



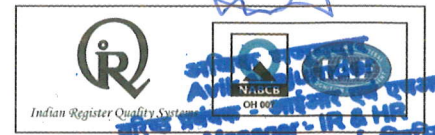
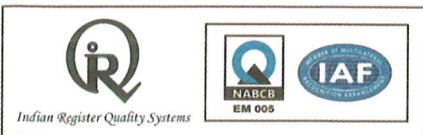
हुगली कोचीन शिपयार्ड लिमिटेड
(भारत सरकार का उद्यम)
HOOGHLY COCHIN SHIPYARD LIMITED
(A Govt. of India Enterprise)

Tender No: HCSL/OPS/YS/TEN/002/2024-25 dated 17.04.2024

NOTICE INVITING TENDER

Sealed competitive tenders are invited on behalf of Hooghly Cochin Shipyard Limited (HCSL) from experienced vendors for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer Scope of Work, General Terms and Conditions and Special Terms attached.

| | |
|---|---|
| Tender No. & date | HCSL/OPS/YS/TEN/002/2024-25 dated 17.04.2024 |
| Scope of Supply / Work | Hiring of Sanitary Attendant from agencies for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah-711109 |
| Type of Tender | Two Bid |
| Cost of tender form | Nil |
| Earnest Money Deposit (EMD) | Rs.78,500/- |
| Last date & time of receipt of tender | 08. 05. 2024 at 15:00 Hrs. |
| Date & time of opening of technical bid | 08. 05. 2024 at 15:30 Hrs. |
| Tenure of contract | One Year (From the date of issue of the work order) |
| Officer-in-Charge | Name: Avik Majumder Designation: Senior Manager (IR&HR) Email: avik.majumder@hooghlycsl.com Phone No: +91-7003395446 |



Registered Office : Administrative Building, HCSL Premises, Satyen Bose Road,
P.O. : Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109, India
☎ +91 (33) 2688 8282 ✉ contact@hooghlycsl.com 🌐 www.hooghlycsl.com

Shipyard : Nazirgunge Unit, Satyen Bose Road, P.O. Danesh Shaikh Lane,
Howrah, West Bengal - 711109, India
☎ +91 (33) 2955 8263

Tender references should be clearly indicated on top of the respective envelopes.

Sealed tenders in Two cover systems (Prequalification cum Technical and Price Bid) addressed to The Senior Manager (IR & HR) shall be dropped in the HCSL tender box or couriered to **Hooghly Cochin Shipyard Ltd (HCSL), Satyen Bose Road, Danesh Sk Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109** before the due date and time.

1. Minimum qualification criteria for participating in the tender will be as follows:

- i. Experience as main Contractor in the successful completion of at least **one (1) similar work** of nature and complexity comparable to the proposed contract within the last **5 years** under a single contract from the date of issue of tender document. The value of the work should not be less than **Rs. 31.40 lakhs**. (Satisfactory completion certificate from the Client for work done should be submitted along with the bid).

Or

Experience as main Contractor in the successful completion of at least **two (2) similar works** of nature and complexity comparable to the proposed contract within the last **5 years** under a single contract from the date of issue of tender document. The value of the work should not be less than **Rs. 19.63 lakhs**. (Satisfactory completion certificate from the Client for work done should be submitted along with the bid).

Or

Experience as main Contractor in the successful completion of at least **three (3) similar works** of nature and complexity comparable to the proposed contract within the last **5 years** under a single contract from the date of issue of tender document. The value of the work should not be less than **Rs. 15.70 lakhs**. (Satisfactory completion certificate from the Client for work done should be submitted along with the bid).

Similar Works means:

The intending bidder must have successfully completed of rate contract of minimum 1 year tenure period for Service of Manpower for Sanitation Services of month previous to one in which applications are invited.

Bidder shall submit the valid proof like letter in Client's letter head/Copy of Work Order or Combined Completion Certificate for substantiating the same.

- i. The average Annual Turnover of the bidder should be more than **Rs. 19.63 lakhs** during the last three preceding years. (Notarized Audited Balance sheets showing turnover, Profit & Loss account of the firm for the preceding 03 years (2020-21, 2021-22, 2022-23) should be submitted along with the application for prequalification).
- ii. Firm should have dedicated registered office /Branch Office in Kolkata / Howrah and address proof of office should be submitted along with the technical bid.
- iii. The Tenderer should enclose copy of EPF (if applicable), ESI (if applicable), PAN, GST registration certificate, Income tax returns for last three years. (A copy of the same shall be submitted along with the application for issue of tender document)
- iv. Offers from joint ventures/consortium will not be accepted.

