



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)

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CIN सीआईएन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

Garden Reach Shipbuilders & Engineers Limited, a leading Warship Builder and Engineering Product Company, invites selected firms/service providers two - part bids through Limited e-tendering mode for Appointment of Credit Ratings company for Credit Ratings of Fund & Non-Fund based credit facilities of GRSE of Rs 8518 Cr as per following bid document

1. M/s. Acuite Ratings and Research limited
2. M/s. CARE Ratings India Pvt. Ltd.
3. M/s. CRISIL limited
4. M/s. ICRA Limited
5. M/s. India Ratings and Research Private Limited
6. M/s. Informerics Valuation and Ratings Pvt. Ltd.

ONLY the above-mentioned selected firms are eligible to submit their bids

NIT No निविदा संख्या: SCC/AS/LT/BANKING/074/ET-1947

Date-31-03-2023

Job Title कार्य का नाम: "Appointment of Credit Rating Agency for Four years" as per SOTR as per SOTR (ANNEXURE-1)

Tender issuing Dept.बिभाग द्वारा जारी: Contract Cell, GRSE Main.

ARTICLE 1: SCHEDULE OF CALENDAR DATES समायावली की अनुसूची:

SCHEDULE / समायावली		
Pre Bid Meeting / बोली-पूर्व बैठक	N.A	N.A
Tender Due Date / निविदा जमा की अंतिम तिथी	10-04-2023	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथी	11-04-2023	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधी	90 days from date of Techno commercial bid opening	

ARTICLE 2 अनुच्छेद-2: COMMERCIAL REQUIREMENT FOR THE NIT निविदा की ब्यवसायिक आवश्यकता:

FEES / DEPOSITS	
Tender Fee (refer clause 03 of STAC) निविदाप्रपत्र मूल्य (स्टैक के परिच्छेद 03 में उदधृत)	Not Applicable
Earnest Money Deposit (EMD) (refer clause 04 of STAC) बयाना राशि जमा) स्टैक के परिच्छेद 04 में उदधृत)	Not Applicable
Security Deposit (SD) प्रतिभूति	Not Applicable
Liquidated-Damage परिनिर्धारित नुकसान	As per NIT
Billing Frequency बिल करने की अवधी	Yearly
Evaluation of L1 एल1 का मूल्यांकन	In totality basis

ARTICLE 3 अनुच्छेद-3: ANNEXURES FORMS PART OF THIS TENDER निविदा की संलग्नक प्रपत्र:

ANNEXURE SL. NO	DOCUMENT DESCRIPTION	REQUIRED
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) and Special Terms and Conditions (Annexure-1)	Yes
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC)	Yes
Annexure 3 संलग्नक-3	Format for – Bank Guarantee Format for EMD (please refer www.grse.in)	Yes
Annexure 4 संलग्नक-4	Format for – Integrity Pact (please refer www.grse.in)	NO
Annexure 5 संलग्नक-5	Format for Technical Eligibility Criteria	Yes
Annexure 6 संलग्नक-6	Format for Financial Eligibility Criteria	Yes
Annexure 7 संलग्नक-7	Format for Self-Certification for not having blacklisted	Yes
Annexure 8 संलग्नक-8	Format for – Non Disclosure Agreement (please refer www.grse.in)	No
Annexure 9 संलग्नक-9	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job (please refer www.grse.in)	No
Annexure 10 संलग्नक-10	Fire & Safety Guidelines (please refer www.grse.in)	Yes
Annexure 11 संलग्नक-11	Special condition of contract (please refer www.grse.in)	Yes
Annexure 12 संलग्नक-12	Contractors Responsibility (please refer www.grse.in)	Yes
Annexure 13 संलग्नक-13	General Requirement (please refer www.grse.in)	Yes
Annexure 14 संलग्नक-14	Check List for Bill submission (please refer www.grse.in)	Yes
Annexure 15 संलग्नक-15	Format for – Bank Guarantee Format for Material Guarantee, SD and PBG (please refer www.grse.in)	No
Annexure 16 संलग्नक-16	Format for – Bank Guarantee Format for SD (please refer www.grse.in)	NO

