



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)

Registered & Corporate Office Address: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700 024

Web site वेब: www.grse.in, E-Mail ई मेल: dey.ashimkumar@grse.co.in

CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited, a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful and financially solvent Electrical Contractors 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/AKD/OT/ARC MOBILE CRANE/KPDD/010R/ET-3141 Dated: 27/01/2025
Job Title कार्य का नाम:	“ANNUAL RATE CONTRACT FOR HIRING OF TYRE MOUNTED MOBILE CRANE AT GRSE-KPDD UNIT”
Tender issuing Dept. बिभाग द्वारा जारी:	Contract Cell (संविदाबिभाग), GRSE (61 Park)

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

SCHEDULE सारणी		
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	27/01/2025	
Tender Due Date निविदा जमा की अंतिम तिथि	17/02/2025	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि (तकनीकी- वाणिज्यिक बोली भाग-I)	18/02/2025	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधि	90 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 निविदा प्रपत्र मूल्य (स्टैंक के परिच्छेद 03 में उद्धृत)	INR 500/-
Earnest Money Deposit (EMD) बयाना राशि जमा	INR 64,500/-
Security Deposit (SD) प्रतिभूति	5% of Work Order Value (inclusive of GST)
Liquidated Damages परिनिर्धारित नुकसान	0.5 % per week, Max 5% of unexecuted job
Billing Frequency बिल करने की अवधि	Monthly progressive bill basis
Evaluation of L1 एल1 का मूल्यांकन	L1 bidder will be decided Package wise



Note: a) Bidders are required to submit EMD amount as Bid Security against this tender. In case of withdrawal of the bid/ fail or refuse to execute the contract / fail or refuse to furnish the security deposit, the EMD shall liable to be forfeited.

b) MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting the EMD and Tender Fee. Non-submission of EMD or a valid MSE/NSIC certificate may lead to offer rejection.

*** [The submission of EMD & Tender Fee instrument is MANDATORY for joint-venture or consortium of two or more firms and there shall be no exemption applicable against submission of NSIC/MSE certificates by the firms]**

ARTICLE 3 अनुच्छेद-3: ANNEXURES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलग्नित परिच्छेद:

ANNEXURES	DOCUMENT DESCRIPTION
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) (attached with NIT)
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC) (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria (attached with NIT)
Annexure 4 संलग्नक-4	Format for Self-Certification for not having blacklisted/ not received any tender holiday
Annexure 5 संलग्नक-5	Check List of Statutory Responsibility of Contractor and Principal employer (attached with NIT)
Annexure 6 संलग्नक-6	Check List for Bill submission (attached with NIT)
Annexure 7 संलग्नक-7	Fire & Safety Guidelines (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 8 संलग्नक-8	Special condition of contract (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 9 संलग्नक-9	Contractors Responsibility (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	General Requirement (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 11 संलग्नक-11	PF, ESI declaration form (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 12 संलग्नक-12	Format for - Bank Guarantee Format for EMD (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 13 संलग्नक-13	Format for - Bank Guarantee Format for SD (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)



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

Self-Attested documents are to be scanned and uploaded with Part I of GeM-bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		
1	DD/PO or MSE/NSIC Exemption certificate towards tender fee	Yes
2	DD/PO/BG or MSE/NSIC Exemption certificate towards EMD	Yes
3	Technical Acceptance Format as available with NIT after being downloaded and filled up	Yes
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
5	Documents meeting the Technical Eligibility Criteria as per format at Annexure-3	Yes
6	Self-Certification for not having blacklisted /not received any tender holiday as per eligibility criteria to be submitted as per format at Annexure-4	Yes
7	PAN /TAN, GST, Labor License Certificate, Registration Certificate of the Company with ROC, Memorandum and the Article of Association of the firm.	Yes
8	Copies of registration with PF, ESI authorities/ last challans etc.	Yes
9	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
10	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member.	Yes
11	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes
12	Confirmation of TReDS registration number (Entity ID) for invoice discounting system in case of MSME Organization	Yes

- In case of non-submission of documents as mentioned above, the bidder may liable to be considered as disqualified.**
- The Bidders has to submit ink signed hard copy of all above documents within 03 days from opening of Part I bid.**
- Registered Vendors with GRSE need not upload documents at Sl. 7 above, if valid documents already submitted / available with GRSE Vendor Registration Cell.**
- Bidders have to indicate Unique GeM Seller ID in COMMERCIAL MATRIX or prior to opening of price bids, failing which price bid of the bidder will not to be opened for further processing.**

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	Within 03 days from opening of Part I bid
NOTE:	If instruments submitted through demand draft, the same to be drawn in favour of:	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
	The demand drafts should be payable at	<u>Kolkata</u>

Note: Above mentioned original Negotiable Instruments as stipulated, to reach to **GM (CC, HP & IP)**, Contract Cell, 2nd Floor, GRSE 61 Park Unit, 61, 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.