The tender documents can be downloaded from website www.hooghlycsl.com, www.cochinshipyard.com or <http://www.eprocure.gov.in>. The tender documents are available on above-mentioned link.

All corrigenda, addenda, amendments, and clarifications to this tender will be hosted in the website www.hooghlycsl.com, www.cochinshipyard.com or <http://www.eprocure.gov.in> and not in the newspaper. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.

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

Officer - in - Charge of the above work:

Name: Avik Majumder
Designation: Senior Manager (IR&HR)
Email: avik.majumder@hooghlycsl.com
Phone No: +91-7003395446

For Hooghly Cochin Shipyard Limited

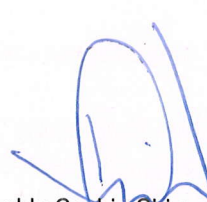
अधिक मजुमदार
Avik Majumder
वरिष्ठ प्रबंधक - आर्इआर एवं एचआर
Sr. Manager - IR & HR
हूगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED

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Signature and Seal of the Bidder(s)

For Hooghly Cochin Shipyard Limited


अधिक मजुमदार
Avik Majumder
वरिष्ठ प्रबंधक - आईआर एवं एचआर
Sr. Manager - IR & HR
हगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED

A) SCOPE OF WORK:

1. The scope of work consists of providing the services of 10 nos. Sanitary Attendant at HCSL, Howrah in accordance with central minimum wage rate.
2. The number of Sanitary Attendant may be increased or decreased based on the requirement of the HCSL from time to time. The contractor shall provide the man power at same rate terms and conditions. If any manpower required during weekly off / holiday shall be intimated by the HCSL officer-in charge and the same to be arranged by the contractor and the payment will be considered as pro-rata basis.
3. The contractor shall pay as per central minimum wage rate and other statutory charges as deems fit. In case of increase in minimum wage, the contractor shall apprise the Officer – in charge with documentary evidence and in that case, the increased rate shall be considered for payment.
4. The firm shall provide floor scrubber & drier and other sanitary equipment Broom & Dustpans, Sponge Mop, Plastic Buckets, Rubber Gloves, Cleaning supply, Bin for disposal, Dettol Hand wash, Carboic Acid, Colin (glass cleaner) Bleaching power, Soft Scrub, Air freshener in Office, Lysol or other floor cleaner, Trash bags
The above items as and when required shall have to be provided by the contractor at their own cost for smooth execution of the Work Order. The quantum of such requirement shall be decided by the Officer-In -Charge of HCSL.
5. **Terms and Conditions for contractor to pay wages to deployed manpower:**
The monthly attendance details of deployed manpower will be forwarded by Officer-in-charge, HCSL to the contractor to prepare a bill by contractor. On the basis of bill, the contractor shall pay the wages, EPF and ESI to each employee. After transferring the monthly wages, EPF and ESI to his deployed manpower, the contractor shall submit the bill to the Officer – in-Charge, HCSL with salary transfer statement, EPF and ESI details. Payslip shall be provided to the deployed manpower. Payment shall be made within 30 days from the date of submission of error-free bill
6. **Terms and Conditions for deployed manpower:**
The manpower deployed shall get the benefit of official holidays of HCSL. For holiday, the manpower will be paid wages at the rate equivalent to the average of his daily wages. The deployed manpower has to work from Monday to Saturday during office hours from 7.30 am to 5.30 pm or as decided by HCSL management from time to time. Deployed manpower cannot be employee of HCSL.
7. **Period of contract:** The contract shall be valid for 01 years from date of issue of work order. Hooghly Cochin Shipyard Limited (HCSL) reserves the right to extend the validity of contract for a further 01 year period on same rate & conditions. The extension of contract will be based on the performance of the contractor. Decision of Officer –in-Charge, HCSL will be final in this regard.
8. The contractor should be with valid labour license for manpower supply.
9. HCSL will not take responsibility for any liabilities caused by the contractor in respect of the statutory payment, labour laws or penalties by authorities etc., or will not compensate part or full whatever may be the reasons.
10. Contractors shall ensure to send the same manpower to the extent possible for smooth operation. Any change in manpower has to be done with one month notice period
11. L1 will be arrived based on lowest grand total amount including GST. However, the Work Order will be released on monthly rate basis and payment will be released on actual working days including additional working hours if any.
12. The quoted rate shall include the cost for PPEs and other essential requirements.
13. Work to be done to the satisfaction of Officer-in Charge HCSL.

