



CSL/SRP/064/2022

TENDER NOTICE

Dear Sir,

Tenders by email are invited for **rate contract for hiring services of goods vehicle at Cochin Shipyard Limited** so as to reach the undersigned on or before the last date and time given below.

Enquiry no	CSL/SRP/064/2022
Name of work	Rate contract for hiring services of goods vehicle at Cochin Shipyard Limited
Nature of bid process	Two bid
Earnest money to be deposited (EMD)	Nil
Validity of Bid	90 days from the last date for submission of tender
Last date & time for submission of quotation	6 th October 2022, before 1100 hrs
Technical bid opening date & time (Attachment A)	6 th October 2022, 1130 hrs
Price bid opening date & time (Attachment B)	Price bid opening date shall be intimated
Email address for submission of bids and for pre-bid queries/any other information	sroffice@cochinshipyard.in sureshababute@cochinshipyard.in julianjose.pj@cochinshipyard.in

Thanking you

Yours faithfully,
(For Cochin Shipyard Ltd)

Asst. General Manager (SRP)



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A. Scope of work –

1. Hiring services of heavy vehicle of minimum 09 ton capacity with a minimum length of 17 feet for a duration of 01 year at Cochin Shipyard Limited. An approximate 150 days of usage is estimated for the entire 01 year period.

B. Methodology of hiring

1. Full day hiring - Maximum hire duration shall be 10 hours/50 kms per day beyond which extra charges shall be applicable.
2. Half day hiring - Maximum hire duration shall be 05 hours/25 kms per day beyond which extra charges shall be applicable.

C. Prequalification Criteria

SI No	Particulars	Eligibility Criteria	Proof/Documents Required
1	Valid Registration	The firm should have valid registration for transportation of items in goods category vehicle	Statutory documents as applicable

D. Terms & conditions

1. Vehicle is to be provided on short notice of 04 hours as per requirement of CSL.
2. Services shall be required tentatively by end October 2022 and shall commence within one week from the date of issue of LOI/work order.
3. The minimum carrying capacity of the vehicle should 09 tonne as per registration document. The firm should submit copy of registration document of the vehicle on demand by CSL.
4. The vehicle should be compatible for opening side body.
5. The vehicle is required for transportation of steel pipes, steel plates etc. mostly inside CSL.
6. More than one vehicle would be required at the same time as per requirement and should be provided as per the same rate, terms and conditions.
7. Vehicles should have valid and proper documents like RC Book, Insurance Policy, Tax paid token, Pollution certificates, first aid medicines etc. during the contract period. All statutory conditions to be fulfilled by contractor at their cost.
8. The driver should hold a valid license for driving heavy vehicle and should be less than 58 years of age.

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SURESH BABU T C
सहायक महा प्रबन्धक
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Cochin Shipyard Ltd.
कोच्ची / Kollam

9. Working hours of CSL is from 07 AM to 10 PM. The services of vehicle shall be required any time during the working hours. The vehicle shall also be required on Sundays and other closed holidays of CSL based on the site requirements.
10. The vehicle should report with sufficient quantity of fuel and other consumables for meeting the day's work.
11. Speed limit inside CSL premises is Max.20 Km/Hr.
12. No parking is permitted inside CSL after duty.
13. The time and kilometer shall start once the vehicle reports for duty at CSL.
14. In case of breakdown or any other blockage due to the failure of vehicles that may occur during trips, the contractor shall provide alternate vehicle immediately at their cost. If the contractor fails on this, CSL has the right to engage other vehicles and the cost incurred shall be borne by the Contractor.
15. CSL has the right to reject the vehicle if the vehicle is found not in good condition.
16. Trip sheet should be filled by the firm and to be duly certified by the officer in charge on every day of usage of vehicle as per annexure VI.
17. Bid should be valid for a period of 90 days from the date of submission of tender. Quote should include all operational cost, consumables cost, transportation, maintenance salaries cost etc. GST should be indicated separately and shall be paid extra as per govt. rules.
18. Arranging gate passes of all personnel involved in the work shall be the vendor's scope. CSL shall provide necessary assistance.
19. The contract should arrange vehicle round the clock based on the instruction of CSL officer in charge or CSL representative.
20. The bidders may contact Shri. Julian Jose P J, Assistant Engineer, email id: julianjose.pj@cochinshipyard.in mob: 9995804359 for any clarifications regarding scope of work.
21. The bidder should submit vendor details as per annexure III along with the technical bid.
22. The firm to submit an undertaking that they shall not subcontract the work or part of work to any other agency if awarded the contract, as per annexure IV along with the technical bid

E. Entry and Exit of personnel

1. Temporary entry/exit passes for the personnel to work inside CSL shall be arranged by the agency after completing necessary formalities of CSL at the contractors cost.
2. All personnel are required to produce a valid police clearance certificate to avail gate passes.

