



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

To,

M/s. Bengal Under Water Services

Garden Reach Shipbuilders & Engineers Limited is a **leading Warship Builders and Engineering Product Company**, invites offer from **M/s. Bengal Under Water Services** to submit **single stage two part (Part I- Techno-Commercial & Part II- Price) bid** through NIC portal for the work package as per following bid document:

NIT No निविदा संख्या:	SCC/AKD/ST/DREDGING/GOW/075/ET-3173	Dated: 17/03/2025
Job Title कार्य का नाम:	"SERVICES FOR REMOVAL & RELAYING OF 04 NOS PONTOON AS A PART OF GROWTH OF WORK OF DREDGING ACTIVITY"	
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	17/03/2025	
Tender Due Date निविदा जमा की अंतिम तिथि	24/03/2025	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि (तकनीकी- वाणिज्यिक बोली भाग-I)	25/03/2025	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)	Not Applicable for this Tender
Earnest Money Deposit (EMD) बयाना राशि जमा	Not Applicable for this Tender
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	On Completion of job
Evaluation of L1 एल1 का मूल्यांकन	On Totality Basis

Note: - If any vendor other than **M/s. Bengal Under Water Services** participates in this tender, then their offer will be **Rejected** outright.

ARTICLE 3 अनुच्छेद-3: ANNEXURES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलगित 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	Checklist of Statutory responsibility of contractor and principal employer
Annexure 4 संलग्नक-4	Check List for Bill submission (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 5 संलग्नक-5	Fire & Safety Guidelines (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 6 संलग्नक-6	Special condition of contract (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 7 संलग्नक-7	Contractors Responsibility (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 8 संलग्नक-8	General Requirement (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 9 संलग्नक-9	PF, ESI declaration form (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	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 bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		
1	Valid MSE/NSIC certificate (if any)	Yes
2	Technical Acceptance Format as available with NIT after being downloaded and filled up	Yes
3	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes

Note: In case of non-submission of documents as mentioned above, the bidder may liable to be considered as disqualified.

ARTICLE 5 अनुच्छेद-5: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:
Not Applicable.

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

(A) Mobilisation Period लामबंदी अवधि- 07 days from the date of placement of LOA/Purchase Order will be given for commencement of work.

(B) Job Starting Date कार्य आरम्भ तिथि - The contract period will be effected within 07 days of issue of Purchase order.

(C) Job Completion date कार्य समाप्ती तिथि- The job is required to be completed within 01 month from the starting date.

(D) Place of Work - GRSE Main Unit.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per **SOTR** (SOTR No: **SOR/DOCK/Dredging/25 dt. 27.01.2025**) at **Annexure 1**, Drawings, GRSE requirement and in case of doubt, instructions of the Engineer-incharge/ PL OR their nominated representative are to be followed.

ARTICLE 8 अनुच्छेद-8: GUARANTEE & WARRANTY गारंटी एवं वारंटी – Guarantee / Warranty of the job: Applicable for a Period of **01 year** from the date of final inspection clearance. Any faulty work carried out by the Contractor is to be rectified by them within the time stipulated by the GRSE. The details are as per GRSE STAC (Annexure 2)

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य –

Price quoted will be firm and fixed for the entire contract period till completion of work awarded during valid contract period. 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: Not Applicable.

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. will not be accepted.

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

Not Applicable as the job will be awarded to **M/s. Bengal Under Water Services** only.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू -

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of job during the period of contract. The Bidder has to execute the required quantity at same Rate, Terms &

Conditions. However, the Contractor will be paid based on actual quantity executed as per GRSE certification.

BOQ as per SOTR is given below:

Sl. No.	Description	UOM	Quantity
1	Removal, re-laying, shifting & positioning of Sawmill jetty pontoon	LS	1
2	Removal, re-laying, shifting & positioning of west jetty pontoon	LS	1
3	Removal, re-laying, shifting & positioning of Dolphin jetty pontoon	LS	1
4	Removal, re-laying, shifting & positioning of 2nd west jetty pontoon	LS	1

NB: i) UOM = Unit of Measurement, ii) LS = Lum Sum Details as per SOTR.

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 - Not Applicable.

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 as the job will be awarded to M/s. Bengal Under Water Services.

ARTICLE 19 अनुच्छेद-19: ELIGIBILITY CRITERIA पात्रता के मापदंड – As per SOTR at Annexure-1.

