



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

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

(भारत सरकार का प्रतिष्ठान)

61, Garden Reach Road, Kolkata-700 024

61, गार्डन रीच रोड, कोलकाता-700 024

Phone दूरभाष: (033) 2469-8100 to 8113, FAX फैक्स: (033) 2469 3932

Web site वेब: www.grse.in

CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited is a **leading Warship Builders and Engineering Product Company**, invites Nominated Service providers 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.

This notice is being published for information only and is not open invitation to quote in this limited tender enquiry. **Participation in this limited tender enquiry is by invitation through e-mail only and is limited to the nominated firms. Unsolicited offers are liable to be ignored/outright rejected.** However, suppliers who desire to participate in such tenders in future may apply for registration with the Procuring Entity as per procedure.

NIT No निविदा संख्या:	SCC/MB/LT/Catering/Commissioning/3022/093/ET-3251 Dated: 17.07.2025
Job Title कार्य का नाम:	"Catering Services for Commissioning of Yard 3022" as per SOTR No. SOTR/CATERING ARRANGEMENT /P17A/PMT Dated 07.07.2025
Tender issuing Dept. बिभाग द्वारा जारी:	Contract Cell (संविदा बिभाग), GRSE (61 Park)

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

SCHEDULE सारणी		
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	17.07.2025	
Tender Due Date निविदा जमा की अंतिम तिथि	24.07.2025	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि (तकनीकी- वाणिज्यिक बोली भाग-I)	24.07.2025	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधि	180 days from date of opening of Tender (Part – I)	

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

FEES / DEPOSITS	
Tender Fee निविदा प्रपत्र मूल्य (स्टैंक के परिच्छेद 03 में उद्धृत)	Rs. 500/- (Rupees Five hundred only)
Earnest Money Deposit (EMD) बयाना राशि जमा	Rs. 2,30,000/- (Rupees two lakhs thirty thousand only)
Security Deposit (SD) प्रतिभूति	5 % of Work Order Value (inclusive of GST)
Liquidated Damages परिनिर्धारित नुकसान	½% per week, Max 5% of unexecuted job
Billing Frequency बिल करने की अवधि	On Completion of total job
Evaluation of L1 एल1 का मूल्यांकन	L1 bidder will be decided on Totality basis

***Note:** - Bidders are required to submit EMD amount as Bid Security in the form of DD/ Pay Order against this tender as per the Clause Ref. (3) of STAC, Enclosure-4. 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.

MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting the EMD. Also, the vendors registered with GRSE shall be exempted from submission of EMD subject to submission of valid copy of the registration certificate issued by GRSE. Having tender's service similar to tendering service listed with the list items/ services for which they are registered. In lieu they shall be required to submit "Bid Security Declaration" as per format enclosed.

Non-submission of EMD or a valid MSE/NSIC certificate or, Bid Security Declaration may lead to offer rejection.

The submission of EMD 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.

In the case of Consortium, the lead partner should be registered with GRSE to qualify for exemption of EMD.

In the case of Joint Venture, the entity should be registered with GRSE to qualify for exemption of EMD.

As per the present existing guideline of NSIC Authority, there will be no exemption in submission security deposit be allowed against the NSIC registered vendors.

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) of the Contract (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)

	Check List of Statutory Responsibility of Contractor and Principal employer (please refer Standard Terms & Conditions (STAC) → Annexure - 2A → Appendix - A, B & C)
	General Requirement (please refer Standard Terms & Conditions (STAC) → Annexure - 2B → Appendix –D)
	Fire & Safety Guidelines (please refer Standard Terms & Conditions (STAC) → Annexure - 2C → Appendix –E)
Annexure 3 संलग्नक-3	Check List for Bill submission (attached with NIT)
Annexure 4 संलग्नक-4	Format for Integrity Pact (to be submitted in Rs. 100/- Non-Judicial Stamp paper) (Not applicable for this tender)
Annexure 5 संलग्नक-5	Format for Technical Eligibility Criteria (Not applicable for this tender)
Annexure 6 संलग्नक-6	Format for Financial Eligibility Criteria (Not applicable for this tender)
Annexure 7 संलग्नक-7	Special condition of contract (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 8 संलग्नक-8	PF, ESI declaration form (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities) (Not applicable)
Annexure 9 संलग्नक-9	Format for - Bank Guarantee Format for EMD (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)
Annexure 11 संलग्नक-11	Format for - Bank Guarantee Format for PBG (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities) (Not applicable for this tender)
Annexure 12 संलग्नक-12	Guide line for Bank Guarantee (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities) (BG to be submitted in Rs. 100/- Non-Judicial Stamp paper)

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	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-5	N.A.
6	Documents meeting the Financial Eligibility Criteria as per format at Annexure-6	N.A.
7	Audited/Certified Annual Accounts and Annual Report for immediate last three (03) financial years ending on 31st Mar'25 in support of Financial Eligibility	N.A.
8	Filled up Bid Security Declaration as per format. (attached with NIT)	Yes
9	Integrity Pact to be submitted	N.A.

10	PAN /TAN, GST, Registration Certificate of the Company with ROC/Trade License	Yes
11	Copies of registration with PF, ESI authorities/ last challans etc.	Yes
12	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes

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

Registered Vendors with GRSE need not upload documents at Sl. No. 10 & 11 above, if valid documents already submitted / available with GRSE Vendor Registration Cell.

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>
3.	Integrity Pact	Not Applicable for this Tender

Note: Above mentioned original Negotiable Instruments as stipulated, to reach the office of General Manager (CC, HP & IP), 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 (preferably through speed post /courier service).

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

(A) **Job Starting Date कार्य आरम्भ तिथी** - Actual date of starting of job will be intimated by IN/Ship staff preferably 01 (one) week prior commencement of work. However, in case of any last changes in programme due to any exigencies the notice period may be less.

(B) **Job Completion date कार्य समाप्ती तिथी**- Job shall be completed on the day of Commissioning ceremony tentatively at end August 2025. Actual date shall be confirmed by GRSE/Indian Navy.

(C) **Record Keeping अभिलेखरक्षण** - The contractor has to keep records of all dates for receipt of site availability along with the date of inspection by ship staff.

The contractor is to maintain a Hindrance Register for recording instances of hindrance to work not on account of or attributable to contractor. The maintenance of hindrance register is to be done by contractor and the same is to be countersigned by nominated officer of GRSE. The hindrances recorded would be admissible for waiver in terms of period of hindrance during the computation of LD, if any, and as applicable will be admissible for deduction from the final bill.

(D) **Quality Assurance Authority गुणवत्ता आश्वासन प्राधिकारी** – Ship Staff or nominated representative.

(E) **Place of Work कार्य करने का स्थान** – at Visakhapatnam.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per SOTR (SOTR/CATERING ARRANGEMENT/P17A/PMT Dated 07.07.2025), GRSE requirement and in case of doubt, instructions of LOGO (Desig) of Himgiri Cell / designated naval officer is to be followed.

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

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य –

Price quoted will be firm and fixed for the entire contract period till completion of work. Price is to be quoted including all taxes & duties etc. except GST. GST is to be indicated separately in the space provided in Price Bid and will be paid extra. No escalation whatsoever will be considered under any circumstances within the stipulated period 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 L1 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 **180 days** from the date of opening of Part-I bid i.e. Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond **180 days** against valid reason.

ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

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

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

L1 bidder will be decided on lowest quoted price **in totality (excluding GST)**.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू -

BOQ as part of SOTR given in the tender is tentative. The quantity may increase or decrease according to actual project requirement of GRSE.

The Bidder has to execute the required quantity at same Rate, Terms & Conditions. However, the Contractor will be paid as pro rata basis based on actual quantity executed as per GRSE certification.

BOQ as per SOTR is given below:

Sl. No.	Description	Qty.	UoM
1	SER_CATERING ARRANGEMENT FOR COMMISSIONING	1	SET

NB: i) UOM = Unit of Measurement ii) The above quantity is tentative and may vary as per GRSE project requirement. The payment will be made as pro-rata basis.

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 सूक्ष्म एवं छोटे उद्योग –

- a) 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 for this tender.

In case of requirement / poor performance by engaged vendor, other qualified bidders may also be engaged for execution of job at established rate.

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

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

1. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept.in writing, not less than 02 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 **02** 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. **Independent External Monitors (IEM) आई. ई. एम. :**

Either or both of the following Independent External Monitors will have the power to access the entire project document and examine any complaints received by him. In case of any change in IEMs, it will be informed accordingly.

The communication details of the IEMs are as follows: -

- (A) Shri Lov Verma, IAS(Retd.),
Email: lov56@yahoo.com
- (B) Shri Debashis Bandyopadhyay, Ex-Director (HR), BHEL
Email: debashis9999@gmail.com

8. **Integrity Pact समग्रता अनुबंध: – Not Applicable for this tender**

The Integrity pact essentially envisages the agreement between prospective vendors /Bidders & buyers committing the person/officials of both the parties not to exercise any corrupt influence on any aspects of the contract. Only those vendors/bidders who enter into such an integrity pact with the buyer would be competent to participate in the bid. The format of Integrity Pact is enclosed with tender document (**refer Annexure-4**). The “Integrity pact” on Govt. issued Stamp paper of Rs.100/- duly filled as per enclosed format to be submitted in original. Bidders to ensure that every page of IP is ink signed with company seal/stamp in every page. [Please refer guideline for IP in STAC (Sl.No.-1) in GRSE website]

9. Job is to be carried out as per SOTR and instruction of the GRSE Inspection Authority / nominated representative.
10. 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.
11. 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.
12. 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 as per prevailing norms of GRSE. 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.

13. 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.
14. A Bidder is allowed to submit only one Bid under any capacity / status.
15. It is a two-part bid hence request not to quote anything pertaining to price in technical bid. In case of submission of indication of price in any form in the techno-commercial bid (other than price bid) then such offer will be considered as rejected.
16. Difficulty in submitting the bid:
 - a. Any query/difficulty in understanding of SOTR or other technical Terms may be got clarified from Anunay Dutta Choudhury, **MGR (PMT P17A), Mobile No. +91 8828044178, e-mail: DuttaC.Anunay@grse.co.in**
 - b. Any query/difficulty in understanding of Commercial Terms may be got clarified from and **Mr. Manna Basak, SM (Contract Cell)/ 61 Park Unit, Mobile No. 76040 63205, e-mail: Basak.Manna@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]
17. **E-mail Address for communication संचार 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) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E-Procurement portal <https://eprocoregrse.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://eprocoregrse.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 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 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 Tenderers 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 Tenderers 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. 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. Bidders not agreeing for furnishing of the required Security Deposit (SD).
11. Bidders submitted false/incorrect documents etc.
12. Bidders submitted **PRICE** along with Techno-Commercial Bid.

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

A. Security Deposit प्रतिभूति 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.)-

Work done certificate will be issued by AGM/ DGM (PMT P17A). 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 to be raised through OBPS portal after certification of WDC.

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 for actual work done will be paid after completion of job within 30 days against online submission of GST e-invoice through OBPS portal with work done certificate. Amount recoverable from contractor, if any, is to be adjusted from the payables as per certification of Bill Certifying Authority.

b. Payment will be made on actual certification basis through ECS/NEFT mode.

***Note:**

- (i) All Vendors having turnover above Rs.5 Crore have to mandatorily submit E-Invoice.
- (ii) All Vendors having turnover below Rs. 5 Crore are also to submit E- Invoice/digitally signed invoice. (Vendors having turnover under Rs.5 Crore have option to created E-Invoice).
- (iii) Invoice in hard copy is not desirable.
- (iv) Gate in entry date will be treated as gate stamped date.
- (v) Work Done/Completion certifying authority must be atleast at the level of Dy. Manager.

c. Bill Certifying Authority बिल प्रमाणन प्राधीकर: PS-P17A.

E. Penalty (जुर्माना)/Liquidated Damages निर्णीत हर्जाना -

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

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. Quantity variation मात्रा की भिन्नता: The quantity may increase or, decrease according to actual requirement of job.

The Bidder has to execute the required quantity at same Rate, Terms & Conditions. However, the Contractor will be paid as pro rata basis based on actual quantity executed as per GRSE certification.

H. Damage of Materials/ Equipment सामग्री/उपकरण की छति: - The contractor 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 contractor. The cost of damage will be suitably recovered from contractor's Bill.

I. Fire & Safety Precautions (for working inside GRSE) आग और सुरक्षा सावधानियाँ (जी.आर.एस.ई के अंदर काम के लिए): -

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.

J. Mandatory use of ISI marked PPE by Contractor Employees आई एस आई मार्क पीपीई किट उपयोग की अनिवार्यता ठीका मजदूरोंका द्वारा: - 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.

K. 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. **(Not applicable for this tender)**

L. 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 as per prevailing norms of GRSE. 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.

M. PAYMENT FOR UTILISATION OF PORTABLE ACs BY VENDORS विक्रेता द्वारा पोर्टेबल एयर कंडीशन के उपयोग हेतु भुगतान: (Not applicable)

GRSE will allow fitment of portable ACs at the vendors' premises/PORTA cabins on chargeable basis. Following to be complied with respect to installation / usage of AC machines: -

(a) Installation of New AC Machines

(i) ACs are to be of 5-Star Green rating upto a maximum of 1.5 Tons.

(ii) Vendors to seek installation clearance from ES&CM department. Post accord of clearance by ES&CM, vendor to install the AC and take power supply from designated place shown by the ES&CM dept.

(iii) All cables, RCCB, socket etc required for connection of the AC are to be arranged by the respective vendor.

(iv) Post completion of installation, an inspection will be carried out by the ES Dept for readiness to energise. Same procedure will be followed in case vendor willing to discontinue this facility.

(v) Charges toward electrical bills will be on monthly fixed rate basis @ 700.00 per month per AC irrespective of utilization / restriction of utilization.

