clauses of this contract, if not remedied within thirty (30) days, or such longer time as may be agreed upon by the parties, after receipt of notice thereof in writing from the non-defaulting in party.
  - iii. By the other party, upon either parties:
    - (i) Making the assignment for the benefit of creditors, being adjudged a bankrupt or becoming insolvent; or
    - (ii) Having a reasonable petition filed seeking its' dissolution or liquidation, not stayed or dismissed within sixty (60) days; or
    - (iii) Ceasing to do business for any reason.
  - iv. In cases where maximum limit of LD is reached and still the items are not delivered/ work is not completed.
  - v. For fraud and corruption or other unacceptable practices.
  - vi. Upon expiry or termination of this Contract, neither party shall be discharged from any antecedent obligations or liabilities to the other party under this Contract unless otherwise agreed in writing.
- b. Hooghly-CSL may by notice in writing to supplier terminate the order after issuing due notice i. e. '7 days' notice period. Hooghly-CSL shall be entitled to compensation for the loss limited to the order value.
- c. Liability maximum that can be claimed by the supplier shall be limited to what is due to be and has been paid by Hooghly-CSL for the material delivered /work done as per the payment milestones.

## **16. ARBITRATION**

- 16.1. Any disputes arising during the execution of the contract shall, in the first instance be settled by mutual discussions and negotiations. The results of such resolution of dispute shall be incorporated as an amendment to the contract, failing which the parties can resort to arbitration.
- 16.2. 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 here to. The arbitration will be done by a Board comprising one officer nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. The

enforcement of the award shall be governed by the rules and procedures in force in the State in which it is to be executed. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such payment is or forms a part of the subject matter of arbitration proceedings.

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

**17. TENDER COST & EMD**

Nil

**18. JURISDICTION**

18.1. 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 Howrah/Kolkata.

**19. MSE, STARTUPS AND MAKE IN INDIA:**

19.1. 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 HOOGHLY CSL website under the Tenders tab for further reference.

**20. SAFETY OF PERSONNEL AND FIRST AID/STATUTORY RESPONSIBILITY (IF APPLICABLE)**

20.1. The contractor shall be entirely responsible for the safety of all the personnel employed by him on the work. In this regard, he should adopt all the required safety measure and strictly comply with the safety regulations in force.

**General Conditions**

1. 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.
2. The bidders are expected to familiarize themselves about labour situation, wages and benefits applicable to labourers, working hours etc. prior to quoting. 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.
3. All relevant clauses of general conditions of contract prevalent in HOOGHLY CSL will be applicable to this contract also. HSE guidelines issued by HOOGHLY CSL from time to time shall be followed by the firm.
4. The contract shall be on a principal-to-principal basis and it will not create any employer, employee relationship between HOOGHLY CSL and the firm or its employees/personnel. This contract shall also not be deemed to create any partnership, joint venture or any association between HOOGHLY CSL and the firm.
5. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs/Alcohol/smoking etc. inside HOOGHLY CSL 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.
6. HOOGHLY CSL reserves the right to award the contract to one or more firms or may split the scope of work, depending upon the actual necessity, as deemed fit.
7. HOOGHLY CSL reserves the right to reject any or all the offers without assigning any reason whatsoever.
8. The acceptance of a tender will rest with AGM (P&P) 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.
9. HOOGHLY CSL reserves the right to terminate the contract at short notice in case the firm's performance is found not satisfactory with regard to progress of work, quality, time factor, labour dispute with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by HOOGHLY CSL on this account.

Sd/-

For Hooghly Cochin Shipyard Ltd.

## SPECIAL TERMS & CONDITIONS (TWO-BID SYSTEM)

### **A. TERMS AND CONDITIONS**

#### **1. MODE OF SUBMISSION OF TENDERS:**

- Tenders should be submitted in two separate files as **PART-I "TECHNO-COMMERCIAL"** & **PART-II "PRICE"** indicating the tender number, due date of the tender in the Mail and addressed to The Assistant General Manager (Materials), Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah. Tender to be submitted by Email only.
- Bidders are requested to submit the bid by e-mail (**Price part with password protected**) to the following email addresses clearly mention the tender reference in the subject line for easy identification:

[sivaprasad.sp@hooghlycsl.com](mailto:sivaprasad.sp@hooghlycsl.com) / [it.support@hooghlycsl.com](mailto:it.support@hooghlycsl.com)

- While submitting the bid, bidders are requested to note that the e-mail ID starting with following words may probable **be treated as spam, not always necessary info, support, admin, sales, customer support, helpdesk, mail, mail admin, billing, hello, careers.**