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

(A) Tenure of Contract संविदा कार्यकाल- The rate contract shall be established for a period of **12 (Twelve) months**. The contract period may be extended for a further period of another 12 months at the same rate, terms & conditions as per requirement of GRSE production schedule. Similarly, the Contract period may be reduced as per GRSE discretion.

(B) Job Starting Date कार्य आरम्भ तिथी - The requirement of the crane will be intimated one day in advance for positioning the crane for the next day.

(C) Job Completion date / Period of Contract कार्य समाप्ती तिथी/अनुबन्ध का समय – The job has to be completed as per the instruction of AGM (SR) or his nominated officer.

(D) Place of Work - GRSE KPDD Unit.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per **SOTR** (SOTR No: SOTR/SR/KPDD/HYDRA/02) dt. 31.10.2024 at **Annexure 1**, Drawings, GRSE requirement and in case of doubt, instructions of the Engineer in-charge / PL or their nominated representative are to be followed.

ARTICLE 8 अनुच्छेद-8: GUARANTEE & WARRANTY गारंटी एवं वारंटी – Not Applicable

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य –

The quoted Price will be firm and fixed till the tenure of the contract of one (01) year. **Price is to be quoted considering all Taxes & duties except GST.** GST is to be indicated separately in the Price Bid and will be paid extra as per ruling rate. No escalation whatsoever will be considered under any circumstances within the valid tenure of contract.

ARTICLE 10 अनुच्छेद - 10: ESCALATION मूल्य वृद्धि: Not Applicable

ARTICLE 11 अनुच्छेद- 11: UNREASONABLE QUOTES अतर्कसंगत भाव -

i) 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 EMD will be forfeited and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

ii) 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 and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

iii) If the justification is acceptable to GRSE, then the bidder has to submit Bank Guarantee of 10% of the total Contract value (inclusive of GST) in addition to the Security Deposit (SD) and Performance Bank Guarantee (PBG) for execution of the job till satisfactory completion of entire contract. There shall be no exemption / relaxation for the Guarantee against unreasonable quote. In case of breach of contract GRSE shall reserve the right to invoke the BG and may impose tender holiday for a period as per GRSE Vendor policy.

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

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



ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

Conditional offers w.r.t. this tender will not be accepted.

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

L1 bidder will be decided **Package wise**.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू -

BOQ as part of SOTR given in the tender is tentative and it may vary according to actual requirement of job during the period of rate contract. The selected Bidder has to execute the required quantity at same rate, terms & conditions up to variation of **(+100%)** in addition to the initial quantity for individual line items. Similarly, the quantity of individual items may be reduced also as per GRSE project requirement. Necessary amendment of the Purchase Orders will be issued accordingly. The contractors will be loaded according to GRSE project requirement. The detailed BOQ as per SOTR is given below:

