

TENDER NO. SFY/16/04/2019 DT: 10 MAY 2022

CONDUCTING HSE AUDIT
AT COCHIN SHIPYARD LTD, KOCHI

TENDER DOCUMENT



COCHIN SHIPYARD LIMITED
PERUMANOOR PO
KOCHI - 682 015,
KERALA
INDIA

www.cochinshipyard.in

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COCHIN SHIPYARD LIMITED
SAFETY AND FIRE SERVICES DEPARTMENT

SFY/16/04/2019

DT: 10 MAY 2022

TENDER NOTICE

a	Name of work	Conducting third party Safety Audit at Cochin shipyard Ltd, Kochi facility
b	Tender enquiry No. and date	SFY/16/04/2019 Dt. 10 MAY 2022
c	Pre-bid Meeting	24 MAY 2022 at 1400 Hrs through Microsoft Teams
d	Last date for seeking clarifications	27 MAY 2022 (up to 1700 Hrs)
e	Last date & time of receipt of Tenders (Part I – Techno-Commercial & Part II-Price Bid)	10 JUNE 2022 (up to 1500 Hrs IST)
f	Date & time of opening of Tenders (Part I – Techno-Commercial)	10 JUNE 2022 at 15.30 hrs IST
g	Date & time of opening of Financial Bid (Part – 2)	Will be informed later after evaluation of technical bids (Only to the bidders who successfully qualify the Technical Evaluation)
h	Validity of the tender	90 days from the last date of submission of tender
h	For clarifications please contact	1. Abdul Manaf, AGM (S&F) : +91 484 2501484, manaf.aa@cochinshipyard.in 2. A L Jackson (CSO) : +91 484 2501430 cso@cochinshipyard.in

1. Sealed competitive tenders in the prescribed form are invited from experienced Institutions/ Corporate Entities for the work specified, subject to the terms and conditions as mentioned in the annexure to tender enquiry, so as to reach the undersigned on or before the date and time as stipulated.
2. The tenders are to be submitted in two bid system; **Part I: Techno-Commercial** and **Part II: Price Bid**
3. **Mode of Submission of Bids:** Tenders (Part I & Part II) should be submitted in separately sealed covers super scribing the tender enquiry number and clearly indicating which part it contains therein, and both the sealed part I & II bids shall be enclosed in a sealed cover super scribing the tender enquiry number and due date of submission.
4. The tender should be addressed to the **Deputy General Manager (S&F), Cochin Shipyard Limited, P. B. No. 1653, Perumanoor PO, Cochin 682 015, India.**
5. The bids are to be submitted either by Registered post with AD or by Speed post or by Courier or drop into the tender box kept at the Customer Facilitation Centre at North Gate of Cochin Shipyard Limited (Ravipuram). **No other modes of receipt of the bids are acceptable.** Bids submitted by other modes (by e-mail or by ordinary post or handed over in person to Cochin Shipyard Limited) will not be considered and will be rejected.
6. **The Bids shall be received at Cochin Shipyard Ltd on or before 15.00 Hrs on 10 JUNE 2022** and Part I Techno-Commercial Bid will be opened at **15.30 Hrs** on the same day. All the bids received up to the time and date mentioned above will only be considered for opening and bids received late shall not be considered under any circumstances.
7. ***Bidders shall not be allowed to attend the part I techno-commercial bid opening.***
8. After evaluating the bids for both technical aspects and commercial terms, the techno-commercially qualified bidders will be intimated regarding the date and time of opening of Part II - Price Bid. The Price Bids will be opened at the intimated time in the presence of bidders or their authorized representative who would like to be present at that time. Merely opening of Techno-Commercial Bid cannot be construed as acceptance of offer for awarding of contract.

9. **The following shall be submitted along with Part I (Techno-commercial) Bid:-**
- (i) **Original tender document duly signed on all pages** - including scope of work at Annexure I and Terms & Conditions placed at Annexure II.
 - (ii) **The Techno Commercial Check List** at Annexure V filled up completely and duly signed. **The non submission of duly filled Techno Commercial Checklist will lead to the rejection of the bids.**
 - (iii) **Copy of un-priced bid format** (price bid WITHOUT prices/numerals)
 - (iv) **Documents to prove credentials of the bidder** to undertake the subject work.
10. The price bid shall be prepared based on the price bid format at Annexure IV
11. The acceptance of tender or part thereof will rest with the **Deputy General Manager (S&F)**, Cochin Shipyard Limited, who does not bind himself to accept the lowest tender and reserves the authority to reject any or all of the tenders received without assigning any reason. CSL takes no responsibility for delay, loss or non-receipt of tenders sent by post.