Annexure 17 संलग्नक-17	Format for – Bank Guarantee Format for PBG (please refer www.grse.in)	No
Annexure 18 संलग्नक-18	Format for – Indemnity Bond (please refer www.grse.in)	No
Annexure 19 संलग्नक-19	Guide line for Bank Guarantee (please refer www.grse.in)	NO

ARTICLE 4 अनुच्छेद-4: DOCUMENTS TO BE UPLOADED अपलोड हेतु दस्तावेज:

1	MSME/NSIC certificate to be submitted-if applicable.
2	If MSE/NSIC firm, confirmation for whether SC/ST, and Women entrepreneur with documentary evidence and MSE certificate to be submitted
3	Filled in Format for Technical Eligibility Criteria (as per format at Enclosure - 3)
4	Documents meeting the Technical Eligibility Criteria
5	Filled in Format for Self-certification for not having been blacklisted (as per format at Enclosure - 4)
6	Filled in Acceptance Matrix for Standard Terms & Conditions / STAC (as per format at Enclosure – 5)
7	Filled in Acceptance Matrix for SOTR and NIT (as per format at Enclosure – 6)
8	Filled in Format for Disclosure by Contractor of Existing Work (as per format at Enclosure – 7)
9	Filled in Format for Details & Confirmation by Bidder (as per format at Enclosure – 8)
10	PAN / TAN, GST, Labour License Certificate, Registration Certificate of the Company with ROC
11	Copies of registration with PF, ESI Authorities
12	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner
13	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member.
14	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID
15	The Registration Number allotted to MSME's by Trades Receivable e-Discounting System (TReDS)

ARTICLE 5 अनुच्छेद-5: DOCUMENTS IN PHYSICAL FORM TO BE SUBMITTED वास्तविक प्रपत्र जो जमा करने हैं: N.A.

ARTICLE 6 अनुच्छेद-6: JOB EXECUTION SCHEDULE कार्य निष्पादन सूची:-

(A) Tenure of Contract अनुबन्ध का समय: The contract shall remain valid for the period of 04 (four) years from the date mentioned in PO/ LOA (whichever is earlier).

(B) Job Starting Date कार्य आरम्भ तिथी: Job will be started within 01 (one) week from the issuing date of PO/LOA (whichever is earlier).

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन:-

Job is to be carried out strictly as per SOTR, and in case of doubt, instructions of the Officer-in-charge (user dept.) / nominated representative(s) are to be followed.

ARTICLE 8 अनुच्छेद-8: GURANTEE & WARRANTEE गारंटी एवं वारंटी:- Not Applicable.

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य:-

The rates to be quoted by the bidder in quantity basis, shall be final and will remain firm and fixed for the entire contractual period. Requirement of "APPOINTMENT OF CREDIT RATING AGENCY" as per SOTR (Enclosure-3) The proposal should include price all-inclusive lump sum in Indian Rupees only for the entire scope of work covered under the "Scope of work" on a FIRM price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment. The quoted price shall also include all services which are not specifically identified in this Request for Quote but are required for completion of the assignment within the intent of Terms of Reference indicated and to ensure completeness. However, GST is payable extra as applicable.

- a) The quoted fees shall be inclusive of all out of pocket expenses, travel expense, rates and taxes. GST should be quoted separately in the price bid. No expense other than the fees as quoted would be payable by GRSE for entire scope of work.
- b) Price is to be quoted with GST. Rate remains to be kept firm and fixed till execution of order. The quoted price should also include all statutory cost as mentioned in SOTR.
- c) Price bid need to be filled up (incl. of GST) in html format only through e-portal & Price breakup (PDF Format) to be uploaded in e portal. No other attachment regarding price will be reckoned.
- d) GRSE may ask for breakup of price and L1 bidder have to submit such breakup of price as per requirement of GRSE.

ARTICLE 10 अनुच्छेद-10: ESCALATION मूल्य वृद्धी:- Not Applicable.

ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव:-

- i. In case the price of L1 bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and punitive action will be taken as per Bid Security Declaration.