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

- a. Stamped and signed copy of all pages of **tender document and corrigenda (if any)** with all supporting documents (as applicable);
- b. **Signed Copy of un-priced Price bid (Annexure-5) (Price bid without price & with percentage of taxes & duties and details like "quoted/Nil/included" need to be mentioned for each line item.)**
- c. Signed and stamped copy of Technical Specification / Scope of Work as per **Annexure 1** with supporting documents if required
- d. Signed and stamped copy of tender terms and conditions as per **Annexure 2, 3 & 4;**
- e. Checklist duly undersigned with remarks, if any applicable as per **Annexure-6;**
- f. List of Deviation (if Any) as per **Annexure-9;**
- g. **Enclosed Annexures.**

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

#### **3. PRICE PART:**

The price part should contain the following details:

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

**The price bid to be offered in the given format (Annexure – 5). Deviations to the format as given would be liable to decline of the bid so submitted.**

4. **Validity:** The offer should be valid for a minimum period of **3 (Three) months** of date of tender opening.
5. HOOGHLY CSL reserves the right to alter, modify the scope of supply, at their discretion.
6. Un-priced bid to be submitted along with techno-commercial part (Part – I – Techno-commercial Bid) with details like percentage of taxes & duties applicable & details like "quoted/nil/included" to be mentioned for each line item as per Annexure-6.

7. Tenders should be submitted through E-mail only. No hard copy of the tender documents will not be accepted and may subject to rejection of the bid as a whole by the HOOGHLY CSL authority.
8. **Price part should be submitted exactly in the Price Format as provided (Annexure 5)**. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid.
9. Unprotected Price Bids/ Price Bids which are not password protected will be subject to rejection/disqualification of bid and HOOGHLY CSL as a whole reserves the right to cancel out such bids.
10. Check lists, technical & commercial, duly filled & signed should be submitted along with Part-I "Techno-Commercial" bid. Non-receipt of this document may lead to rejection of the offer.
11. The Techno-commercial part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Techno commercial part. Firms will be intimated the date of opening of the price part, whose Techno-commercial bid is acceptable, in due course. *Tenderers shall not be allowed to attend the Techno commercial bid opening.*
12. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
13. The bidder shall be deemed to have carefully examined the scope of work, technical specifications, general & special terms and conditions, and other necessities mentioned in the tender and have to satisfied himself as to the nature and character of the works to be carried out, the site conditions and all relevant matters & details.
14. Bidder should make sure that they comply with all the techno-commercial details in addition to adhere to all technical specifications during the whole process (i.e. Starting from bid submission to carry out scope of work as per work agreements and as applicable) and provide necessary MSE/NSIC Certificates to avail exemptions, if applicable.
15. Participants/Vendors are requested to obtain clarifications, if any, and carefully study the documents and the scope of services and HOOGHLY CSL, before submitting your offer.
16. If any case of the above conditions is not acceptable to the tenderer, it should be specifically indicated in the tender, failing which it will be presumed that all the terms and conditions are acceptable.
17. HOOGHLY CSL have full right upon deviations, if any, including rejecting the partial scope/ complied offers. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
18. Bid Submission shall include Amendment / corrigendum / response to pre bid query duly signed and accept (if any).
19. After scrutinization of documents (Part – I) provided by the bidders, and after successful techno-commercial qualification, bidders will be contacted prior to opening of price bid. Passwords will be asked before opening of price bid. Authorized representor is required during the opening of price bid.
20. The bidders are advised to familiarize themselves with the site conditions before quoting.
21. After submission of tender, no unsolicited correspondence will be entertained.
22. Hooghly Cochin Shipyard Limited does not bind itself to accept the lowest or any tender but reserves to itself the right to reject any or all or a part of any tender at its discretion.
23. All applicable taxes, duties, transportation, delivery, etc at HOOGHLY CSL Nazirgunge, should be included in the rate quoted, unless specified otherwise. HOOGHLY CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.