ANNEXURE 2

PRICE BID FORMATTender No.: **HCSL/OPS/YS/TEN/002/2024-25 dated 17.04.2024**Name of Work: **Hiring of Sanitary Attendants from agencies for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah**

| SL No | Description | Amount Per persons/Day | Amount per Persons /Month (26 days) | Amount Ten persons for 12 Months |
|-------|--|------------------------|-------------------------------------|----------------------------------|
| 1 | As per Central Minimum Wages Notification (Basic+VDA) Unskilled (01.04.2024 to 30.09.2024) | | | |
| 2 | PF @ 13.00% | | | |
| 3 | ESI @ 3.25% / Mediciclaim Policy | | | |
| 4 | Bonus @ 8.33% | | | |
| 5 | Sub-Total in INR | | | |
| 6 | Services Charges | | | |
| 7 | Total (excluding GST) in INR | | | |
| 8 | GST @18% | | | |
| 9 | Total (Including GST) in INR | | | |

Price Bid Instructions

1. Unit Rate should be as per Central Minimum wages (Including PF 13% + ESI 3.25% + Bonus 8.33%).
2. The firm should provide floor scrubber & drier and other sanitary equipment's as stipulated in clause no.4 of Scope of Work.
3. Bidder has to submit the price bid as mentioned in the format only, otherwise bid will be rejected
4. L1 Bidder will be evaluated based on the combined cost of all the items including GST

Signature and Seal of the Bidder(s)

VENDOR DETAILS (to be submitted along with TECHNICAL BID)

| | | |
|----|---|---|
| 1 | Name of the Bidder / Firm | |
| 2 | Registered Office Address of Company / Firm in Kolkata/ Howrah: | |
| 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-Pro praetorship/Partnership firm/Company /N SIC /MSME Category etc.(Please attach registration certificate of Firm /Partnership agreement /proprietorship documents) | |
| 7 | Cost Of Tender Details (DD No. Name of Bank) | |
| 8 | EMD Details (DD No. Name of Bank) | |
| 9 | PAN Card Number (Self-attested copy of PAN card has to besubmitted) | |
| | GST Registration Number (self-attested copy has to be submitted) | |
| | EPF Registration No. (Self-attested copy to besubmitted). 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 tobe submitted) | |
| 10 | Whether the Agency has been Blacklisted / debarred or given tender holiday or contract terminated before expiry of the contractperiod by any 'govt. autonomous bodies / organizations where bidder has provided servicesearlier due to deficiencies in service or misconduct etc. | Yes/No (Please tick as applicable) If yes, please furnish detailson a separate sheet |

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

Signature of Contractor/authorized signatureof firm or agency:

Place:

Date:

GENERAL TERMS & CONDITIONS

1. Offer shall be submitted in the prescribed form to M/s Hooghly Cochin Shipyard Ltd (HCSL), Nazirgunge Works, Satyen Bose Road, P. O. Danesh Sk. Lane, Howrah - 711 109, West Bengal at the designated tender box and has to be addressed to Senior Manager (IR & HR), HCSL.
2. Bidders can contact Officer-in-charge of the work which is indicated in the Tender Notice 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.
3. All applicable taxes, duties, transportation, delivery at HCSL Nazirgunge, Works etc. should be included in the rate quoted, unless specified otherwise. HCSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
4. Bidders to note that no advance payment will be made by HCSL against work order issued.

5. **MSME/NSIC BENEFITS:**

- a. The following benefits are extended for all the firms who are registered with district industries center and come under the category of micro and small enterprises holding a valid Entrepreneurs Memorandum (EM) part ii certificate or Udyog Aadhaar Certificate. However, in order to avail the benefits as per public procurement policy for MSME's order, 2012, all MSE bidders are required to declare their Udyog Aadhar Memorandum (UAM) number in Central Public Procurement Portal (CPPP) compulsorily.
 - i. Tender Forms Shall Be Issued Free of Cost.
 - ii. Payment of earnest money deposit (EMD) is exempted.
 - iii. The list of items published as part of MSME order dated 23rd March 2012 {currently 358 items} shall be procured exclusively from MSE firms only.