Sl. No.	Description	UOM (A)	Qty (B)	Rate (Rs) (C)	Subtotal (Rs) (D=BXC)	Total for 72 Days (Rs) (E)
1.	<u>Package-1</u> Hiring of 14T capacity Tyre Mounted Mobile Crane					
a.	Providing of 1 (one) number 14T capacity Tyre Mounted Mobile Crane along with deployment of Crane Driver / Operator and helper / attendant for a day (8hrs /day) excluding fuel charges	Day	01	To be quoted		(E1=D1aX72)
b.	Fuel quantity required for deployment of 1 (one) number Crane for a day (8hrs/day)	Litre	To be quoted	91.76/-		(E2=D1bX72)
(L1 shall be determined based on basis of this the Total Value i.e. based on 72 Days)						
Sl. No.	Description	UOM (A)	Qty (B)	Rate (Rs) (C)	Subtotal (Rs) (D=BXC)	Total for 36 Days (Rs) (E)
2.	<u>Package-2</u> Hiring of 20T capacity Tyre Mounted Mobile Crane					
a.	Providing of 1 (one) number 20T capacity Tyre Mounted Mobile Crane along with deployment of Crane Driver / Operator and helper / attendant for a day (8hrs /day) excluding fuel charges	Day	01	To be quoted		(E3=D2aX36)
b.	Fuel quantity required for deployment of 1 (one) number Crane for a day (8hrs/day)	Litre	To be quoted	91.76/-		(E4=D2bX36)
(L1 shall be determined based on basis of this the Total Value i.e. based on 36 Days)						
Sl. No.	Description	UOM (A)	Qty (B)	Rate (Rs) (C)	Subtotal (Rs) (D=BXC)	Total for 36 Days (Rs) (E)
3.	<u>Package-3</u> Hiring of 40T capacity Tyre Mounted Mobile Crane					
a.	Providing of 1 (one) number 40T capacity Tyre Mounted Mobile Crane along with deployment of Crane Driver / Operator and helper / attendant for a day (8hrs /day) excluding fuel charges	Day	01	To be quoted		(E5=D3aX36)
b.	Fuel quantity required for deployment of 1 (one) number Crane for a day (8hrs/day)	Litre	To be quoted	91.76/-		(E6=D3bX36)
(L1 shall be determined based on basis of this the Total Value i.e. Based On 36 Days)						



Details as per SOTR at Annexure - 1.

Note:

1. For Fuel Charges, Bidder has to indicate Consumption of Diesel in Litre per day in the Quantity column. Fuel Charges shall be payable only for actual days of usage.
2. Rate of fuel for purpose of payment shall be considered as the average prevailing rate of diesel at Kolkata during the actual period of deployment (subject to monthly average for long term deployment) shall be considered.
3. **L1 shall be determined Package wise on basis of lowest quoted amount in total considering deployment days**
4. Bidder may be required to supply and operate more than one crane simultaneously.

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

Part I (Techno-commercial) bid will be opened on the date declared in NIT. Part II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those who qualify techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion or both techno-commercial evaluation will also be intimated about their non-consideration for further processing.

ARTICLE 17 अनुच्छेद-17: MICRO& SMALL ENTERPRISES सूछम एवं छोटे उद्योग -

- a) The 'Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012' and subsequent amendments / guidelines / press publications / circulars to the Order, as issued by the Ministry of MSME, shall be applicable as on the date of opening of the price bids.
- b) The bidders are advised to check the website of the Ministry of MSME for details of the amendments / circulars issued by the Ministry of MSME.

ARTICLE 18 अनुच्छेद-18: ASSESSMENT OF VENDORS AND DISTRIBUTION OF JOBS TO MULTIPLE BIDDER विक्रेताओं का आंकलन एवं विविध बोली लगाने वालों में कार्य वितरण - Not Applicable.

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

- A. Technical Eligibility Criteria तकनीकी मापदंड -** As per SOTR No: SOTR/SR/KPDD/HYDRA/02 dated 31.10.2024 (**Annexure 1**).

Supporting documents meeting Technical eligibility criteria as detailed in SOTR to be submitted along with the Part-I bid. Satisfactory Work Completion Certificates indicating the work order numbers, issued by the party for whom the work has been done to be submitted for assessment during TNC meeting. GRSE has the right to verify / cross verification of authenticity of the said documents whenever felt necessary.

- B. Financial Eligibility Criteria वित्तीय मापदंड - Not Applicable**

- C. Self-Certification Criteria:** The bidder should give self-certification (as per **Annexure 4**) that they have neither been Blacklisted nor have received any tender holiday from any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on **31.01.2025**. The bidder has to submit self-certification for the same along with the techno-commercial offer. GRSE reserves the right to independently verify the same. In case violation of declaration is detected at any stage of tender process and during currency of contract, the order will be terminated.

Note:



- a) If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then the bidder is not eligible to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder / contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.
- b) If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.
- c) If case of non-submission of the self-certification document as per format at **Annexure 4**, the bidder will be treated as non-responsive and their offer will be rejected.