ए एल जाक्सन / A L JACKSON
Deputy General Manager (S&F)
असे प्रबंधक एवं मुख्य सुरक्षा अधिकारी
Deputy General Manager &
Chief Safety Officer
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्ची / Kochi - 682 015

Encl:

- I. Scope of work (Annexure – I) – 03 Pages
- II. Terms & conditions of Enquiry (Annexure II) – 10 Pages
- III. Techno Commercial Bid Format (Annexure III) – 03 pages
- IV. Price Bid format (Annexure IV) – 01 pages
- V. Techno Commercial Check List (Annexure V) – 01 pages
- VI. Bid Security Declaration (Annexure VI) – 01 pages
- VII. Pre-bid questionnaire format (Annexure VII) – 01 pages

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CONDUCTING SAFETY AUDIT
AT COCHIN SHIPYARD LTD, KOCHI

ANNEXURE - I to TENDER ENQUIRY

SCOPE OF WORK

1. DESCRIPTION OF WORK

- 1.1. Safety & Fire Services Department invites tender on two part bid basis (Part I- Techno-Commercial Bid & Part II- Price Bid) from experienced and financially sound Institutions/ Corporate Entities for conducting HSE Audit of Cochin Shipyard Ltd, Kochi facility.
- 1.2. Bidders are requested to obtain clarifications, if any, and carefully study the documents and the scope of work before submitting the offer.
- 1.3. The audit is to be conducted as per **IS 14489: 2018** - Code of Practice on Occupational Health and Safety Audit. It shall cover areas as detailed in the scope of work and shall audit legal compliance status of all activities and facilities in the yard and compliance/ Corrective & Preventive Action report is also to be submitted.
- 1.4. The audit team shall engage minimum **15 man days** for site inspection and collection / verification of relevant data.
- 1.5. The audit team shall conduct walkthrough inspections of entire process area including onboard vessels for identification of risks and hazards, evaluation of existing safety and fire prevention/ fighting systems, safe operating procedures and emergency preparedness in place for each area.
- 1.6. The audit report shall be comprehensive, with observations, remedial actions required and remarks. Reference with related to all applicable standards to be given against each audit observation/ points.

- 1.7. The report is to be submitted by auditing agency (2 hard copies and 1 soft copy) on completion of the audit and shall contain suggestion/ recommendations for improving existing HSE systems and Emergency Preparedness Procedure.

2. AREAS TO BE COVERED

- 2.1 **Shipbuilding & Ship repair** – fabrication skids & shops, paint shops, vessels at docks & quays, repair shops – engine, machine, electrical, carpentry etc.
- 2.2 **Utilities and Maintenance** – Oxy-Acetylene gas distribution systems, gas storage installations, Electrical installations such as substations & distribution systems, Material handling equipments like Cranes, Forklifts, man lifts etc.
- 2.3 **Civil** – work at height/ fragile roofs, new construction and maintenance works.
- 2.4 Offices buildings, Computer/ data storage centers, Training Institute.
- 2.5 Fire station and fire protection/ fighting installation/ facilities available at yard and onboard vessels.
- 2.6 Medical & hygiene facilities.
- 2.7 Warehouses, material handling and storage, Hazardous and non hazardous waste handling.

3. FACILITIES TO BE PROVIDED BY CSL

- 3.1 Providing CSL procedures and process details relevant to the audit.
- 3.2 Travel arrangements (within CSL) for visits/ audits at different process areas.
- 3.3 Providing meeting room, tea, lunch.
- 3.4 Gate arrangement/permissions for auditors.

4. SCOPE OF WORK OF BIDDER

- 4.1 A detailed audit plan shall be prepared by the selected Bidder in consultation with CSL and shall be submitted and approved by CSL before starting the audit work.