- b. For all firms who are registered with national small industries corporation (NSIC) and come under micro and small enterprises holding a valid NSIC certificate, the below benefit is also extended in addition to above.

Waiver of security deposit (SD) for the performance of the contract (10% of the order value by the way of bank guarantee till the supplies are completed), up to financial limit as mentioned in NSIC certificate. However, to ensure performance of the item during the guarantee period a performance bank guarantee (PBG) (3% of order value by the way of bank guarantee) to be submitted by the firm as applicable.

- c. This tender shall be based on MSME order dated 23rd march 2012, pertaining to public procurement policy.
- d. When supply/service as per tender is divisible in nature, MSE's within price band of L1+15 percent shall be allowed to supply a portion up to 20% of requirement by bringing down their price to L1 price where L1 is non MSE's. If multiple vendors satisfy the above condition, requirement shall be divided equally. In this scenario, preference shall be given to SC/ ST vendors to such an extent that they are allowed to supply minimum 4% out of the 20% in line with the aforementioned MSME order. SC/ ST vendors shall submit a valid certificate from district industries center/ NSIC, for qualifying in the above criteria.

e. In the case of tender item non-split able or non-divisible, MSE's quoting price band L1 + 15% (in the ascending order) may be awarded full/ complete supply of total tendered value to MSE's, considering spirit of policy for enhancing the government procurement from MSE's.

6. Bidders shall quote total amount in figures and in words. Corrections and additions if any must be attested/ duly signed by the bidder. In the case of error in multiplication/addition in amount calculated, 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.
7. Bidder has to submit the price bid as mentioned in the format (**Annexure-2**) only other wise bid will be rejected. L1 Bidder will be evaluated based on the combined cost of all the SOQ including GST.
8. Working hour shall be per day from 07:30hrs to 16:30 hrs. (including lunch break and tea break) Sometimes working time will be changed from normal working time as per requirements. Any changes in normal working time will be intimated at least one day before. All personnel are required to function from HCSL, Nazirgunge Unit located at Howrah
9. The weekly off for the deputed personal will be based on the requirements of HCSL office and will be notified by the HCSL Officer in charge. Total working day is 26 day per month for Manpower's otherwise it will be treated as no work no pay. The personnel may at time be required to continue work beyond normal working hours and on holidays for which overtime charges shall be applicable subject to approval of officer in charge of operations at HCSL.
10. All personnel are required to function as per HCSL, Nazirgunge Unit located at Howrah as per Company Holiday List norms.
11. Any Worker issues with the above personals engaged to be settled by the contractor. HCSL will not have any responsibility w.r.t. any Worker or other issues between contractor and person engaged.
12. All personnel should have good communication skills and ability to communicate in Bengali and Hindi.
13. 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".
14. Validity of offer has to be for a period of 3 (Three) months from the date of techno commercial opening. In the event, on HCSL request, validity of the tender shall be extended.

15. Security Deposit:

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 shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor. fails to meet the contractual obligations. Contractor can provide SD in our Bank Guarantee format as per annexure-11.

16. If the contractor fails to supply or commence the work, in time as per the terms in purchase order, HCSL shall have the following rights.
 - a) To terminate the contract within 15 days of notice.
 - b) To initiate alternative arrangements at the risk and cost of the contractor.

17. Jurisdiction:

Any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Kolkata, West Bengal, India.

18. **Force majeure condition:**

Should failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by Government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, act of God or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time, HCSL may allow such additional time 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.