(vi) In case vendor desires to remove AC connection, approval for the same to be obtained from ES Dept. However, full month charges will applicable for the said month in which the AC will be disconnected.

Any damage to GRSE property occurred due to use of AC to be made good by the vendor. In case vendor fails to carry out the same, defect will be made good under the risk and cost of the vendor.

(b) Usage of Existing AC Machine

(i) Vendors to apply for inspection of the installed AC by ES Dept. Any observations made by ES&CM dept during the inspection process are to be liquidated by the vendor. Cables, RCCB, socket etc, if required to be replaced, are to be undertaken by the vendor at his own cost.

(ii) Charges toward electrical bills will be on monthly fixed rate basis @ 850.00 per month (for below five stars rating) and ₹ 700.00 per month (for five stars rating) irrespective of utilization / restriction of utilization.

(iii) In case vendor desires to remove AC connection, approval for the same to be obtained from ES Dept. However, full month charges will applicable for the said month in which the AC will be disconnected.

Any damage to GRSE property occurred due to use of AC to be made good by the vendor. In case vendor fails to carry out the same, defect will be made good under the risk and cost of the vendor.

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 ठिका मजदुरों का वेतन भुगतान (जी.आर.एस.ई के अंदर काम के लिए): - (for working inside GRSE)

- 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 ठेकेदार द्वारा जी.आर.एस.ई में तैनात मजदुरों के प्रति बैधानिक कर्तव्य- AS PER ANNEXURE-2A.

Manna Basak
SM (Contract Sell)
Garden Reach Shipbuilders & Engineers Limited
61 Park Unit, 61, Garden Reach Road, Kolkata - 700 024
Mobile: +91 76040 63205
Mail Id: Basak.Manna@grse.co.in

Annexure 1 / संलग्नक-1

GRSE LTD. / PMT	SOR FOR CATERING ARRANGEMENT FOR COMMISSIONING OF YD 3022 PREPARED BY: MGR PMT-P17A	SOTR No.
P17A		SOTR/CATERING ARRANGEMENT /P17A/PMT
DATE: 07.07.2025		VERIFIED BY: AGM-PMT P17A

1. INTENT

It is intended by GRSE to provide outdoor catering arrangements for commissioning of Yd 3022 in Visakhapatnam.

2. REQUIREMENT QUANTITY: -

Required quantity of work to be done for outdoor catering arrangements of commissioning ceremony of Yd 3022 is as per Annexure 1 attached herewith.

3. VENDOR'S SCOPE OF WORK

Embark a team of professionals with requisite experience of handling venue arrangements and related activities for commissioning ceremony of naval ship. The scope of work will consist of supply of items listed in Annexure 1 under the guidance of designated Naval Officer.

4. SHIPSTAFF's SCOPE OF WORK

The task has to be performed under the supervision of designated naval officer. Single point of contact will be LOGO(Desig), Himgiri Cell.

5. JOB STARTING & COMPLETION

(a) Actual date of starting of job will be intimated by IN/Ship staff preferably 01-week prior commencement of work. However, in case of any last changes in programme due to any exigencies the notice period may be less.

(b) Deliverables to be handed over to Ship staff for acceptance as per schedule mentioned in Annexure 1.

6. QUALITY ASSURANCE AUTHORITY

Ship Staff or nominated representative. Single point of contact will be LOGO (Desig) of Himgiri Cell for all technical queries.

7. Method of quotation

- (a) The vendor shall quote for all the line items as per Annexure 1.
- (b) The quoted price should consist of Transportation, Lodging & Boarding expenses by the firm.

8. MODE OF PAYMENT

Payment will be made on completion of the job based on Work Done Certificate and Bills duly certified / signed by PS-P17A.

Annexure 1

Detailed break up of Deliverables

Commissioning Ceremony High Tea

- | | |
|------------------|---|
| Name of the Host | : INS Himgiri |
| Date | : End Aug 25 (To be confirmed by GRSE/IN) |
| Timings | : 0700 hrs to 1200 hrs (To be confirmed by GRSE/IN) (The timings could extend to lunch also depending on the Chief Guest's programme.) |
| Type of Function | : Commissioning Ceremony |
| Number of Guests | : 2500 (approx.) The number of guests is a tentative figure and exact figures would be indicated after finalisation of guest list and RSVP and is subject to change owing to VVIP requirements. |
| Inclusions | : As mentioned below. |
1. Food Buffet for 2500 persons and packed food packets for 200 persons.
 2. Sit down serving for 300 persons in a separate enclosure.
 3. Three types of mocktails.
 4. Two types of smoothies with one made out of fruits from Himgiri/Ooty.
 5. Soft Beverages and assorted juice.
 6. Fresh Coconut Water and Kokum Sharbat for VIP delegates.
 7. Seven Type of Cut Fruits including two fruits from Himgiri/Ooty served as platter as well as a fruit chat.
 8. 12 types of exotic heavy Breakfast items having a mix of South Indian, Punjabi, Maharashtrian, dishes from Tamil Nadu, Mexican, Millet Based, Continental and Italian. (Example Brahmin Idli, Millet Upma, Jalapeno Rolls, Croissants, two types of Pasta, Mini Biryani, Chola Kulche, Mini Garlic Naans, Mini Assorted Burgers, Quiche, Wraps, Croissant etc.) – Both Veg and Non Veg options.
 9. Special Tea and Coffee Corner (including Filter coffee) with serve around only from tea leaves and coffee beans from Himgiri.
 10. 05 types of dessert items like Moong Dal Halwa, Baked Chenna Rasgulla, Dal Pysam, Raspberry/ Chocolate pavlova, Pancakes, Cupcakes, Muffins, Imarti rabdi etc.
 11. 200 ml mineral water bottle (expected qty 12000 bottles)

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12. 20 Ltr water Jars for counters.
13. Food to remain warm throughout by storing in Baine Marie/ Food Warmers.
14. Ice for serving and chilling.
15. Qualified stewards for counters and VVIP serving.
16. Placement of Menu Cards and labels at all counters and dishes explaining the dishes introduction in short.

Commissioning Barakhana

Name of the Host :INS Himgiri
 Date : End Aug 25 (To be confirmed by GRSE/IN)
 Timings : 1000 hrs to 1430 hrs (To be confirmed by GRSE/IN)
 Type of Function : Barakhana
 Number of Guests :2000 (approx.) The number of guests is a tentative figure and exact figures would be indicated after finalisation of guest list and RSVP and is subject to change owing to VVIP/ Chief Guest's requirements.

Inclusions : As mentioned below.

1. Food Buffet for 2000 persons and packed food packets for 100 persons.
2. Three types of mocktails.
3. Two types of smoothies with one made out of fruits from Himgiri/Ooty.
4. Soft Beverages and assorted juice alongwith 4000 mini packets each of salted cashew and almonds.
5. Fresh Coconut Water and Kokum Sharbat.
6. Seven Type of Cut Fruits including two fruits from Himgiri/Ooty served as platter as well as a fruit chat.
7. Special Tea and Coffee Corner (including Filter coffee) with serve around only from tea leaves and coffee beans from Himgiri.
8. 03 types of soup – Two Veg and One Non Veg.
9. 05 types of assorted breads like tandoori roti, mini garlic naan, Kulcha, Malabar Parathas and mini stuffed parathas.
10. 05 Non Veg Main Courses (Two Chicken, One Fish, One Prawns and One Mutton)
11. 03 Vegetable dishes main course with one tawa sabzi counter.
12. One Chinese Counter having Fried Rice, Noodles and Manchurian (Veg and Non Veg)
13. 02 types of exotic slow cooked heavy Dal – Like Dal Bhukari etc.
14. 03 types of Rice preparation viz Biryani, Kashmiri Pulao and South Indian Yellow Rice.
15. Two South Indian Counters serving Dosas, Uttapam, Idli etc
16. 05 types of dessert items like Moong Dal Halwa, Baked Chenna Rashogulla, Dal Paysam, Hot Gulab Jamun, Imarti rabdi, Ice cream (waffle cone, Kulfi and cup) etc.
17. Five types of Salads assortment including chickpea, pasta, hari aloo, chat items like dahi bhalla, papdi chat etc. Papad, Pickle and chutney in addition.
18. 200 ml mineral water bottle (expected qty 15000 bottles)
19. 20 Ltr water Jars for counters.
20. Food to remain warm throughout by storing in Baine Marie/ Food Warmers.
21. Ice for serving and chilling.
22. Qualified stewards for counters serving.

23. Placement of Menu Cards and labels at all counters and dishes explaining the dishes introduction in short.

Commissioning Cocktails and Dinner

Name of the Host	: INS Himgiri
Date	: End Aug 25 (To be confirmed by GRSE/IN)
Timings	: 1830 hrs to 2345 hrs (To be confirmed by GRSE/IN)
Type of Function	: Cocktails and Dinner
Number of Guests	: 1500 (approx.) The number of guests is a tentative figure and exact figures would be indicated after finalisation of guest list and RSVP and is subject to change owing to VVIP/ Chief Guest's requirements.
Inclusions	: As mentioned below.

1. Food Buffet for 1500 persons and packed food packets for 100 persons.
2. Five types of exotic mocktails and five premium cocktails to be passed around and served in the bar.
3. Two types of smoothies with one made out of fruits from Himgiri/Ooty.
4. Soft Beverages and assorted juice.
5. Seven Type of Cut Fruits including two fruits from Himgiri/Ooty served as platter as well as a fruit chat.
6. Special Himgiri Coffee Corner with serve around only from coffee beans from Himgiri. High Premium Himgiri Tea counter in addition with all premium variety of Himgiri tea leaves including oolong, chamomile, orange and white tea.
7. Two special Salad Counters having 7 variety of Salads, both veg and Non Veg with assorted dressings and Papad, Pickle and chutney in addition.
8. "Chaat ki vaadiyaan" – Two Live counters catering for 5 different types of Chaat.
9. 04 types of soup – Two Veg and Two Non Veg (including one sea food).
10. Live Burmese Khowsay Counter.
11. Live Italian Pasta counter (seven types of Pasta cuisines).
12. "Arabian Nil Nights" – Veg and Non Veg Shawarma with Arabic accompaniments.
13. "Punjab da Tashan" – Makke di Roti with Sarson ka Saag and seasonal tawa vegetables.
14. Four types of Veg and Non Veg (Chicken, Mutton, Prawn, Fish) Appetizers each to be served around.
15. 05 types of assorted breads like tandoori roti, golden masala poori, mini garlic naan, Kulcha, Malabar Parathas and mini stuffed parathas.
16. 04 Non Veg Main Courses (One Chicken, One Fish, One Prawn and One Mutton)
17. 03 Vegetable dishes from Himgiri (like Kathal Himgiri Korma and Ottakudi Udhak) for main course with one tawa sabzi counter.
18. 02 types of exotic slow cooked heavy Dal – Like Dal Bhukari etc.
19. 05 types of Rice preparation viz Three types of Biryani, Kashmiri Pulao and South Indian Yellow Rice.
20. Two South Indian Counters serving Dosas, Uttapam, Idli etc
21. "Adda Mithai Da" - 07 types of dessert items – Mini Malpua, Imarti Rabdi, Chocolate Walnut Pudding in Shot Glasses, Classic Tiramisu, Artisanal Cold Stone Ice Cream, Assortment of Mini Cup Cakes, Moong Daal Halwa.
22. 200 ml mineral water bottle (expected qty 8000 bottles)
23. 20 Ltr water Jars for counters.

24. Food to remain warm throughout by storing in Baine Marie/ Food Warmers.
25. Ice for serving and chilling.
26. Qualified stewards for counters serving and passing around.
27. Placement of Menu Cards and labels at all counters and dishes explaining the dishes introduction in short.
28. Cooks at Live counter and stewards to dress as per the theme of the counter.

STANDARD TERMS & CONDITIONS (STAC)**मानक निबंधन और शर्तें (एसटीएसी)****(1) Integrity Pact समग्रताअनुबंध: (Not Applicable for this tender)**

All the participating vendors in this tender are required to enter into agreement by signing an Integrity Pact.

“The Pact essentially envisages as agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract”.

Signing of Integrity Pact will be preliminary qualification for participation of this tender, only those vendors who have entered into this Pact with GRSE will qualify for the contract. This Integrity Pact will be effective from the stage of invitation of bids till the date of complete execution of this contract.

Signing Authority for Integrity Pact:

(A) Vendor: Proprietor / Director / Authorized representative

(B) GRSE: Head of the ordering department, not below the rank of DGM / AGM

Vendors need to sign on each page of the Integrity Pact document and provide the same on a Govt. issued bond paper of Rs.100/-. The scanned copy of the same need to be uploaded along with the technical Bid documents and original copy of the same to be forwarded to Tendering Department before the due date of the tender.

(2) Micro & Small Enterprise (सूक्ष्म और छोटे उद्यम) -

- i. Purchase preference will be given to eligible Micro and Small Enterprise firms as per MSME Act on submission of valid UDYAM Registration Number or Udyog Aadhar Memorandum (UAM) or Entrepreneurs Memorandum Part II (EM) or NSIC copy along with their offer to claim the benefit. Tendered Service is to be listed in the UDYAM or UAM or the EM Part II or NSIC submitted else they are disqualified to avail the benefit.
- ii. In tender, participating Micro and Small Enterprises (MSE), quoting price within price band of L1+15 percent shall be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise (MSE) and such MSE shall be allowed to supply up to 25 percent of total tender value.
- iii. In case L1 is not an MSE and there is more than one MSE within the range of L1+15%, only the lowest MSE shall be considered for 25% order in case of divisible item (or 100% in case order quantity is not divisible), subject to matching the L1 prices. Only on refusal of such lowest MSE to accept L1 price, second lowest MSE within the range of L1+15%, shall be considered. This process shall be continued till a MSE in the range accepts the L1 price or the MSEs in the L1+15% range are exhausted. In case no MSE accepts the L1 price or there is no MSE available, in L1+15% range, then the order shall be placed without applying this principle.
- iv. In addition MSE firms will be entitled to avail the following benefits:
 - a. Tender Documents will be issued free of cost.
 - b. Earnest Money Deposit will be exempted.