ARTICLE 12 अनुच्छेद-12: OFFER VALIDITY प्रस्ताव की वैधता:-

Offer is to be valid for **90 days** from the date of opening of Part-I bid i.e. Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond 90 days against valid reason.

ARTICLE 13 अनुच्छेद-13: CONTRACT VALIDITY & MOBILIZATION:

1. Contract validity: The contract shall be valid for Four years from the date of start of contract.
2. GRSEL is having credit facilities of fund & non-fund based with various PSU and Pvt banks under Multiple Banking Arrangements (MBA) of Rs.8518 Cr. The purpose of this bid is to carry out credit rating & surveillance of these credit facilities for first year and 3 subsequent years.
3. Schedule of work: Schedule of work will be jointly prepared for overall contract period after placement of order. The Rating Agency has to undertake the work as per schedule mentioned therein. Work will be released to the Rating Agency periodically.
4. This delivery schedule will be strictly adhered for execution & same will be criteria for LD applicability. Log Books covering Instruction Register & Hindrance Register shall be maintained by the sub-contractor(s) in consultation with GRSE Ltd.. Instruction given to Rating Agency will be recorded in the Instruction Register. The Rating Agency is required to mention any hindrances occurred during audit/surveillance credit facilities for recording in the hindrance register.

ARTICLE 14 अनुच्छेद-14: CONDITIONAL OFFER सशर्त प्रस्ताव:-

Conditional offers w.r.t. SOTR will not be accepted. However, in case of bidder wish to deviate on any/ same commercial terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations / bid with deviations after giving reasonable opportunity to the Bidder.

ARTICLE 15 अनुच्छेद-15: DETERMINATION OF L1 एल-1 का चयन:-

L1 vendor will be determined on the basis of total price quoted by the Rating Agency.

ARTICLE 16 अनुच्छेद-16: BOQ बी ओ क्यू:-

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of job during the period of rate contract. The selected Bidder has to execute the required quantity at same rate and terms & Condition. BOQ consists following items:-

Sl. No.	Description	Unit	Year	Amount (in INR)	Applicable tax rate	HSN no.	Total Value (Incl.taxes)
A	Initial rating fee for the first year of borrowing	Lump sum	1 st Year				
B	Annual Surveillance Fees for 2 nd year	Lump sum per year	2 nd Year				
B1	Annual Surveillance Fees 3 rd year	Lump sum per year	3 rd Year				
B2	Annual Surveillance Fees 4 th year	Lump sum per year	4 th Year				
C	Total (A+B+B1+B2)						

ARTICLE 17 अनुच्छेद-17: OPENING OF BIDS निविदा खुलना:-

Part I techno-commercial bid will be opened on the date declared in NIT. Part II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those bidders who qualifies techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion will also be intimated about their non-consideration for farther processing. If any bidder qualifies for trial order, price bid of the bidder shall not be opened prior to successful completion of trial.

ARTICLE 18 अनुच्छेद-18: MICRO & SMALL ENTERPRISES सूछ्म एवं छोटे उद्योग:-

Purchase preference may be given to eligible Micro and Small Enterprise Firms as per MSME Act provided; the tendered job is listed in their MSE document. (Detail at Clause 2 of STAC).

ARTICLE 19 अनुच्छेद-19: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य:- N.A.

ARTICLE 20 अनुच्छेद-20: ELIGIBILITY CRITERIA पात्रता के मापदंड:-

1. TECHNICAL CRITERIA तकनीकी मापदंड:

- (i) Bidder should hold valid & permanent SEBI registration certificate as on date of bidding.
- (ii) Bidder should have done credit ratings of at least 1 PSU for not less than Rs.2500 Cr during last 3 financial years i.e. from FY 2021-22.

Supporting documents meeting eligibility criteria to be submitted along with the Part-I bid, documents / credential pertinent to performance certificate of all works order mentioning contact details of the issuing firm shall be submitted for technical evaluation along with the Part-I bid. Format for technical eligibility as per **Enclosure – 2A** attached with this document.

