

**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 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<br>Tender No. & date   | सीएसएल/सीकेएसआरयू/टीईएन/610/2025-26 दिनांक 15-07-2025<br>CSL/CKSRU/TEN/610/2025-26 dated 15-07-2025   |
| कार्य का नाम<br>Name of Work   | सीएसएल-कोलकाता शिप रिपेयर यूनिट, कोलकाता में ऑपरेटर के साथ 3टी/5टी फोर्कलिफ्ट की हायरिंग (विस्तृत विनिर्देश अलग से संलग्न है)<br>Hiring of 3T/5T Forklift with operator at CSL-Kolkata Ship Repair Unit, Kolkata<br><br>(Detailed specification is enclosed separately) |
| निविदा का प्रकार<br>Type of Tender   | दो बोली<br>Two Bid  |
| जमा करने के लिए बयाना राशि<br>Earnest Money to be deposit                      | रु. 10,000/-<br>Rs.10,000/-   |
| निविदा प्रपत्र की लागत<br>Cost of Tender Form                                  | रु. शून्य/-<br>Rs.Nil   |
| निविदा प्राप्ति की अंतिम तिथि एवं समय<br>Last date & time of receipt of tender | दिनांक 25-07-2025 को 15:30 बजे तक<br>25-07-2025 at 15:30 hrs.   |
| निविदा खोलने की तिथि एवं समय<br>Date & time of opening of tender               | दिनांक 25-07-2025 को 16:00 बजे तक<br>25-07-2025 at 16:00 hrs.   |

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

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





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।

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.

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

नाम/ Name : हरिकृष्णन के / Harikrishnan K K  
पदनाम/ Designation: वरिष्ठ प्रबंधक/ SM (CKSRU)  
संपर्क सं. (मोब.)/Contact No (M) : 8129600649  
ई-मेल/ E-mail: : harikrishnan.n@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड  
For Cochin Shipyard Limited

For

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**

**A. Scope of work**

The scope of work includes providing forklift on hiring basis along with operator and consumables as detailed below:

- 3T forklift on monthly basis
- 5T forklift on as and when requirement basis

**B. Location of work:**

Cochin Shipyard Limited

CSL-Kolkata Ship Repair Unit (CKSRU),

Dry Dock office building, Gate No. 9, Netaji Subhas Dock,

Circular Garden Reach Road, Kolkata – 24

**C. Period of contract:**

The period of contract will be initially for two years, which shall be extendable upto a further period of two more years at the discretion of CSL. However, final authority for the extension of contract will be under the sole discretion of CSL.

**D. Other terms & conditions**

1. Working hours shall be from 09:00 Hrs. to 18:00 Hrs. including one-hour lunch break. However, timings are liable to change as per the direction of officer in charge of CSL. Additional hours / overtime if required will be paid on pro-rata basis of monthly rate (Per hour charge=Monthly rate /(26 days \* 9hrs)).
2. Sundays and CKSRU holidays will be considered as holidays. Based on the requirement at site, as per the direction of Officer-in-charge, forklift with operator shall be deployed at site in holidays also. Said working period will be considered as overtime.
3. Quoted rate should **include all operational cost and consumables cost, including loading, transportation, mobilization, unloading, fuel, oil, spare cost and demobilization, maintenance cost, salary of operator, statutory payments and allowances of operator etc.** GST should be indicated separately and shall be paid extra as per govt rules.
4. The hire charges apply from the time when the forklift reaches CKSRU premises.
5. Forklift (with operator) to be positioned at CKSRU as per timings stipulated by officer in charge.
6. CSL has the full rights to decide number of forklifts to be deployed at CKSRU. Forklift, 3T – 1 No. will be hired on monthly basis. Additional forklift (3T / 5T) if required will be hired on daily or monthly basis as per the requirement. Per day charge to be calculated on pro rata basis of monthly charge (Monthly charge /26).

If more than one forklift required of same type, contractor has to arrange the same with same rate, terms and conditions.

7. L1 bidder shall be determined based on the total cost per month for both 3 & 5 ton forklift for the entire contract period of 4 years as per the price bid format.
8. A suitable cradle which can handle load as per the capacity required for lifting the material shall be provided by the contractor without any additional cost.
9. Food, accommodation and other facilities of operator are in vendor's scope.
10. CSL reserves the full right to change the work scope / amend the work scope / award the work to more than one contractor if required.
11. In case of breakdown or any other blockage due to the failure of forklift that may occur during the work, contractor should provide CSL an alternative arrangement to continue the job immediately at their cost. If the contractor fails on this, CSL has the right to engage other forklift and the cost incurred shall be borne by the contractor due to any failure on the part of the contractor in doing so.
12. The forklift should be maintained in good working condition and shall be with valid load test certificate issued by competent authority. CSL has the right to reject the forklifts if the forklifts are found to be not in good condition.
13. Maintenance / repairing of the forklift will be done by the contractor at their risk and cost. Any cost toward accident/damage/lost during operation/ hiring period of the forklift to be borne by the contractor. CSL will not be responsible for any contractual/Legal obligation in this matter.
14. Contractor has to ensure safety of their personnel during operation for preventing any accidents. In case of any accidents, CSL shall not be responsible for any loss to contractor's workmen and personnel property.
15. All necessary safety devices / PPE for the forklift / forklift operator to be provided by the contractor.
16. All necessary valid documents in connection with the certification of forklift to be provided during operation of the forklift at site by the contractor.
17. Forklift should contain sufficient quantity of Fuel, Lubricant, other consumables etc to meet the day's work.
18. All the necessary entry pass for forklift and forklift operator at CKSRU premises shall be arranged by the contractor.
19. Considering the site requirement forklift & operator shall work in shift (day / night) and overtime to meet the exigency for work. Charges for overtime shall be paid on pro-rata basis against quoted amount.
20. Forklift shall be deployed for various works on the dock floor also. Therefore, forklift should have necessary lifting provisions / hooking points for holding by crane.