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

- i. Amount of declared interest free Earnest Money Deposit (EMD) is to be submitted in form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of “Garden Reach Shipbuilders & Engineers Limited” by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I e-bid submission.
- ii. EMD may also be submitted in the form of Bank Guarantee with six months validity as per enclosed GRSE format of Bank Guarantee and is to be forwarded directly to GM (Finance), GRSE in Bankers’ sealed envelope failing which same will not be accepted. Details of B.G. are to be in Techno-Commercial part of offer.
- iii. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting EMD. To claim the exemption a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the General Document part of E-PROCUREMENT. The same is to be confirmed in the PART- I concurrence format.
- iv. Non-submission of EMD or a valid MSE certificate may lead to offer rejection.
- v. GRSE will issue Money Receipt against EMD submitted by way of DD/PO.
- vi. Refund of Earnest Money Deposits
 - a. EMD of unsuccessful bidders will be refunded/ returned within 30 days of finalisation of order on surrendering the original copy of GRSE Money Receipt with an application by bidder addressed to HOD of Ordering Department, GRSE on receipt of intimation from GRSE.
 - b. EMD of disqualified bidders in TNC/CNC will be returned within 30 days from the date of receipt of application along with original copy of Money Receipt from the bidder. EMD, if not claimed within 01 year from the date of notification EMD will be forfeited.
 - c. EMD of successful bidder will be returned after receipt of security deposit against work order as per contractual terms.
- vii. Forfeiture of Earnest Money Deposit (बयाना जमा की जब्ती)

EMD may be forfeited under the following circumstances:

 - a. The bidder withdraws the bid after opening of Price Bid during the period of validity of offer.
 - b. The successful bidder fails within the specifies time limit to:
 1. Acknowledge the LOI/Order
 2. Furnish the required Security Deposit
 3. Non-performance of the contract by the Contractor
 4. If any registered vendor with Fixed EMD withdraws its bid prior to finalisation of the order and during the period of bid validity, the Fixed EMD as deposited by the vendor shall be liable to be forfeited.

(4) SECURITY DEPOSIT (INTEREST FREE) प्रतिभूति (ब्याज रहित):

- i. Successful bidder will deposit an amount equivalent to the declared **Five** per cent of the total contract value as interest free Security Deposit (SD) in the form of Pay Order/D.D/Bank Guarantee (with validity of sixty days beyond contract period as per GRSE format) on any schedule bank other than Co-

operative bank payable at Kolkata, duly crossed favouring Garden Reach Shipbuilders & Engineers Limited., within 15 days from the date of Purchase Order. In case of non-submission of SD as per schedule, penal interest will be charged for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.

- ii. If S.D is submitted in the form of B.G. then same should be executed on the non-judicial stamp paper of Rs.100/- which should be obtained in the name of the executing Banker. Bank guarantee must explicitly mention GRSE SAP PO no. else B.G. will not be accepted. In case a single stamp paper of Rs.100/- is not available, stamp paper of multiple denomination is acceptable provided serial no. of such stamp paper are consecutive and are purchased on the same date. Bank Guarantee should be executed strictly as per GRSE's format. Any alteration in the writing is required to be authenticated by the signatory executing the Bank Guarantee under official seal. Hard copy/Original B.G. must be submitted by supplier's bank in banker's sealed envelope directly to dealing officer of Commercial dept/ordering dept. BG in PDF is to be uploaded by vendor in OBPS portal.
- iii. S.D. amount would be refunded / returned after successful execution of the job ~~and certification of Material Reconciliation Statement by Internal Audit, if applicable.~~ Vendor is to apply for release of their SD along with Job Completion Certificate which has to be certified by PL/Engineer-in-charge of GRSE through GRSE Ordering Dept. In the event of failure to execute the order satisfactorily or default by the contractor/ sub-contractor, the security deposit will be forfeited.

(5) COMPLIANCE OF ESI & PF (ईएसआई और पीएफ का अनुपालन):-

- (a) Compliance of ESI & PF of the engaged workman is the responsibility of the contractor.
- (b) For execution of job inside GRSE premises, vendor has to obtain clearance from HR Dept. regarding statutory compliance of minimum wages, PF, ESI, etc. of their engaged workmen for release of payment.

(6) GST REGISTRATION (जी एस टी पंजीकरण):- The vendor will have to submit copy of GST registration certificate (Part A & Part B) along with the Technical bid. Any bidder without having GST Registration Certificate will not be considered for Ordering.

(7) GUARANTEE PERIOD(गारंटी अवधि): (Not Applicable for this tender)

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

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

(8) PRICE(मूल्य):

- i. Price bid need to be filled up in excel template format only through e-portal. No other attachment regarding price will be allowed if so then offer will be treated as cancelled. But for break-up of prices,

GRSE may attach excel sheet with the html format price bid and the bidder has to fill up their prices in excel sheet and also in html format as per instruction in NIT.

- ii. L1 bidder will be decided based on quoted total cost / item wise rate / Package wise as mentioned in NIT. GRSE may engage multiple vendors based on production requirement / performance by the vendor. Engagement of multiple vendors against the tender will be as per NIT.
- iii. As a general rule, Price Negotiation with L1 vendor (s) will not be entered into as far as possible, unless warranted by unreasonable price quoted in the opinion of GRSE.

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

(9) JOINT VENTURE (संघटन): (Not Applicable for this tender)

The bids submitted by a joint-venture company of two or more firms/persons/entities as partners/promoters shall comply with the following requirements:

- i) The Joint Venture Agreement must be a registered document under the Indian Registration Act and must be an independent and registered entity under the Companies Act/Indian Partnership Act, having its own trade name and having separate CIN, PAN, GST and other Statutory Licenses/Registrations independent of its promoters/partners.
- ii) All partners/promoters of the joint venture shall be liable jointly and severally for the execution /performance of the project/contract and for all sorts of contractual obligations, responsibilities and liabilities and consequences arising out of breach of terms and conditions of contract.
- iii) A Certified/True copy of the Joint Venture Agreement shall have to be submitted with the bid along with the resolution of Board of Directors (in case of a company) or a Power of Attorney to be executed by all the Partners (in case of Partnership Firm) of JV entity authorizing such person who will sign on behalf of JV entity.
- iv) Submission of EMD /SDs /Performance Guarantee etc., to be made by the Joint Venture Company/Firm and similarly all payments would also be remitted to/in favour of the JV entity.
- v) In order for a joint venture to qualify/meet the minimum criteria as may be specified in the Tender, the experience and financial capability of each of its promoters/ partners would be considered jointly to judge the experience and/or the financial capability of the JV entity as an independent entity. That is to say that the individual experience/qualification of each partner/promoter of the JV would be considered together for ascertaining the experience/qualification criteria of the JV. However, if any specific criteria/qualification is mentioned in the Tender that has to be met by each of the partners, then in such case each of the JV partner/promoters have to meet the same.
- vi) Neither the JV entity nor any of its partners/promoters should have been blacklisted, banned or debarred from issuing any Tender or suffering Tender Holiday from participating in any Tender process of Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by any Court/Tribunal. If so, then the bid is liable to be rejected.
- vii) If selected, PO would be issued in favour of the JV.

(10) CONSORTIUM(संघटन): (Not Applicable for this tender)

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

- i) There must be a written Agreement for formation of the Consortium amongst its members which should *inter alia* include the role of each member, the ratio of investment and the ratio of profit/loss sharing. The terms of the Agreement cannot be modified post submission of the bid and during execution of Contract, if awarded, without the express consent of GRSE. The Consortium Agreement must record that as to which member would act as the Lead Member in the Contract/Tender. This authorization shall be evidenced by submitting with the bid a Power of Attorney authorizing such member to act on its behalf as Lead Member, signed by legally authorized signatories of all other partners/members.
- ii) Each partner firm/company of a Consortium must legally authorize its representative who will represent the partner firm/company to sign and execute the Consortium Agreement and all other necessary papers/documents required for the formation of Consortium and all other purpose relating to activities of Consortium.
- iii) The leader shall be authorized to incur liabilities and to receive instruction for and on behalf of any and all partners/members of the consortium and the entire execution of the contract and all other related documents shall be done under the supervision and involvement of the lead member.
- iv) All partners of the consortium shall be liable jointly and severally for the execution of the project or contract without any limitation of liability. Any default or lapse on the part of any of the members of the Consortium regarding performance of the contract will be treated as default on the part of the Consortium as a whole and the Lead Member alone will be responsible for all consequential losses and damages that may be sustained by GRSE for such default or lapse on the part of a member.
- v) A Certified True copy of the Consortium contract/agreement entered into by and between the consortium partners and a certified True copy of the Power of Attorney, referred above, must be submitted with the bid and failure to submit any of such documents will make the bid of the Consortium liable to be rejected.
- vi) If Contract is awarded to the Consortium, an Agreement would be executed by and between GRSE and all the Consortium members wherein, *inter alia*, the role of each member and the mode of payments to be specifically defined and/or mentioned. However, all the consortium members shall remain, jointly and severally, responsible for execution and completion of the Contract and also to make good for all losses and damages if any sustained or to be sustained by GRSE in the subject contract due to default and/or negligence of the Consortium as a whole or of any of its members. Any statement or clause seeking to limit the liability of each member of the Consortium, such statement or clause to be treated as incompatible with the principle of joint and several liability and the bid of the Consortium will be liable to be rejected as not in compliance of tender specifications, without further evaluation.
- vii) In order to qualify/meet the qualification criteria, each of its partners/members or combination of partners/members must meet the minimum criteria set for the individual bidder. Failure to comply with this requirement will result in rejection of the Consortium's bid. The data/figures of each of the

partners/members of the Consortium shall be added together in proportion to their participation in the Consortium, to determine the bidder's capacity as a whole to comply with the minimum criteria.

viii) The percentage of partnership of the lead partner shall be highest among all the Consortium partners. Bid has to be submitted by the Lead Partner in its name however it should be clearly indicated that the lead partner is submitting such bid on behalf of a Consortium of which it is the Lead Partner.

ix) The lead partner shall be responsible for payment of Bid Security/EMD as well as the Security Deposit & Performance Guarantee. However, the same has to be submitted by MSME/NSIC firms also if such firm acts as a Lead partner.

x) All Payments to be made to the Lead Member pursuant to satisfactory execution of the job as specified in the Contract irrespective of the performance by all the members. Payments made to Lead partner of the Consortium would be construed as valid payment. Further the Consortium members agree not to entangle GRSE in any internal dispute between the Consortium members regarding payment/non-payment or any other issue and accordingly waives their rights, if any in this regard.

xi) None of the consortium partners/members should have been blacklisted, banned or debarred or issued any Tender holiday from participating in Government Contracts by either the Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by the Courts/Tribunals. If so, then the bid is liable to be rejected.

Note: The Consortium Agreement & the PoA is to be submitted by the Consortium's Lead partner along with the Bid for examination by GRSE. If the Consortium Agreement or the PoA does not meet the criteria as specified in the clause then such bid would be liable to be rejected.

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

(a) Sub-Contracting of the Sub-Contracted job is usually discouraged. When a contract is being finalised with a Vendor/ Contractor for execution of a particular job, the Contractor shall not sub-contract the job / a part of the job.

(b) However, in case of requirement, the job in part or full could be sub-contracted with an approval from GRSE and copy of the same has to be forwarded to Ordering Dept. & HR Dept. for their information.

(c) For sub-contracting of the sub-contracted job, the Vendor/Contractor has to submit the details of the sub-contractor to whom the job will be loaded including their name, credentials, document of past performance etc. for approval of GRSE Engineer In-Charge/ In-charge of User Dept./Project Leader / Project Superintendent /Head of Units.

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

Removal of excess/waste/rejected materials etc. generated during execution of work should be arranged by the Contractor at their own cost immediately after completion of work each day and for non-removal of same by the Contractor, the expenditure incurred by GRSE (if any) in removing these materials will be recovered from the available dues of the Contractor.

(13) FIRE & SAFETY PRECAUTIONS अग्नि एवं संरक्षा सावधानियाँ –

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.

(14) COMPULSORY USE OF ISI MARKED PPE BY CONTRACTOR'S 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

NAME OF PPE	STANDARD
Safety Helmet	IS: 2925 / EN 397.
Safety Footwear	IS 15298 / EN ISO 20345
Safety Goggles	ANSI Z87.1 / EN166.
Ear Plug	IS: 9167/ EN 352
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).
Welding Fume Respirator & Dust mask	IS: 9473 / EN: 149
Double lanyard Safety Belt & harness, automatic fall arrestor	IS: 3521
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.

(15) ENVIRONMENT MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY (पर्यावरण प्रबंधन एवं व्यावसायिकस्वास्थ्य सुरक्षा): -

The vendor shall ensure compliance of Environment Management System (ISO14001:2015), Occupational Health & Safety (OHSAS 45001:2018) & Energy Management System (ISO 50001:2018) while carrying out their activity in the yard.

(16) ENERGY CONSERVATION (ऊर्जा संरक्षण):-

GRSE will provide power supply at free of cost for execution of job. You should ensure that the power during execution of job shall be used in a very economical way to save energy as per Energy Management System of ISO 50001:2018.

(17) INSURANCE(बीमा) :- In case the sub-contracted job has to be executed at contractor's premises, the Insurance has to be taken by the contractor with appropriate value coverage for the underlying risks (the beneficiary would be GRSE by endorsement) e.g. Loss due to following:-

- (i) Fire as per AIFT including EQ, STFI at Contractors premises.
- (ii) Burglary including theft during Storage at Contractors premises.
- (iii) Marine transit to and fro as per ITC(A) including SRCC (on the basis of agreed valuation between GRSE & contractors).
- (iv) Loading & unloading including TP liability at all fabricator's premises.
- (v) Loss due to infidelity of contractors whilst in storage.
- (vi) Spoilage of material by contractors by any accidental reasons whatsoever.