For Hooghly Cochin Shipyard Limited

Senior Manager (IR&HR)
Avik Majumder
वरिष्ठ प्रबंधक - आईआर एवं एचआर
Sr. Manager - IR & HR
हूगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED

SPECIAL TERMS & CONDITIONS

1. **Validity:** The offer should be valid for a minimum period of three months of date of Technical Bid opening.
2. **Cost Of Tender and EMD (Earnest Money Deposit):**
 - a) Tenderers shall deposit an amount of **Rs. 78,500/- (Seventy eight thousand five hundred only)** as Earnest Money Deposit (EMD) along with the tender.
 - b) The EMD can be remitted in the form of Demand Draft (DD) / Banker's Cheque / Fixed Deposit Receipt (FDR)/ Bank Guarantee drawn in favour of 'Hooghly Cochin Shipyard Ltd. payable at Kolkata and shall be valid for a period of 6 (Six) months from the due date of opening of Techno-commercial Bids from any Nationalized/ Scheduled Bank or paid online through e-gateway of -

HOOGHLY COCHIN SHIPYARD LIMITED

UNION BANK OF INDIA

SHIBPUR-HOWRAH BRANCH

ACCOUNT NO: 756905010000104

IFSC CODE: UBIN0575691

EMD furnished by all contractors except the lowest tenderer will be released after issuing work order and submission of SD and its acceptance by the contractor to whom the work is awarded.

- c) EMD of the successful tenderer will be refunded after remittance of the security deposit and execution of the agreement.
- d) EMD deposited with the Client will be forfeited,
 - i) if a bidder withdraws or modifies his bid during the period of validity specified or
 - ii) if the successful bidder fails within the time limit to sign the agreement document or fails to furnish the required security deposit.
 - iii) Request for enhancement in the quoted rates or bringing in new conditions after tender opening unnecessarily delayed acceptance of the order / commencement of work / submission of Security Deposit.

9. **Liquidated Damages (Non-Deployment Charges)**

Failure to supply the manpower or non-completion of daily Sanitation Service shall attract penalty of

- a) Non-Deployment charges will be levied at the rate of 0.5% of the value of contract per week of delay involved subject to a maximum of 5% of the value of the executed contract value.
- b) The owner shall be at liberty to adjust or deduct the said amount of liquidated damages (not the way of penalty) from any amount due to the contractor including Security Deposit.
- c) When the delay is not a full week or in multiples of a week and involves a fraction of a week, the LD payable for that fraction shall be proportional to the number of days involved.

10. **Instruction to Bidder for submission of Bid**

Bid has to submit in two bid system one is Technical Bid other is Price bid.

A) In **Technical bid** following Prequalification criteria Documents has to be submitted. **(Cover- A)**

- i. Stamped and signed copy of all pages of **tender document and corrigenda (if any)** with all supporting documents those are mentioned in **Annexure-1**
- ii. Vender details as per **Annexure-3**
- iii. Signed copy of unpriced Price bid (**Annexure-2**) (Price bid without price & with percentage of taxes & duties and details like quoted/Nil/Included need to be mentioned for each line item)
- iv. Under taking as per **Annexures- 8 & 9**
- v. NEFT mandate Form **Annexure-6**
- vi. List Of Deviations List **Annexure-7**
- vii. Cost of Tender and EMD to submitted along with Tender documents otherwise Bid will be rejected.
- viii. The average Annual Turnover of the bidder should be more than **Rs. 19.63 lakhs** during the last three preceding years. (Notarized Audited Balance sheets showing turnover, Profit & Loss account of the firm for the preceding 03 years (2020-21, 2021-22, 2022-23) should be submitted along with the application for prequalification) (to be supported by necessary documents and to be submitted along with technical bid).

B) In **Price Bid** as per Price bid format (**Annexure-2**) should be signed and stamped kept in separate cover and submitted strictly as per tender schedule **(Cover- B)**

For Hooghly Cochin Shipyard Limited

Senior Manager (IR&HR)
अधिक मजुमदार
Avik Majumder
वरिष्ठ प्रबंधक - आईआर एवं एचआर
Sr. Manager - IR & HR
हूगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED

e) The relevant documents pertaining to the EMD should be enclosed in a separate sealed cover, super scribing the Tender Notice No. with Date in Cover-1. TENDERS RECEIVED WITHOUT EMD WILL NOT BE CONSIDERED AT ALL FOR FURTHER EVALUATION.

f) Cost of Tender Form: 500/- (Including GST) shall be submitted in the form of Demand Draft, in favour of HCSL Ltd., payable at Kolkata. TENDERS RECEIVED WITHOUT EMD WILL NOT BE CONSIDERED AT ALL FOR FURTHER EVALUATION.