2. Financial Criteria वित्तीय मापदंड: Not Applicable.

3. **Self -certification:** The bidder should submit Self-Certification (as per **Annexure – 7**) that they have neither been Blacklisted nor have received any tender holiday from any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on 28th February 2023. The bidder has to submit self-certification for the same along with the techno-commercial offer. GRSE reserves the right to independently verify the same. In case violation of declaration is detected at any stage of tender process and during currency of contract, the order will be terminated.

NOTE:

- a. If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then the bidder is not eligible to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder / contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.
- b. If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.
- c. In case of non-submission of the self-certification document as per format at **Annexure – 7**, the bidder will be treated as non-responsive and their offer will be rejected.

ARTICLE 21 अनुच्छेद-21: INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश -

1. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept.in writing not less than 05 days prior to bid closing date.
2. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the WORK covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.

GRSE also reserves the sole right to reject any and all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE without assigning any reason for rejection/acceptance. Receipt and

review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.

3. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 05 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.
4. Job is to be carried out as per SOTR..
5. Bidder has to declare, in what capacity he is participating in the tenderize PSU, Limited Co, Pvt Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture, etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.
6. A Bidder is allowed to submit only one Bid under any capacity / status. In case of multiple bids under any capacity/status, all bids submitted by them will be summarily rejected.
7. Difficulty in submitting the bid:
 - a. Bidders are requested to visit/ contact GRSE, prior to submitting their bid. In this regard please contact following GRSE Officials: Mr. Bijay Kumar Das Dy General Manager Finance-Banking E mail: das.bijoy@grse.co.in .
 - b. Any query/difficulty in understanding of any Commercial terms may be got clarified from **Mrs. Archana Sharma, Mgr. (Contract), E-mail: Sharma.Archana@grse.co.in**.
8. **E-mail Address for communication संचार हेतू ई. मेल पता:** Vendor to provide e-mail address to enable faster communication.

ARTICLE 22 अनुच्छेद-22: e-BID INSTRUCTION ई बिड के अनुदेश –

- a) To participate in the e–Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with E–Procurement portal <https://eprocuregrse@nic.in>.
- b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link <http://www.cca.gov.in>.
- c) Bidders can view / download Part-1 (Techno-Commercial) bid documents along with all attachments. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.
- d) Bidders need to fill up Part II (Price) bid online in HTML price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.
- e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.
- f) Bids can be submitted only during validity of registration of bidder with GRSE e– Procurement portal.

- g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE website only.
- h) It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
- i) **AMENDMENT OF TENDERDOCUMENT**
- Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 05 days prior to the deadline for submission of tenders as finally stipulated.
 - Addendum/corrigendum, if any, will be hosted on website / e procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded up to 7 days prior to the deadline for submission of Tender as finally stipulated.
 - To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

ARTICLE 23 अनुच्छेद-23: BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड -

Following bid rejection criteria may render the bids liable for rejection:

- Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period. Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
- Bid with terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
- Bid received without qualification documents, where required as per the tender.
- Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
- Bid with validity expiry date shorter than that specified in the Tender Enquiry.
- Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.

ARTICLE 24 अनुच्छेद-24: POST AWARD APLICABLE CLAUSES ठेका जारी करने के पश्चात लागू उपधारा

i. Security Deposit प्रतिभूति जमा - NA

ii. Work Done Certificate (W.D.C.) कार्य पूर्ति प्रमाण-पत्र (डबल्यू.डी.सी)-

On satisfactory completion of work, the Credit Rating Letter to be submitted by the agency within the stipulated time period. Payment shall be as per the quantities certified in WDC by GRSE, DGM (Finance)(Banking).

- In case of delays, the duration along with numbers of delayed days shall be considered to invoke LD cause and effect recoveries from Rating Agency's invoice

iii. Bill Submission बिल प्रस्तुति:

Bills are to be submitted (in quadruplicate) at the bill receiving counters located at the Main Unit of GRSE. Bills need to be submitted in sealed envelope super-scribing on the envelope the Purchase Order No., Vendor Code, Bill / Invoice No. Name of person /employee to whom bill is addressed, for processing. GST registration number is to be quoted in all bills.