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

For the jobs which are to be executed inside GRSE premises, Insurance coverage will not be the responsibility of contractor. **(Not Applicable for this tender)**

(18) SITE-INCHARGE / LOG BOOK / HINDRANCE & OTHER RECORDS (कार्यस्थल प्रभारी /कार्य-पंजी एवं अन्य लिखित प्रमाण):

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

(19) WORKING HOURS (कार्य करने की अवधि):

The Contractor's normal working hours shall be in between 8 AM-5:06 PM from Monday to Friday & from 8:00 AM to 1:00 PM on Saturday. 1st & 3rd Saturday is Non-Duty Saturday. Work may also be required to be carried out in shifts (A, B & G shifts) as per GRSE's requirement. Also, work may be required to be carried out on Sunday/Holiday or beyond schedule working hours as per requirement of GRSE and the Contractor will have to arrange for same as per NIT Terms. **(Not Applicable for this tender)**

(20) INDIVIDUALITY OF THE CONTRACT (ठेका की वैयक्तिकता):

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

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

(22) SECRECY OF INFORMATION (सूचनाओं की गोपनीयता):-

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

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

(23) REGISTRATION OF NEW VENDOR (स्वीकृत बिक्रेता का पंजीकरण):-

The contractor has to confirm if they are registered with GRSE and Indicate Vendor Code (5 digits) and Product Code group accordingly in their offer. If the contractor is not registered with GRSE, then documents required for provisional vendor registration has to be submitted to the Ordering Department. For Permanent Vendor Registration with GRSE, the contractor has to submit their application to GRSE Vendor Development Cell.

(24) CONTRACT WORKMAN WAGE PAYMENT (ठेका श्रमिकों की मजदूरी): -

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

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

(26) INSPECTION (निरीक्षण):-

- (i) Quality assurance authority: As per NIT/SOTR.
- (ii) Inspection to be carried out stage wise by Quality Assurance Authority. On completion of work for any stage, vendor has to submit Inspection Offer to GRSE (Inspection Agency) for stage inspection. GRSE (Inspection Agency) shall co-ordinate with the Outside Inspection Authorities (as applicable) for carrying out inspection of completed job.
- (iii) GRSE reserve the right to inspect all operations to be carried out by the contractor. Free access to the work site at all the time shall be ensured by contractor. The presence or absence of GRSE representative does not relieve contractor of the responsibility for quality control. The contractor shall provide all assistance for carrying out inspection of completed work.
- (iv) Repeat inspection for any particular job is to be discouraged as far as possible. Hence the vendor should complete the job in all respect prior to submission of Inspection Offer to avoid reoffering. In case of repeat inspection happens for more than two occasions then the additional cost implication incurred by GRSE will be deducted from the bills of the vendor at actual. Number of occasions of repeat inspection for any particular job is to be indicated by GRSE in inspection note and same is to be incorporated in the work done certificate for deduction of additional cost implication for repeat inspection. Cost of deduction shall be calculated by Executing Dept., GRSE with the help of Finance Dept., GRSE.

(27) FORCE MAJEURE (फोर्स मेजयोर):

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

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

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

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

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

(31) ARBITRATION (मध्यस्थता):-

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

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

(32) JURISDICTION (न्यायअधिकार क्षेत्र):

Litigation, if any, pertaining to this contract will come under the jurisdiction of High Court at Kolkata.

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

Annexure-2A
APPENDIX- A

APPENDIX - 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.

APPENDIX - A

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.

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APPENDIX - A

**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.

APPENDIX - A

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.



APPENDIX - BRESPONSIBILITIES 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.

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APPENDIX - C

DO'S & DON'TS FOR THE ENGAGING / USER DEPARTMENTS

➤ DO's FOR ENGAGING / USER DEPARTMENTS

- (i) PF & ESI Code No. : The contractor / sub-contractor should have a valid PF & ESI code no. of his own Company / firm.
- (ii) It is desirable to have a clear date of commencement and completion of contract mentioned in the Purchase Orders (P.Os)
- (iii) Contractors should give the details of the firm to which the job is being sub-contracted to the engaging authority along with an undertaking to comply with all the statutory provisions and liabilities of the contract workmen engaged by the sub-contracting firm in case of any default by the sub-contracting firm. (It is actually an indemnity – when the main contractor sublets the work and if the sub-contractor asks for Form V which is now Form III then the contractor, who has got the work assigned, shall give an indemnity bond to the Principal employer). **A copy of this undertaking by the Principal Contractor and sub-contractor should be submitted to HR Dept.**

➤ DON'T's FOR ENGAGING / USER DEPARTMENTS

- (i) Officers should not supervise the activity of the contractors' workmen (Contract Labours) directly.
- (ii) The Officers of user departments/ respective dept. should deliberate with supervisors of the contractors who, in turn, will instruct the contractors' workmen (Contract Labours) regarding the job to be undertaken.
- (iii) GRSE, as a Principal Employer should not undertake any direct disciplinary action against a Contract Labour. Only in case of POSHA the Principal Employer can take an action.
- (iv) No Officers of user departments should sign any application of contractors' workmen (Contract Labour) relating to attendance, leave, OT, gate-passes etc. or issue any communication / advisory note / written instructions regarding any contractors' workmen (Contract Labour). For all such requirements, the Officers are required to operate through the supervisors of the concerned contractors.
- (v) It is advisable that there should be **break-in service** (cooling-off period - as per law) for the contractors' workmen (Contract Labour) before commencement of new contract. The principal employer shall check with the leaving contractor that, there are no dues towards the respective contract labours. And while going to execute a new contract with another contractor the principal employer shall incorporate in the contract document that "no contract labour shall be borne in two master rolls".

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Annexure-2B**APPENDIX-'D'.****परिशिष्ट 'डी'****GENERAL REQUIREMENTS सामान्य आवश्यकताएँ:**

- (a) All your personnel will be subject to routine physical search and checking of Identity Cards at any time during the deployment.
- (b) During the engagement of Contractors, if anybody gets involved in any police case or gets himself involved with quarrel with GRSE employees or other contractor's workmen engaged in GRSE, his entry permit will be withheld forthwith.
- (c) A certificate from the contractor's labour, clearly endorsing that characters of all his labourers have been duly verified and found to be satisfactory be submitted to GRSE at the time of making gate Pass.
- (d) Photo Identity Card /Gate Pass as required by GRSE will be arranged by the contractor for his employees at his own cost.
- (e) No workman of the contractor will be allowed to join or participate in any Gate Meeting/ Demonstration inside or at GRSE Gate.
- (f) During the course of engagement with GRSE, if any individual's character is found to be not satisfactory, on verification of specific complaint received, entry permit will be withdrawn forthwith. Entry / Exit will be allowed only in presence of proper Supervisory staff of the contractor. No workman of the contractor will be allowed to loiter around in the yard leaving the specified space of work.
- (g). Police Verification Report of character antecedents duly verified by DIB in respect of all employees of contractors/Sub-contractors for operating in GRSE Ltd. are required to be submitted to Security Dept./GRSE Ltd. before processing of Gate Passes.

This requirement is as per Official Secretariat Act, 1923 of Ministry of Home Affairs, Govt. of India.

- (h) One fully responsible and qualified Site In-Charge has to be posted at the site during progress of work.
- (i). The contractor will ensure that no damage is caused to the materials, equipment or any other property of GRSE due to negligence and /or any reason whatsoever by the Contractor's men.
- (j). The contractor will work when the ship will be at FOJ/Main Yard/CPT Dry Dock/ any other place/Dock near GRSE in the event of work being carried out outside GRSE premises.
- (k) The contractor shall have to follow all the rules and regulations of other Docks/places in the event of work being carried out outside GRSE premises.
- (l). for any exigencies and for stock taking or for any other reason deemed valid by GRSE, GRSE reserves the right to suspend the work as required, without any compensation to the contractor.

Annexure-2C**APPENDIX 'E'**

(Revision 4.0 dated 03.01.2025)

SAFETY GUIDELINES TO BE ADOPTED BY THE CONTRACTORS
AT GRSE PREMISES

1. **General.** The GRSE has started adopting the outsourcing route for meeting various production, maintenance and construction requirements needing involvement of outside agencies /contractors firms having their own employees and set-up. These contractor firms besides other obligations like PF, ESI, Minimum Wages are bound to be adopting and implementing safety norms, fire precautions and also become liable for facing legal consequences arising out of non-compliance of provisions contained under The Factories Act, 1948 and Rules framed thereunder. As such, the contractors will be governed by all the statutory requirements. Accordingly, the contractor shall ensure fulfillment of safety guidelines laid down by Safety Department of GRSE. The contractor shall provide proper Personal Protective Equipment (PPEs) and tools & tackles to their workmen. In case of non-compliance, the GRSE reserves the right to impose penalty for any of the following reasons: -

- a) Unsafe acts being adopted by the individual workman and/ or the contractor.
- b) Non-compliance to safety norms and contract terms.
- c) Creating unsafe conditions at place of work.
- d) Serious accidents due to the reasons mentioned under (a), (b) & (c) above.

Safety Rules.

2. The Contractor firm shall abide by the safety rules framed under "The Factories Act, 1948" and shall take all safety precautions, provide adequate **supervision & control** for his workmen in order to carry out the job safely. The Contractor shall report to the concerned Officer of executing Department as well as the Chief Safety Officer of Safety Department immediately on award of contract along with contract documents & job instructions from the contract awarding Department and shall obtain brief for the job and the safety rules & procedures to be followed. The Contractor shall obtain clearance from Safety Department before starting the job. The contractor shall engage workers to do the contract job only when he is satisfied that the unsafe conditions, if any, of gas / electricity / moving machinery etc are removed from the area of work. The Contractor shall supply required PPEs like safety-shoes, helmets, hand gloves, safety goggles etc. depending upon working condition(s). Further, the contractor shall be liable for adopting any other PPE recommended by Safety Department.

3. The necessary safety precautions, proper tools and equipment including personal protective equipment for contractors' men are to be arranged by the contractors for safety of the personnel employed by them. The Site In-charge of the firm shall be accountable to the respective Officer of the executing Department in all matters related to safety of their personnel at work including all activities carried out by them.
4. The Contractor shall take all reasonable precautions to prevent fire of any nature arising out of his operations and shall be held accountable for all damages from fire resulting due to adopting unsafe practices by any one on behalf of the contractor's firm.
5. Prior to taking part in the subject tender, the contractor firm has to assess all the safety hazards by visiting GRSE at site and Safety Assurance Plan must be submitted along with the technical bid.
6. The Contractor shall ensure attendance of their workmen and other personnel deployed by them, in the scheduled safety-briefings before starting of job, appropriate use of required PPEs and adoption of various safety measures in their respective workplaces.
7. The Contractor shall provide adequate and appropriate PPEs conforming to IS / EN standards, as mentioned at PPE table section, at their own cost and ensure that their workmen mandatorily use those PPEs as specified PPE table section or as advised by Safety Department from time to time, according to the job requirement.
8. The Contractor shall ensure submission of PPE Issue Matrix Register to the user department before commencement of work. Such Register should comprise of the name of the contractor, P.O No., name of the workmen being deployed, allotment of PPEs and signature of contractors' workmen substantiating allotment of PPEs to them as per the IS parameter laid down in PPE table.
9. Every contractor should ensure that their workmen have undergone safety training programme, as per their nature of work, prior to commencement of work. Contractor has to submit a report to the engaging / user department after completion of safety training program for obtaining permission to commence work under the particular P.O. A copy of that report has to be forwarded to Safety Department for information and record.
10. In the event of any accident, the concerned contractor / their site In-charges / supervisors must immediately inform the respective dealing officer of user department regarding occurrence of such accident, who in turn will inform Works Manager of the respective unit and Officer from Safety Department for initiation of further necessary action.

11. The Contractor shall ensure that no workman or other personnel deployed by them should loiter or work in shop floor, onboard ship or in the yard without wearing basic PPEs like Safety Helmet, Safety Shoes etc.

12. The indicative standard safety precautions are enumerated below to be adopted by the contractor firms:-

(a) **Personal Protective Equipment (PPEs).** The contractor shall provide & ensure use of ISI marked Industrial Safety Shoes, Safety Helmets, Retractable type Full Body Harness (Double Lanyard), Welding Fume Respirator, Safety Goggles, Hand Gloves, Boiler Suits & other necessary Personal Protective Equipment (PPEs) depending upon the nature of job while at work. The area of applicability of PPE w.r.t. personal protection is PPE table section.

(b) **Hot Work Safety (Gas Cutting, Welding etc.).**

(i) Prior to commencement of hot work, surrounding areas (including other side of the bulkhead & deck) shall be inspected for the presence of any inflammable materials and no Hot Work shall be carried out without obtaining **Hot Work Permit** from Fire Fighting Department of GRSE with fill-up of respective checklist and manpower list.

(ii) Adequate ventilation must be arranged while working in confined spaces throughout the period of carrying hot work.

(iii) Damaged gas hoses & welding cables should not be used for gas cutting & welding job. Gas cutting hoses & copper welding cables must be ISI marked of reputed make. **Use of Aluminum Welding Cable is prohibited during construction activities from fire safety point of view.**

(iv) The gas cutting hose should be separated from welding cables & electric cables.

(v) The welding holders, if energized, should not be left unattended.

(vi) All gas cutting torches shall be ISI marked of reputed make and gas cutting torches, cylinders, portable manifold must be fitted with standardized FLASH BACK ARRESTOR (ISO 5175-part – 1 / IS 11006).