[Requisite formats attached with NIT as Annexure **3 & 4** of Article 3 to be filled up by the bidders in support of above eligibility criteria and to be submitted 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 regarding
 - (i) The materials (if any) which are to be furnished by vendor for the work.
 - (ii) The work which is to be performed by the vendor.
 - (iii) Actual considerations made by bidder to complete all work.
 - (iv) To 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.
4. GRSE also reserves the right to reject any or, 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.
5. Generally, Contractor will assume all safety related responsibility 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, Occupational Health & Safety rules, regulations, procedures and guidelines when performing work in the facility or site.
6. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these



bidding documents shall provide written notice to GRSE within **07** calendar days 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.

7. Job is to be carried out as per SOTR and instruction of the Engineer in-charge /his nominated representative.
8. 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.
9. 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 TNC, failing which the processing of bid will not be taken further.
10. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%. As a part of National Mission of *Swachh Bharat*, GRSE has adopted *Swachh GRSE* and maintaining cleanliness of work area is an essential pre-requisite.
11. 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.
12. A Bidder is allowed to submit only one Bid under any capacity / status.
13. Difficulty in submitting the bid:
 - a. Any query/difficulty in understanding of SOTR or other technical Terms may be got clarified from **Mr. Devjyoty Das, DGM (SR)/ Taratala Unit, Mobile No. +91 91633 31763, e-mail: das.devjyoty@grse.co.in**
 - b. Any query/difficulty in understanding of Commercial Terms may be got clarified from and **Mr. Ashim Kumar Dey, SM (Contract)/ 61 Park Unit, Mobile No. +91 75960 23717, e-mail: Dey.Ashimkumar@grse.co.in** prior to submission of offer.
 - c. Any difficulty in submitting / uploading of e-tender or for any system help **Mr. Saraswata Palit, SM (GRSE E-PROCUREMENT), e-mail/ Palit.Saraswata@grse.co.in** / GRSE Service Provider M/s. NIC personnel may be contacted [Land line no: 033 24893902]
14. **E-mail Address for communicationसंचार 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 GRSE E-Procurement portal <https://eprocuregrse.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-I (Techno-Commercial) bid documents along with all attachments in E-Procurement portal <https://eprocuregrse.co.in>; Central Public Procurement Portal <https://eprocure.gov.in/cppp/> and GRSE website <https://grse.in/tender-published>. 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 Excel Template 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**

- i. 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.
- ii. 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.
- iii. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

ARTICLE 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)/ Commercial Negotiation Committee (CNC) 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. Bidders not submitting Original instrument of EMD within 3 GRSE working days from the tender closing date.



8. EMD validity period is shorter than specified in the tender enquiry.
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. Bidder submitted false/incorrect documents etc.
12. Bidders who have submitted **PRICE** along with Techno-Commercial Bid.

ARTICLE 23 अनुच्छेद-23: POST AWARD APLLICABLE CLAUSES ठेका जारी करनेके पश्चात लागू उपधारा -

A. Security Depositप्रतिभूति जमा -

Interest free refundable security deposit of **5%** of individual work order value (inclusive of GST) is to be deposited in the manner elaborated at GRSE STAC.

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

Work done certificate will be issued by AGM (SR) / DGM (SR)/ nominated officer of SR dept. W.D.C. is to include whether work has been completed as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources is also to be indicated.

C. Bill Submission बिल प्रस्तुति:

Bills are to be submitted considering the Checklist for Bill Submission at **Annexure 6** along with supporting document (Work Done certificate etc.) 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.

Note: -Transaction fee of Rs 500.00 for first return & Rs 1000.00 for subsequent return of bill with inappropriate documents will be charged.

D. Payment Terms भुगतान की शर्तें:

a. The 100% bill amount with full GST will be paid on monthly progressive basis within 30 days of receipt of bill duly certified by AGM (SR) / nominated officer of SR dept. of GRSE & supported with satisfactory Work Done Certificate duly certified by WDC certifying Authority. Moreover, release of payment is subject to clearance of ESI / P.F and other labour oriented mandatory liabilities of the Contractor if work is undertaken inside GRSE premises and if the job is undertaken outside GRSE premises clearance of ESI / P.F and other labour oriented mandatory liabilities of the Contractor is not applicable for release of payment.

b. Payment will be made on actual certification basis.

c. **Bill Certifying Authority:** AGM (SR)/nominated officer of SR dept. of GRSE.