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कोच्ची / Kollam 695 013

F. Safety rules

1. The firm shall ensure that the personnel employed by them are working in complete compliance with CSL HSE rules. The firm/contractor shall be entirely responsible for the safety of all personnel employed by him on the work and should ensure that the personnel are adequately covered under insurance.
2. The firm shall be solely responsible for any consequences arising out of any loss, damage or accident caused to the personnel engaged by him on duty. Any labour issues with employees have to be settled by the contractor or firm themselves. CSL will not have any responsibility for any issue between firm and the employees, for any injury or illness to firm's workmen/other personnel during execution of work. In this regard firm will have to fully indemnify CSL against any claim made by his workmen/other personnel.

G. Payments terms

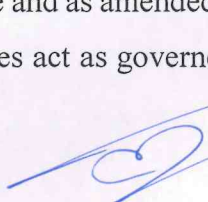
1. Payment shall be made on a monthly basis by NEFT to the account of the firm within 30 days from the date of submission of invoice in triplicate supported by work completion certificate duly certified by officer in charge of CSL and ESI/EPF remittance documents in respect of the firm's employees engaged for work. In case ESI/EPF remittance documents are not submitted with invoice, reasons thereof to be submitted. The bank name, account number, IFSC code and other bank details shall be furnished by the firm in the prescribed format of CSL. Following documents to be submitted along with the invoice for payment.
 - a) Work completion certificate for the month duly certified by the officer in charge.
 - b) Documents related to remittance of ESI and EPF and payment of salary.
2. The Invoices to be raised on AGM (SRP), Ship Repair Division, Cochin Shipyard Limited. GST Registration no. of CSL is GSTN - **32AAACC6905B1ZD** which is to be indicated on the invoice.

H. Deviation list

1. Deviations if any, in the offer submitted from that of the tender enquiry in any form should be clearly furnished in a separate document titled as "List of Deviations".

I. Statutory conditions and labour laws

1. The firm must comply with statutory requirements, ESI/EPF, and other labour laws/regulations in force and as amended from time to time by Govt. of India. The firm must abide by minimum wages act as governed by Govt. of India rules in force and as amended


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in future.


2. The firm shall observe and comply with the provisions of all labour and industrial laws and enactments and shall comply with and implement the provisions of the Factories Act, 1948, 'Employees Provident Funds & Miscellaneous Provisions Act, 1952, Employees State Insurance Act, Payment of Gratuity Act, minimum Wages Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act and all other enactments as are applicable to them and their workmen employed.
3. All contract workmen, except those exempted under the respective Acts, shall necessarily be insured under the ESI scheme and be made members of the EPF Scheme from the day of their engagement as contract workmen at CSL. All such insured contract workmen should carry with them their ESI Identity Card for verification by the authorities. No contract workmen without a valid ESI Identity Card for verification by the authorities will be permitted to work in the company.
4. The firm shall be solely responsible for the payment of wages, salaries and other legal dues of its personnel who are employed or deployed by it from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service and salary has to effect before 10th of every month preceding the wage month. CSL reserves the right to ask the firm to submit satisfactory evidence of payment due, salaries etc. In any event, CSL shall not be liable for any payments, dues, wages and salaries of the personnel employed by the firm.

J. Arbitration

1. It is clarified that the firm 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 un-resolved disputes shall be referred to the nodal officer Shri. Syamkamal N, Company Secretary, Cochin Shipyard Ltd in the specified format. 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.

K. Indemnity clause

1. The firm shall indemnify CSL and keep harmless against any or all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against CSL directly or indirectly by reason of:


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कोच्ची / 2015

- i. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
- ii. Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.

L. Contract Validity

1. The contract shall be valid for a period of 1 year, but extendable upto a further period of 6 (six) months on at the discretion of CSL without any changes in contract terms and conditions on mutual agreement.

M. General conditions

1. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also. HSE guidelines issued by CSL from time to time shall be followed by the firm.
2. The contract shall be on a principal to principal basis and it will not create any employer, employee relationship between 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 CSL and the firm.
3. 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.
4. CSL reserves the right to reject any or all the offers without assigning any reason whatsoever.
5. The firm should not subcontract the work in part or full if awarded the contract by CSL.
6. The rates agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract including extended period, if any.
7. During the evaluation of tender AGM (SRP) may at his discretion may 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.
8. The acceptance of the tender will rest with GM (SR) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.
9. 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 CSL on this account.


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10. Amendment if any will be notified on CSL/Govt. website. The bidders are requested to keep themselves informed of the development by visiting CSL website www.cochinshipyard.in and the CPP portal www.eprocure.gov.in regularly. Such amendments shall be binding upon them.