Bills to be raised on submission of Credit Rating letter.

iv. BILL CERTIFYING AUTHORITY बिल प्रमाणन प्राधीकर:

Bill to be certified by Officer-in-charge (concerned user dept.)/ nominated officer of GRSE.

v. Payment Terms भुगतान की शर्तें:

The 100% payment of the annual/ surveillance fee will be remitted to the Rating Agency within 30 days from the date of receipt of invoice. TDS as per Govt rule will be applicable on payment.

vi. Liquidated Damages/Penalty निर्णीत हर्जाना:-

The vendor will be liable to pay minimum Liquidated Damages @ ½ % per week or part thereof on the undelivered work subject to a maximum of 5 % of the value of the order for delayed part. The amount of L.D. may be adjusted or set-off against any sum payable to the Contractor under this or any other Contract with GRSE Ltd.

vii. Risk Purchase जोखिम खरीद:-

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

viii. Time of completion has to be considered as essence of the contract / PO and cannot be extended for any reason whatsoever. However, in an unlikely situation beyond the control of the contractor, due date extension application to be submitted by the Contractor, 10 days in advance with proper justification duly endorsed by. GRSE authorized official.

ARTICLE 25 अनुच्छेद 25: SUBMISSION OF BID बिड की पेशी:-

1. Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.
2. Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal.
3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
4. Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms & conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

ARTICLE 26 अनुच्छेद 26: PRE BID MEETING बोलीपूर्व बैठक:-

Not Applicable.

**Archana Sharma
MGR (Contract)
GRSE Ltd. 43/46 Garden Reach Road
Kolkata-700024**

SCOPE OF WORK

ANNEXURE-1

1. Scope of work:

GRSEL is having credit facilities of fund & non-fund based with various PSU and Pvt banks under Multiple Banking Arrangement (MBA) of Rs.8518 Cr. The purpose of this bid is to carry out credit rating & surveillance of these credit facilities for first year and 3 subsequent years.

2. Eligibility:

- i. Bidder should hold valid & permanent SEBI registration certificate as on date of bidding.
- ii. Bidder should have done credit ratings of at least 1 PSU for not less than Rs.2500 Cr during last 3 financial years i.e. from FY 2021-22.
Documents should be enclosed in support of above criteria.

3. General Instructions:

A. **GRSEL STACS** as attached in **Annexure-II** will be part of tender.

B. Following are relevant:

- i) Bids to be invited in two bids system (Part I: Techno Commercial Bid and Part II: Price Bid).
- ii) Contract validity: Four years from the date of contract.
- iii) Mobilization period: One week from award of order.
- iv) EMD: Not Applicable
- v) Tender Fee: Not Applicable
- vi) Security Deposit: Not Applicable.

4. Price Basis and Payments:

- i) The proposal should include all-inclusive lump sum price in Indian Rupees only for the entire scope of work covered under the “Scope of work” on a FIRM price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment. The quoted price shall also include all services which are not specifically identified in the Request for Quote but are required for completion of the assignment within the intent of Terms of Reference indicated and to ensure completeness.
- ii) The quoted fees shall be inclusive of all out of pocket expenses, travel expense, rates and taxes other than GST. No expense other than the fees as quoted would be payable by GRSEL for entire scope of work.
- iii) The Rating Agency have to maintain the price up to (+/-) 15% of limits within the rating fee and surveillance fee agreed in their quoted price. However, proportionate upward/downward revision beyond (+/-) 15% ceiling shall be made on Ratings/ Surveillance fee in case the (+/-) 15% limit is breached.
- iv) The 100% payment of the annual fee will be remitted to the Rating Agency within 30 days from the date of receipt of invoice and completion of the rating exercise with issue of the Rating Agency rating letter. TDS as per Govt rule will be applicable on payment.

5. Evaluation:

- i. The bids of such bidders who meet the Eligibility Criteria stipulated in the bid document shall only be considered for detailed evaluation. Detailed evaluation will also take into account all such other criteria deemed necessary and appropriate in terms of the bid document.