E. Liquidated Damages निर्णीत हर्जाना -

The vendor will be liable to pay minimum Liquidated Damages @ $\frac{1}{2}$ % per week or part thereof on the undelivered work subject to a maximum of 5 % of the value of the order for delayed part. The amount of L.D. may be adjusted or set-off against any sum payable to the Contractor under this or any other Contract with GRSE Ltd.



F. Penalty:

In case of late reporting / non-availability of mobile crane and having adverse effect on GRSE operation, penalty equivalent to 50% of Cost of 1 day of corresponding crane capacity to be deducted from the bill.

G. 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.

H. Damage of Materials/ Equipment: - The Subcontractor will ensure that **NO Damage** is caused to the Materials, Equipment's or any other property of GRSE during execution of the work due to negligence and/ or any reason whatsoever by the subcontractor. The cost of damage will be suitably recovered from Subcontractor's Bill.

I. Fire & Safety Precautions (for working inside GRSE): -

The Vendor/Contractor shall abide by the Safety regulations/rules of the GRSE as detailed in Fire & Safety Guidelines (please refer www.grse.in). The Contractor should take all safety precautions and provide adequate supervision & control for their workmen in order to carry out the job safely. In case of any violation of safety precaution and non-usage of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and Safety Guidelines (please refer www.grse.in). 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.

J. Mandatory use of ISI marked PPE by Contractor Employees: - The Contractor shall ensure the use of ISI marked PPE by their engaged Employees. An indicative list of ISI marked Personal Protective Equipment, is appended below for mandatory compliance by the vendors without any deviation:

LIST OF PPES

Sl. No.	Name of PPE	Standard
(a)	Safety Helmet	IS: 2925 / EN 397.
(b)	Safety Footwear	IS 15298 / EN ISO 20345
(c)	Safety Goggles	ANSI Z87.1 / EN166.
(d)	Ear Plug	IS: 9167/ EN 352
(e)	Hand Gloves	(i) IS 4770 for electrical work (ii) EN 420 for general requirement (iii) EN 388 for mechanical hazard (iv) IS:6994 / EN 407 for heat applications (gas cutting / welding).
(f)	Welding Fume Respirator & Dust mask	IS: 9473 / EN: 149
(g)	Double lanyard Safety Belt & harness, automatic fall arrestor	IS: 3521
(h)	Cotton Boiler Suit Cloth	IS: 177 - 1989 (Amended up to date), Variety 3



Note: Apart from the above-mentioned PPE, vendors may consider any other type of standardized PPE as per job requirement, in consultation with GRSE Safety Department.

H. Contractor's Safety Personnel (संविदाकार के बचाव कर्मचारी) (for working inside GRSE): - One fully specialist and certified Safety Personnel has to be posted at the site during progress of work. The responsibility of the safety personnel is to supervise and monitor the site safety obligations of all work places and to comply all laid down Fire & Safety Rules of GRSE. He also ensures all workmen working under the sub-contractor at site are made aware of and comply with all the safety norms.

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

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

ARTICLE 25 अनुच्छेद 25: CONTRACT WORKMAN WAGE PAYMENT: -

- a. Contractor is liable for payment of PF, ESI to their engaged workmen and for other labour oriented mandatory liabilities as applicable for the job.
- b. The Contractor has to comply with the minimum wages & statutory liabilities (as revised time to time) of the engaged manpower applicable for the job.
- c. 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: STATUTORY RESPONSIBILITY OF CONTRACTOR DEPLOYING THEIR WORKMEN INSIDE GRSE PREMISES – AS PER ANNEXURE- 5.

Ashim Kumar Dey
SM (Contract)
Garden Reach Shipbuilders & Engineers Limited
GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700 024
Mobile: +91 75960 23717
Mail Id: Dey.Ashimkumar@grse.co.in

GRSE Ltd.	SOR FOR HIRING OF TYRE MOUNTED MOBILE CRANE (HYDRA /TIL/ SIMILAR TYPE)	SOR No. : SOTR/SR/KPDD/HYDRA/02 Dated 31 Oct 2024 Sheet 1 of 2
Dept. : SR Dept.		Rev : 2
Section: KPDD		Ref: Nil
Inspection: GRSE SR Officer	Prepared: DGM (SR) & Date: 31 Oct 24	Vetted By AGM (SR)

1. **INTENT:** GRSE intends to establish **Annual Rate Contract** for hiring of Tyre Mounted Mobile Crane (Hydra / Similar) at GRSE-KPDD (Khiderpore Dry Dock Area, Pan Bazar Area) **as required** basis for loading /unloading of equipment /material of the ships docked in Dry Dock 1 ,2 & 3 either from the Ship deck or from the dock floor of 8 - 9 m depth and along the Berth 13.