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

1. Before submitting a bid, **M/s. Bengal Under Water Services** 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.

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. Satish Kumar Chaturvedy, JM (Dock)/ Main Unit, Mobile No. +91 82813 57093, e-mail: chaturvedy.satish@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. 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, DGM (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 हेतु 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) **M/s. Bengal Under Water Services** can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E-Procurement portal <https://eprocuregrse.co.in>; 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.
- 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>; NIT document can also be downloaded from GRSE website <http://www.grse.in/index.php/tender.html>. 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 **M/s. Bengal Under Water Services** 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 bidder accordingly.
- f) Bids can be submitted only during validity of registration of bidder with GRSE e- Procurement portal.
- g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE website only.
- h) It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
- i) **AMENDMENT OF TENDER DOCUMENT**
 - i. Before the deadline for submission of the tender, the Tender Document may be modified by GRSE Ltd. by issue of addendum/corrigendum.
 - ii. Addendum/corrigendum, if any, will be hosted on website / e procurement portal and shall become a part of the tender document **M/s. Bengal Under Water Services** is advised to see the website for addendum/ corrigendum to the tender document which may be uploaded within the deadline for submission of Tender as finally stipulated.
 - iii. To give **M/s. Bengal Under Water Services** reasonable time to consider the addendum/ corrigendum 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. **M/s. Bengal Under Water Services** 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. **M/s. Bengal Under Water Services** not agreed for the fixed price till the validity of the tender or have quoted the variable price.
8. **M/s. Bengal Under Water Services** not agreeing for furnishing of the required Security Deposit (SD).
9. **M/s. Bengal Under Water Services** submitted false/incorrect documents etc.
10. **M/s. Bengal Under Water Services** 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 in GRSE STAC at **Annexure-2**.

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

WDC shall be issued by JM (DOCK) / Mgr. (DOCK) / authorised representative of Dock dept. GRSE. 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 (please refer www.grse.in) 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 90% bill amount with full GST will be paid on completion of job 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. Amounts recoverable from contractor, if any, is to be adjusted from the bill as per certification of Bill Certifying Authority. Moreover, release of payment is subject to clearance of ESI / P.F. and other labour related mandatory liabilities of the Contractor.

b. Balance 10% of the bill amount will be released after expiry of guarantee period on certification by Bill Certifying Authority or on submission of Performance Bank Guarantee of 10% of the value of Purchase Order valid for a period of 60 days beyond the expiry of Guarantee period.

c. For release of this 10% retention money either after guarantee period or on submission of PBG, the PBG release application to be submitted to Contract Cell duly certified by AGM (FIB & DOCK)/ authorised representative of Dock dept. GRSE. after expiry of guarantee period after expiry of guarantee period.

d. **Bill Certifying Authority:** AGM (FIB & DOCK)/ authorised representative of Dock dept. GRSE.

E. 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 Contract.

F. 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.

G. 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.

H. 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 Vendor/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.

- I. 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.

- J. 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 BIDबिड की पेशी –

- 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.
- 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.
- GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
- 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: STATUTORY RESPONSIBILITY OF CONTRACTOR DEPLOYING THEIR WORKMEN INSIDE GRSE PREMISES – AS PER APPENDIX- “A” AND APPENDIX- “B” UNDER ANNEXURE-3.

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



STATEMENT OF TECHNICAL REQUIREMENT (SOTR)

तकनीकी आवश्यकता का कथन

GRSE Ltd.	STATEMENT OF REQUIREMENT FOR REMOVAL, RE-LAYING, SHIFTING & POSITIONING OF 04 NOS PONTOON	SOR No. SOR/DOCK/Dredging/ 25
Dept: Dock dept. (MW)		Rev : NA
Yard No.: MW		Ref: Drg. No. NA
Group: MW		Prepared & Checked by: Cdr Samir Bera
Inspection: Dock dept. (MW)		Date : 27.01.2025

1. **अभिप्राय / Intent.** Dock Dept. at GRSE intends to outsource Removal, re-laying, shifting & positioning of pontoons from Sawmill jetty, West jetty & Dolphin jetty to complete ongoing dredging activity.

2. **ठेकेदार कार्य का दायरा / Contractor's Scope of Work.** The major scope of work are as follows: -

- (a) Removal, re-laying, shifting & positioning of Sawmill jetty pontoon
- (b) Removal, re-laying, shifting & positioning of West jetty pontoon
- (c) Removal, re-laying, shifting & positioning of Dolphin jetty pontoon
- (d) Removal, re-laying, shifting & positioning of 2nd West jetty pontoon

3. **ठेकेदार का ज़िम्मेदारी / Contractor's Responsibility.**

- (a) The personnel deployed by the firm should follow, GRSE extent regulations strictly till completion of work.
- (b) All personnel deployed by the firm should be suitably provided with proper safety gears. Safety gears shall be supplied by Contractor.
- (c) Contact Telephone No. of the Contractor & supervisor is to be shared with GRSE authority.
- (d) GRSE will not be responsible for any damage or accident to personnel deployed by the firm during the period of hiring. Any kind of liability of the personnel shall be under the scope of the Contractor.
- (e) Penalty should be levied on the firm as per existing GRSE rules & regulations, if the firm is not able to complete the job in time.
- (f) The Contractor should quote a lumpsum amount of the entire work package including consumables and all desired facility to execute the work.
- (g) Ensure the availability of necessary tools and spare parts for timely completion of job.

(h) Items to be brought inside or taken out of GRSE for repair work will be allowed on returnable Challans, duly signed by competent authority of Dock Dept (MW).

4. **जी.आर.एस.ई. की जिम्मेदारियाँ/ Responsibilities of GRSE.**

(a) Provide access to the location.

(b) Ensure the availability of necessary support staff if required for assistance

5. **जी.आर.एस.ई. आपूर्ति की गुंजाइश / GRSE Scope of Supply.**

(a) Electric supply as required basis.