- ii. Bid evaluation will be done based on the total of Prices quoted for 4 years i.e. Initial Rating fees plus surveillance exclusive of GST for the scope of work prescribed as per para 1 of this note.
 - iii. In case the offer/bid does not meet/ found suitable as per above Tender terms/ Technical specification then GRSEL reserves the right to reject the offer in part / full. In case of any dispute, GRSEL's decision in this matter shall be final and legally binding on the Rating Agency.
6. **Job Completion Time:** The job of issuing Rating Letter to GRSEL is to be completed within 4 weeks from the date of receipt of all requisite financial data, information and documents by the Rating Agency. The Rating Agency will have to intimate in writing to GRSEL within 3 (Three) days of receipt of LOA, the details of financial data, information and documents required for the job.
7. **Termination of Contract:** In the event of non-performance/ non execution/ unsatisfactory performance and incapacitation of rating agency due to withdrawal of license by SEBI/Any Statutory Authorities, GRSE reserves the right to cancel the order in part or in full subject to regulatory requirements, if any, and no compensation whatsoever will be entertained.

Enclosure: Format Part – I (A) (Bidders Information)
Part – I (B) (Authorization Letter)
Part – II (Price Bid)

PART I (B) (Authorization Letter)

(Letter to be submitted on the letter head of a Bidder along with bid documents)

To,
Addl. General Manager (Finance)
GARDEN REACH SHIPBUILDERS & ENGINEERS LTD,
43/46, Garden Reach Road, Kolkata-700 024.
West Bengal.

AUTHORIZATION LETTER & DECLARATION

Name of the Organization	
Name of the Department/Section	
Address for Communication	
Name of Authorized Person	
Designation of Authorized Person	
Phone Nos (Office)	
Mobile No.	
Fax No.	
E-mail ID.	
Official Website	

I/We, on behalf of M/s..... (name of the organization), hereby authorize Mr./Ms.....,with..... designation, to quote, deal and conclude the contracts with GRSE.

Signature of Authorized Person

Signature of Authorizing Person
Name & Designation with Seal

PART II (Format for Price Bid)

(To be submitted on the letter head of a Bidder)

To,
Addl.General Manager (Finance)
GARDEN REACH SHIPBUILDERS & ENGINEERS LTD,
43/46, Garden Reach Road, Kolkata-700 024.
West Bengal.

Sir/Madam,

With reference to the bid for acting as Credit Rating Agency for Credit Facilities of Rs.8518 Cr, we hereby submit our proposal as per the following;

Schedule of Rate (SOR)

Sr. No.	Description	Unit	Year	Ref	Amount (in INR)
A	Initial rating fee for the first year of borrowing	Lump sum	1 st Year	A	
B	Annual Surveillance Fees after completion of initial rating period of 1 year	Lump sum per year	2 nd Year	B1	
			3 rd Year	B2	
			4 th Year	B3	
C	Total (A+B)				
D	GST				
E	Grand Total				

Signature of Authorized Signatory:
Seal of the Company

FORMAT FOR EXECUTED RELEVANT JOBS TO JUSTIFY TECHNICAL ELIGIBILITY

- 1. **Name of the Bidder:**
- 2. **Job Description:**
- 3. **GeM Tender/Bid Reference:**
- 4. **Details of Executed relevant jobs :**

Sl. No	Description of Executed relevant jobs	Order No. & Date <i>(Supporting soft or, hard copy to be submitted)</i>	Start & Completion date as per Order	Actual start date	Actual Completion Date	Order placed by	Value of Purchase order	Work completion certificate Ref. No. & date <i>(Supporting soft or, hard copy to be submitted)</i>
1								
2								
3								
4								
5								

Note: Please add additional pages if required

(Signature of Authorized Representative)

Date:

Name:

Designation:

FORMAT ON FINANCIAL ELIGIBILITY CRITERIA

(To be submitted on Company's letter head)

1. **Name of the Bidder:**
2. **Job Description:**
3. **Tender Reference:**

Financial Data for evaluating Financial Eligibility

SL. No.	Financial Years	Turn Over (Rs. in Lakhs)
1	2021-22	
2	2020-21	
3	2019-20	

(Signature of Authorized Representative)

Date:

Name:

Designation:

Note: Audited reports for above FY to be submitted as supporting documents.

SELF-CERTIFICATION FOR DECLARATION REGARDING BLACKLISTING/ TENDER HOLIDAY

(To be submitted in Company's Letterhead)

A. Name of the Bidder: Date:

B. Job Description:

C. GeM Tender/Bid Reference:

Dear Sir,

1. I / We, Proprietor / Partner(s) / Director(s) of M/s. ----- hereby declare that our firm / company namely M/s. ----- have neither been blacklisted nor have received any tender holiday by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending **on 28.02.2023** from taking part in Government tenders.

OR

I / We Proprietor/ Partner(s) / Director(s) of M/s. ----- hereby declare that our firm / company namely M/s. ----- has received tender holiday from M/s. ----- (name of PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations) from taking part in Government tenders for a period of - ----- months w.e.f. ----- to -----(date). The period is over on ----- (date) and now our firm/company is entitled to take part in Government tenders. (Relevant withdrawal/revocation document is attached).

2. In case the above information are found inappropriate, I / We are fully aware that the offer submitted by our firm / contract awarded to our firm/company namely M/s. -----will be rejected / cancelled by M/s GRSE, and EMD / SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

Signature -----

Name -----

Designation: -----

Name & address of the firm: -----

Date:

Signature of Bidder with Seal

CHECK LIST FOR BILL SUBMISSION - for Service Contracts**A. GENERAL PARTICULARS: (to be checked and submitted by Contractor/Vendor)**

A.1 BTN (as per BTS System):-

A.2 Invoice No and date / E-Invoice No. & Date (if applicable for the vendor) (Original & in triplicate)

A.3 PO Number

A.4 Name of Vendor

A.5 Location of work: MW / RBD/ FOJ/ TU / 61Park/Vendor's premis

I. For RA Bill (Running/Progressive bill) (Put \checkmark Mark)		YES	NO	NA
A.6	PO Number and date verified with Invoice:			
A.7	Vendor Name & Address in Invoice verified with Purchase Order:			
A.8	Vendor Code as in PO verified with Invoice:			
A.9	Original certified WDC enclosed :			
A.10	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
A.12	HSN/SAC code is as per PO			
A.13	GSTIN No. is as per PO			
A.14	GST % is as per PO			
A.15	Security Deposit (SD) submitted as per PO			
A.16	PBG of equivalent amount submitted, as per PO			
A.17	Compliance of Statutory Liabilities of labour as per PO			
II. Applicable for Final/Balance Bill (Put \checkmark Mark)				
A.20	Certified Job Completion Certificate (JCC)/ Rating letter enclosed			
A.21	MRS as per PO terms enclosed (If applicable)			
A.22	Guarantee Period (GP) expired as per PO term			
A.23	PBG of equivalent amount submitted, if GP is not over (If Yes, copy to enclose with the bill)			

Signature of Vendor's representative
with
Seal/Stamp

For GRSE Use Only

B.	To be checked and verified by Bill certifying authority (Put √ Mark)	YES	NO	NA
B.1	Whether Bill has been forwarded through BTS			
B.2	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.3	Job starting & Completion Date (Schedule & Actual) indicated in WDC			
B.4	Certification of Penalty/ Recovery from bill indicated in WDC, if applicable			
B.5	Whether Bill is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.6	Certification of Penalty/ Recovery from bill as per WDC, if applicable			
B.7	Service Entry Sheet(SES)/GR in line with WDC, PO & Invoice			
	For Final/Balance Bill (Put √ Mark)			
B.8	Certified MRS copy as per PO terms enclosed (If applicable)			
B.9	Guarantee Period (GP) expired as per PO term and JCC			
B.10	PBG copy of equivalent amount till GP validity enclosed (if GP is not over)			

Signature of GRSE Bill Certifying Authority
with Designation