2. **Dry Dock Details:** The details of the 03 docks at GRSE-KPDD Unit are as follows: -

S.No	Dry Dock	Dimensions (L x B x H) (Meter)
(a)	Dry Dock 1	164 X 20 X 9.00
(b)	Dry Dock 2	150 X 20 x 8.00
(b)	Dry Dock 3	102 X 15 X 8.50

3. **VENDOR SCOPE OF WORK:**

- a) Provide any of the following type of **Tyre Mounted Mobile Crane** (Hydra /TIL/ Similar) along with competent and qualified **driver and helper** as per GRSE requirement for lifting/loading/unloading/ transporting load

S. No	Crane Capacity	Rated Capacity of Crane (with extendable boom) preferably
(i)	14 T	14T at 1.6 m radius and 2T at 9 m radius
(ii)	20 T	20T at 1.5 m radius and 900kg at 16 m radius
(iii)	40T	40T at 3 m radius with extendable boom.

- b) The Tyre Mounted Mobile Crane to be deployed along with **standard Slings and Shackles** with full load capacity.Valid statutory load test documents duly certified by the competent agency to be produced when deployed.
- c) The Tyre Mounted mobile crane should have valid statutory load test documents (eg: Valid Load Test Certificate of Crane and Lifting Tools/ Slings and Tackles, MV Registration, Road tax , Insurance, etc.
- d) The mobile crane to have valid SMPK Dock Entry Permit and Driver and Helpers to have valid RFID card for entry into GRSE KPDD unit.
- e) Vendor is required to undertake the operation of mobile crane required in the GRSE-KPDD unit as per instructions of GRSE SR Dept. Requirement of the crane will be intimated be one day in advance.

GRSE Ltd.	SOR FOR HIRING OF TYRE MOUNTED MOBILE CRANE (HYDRA /TIL/ SIMILAR TYPE)	SOR No. : SOTR/SR/KPDD/HYDRA/02 Dated 31 Oct 2024 Sheet 2 of 2
Dept. : SR Dept.		Rev : 2
Section: KPDD		Ref: Nil
Inspection: GRSE SR Officer	Prepared: DGM (SR) & Date: 31 Oct 24	Vetted By AGM (SR)

- f) Necessary consumables (eg: fuel, lubricant, spares, etc.) for running of the crane are to be arranged by the Vendor.
- g) All equipment, tools & tackles/jigs and tested slings, walkie talkies (for crane operator and sling man) for lifting by cranes as required to execute the work are to be arranged by vendor.
- h) Vendor shall be responsible for compliance of all Statutory Requirements and compliance to Safety Norms.
- i) Vendor is required to maintain records of deployment in log book and get deployment records certified by AGM (SR) authorized representative.
- j) The vendor shall be solely responsible for consequences arising out of any loss, damage or accident caused by the vendor or employee engaged by the vendor while on duty and shall be obligatory to statutory compliances. Any labour issues with operations have to be settled by the vendor himself. GRSE will not be responsible for any issues between the vendor and their employees.
- k) GRSE-KPDD will not take responsibilities for any liabilities caused by the vendor in respect of penalties by the authorities etc. or will not compensate part or full whatever may be reasons. Any loss /damage sustained by GRSE-KPDD on account of any negligent act of the vendor or employee engaged by the vendor will be fully recovered from the vendor.

I) Crane Operator: -

- i) The maximum age should not be more than 57 Years with experience in crane operation (at least since last 2 years).
- ii) License: Valid license issued by RTO / Government (State/ UT).
- iii) Statutory Eye test and Color vision test: - Service provider / Contractor shall arrange eye sight test and color vision test for the Crane Operator and the associated persons giving signal to the Crane Operator through a qualified Ophthalmologist (as per Rule 49 of the W.B. Factories Rules, 1958).
- iv) Re-examination of eye test: - The eye sight and color vision of the Crane operator and associated persons giving signal to the crane operator shall be re-examined at least once in every period of 12 months up to the age of 45 years and once in every 6 months beyond that age. Record of such examination and re-examination shall be maintained by the / service provider / contractor in Form 17A as specified in Rule 49 of the W.B. Factories Rules, 1958.