3. **Service Duration**

The service shall be provided as per the instructions from Officer-In-charge for a period of ONE year (HCSL reserves the right to extend the validity of contract for a further a period of 01 Year on the same rate & conditions) and to be started within 30 days after issuing W.O.

4. **Payment Terms:**

- a) 100 % Payment shall be made in every month at actual within 30 days of submission of correct / error free Invoice and complete related documents. Contractor should ensure to submit the bill along with proper documents for processing the payment. Delay of accepted bills will lead to delay in processing of payment
- 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. HCSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice. GST No. of HCSL is 19AAECH3640L1ZD. GST as applicable.

5. **Place of Work:**

Hooghly Cochin Shipyard Ltd,
Nazirgunge Unit, P O Danesh Sk. Lane,
Satyen Bose Road, Howrah – 711109,
West Bengal, India

6. **OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS**

Service Provider is deemed to comply with the occupational health, safety and environmental policy of the company.

7. **LABOUR LAWS & REGULATIONS**

Service Provider will have to abide by the various laws & regulations such as Contract Labour Regulation (Abolition) Act, ESI Act 1948. EPF Act 1952 etc. as applicable.

With regard to EPF/ESI liability, Vendor Compliance Form to be duly filled and submitted to our P&A dept. before commencement of work & before 5th of every month. In case your employees are already covered under EPF/ESI scheme, their respective account numbers are to be furnished along with copy of Challan as proof for remittance of ESI & EPF. If any employee is exempted from ESI, valid proof for the same also shall be submitted before the commencement of work.

8. **SAFETY RULES**

Service Provider will be responsible for the safety of personal engaged and shall adopt all safety measures to comply with safety regulations in force in HCSL/Vessel.

HOOGHLY COCHIN SHIPYARD LIMITED
Sr. Manager - HR & HR
কর্তৃপক্ষের নিকট উপস্থাপন করুন

NEFT MANDATE FORM

(ON THE LETTER HEAD OF THE COMPANY)

Electronic Payment Mandate Form

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

- 1) Vendor Name
 - 2) Vendor Address with Phone No
 - 3) Vendor Code
 - 4) Permanent Account Number (PAN)
 - 5) Particulars of Bank Account
 - a. Name of the Bank
 -
 - b. Name of the Branch
 -
 - c. Branch Code
 - d. NEFT Code of the Bank
 - e. City Name
 - f. Branch Location
 - g. Branch Telephone No.
 - h. Bank IFSC Code
 - i. 9-Digit MICR Code
- (Where MICR is starting with "0". Please take the correct code from your bank for proper identification of city, bank, branch)**
- i. Type of the Account (S.B,Current or Cash Credit) with code (010/011/013)
 - j. Account Number (as appearing on the cheque book)
 - 6) Email Address of Vendor
 - 7) Date of Effect of RTGS/NEFT in your Bank

(Please enclose a cancelled un-signed cheque leaf to enable us to verify the details mentioned above)

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

(.....)
Signature of Employee

Bank Certificate

We certify that _____ has an Account No. _____ with us and we confirm that the details given above are correct as per our records.

Date:

Place:

(.....)
Authorized official of Bank

| COMPLIANCE STATEMENT- SPECIAL INSTRUCTIONS FOR TENDERERS AND TECHNICAL SPECIFICATION | | PAGE 1 OF 1 |
|--|--------------------------------|-----------------------|
| Tender Name: Hiring of Sanitary Attendants from agencies for a period of One year for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah (Detailed specification is enclosed separately) | | |
| TENDER NO HCSL/OPS/YS/TEN/002/2024-25 DATE: 17.04.2024 | | |
| We hereby confirm and truly declare that our Offer / Bid No.datedis in full compliance with the documents issued against the Tender No. -----dated -----, except for the deviations listed below: | | |
| <u>LIST OF DEVIATIONS (HCSL) reserves the right to reject offers with deviations)</u> | | |
| Sl. No. | Description / Tender Reference | Reasons for Deviation |
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| | | |
| Name of tenderer: | | |
| Date: | Name & Designation | Seal & Signature |
| | | |
| | | (Company Seal) |

UNDERTAKING

I, Shri..... in my capacity as Managing Partner / Chairman and Managing Director / Proprietor of M/s.....do hereby give an undertaking that we have dedicated registered office /Branch Office in Kolkata / Howrah.