(b) Fresh Water

6. **गारंटी और वारंटी/ Guarantee or Warrantee.** Workmanship will be guaranteed for satisfactory performance for a minimum of one year from the date of final inspection clearance. Any faulty work carried out by the contractor will be rectified by them within the time stipulated by the GRSE

7. **निरीक्षण / Inspection.** Inspection is to be done in accordance with the progress of the work. Final inspection and work done certificate is to be obtained from Dock Dept. on completion of work

8. **कार्यबल का एकत्रीकरण / Mobilization of Workforce.** Work shall be commenced within 07 days from issuance of LOA/ Purchase Order and should be completed within 1 month. Hindrance report (if case arises) to be maintained by the Contractor and put up to concerned officer for signing.

9. **पर्यवेक्षण / Supervision.** The contractor shall be responsible to have adequate supervision over the work carried out by him and no additional payment shall be made for this. The contractor Supervisor will be required to maintain the Site Inspection Register and also to record inspection done by GRSE staff.

10. **कार्य पूर्ति प्रमाण-पत्र)डबल्यू.डी.सी(/ Work Done Certificate (W.D.C.).** Work Done Certificate for payment as per format of **Annexure-1** are to be submitted on completion of work after signature of GRSE's authorized rep.

11. **कार्य निष्पादन सूची / Job Execution Schedule.**

(a) **कार्य आरम्भ तिथी / Job Starting Date :** - The contract period will be effected within 7 days of issue of Purchase order.

(b) **कार्य समाप्ती तिथी / Job Completion date** The works to be completed -: within 1 month from starting date.

12. **उद्धरण की विधि/ Method of Quotation.**

SI no	Description of work	Unit	Price
(a)	Removal, re-laying, shifting & positioning of Sawmill jetty pontoon	01 LS	
(b)	Removal, re-laying, shifting & positioning of west jetty pontoon	01 LS	
(c)	Removal, re-laying, shifting & positioning of Dolphin jetty pontoon	01 LS	
(d)	Removal, re-laying, shifting & positioning of 2 nd west jetty pontoon	01 LS	

13. **कार्य पूर्ति प्रमाण-पत्र प्रमानम प्राधिकारी / GRSE's Work Done Certifying Authority** : Work Done Certificate (WDC) will be certified by JM(Dock)/ Mgr.(Dock) Authorized Rep of Dock Dept., GRSE.

14. **बिल प्रमानम प्राधिकारी / Bill Certifying Authority** -: Invoice will be certified by AGM(FIB & Dock) / Authorized Rep of Dock Dept., GRSE.

15. **तकनीकी पात्रता मापदंड / Technical Eligibility Criteria.** The Contractor must have previous experience of similar kind of job within last 07 years, considering the period starting from Jan 2025.

16. **सामग्री/उपकरणों की क्षति/ Damage of Materials/ Equipment.** The Contractor will ensure that **No Damage** is caused to the Materials, Equipment's or any other property of GRSE due to negligence and/ or any reason whatsoever by the contractor. The cost of damage will be suitably recovered from Contractor's bill.

अनुलग्नक / Annexure- 1

Garden Reach Shipbuilders & Engineers Limited

(A GOVT OF INDIA UNDERTAKING)
43/46 Garden Reach Road, Kolkata – 700024

Phone : 2469 8100~8113, Extn: 625,

Fax : 2469 8150

WORK DONE CERTIFICATE

WDC Ref No. : GRSE/Dock/Main/151/

Date: _____

Work Title : _____

P.O. Ref. No. & Date : _____

Work Done By : _____

Job Location / Yard No. : _____

Schedule Date of Starting : _____ Schedule Completion : _____

Actual Date of Starting : _____ Actual Date of Completion: _____

Total delay in job Completion (if applicable) : _____

Inspection Note Ref. No. (If applicable) : _____

Sl. No.	Item Description	Unit	Measurement	Quantity

 (Signature of authorized Rep. of Vendor)

Name of Rep. _____

Designation: _____

 (Signature of GRSE Rep.)

Name: _____

Shop No.: _____

अनुलग्नक / Annexure- 2

Garden Reach Shipbuilders & Engineers Limited

(A GOVT OF INDIA UNDERTAKING)
43/46 Garden Reach Road, Kolkata – 700024

CIN: L35111OD1934GOI007891 Website: www.grse.in

Certificate Ref.: Dock/Main/151/

Date: _____

JOB COMPLETION CERTIFICATE

Name of Vendor:	
Purchase Order no. & Date:	
Job Description:	
Location of Work:	
Job start date:	
Final job completion date:	
Date of Set Final Entry in SAP:	
Final total executed value (incl. of all taxes):	

- This is to certify that the Job as per above referred purchase order has been completed in all respect on the date mentioned above i.e. on _____ (date) by M/s. _____.
- Guarantee/defect liability period:
 Start Date: _____
 End Date: _____
 (Will be applicable as per PO terms)

Signature and Date

(.....)

(GRSE AUTHORISED REPRESENTATIVE)

NAME :

DESIGNATION :

OFFICIAL SEAL :

**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.