(vii) Full insulated welding holders (ISI marked) shall be used in construction jobs.

(viii) During recess period (Lunch time and at the end of day's work) or when work is suspended for more than half an hour, the gas cutting hoses shall be disconnected from the cylinder valves and removed from ship's confined space and keep the same in an open area / Main Deck.

(ix) All gas equipment shall be subjected to "Water Dip" test daily, before taking those on board. A record of the testing to be maintained by the person carrying out such test.

(x) Electric power shall be cut off from welding transformer end during recess period, at the end of day's work.

(xi) During hot work activity at the overhead location and on the bulk head, a person must be deputed at the opposite side of hot work from fire safety point of view.

(xii) Use of LPG for gas cutting is strictly prohibited in the shipyard.

(c) **House Keeping.**

(i) All inflammable wastes like cotton waste, plastic, broken wooden planks / parts, jute, cloth, electrodes packets, paper cartoon, refused cable insulation etc. should be removed by the contractors from the ship every day.

(ii) Gas cutting hose & welding cables shall not be used / laid on board in a haphazard manner and to be hanged properly on suitable hook / support towards avoiding fire & electrocution hazard.

(iii) AC Ducts are to be placed properly to avoid stumbling hazard on board vessels.

(iv) Ingress /exit hatch must be cleared.

(v) Iron dust generated from gas cutting, grinding and welding butts must be removed immediately after completion of the Job to avoid any slip & trip hazards.

(vi) Leakage/ Seepage of hydraulic oil, lube oil on deck floor are to be removed at the earliest to avoid fall hazards & residual diesel /leakage/ seepage must be removed due to fire hazard/slip hazard.

(vii) Residual Paints/ paints drums, thinner, D.P. containers & hardener containers etc. must be removed from ship after the Job completion or during the recess hours by the contractors.

(viii) All housekeeping staff must wear proper ISI marked PPE's like – Safety Shoe, helmet, gum boots, hand gloves, rubber hand gloves, goggles and musk etc.

(ix) During cleaning of water from ship's tank / compartment, no personnel should be allowed to work in bare foot. All such cleaning personnel should use "RUBBER GUM BOOT".

(d) **Electrical Safety.**

(i) Portable Safety Hand Lamp (110 Volts) should be used on board vessel.

(ii) All electrical connections should be of permanent type as far as possible.

(iii) Industrial type Plug & Sockets shall be used for electrical connections.

(iv) Mandatorily use of Industrial Type Extension board (proper earthing) with industrial plug and industrial socket with MCB in conjunction with RCCB.

(v) Use of Damaged Electrical Extension Board (i.e. without having MCB, damaged Plug & Socket) is prohibited.

(vi) The 440 V / 220 V supply lines should be provided with distinguishing mark & identified with red stickers at every meter distance.

(vii) 440 Volt supply lines should be taken at overhead location.

(viii) Armoured cable to be used for 440 V power supply from shore to on board vessel.

(ix) Use of 440 V Welding Machine is strictly prohibited in side ship's compartment / confined spaces. However, under inescapable situation it may be permitted for specific reason / requirement, subject to approval PL / PCO of the ship, L&W Department and Safety Department.

(x) The dedicated electrical panel of the Welding Machine should be earthed at two separate points.

(xi) The electrical panel and Welding Machines placed on board vessels should be covered with metallic shed to prevent ingress of rain water and be secured on the Main Deck alongside the railing to prevent inadvertent fall due to stormy weather.

(xii) Electrical rubber mat should be placed in front 440 V electrical panel.

(xiii) 440 V electrical cables of the Welding Machine should be taken overhead (at least above the man height) for preventing any damage due to contact with sharp edge or hot work from the below deck.

(xiv) Suitable Canopy to be provided over welding machine to prevent ingress of water.

(xv) Electrical cables should be separated from Signal cable, Gas Hose, Compressed air line, Welding cables etc. (i.e. Electrical cables should not be entangled with Signal cable, Gas hose line, Compressed air line, Welding cable line etc.)

(e) **Safety during Painting.**

(i) Painting work should not be undertaken, while hot work is in progress either in the compartments or in the adjacent areas.

(ii) A board indicating "Painting in Progress" in Hindi, Bengali & English be displayed near entrance of the compartment.

(iii) While painting, a safety hand lamp fitted with insulated handle, wire case and glass cover over the lamp shall only be used.

(iv) While painting in confined space / closed compartments, one person must be posted near the entry point for constant coordination with the person working inside the confined space.

(v) During spray painting activity, Work Permit to be taken by the contractor firm as per GRSE norms.

(vi) While painting is to be carried out in the compartment, suitable ventilation system (exhaust as well as fresh air) should be arranged during painting, and after painting, to prevent accumulation of inflammable gas/ fumes inside the compartment. Fresh air shall be taken from ship's Main Deck or available nearest open Deck. Suitable exhaust ventilation arrangement shall be made available for dispersal of Paint fumes from the ship's confined spaces / tanks at the outside of

the ship's compartment in to the open air, so that the discharged paint fumes does not affect / influence the adjacent area of work / compartment / tanks.

(vii) Ventilation of the compartment should be continued at least for 24 hrs. after the spraying is stopped (or) until the compartment is gas free, whichever is longer.

(viii) Storage of paints / thinners, other Inflammable materials are not to be allowed on board ship.

(ix) Regularly all empty or in use paint drums/chemical /substance must be removed from the vessel immediately after completion of work & handover used/empty drum to the Paint Shop in charge.

(x) Safety hand gloves, safety goggles and face mask respirator, fitted with suitable filtering media / canister should be used during painting.

(xi) During painting activity inside the confined spaces the painter must use either Full Face Piece type respirator fitted with Supplied Air Line from the outside of the ship or Full-Face Mask Respirator fitted with suitable filtering media / canister which will give protection against the paint fumes inside the confined spaces as per recommendation of the OEM of the PPE. Helper shall use Full-Face Mask Respirator, fitted with suitable filtering media / canister, which will give protection against the paint fumes as per recommendation of the OEM of the PPE.

(xii) Pre-employment & Periodical Medical Health Checkup (quarterly / half yearly) of all the painters are to be carried out through qualified MBBS Doctor & Report to be submitted at GRSE Medical Department through Paint Shop to issue Fitness Certificate of the painter prior to deployment at GRSE.

(xiii) Only non-sparking spray guns and tools should be used. Metal parts of paint brushes and rollers should be insulated. Staging should be erected in a manner which ensures that it is non-sparking.

(xiv) The vendor should close the painting permit after their day's work & return back the original permit to Paint shop.

(f) **Safety during Grinding.**

- (i) All grinding machines shall be provided with standardized & non-expired grinding wheels of reputed make and shall be fitted with protective metal guards during grinding job.
- (ii) Use of **oversize** grinding wheel is **strictly prohibited**.
- (iii) All grinding wheels shall be of reputed brand & make and shall be stored / handled carefully prior to taking into use.
- (iv) Damaged grinding wheel shall be replaced forthwith for avoiding likely hood bursting of the wheel.
- (v) Suitable impact resistant Safety Goggles / Transparent Face Shield to be used for protection of eyes against foreign body.
- (vi) Double insulated type portable Grinding Machines to be used.
- (vii) Grinding work often produces sparks that can easily get into holes or gaps in floors, walls, and ceilings, or may fall on combustible materials. Therefore, foremost requirement is removing of flammable and combustible materials and liquids within a 5-metre radius of the work. If overhead hot work needs carrying out, then you may need to extend this radius. It must ensure that the atmosphere does not contain flammable or explosive vapours, gas, dust, painting fumes etc. Also cover these areas with suitable flameproof sheeting, purpose-made blankets, drapes, or screens before commencing grinding work.
- (viii) Do not drop grinding wheel on the floor. Don't use damaged plug top and electrical cables.
- (ix) Make sure the rotation of wheel is downwards against the job.
- (x) Make sure a machine will not run when unattended, by checking the dead main switch.
- (xi) Always use the side handle installed on the grinder to hold it firmly.
- (xii) Don't adjust work while the grinding wheel is in motion.
- (xiii) Don't wear loose clothing, articles, or jewelry while grinding.
- (xiv) Don't clean or make any adjustments on a moving grinder.

(xv) Wear all appropriate safety gears like safety helmet, shoe, transparent face shield/safety goggles, hand gloves, ear plug/muff, dust respirator (if required) etc.

(xvi) Before installing an abrasive wheel, visually inspect it for cracks or flaws and perform a "Ring Test".

(xvii) Make sure the disc speed limit (rpm) is greater than the angle grinder operating speed.

(xviii) Always use wheel guard during grinding. Ensure the wheel guard opening is opposite to the body.

(xix) All grinding machines shall be provided with standardized & non-expired grinding wheels of reputed make and shall be fitted with protective metal guards during grinding job.

(xx) Ensure the correct flange and locking nut is used for the type of disc. Otherwise the disc can shatter at high speed.

(xxi) Allow the grinder to "run up" to operating speed before applying it to the job. Before starting the grinding work with a new grinding wheel, run the machine for 1 minute freely.

(xxii) Ensure the grinder operates smoothly and does not vibrate.

(xxiii) Hold the grinder against the work piece with minimum pressure so the disc doesn't "dig in" and cause it to kick back.

(xxiv) Never put a grinder down until the disc stops rotating.

(xxv) Disconnect power before changing discs.

(xxvi) Ensure angle grinders have a cut-off switch.

(xxvii) Do not carry a grinder by the power cord. Do not pull on the power cord to disconnect it from the power supply.

(xxviii) Never use a cut off wheel for grinding or a grinding disc for cutting.

(xxix) Dispose of any disc that has been dropped, Cracked or weakened discs can shatter in use.

(g) **Safety while working at height**

- (i) Suitable scaffolding structure having working platform of adequate strength with fencing shall be provided for workmen for all works that cannot be done safely from the ground/low level.
- (ii) Damaged / defective wooden planks shall not be used for staging purposes.
- (iii) Wooden planks are to be secured at both ends for preventing over turning of the planks.
- (iv) Use of oil drums for staging purpose is strictly prohibited. The Steel Stools / staging materials are to be used for staging purpose and to be used in safe manner.
- (v) While working at height, from where a person is likely to fall and injured, **retractable type Full Body Harness with double lanyard** shall be used with proper anchorage to the life line / rigid structure.
- (vi) Every floor opening shall be securely guarded.
- (vii) Automatic Fall Arrestors must be used for ascending / descending purpose.
- (viii) Rigid point is to use for anchoring of Safety Belt double lanyard full body harness) /Life Line.
- (ix) Safety Net of suitable mesh size is to be provided underneath the job location while working at height work.
- (x) Loose material should not be kept / store unnecessary on scaffolding structure platform.
- (xi) Workmen engaged for hot work at a certain height /on roof have to remove or enclose the underneath flammable materials (if any) with fire retardant cloths before starting of the job. Also cordoning the underneath area.
- (xii) A Bosun's chair (or Boatswain's chair) with double lanyard full body harness should be used for cleaning & painting of high rise building (where scaffolding is not possible to erect).
- (xiii) Passageway, or a scaffold, platform or any other working elevated surface which is in a slippery and dangerous condition should

not be used and water, grease, oil or other similar substances which may cause the surface slippery shall be removed or sanded, saw dusted or covered with suitable material to make it safe.

(xiv) Before starting of height work, height Work Permit to be taken by the contractor firm as per GRSE norms. The vendor should close the height Work Permit after their validity of work & return back the original permit to Civil Dept./ to the height work permit issuing department (as the case may be).

(h) **Safety during erection of scaffolding structure :**

(i) The scaffolding platform shall be provided with suitable railing, toe guard & waist guard on each open side and shall be secured at both ends for preventing overturning of the planks.

(ii) All personnel, engaged for erection of scaffolding structure must wear safety belt.

(iii) All scaffolding materials such as steel tubular pipes, couplers are to be in good physical condition.

(iv) Stability of the scaffolding structure to be established before any person is allowed to work on the scaffolding platform.

(v) The scaffold platforms to be provided with suitable hard barricading at the open sides. Top rail must be at least 42", mid 21", toe board 4" from the working surface.

(vi) While erecting scaffold, care should be taken to ensure that the distance between two transoms is not more than one meter.

(vii) Personnel (scaffolders), while engaged for erecting staging, must wear safety belts (double lanyard full body harness) when they have to work on locations above ground level.

(viii) Frequent checks must be made to ascertain condition of the staging to ensure that they are safe

(ix) The staging / scaffolding planks should be so arranged that there is no gap between them.

(x) If the erection of scaffolding is under vendor's scope as per SOTR, then concerned firms must provide certificate of scaffolder and inspector to the controlling GRSE officer and Safety dept. before

erection or dismantling of the scaffolding and engage only approved trained & certified scaffolding gang & certified supervisor for erection or dismantling of the scaffolding. Tag (Red, Yellow, and Green) to be used during erection of scaffolding.

(xi) Base plate must be provided during erection of scaffolding structure (as per requirement).

(xii) Passageway, or a scaffold, platform or any other working elevated surface which is in a slippery and dangerous condition should not be used and water, grease, oil or other similar substances which may cause the surface slippery shall be removed or sanded, saw dusted or covered with suitable material to make it safe.

(i) **Safety while working on fragile roof (AC Sheets).**

(i) The AC Sheets dismantling activity shall be in compliance to the Rule 51 A of W.B. Factories Rules, 1958.

(ii) All the metal access ladders (if not available at site, in that case to be erected) shall be provided with IS / EN marked vertical fall arrester for vertical ascending or descending of personnel from the fragile roof.

(iii) Sufficient number of dedicated Roof Ladders / Crawling Boards / Duck Ladders (Load Tested at 500 Kgs and manufacturers load test certificate to be submitted) shall be used on the fragile roof according to site requirements. All personnel, required to work on fragile roof, shall be well trained and conversant with the use of Roof Ladder / Crawling Board / Duck Ladder, as the case may be.