- 4.2 The bidder has to depute auditors who are approved by CSL and to conduct audit as per the mutually agreed audit plan.
- 4.3 The Bidder shall arrange necessary skilled manpower and resources for auditing and compilation of data.
- 4.4 Any measuring and testing instruments/ meters / tools, if required for the audit, shall be under the scope of Bidder.
- 4.5 The Bidder shall arrange and bear the expenditure of boarding, lodging and transportation of Bidder's personnel, machines, tools, tackles etc. in connection with the Work.
- 4.6 Adequate safety has to be ensured by the Bidder during execution of the audit.
- 4.7 Bidders are requested to obtain clarifications, if any, and carefully study the documents and the scope of work at CSL, before submitting the offer. It is recommended to conduct a yard visit to assess the quantum of work before submitting the offer.

5. DURATION OF CONTRACT

- 5.1 The minimum man days required at CSL for site inspection, verification of records and people consultation will be 15 man days. This is to be started within 30 days of work order awarding.
- 5.2 Draft audit report is to be submitted within 15 days and after completion of 15 man-day CSL inspection, verification of records and people consultation.
- 5.3 Final report is to be submitted within 10days of final confirmation mail from CSL regarding acceptance of draft audit report and incorporating suggestions if any proposed by CSL.

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**CONDUCTING HSE AUDIT
AT COCHIN SHIPYARD LTD, KOCHI**

ANNEXURE - II to TENDER ENQUIRY

TERMS & CONDITIONS OF ENQUIRY

1. ABOUT COCHIN SHIPYARD LTD

- 1.1. Cochin Shipyard Limited (CSL) is a premier Ship Building & Ship Repair company owned by the Government of India. Incorporated in the year 1972, the yard has, over the years, developed adequate capabilities to handle complex and sophisticated repair jobs. The Shipyard also trains around 100 graduate engineers to marine engineers who later join ships both Indian and foreign as 5th Engineers.
- 1.2. The long-term business success of Cochin Shipyard Ltd depends on our ability to continuously improve the overall business performance of the organization, of which an integral part is the assured quality of the ship building, ship repair and the marine training services, enhanced occupational health of the employees & safety practices within the organization and sustained environmental protection for the benefit of the society. We also on a war footing are educating all our people involved in ship building and ship repair activities on health and safety practices on the job and off the job.
- 1.3. CSL is certified for;
 - a) ISO 9001: 2015 (Quality Management Systems)
 - b) ISO 14001: 2015 (Environmental Management Systems)
 - c) ISO 45001: 2018 (Occupational Health and Safety Management Systems).
- 1.4. Further details of our yard can be obtained from the website: 'www.cochinshipyard.in'.

2. MINIMUM ELIGIBILITY CRITERIA

In your written proposal (as per Annexure III), please provide the following for technical evaluation:

2.1. **Institution Background** - Provide a brief of your company including but not limited to:

- (a) Company name and profile;
- (b) Contact person and title;
- (c) Complete address;

2.2. **Institution Experience**

a) Institutions/ Corporate Entity quoting for the audit shall have the experience of successfully completed at **least two safety audits** in the **last 5 years** (as on 10 MAY 2022) at large Public/ Private sector manufacturing, heavy engineering or process Industry having an **Annual Financial Turnover of over 1000 Cr** in last 5 years.

b) Experience of having successfully completed safety audits in the last 5 years at above mentioned industries should fit into either of the following

- I. Two successfully completed safety audits each costing not less than Rs. 5 Lakhs.

OR

- II. Three successfully completed safety audits each costing not less than Rs. 3 Lakhs.

c) Documentary proof for the same shall be submitted along with the offer.

2.2 **Qualification and Work Experience of Auditors**

a) Bidder shall submit names of auditors giving details of qualification & experience as well as competency areas. Different audit areas like Electrical, Mechanical, Shipbuilding/ repair, Industrial Hygiene etc. shall have different auditors.

b) Individual auditors shall have minimum educational qualification and experience as described below and should fit into either of category – 1, 2 or 3.

- c) Auditors for category 1 & 2 shall be own employees of the firm bidding for the work. Proof for the same shall be submitted along with the offer.
- d) Auditor for category – 3 can be an expert hired for the job if the firm is not having an auditor meeting the qualification requirement. Representation from **category – 3** is mandatory.
- e) Change of auditors if required can be done with the written approval of CSL and those replacing shall hold equal or higher qualification and experience.