GRSE Ltd.	SOR FOR HIRING OF TYRE MOUNTED MOBILE CRANE (HYDRA /TIL/ SIMILAR TYPE)	SOR No. : SOTR/SR/KPDD/HYDRA/02 Dated 31 Oct 2024 Sheet 3 of 2
Dept. : SR Dept.		Rev : 2
Section: KPDD		Ref: Nil
Inspection: GRSE SR Officer	Prepared: DGM (SR) & Date: 31 Oct 24	Vetted By AGM (SR)

4. **QUANTITY AND MEASUREMENT OF UNIT:**

Sl no.	Description of Work	UoM	Qty	Rate (Rs)	Total (Rs)
			(a)	(b)	(c)= a x b
i	<u>14T capacity Tyre Mounted Mobile Crane</u>				
(a)	Providing one Crane for a day (8hrs/day) excluding fuel charges.	day	72	To Quote	
(b)	Fuel Qty required for deployment 1 (one) number Crane for a day (8hrs/day)	Litre/ day	To Quote	Rs 91.76/-	
ii	<u>20T capacity Tyre Mounted Mobile Crane</u>				
(a)	Providing one Crane for a day (8hrs/day) excluding fuel charges.	day	36	To Quote	
(b)	Fuel Qty required for deployment 1 (one) number Crane for a day (8hrs/day)	Litre/ day	To Quote	Rs 91.76/-	
iii	<u>40T capacity Tyre Mounted Mobile Crane</u>				
(a)	Providing one Crane for a day (8hrs/day) excluding fuel charges.	day	36	To Quote	
(b)	Fuel Qty required for deployment of Crane for a day (8hrs/day)	Litre/ day	To Quote	Rs 91.76/-	

- The above quantity for i, ii and iii is tentative and may vary as per requirement.
- The requirement services are for the period of 12 months
- The quantity may increase/ decrease within tenure of contract.
- Present Diesel rate at Kolkata of Rs 91.76/- has been considered. Fuel Rate will be payable based on average prevailing rate of diesel at Kolkata during the actual period of deployment.

5. **DETERMINATION OF L1:**

L1 to be determined separately against each category of Crane i.e, 14 T ,20 T and 40T Capacity

6. **DELIVERY SCHEDULE & WORKING HOURS:**

- Requirement of the crane will be intimated one day in advance for positioning the crane in for the next day.
- The normal working hours is 08.30 AM to 5.30 PM with total 1 hrs recess for Lunch and Tea Break. However, the deployment timings may vary as per the requirement which may include Sunday and Holidays.
- Job to be completed as per the requirement of AGM (SR) or his nominated Officer.

7. **PAYMENT TERMS:** Payment terms for the contract will be as follows: -

- WDC for the work done will be done to be duly signed by AGM(SR) or his authorized representative

GRSE Ltd.	SOR FOR HIRING OF TYRE MOUNTED MOBILE CRANE (HYDRA /TIL/ SIMILAR TYPE)	SOR No. : SOTR/SR/KPDD/HYDRA/02 Dated 31 Oct 2024 Sheet 4 of 2
Dept. : SR Dept.		Rev : 2
Section: KPDD		Ref: Nil
Inspection: GRSE SR Officer	Prepared: DGM (SR) & Date: 31 Oct 24	Vetted By AGM (SR)

- (b) Monthly Bills / Invoice to be raised along with Work Done Certificate duly signed by AGM (SR) or his nominated Officer
- (c) 100% payment with GST will be paid within 30days against the monthly bills raised.

8. **OPTION FOR EXTENSION OF CONTRACT:** GRSE reserves the right for extension of the contract for additional one year at its own discretion on the same rates and same terms & conditions.

9. **PENALTY & LD CLAUSE FOR NON AVAILABILITY OF SERVICES:** In case of late reporting / non-availability of mobile crane and having adverse effect on GRSE operation, penalty equivalent to 50% of Cost of 1 day of corresponding crane capacity to be deducted from the bill.