(iv) Overlay type P.P. Safety Net, having suitable mesh size, to be used underneath the working location for arresting inadvertent fall of man and materials (small nuts & bolts, broken asbestos sheets etc.) from height.

(v) The underneath area of work shall be cordoned with cautionary tape with a minimum site clearance of 5 mtr. in all direction from the location of work and sufficient number of Cautionary Notice (in Bengali & Hindi Language) to be displayed & maintained at site as stipulated in Rule 51 A (c) of W.B. Factories Rules, 1958.

(vi) IS / EN Marked Double lanyard Full Body Harness (with retractable attachment) and sufficient number of horizontal life lines to be erected above the fragile roof for anchoring of Full Body Harness during dismantling of asbestos sheets. If required, safety posts of

adequate strength to be erected for laying of horizontal life lines for anchoring the lanyards of Full Body Harness.

(vii) Before starting of the job, the contractor must submit individual Medical Fitness Certificate against every engaged employee, issued by MBBS Doctor, in favour of the workers required to work at height declaring that all such worker(s) are fit to work at height.

(viii) Firm has to engage trained and experienced personnel at GRSE site and trade wise training / experience certificate of the individual concerned to be submitted to GRSE.

(ix) 'Safety Tool Box' to be conducted by the Site In-charge on regular basis prior to commencement of day's work and a register of the personnel attended the Tool Box Talk to be maintained at site with signature of the individuals, duly endorsed by the Site In charge of the firm.

(x) Suitable Scaffolding Platform with fencing, having adequate strength shall be provided for workmen for all works that cannot be done safely from the ground / low level.

(xi) "Height Work Permit" shall be obtained by the Site In-charge of the contractor's firm on daily basis, duly endorsed by the concerned executing Dept. of GRSE & certified by GRSE Safety Department.

(xii) All roads and open areas adjacent to the work site shall be suitably protected by erecting vertical safety net and PVC woven cloth for arresting the fall of fragmented materials during dismantling activity.

(j) **Safety while working with Acetone**

(i) The persons while working with Acetone must wear impervious gloves and flame retardant anti-static protective clothing. For handling in a closed ventilation, the persons must wear safety glasses with side-shielded.

(ii) Do not undertake any Hot Work (including grinding / drilling) in the vicinity of vapor, if formed and also do not use Electric switches. Safety clearance similar to hot work in extant is to be followed i.e. Work permit system should be implemented by concerned Department with a copy to Fire/ Safety Department before starting any job.

(iii) In case of spillage of Acetone, soak up with inert absorbent materials (e.g. Sand, Saw dust) and shovel into suitable container for disposal. Do not use sparking tools. Do not allow product to enter sewer

or waterways. Use personal protective equipment. Remove all sources of ignition. Ensure adequate ventilation.

(iv) During normal handling, ensure all equipment is electrically grounded before beginning transfer operation. Ensure adequate ventilation. Do not allow product to contact skin, eyes and clothing. Do not breathe vapors. Keep away fire, sparks and heated surfaces. Keep container tightly closed in a dry and well ventilated place. Do not use plastic buckets, which may lead to spillage.

(v) Keep all Acetone containers in a well-ventilated space. Empty container may retain product residue including flammable or explosive vapors. Store in area designed for storage of flammable liquids.

(vi) Do not cut, drill, grind or weld near full/ partially full or empty product containers. Keepaway from heat and source of ignition.

(vii) Re-open used container with caution. Containers which are opened must be resealed and kept upright to prevent leakage.

(viii) Provide local and general exhaust ventilation to effectively remove and prevent build- up of and vapors or mists generated from handling of the product.

(k) Deployment of Trained Employees by the contractors

(i) Each contractor has to depute trained & experienced personnel in the respective trade(s) for working at GRSE Site.

(ii) Contractor has to submit requisite trade training certificate of the individual to theexecuting dept. before commencement of job & issuance of Gate Entry Permit.

(l) Safety during Handling/ Storage/ Disposal of Oil Drums and Hazardous Wastes

(i) The oil drums shall be handled in such a manner so that no damage to oil drums takesplace / spill on the ground.

(ii) The oil drums should not be rolled on the ground. It should be carried with the help ofproper trolley.

(iii) Oil drums should not be left / kept in haphazard manner, instead it should be stored atdedicated storage place.

(m) **Safety in using of material handling equipment such as crane, hydra and forklift truck etc.**

(i) **Statutory Requirements.**

(aa) **Valid Driving License of the vehicle operator.** The operator of the Crane, Hydra, Forklift Truck, Dumper Dozer, Lorry, Tractor etc shall have valid Driving License as applicable for the particular class of vehicle.

(ab) **Valid eye test certificate of the operator and the persons giving signal.** The Eye Test and Colour vision test Certificate of the operator of Crane, Hydra, Forklift Truck, Dumper Dozer, Lorry, Tractor etc. and the person(s) giving signals to the Crane Operator to be obtained from a qualified Ophthalmologist as per Rule 49 of the W.B. Factories Rules, 1958 and the same should be checked & verified by GRSE Medical Department through proper channel. The eye sight and colour vision of the person as referred above 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. The record of examination and re-examination carried out shall be maintained by the service provider in Form 17A as specified in Rule 49 of the W.B. Factories Rules, 1958.

(ac) **Valid Load test certificate of the Lifting Machines.**
As per Section 29 of the Factories Act, 1948, the annual statutory Load Test Certificate of the Crane, Hydra, Forklift Truck etc. including all lifting tackles (Rope Sling, Chain Sling, Hook, Shackle, Swivel, Coupling, Socket, Clamp, Tray or similar appliance, whether fixed or movable, used in connection with the raising or lowering of loads or persons by use of lifting machines) to be obtained from the Competent Person as certified by the Chief Inspector of Factories. The service provider, prior to taken into use of the aforesaid lifting machine and lifting tackles at GRSE site, shall submit the copy of valid statutory load test certificate(s) of the aforesaid items in Form - 8 (issued Under Rule 55 of the W.B. Factories Rules, 1958) along with a copy of Competency Certificate of the person issuing the test certificate in Form 8.

(ii) **General Requirements.**

(aa) All personnel engaged for operating the Crane, Hydra, Forklift Truck, Dumper, Lorry, Tractor etc. and their helper(s) shall wear IS mark Personal Protective Equipment in the factory premises. The PPEs shall be supplied by the service provider and also ensure use of the same while at work .

(ab) The operator of Crane, Hydra, Forklift Truck, Dumper, Dozer, Lorry, Tractor etc. and their helper must be provided with fluorescent type Jacket / Vest for better visibility from distance.

(ac) During material handling with the help of Crane, Hydra etc. in suspended condition, the swinging of the load being handled shall be controlled from remote with help of guide rope.

(ad) The helper of the Crane, Hydra, Forklift Truck, Lorry, Tractor etc. should have a whistle for giving signal to the personnel in the close vicinity during operation of the aforesaid vehicles.

(ae) One pair Walkie -Talkie set should be supplied by the service provider to the crane driver & and the person(s) giving signals to the Crane Operator, for maintaining communication between them during crane operation.

(af) Use of Mobile Phone and (or) Ear Phone is strictly prohibited during operation of the aforesaid vehicles.

(ag) Safety Orientation programme to be carried out by the service provider for their employees before commencing of the activity at GRSE and also periodically during execution of the job.

(ah) Material handling job shall be monitored and controlled by a competent supervisor of the service provider.

(aj) Further the service provider shall be liable for adoption of additional safety measure(s) as and when recommended by GRSE as per requirement.

Contractor's liability for non-compliance of Safety Rules & Regulations

13. Each contractor firm shall be solely responsible for any untoward incident arising out of adopting unsafe practices while working at GRSE premises and in the event of any accident happening in the yard, resulting in physical injury to the contractor personnel or loss of lives or otherwise damaging any part of the property, the contractor shall be

required to make good the loss to the Company and shall be responsible for all consequences that follow from loss and / or injuries to the persons involved in such accidents/ litigation expenses or litigation consequences etc.

14. It will be liability of the contractor firm to ascertain the standard safety precautions for discharging his work as per the prevailing safety standards in GRSE. The decision of GRSE Management in all matters concerning to safety, shall be final and binding on the contractor.

15. For compliance of requisite safety norms, **each contractor firm will deploy their own qualified Safety Officer** at GRSE site.

16. On completion of work in any location (either on-board / in the yard), the contractor firm or his agents must ensure that the place is left in a reasonably clean state and all scraps are transferred to nearby scrap-bins / removed from GRSE premises as per terms and conditions.

17. GRSE reserves its right to suspend the work in the event of the contractor not complying with the rules / instructions with regard to safety practices for which no claim of any kind will be entertained. The executing department or the Head of Safety Dept., upon his satisfaction that the Contractor is not conforming to the safety requirement(s), **may direct stoppage of work** and require the Contractor to remedy the defects or supply the Omission/s as the case may be. The Contractor shall not proceed with the work until his compliance with such directions to the satisfaction of the executing department or the Head of Safety Department.

18. Without prejudice to the right conferred by the clause (e) above for stoppage of work for violating safety requirements, the Contractor shall be liable for a penalty as below: -

The quantity of penalty during a calendar year:

Sl.No.	Type of violation	Penalty (in Rupees)			Penalty
		1st instance	2nd instance	3rd instance	4th instance
(a)	Any worker not having / not using PPEs properly	10,000/-	15,000/-	20,000/-	Discontinued / Debarred
(b)	Use of defective / non IS PPEs	5000/-	10,000/-	15,000/-	
(c)	Found adopting Unsafe Act (willful violation of safety norms)	25000/-	37500/-	50000/-	Discontinued / debarred from participating in future tender upto 06 months / 02
(d)	Creation of unsafe condition	25000/-	37500/-	50000/-	

(e)	Non deployment of trained personnel (Trade wise)	25000/- per untrained personnel	50000/- per untrained personnel	75000/- per untrained personnel	consecutive tenders, whichever is later
(f)	Major violation of safety guidelines of the Tender terms and / or safety Guidelines issued by Safety Dept. from time to time	50000/-	100000/-	150000/-	

Note:-

(i). In case of permanent disability / fatal accident during the execution of the contract, a penalty will be imposed on the contractor on the basis of recommendation of contract awarding Department on case to case basis. In such case the penalty may be banning of business dealing with GRSE or penalty of up to 10% of contract value to a minimum of Rs 50,000/- (fifty thousand) or both.

(ii) In the case of repeated violation of safety guidelines, i.e, for more than 04 (four) instances during any Financial Year, GRSE shall have the sole discretion to terminate all / such affected contracts of the concerned non-complying contractor. GRSE may also impose Tender Holiday up to maximum period of 03 years in the event of more than 04 Violations and / or on the severity of the violations as decided by the management. Tender Holiday will be issued on recommendation of existing Standing Committee and approval of Competent Authority.

19. Penalty for Non-Cleaning of Work Area Post-Job Completion:

Non-cleaning of work area after job completion causes waste accumulation, workflow disruptions, and safety hazards. Some of the examples are as follows:

- a. non-removal of blasting grits after blasting activity,
- b. left over remaining electrodes, plastic welding spool after welding activity,
- c. left over Oxyfuel gas hose of gas cutting sets after gas cutting activity.
- d. Remain Welding set in on condition,
- e. left over damaged/unused grinding wheel/cutting wheel after grinding and cutting activity,

- f. left over empty paint drums, thinner drums, painting machines and Spray-painting kit after painting activity,
- g. left over scraps & loose material after fabrication activity,
- h. left over Die Penetrant testing kit after D.P. test,
- i. left over cotton jute & waste after cleaning activity,
- j. left over plastic wrappers removed from machinery items,
- h. left over excess / unused/cut piece cable after cable laying work,
- i. left over excess / unused insulation materials, cartoon box, gasket, drawing paper, plastic bottles and polyethene's, etc.
- j. Any flammable or hazardous items (liquid or solid).

In addition, spitting pan & gutkha & do urinal inside the ships not only affects swacchata of the workplace but also gives a bad impression of cleanliness culture of GRSE.

To address this issue, the following guidelines are being enforced:

- i. Responsibility of Cleaning Work Areas: Contractors must ensure that work areas are cleaned immediately after the completion of tasks and no worker should spit inside the compartments onboard the ships.
- ii. Penalty for Non-Compliance: Failure to clean the work area and spitting will result in the imposition of stringent penalties, including but not limited to:
 - i) Monetary fines: Rs. 5000/- per instance on defaulter company
 - ii) Debar the concerned contractors' workman from entering the unit for maximum 10 (ten) days period in each instance of violation.
 - iii) Temporary or permanent debarment from participating in future tenders of GRSE

Procedure to be followed for imposing penal action

19. Action by User Department

(a) In the event of safety violation by the contractor or his worker / supervisor etc. the concerned officer of User Dept. (WDC issuing authority) shall inform the contractor in writing of such violations and subsequently initiate action to deduct the penal amount as per Para 6 of this policy from the next bill of the contractor or Security Deposit / Earnest Money Deposit etc. The penalty is to be implemented and advised for deduction by the concerned Officer of the user department at the time of issuing next WDC (Work Done Certificate) to the contractor.

(b) The concerned officer of User Dept. shall simultaneously inform the above penal action to the Safety Dept., VD Cell, Contract Cell and HR Dept. / Contract Labour Cell mentioning name of the firm, contract / P.O. no., date of safety violation, type of violation, penalty amount and instance of violation.

(c) Inform HR Department (Central Contract Labour Cell, Main unit and / or unit HR Officers) the name of the errant contractors' workmen found to be violating the policy for debarring their gate-passes.

20. **Action by Safety Dept.** Safety Department can also inform the user dept. regarding violation of safety guidelines and submit a report to the user department (WDC issuing authority) for taking necessary action. The fortnightly MIS of safety violations will be forwarded to Contract Cell and Occupiers. Inform HR Department (Central Contract Labour Cell, Main unit and / or unit HR Officers) the name of the errant contractors' workmen found to be violating the policy for debarring their gate-passes.

