



CSL/SRP/118/2023

20th November 2023

TENDER NOTICE

Tenders by password protected email are invited for **rate contract for hiring agency for undertaking housekeeping services at Chennai Port Trust and onboard vessel INS Anvesh** so as to reach the undersigned on or before the last date and time given below.

Enquiry no	CSL/SRP/118/2023
Name of work	Rate contract for hiring agency for undertaking housekeeping services at Chennai Port Trust and onboard vessel INS Anvesh
Nature of bid process	Two bid
Earnest money to be deposited (EMD)	Nil
Validity of Bid	90 days from the last date of submission of tender
Last date & time for submission of quotation	06 th December 2023 before 1100 hrs
Technical bid opening date & time (Attachment A)	06 th December 2023, 1500 hrs
Price bid opening date & time (Attachment B)	Price bid opening date shall be intimated
Correspondence details for pre-bid queries and submission of bids	sureshbabutc@cochinshipyard.in julianjose.pj@cochinshipyard.in sroffice@cochinshipyard.in

Thanking you

Yours faithfully,

(For Cochin Shipyard Ltd)

सुरेश बाबु टी सी
SURESH BABU T C
सहायक महा प्रबन्धक
Assistant General Manager
कोचीन शिपयार्ड लिमिटेड
Cochin Shipyard Ltd. Asst. General Manager (SRP)
कोच्ची / Kochi-682015



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A. Introduction

1. CSL had established an agreement with DRDO for undertaking maintenance of the vessel INS Anvesh. As part the agreement it is required to undertake housekeeping services onboard vessel and other office facilities of INS Anvesh located inside Chennai Port Trust.
2. To this endeavor CSL intends to establish a rate contract with experience and capable firms for undertaking housekeeping services onboard vessel INS Anvesh and other office facilities of the vessel located inside Chennai Port Trust.

B. Scope of work - Housekeeping onboard vessel INS Anvesh at specified locations and office facilities (container office) of the vessel located inside Chennai Port Trust with minimum 05 personnel on a daily basis for a tentative duration of 02 years extendable upto 02 more years. Broad scope of work is as follows.

1. Onboard vessel - Daily cleaning of labs, accommodation area, galley & associated equipments, common hallways etc. along with disposal of bio degradable and non-biodegradable waste at designated storage locations. Housekeeping personnel needs to be engaged while the ship is under sailing also.
2. Other shore facilities at Chennai Port Trust - Daily cleaning of 02 furnished AC offices, 06 nos 40 feet porta cabins along with furniture's and sanitary block containing 05 urinals and 03 toilets along with disposal of bio degradable and non-biodegradable waste at designated storage locations.

C. Methodology of contract

1. Cleaning is to be done on a daily basis.
2. A minimum of 05 personnel are to be engaged for work from 09 hrs to 1700 hrs on all working days including Saturdays. Sundays and national holidays may be treated as a holiday. The work timings may vary according to site conditions. Normal working hours in a day is limited to 08 hrs. However the personnel may at time be required to continue work beyond normal working hours and shall attend work during holidays as well depending upon the site requirement.
3. An approximate 25 - 27 working days is anticipated in a month (without considering work during holidays). Monthly rate shall be paid for arranging housekeeping services with minimum 05 personnel on all working days in a month. In case of absenteeism of any personnel on a working day, pro rata reduction would be made from monthly charges for which per head per day rate shall be computed as monthly rate/26 X 5.

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4. In case of work beyond normal working hours and on Sundays/other closed holidays, fixed overtime rates will be applicable for the duration of work in hours. Overtime charges per hour shall be computed as monthly charges/26 X 5 X 8.
5. All consumables, cleaning agents, tools, equipments, etc. required for undertaking the work shall be under the contractor's scope and the rate for the same is to be included in the monthly charges.

D. Prequalification criteria

Sl No	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The firm should be in the business of providing housekeeping services for a minimum period of 01 year as on date of publishing of this tender.	One work order/work completion certificate issued within the last one year period and one work order/work completion certificate issued before the last one year period.
2	Financial capability	The firm should have an average minimum annual turnover of Rs. 20.00 lakhs during the two financial years FY 2021-22 and 2020-2021.	Profit and loss account statement for the respective financial year
3	Mandatory site visit	The bidder should mandatorily visit the work site inorder to assess the working environment and to familiarize with the yard.	A declaration should be submitted after site visit and the same shall be verified by CSL

E. Terms and conditions

1. Tentative date of commencement of work shall be from 1st week of January 2024.
2. Yard reserves the right to increase or decrease the frequency of cleaning as per the actual requirement/necessity with an advance notice of two weeks.
3. Quoted rate should include the cost of manpower required for carrying out the work, machinery, tools, appliances, consumables, ESI/EPF remittance of employees, other statutory payment and any other miscellaneous cost required for undertaking the scope of work. Rate agreed upon shall remain firm and fixed and will not be changed till conclusion of contract.