24. Tenders are to be submitted in password protected email and should reach HOOGHLY CSL on or before the last date and time for submission of tender. Email address for submission of tender is [sivaprasad.sp@hooghlycsl.com](mailto:sivaprasad.sp@hooghlycsl.com) with a copy to [it.support@hooghlycsl.com](mailto:it.support@hooghlycsl.com). Bidder should make sure that they get an acknowledgement by return mail after submission of tender. HOOGHLY CSL shall not be responsible for non-receipt of e mail sent by the firm.
25. Bid is to be submitted with password protection in the rate format provided at annexure 5.
26. The bidder is expected and deemed to have read, understood and agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding.
27. Failure to furnish all information required or False/ambiguous information or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
28. All pages of the offer (including all supporting documents/attachments) should be signed by the authorized signatory of the bidder in acceptance of tender conditions. Scanned copy of the same may be attached in the bid. Unsigned and unstamped bids shall be summarily rejected.
29. If any alteration is made in the tender document submitted by the bidder and if found out (be it at any stage of the tender processing and even after award of the contract), it will be viewed seriously and HOOGHLY CSL has the right to reject the offer if required.

**Sd/-**

**For Hooghly Cochin Shipyard Limited.**

## Annexure 5

**Tender No. HCSSL/ADM/GEN/TEN/2025/67 dated 23.07.25**

### **PRICE BID FORMAT**

Sl. No.	Description of Work	Qty (A)	Unit	Rate (B)	Total (INR)
					C= AxB
1	Redesign the site as per GIGW 3 standards and to release to STQC for initial review (Also post completion of sorting of Career and Tender pages)	1	Job		
2	Completion of modifications as recommended by STQC	1	Job		
3	Resolving Issued raised during Security Audit	1	Job		
4	Post completion of GIGW compliance	1	Job		
5	Website Go-Live in Production	1	Job		
6	AMC for First Year	1	Job		
7	AMC for Second Year	1	Job		
8	AMC for Third Year	1	Job		
9	Rate Contract	1	Hr.		
SUB TOTAL (SUM OF SL NO. 1 to 9)					₹
GST 18 %					₹
GRAND TOTAL					₹

Note:

1. L1 basis is total amount without GST.
2. The quoted price will be valid for a period of 3 (three) months.
3. Quoting for all serials is mandatory. Partially quoting for few serials shall result in rejection of the bid.
4. L1 Bidder will be decided based on without considering Taxes.
5. Rate agreed upon as per quotation shall remain firm and fixed till conclusion of contract.
6. Bidders shall quote total amount in figures and in words. Corrections and additions if any must be attested / duly signed by the bidder. In the case of error in multiplication / addition in amount calculated, unit rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete/ambiguous offers are likely to be rejected.
7. Bidder has to submit the price bid as mentioned in the format only, otherwise bid will be rejected.
8. The AMC period shall be commenced post completion of the activity in Sl. No. 1 of price bid. Total duration of the AMC is for 3 years.

Grand Total Amount (in words) Rupees



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

Signature of authorized personnel:

Name of firm or authorized signatory:

Designation:

Address:

Contact no.

TECHNO-COMMERCIAL CHECK LIST				
Maintenance of Hooghly CSL Website through Professional Agency Tender No. HCSL/ADM/GEN/TEN/2025/67 dated 23.07.25				
SL.NO.	DESCRIPTION	COMPLIANCE		REMARKS
		YES	NO	
1.	Submission of Tender in two (2) parts – Techno-commercial & Price (Password protected)			
2.	Works completion as per yards schedule			
3.	Validity of offer – Three (3) months			
4.	Payment Terms			
6.	The Prices offered should remain firm till the completion of contract, in case the purchase order is placed with you.			
7.	A copy of price offer without price to be included in the techno- commercial offer. Please confirm			
8.	Have you considered Taxes, duties, levies, packing & forwarding etc., if any, in the offer?			
9.	L.D. payable as per relevant Clause in the General terms of enquiry.			
10.	Disputes in connection with contract subject to jurisdiction of courts at Kolkata India.			
11.	Termination of contract/Risk purchase as per relevant clause in the General terms of enquiry.			
12.	Self-attested copy of PAN Card, GST, ESI, EPF and MSME/NSIC registration certificate.			
13.	Security deposit / bank guarantee of 5% of total order value to be submitted (valid till defect liability period)			
14.	Confirm all other terms and conditions of enquiry are acceptable.			
15.	Vendor and NEFT details to be submitted as per Annexure 7 & 8.			
16.	List of Deviations to be submitted as per Annexure 9			
17.	Other Annexures in 10, 11 & 12			
18.	Duly filled (as applicable) Signed and stamped copy of Annexures			