21. **Action by Contract Cell.** Based on the fortnightly MIS reports, Contract cell will issue caution letter to the defaulting contractors regarding debarring them in the event of safety violation after the 3rd instance. In case the violation takes place for more than 04 (four) times during a FY, the Contract Cell will initiate action for putting the defaulting contractor under Tender Holiday as per the laid down procedure

22. **Action by HR Dept.** Upon receiving information of Safety violation by a contractors' workman, the concerned HR Officer will inform the nodal Officer of Security department to debar the concerned contractors' workman from entering the unit for maximum 10 (ten) days period in each instance of Safety violation.

23. **Action by Security Dept.** Security Dept. will debar the concerned defaulting contractors' workman based on advisories by user department / Safety department and recommendations by Contract Labour Cells of HR Dept. for each instance of Safety violation.

The penalty amount shall be recoverable from any Bill / Security Deposit / Earnest Money Deposit or from other dues of the contractor.

24. The above rules and procedures are only illustrative and not exhaustive.

PPE TABLE

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
1	Head Protection	Safety Helmet	In the shop floor / on board ship / working at height / under the suspended load or any other place where there is any possibility of head injury.	To protect the head from injury due to falling or moving objects, impact on stationary objects and from impact due to fall	IS: 2925 or EN 397.
2	Foot Protection	Safety Shoes	(a) Mandatorily wear safety shoe while working in shop floor / on board ship/ Stores/ Dock floor or any other place where there is possibility of foot injury. (b) Mandatorily wear closed footwear while entering the shipyard. (c) Wear Rubber Gumboot while working in water logged condition for removing of water from ship's tank, compartment, Dock Galley etc., cleaning of Dock floor / acid pickling area/ canteen cooking and washing areas etc.	To protect the feet from risks ranging from crush and impact injuries to contact with hot surface, slips, cuts, penetration wounds, electric shock etc.	(a) IS 15298 / EN ISO 20345 (b) Non ISI (c) IS: 12254

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
3	Eye Protection	Safety Goggles	When engaged for welding / gas cutting / grinding / chipping / painting / chemical handling or any other activity where there is a possibility for eye injury due to penetration of flying particles / ultra violet radiation / splashing of chemical etc.	To protect eyes from damage or penetration due to flying particles, ultra violet radiation impact, burns, splashes etc.	ANSI Z87.1 or EN166.
4	Ear Protection	Ear Plug	In high noise area (>90 db).	Use of hearing protection appropriate for reducing the sound levels of noisy equipment and processes to acceptable levels.	IS: 9167/ EN 352
5	Hand Protection	Hand Gloves	(a) <u>Leather Hand Gloves.</u> During material handling / welding / gas cutting or any other activity where there is possibility of hand injury due to contact with sharp edges, hot spatter from welding or gas cutting processes. (b) <u>Electrical Rubber Hand Gloves.</u> While executing any electrical maintenance jobs. (c) <u>Acid / Alkali Proof Rubber Hand gloves.</u> During handling of	To protect the hand from injuries such as cuts, abrasions, burns, ingress of chemicals & electric shock.	(a) IS:6994/EN 407 for heat applications (gas cutting / welding) / EN 420 for general requirement / EN 388 for mechanical hazard (b) Confirm to IS 13774:202 1, earlier IS4770:19 91 (c) EN 374

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
			acid, skin irritants chemical & solvent etc.		
6	Respiratory Protection	Welding Fume Respirator, Paint Fume Respirator or, Dust mask	(a) <u>Dust Respirator.</u> To be worn during grinding job, floor cleaning, dusting or any other activity where there is possibility of producing dust. (b) <u>Welding Fume Respirator.</u> To be worn during welding, gas cutting, brazing job etc. (c) <u>Chemical Respirator.</u> To be worn during painting, mixing of paint with solvents & FRP activities handling of acid, skin irritants, chemical & solvents etc.	To protect against respiratory hazards.	(a) IS: 9473 / EN: 149 (b) IS: 9473 / EN: 149 (c) IS: 15323 (Selection to be made according to the particular chemical hazard)
7	Fall Protection	Double lanyard Safety Belt & harness, automatic fall arrestor	To be worn while working in height: (a) <u>Double Lanyard Full Body Harness</u> . During working at height such as on scaffolding structure / suspended working platform / ship's mast / fragile roof / inclined surface on the roof top or at any other height where there is a possibility of person to fall and get injured.	To protect the personnel from falling while working at height such as on scaffolding structure / platform, ship's mast, fragile roof, inclined surface on the roof top etc.	(a) IS: 3521

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
			(b) <u>Automatic fall arrestor (in addition to full body harness)</u> . To be worn during carrying out job in the vertical ascending / descending on the scaffolding structure, working on the suspended working platform and inclined surface on the roof top, horizontal movement at height.		(b) EN 361
8	Electric Arc Flash Protection	Electric Arc rated flash suit jacket, pant, hood and gloves	To be worn during operation & maintenance of electrical installations inside the HT Switch Gear Rooms.	To protect the personnel from accidental exposure to high temperature of electric arc flash during operation & maintenance of electrical installations inside the HT Switch Gear Rooms.	As per guideline of NFPA-70E
9	Fire-Fighting protection	(a) Three Layer Fire Close Proximity Suit (b)Self-Contained Breathing Apparatus (SCBA) Set	Personnel engaged in Fire Fighting service should wear Fire Close Proximity Suit and use Self-Contained Breathing Apparatus (SCBA) Set during combating fire in a hazardous environment.	To protect the Fire Fighting personnel during Combating Fire in a Hazardous Environment / High Level Respiratory Protection	Fire Proximity Suit approved by EN-469:2005 + A1: 2006 +AC: 2006D and CE. Jacket & Trouser (EN-469) Hand Gloves (EN-659) Outer Head Protection

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
					Helmet (EN-443/1997) and inner Protection EN 1391, Self-Contained Breathing Apparatus(S CBA) Set, as per approval of CE and EN-137 CLASS II standards and Approval of PESO
10	Face protection	Industrial safety face shields with plastic visor	When person engaged for grinding / chipping / buffering or any other activity where there is a possibility for face injury due to penetration of flying particles	To protect the face from flying particle	IS 8521 Design of visor may be selected as per design of safety helmet
11	Protective Clothing	Cotton boiler-suit	In the shop floor / on board ship / production floor and in any other areas of operation.	To protect the whole body of a contractors' workman from dirt, dust etc.	IS: 177-1989 (Reaffirmed in 2003), Variety 3 standard
Note : Cotton-boiler suits should bear name of the contractors' firm on the back-side of the boiler-suit in legible manner for easy identification					

Annexure 3 / संलग्नक-3

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

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

CHECK LIST FOR BILL SUBMISSION - for Service Contracts				
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

Annexure-5**FORMAT FOR EXECUTED RELEVANT JOBS TO JUSTIFY TECHNICAL ELIGIBILITY****(Not Applicable for this tender)**

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

Details of Executed relevant jobs:

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

*Note: Please add additional pages if required***(Signature of Authorized Representative)****Date:****Name:****Designation:**

Annexure-6**FORMAT ON FINANCIAL ELIGIBILITY CRITERIA**

(To be submitted on Company's letter head)

(Not Applicable for this tender)

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

A. Financial Data for evaluating Financial Eligibility

SL. No.	Financial Years	Turn Over (Rs.)
1	2024-25	
2	2023-24	
3	2022-23	

(Signature of Authorized Representative)

Date:

Name:

Designation:

Note: i) Audited/certified reports for above FY to be submitted as supporting documents.

Form for Bid Security Declaration
(To be submitted in Company's Letterhead)

Date: _____
Bidder's Ref: _____
Tender Ref: _____

To
M/S. Garden Reach Shipbuilders & Engineers Ltd.
61, Garden Reach Road,
Kolkata - 700 024
Kind Attn: (Name & Designation of tender issuing officer)

Dear Sir / Madam,

We the undersigned declare that:

We understand that, according to tender conditions, bids must be supported by a Bid Security Declaration along with valid MSE GRSE vendor Registration certificate.

We accept that we will automatically be suspended from being eligible for bidding in any contract with M/s. GRSE Ltd. for the period of 03 Years starting from date of opening of price bid, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) Have withdrawn our bid after opening of price bid and within the bid validity specified in the tender: or
- (b) Having been notified of the acceptance of our bid by M/s. GRSE Ltd. during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the security deposit, in accordance with Article 13 (i) of tender.

We understand this bid security declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful bidder; or (ii) twenty-eight days after the expiration of our bid.

[Insert signature of authorized representative]

[Insert legal capacity of the person signing the declaration]

[Insert complete name of person signing the declaration]

Duly authorized to sign the bid for and on behalf of [insert complete name of bidder]

Date: DD/MM/YYYY

[Put corporate seal as appropriate]

- In case of JV, the entity should be registered with GRSE and Bid security declaration to be submitted by the JV entity.
- In case of consortium, the Lead partner should be registered with GRSE and Bid security declaration to be submitted by all of the Consortium.

SPECIAL CONDITIONS OF CONTRACT संविदा की विशेष शर्तें

(Relating to Labour Laws) श्रम कानून से संबंधित

1. It is expressed terms of this tender/contract that this tender/contract shall be governed strictly in accordance with all the terms and conditions as embodied in all other documents forming part of this tender/contract. The Contractor shall be responsible to produce to and /or complete the under the contract exclusively with his/it's duly employed workmen solely at his/it's own risk and responsibility.

2. The definition of "workmen", "Contractor", "principal Employer", "Wages" or any other statutory terms, used elsewhere in this tender/ contract, shall have the same meaning as are assigned to them by the Contract Labour (Regulation & Abolition) act,1970or any other applicable/ appropriate enactment.

3. While performing the contractual work, the contractor must ensure compliance with all the existing statutory labour enactment/ regulations, including the following:-

- a) Contractor Labour (R & A) Act,1970 and Central & State Rules as applicable.
- b) Minimum Wages Act, 1948.
- c) ESI Act,1948
- d) EPF & MP Act, 1952.
- e) The Building & other Construction Works (RE &CS) Act, 1996 & Rules

4. Contract Labour (R & A) Act, 1970 & rules framed thereunder. The Contractor is to comply wit all the provisions of the Act including the following important requirements under the Act.

a) To obtain a labour Licence issued by the Competent Authority (i.e. Licencing Officer) where the execution of works are to be carried out. The contractor , on whom the contractor is awarded by the Principal Employer /GRSE is require to obtain Licence for all the Contractor Labours working under it/him , including the Contractor Labour of his /it's sub-agency's piece rated workers or any other labour engaged by it /him in any manner for the execution of the contract at the principal Employer /GRSE premises as applicable under the relevant provision of the Act. The Contractor is to contact the Office of the Asst. Labour Commissioner, 6, Church Lane Kolkata-700 001 or any other appropriate office / Authority for obtaining /renewal of the Labour Licence etc. in respect of contractual work executed by him /it for the principal Employer/GRSE.

b) The Contractor shall maintain a "muster Roll Register", "Register of Wages", "Deduction", "Overtime", "Fines" and "Advance" strictly as per the provisions of the Act. The Contractor shall issue Wage Slips to the workman at least a day prior to disbursement of wages. The Registers maintained by the Contractor shall be placed for inspection and scrutiny by the concerned officer of the Principal Employer/GRSE at regular intervals and also as and when required.

c) the Contractor shall be responsible for payment of wages to each workman employed by it /him in accordance with law and the disbursement of wages shall be made in presence of authorised representative of the Principal Employer /GRSE. No wage period shall exceed one month and wages of every workman shall be paid within three days from the end of the wage period, in case the wage period is one week or a fortnight and in all other cases before the expiry of the 7th day from the end of wage period.

d) Contractor is required to cover all the workmen under them including those workmen of the Sub-agencies, piece rated workers or any other workers engaged by him/it in any manner under ESI & EPF & MP Acts. All these workmen are to be covered under separate Code Nos. of the Contractor. Contractor should also ensure it's own PF & ESI Code while entering into the contract.

e) Notice showing the rates of wages, hours of work, wage period, date of payment of wages/unpaid wages, name, address and designation of Inspector, having jurisdiction, shall have to be displayed in conspicuous places and at the work site as per Rule 81(1)(i) of the Contract Labour (R & A) Act and the Rules framed there under. A Notice board shall have to exclusively earmarked for above purpose.

f) A copy the notice as per Rule 81 (2) of the act shall be required to be sent to the inspector and wherever any change occurs, the same shall be required to be communicated to him forthwith.

g) As per Rule 81 (30) of the Act, information of commencement / completion of work of the Contractor shall have to be communicated to the Inspector within 15 days from such commencement/completion.

5. Photocopies of Registration Certificates of Code Nos. along with current documents/ challans etc. in support of deposit of contribution as applicable under above Act/Rules are to be submitted with Techno-commercial part of tender.

6. Compliance of EPF & MP Act ईपीएफ़ एवं एमपी अधिनियम का अनुपालन:

a) The Contractor shall have own P. F Code no. against his Firm and submit the same to GRSE while entering into /finalising tender.

b) P.F shall have to be deposited against own code of the Contractor and P.F. Challan along with Annexure for P.F deposition against Contract Labour, name wise, shall have to be submitted to the Principal Employer by the 20th of every month. Besides, all other statutory returns pertaining to P.F. are to be submitted by the Contractor in time.

c) In the event of failure to show proof of P.F Deposit for all the workman working under the Contractor, including workers of it's Subcontractor, payment/clearance of the right to pay the bill after suitable deduction on account of P.F. Bills of such defaulted Contractor shall be settled only on satisfactory production of P.F deposit challan in respect of Contractor Labour duly certified by the HR Dept. of the respective Unit/Main Yard of Principal Employer/GRSE.