Category – 1

Auditor shall hold Degree or Diploma in any branch of Engineering and Govt. of India approved certificate in any of the following courses - Safety/ Health/ Industrial Hygiene/ Fire and have minimum 15 yrs of working experience in an industry in production/maintenance/safety or with certifying bodies/ classification societies.

Category – 2

Degree or Diploma in any branch of Engineering and having 10 years of Experience in Factory Inspectorates or Regional Labour Institutes or National Safety Council.

Category – 3

- a) Having more than 10 years' work experience in shipbuilding/ repair in the capacity of Senior Officer Category.
 - b) Or has worked as a surveyor in shipyards for more than 10 years.
 - c) Or has safety audit experience of more than 10 years in large shipyards where building/ repairing of vessels including oil tankers are carried out.
- 2.3 **References** - Please attach references including names, organization (Public/ Private sector manufacturing, heavy engineering or process Industry), and contact information for two (2) clients from last 5 years who can provide insights regarding experience.
- 2.4 **Financial Capabilities** - Firms participating in tender shall enclose with their proposal, certificate issued by its Statutory Auditors with their seal and signature, stating its net worth & revenues from professional fees during the past three years.

- 2.5 The average annual turnover of the bidder during last three audited financial years (2019-20, 2020-21 and 2021-22) should not be less than Rs. 10 Lakhs.
- 2.6 If the tenderer provides no or NIL financial data for any of the above financial year, then his application shall not be considered and summarily rejected.
- 2.7 The bidder should meet statutory requirements of Central/State Govt. Like Service tax, Registration Number and Permanent Account Number as applicable

3. WORKING HOURS

Auditing to be conducted between 0830 Hrs to 1620 Hrs and shall follow the same off days / holidays as applicable to CSL.

4. CANTEEN FACILITY

Lunch/ Tea for the auditors will be provided by CSL while inside CSL.

5. ACCESS TO CSL

Access to CSL for all auditors shall be through 'North' gate. Auditors shall restrict themselves to their place of work and not venture into areas of CSL that are not related to their assigned task.

6. VALIDITY

The offer shall be valid for acceptance for a minimum period of 90 days from the date of opening of the Part- I Techno-Commercial Bid.

7. PRE-BID MEETING AND AMENDMENT TO PROPOSAL DOCUMENT

- 7.1. The bidder or his official representative is advised to attend a Pre-bid meeting which will be convened either at Cochin Shipyard Ltd, Perumanoor P O, Kochi - 682015, Kerala or through online platform of Microsoft Teams. The meeting shall be attended by technically competent senior representative(s) who are duly authorized by the bidder. Date of the pre-bid meeting is **24 MAY 2022** at 1400 Hrs.
- 7.2. All bidders are advised to study the bid document thoroughly and come prepared for the meeting. The purpose of the pre-bid meeting will be to clarify or address doubts / suggestions / modifications, if any on the bid document and to address queries on any issues that may be raised at that stage. Minutes of meeting will

be prepared for the pre-bid meeting and circulated to the bidders. Intending bidders shall also furnish names and designations of their persons attending the pre-bid meeting.

- 7.3. Bidders requiring a clarification of the proposal document must notify CSL in writing, at least four (4) working days in advance to the pre-bid date in the pre-bid questionnaire format placed at Annexure - VII. Any request for clarification in writing must be addressed by e-mail to manaf.aa@cochinshipyard.in with a copy to cso@cochinshipyard.in.
- 7.4. The compilation of all clarifications sought / queries raised during the pre-bid meeting and replies shall be furnished expeditiously to all bidders. Any modification of the tender documents which may become necessary as a result of the pre-bid meeting shall be made by CSL exclusively through the issuance of an addendum.
- 7.5. At any time before the submission of proposals, CSL may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the documents by amendment. The amendment will be notified in writing or facsimile / registered post / courier / email to all invited consulting firms and will be binding on them. CSL may at its discretion extend the deadlines for the submission of proposals.

8. PRICE BID REQUIREMENT/GUIDELINES

- 8.1. The bid shall be comprehensive of the nature of the service to be provided and shall be inclusive for all the applicable charges envisaged under the scope of the training institution/ agency as specified at scope of work at Annexure II.
- 8.2. The price bid shall be all inclusive of scope of audit programme on lump sum basis and any rates on variable basis will not be accepted within the price bid and thereafter throughout the period of the contract.
- 8.3. **Price Bid Format:** The price bids shall be prepared as per the format given in annexure IV to enquiry.
- 8.4. **Currency:** The price bids shall be prepared in Indian Rupees for all bidders.
- 8.5. The bids that are not prepared/ submitted as per the price bid format or without the adequate documents to prove the experience/ other requisites may be summarily rejected.