**E. Eligibility criteria**

| Sl.No. | Particulars                  | Eligibility Criteria  | Proof/Documents Required  |
|--------|------------------------------|---|---|
| 1      | Experience in relevant field | The firm should be in the business of providing services of Forklifts for a minimum of 03 years as on date of publishing this tender.                       | Copy of Work Order and work completion certificate to be submitted.                   |
| 2      | Registered office in Kolkata | Firm should have dedicated registered/regional/local functional office in Kolkata and address proof of office should be submitted along with technical bid. | Address proof of the office to be submitted.  |
| 3      | Financial capability         | The firm should have positive net worth during the last three financial years (FY – 2024-25/2023-24/2022-23).   | Profit and loss account statement and balance sheet for the respective financial year |
| 4      | Undertaking                  | The firm should submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract                  | Undertaking as per annexure 7 to be submitted   |

| <u>PRICE BID FORMAT</u>   |   |     |       | <u>Annexure - 2</u>                            |   |         |              |
|---|---|-----|-------|--|---|---------|--------------|
| Tender No: CSL/CKSRU/TEN/610/2025-26  |   |     |       |  |   |         |              |
| Name of work: Hiring of 3T/5T forklift with operator at CSL-Kolkata Ship Repair Unit, Kolkata |   |     |       |  |   |         |              |
| Sl. No.   | Description   | Qty | Unit  | Unit rate (Rs) for first two years of contract | Unit rate (Rs) for last two years of contract | GST (%) | HSN/SAC Code |
| 1   | Per month hiring charges of 3 Ton forklift including operator cost, consumables such as fuel, oil and all other miscellaneous cost (Lump sum amount) as per the scope of work at Annexure 1 | 1   | Month |  |   |         |              |
| 2   | Per month hiring charges of 5 Ton forklift including operator cost, consumables such as fuel, oil and all other miscellaneous cost (Lump sum amount) as per the scope of work at Annexure 1 | 1   | Month |  |   |         |              |

Note : L1 bidder shall be determined based on the total cost per month for both 3 & 5 ton forklif for the entire contract period of 4 years

Signature and seal of contractor (s)

**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. **Earnest Money Deposit (EMD):** 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 / Bank Guarantee drawn in favour of Cochin Shipyard Limited from scheduled bank except Co-operative bank in case of indigenous bidders and from international bank as per the CSL approved list in case of foreign bidder. 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. **Cost of Tender Form:** Nil



7. **Performance Security**: A recovery of 10% will be made from contractor's monthly bill towards performance security to maximum of Rs.50,000/- (Rupees Fifty Thousand only) and will be returned only one month after expiry of the contract.
8. **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.
9. L1 will be arrived based on the lowest total of monthly charge for providing 3T & 5T Forklift excluding GST as per the price bid. Bidder has to quote all the line items. 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.in](http://www.cochinshipyard.in)) 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 the operator.
20. Speed limit inside CKSRU premises is Max 10km/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 KoPT 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.
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 DGM (CKSRU) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.

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

**SPECIAL INSTRUCTIONS FOR TWO BID SYSTEMS**

**1. MODE OF SUBMISSION OF TENDERS**

Tenders should be submitted in two separate sealed covers super scribed 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. Details of the forklift offered including make, model, manual, load test certificates, other statutory documents, license of operator etc.
- 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. Supplier should depute only persons who are entitled for exemption from income tax in India. In case the supplier does not depute such persons, the tax liability will be in the supplier's account.
  7. The Tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.
  8. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
  9. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.
  10. 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.
  11. 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)<br>(ii)<br>(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)<br><br>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).<br><br>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<br>(please tick as applicable)<br>If yes, please furnish details on a separate sheet |

Sign &amp; seal of contractor:

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

**SELF DECLARATION**

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

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

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Name :

Designation :

Phone No. :

Seal :

Date :

Place :

**UNCONDITIONAL ACCEPTANCE LETTER**

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

**ACCEPTANCE OF TENDER CONDITIONS**

Tender Document for the hiring of 3T/5T forklifts 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: .....

**Annexure 7**

**UNDERTAKING**

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

Signature of authorised personnel:

Name of firm or authorised signatory:

Designation:

Address:

Contact No: