



Garden Reach Shipbuilders & Engineers Limited

(A Govt. of India Undertaking Under Ministry of Defence)

43/46, Garden Reach Road, Kolkata - 700 024

Phone दूरभाष: (033)2469-8100 to 8114 Extn बिस्तार 200/, FAX फ़ैक्स: (033)2469 3932

Web site वेब: www.grse.nic.in, E-Mail ई मेल: Chatterjee.Krishnakanta@grse.co.in

CIN सी आई एन: L35111WB1934GOI007891

CORRIGENDUM-I

Name of job: - Biennial Rate Contract for CNC Cutting and Beveling of DMR-249A/High tensile Steel plates for Block fabrication/Outfit items for various projects at Vendor Premises

E- TENDER NO – SCC/KC/OT/PL CUTTING/OUTSIDE GRSE/072/ET-1948 Dated :03.04.23

FOLLOWING ARE TO BE READ IN CONJUNCTION WITH THE ORIGINAL TENDER DOCUMENT

1. The Clause for Detention Charges is included in the terms & conditions of NIT as mentioned below:

“Detention Charge: The Detention Charge of **Rs. 500/-** per day per Truck & **Rs. 1000/-** per day per Trailer will be allowed to the plate cutting contractor in the event of their Truck/Trailer is detained for either loading or unloading for more than 24 working hours (excluding Saturday/Sunday/Holiday) due to the fault on behalf of GRSE side and in such case certificate from the Bill certifying authority clearly stating both the time and date of arrival and departure of the Vehicle to be obtained and the same be furnished with Bill.”

2. The NIT: Article 6 Clause 1 : **“Tenure of Contract”** is AMENDED and to be read as follows:

The rate contract shall be valid for a period of **02 (two) years**. No escalation shall be applicable within the period of 2 years of finalisation of Rate Contract.

However, on satisfactory execution of works by engaged firms the tenure may be extended for one instance for a maximum period of another 1 year subject to mutual agreement of the firms and GRSE.

This rate contract may be applicable for Cutting & Beveling of steel plates as per Nesting along with edge preparation using CNC Plasma Cutting Machine for fabrication of Hull Blocks of upcoming projects of GRSE

3. The NIT: Article 6 Clause 4(ii) : **“Job Completion Schedule”** is AMENDED and to be read as follows:

“Processed material to be delivered within 15 working days from the date of issue of material from GRSE for individual consignments. Hindrance if any from GRSE side to be maintained by the service provider and counter signed by PP&C(HP&IP).”



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- The NIT: Article 23 Clause 6 : “**Liquidated Damages**”-the following point to be added:
“If Full plates or LO plates are retained by Vendor as per GRSE instruction, the date of receipt of cutting instruction and nesting plan whichever is later will be deemed to be the start date for delivery period for which nesting plan/cutting instruction has been issued.”
- The last date of submission of tender and due date of opening of tender has been revised and indicated below:

Last date of submission of Tender: निविदा जमा की तिथी एवम समय:	02.05.2023 up to 12.00 hrs.
Date of opening of Tender:- Part I - Techno-Commercial Bid: तकनीकी- वाणिज्यिक बोली भाग-I खुलने की तिथी एवम समय:	04.05.2023 at 14.00 hrs.

- All Other Terms & Conditions of the Tender Enquiry Remains Unaltered.

Date: 21.04.2023

MGR (CONTRACT)

Enclosed:

- Original Tender Document



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लि मिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)**

(भारत सरकार का प्रतिष्ठान)

Address 43/46, Garden Reach Road, Kolkata-700 024

43/46, गार्डन रीच रोड, कोलकाता-700 024

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NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited is a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful and financially solvent contractors and subcontractors to submit **single stage two part (Part I- Techno-Commercial & Part II- Price) bids** through e-tendering mode for the work package as per following bid document.

NIT No निविदा संख्या:	SCC/KC/OT/PL CUTTING/OUTSIDE GRSE/072/ET-1948
Job Title कार्य का नाम:	Biennial Rate Contract for CNC Cutting and Beveling of DMR-249A/High tensile Steel plates for Block fabrication/Outfit items for various projects at Vendor Premises
Tender issuing Dept. बिभाग द्वारा जारी:	Contract Cell

ARTICLE 1 अनुच्छेद-1: SCHEDULE OF CALENDAR DATES समायावली की अनुसूची:

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक	10/04/2023	10:00 Hrs. At GRSE (Main Unit)/ PP&C-Conference Room
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	11/04/2023	14:00 Hrs.
Bid submission Closing Date निविदा जमा की अंतिम तिथि	24/04/2023	12:00 Hrs.
Bid Opening Date (Part I) निविदा खुलने की तिथि	26/04/2023	14:00 Hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधि	180 days from date of opening of Tender (Part – I)	



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

FEES / DEPOSITS	
Tender Fee (refer clause 3 of STAC) निविदा प्रपत्र मूल्य (स्टैक के परिच्छेद 3 मे उदधृत)	INR 500
Earnest Money Deposit (EMD) (refer clause 4 of STAC) बयाना राशि जमा (स्टैक के परिच्छेद 4 मे उदधृत)	INR 3,60,000/- (Rupees Three Lakh Sixty Thousand Only)
Security Deposit (SD) प्रतिभूति	3%of individual Order Value (inclusive of GST)
PBG पी बी जी	3% of individual Order Value (inclusive of GST)
Liquidity Damage परिनिर्धारित नुकसान	0.5% per week, Max 5% of unexecuted job
Billing Frequency बिल करने की अवधी	Monthly progressive
Evaluation of L1 एल1 का मूल्यांकन	L1 Bidder shall be evaluated In Totality

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

ARTICLES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलगित परिच्छेद	
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) and Special Terms and Conditions
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria
Annexure 4 संलग्नक-4	Format for Financial Eligibility Criteria
Annexure 5 संलग्नक-5	Format for Self-Certification for not having blacklisted /not received any tender holiday
Annexure 6 संलग्नक-6	Check List of Statutory Responsibility of Contractor and Principal Employer
Annexure 7 संलग्नक-7	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job (attached with NIT)
Annexure 8 संलग्नक-8	Check List for Bill submission (attached with NIT)
Annexure 9 संलग्नक-9	Format for Integrity Pact (attached with NIT)
Annexure 10 संलग्नक-10	Format of Bank Guarantee Towards Collection of Raw Materials for Performing The Contracted Job (attached with NIT)
Annexure 11 संलग्नक-11	Special condition of contract (please refer www.grse.in)
Annexure 12 संलग्नक-12	General Requirement (please refer www.grse.in)
Annexure 13 संलग्नक-13	Fire & Safety Guidelines (please refer www.grse.in)
Annexure 14 संलग्नक-14	Bank Guarantee Format for SD (please refer www.grse.in)
Annexure 15 संलग्नक-15	Bank Guarantee Format for PBG (please refer www.grse.in)
Annexure 16 संलग्नक-16	MRS(CONTRACTOR) Plate Cutting (please refer www.grse.in)
Annexure 17 संलग्नक-17	Checklist for MRS (please refer www.grse.in)
Annexure 18 संलग्नक-18	Guide line for Bank Guarantee (please refer www.grse.in)



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

SL	DESCRIPTION
1	DD/PO or MSE/NSIC Exemption certificate towards tender fee
2	Signed Bid Security Declaration Format or MSE/NSIC Exemption certificate towards EMD
3	Technical Acceptance format as available with NIT after being downloaded and filled up
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up
5	Documents meeting the Technical Eligibility Criteria as per format at Annexure 3
6	Documents meeting the Financial Eligibility Criteria as per format at Annexure 4
7	Audited/Certified Annual Accounts and Annual Report for immediate last three (03) financial years ending on 31st Mar'2022 in support of Financial Eligibility.
8	Self-certification for not having blacklisted /not received any tender holiday as per format at Annexure 5
9	PAN/TAN,GST, Labour License Certificate, Registration Certificate of the Company with ROC
10	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner.
11	Copies of registration with PF, ESI authorities.
12	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID. [As per guideline from GOI, MOD]
13	The Registration Number allotted to MSME's by Trades Receivable e-Discounting System (TReDS)

The Bidders has to submit ink signed hard copy of all above documents within 03 days from opening of Part I bid.

The Bidders should mention the following in the Commercial Matrix of NIT:

- "Unique Seller ID" allotted by GeM (Government e-Market Place) and
- The Registration Number allotted by Trades Receivable e-Discounting System (TReDS). The TReDS Registration Number is only applicable for MSME firms.

The Bidders not registered for SI. No. 12 & 13 above should apply for registration of the following facilities in portals as per directives of the Government of India.

- GeM (Government e-Market Place) → website: <https://gem.gov.in>
- TReDS (Trades Receivable e-Discounting System) → website: www.invoicemart.com

Registered Vendors with GRSE need not upload documents at SI. No. 10 above, if valid documents already submitted / available with GRSE Vendor Registration Cell.

ARTICLE 5 अनुच्छेद-5: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:



PHYSICAL SUBMISSION		
1	Tender Fee instrument	Within 03 days from opening of Part I bid
2	EMD instrument	
NOTE:	If instruments submitted through demand draft, the same to be drawn in favor of:	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
	The demand drafts should be payable at	KOLKATA
	Above mentioned original Negotiable Instruments as stipulated, to reach the office of General Manager, Contract Cell, Commercial Department, New Building complex, 1 st Floor, GRSE Main Unit, 43/46, Garden Reach Road, Kolkata-700 024 within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it (preferably through speed post /courier service).	

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

- 1. Tenure of Contract अवधि :**
The rate contract will be valid for a period of 24 (Twenty Four) Months with provision of extension for another Twelve Months at the same rate, terms & conditions for any subsequent requirement of GRSE.
This rate contract may be applicable for Cutting & Beveling of steel plates as per Nesting along with edge preparation using CNC Plasma Cutting Machine for fabrication of Hull Blocks of upcoming projects of GRSE.
- 2. Mobilisation Period लामबंदी अवधि-** 7 days from the date of PO / LOA.
- 3. Job Starting Date कार्य आरम्भ तिथी** - The job is to be commenced immediately after mobilisation subject to availability of materials and drawings (Nesting).
- 4. Job Completion Schedule कार्य समाप्ती तिथी-**
 - Monthly Plate processing throughput should be of 50000 MMT (Including Bevelling if any) is to be ensured by Vendor.
 - Processed material to be delivered within 15 days from the date of issue of material from GRSE for individual consignment.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

- Job is to be carried out strictly as per SOTR, Drawings/Nesting and in case of doubt, instructions of the Engineer in-charge / IC (PPS, RBD) OR their nominated representative are to be followed.
- Work Order will be issued as per requirement of GRSE in phases within the Rate Contract period.
- 3. Quality Assurance Authority:** Inspection will be done by GRSE(QA).



4. **Record Keeping अभिलेखरक्षण** - The contractor has to keep records of all dates for receipt of Materials, Drawings/Nesting along with the date of inspection by GRSE(QA) and update the same on regular basis which shall be checked / verified by GRSE on demand.

ARTICLE 8 अनुच्छेद-8: GURANTEE & WARRANTEE गारंटी एवं वारंटी -

Guarantee / Warranty of the job: Applicable for a Period of 6 months from the date of final inspection of the job. The details are as per Clause 08 of STAC (Annexure 2).

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य -

Price quoted and agreed will be firm and fixed with all taxes & duties (excluding GST) for the entire contract period.

GST is to be indicated separately in the Price bid and will be paid extra.

ARTICLE 10 अनुच्छेद-10: ESCALATION मूल्य वृद्धि - Not Applicable for this tender

ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव -

1. In case the price of L-1 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 in line with provision of Bid Security Declaration.
2. However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analysed w.r.t tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected & the next quote will be considered as L1.
3. If the justification of L1 bidder is acceptable to GRSE, then the bidder has to submit a declaration for execution of the job till satisfactory completion of entire contract. In case of breach of contract GRSE shall reserve the right to impose tender holiday for a period of at-least 03 years.

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

Offer should be valid for **180 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 180 days against valid reason.

ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

Conditional offers w.r.t. SOTR (Annexure 1) will not be accepted. However, in case the bidder wishes to deviate from any/ some 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. If the deviation is acceptable to GRSE, then suitable loading factor for such deviation on the price quoted by the bidder will be formulated during technical/commercial negotiation and the factor will be loaded on the price quoted by the bidder for determination of L1 price.



ARTICLE 14 अनुच्छेद-14: DETERMINATION OF L1 एल-1 का चयन -

- a) **L1 Bidder will be decided on totality Basis.**
- b) However, in case of loading the price due to any deviation against the tender, GRSE will evaluate L1 bidder offline, considering suitable loading factor for such deviation on the quoted price as mentioned in Article 13 above.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू -

- a. BOQ given in the tender is tentative. It may vary according to actual requirement of job and may increase up to 100% of indicated quantity.
- b. The selected Bidder has to execute the required quantity at same rate and terms & Condition. Similarly, the quantity of individual items as well as total job value may be reduced also as per GRSE project requirement.
- c. Necessary amendment of the Purchase Orders will be issued accordingly.

ARTICLE 16 अनुच्छेद-16: OPENING OF BIDS निविदा खुलना -

- i. Part I (techno-commercial) bid will be opened on the date declared in NIT.
- ii. Part II bid will be opened post techno-commercial evaluation by GRSE.
- iii. Price bid of bidders who qualify techno-commercially shall be opened. However, Price-bid pertaining to the qualified category shall only be considered.
- iv. Opening date of Price Bid will be intimated accordingly to all qualified bidders.
- v. 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 such bidder shall not be opened prior to successful completion of trial. Trial order will be awarded at established rate.

ARTICLE 17 अनुच्छेद-17: MICRO & SMALL ENTERPRISES सूछम 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). All Micro & small enterprises are required to declare their Udyog Aadhar Memorandum (UAM) number on the Central Public Procurement Portal (CPPP). Documentary evidence of the said declaration is to be submitted along with the techno-commercial bid failing which benefits being accorded to Micro & Small Enterprises will not be extended.

ARTICLE 18 अनुच्छेद-18: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य -

GRSE at its discretion may engage multiple sub-contractors to maintain & in the interest of the construction schedule. In case of requirement of engagement of multiple bidders, the tentative ratio will be 60:40 for engagement of 02 bidders & 50:25:25 for 03 bidders. In case of requirement / poor performance by engaged vendors, other qualified bidders may be engaged for execution of balance job subject to acceptance of established rate with L1 bidder.

Note: The loading of the job will be purely based on GRSE requirement and no claim from individual vendors will be accepted. **If the performance of the engaged vendors is found not**



satisfactory, loading ratio could be reduced and performer vendor could be loaded with higher ratio.

ARTICLE 19 अनुच्छेद-19: ELIGIBILITY CRITERIA पात्रता के मापदंड –

i. **Technical Criteria तकनीकी मापदंड – As per SOTR S1 No-C**

Supporting documents meeting Technical Criteria to be submitted along with the part-1 bid as per format given in **Annexure-3**.

ii. **Financial Eligibility Criteria वित्तीय मापदंड –**

Bidder's average annual financial turnover during last 03 financial years ending on 31st March, 2021 should be at least Rs.27 lakhs.

Supporting documents meeting Financial Eligibility Criteria i.e. Audited Balance Sheet, Profit & Loss Account etc. of the company for last 03 (three) financial years to be submitted along with the part – 1 bid as per format given in **Annexure-4**.

iii. The bidder should give self-certification that they neither been Blacklisted nor, have received any tender holiday from any PSUs'/DPSUs'/Central & State Govt. Organizations during **last 03 years ending on 31.03.2023**. The bidder has to submit self-certification for the same along with the techno-commercial offer. If any tender holiday was issued to the bidder prior to last 03 years, a letter of revocation from appropriate authority should be submitted along with 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. Self-certification is to be submitted as per format attached at **Annexure-5**.

[Documents mentioned in above clauses to be submitted with Techno-commercial (Part-I) bid without which submitted offer will not be considered for processing of tender]

Note: Requisite formats attached with NIT as **Annexure 3,4 & 5** of Article 3 to be filled up by the bidders in support of above technical and financial eligibility criteria and submit the same along with the Techno-Commercial bid.

ARTICLE 20 अनुच्छेद-20: INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश –

1. Before submitting a bid, bidders are expected to examine the Bid Documents carefully. If they desire, **may visit the work front**, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
2. 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 07 days prior to bid closing date.
3. 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 right to reject any and all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. 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.

4. General Contractors assume all safety related responsibilities for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
5. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 10 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.
6. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
7. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.
8. Post submission of Tender, such drawings and technical information are to be physically returned. Also, all soft copies are to be destroyed and a self-certification to be submitted during CNC, failing which the processing of bid will not be taken further.
9. Bidder has to declare, in what capacity he is participating in the tender viz 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.
10. A Bidder is allowed to submit only one Bid under any capacity / status.
11. Difficulty in submitting the bid:
 - a. Any query/difficulty in understanding of SOTR or other technical terms may be got clarified from **Mr. Smarak Sikdar, M(PP&C), Mob: 7595046425** e-mail: Sikdar.Smarak@grse.co.in prior to submission of offer.
 - b. Any query/difficulty in understanding of Commercial Terms may be got clarified from **Mr. Krishnakanta Chatterjee, M(Contract), Mob: 9328651199** e-mail: Chatterjee.Krishnakanta@grse.co.in / **Mr. Ritwik Mandal, DGM(Contract);** e-mail: Mandal.Ritwik@grse.co.in; Mob: 9163331715.
 - c. . Any difficulty in submitting / uploading of e-tender or for any system help **Mr. Saraswata Palit, SR. MGR(Mt/GRSE), e-mail/ Palit.Saraswata@grse.co.in** Mob: 9903779626, GRSE Service Provider M/s. NIC personnel may be contacted [Land line no: 033 24893902]



12. **E-mail Address of Vendor for communication संचार हेतू ई. मेल पता:** Vendor to provide e-mail address to enable faster communication.

ARTICLE 21 अनुच्छेद-21: 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 <http://www.grse.in/etender> or <http://eprocurergrse.co.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 web site 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 TENDER DOCUMENT

1. 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 7 days prior to the deadline for submission of tenders as finally stipulated.
2. 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.

3. 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.

(J) **PREVALANCE OF VERSION / संस्करण की व्यापकता:**

In case of any discrepancy between English and Hindi version **the English Version shall prevail.** / अंग्रेजी और हिंदी संस्करण के बीच किसी भी विसंगति के मामले में **अंग्रेजी संस्करण मान्य होगा।**

- (K) GRSE will follow the guidelines & directives as promulgated by GOI post COVID 19 pandemic outbreak. All the qualified bidders have to quote considering the same accordingly.

ARTICLE 22 अनुच्छेद-22: BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड -

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

1. Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period.
2. Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
3. Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
4. Bid received without qualification documents, where required as per the tender.
5. Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
6. Bid with validity expiry date shorter than that specified in the Tender Enquiry.
7. EMD validity period is shorter than specified in the tender enquiry.
8. Bidders have indicated / attached / shown any price anywhere else other than as per provision in e-portal [Art.21 (d)], then offer will be treated as cancelled.
9. Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
10. Bidder not agreeing for furnishing of the required Security Deposit (SD).
11. Bidders not submitting Original Bid Security Declaration within 7 GRSE working days from the tender closing date.



ARTICLE 23 अनुच्छेद-23: POST AWARD APLICABLE CLAUSES ठेका जारी करने के पश्चात लागू उपधारा –

1. Security Deposit प्रतिभूति जमा –

Interest free refundable security deposit of 3% of individual work order value (inclusive of GST) is to be deposited in the manner elaborated at clause 05 of STAC.

In case of non-submission of SD as per schedule, penal interest will be charged for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.

The firms' registered with NSIC can be exempted from submitting Security Deposit up to the monetary limit for which the unit is registered. And that of Security Deposit will be sought from the vendor if the value of purchase orders greater than the monetary limit.

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

W.D.C. shall be duly certified PPS(MW) officer based on clear inspection report signed by Quality Assurance Authority.

3. Authority बिल प्रमाणन प्राधीकर:

Bill to be certified by AGM/DGM In-Charge PPS(MW).

4. Bill Submission बिल प्रस्तुति:

On obtaining WDC, bills are to be raised by item-wise progressive basis. Bills are to be submitted along with supporting documents (Work Done Certificate copy) at the Bill Receiving Counters located at the respective unit of Company. Bill is to be submitted (in 03 copies) 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. The Name of the person to be mentioned on sealed envelope will be the Bill certifying officer.

5. Payment Terms भुगतान की शर्ते:

a. 87% of the bill along with 100% GST will be paid as progressive basis within 30 days of receipt of bill (in 03 copies) duly certified by bill certifying Authority & supported with satisfactory Work Done Certificate duly certified by WDC certifying Authority for 100% of job done.

Recoverable from contractor, if any, is to be adjusted from 87% stage payment as per certificate of Bill Certifying Authority.

b. 10% of the basic bill amount will be retained from each bill and will be paid within 30 days of submission of original certified Material Reconciliation Statement (MRS) duly approved the claim by bill certifying Authority.

c. Balance 3% of the basic bill amount will be paid after expiry of guarantee period duly certified by Bill Certifying Authority, or on submission of performance Bank Guarantee of equivalent amount valid for 60 days after completion of Guarantee Period.

d. Payment will be made on actual certification basis.



6. **Liquidated Damages 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 the Company.

7. **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.

8. **Time of completion shall always be considered as essence of the contract / PO (कार्य समापन अवधी निविदा का मूलतत्व)** and cannot be extended for any reason whatsoever.

However, in an unlikely situation beyond the control of the contractor, application for extension of due time shall be submitted by the Contractor, 1 Month in advance with proper justification duly endorsed by Engineer In-charge / PL of GRSE. Please note LD will be levied for the unexecuted portion for such time extension.

9. **Increase in quantity or introduction of items is strictly prohibited under any circumstances मात्रा में वृद्धि या प्रवेश किसी भी परिस्थिती में अमान्य.**

However, in an unlikely situation for completion of the job in all respect demand a minor increase of quantity or item, the same has to be brought to the notice to the Engineer In-charge/PL, in writing, sufficient time in advance. Only on approval / amendment of PO/ Contract in writing and in advance has to be considered for this additional quantity or item. Contractor should not do any such additional work on verbal clearances of any Authority of GRSE. No post facto approval request for such deviation will be accepted.

10. **Contractor's Safety Personnel (संविदाकार के बचाव कर्मचारी): Not Applicable for this tender.**

11. **Collection of Raw Material and Delivery of Complete materials (अनिर्मित सामग्री संग्रह एवं परिवर्तित सम्पूर्ण सामग्री की सुपुर्दगी)**

a. Raw materials will be required to collect from GRSE against submission of Bank Guarantee as per GRSE format for the equivalent value of material that will remain in the custody of the firm during the execution of the work. Transportation of materials from GRSE to sub-contractor's premises and transportation of finished materials from Sub-contractor's premises up to GRSE are the responsibility of the contractor.



- b. Indemnity Bond affixing the Common Seal from the registered sub-contractors can be accepted but it should be backed by Insurance Coverage with GRSE as the beneficiary on case to case basis. GRSE registered vendor who are interested to submit Indemnity Bond backed by Insurance coverage should indicate clearly in their offer.

12. **Material Reconciliation Statement (MRS) (सामग्री मिलान)**

- i. Material collection and delivery to be recorded by weight against weighment document issued by GRSE weigh bridge.
- ii. All Receipt and Delivery challans to be attached with production report for record at P.P. Shop (Main /RBD).
- iii. Firm is to furnish the material reconciliation statement (running MRS) for all free issue materials taken outside GRSE premises against each consignment immediately on delivery of the same but not later than 30 days of delivery, showing details of raw materials received (Raw steel plates etc.), material actually consumed, excess material returned, wastage etc.
- iv. This statement should be submitted with documentary evidence of material issued/returned/wastage duly accepted by competent authority of GRSE and as per the GRSE format and filled up check list for MRS. Any excess consumption of material on account of wastage / damage / re-work attributable to the Contractor shall be recovered from the receivables of the Contractor from GRSE or otherwise. material on account of wastage / damage / re-work attributable to the Contractor, shall be recovered from the receivables of the Contractor from GRSE or otherwise.

ARTICLE 24 अनुच्छेद 24: SUBMISSION OF BID बिड की पेशी –

- a. 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.
- b. 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.
- c. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
- d. 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 25 अनुच्छेद 25: CONTRACT WORKMAN WAGE PAYMENT ठेका श्रमिक मजदूरी अदयगी -

Payment of wages to the contractor's employee should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's employee/workmen is mandatory. Vendors are to comply all statutory provisions for disbursing payment to their workmen/employees.

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

A pre-bid meeting will be held on **10.04.2023 at 10:00 A.M.** to discuss the detail scope of work of the tender. Vendors interested to participate in Pre-bid meeting should inform and forward their Pre-bid queries (if any) by **08.04.2023** positively. Meeting venue/ Pre-bid meeting mode/link will be communicated to the interested bidders through their registered mail ID.

Information to participate in pre-bid meeting and queries, if any should be forwarded in time to following mail IDs:

- (a) Ritwik Mandal, DGM(Contract) through mail ID – Mandal.Ritwik@grse.co.in
- (b) Smarak Sikdar, M(PP&C) through mail ID – Sikdar.Smarak@grse.co.in
- (c) Krishnakanta Chatterjee, M(Contract) through mail ID – Chatterjee.Krishnakanta@grse.co.in

Krishnakanta Chatterjee
Manager (Contract) / प्रबन्धक (संबिदा)
Garden Reach Shipbuilders & Engineers Limited
43/46, Garden Reach Road, Kolkata – 700024.
मोबाइल / Mob # +91 9328651199



Annexure -1: SOTR

GRSE Ltd.	SOTR for CNC Cutting and Beveling of DMR-249A /High tensile Steel plates for Block fabrication/Outfit items for various projects at Vendor Premises	SOTR No./Hull/23/01 Sheet: 15 of 5
Yard No.: All Yards Group : Hull		Rev: 1
Inspection: GRSE	Drawn by: M(PPC/HP&IP) Date : 09.03.2023	Checked by: DGM(PPC/HP&IP)

A. INTENT

It is the intention of GRSE to outsource Cutting & Beveling of steel plates as per Nesting along with edge preparation (beveling) using CNC Plasma Cutting Machine required for fabrication of Hull Blocks of various projects/ ships. These plates are DMR-249A Grade, YS 390 MPa (min) or any High tensile Steel, or Mild Steel. A new Biennial Rate Contract to be established with multiple capable firms.

B. SCOPE OF WORK

Estimated quantum of work for one year is 5 lakh MMT for cutting and 2 lakh MMT for bevelling. However, price will be quoted separately for cutting and bevelling per mm-mtr basis.

Sl.	Activity	Quantity	Method of Quotation
1.	Plate Cutting of Steel Plates	1	MMT
2.	Beveling of Steel Plates	1	MMT

C. PRE -QUALIFICATION CRITERIA:

Vendor should have undertaken similar works. Similar work/job is defined as Cutting of Steel plates as per Nesting using CNC plate cutting machine and bevelling as per Drawing. The following document are to be submitted in support:

1. Vendor should have their own CNC Plate Cutting Machine with the following technical requirements and Qualified CNC operator:



Sl.	Feature	Requirement	Remarks
a)	Type of Cutter	Plasma	Above 20mm, Oxy-fuel cutting is allowed
b)	Code & Format	ISO Code ESSI/EIA Format (Languages)	To support absolute, incremental & mixed programming
c)	Program Input	Standard Serial Port (DNC)	
d)	Marking Attachment	Powder attachment is Compulsory. Inkjet marking is desirable	
e)	Kerf Compensation	To facilitate kerf compensation both by program and by	
f)	Maximum Plate size	12.5 M x 2.5 M	Smaller size can also be loaded
g)	Accuracy of Cutting	± 0.1 mm / Metre (liner) ± 0.1 Deg (angular)	
h)	Trial	One Plate to be cut for trial in order to establish proper interfacing / customization with GRSE Data.	For any new vendor

2. Bidders should have experience in successful completion of similar work of more than **500 T** or **500,000 MMT** in a single year during the last 03 years ending 31 JAN 2023. Relevant Work Done Certificate (WDC) w.r.t Purchase Order (PO) is to be submitted by Vendor.
3. Technical Negotiation Committee (TNC) will assess the credibility of Vendor based on documents submitted by them and additional documents if required may be asked by TNC.
4. The decision of the TNC will be binding on the vendors.

D. CONTRACTOR'S SCOPE OF WORK

1. Plate pieces to be cut as per Nesting Programs to be made available to vendor by GRSE. Such diagrams can also be supplemented by GRSE CDO with instructions for flat bar or outfitting plate parts.



2. Quality of cut & edge preparation should be clean. Beveling to be carried out with automatic/semi-automatic process using plasma up to 20mm beveling thickness. Beyond 20mm of beveling thickness, Oxy-fuel may be used.
3. Plates after or before processing to be correctly marked with Yard No. Panel/ Block No. and Item No. etc., as per nesting plan/drawing prior to offering for inspection.
4. Collection of full plates and left-over plates from GRSE (Main/RBD etc.) and delivery of processed piece parts and left-over pieces/full plates and Scrap to GRSE (Main/RBD etc.) will be responsibility of the vendor.
5. Processed material that are to be issued to Outside Block fabricator or for which fabricator is not assigned, are to be delivered to PPS(MW).
6. Loss of parent metal on any surface by gas cutting / chipping must be avoided. However, in case of such eventually, with prior approval from inspection authority, is to be repaired by weld deposition and subsequent grinding, before final inspection.
7. Vendor should ensure processed plate to be free of burrs, rust and pitting.
8. No damage to plates or piece parts during handling will be accepted. If any plate or piece part is damaged in vendor's premises, GRSE will have the right to recover entire cost of the damaged plate or piece part as the case may be.
9. Vendors should have powder marking facility with the machine; indelible ink jet marking will be preferred.
10. To achieve quality output, skilled personnel to be deployed for cutting and marking of plates/piece parts. In case of any mistakes in cutting and marking, necessary punitive action will be initiated by GRSE, which will be based on severity of the case. If any vendor is found committing frequent avoidable mistakes, GRSE may consider cancelation of PO with necessary other actions, deemed fit.
11. All cutting/beveling schedules of GRSE are to be adhered to. To meet any urgent requirements, vendor can be asked to collect and deliver at short notice and even small quantity.
12. Quantum of work mentioned at para (B) is an estimate and can vary $\pm 100%$. Vendor are to interact regularly with CDO for nesting related issue and with PPS for production related issues. Planning will be nodal agency.

E. CONTRACTOR'S SCOPE

1. CNC Plasma Plate Cutting Machine with Qualified CNC operator



2. All tools & tackles including Automatic/Semi-automatic Plasma Beveling machine, grinding m/c, welding m/c; gas cutting/plasma cutting Torches along with all accessories.
3. All Consumables required for the job.

F. GRSE'S SCOPE OF SUPPLY

1. Full and Leftover Steel plates (DMR249A / MS) for processing.
2. CNC Program files/ Nesting diagram /Drawing and Part-list.

G. DELIVERY SCHEDULE/SERVICE LEVEL AGREEMENT

1. Monthly Plate processing throughput of 50000 MMT (Including Beveling if any) is to be ensured by Vendor.
2. Processed material to be delivered within 15 days from the date of issue of material from GRSE.

H. INSPECTION

1. All finished piece parts to be offered to GRSE QA for inspection at Vendor's premises and a joint production report will be prepared by GRSE QA and vendor.
2. Each processed block pertaining to particular yard should be weighed separately during receipt of processed materials at GRSE and item wise reconciliation/counting will be undertaken. Hence, vendors are to ensure diligent sorting of processed items and sturdy packing, block-wise, prior to dispatch.

I. WORK DONE CERTIFICATE

1. WDC shall be duly certified PPS(MW) Officer based on clear inspection report signed by Quality Assurance Authority
2. Bill shall be certified by AGM/DGM In-charge PPS(MW)

J. MATERIAL RECONCILIATION

- v. Material collection and delivery to be recorded by weight against weighment document issued by GRSE weigh bridge.



- vi. All Receipt and Delivery challans to be attached with production report for record at P.P. Shop (Main /RBD).
- vii. Firm is to furnish the material reconciliation statement (running MRS) for all free issue materials taken outside GRSE premises against each consignment immediately on delivery of the same but not later than 30 days of delivery, showing details of raw materials received (Raw steel plates etc.), material actually consumed, excess material returned, wastage etc.
- viii. This statement should be submitted with documentary evidence of material issued/returned/wastage duly accepted by competent authority of GRSE and as per the GRSE format and filled up check list for MRS. Any excess consumption of material on account of wastage / damage / re-work attributable to the Contractor shall be recovered from the receivables of the Contractor from GRSE or otherwise. material on account of wastage / damage / re-work attributable to the Contractor, shall be recovered from the receivables of the Contractor from GRSE or otherwise.

K. STANDARD TERMS AND CONDITIONS

1. All material rendered surplus must be returned to GRSE.
2. Work will be allocated by PP&C and vendor has to mobilize manpower as per work allocated. Proper recoding of work to be made after completion of same and duly inspected by inspecting authority.
3. Contractor to ensure safe working condition at their work place. Special care to be taken to provide wooden planks for working platform and rigid ladders etc. to inspection staff & surveyors.
4. All the safety guidelines for working and other statutory requirements for working inside the GRSE Main Works Premises are to be strictly followed. The sub-contractor shall comply with all safety requirements in and around the workplace. They shall arrange for safety gears for their personnel.
5. Hindrance Register to be maintained by the sub-contractor and put up for approval by the In-charge PPS on weekly basis.



STANDARD TERMS & CONDITIONS (STAC)

मानक निबंधन और शर्तें (एसटीएसी)

(1) Integrity Pact समग्रताअनुबंध (For the value of Contract more than Rs. 2.0 Cr.):

Not applicable for this tender

(2) Micro & Small Enterprise (सूक्ष्मऔरछोटेउद्यम) –

i. Purchase preference will be given to eligible Micro and Small Enterprise firms as per MSME Act on submission of valid Udyog Aadhar Memorandum (UAM) or Entrepreneurs Memorandum Part II (EM) or NSIC copy along with their offer to claim the benefit. Tendered Service is to be listed in the UAM or the EM Part II or NSIC submitted else they are disqualified to avail the benefit.

ii. In tender, participating Micro and Small Enterprises (MSE) quoting price within price band of L1+15 per cent shall be allowed to provide a portion of requirement by bringing down their price to L1 price in situation where L1 price is from someone other than Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 per cent of total tendered value. In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity). This clause is applicable only when the job is divisible in nature and can be distributed to more than one vendor subject to tender terms.

iii. In case the entitled MSE firm is owned by SC/ST category entrepreneur then the organization will be entitled for 4% out of 20% reserved order value for MSE firms as well as an equal portion out of the balance 16%. In such cases proof of owner belonging to SC/ST category has to be submitted.

iv. Above allocation of order will be done only if the tendered service is allocable.

v. In addition MSE firms will be entitled to avail the following benefits:

- a. Tender Documents will be issued free of cost.
- b. Earnest Money Deposit will be exempted.

(3) Tender Fee (निविदाशुल्क): Non-Refundable

i. Amount of declared non-refundable Tender Fee is to be submitted in form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of “Garden Reach Shipbuilders & Engineers Limited” by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I e-bid submission.

ii. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting Tender Fee. To claim the exemption a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the General Document part of E-PROCUREMENT. The same is to be confirmed in the PART I concurrence format.

iii. Exemption of Tender Fee is not applicable for JV / Consortium even if all the parties of the JV / Consortium are eligible for such exemption on individual basis



iv. Non-submission of Tender Fee or a valid MSE certificate may lead to offer rejection.

v. GRSE will issue Money Receipt against Tender Fee submitted by way of DD/PO.

(4) EARNEST MONEY DEPOSIT (INTEREST FREE) बयाना जमा (ब्याज रहित)

- i. Amount of declared interest free Earnest Money Deposit (EMD) is to be submitted in form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of "Garden Reach Shipbuilders & Engineers Limited" by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I e-bid submission.
- ii. EMD may also be submitted in the form of Bank Guarantee with six months validity as per enclosed GRSE format of Bank Guarantee and is to be forwarded directly to GM (Finance), GRSE in Bankers' sealed envelope failing which same will not be accepted. Details of B.G. are to be in Techno-Commercial part of offer.
- iii. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting EMD. To claim the exemption a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the General Document part of E-PROCUREMENT. The same is to be confirmed in the PART I concurrence format.
- iv. Non-submission of EMD or a valid MSE certificate may lead to offer rejection.
- v. Refund of Earnest Money Deposits
 - a. EMD of unsuccessful bidders will be refunded/ returned within 30 days of finalisation of order on surrendering the original copy of GRSE Money Receipt with an application by bidder addressed to HOD of Ordering Department, GRSE on receipt of intimation from GRSE.
 - b. EMD of disqualified bidders in TNC/CNC will be returned within 30 days from the date of receipt of application along with original copy of Money Receipt from the bidder. EMD, if not claimed within 1 year from the date of notification EMD will be forfeited.
 - c. EMD of successful bidder will be returned after receipt of security deposit against work order as per contractual terms.
- vi. Forfeiture of Earnest Money Deposit (बयाना जमा की जब्ती)

EMD may be forfeited under the following circumstances:

- a. The bidder withdraws the bid after opening of Price Bid during the period of validity of offer.
- b. The bidder does not accept the correction of error in bid price as indicated in Clause 21 hereinafter.
- c. The successful bidder fails within the specifies time limit to:
 1. Acknowledge the LOA/Order



2. Furnish the required Security Deposit
3. Non-performance of the contract by the Contractor
4. If any registered vendor with Fixed EMD withdraws its bid prior to finalisation of the order and during the period of bid validity, the Fixed EMD as deposited by the vendor shall be liable to be forfeited.

(5) **SECURITY DEPOSIT (INTEREST FREE) प्रतिभूति (ब्याज रहित):**

- i. Successful bidder will deposit an amount equivalent to the declared per cent of the total contract value as interest free Security Deposit (SD) in the form of Pay Order/D. D/Bank Guarantee (with validity of sixty days beyond contract period as per GRSE format) on any schedule bank other than Co-operative bank payable at Kolkata, duly crossed favouring Garden Reach Shipbuilders & Engineers Limited., within 15 days from the date of site clearance. In case of non-submission of SD as per schedule, penal interest will be charged for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.
- ii. If S.D is submitted in the form of B.G then same is to be forwarded directly to our Gen. Mgr. (Finance) in Banker's sealed envelope failing which same will not be accepted. Details of B. G. should also be confirmed to Ordering Department, GRSE.
- iii. S.D. amount would be refunded / returned after successful execution of the job and certification of Material Reconciliation Statement by Internal Audit, if applicable. Vendor is to apply for release of their SD which has to be certified by PL/Engineer-in-charge of GRSE through GRSE Ordering Dept. In the event of failure to execute the order satisfactorily or default by the contractor/ sub-contractor, the security deposit will be forfeited.

(6) **COMPLIANCE OF ESI & PF (ईएसआई और पीएफ का अनुपालन):** - If ESI & PF of the engaged laboures are not deposited to respective authorities in due time, GRSE will deduct the same amount from bills of the vendor and will deposit with the authorities. In such cases GRSE has the right to charge 10% interest for delayed compliance of statutory provisions.

(7) **GST REGISTRATION (जी एस टी पंजीकरण):** - The vendor will have to submit copy of GST registration certificate along with the Technical bid.

(8) **GUARANTEE PERIOD (गारंटी अवधि):**

Workmanship will be guaranteed for satisfactory performance for a period **as stated in NIT.** Any faulty work carried out by the sub-contractor is to be rectified by them within the time stipulated by the GRSE. In case of failure of sub- contractor to meet the ship's programme, outstanding deficiencies shall be rectified by GRSE and all costs of such work shall have to be borne by the sub-contractor).

During guarantee/ warranty period if any equipment or any component thereof supplied by the contractor, suffers due to defective material and/ or due to improper design and/ or due to defective drawing or due to faulty workmanship the contractor will assume full responsibility of rectification of such defective equipment or component thereof including all direct expenses relating to removal and re-positioning of the replacement/ repaired equipment or component thereof and subsequent test & trial, incurred thereon without any financial implication to GRSE.



(9) **PRICE (मूल्य):**

a) Price bid need to be filled up in html format only through e-portal. No other attachment regarding price will be allowed if so then offer will be treated as cancelled. But for break-up of prices, GRSE may attach excel sheet with the html format price bid and the bidder has to fill up their prices in excel sheet and also in html format as per instruction in NIT.

b) L1 bidder will be decided based on quoted total cost / item wise rate / Package wise as mentioned in NIT. GRSE may engage multiple vendors based on production requirement / performance by the vendor. Engagement of multiple vendors against the tender will be as per NIT.

c) As a general rule, Price Negotiation with L1 vendor (s) will not be entered into as far as possible, unless warranted by unreasonable price quoted in the opinion of GRSE.

The price should remain firm & fixed till satisfactory execution of the entire contract as per NIT. GST will be paid extra as per the ruling rate. GST registration certificate for the service being tendered is to be enclosed with the techno-commercial bid. If the certificate is not obtained so far, copy of the application for registration for the service under consideration is to be enclosed. GST registration number is to be quoted in all bills.

(10) **JOINT VENTURE OR CONSORTIUM (संघठन):**

The bids submitted by a joint-venture or Consortium of two or more firms as partners shall comply with the following requirements:

i) One of the partners responsible for performing a key component of the contract, shall be designated as a leader; this authorization shall be evidenced by submitting with the bid a Power of Attorney signed by legally authorized signatories of all the partners

ii) The leader shall be authorized to incur liabilities, and receive instruction for and on behalf of any and all partners of the joint-venture or consortium, and the entire execution of the contract shall be done with the leader,

iii) All partners of the joint venture or consortium shall be liable jointly and severally for the execution of the project or contract,

iv) A copy of the contract/agreement entered into by the joint venture or consortium partners shall be submitted with the bid,

v) The responsibility of all members of the J/V or Consortium should be clearly indicated and these shall not be varied or modified without the prior approval of the employer, and the joint venture agreement /consortium should be registered.

vi) In order for a joint venture or consortium to qualify, each of its partners or combination of partners must meet the minimum criteria set for the individual bidder. Failure to comply with this requirement will result in rejection of the joint venture or consortium's bid. The figures for each of the partners of a joint venture comprising of two or more persons shall be added together in proportion to their participation in the J/V or consortium, to determine the bidder's compliance with the minimum criteria say, (work to be executed per year not less than Rs 3 crore if such criteria is set in RFP). The lead partner should hold at least 51% of those minimum criteria failures to comply with which the bid shall stand rejected.



vii) The percentage of partnership of the lead partner shall be highest among all the joint ventures partners. The lead partner shall be such a company only, who has purchased the bid document,

viii) Bid security/EMD can be submitted either by the lead partner or proportionately by the joint venture /Consortium partners. However, performance security BG shall have to be submitted by all the partners of joint venture/consortium on a basis proportionate to their participation,

xi) The contract agreement shall be signed jointly by each joint venture/consortium partners.

(11) SUB-CONTRACTING OF SUB-CONTRACTED JOB (उप संविदा कार्य का उप संविदा): -

When an order is issued to a Vendor/ Contractor for execution of a particular job, the Contractor shall not sub-contract the job / a part of the job without approval from the employer and without intimation of the name and credentials of the said sub-contractor.

(12) EXCESS/WASTE/REJECTED MATERIALS (अतिरिक्त/बेकार/ अस्वीकृत सामग्री): -

Removal of excess/waste/rejected materials etc. generated during execution of work should be arranged at your cost immediately after completion of work each day and for non-removal of same by you, the expenditure incurred by GRSE in removing these materials will be to your account.

(13) FIRE & SAFETY PRECAUTIONS अग्नि एवं संरक्षा सावधानियाँ: - The Vendor/Contractor shall abide by the Safety regulations of the GRSE as detailed in ANNEXURE –13. You should take all safety precautions and provide adequate supervision & control for your workmen in order to carry out the job safely. In case of any violation of safety precaution and none using of safety equipment, Contractor shall be liable for a penalty which is detailed in ANNEXURE –13. Penalty amount depends on the type and frequency of violation mentioned in the safety guideline and the same will be deducted from the defaulter's bill.

(14) ENVIRONMENT MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY (पर्यावरण प्रबंधन एवं व्यावसायिकस्वास्थ्य सुरक्षा): - The vendor shall ensure compliance of Environment Management System (ISO14001:2004), Occupational Health & Safety (OHSAS 18001:2007) & Energy Management System (ISO 50001:2011) while carrying out their activity in the yard.

(15) ENERGY CONSERVATION (ऊर्जा संरक्षण): -

GRSE will provide power supply at free of cost for execution of job. You should ensure that the power during execution of job shall be used in a very economic way to save energy as per Energy Management System of ISO 50001: 2011.

(16) INSURANCE (बीमा): - The Insurance has to be taken by the contractor with appropriate value coverage for the underlying risks (the beneficiary would be GRSE by endorsement) e.g. Loss due to –

a) Strike, Riot (SRCC), Fire, Flood, Earthquake and other natural calamities.

b) Burglary and theft in contractor's premises.

c) Material in transit.

d) Bad workmanship and wastage / spoilage of material thereby.

e) Blockage of materials in the contractor's premises (due to prolonged Lockout or any other Force Majeure condition) which affects GRSE's production.



f) Infidelity of contractors.

If the contractor is unable to take coverage, GRSE will cover such risk and cost of premium will be borne by the contractor / recovered from their dues.

(17) SITE-INCHARGE/ LOG BOOK/ HINDRANCE & OTHER RECORDS: -

- a) One fully responsible and Qualified Site-in-charge has to be posted at the site during progress of work.
- b) Attendance Register, Wage Register etc. are to be maintained daily for the particular job on board and to be shown as and when required.
- c) Details of technical personnel deployed for the job.
- d) Monthly progress report.
- e) Log book for re-work/ modification.
- f) Details of materials brought by vendor along with copies of challan.
- g) Proper record of hindrances is to be maintained by the sub-contractor for the purpose of timely removal of the hindrance and is to be put up for approval by Project Leader/Site Engineer on weekly basis. A copy of the same would have to be enclosed while submitting any request for waiver of liquidity damages.

(18) WORKING HOURS:

The Contractor's normal working hours shall be in between 8AM-5PM. Work may also be required to be carried out in day or night shift as per GRSE's requirement. Also, work may be required to be carried out on Sunday/Holiday or beyond schedule working hours as per requirement of GRSE and the Contractor will have to arrange for same at no extra cost.

(19) INDIVIDUALITY OF THE CONTRACT:

This Contract should be treated as an individual contract and should not be related with other orders with GRSE in respect of progress of work or payment.

(20) Sufficient Supervisory Staff should be provided by you during execution of work and in case of any accident/ damage to GRSE properties, full responsibility will be attributed to you and loss incurred will be recovered from you.

(21) SECRECY OF INFORMATION: -

All documents and drawings of this project are of confidential in nature and should be used explicitly for the purpose for which they are provided. Drawings should not be copied and should be returned to GRSE on completion of work.

No information in respect of contracts/orders shall be released to the national or international media or any one not directly involved its execution without the express written approval of the integrated Headquarters, MOD (NAVY). In the event of any breach of above provisions, the vendor would have to make good of any loss/ cost/ damage/ any other claim whatsoever preferred by anybody to GRSE in this respect.

(22) REGISTRATION OF APPROVED VENDOR:

The contractor is to confirm whether they are registered with GRSE as approved Vendor and Indicate Supplier's Code (5 digits) and product Code group. If not an approved vendor, provisional vendor registration code is to be taken from GRSE Vendor Registration Cell prior to placement of order.

(23) CONTRACT WORKMAN WAGE PAYMENT: -



Payment of wages to the contractor's employee/workmen should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's employee/workmen is mandatory.

(24) In case of Limited tender any bidder is not interested to quote, Vendor's confirmation of having received the tender but not willing to quote / regretting to quote, must be forwarded for GRSE reference & records. This should be treated as a requirement for the Vendor's name to be retained in GRSE's select list. In case where a particular Vendor has not responded to tender enquiry for more than 3 times, its name will be liable for de-registration.

(25) INSPECTION: -

- (i) Quality assurance authority: As per NIT/SOTR.
- (ii) Inspection to be carried out stage wise by Quality Assurance Authority. On completion of work for any stage, vendor has to submit Inspection Offer to GRSE (Inspection Agency) for stage inspection. GRSE (Inspection Agency) shall co-ordinate with the Outside Inspection Authorities (as applicable) for carrying out inspection of completed job.
- (iii) GRSE reserve the right to inspect all operations to be carried out by the contractor. Free access to the work site at all the time shall be ensured by contractor. The presence or absence of GRSE representative does not relieve contractor of the responsibility for quality control. The contractor shall provide all assistance for carrying out inspection of completed work.

Repeat inspection for any particular job is to be discouraged as far as possible. Hence the vendor should complete the job in all respect prior to submission of Inspection Offer to avoid reoffering. In case of repeat inspection happens for more than two occasions then the additional cost implication incurred by GRSE will be deducted from the bills of the vendor at actual. Number of occasions of repeat inspection for any particular job is to be indicated by GRSE in inspection note and same is to be incorporated in the work done certificate for deduction of additional cost implication for repeat inspection. Cost of deduction shall be calculated by Executing Dept., GRSE with the help of Finance Dept., GRSE.

(26) CORRECTION OF ERRORS:

Bids determined to be responsive will be checked by the Employer for any arithmetic error. Errors will be corrected by Employer as follows:

- (i) For manual tendering: -
 - a) Where there is a discrepancy between the rates in figures and in words, the rates in words will govern.
 - b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- (ii) For tendering through E-PROCUREMENT: -

Where there is a discrepancy between the rates in html format and the attachment to price bid (if applicable), the rates in attachment to price bid will govern. In attachment to Price bid; if any discrepancy found between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will be considered.

(27) FORCE MAJEURE:



In the event of contractor being unable to fulfil the obligation under the agreement owing to force majeure, such as War, Fire, Earthquake, Flood, Strike/ Lockout at GRSE premises where the contractor is working, the party affected shall not be held responsible for any failure or non-performance of the duties and obligations under the agreement, provided that all responsible efforts have been made to overcome the consequences of such failure, or non-performance. The time for performances of the contractual obligation shall then be extended by period not more than the duration of such events.

In the event of Force Majeure condition existing at contractor's site in GRSE Premises or CPT areas for GRSE work, GRSE is to be intimated with details of such happenings and cessations thereof, within 3 days. Force Majeure is to be limited to contractor's site in GRSE/CPT premises for GRSE's work only. Lock out/ Closure of contractor's factory premises or office or any other place outside GRSE/CPT/GRSE nominated place as indicated above cannot be considered as a Force Majeure condition under this contract.

(28) **TERMINATION OF CONTRACT:** In the event of non-performance or non-engagement of manpower for the execution of the job within the notice period, GRSE reserves the right to cancel the order in part or in full, and no compensation whatsoever will be entertained.

(29) **DAMAGE OF MATERIALS / EQUIPMENTS:** The contractor will ensure that no damage is caused to the materials, equipment or any other property of GRSE due to negligence and / or any reason whatsoever by the contractor's man. The cost of damage will be suitably recovered from vendor's bills.

(30) **OFFICE & STORAGE SPACE:** The contractor will have to arrange their office & storage required for execution of job, for cumulative order value of Rs.75 lakhs and above, of their own. However, space for placing up to one container will be provided free of cost by GRSE. Container will have to be removed by the contractor within 03 months from the date of final settlement with GRSE. In case of non-removal of container within specified period penalty as deemed fit will be imposed for the occupied area of GRSE.

(31) **ARBITRATION (मध्यस्थता): -**

- i. If at any time, before during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or in any way touching or concerning this order, the same shall be settled/adjudicated through Arbitration to be conducted by a Sole Arbitrator, to be appointed by the parties on mutual consent, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- ii. In the event the parties fail to mutually appoint a Sole Arbitrator within 30 days from the receipt of a request by one party from the other, then either of the parties may approach the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court.
- iii. Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed there under or any statutory modification or re-enactment thereof for the time being in force.
- iv. The Award of the Sole Arbitrator shall be final, conclusive and binding upon the Parties.



- v. In the event of the death or resignation or incapacity or whatsoever of the said Sole Arbitrator if appointed by the parties mutually the said parties may again appoint a suitable Substitute Arbitrator in place of the erstwhile Sole Arbitrator to continue with the proceedings. In the event of appointment of the Sole Arbitrator by the Hon'ble High court at Calcutta on death or resignation or incapacity or whatsoever of the said Sole Arbitrator, either of the parties in this behalf, may make an application to the Hon'ble High court at Calcutta for appointment of a Substitute Arbitrator and the Hon'ble Court may pass such orders as it deems fit and proper.
- vi. Also, in the event an Arbitration award is set aside by a competent court the parties may appoint a Sole Arbitrator mutually or on failing to appoint a Sole Arbitrator mutually within the statutory period then either of the parties may file an application before the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court in accordance with the provisions of the Arbitration & Conciliation Act.
- vii. The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, stamp paper etc. shall be shared equally by the parties, unless otherwise directed by the Sole Arbitrator. The venue of arbitration shall be at Kolkata and unless otherwise decided by the parties or by the Sole Arbitrator himself, the venue shall be the premises of Garden Reach Shipbuilders & Engineers Ltd. located at 43/46, Garden Reach Road, Kolkata 700 024.
- viii. The language of the proceeding shall be in English.

(32) **JURISDICTION:** Litigation, if any, pertaining to this contract will come under the jurisdiction of High Court at Kolkata.

- i) All contracts shall be deemed to have been wholly made in Kolkata and all claims there under are payable in Kolkata City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in respect of the order shall be instituted in any Court other than that situated in Kolkata City, West Bengal State, India.
 - ii) The Firm is warranted that all service rendered by them shall conform to applicable city, states & central laws, ordinances and regulations and the said Firm shall indemnify / defend / relieve GRSE harmless, from / of against loss, cost of damage, by reason or any actual or alleged violation thereof.
 - iii) GSRE shall not be liable under the workmen's compensation Act of 1923; in case any employee or workmen receives injury while actually serving his employer in connection with the latter's work inside the compound of GRSE Ltd.
 - iv) All existing applicable Laws such as ESI, PF, SERVICE, CONTRACT LABOUR, CHILD LABOUR etc. as applicable, shall be binding for the contract.
1. For any discrepancy between NIT (Notice Inviting Tender) and STAC, NIT statement may be taken as final.
 2. Clarification required, if any, regarding Tender Document, should be got resolved by contacting competent authority of GRSE prior to submission of bid.



FORMAT FOR TECHNICAL ELIGIBILITY

4. **Name of the Bidder:**

5. **Job Description:**

6. **Tender Reference:**

(L) **Details of Executed relevant jobs:**

Sl. No.	Description of Executed relevant jobs	Order No., Date & Value (in INR) (Supporting soft or, hard copy to be submitted)	Start & Completion date as per Order	Actual start date	Actual Completion Date	Order placed by	Scope of work for executed contract (To quantify)	Details of Resources/ Machinery Deployed	Work completion certificate Ref. No. & date (Supporting soft or, hard copy to be submitted)

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

Note: Please add additional pages if required.



FORMAT FOR FINANCIAL ELIGIBILITY
(To be submitted in Company's Letterhead)

Financial Data for evaluating Financial Eligibility

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

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:



**FORMAT OF SELF-CERTIFICATION FOR DECLARATION REGARDING BLACKLISTING/
TENDER HOLIDAY**

(To be submitted in Company's Letterhead)

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 **31.03.2023** 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).

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.



ANNEXURE-6

CHECK LIST OF STATUTORY RESPONSIBILITY OF CONTRACTOR
THE CONTRACT LABOUR (R & A), ACT, 1970 AND CENTRAL RULES, 1971

SL. NO.	NATURE OF STATUTORY REQUIREMENTS	FORM NO.	RESPONSIBILITY	REMARKS
01	Labour License	Form –II	Contractor	Contractors engaging 20 or more contract labours would apply for obtaining labour license (in triplicate) to the ALC (C), Kolkata. A copy of the license should be submitted to concerned Unit HR Department. <i>Note:</i> The Contractor cannot deploy more than the number of workmen mentioned in the license on any day.
02	Renewal of labour license	Form –II	Contractor	The contractor shall apply to the ALC(C), Kolkata for renewal of license at least 30 days prior to its expiry. A copy of the acknowledgement / renewed license should be submitted to concerned Unit HR Department.
03	Notice for commencement / completion of work	Form-VII	Contractor / Principal Employer	The contractor shall submit Form – VII to the Inspector / Labour Enforcement Officer (C), Kolkata within 15 days intimating the actual date of commencement / completion of the work. The receipted copy of Form – VII should be submitted to concerned Unit HR Department.
MAINTENANCE OF REGISTERS				
04	Employee Register	FORM – A	Contractor	Comprising of personal details like name, father's name, DOB, Address etc. of the workmen engaged by the contractor.
05	Wages Payment Register	FORM – B	Contractor	Comprising of current rate of minimum wages, employees PF & ESI contribution and other allowances, if any.
06	Register of Loan / Recoveries / Fines etc.	FORM – C	Contractor	To maintain record of loans, fines and advances given, if any and monthly record of recoveries.
07	Attendance Registers	FORM – D	Contractor	Data of daily attendance of each workmen engaged by the contractor indicating their in and out time.



SL. NO.	NATURE OF STATUTORY REQUIREMENTS	FORM NO.	RESPONSIBILITY	REMARKS
08	Employment Card	Form – XII	Contractor	Every contractor shall issue employment card / appointment letter to their contract workers within 03 days from their date of employment.
09	Service Certificate	Form – VIII	Contractor	To be issued by the contractor upon termination of employment / completion of work etc.
10	Wage-slip	Form – XIX	Contractor	Contractors shall issue wage-slip to their workmen at least 01 day prior to disbursement of wages.
11	Annual Return	Online Submission	Contractor	Every Contractors shall prepare Annual Return for the previous year which is submitted online by the Contractors' in <i>Shram Suvidha</i> Portal to the Registering Officer within 31st Jan of the following year.



**CHECK LIST OF STATUTORY RESPONSIBILITY OF CONTRACTOR
COMPLIANCE OF OTHER STATUES FOR ENGAGEMENT OF CONTRACTORS' WORKMEN**

Sl. No.	Relevant Statues	Responsibility	Compliances to be ensured as per the Statute
01	The Factories Act, 1948 & West Bengal Factories Rules, 1958	Contractor	<p>1. <u>Leave with Wages</u>: Every worker who has worked for a period of 240 days or more is entitled to get leave with wages to be calculated one day for every 20 days of work performed by him.</p> <p>2. <u>Payment of Overtime</u>: Where a worker has worked for more than 09 hours in any day or for more than 48 hours in a week, he shall, in respect of overtime work, be entitled to wages twice the hourly rate.</p> <p>3. <u>Hours of Work</u>: The total nos. of hours of work in a week, including overtime, shall not exceed sixty.</p> <p>4. <u>Hours of Overtime</u>: The total hours of overtime shall not exceed fifty in any quarter i.e. during three consecutive months for any worker.</p>
02	Payment of Wages Act, 1936	Contractor	Contractors (employer) engaging less than 1,000 persons have to pay wages before expiry of the 7th day after the last day of wage period.
03	The Minimum Wages Act, 1948	Contractor	Contractors (employer) shall pay minimum wages to every worker as per the Central rates circulated by the Management from time to time.
04	The EPF & MP Act, 1952	Contractor	<p>1. Every contractor shall obtain the following before commencement of work:</p> <p>(a) PF Code No. of the firm.</p> <p>(b) PF UAN i.r.o of the workmen engaged by him.</p> <p>(c) Ensure submission of nominee and dependent details while applying for UAN of workmen.</p>
		Contractor	<p>2. Every contractor shall contribute towards PF @ 12% of the monthly wages of each workman as employer's share and recover 12% of monthly wages from each employee, as employees share and thereafter remit the entire amount to EPFO i.r.o every workman engaged by him. The contribution for the preceding month should be remitted prior to expiry of the 15th day of the following month. Contractors (Employers) are also required to bear the administrative charges as applicable.</p>



Sl. No.	Relevant Statues	Responsibility	Compliances to be ensured as per the Statute
05	The ESI Act, 1948	Contractor	1. Every contractor shall obtain the following: a) ESI Code No. of the firm (b) ESI code no. i.r.o of the workmen engaged by him (c) Ensure submission of nominee and dependent details while applying for ESI TIC (E-Pehchan Card).
		Contractor	2. Every contractor shall remit ESI contribution (employers' share @ 3.25% and employees' share @ 0.75%) i.r.o every workman engaged by him for the preceding month prior to expiry of the 15th day of the following month.
06	The Payment of Bonus Act 1965 & Rules	Contractor	1. Contractors shall pay annual bonus to their workmen (Contract Labour) drawing wages below and upto Rs. 21,000/- per month. Bonus will be payable minimum @ 8.33% and maximum @ 20% of annual wages.
		Contractor	2. Register in Form - C format {Rule 4(b)} of 'The Payment of Bonus Act, 1965' is to be maintained by the contractor for submission of Annual Return as per the Act.



RESPONSIBILITIES OF CONTRACTORS OVER AND ABOVE THE STATUTORY REQUIREMENTS

- (i) Contractors shall take all necessary steps for disbursement of wages through bank-transfer and issue a payment notice at least 02 days prior to such bank-transfer for information of respective unit HR Dept. as well his workers. (should be incorporated in the contract document in the Payment Terms).
- (ii) All contractors should obtain labour-licenses prior to commencement of work. Principal Employer shall not allow any contractor without license.
- (iii) All outsourced jobs are required to be supervised by a Supervisor duly appointed by the Contractor. The contractor should declare the name and contact number of the supervisor(s) against each P.O before commencement of work and submit the details of the supervisor(s) to the respective unit HR Department. He should keep adequate nos. of supervisors to supervise and co-ordinate the execution of job by contract labours. (The principal employer must check that the name and number of the supervisor which has been provided by the contractor, whether the same person is coming as the said supervisor).
- (iv) The supervisor's name should not be mentioned in the employee register as he is not a contract labour.
- (v) Supervisor of concerned contractor should be present in the work-site where the contract labours of the concerned contractor are supposed to work. To ensure the presence of the supervisor, their attendance may be recorded by the user department on daily basis.
- (vi) Contractor should mention the name of his Supervisor / agent / manager in Form-II which is to be submitted to ALC (C) for obtaining labour license.
- (vii) The supervisor should maintain the attendance register of their contract labours (Form-D) which may be randomly checked by the Officers of the user department. This attendance register will be submitted by the contractors on monthly basis along with the wages-payment registers to the respective unit HR Depts. for obtaining certification of payment of wages to each contractor labour based on their daily / monthly attendances.
- (viii) Contractors must submit details of their firms in the Appendix B1 format prior to commencement of work. They must also submit details of their contract labours in B2 formats for making new gate-passes for the purpose of entry / exit prior to the engagement of such contract labour.



FORMAT FOR DEPLOYMENT PLAN FOR TENDERED JOB
(To be submitted in Company's Letterhead)

Name of the Bidder:

Job Description:

Tender Reference:

Deployment plan for tendered job:

Sl. No.	Item Description	Proposed Type of Equipment & Machinery, Name of Site In-charge & supervisor	Proposed no of Skilled Operatives to be deployed (category wise)				Proposed completion schedule	Plan of action for resource mobilization
			USK	SSK	SK	HSK		
1.								
2.								
3.								
4.								
5.								

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

Note: Please add additional pages if required.



<u>CHECK LIST FOR BILL SUBMISSION - for Service Contracts</u>				
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 premises		
I. For RA Bill (Running/Progressive bill) (Put <input type="checkbox"/> <input type="checkbox"/> 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 <input type="checkbox"/> Mark)				
A.20	Certified Job Completion Certificate (JCC) 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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



INTEGRITY PACT

This Integrity Pact Agreement is executed thisDay of2023.

Between

M/s Garden Reach Shipbuilders & Engineers Limited (GRSE) hereinafter referred to as "The Principal"

and

M/s..... having registered office address _____ hereinafter referred to as "the Bidder/Principal Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for _____ (Job) The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness /transparency in its relations with its Bidder(s)/ or Principal Contractors (s) in consideration of the Contract awarded to GRSE by Indian Navy, Government of India.

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the Principal mentioned above.

Section 1- Commitments of the Principal

[1] The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all bidder(s) the same information and will not provide to any bidder(s) confidential /additional information through which the bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process, all known prejudiced persons.

[2] If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s)/Principal Contractor(s)

[1] The Bidder(s)/Principal Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

- a. The Bidder(s)/ Principal Contractor(s) will not, directly or through any other person



or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person, any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- b. The Bidder(s)/Principal Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The Bidder(s)/Principal Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s)/Principal Contractor(s) will not use improperly, for purpose of competition or personal gain, or pass on to others, any information or document provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/Principal Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s) / Principal Contractor(s) of Indian Nationality shall furnish the name and address of the foreign particulars, if any. Further details as mentioned in the "Guidelines on Indian agents of Foreign suppliers" shall be disclosed by the Bidder(s)/Principal Contractor(s). Further as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only, copy of the "Guidelines on Indian agent of foreign supplier" is annexed and marked as annex.
- e. The Bidder(s)/Principal Contractor(S) will, when presenting his/its bid, disclose any and all payments he/it has made, is committed to or intends to make to agents, brokers or any other intermediaries or any other person in connection with the award of the contract.

[2] The Bidders(s)/ Principal Contractor(s) will not instigate third persons to commit offences, outlined above or be an accessory to such offence.

Section 3- Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Principal Contractor(s) before award or during execution has/have committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders(s)/ Principal Contractor(s) from the tender process or take action as per the extant procedure of the Principal.

Section 4- Compensation for Damages.

- 1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to section 3, the Principal is entitled to demand and recover the damages equivalent to earnest Money deposit/Bid security.
- 2) If the Principal has terminated the contract according to Section 3, or if the



Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Principal Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous Transgression

1) The Bidder declares that no previous transgressions has occurred for them in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

2) If the Bidder makes incorrect statement on this subject he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealing"

Section 6- Equal treatment of all Bidders/Principal Contractors/Sub-Principal Contractors.

1) The Bidder(s)/Principal Contractor(s) undertake(s) to demand from all sub-Principal Contractors a commitment in conformity with this integrity pact, and to submit it to the Principal before contract signing.

2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Principal Contractors and Sub-Principal Contractors.

3) The Principal will disqualify from the tender process all bidders who do not sign this pact or violates its provisions.

Section -7- Criminal charges against violating Bidder(s) Contractor(s)/Sub-Contractor(s)

If the Contractor obtains knowledge of conduct of a Bidder, Contractor or Sub-Principal Contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Sub Contractor which constitutes corruption, or if the principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8- Independent External Monitor/Monitors

1) The Principal appoints competent and credible Independent External Monitor (Monitor) for this pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2) The Monitor is not subject to instructions by the representative of the parties and perform its functions neutrally and independently. The Monitors report to the Chairman, GRSE.

3) The Bidder(s)/Contractor (s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Principal Contractor. The Principal Contractor will also grant the Monitor, upon its request and demonstration of a valid interest, unrestricted and unconditional access to the project documentation. The same is applicable to Sub Principal Contractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Principal Contractor(s) /Sub Principal Contractor(s) with confidentiality.

4) The Principal will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meetings could have an impact on the contractual relations between the Principal and the Principal Contractor, The parties offer to the Monitor the option to participate in such meetings.



5) As soon as the Monitor notices, or believes to notice, a violation of this pact, it will so inform the management of the Principal and request the management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

6) The Monitor will submit a written report to the Chairman, GRSE within 8 to 10 weeks from the date of reference or intimation to it by the Principal and should the occasion arise, submit proposals for correcting problematic situations.

7) The Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the GRSE Board.

8) If the Monitor has reported to the Chairman GRSE, a substantiated suspicion of an offence under relevant IPC/PC act, and the Chairman GRSE has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9) The word `Monitor' would include both Singular and plural.

Section 9- Pact Duration:

This pact begins, when both parties have legally signed it. It expires for the Principal Contractor 18 months after the last payment under the contract, and for all other bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman of GRSE.

Section 10- Other provisions:

1) This agreement is subject to Indian Law; place of performance and jurisdiction is the Registered Office of the Principal i.e. Kolkata.

2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3) If any provisions of this agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions hereof shall not be affected and shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & On behalf of the Principal) (For & On behalf of the Bidder/Principal Contractor)
 (Name, designation, official seal)

Place..... Place.....

Date..... Date.....

Witness 1
 (Signature, Name & Address)

Witness 2
 (Signature, Name & Address)



**FORM NO.
QS/ 03/ 0097**

**GARDEN REACH SHIPBUILDERS AND ENGINEERS LIMITED
43/ 46, GARDEN REACH ROAD,
KOLKATA – 700 024.**

**FORMAT OF BANK GUARANTEE TOWARDS COLLECTION OF RAW MATERIALS
FOR PERFORMING THE CONTRACTED JOB.**

This Deed of Guarantee made this day of20..... from
..... (Bank)
(address) (hereinafter called the Bank) which expression shall mean unless excluded by or
repugnant to the context be deemed to include its successors in office and assigns of one part and
the GARDEN REACH SHIPBUILDERS & ENGINEERS LTD. having their Head Office at 43/ 46,
GARDEN REACH ROAD, KOLKATA – 700 024. (hereinafter called “The Buyers”) which
expression shall mean unless excluded by or repugnant to the context be deemed to include their
successors in office and assigns of the other part.

Whereas

(1) Messrs having its office at
..... (hereinafter called “The sellers”) have accepted an order
bearing No. datedfrom the Buyers to manufacture
and deliver fabricated / manufactured items out of the Raw Materials supplied by the Buyers.

(2) It is one of the terms for submission of the said order that the Sellers shall deposit with the
Buyers a sum of Rs. (Rupees) as
Bank Guarantee by a scheduled Bank in India duly approved by the Buyers.

(3) The Sellers have offered to furnish Guarantee by the Bank and the Buyers have approved the
same.

(4) NOW THIS INDENTURE WITNESSETH that in consideration of the premises the Bank
hereby unequivocally undertake and agree with Buyers to pay to the Buyers upon demand in writing
whenever required so by them so to do and within a fortnight from the date of such demand sum or
sums not exceeding in the whole of Rs(Rupees
.....) as may become
payable to the Buyers by the Sellers by virtue of or arising out of the terms and conditions and it is
hereby expressly stipulated and agreed that if any question arises as to whether any sum has become



payable by the Sellers to the Buyers by virtue of or arising out of the said order the decision of the Managing Director of the Buyers shall be final and conclusive.

Contd.....P/2

:: 2 ::

And this Indenture also witnesseth that the Guarantee herein contained shall not be revocable by notice or by reason of dissolution or winding up of the business of the Sellers and the liability of the Bank under these presents, shall not be impaired in any way by any extension of times on variation or alternation made, given, conceded in the condition of the said order or any other indulgence given by the Buyers or by reason of any failure on the part of the Buyers to enforce any of their remedies against the Sellers and/ or by reason of failure on the part of the Buyers to observe or perform any of the stipulations contained in the said order and to be observed or performed by the Seller or by any other dealings between the Buyers and the Sellers whether any of the above takes place with or without the knowledge of the Bank and that the Guarantee herein contained shall remain in full force until all claims and demands of the Buyers arising out of or in connection with the said order have been fully paid and satisfied.

Provided always and it is hereby agreed by and between the Parties that the Bank's liability under the Guarantee shall remain in full force for a period of months from this date and is limited to a sum of Rs..... (Rupees).

NOTWITHSTANDING anything contained herein before, our liability under this Guarantee is restricted to Rs. (Rupees) our Guarantee shall remain in full force until20..... and unless a claim in writing is presented to us and if unpaid a suit or action to enforce such claim filled against us within six months from that date i.e. within all rights under this Guarantee shall be forfeited and we shall be released and discharged from all liabilities thereunder.

(S E A L)

- NOTE:**
- (a) All correction in the Guarantee should bear mark of the Bank Seal and duly certified by the authorised signatory of the Bank.
 - (b) No handwritten stipulation will be accepted unless certified by the authorised signatory of the Bank.