10. **ELIGIBILITY CRITERIA:** Minimum eligibility criteria of vendors for undertaking job as per scope of work mentioned above is as follows: -

Sl. No.	Particulars	Eligibility Criteria	Proof / Documents to be submitted
(a)	Experience in Relevant Field	(i) The vendor must experience in supplying the hired mobile crane Services in any Government, PSU, Private organization within five years from the date of publishing the tender (ii) The vendor must have PF, ESI, Labour License Codes in their name. Proof of the same are to be submitted. (iii) The vendor should submit the details of Crane Driver for the following: - (a) The maximum age should not be more than 57 Years. (b) Valid driving license issued by RTO/ Government (State/ UT) (c) Minimum 2 years' experience in operation of crane in any Government, PSU, Private organization.	Work Order & Work Completion Certificate issued by the issuer of PO Documents to be submitted Documents to be submitted
(b)	Local Office in Kolkata	The firm should have dedicated registered /regional / local functional office in Kolkata and address proof of the office should be submitted along with technical bid. In case of firm not having any office in Kolkata undertaking to be given to the effect that it shall open a local functional office within 01 month of awarding contract / PO.	Address proof of the office to be submitted or undertaking for opening of local functional office at Kolkata to be submitted

GRSE Ltd.	SOR FOR HIRING OF TYRE MOUNTED MOBILE CRANE (HYDRA /TIL/ SIMILAR TYPE)	SOR No. : SOTR/SR/KPDD/HYDRA/02 Dated 31 Oct 2024 Sheet 5 of 2
Dept. : SR Dept.		Rev : 2
Section: KPDD		Ref: Nil
Inspection: GRSE SR Officer	Prepared: DGM (SR) & Date: 31 Oct 24	Vetted By AGM (SR)

11. SAFETY:

All the workmen to use PPE and comply to fire and Safety Guidelines (attached). In case of violation of safety norms penal action as per applicable clause of the Safety Guidelines will be applicable.



ANNEXURE-3

FORMAT FOR TECHNICAL ELIGIBILITY

1. Name of the Bidder:

2. Job Description:

3. Tender Reference:

(A) 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.**



ANNEXURE-4

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 **31.01.2025** 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- 5 “A”

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 STATUTES FOR ENGAGEMENT OF CONTRACTORS' WORKMEN

Sl. No.	Relevant Statutes	Responsibility	Compliances to be ensured as per the Statute
01	The Factories Act, 1948 & West Bengal Factories Rules, 1958	Contractor	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. 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. 3. <u>Hours of Work</u>: The total nos. of hours of work in a week, including overtime, shall not exceed sixty. 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.
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	1. Every contractor shall obtain the following before commencement of work: (a) PF Code No. of the firm. (b) PF UAN i.r.o of the workmen engaged by him. (c) Ensure submission of nominee and dependent details while applying for UAN of workmen.
		Contractor	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.



Sl. No.	Relevant Statutes	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.



Annexure-6

CHECK LIST FOR BILL SUBMISSION - for Service Contracts					
A.	GENERAL PARTICULARS: (to be checked and submitted by Contractor/Vendor)				
A.1	BTN (as per BTS System): -				
A.2	Invoice No and date / E-Invoice No. & Date (if applicable for the vendor) (Original & in triplicate)				
A.3	PO Number				
A.4	Name of Vendor				
A.5	Location of work:		MW / RBD/ FOJ/ TU / 61Park/Vendor's premises		
I. For RA Bill (Running/Progressive bill) (Put ✓ 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 ✓ 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 ✓ Mark)	YES	NO	NA
B.1	Whether Bill has been forwarded through BTS			
B.2	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.3	Job starting & Completion Date (Schedule & Actual) indicated in WDC			
B.4	Certification of Penalty/ Recovery from bill indicated in WDC, if applicable			
B.5	Whether Bill is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.6	Certification of Penalty/ Recovery from bill as per WDC, if applicable			
B.7	Service Entry Sheet (SES)/GR in line with WDC, PO & Invoice			
	For Final/Balance Bill (Put ✓ Mark)			
B.8	Certified MRS copy as per PO terms enclosed (If applicable)			
B.9	Guarantee Period (GP) expired as per PO term and JCC			
B.10	PBG copy of equivalent amount till GP validity enclosed (if GP is not over)			

Signature of GRSE Bill Certifying Authority
with Designation