**Vendor details (to be submitted along with TECHNICAL BID)**

<b>1</b>	Name of Bidder/Firm	
<b>2</b>	Registered office Address of Company/firm in Kolkata/Howrah: Local office address at Kolkata/Howrah (if held):	
<b>3</b>	Telephone No./Fax No./Mobile No	
<b>4</b>	E-mail address:	
<b>5</b>	Names of the contact person & Designation: (of person in connection with this tender)	1) 2) 3)
<b>6</b>	Type of Entity-Pro praetorship/Partnership firm/company/NSIC/MSE Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
<b>7</b>	Cost of Tender Details (DD No. Name of Bank)	
<b>8</b>	EMD Details (DD No. Name of Bank)	
<b>9</b>	PAN Card Number (Self-attested copy of PAN card has to be Submitted)	
	GST Registration No. (Self-attested copy has to be Submitted)	
<b>10</b>	Whether the agency has been blacklisted/de barred 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

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

**Place:**

**Date:**

**Signature of Supplier/Authorized signature of firm/agency:**

**Name of Supplier or authorized signatory of firm/agency:**

**Designation:**

## NEFT Mandate Form

(ON THE LETTER HEAD OF THE BIDDER)

# Electronic Payment Mandate Form

(Mandate for receiving payments through RTGS/NEFT Hooghly Cochin Shipyard Ltd)

- 1) Vendor Name
- 2) Vendor Address with Phone No

- 3) Vendor Code

- 4) Permanent Account No. (PAN)

[illegible]

- 5) Particulars of Bank Account

- a. Name of the Bank

[illegible][illegible]

- b. Name of the Branch

[illegible][illegible]

- ### 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

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(Where MICR is starting with "0". Please take the correct code from your bank for proper identification of city, bank, branch)

- j. Type of the Account (S.B  
Current or

- Cash Credit) with code  
(010/011/013)

--	--	--

k. Account Number (as  
appearing on the cheque book)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6) Email Address of Vendor

7) Date of Effect of RTGS/NEFT in  
your Bank

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

(.....)  
Signature of Employee

#### 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

**Note: Please enclose a cancelled un-signed cheque leaf to enable us to verify the details mentioned above.**

<b>Compliance Statement- List of Deviations</b>		
<b>Tender Name:</b> Maintenance of Hooghly CSL Website through Professional Agency		
TENDER NO: HCSL/ADM/GEN/TEN/2025/67 dated 23.07.25		
<p>We hereby confirm and truly declare that our Offer / Bid No. ....dated .....is in full compliance with the documents issued against the Tender No. -----dated -----, except for the deviations listed below:</p> <p style="text-align: center;"><b><u>LIST OF DEVIATIONS</u></b></p>		
Sl. No.	Description / Tender Reference	Reasons for Deviation
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Name of tenderer:  Date: </div> <div style="width: 30%;"> Name &amp; Designation </div> <div style="width: 30%;"> Seal &amp; Signature   (Company Seal) </div> </div>		

**POWER OF ATTORNEY**  
**(On Applicant's Letter head)**

(Date and Reference)

The Assistant General Manager  
Hooghly Cochin Shipyard Limited  
Howrah 11109,  
West Bengal.

**Subject: Power of Attorney**

Mr. / Mrs. / Ms..... (Name of the Person(s), domiciled at  
..... (Address),

acting as..... (Designation and name of the company), and whose  
signature is attested below, is hereby appointed as the Authorized Representative and authorized on behalf  
of ..... (Name of the company) to  
provide information and respond to **enquiries etc.** as may be required by the Employer for the project of  
..... (Project title) and is hereby further authorized to  
sign and file relevant documents in respect of the above.

(Attested signature of Mr.\_\_\_\_\_).

For.....

(Name & designation)

(Company Seal)

**Self-Declaration to be given by the bidder in Letter head**

Bid's Reference No. & Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No.:                      Fax No.:                      Email:

1. We do hereby declare that we have not been debarred/black listed by HOOGHLY CSL or by any of the Public Sector Undertaking or Government department etc.
2. If HOOGHLY CSL finds that, we have been blacklisted/ debarred by any of the Public Sector Undertaking or Government department, and then HOOGHLY CSL can reject the offer or terminate the contract at any point of time. In such case, we are aware that, EMD, security deposit, performance guarantee etc will be forfeited by HOOGHLY CSL. Further we are confirming herewith that, any loss that has happened to HOOGHLY 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: .....



**Form of Legal Case**  
*(Sample Format)*

Details of legal cases pending against the firm for the last five years

SL.NO.	ORGANISATION AGAINST WHOM THE LITIGATION IS INVOLVED	BRIEF DETAILS OF DISPUTE	AMOUNTS INVOLVED (Rs. ....)	PRESENT STATUS	Remarks

- If no Cases pending please mention as “NIL” and submit the above form.

**SIGNATURE OF BIDDER**