Signature of Authorized Personnel:

Name of Firm or Authorized Signatory:

Designation:

Contact No.

UNDERTAKING

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

Signature of Authorized Personnel:

Name of Firm or Authorized Signatory:

Designation

Contact No.

Form of Bank Guarantee towards EMD

(On stamp paper of value Rs.200/-)

This deed of GURANTEE made onday ofTwo thousand Eighteen between HCSL on the one part and (Name and address of the bank) of the other part is as follows:-

In consideration of the HCSL having allowed M/s..... (Hereinafter referred to as 'the Contractor') to submit Tender No..... to them without Earnest Money according to the conditions of such Tender Notification,

We.....(here enter the name of

'the Bank') a Company incorporated under theAct and having its registered office at(hereinafter referred to as 'the bank') undertake to pay to HCSL on demand at Kolkata the sum of money payable as Earnest Money in respect of the Tender No.....made by the Contractor in case the

Contractor withdraws the tender before the date of firmness stipulated or when the tender is accepted by or on behalf of the HCSL the Contractor makes default in furnishing the Security Deposit or in entering into an agreement as required by the HCSL or otherwise commits any breach of the terms and conditions of the tender.

We,Bank Guarantee to pay the amount due and payable under this guarantee without any demur merely on demand from the HCSL. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The liability of the surety shall be restricted to Rs(Rs..... only)

This guarantee shall not be avoided, released or affected by any variation in the terms of the tender, acceptance or the contract between the Contractor and the HCSL or any neglect indulgence or forbearance by the HCSL.

This guarantee shall remain in full force and effect during the period that would be taken for the finalization of the tender and till the HCSL certifies that the terms and conditions of the said tender have been fully and properly carried out by the said contractor and accordingly discharges this guarantee or for Six Months from the date of issue of this guarantee whichever is earlier. A notice of the claim under this guarantee may be served on the Bank within Six Months after the said period in which case the same shall be enforceable against the Bank notwithstanding the fact that the same is enforced after the expiry of the said period.

The decision of the CEO, HCSL as to whether the occasion or the ground has arisen for the demand of the surety form Bank shall be final. The HCSL shall be at liberty to act as though the Bank were the principal debtor.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the HCSL in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.

In witness whereof we have hereunto set our hand and seal this.....dayof.....Two thousand and

Place:

FORMAT OF CONTRACT AGREEMENT

PROFORMA OF CONTRACT AGREEMENT

(On West Bengal state stamp paper)

THIS AGREEMENT MADE ON 2024 BETWEEN THE CEO, HOOGHLY COCHIN SHIPYARD LIMITED, HOWRAH, INDIA ON BEHALF OF HOOGHLY COCHIN SHIPYARD LIMITED (hereinafter called the "Engineer-in charge") which expression shall, unless excluded by or repugnant to the context, be deemed to include their successors in office on one part of and(hereinafter called "CONTRACTOR") on the other part. WHEREAS THE ENGINEER-IN-CHARGE is desirous that certain work should be done viz. "Hiring of Sanitary Attendants from agencies for a period of One year for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah" and had accepted the tender by the Contractor for the construction, completion & guarantee of such work, NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words & expression shall have the same meaning as respectively assigned to them in the General & Special conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form part and be read and construed as part of this agreement viz.
 - a) The said tender.
 - b) The conditions of contract (General & Special).
 - c) The tender schedule.
 - d) All letters from contractor
 - e) All letters by HCSL.
 - f) HCSL Work Order
3. In consideration of the payment to be made by the Senior Manager (IR & HR), HCSL to the contractor (hereinafter called the contractor) hereby covenants with Senior Manager (IR & HR) to construct, complete and guarantee the work in conformity in all respects, with the provisions of contract.
4. The Senior Manager (IR & HR) hereby covenants to pay the contractor the contract price, in consideration of the construction, completion & guarantee of the work at the time and in the manner prescribed by the contract.
5. In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hand & seals) the day and year first above written.
6. The common seal of the Senior Manager (IR & HR), Hooghly Cochin Shipyard Limited, Kolkata, India, has signed.

For Hooghly Cochin Shipyard Limited,

Signed & Sealed by Contractor: -

In the presence of: -

- 1.
- 2.