N. Instruction to bidder for submission of quote:

1. Tenders are to be submitted in password protected email and should reach CSL on or before the last date and time for submission of tender. Email address for submission of tender is sroffice@cochinshipyard.in with a copy to julianjose.pj@cochinshipyard.in and sureshbabut@cochinshipyard.in. Bidder should make sure that they get an acknowledgement by return mail after submission of tender. CSL shall not be responsible for non receipt of e mail sent by the firm.
2. Bid is to be submitted in two bid system [in two attachments with password protection- Technical bid (attachment A) & Price bid (attachment B).
3. Following documents in respect of technical bid to be included in attachment A.
 - i. Tender document duly signed on all pages (including scope of work, general terms & conditions and annexures).
 - ii. Copy of un-priced bid format as per annexure II (price bid without prices/numerals)
 - iii. Vendor details (annexure III).
 - iv. Undertaking (annexure IV).
 - v. Compliance checklist as per annexure V duly filled signed and sealed.
 - vi. Documents required as per Pre-qualification criteria.
4. Price bid is to be submitted with password protection separate file (attachment B – price bid).
5. 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.
6. 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.
7. 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.
8. The firm should indicate "quoted"/ "not quoted" against each line item as applicable in

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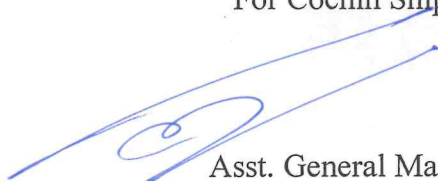
the unpriced price format. Any ambiguity may entail rejection of the offer.

9. Tender documents, downloaded from the CSL website/Central Procurement Portal, shall be downloaded in Toto and no change, whatsoever shall be made. 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 by CSL and CSL has the right to reject the offer if required.
10. Price part of technically acceptable offers only will be considered for opening.

Thanking You,

Yours Sincerely,

For Cochin Shipyard Ltd



Asst. General Manager (SRP)

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कोच्ची / 14.04.2015

RATE FORMAT**Table (A)**

Sl. No	Description of service	Rate per vehicle per day for full day hiring (10 hrs/50 kms	Rate per vehicle per day for half day hiring (05 hrs/25 kms	Extra hour charges per hour	Extra kilometer charges per Kilometer	GST %
1	Services of minimum 09 ton capacity vehicle with a minimum length of 17 feet					

- a) L1 bidder shall be arrived considering total cost for 75 full day hiring charge + 75 half day hiring charge. Extra hour/kilometer charge shall not be considered for determining L1 bidder.

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Address:

Contact No:

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Cochin Shipyard Ltd.
कोच्ची / Kochi-682015

VENDOR DETAILS (to be submitted along with TECHNICAL BID)

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Telephone No./Fax No./Mobile No	
4	E-mail address	
5	Names of the contact person & designation	(i) (ii) (iii)
6	Type of Entity-Proprietorship/Partnership firm/Company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
7	EMD Details (DD No. Name of Bank)	
8	PAN Card Number (Self attested copy of PAN card has to be submitted)	
	GST Registration Number (Self attested copy has to be submitted)	
	EPF Registration No. (Self-attested copy to be submitted). Note: In case firm does not have EPF registration reasons thereof to be indicated in remarks column.	
	ESI Registration No. (Self-attested copy to be submitted). Note: In case firm does not have ESI registration reasons thereof to be indicated in remarks column.	
	Copy of License applicable (Self attested copy to be submitted)	

9	Whether the Agency has been blacklisted/debarred or given tender holiday or contract terminated before expiry of the contract period by any 'govt./autonomous bodies/ organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc.	Yes/No (please tick as applicable) If yes, please furnish details on a separate sheet
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- Certified that the above information is true to the best of our belief and information.

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Address:



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सहायक महा प्रबन्धक
Assistant General manager
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Cochin Shipyard Ltd
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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.

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Address:

Contact No:



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SURESH BABU T C
सहायक महा प्रबन्धक
Assistant General Manager
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd
कोच्ची / KOCCHI

Compliance Checklist			
Sl no	Description	Remarks	
		Yes	No
1	Acceptance of tender terms & conditions and scope of work.		
2	The firm should have valid registration for transportation of items in goods category vehicle		
3	Vendor details to be submitted as per annexure III		
4	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 as per annexure V		
5	Documents required as per Pre-qualification criteria to be submitted along with technical bid		


Signature of authorised personnel:

Name of firm or authorised signatory:

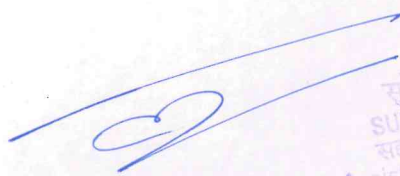
Designation:

Address:

Contact No:


 सुरेश बारुटी सी
 SURESH BARUT C
 सहायक महा प्रबन्धक
 Assistant General Manager
 कोचीन शिपयार्ड लिमिटेड
 Cochin Shipyard Ltd.
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TRIP SHEET			
VEHICLE TYPE (tonnage)			
DATE OF TRAVEL		VEHICLE NO	
STARTING TIME		STARTING KM	
CLOSING TIME		CLOSING KM	
SEAL & SIGNATURE OF OFFICER IN CHARGE			


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