8.6. The prospective bidders are advised to refer to CSL website for any modification to the tender document and the bidders shall ensure that the tender documents submitted by them contain such modifications, failing which the bids are liable to be rejected.

9. TAXES

9.1. GST shall be applicable extra on the prescribed work from 01.07.2017 onwards. You are requested to furnish the following details in the invoice/Bill.

- (i) Applicable rate of GST/SAC Code
- (ii) Firms GST Reg. NO.
- (iii) Service accounting code (SAC) as prescribed by statutory authorities.
- (iv) GST Reg. No. of Cochin Shipyard Ltd (**32AAACC6905B1ZD**).

9.2. Any new tax/duty that may be made effective by the government for this work and paid by the contractor shall be reimbursed on production of documentary evidence.

10. PAYMENT TERMS

10.1. Payment will be released based on invoice raised after submission of;

- a. Draft Report – 50% of the value of the contract.
- b. Final Report – 50% of the value of the contract.

10.2. Invoices have to be certified by HOD, Safety & Fire Services Department for processing if for payment.

10.3. Payment shall be released within 30 days of receipt of invoice.

10.4. All claims for payment shall be submitted by the bidder within one month of completion of work.

10.5. The bidder shall be responsible for the costs towards travel/stay, daily allowance or any other allowances with respect to their staff deployed for the execution of this project before or after the award of the contract.

10.6. Statutory levies such as TDS shall be deducted from the bill as applicable.

10.7. Payment will be made by RTGS/NEFT to the account of bidder. The name of the bank, branch, A/C No., IFSC code & other particulars shall be furnished by the Training Institute in the proforma of CSL.

11. BID SECURITY DECLARATION

The firm shall submit signed copy of Bid Security Declaration enclosed at Annexure VI.

12. SECURITY DEPOSIT

The successful tenderer shall remit 3% of the value of the contract as security deposit within 15 days of receipt of the work order. This amount may be remitted by way of demand draft or bank guarantee (in approved proforma of CSL) from any of the nationalized banks, valid till the satisfactory completion of the entire work. In case the contract is extended further, the validity of the Security Deposit shall stand automatically extended. The Security Deposit will be released within two months from the satisfactory completion of the contract and on certification of nil liability to CSL by Officer-in charge. The Security Deposit retained will not bear any interest. In case of non-performance of agreed terms and / or breach by the bidder, the Security Deposit shall be forfeited after obtaining approval of Competent Authority, or to the extent of cost involved, if any, which shall be adjusted in the Security Deposit.

13. FORCE MAJEURE

Should failure in performance of any part of this contract arise from war, insurrection, restraint imposed by Government act or legislation of other statutory authority, from explosion, riot, legal lock-out, flood, fire, act of Govt or any inevitable or unforeseen event beyond human control which will be construed as a reasonable ground for extension of time, CSL may allow such deviation 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.

14. DISPUTE RESOLUTION

14.1. **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 refer the dispute to the courts of appropriate jurisdiction as per Clause 14.2 and 15 of this Terms and Conditions.

14.2. In case of disputes, the same will be subjected to the exclusive jurisdiction of courts at Ernakulam, Kerala, India only.

15. JURISDICTION

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

16. SECRECY CLAUSE

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

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

16.3. The bidder shall ensure that, they shall not use, details of CSL and its work done, procedures/ documents handed over for the purpose of auditing, for use in advertising, publicity, sales, other training/ auditing programmes or in any other medium except with the prior written consent of CSL.

17. TERMINATION OF THE CONTRACT

The contract with the L1 bidder may be terminated in the following circumstances:

17.1. In the event of the bidder having been adjudged insolvent or going into liquidation or winding up their business or failing to observe any of the provisions of the contract or any of the terms and conditions governing the contract or failure to render the contracted services in time, CSL shall be at the liberty to terminate the contract forthwith without prejudice to any other right or remedies under the contract and to get the work done by other agencies at the risk and cost of the

bidder and to claim from the bidder any resultant loss sustained or costs incurred.

- 17.2. When the performance of the bidder is found not satisfactory with regard to faculty, program quality, delivery etc and other contractual obligations.
- 17.3. When the bidder is found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair practices.
- 17.4. If the bidder transfers or assigns the contract or any part thereof to a third party, without the prior written consent of CSL.
- 17.5. When both parties mutually agree to terminate the contract.
- 17.6. If the contract is terminated for any of the reasons stated in Clause 17.1 to 17.4, CSL reserves the right to black list or give tender holiday to the bidder for such period, as may be deemed appropriate.

18. AMENDMENTS TO THE TENDER DOCUMENT

If CSL deems it appropriate to revise any part of this tender document or to issue additional data to clarify any provisions, CSL may issue supplements to the tender document. Any amendments shall be published on the website (www.cochinshipyard.com). Prospective vendors are advised to periodically visit the website.

19. GENERAL CONDITIONS

- 19.1. CSL reserves the right to accept / reject any offer.
- 19.2. The bids that are not prepared / submitted as per the price bid format or without the adequate documents to prove the experience / other requisites may be summarily rejected.
- 19.3. Compliance of all statutory safety requirements and other safety rules stipulated by CSL and other applicable statutory bodies shall be the responsibility of the bidder while working at CSL premises.

- 19.4. Any damages caused to the Shipyard properties / tools / accessories should be rectified by the bidder at their cost or proportional recoveries will be made from the bidder while passing their bill for payment.
- 19.5. The bidder shall also be governed by the General Conditions of Contract of CSL, General Safety Rules and other relevant labour laws.
- 19.6. Jurisdiction for the Contract shall be Ernakulam. Laws of India shall govern the Contract.
- 19.7. CSL may invite the L1 bidder for further discussion for deciding various aspects of conducting the audit and finalization of work order including payment terms.
- 19.8. Bidder that have been blacklisted/ debarred by Govt. Depts. / PSU's in performance of similar contracts shall not be eligible to submit the tender. The bidder will have to submit a declaration to CSL in this regard at the time of submission of tender.
- 19.9. Deputy General Manager (S&F) or his authorized representative will be the Officer-in-charge of this Contract.
- 19.10. Person/s signing the tender should have all the requisite power and authority in this behalf under applicable laws and must state in what capacity he/they is/are signing the tender. The vendor shall also submit to CSL such resolutions/authorisations /deeds as may be required to establish the authority of the person signing the tender /work order on its behalf, at the time of execution of contract.

20. OVERWRITING & CORRECTIONS

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

CSL reserves the right to accept / reject any offer.



Deputy General Manager (S&F)
उप महा प्रबंधक एवं मुख्य सुरक्षा अधिकारी
Deputy General Manager &
Chief Safety Officer
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd.
कोच्च्यो / Kochi - 682 015

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CONDUCTING SAFETY AUDIT
AT COCHIN SHIPYARD LTD, KOCHI

ANNEXURE - III to TENDER ENQUIRY

TECHNO COMMERCIAL BID FORMAT

SI No	Description	Documents Required
1	Name of the firm	
2	Name (s) of the Proprietor/ Partners/ Directors	
3	Profile of the firm	
4	Registered address of the firm with phone, fax & email address	Please attach copies of, registration certificate from ROC/ copy of PAN/ GST registration
5	Name of the Contact person , his title, phone & email address	
6	Bidders shall have successfully completed at least two safety audits in the last 5 years (as on 10 MAY 2022) at large Public/ Private sector manufacturing, heavy engineering or process Industry, having an Annual Financial Turnover over 1000 Cr in last 5 years.	<ol style="list-style-type: none"> 1. Two each successfully completed safety audits costing not less than 5 Lakhs. 2. Three successfully completed safety audits costing not less than 3 Lakhs.

7	<p>Bidder shall submit names of auditors along with their bio data giving details of qualification & experience as well as competency areas. Different audit areas like Electrical, Mechanical, Chemical, Ergonomics etc. shall have different auditors.</p> <p>Individual auditors shall have minimum educational qualification and experience as described and should fit into either of category – 1, 2 & 3.</p> <p>Representation form category – 3 is mandatory.</p>	<p><u>Category – 1</u></p> <p>Auditor shall hold Degree or Diploma in any branch of Engineering and Govt. of India approved certificate in any of the following courses - Safety/ Health/ Industrial Hygiene/ Fire and have minimum 15 yrs of working experience in an industry in production/maintenance/safety or with certifying bodies/ classification societies.</p> <p><u>Category – 2</u></p> <p>Degree or Diploma in any branch of Engineering and having 10 years of Experience in Factory Inspectorates or Regional Labour Institutes or National Safety Council.</p> <p><u>Category – 3</u></p> <p>a) Having more than 10 years work experience in shipbuilding/ repair in the capacity of Senior Officer or above.</p> <p>b) Or has worked as a surveyor in shipyards for more than 10 years.</p> <p>c) Or has safety audit experience of more than 10 years in large shipyards where building/ repairing of vessels including oil tankers are done.</p>
8	Contact person and team leader during and after the course of audit.	

Note:

- I. Submission of documentary proof for the above Technical Bid Format is mandatory. In case of absence of any documentary proof as desired above, the bid is liable to be rejected. Also the documentary proofs attached should be duly attested by the authorized signatories.

- II. An undertaking for the subsequent submission of any of the above documents will not be entertained under any circumstances. Before submitting the offer, the bidder may check with the checklist attached (Annexure V – Techno commercial checklist), whether all the documents are enclosed.

Signature of authorized signatory

Name of authorized signatory

Designation

Seal

Date

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CONDUCTING SAFETY AUDIT
AT COCHIN SHIPYARD LTD, KOCHI

ANNEXURE - IV to TENDER ENQUIRY

PRICE BID FORMAT

Name of the Bidder :

Name of Work : Conducting third party HSE audit at Cochin Shipyard Ltd, Kochi

Sl No	Activity	Words	Figures
1	Consolidated charges for conducting third party HSE audit of CSL, Kochi facility as per scope of work at Annexure 1		
	GST @ 18 %		
	Total value of services in words & figures		

Charges shall include all charges including staff charges, hiring of specialized auditor, travel, lodging, any equipment usage and hiring in connection with the audit, stationary etc.

1. Overall total price will be considered for arrival at L1 status.
2. The quoted rate shall remain firm. No variation/escalation what so ever during the contract period shall be allowed.
3. In case of discrepancy, cost in words will be taken.

Signature of authorized signatory

Name of authorized signatory

Designation

Seal

Date

TENDER NO. SFY/16/04/2019 DT: 10 MAY 2022

CONDUCTING SAFETY AUDIT
AT COCHIN SHIPYARD LTD, KOCHI

ANNEXURE - V to TENDER ENQUIRY

TECHNO COMMERCIAL CHECK LIST (To be submitted by the bidder)

(Bidders may confirm acceptance of the Tender Conditions)

SL No	Tender Enquiry Requirements	Confirmation from bidder (<u>strike off whichever is not applicable</u>)	Specific comments /Remarks
1	Bid security declaration	Submitted/ Not submitted	
2	Submission of Information/Documents with bid as per Clause 2 of Annexure II	Submitted/ Not submitted	
3	Declaration as per clause 19.8 of Annexure II	Submitted/ Not submitted	
4	All the documents including all annexure duly signed by the authorized signatory	Confirmed/ Not confirmed	
5	Confirm all terms and conditions of this tender enquiry are acceptable.	Confirmed/ Not confirmed	
6	Confirm, un-priced price bid (price bid without price) is submitted with Part – I bid	Confirmed/ Not confirmed	
7	Mode of submission of tender (Postal / Tender box at CSL)	Confirmed/ Not confirmed	

Signature of authorized signatory

Name of authorized signatory

Designation
Seal
Date

Bid Security Undertaking

Name of work:

Tender No:

I/We hereby undertake the acceptance of all the terms and conditions of the tender including the price agreed by me and in case if I/we withdraw or modify our bid during the period of validity or if I/We fail to sign the contract before the deadline defined in the bid or fail to commence and progress the work as the tender terms and time provided in the bid, I agree to abide by the cancelation of my contract with CSL and administrative action including black listing of my firm from future business with CSL.

Date:

Name of Contractor/Firm

Signature of Contractor/Firm

Pre-bid Questionnaire Format

SI No	Reference Clause	Page No	Description	Bidders Suggestion/ Query	CSL Reply