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4. Attendance Register of personnel deployed should be maintained for inspection and to be signed by officer in charge of the vessel on a daily basis as a token of having undertaken the work.
5. The firm should ensure necessary requirements for sailing of housekeeping staff in coordination with ship owner (Indian Navy).
6. Any damage caused by the workmen onboard the vessel or at other areas of Chennai Port will be charged from the firm.
7. Age of all personnel should be below 55 years of age.
8. Necessary equipment such as ladders, platforms etc. for undertaking cleaning at heights should be arranged by the firm.
9. Housekeeping staff deployed at site shall be physically fit and are required to wear uniform (Pants, T-shirts, shoe and cap), as arranged by firm and at no extra cost to CSL. They shall also suit the requirement of working onboard Naval Ships. The personnel should be well disciplined and able to understand instructions in English/Hindi.
10. CSL reserves the right to reject the services of housekeeping staff provided by the firm if: -
 - a) Is unable to meet the requirements of job profile mentioned or is incompetent for the job.
 - b) Misbehaves or disobeys his officer-in-charge
11. Bio data of housekeeping staff is to be submitted before deployment of personnel at site. Engagement of personnel shall be done subject to verification by ship owner regarding requirements given above. The personnel engaged should produce valid police clearance certificate which will be verified by ship owner.
12. Bidders may contact Shri. Nitin Narayan, Assistant General Manager email id: nitin.narayan@cochinshipyard.in, mob: 9687606221 for any clarifications regarding scope of work.

F. Entry and Exit of personnel

1. Temporary entry/exit passes for the personnel to work inside Chennai Port Trust should be arranged by the firm after completing necessary formalities at the firms cost.
2. All personnel are required to produce a valid police clearance certificate to avail gate passes.

G. Safety rules

1. The firm shall ensure that the personnel employed by them are working in complete compliance with HSE rules. All personnel deployed at site shall wear PPE at all times when working within Chennai Port Trust. PPE is to be provided by the firm including, coverall, safety shoes, safety helmet, gloves, safety glasses, full body harness etc as necessary. The firm shall be entirely responsible for the safety of all personnel employed by them at work

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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.

H. 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 duplicate duly supported by work completion certificate certified by officer in charge of the vessel 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/log sheet for the month duly certified by the officer in charge of vessel.
 - b) Documents related to remittance of ESI and EPF.
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.
3. Invoices are to be submitted online through vendor invoice management portal of CSL.

I. 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".

J. 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 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,

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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 workmen. 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.

K. 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.

L. 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:
 - 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.

M. Security Deposit

1. A recovery of 3 % will be made as interest free deposit from the contractor's bill towards Security Deposit and will be returned one (1) month after expiry of the contract. No interest


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shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor fails to meet the contractual obligations.

Or

The vendor can furnish a Performance Bank Guarantee for an amount of 3% of order value valid till 90 days after expiry of the contract. In such a case no recovery will be undertaken.

2. Bidders with valid registration under NSIC/MSME category are also entitled for all privileges, concessions, relaxations etc. stipulated by relevant Govt. orders in this regard. However guarantee of the items supplied/service provided has to be ensured through a bank guarantee (BG).

N. Contract Validity

1. The contract shall be valid for a period of 02 years, which is extendable upto a further period of 02 more years at the discretion of CSL without any changes in contract terms and conditions.

O. General conditions

1. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also. HSE guidelines from time to time shall be followed by the firm.
2. Vendor details to be submitted along with the technical bid as per annexure II.
3. The firm should not subcontract the work or part of the work to any other agency if awarded the contract. An undertaking as per annexure IV to be submitted along with the technical bid.
4. Bid should be valid for a period of 90 days from the date of submission of tender.
5. L1 shall be determined based on the lowest cost per month for providing housekeeping services.
6. Place of work shall be inside Chennai Port Trust.
7. 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.
8. 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.
9. CSL reserves the right to award the contract to one or more firms or may split the scope of

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work, depending upon the actual necessity, as deemed fit.

10. CSL reserves the right to reject any or all the offers without assigning any reason whatsoever.
11. 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.
12. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs/Alcohol/smoking etc. inside Chennai Port 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.
13. 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.
14. 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.
15. CSL reserves the right to terminate the contract at short notice in case if 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.
16. 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.

P. 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 sureshbabutc@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).
- ii. Vendor details (annexure II).
- iii. Copy of un-priced bid format as per annexure III (price bid without prices/numerals)
- iv. Undertaking (annexure IV).
- v. Documents required as per Pre-qualification criteria.
4. Price part of technically acceptable offers only will be considered for opening.
5. Price bid is to be submitted with password protection in a separate file (attachment B – price bid).
6. 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.
7. 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.
8. 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.
9. The firm should indicate "quoted"/ "not quoted" against each line item as applicable in the unpriced price format. Any ambiguity may entail rejection of the offer.
10. 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.
11. 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.

Thanking You,

Yours Sincerely,

For Cochin Shipyard Ltd

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Asst. General Manager (SRP)

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	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)	

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8	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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RATE FORMAT


Sl. No.	Description	Rate per month (Before GST)	GST%
1	Providing housekeeping services with minimum 05 personnel as per scope of work		

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Contact No:


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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 the work to any other agency if awarded the contract by CSL.

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Contact No:



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