7. Compliance of ESI Act ईएसआई अधिनियम का अनुपालन:

The Contractor shall have own ESI Code No as against his Firm and submit the same to GRSE while entering into contract/ finalising tenders. The Contractor shall cover all the workman /employees engaged by him, under ESI Act/Scheme and pay the monthly contribution (both employer and employee) and shall furnish all necessary particulars to ESI Corporation as required by the said Act under their own ESI Code and also to the Principal Employer/GRSE.

The Contractor expressly undertake that nobody will be engaged by it/him without coverage under the Act. In case ESI Code No of the contractor is inoperative for whatever reasons, the Principal Employer/GRSE will be at liberty to deduct ESI Contributions at appropriate rates from the Contractor's Bill and deposit the same to the ESI Authority.

8. Contractors having ESI Code ईएसआई कोड वाले ठेकेदार:

The Contractor will furnish a list containing details of workmen/employees to be engaged for work to the concerned Department before taking up the assigned job. Any subsequent change will have to be intimated forthwith to the concerned Department of the Principal Employer /GRSE for proper control. In addition, they will also submit documentary evidence showing all compliance with ESI formalities in respect of employees engaged in the job of the Principal Employer / GRSE. Such documents will be monthly challan for ESI deposit and certified copy of all half-yearly returns submit to ESIC etc., subject to satisfactory compliance of all formalities.

9. All Contractors shall ensure that detailed responsibility be strictly complied with as envisaged in the enclosed list of Contractors responsibilities along with other provisions as applicable to them as per Appendix 'B'.

10. The Contractor engaged in Shipbuilding works is require to obtain registration under the Building & Other Construction Work Act, 1996 and Rules framed there under and is also required to maintain Registers and Records and submit returns strictly in line with the stipulated provisions of the said Act & Rules so framed.

CHECKLIST

संरक्षा निरीक्षण जांचविन्दु /SAFETY INSPECTION CHECKLIST हाईट वर्क /HEIGHT WORK
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फर्म का नाम / Name of the firm: / ओ.सं. एवं तिथि. P.O. No. & date:
 स्थान / .यार्ड सं/Location / Yard No.: / रिपोर्टिंग की तिथि Date of reporting:

क्र.सं. Sl No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	क्या 'हाईट वर्क परमिट' प्राप्त किया गया है? Whether 'Height Work Permit' has been obtained?				
2.	क्या सभी पीपीई (आईएसआई/ईएन चिह्नित) उपलब्ध हैं? Whether all PPEs (ISI / EN Marked) are available?				
3.	क्या फुल बॉडी हार्नेस (डबल डोरी के साथ) की शारीरिक स्थिति अच्छी है? Whether Physical Condition of Full Body Harness (with Double Lanyard) is good?				
4.	क्या असेंडिंग/डिसेंडिंग उद्देश्य हेतु स्वचालित फॉल अरेस्टर का उपयोग किया जा रहा है? Whether automatic Fall Arrestors are being used for ascending / descending purpose?				
5.	क्या ऊँचाई पर काम करने हेतु रिट्रैक्टबल फॉल अरेस्टर का उपयोग किया जाता है? Whether Retractable Fall Arrestor is used for work at height?				
6.	क्या संरक्षा नेट प्रदान किया गया है? Whether Safety Net is provided?				
7.	क्या स्केफोल्डिंग और उपयुक्त सीढ़ी प्रदान की जाती है? Whether scaffolding and suitable ladder is provided?				
8.	क्या टो गार्ड, मिड रेल और टॉप-रेल में स्केफोल्डिंग की व्यवस्था की गई है और दोनों सिरों पर लकड़ी के तख्तों को बांधा गया है? Whether Toe guard, mid-rail & top-rail are provided with scaffolding and wooden planks are tied up at both ends?				
9.	क्या सेफ्टी बेल्ट लाइफ लाइन के एंकरिंग हेतु/रिजिड बिंदु उपलब्ध हैं? Whether rigid points are available for anchoring of Safety Belt / Life Line?				
10.	क्या ऊँचाई के काम हेतु क्षितिज जीवन रेखा एरेक्ट की जाती है? Whether horizontal life line is erected for height work?				

11.	क्या काम शुरू करने से पूर्व डीएसएल इलेक्ट्रिकल लाइव लाइनें/ डी-एनर्जीकृत की जाती हैं? Whether DSL / Electrical live lines are De-energized before starting of work?				
12.	क्या हाईट वर्क हेतु मौसम की स्थिति अनुकूल है? Is the weather condition is favourable for height work?				
13.	क्या हाईट वर्क (सूर्यास्त के बाद) हेतु पर्याप्त रोशनी की व्यवस्था की गई है? Whether adequate Lighting arrangement is provided for height work (After Sunset)?				
14.	क्या कार्य क्षेत्र की घेराबंदी की गई है? Whether cordoning of the work area has been done?				

अतिरिक्त टिप्पणियां / यदि कोई हो ,Additional Remarks, If any

मुहर सहित विक्रेता के संरक्षा अधिकारी स्थल/
प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's
Safety Officer / Site In-charge or
Supervisor with Stamp

सुरक्षा निरीक्षण जांच बिन्दु / SAFETY INSPECTION CHECKLIST
टैंक बंद / स्थान / TANK / CONFINED SPACE

फर्म का नाम / Name of the firm:

पी / ओ.सं. एवं तिथि.P.O. No. & date:

स्थान / .यार्ड सं/Location / Yard No.:

/ रिपोर्टिंग की तिथि

Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	क्या आपके पास बंद स्थान में प्रवेश हेतु लिखित परमिट है? Do you have a written permit for confined space entry?				
2.	क्या गैस डिटेक्टर के साथ प्रवेश जांच से पहले सीमित स्थान संक्षारक, ईंधन या खतरनाक पदार्थों, यदि कोई हो, से पूरी तरह से खालीशुद्ध और धोए गए हैं/? Are confined spaces thoroughly emptied / purged and rinsed of corrosive, fuel or hazardous substances, if any? Before entry check with Gas Detector.				
3.	क्या बंद स्थानों में पर्याप्त वेंटिलेशन समय प्रदान किया जाता है? Is adequate ventilation time provided in confined spaces?				
4.	क्या टैंक/ बंद स्थानों के अंदर और आसपास के क्षेत्र में भी पर्याप्त सामान्य रोशनी उपलब्ध है? Whether adequate general illumination is available inside the tank / confined spaces and also in the close vicinity?				
5.	क्या डेक/बल्कहेड के विपरीत दिशा सहित आसपास के क्षेत्र में किसी ज्वलनशीलविस्फोटक/पेंट/ भाप या वाष्प संवेदनशील/ सामग्री की कोई उपस्थिति है? Is there any presence of any flammable/explosive/ paint fume or vapour/ sensitive material in surrounding zone including the opposite side of deck/ bulkhead?				
6.	बंद स्थानों टैंकों आदि में/हॉट वर्क करने से पूर्व क्या ज्वलनशील गैस (एलईएल) की मौजूदगी की जांच की गई है और इसे सुरक्षित घोषित किया गया है? Prior to undertaking hot work in confined spaces / tanks etc. whether existence of flammable gas (LEL) has been checked and declared safe?				
7.	क्या टैंक सीमित स्थान के बाहर किसी जिम्मेदार व्यक्ति को/ टैंक/सीमित स्थान के अंदर काम करने वाले व्यक्ति के साथ निरंतर पर्यवेक्षण और बातचीत हेतु प्रतिनियुक्त किया गया है? Is there any responsible person has been deputed at the outside of the Tank / Confined space for continuous supervision and interaction with the person working inside the Tank / Confined space?				

8.	क्या बंद स्थानों में किए जाने वाले कार्य हेतु वोल्ट की आपूर्ति 110 और इंसुलेटेड सेफ्टी हैंड लैंप प्रदान किया गया है? Whether 110Volts supply and insulated Safety Hand Lamp is provided for the work to be performed in the confined spaces?				
9.	क्या बिजली के झटके से सुरक्षा हेतु बंद स्थानों के अंदर उपयोग किए जाने वाले सभी पोर्टेबल उपकरण ग्राउंडेड या इंसुलेटेड और आरसीसीबी के साथ फिट हैं? Is all portable equipment used inside confined spaces grounded or insulated and fitted with RCCB for electric shock protection?				
10.	बंद स्थानों के अंदर गैस कटिंग वेल्डिंग से/पूर्व, क्या गैस होज और कटिंग टॉर्च की वाटर डिप टेस्ट के साथ लीक हेतु जाँच की जाती है? Before gas cutting / welding inside the confined spaces, are gas hoses and cutting torches are checked for leaks with Water Dip Test?				
11.	बंद स्थान टैंक तक पहुँचने का सुरक्षित साधन (उपयुक्त और/सुरक्षित सीढ़ी) प्रदान किया गया है? Safe means of access (suitable & safe ladder) to confined space / tank is provided?				
12.	उपयुक्त निजी सुरक्षा उपकरण (आईएस / ईएन स्तर) प्रदान किया जाता है? Suitable Personal Protective Equipment (IS / EN Standard) is provided?				
13.	क्या किसी आपात स्थिति हेतु उचित बचाव योजना उपकरण/ उपलब्ध है? Whether proper rescue plan / equipment is available for any emergency?				

अतिरिक्त टिप्पणियाँ / यदि कोई हो ,Additional Remarks, If any:

मुहर सहित विक्रेता के संरक्षा अधिकारी स्थल/प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's Safety Officer / Site In-charge or Supervisor with Stamp

संरक्षा निरीक्षण जांचविन्दु / SAFETY INSPECTION CHECKLIST
औद्योगिक इलेक्ट्रिकल एक्सटेंशन बोर्ड / INDUSTRIAL ELECTRICAL EXTENSION BOARD

फर्म का नाम / Name of the firm:

पी / ओ.सं. एवं तिथि.P.O. No. & date:

स्थान / .यार्ड सं/Location / Yard No.:

/ रिपोर्टिंग की तिथि

Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	क्या औद्योगिक प्रकार के इलेक्ट्रिकल एक्सटेंशन बोर्ड का उपयोग किया जाता है ? Whether the industrial type electrical extension board is used?				
2.	क्या औद्योगिक एक्सटेंशन बोर्ड में औद्योगिक प्रकार का -3पिन प्लग टॉप प्रदान किया गया है ? Whether the industrial type -3pin plug top provided in Industrial Extension Board?				
3.	पुष्टि करें कि -3पिन प्लग क्षतिग्रस्त नहीं हैं । Confirm -3pin plugs are not damaged.				
4.	क्या साइट पर केबल का कोई अनुचित जुड़ाव मौजूद है ? Is any improper jointing of Cables are prevailing at Site?				
5.	क्या कनेक्शन एमसीबी/आरसीसीबी के माध्यम से रूट किए गए हैं/? Whether the connections are routed through MCB / RCCB?				
6.	क्या अर्थिंग की निरंतरता की जाँच की जाती है? Whether the continuity of earthing is checked?				
7.	पुष्टि करें कि एक्सटेंशन बोर्ड पर खुले तार का उपयोग नहीं किया गया है। Confirm bare wire is not used on the extension board.				
8.	क्या केबल और एक्सटेंशन बोर्ड की स्थिति ठीक है? Whether the condition of Cable and extension board is ok ?				
9.	क्या एक्सटेंशन बोर्ड के सॉकेट क्षतिग्रस्त हैं ? Whether sockets of the extension board is damaged?				
10.	क्या प्लग एंड सॉकेट की रेटेड क्षमता का उपयोग किया जाता है? Whether rated capacity of Plug & Socket is used?				
11.	पुष्टि करें कि सॉकेट अधिक लोड नहीं लिए हैं। Confirm that Socket is not over loaded.				
12.	पुष्टि करें कि औद्योगिक प्रकार का इलेक्ट्रिकल एक्सटेंशन बोर्ड गीला नहीं है। Confirm that industrial type electrical extension board is not soaked with water.				

अतिरिक्त टिप्पणियां / अगर कोई हो .Additional Remarks, If any:

मुहर सहित विक्रेता के संरक्षा अधिकारी/
स्थल प्रभारी अथवा पर्यवेक्षक के हस्ताक्षर
Signature of the vendor's Safety Officer
/ Site In-charge or Supervisor with Stamp

संरक्षा निरीक्षण जांचविन्दु / SAFETY INSPECTION CHECKLIST
ग्राइंडिंग गतिविधि / GRINDING ACTIVITY

फर्म का नाम / Name of the firm:
 स्थान / .यार्ड सं/Location / Yard No.:

पी / ओ.सं. एवं तिथि/P.O. No. & date:
 / रिपोर्टिंग की तिथि Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	जॉब हेतु व्हील के प्रकार और आकार सही है ? Wheel type and size are right for the job?				
2.	ग्राइंडिंग मशीन पर व्हील गार्ड लगाया गया है ? Wheel guard is fitted on the grinding machine?				
3.	क्या उचित पीपीई उपलब्ध है)आईएस / ईएन स्टैंडर्ड बॉयलर सूट, सैफ्टी शू, सैफ्टी हेलमेट, डस्ट मास्क, हियरिंग प्रोटेक्टर, ग्राइंडिंग गॉगल्स फुल/फेस (शील्ड-? Whether Proper PPE is available (IS / EN Standard Boiler Suit, Safety Shoe, Safety Helmet, Dust Mask, Hearing protectors, Grinding Goggles/ full face-shield) ?				
4.	ग्राइंडिंग मशीन के संचालन की गति व्हील पर अंकित गति से अधिक नहीं होती है। Grinding Machine operating speed does not exceed what is marked on the wheel.				
5.	क्या बिजली का स्रोत ठीक से ग्राउंडेड है और कनेक्शन अच्छी स्थिति में हैं ? Whether electrical power source is properly grounded and connections are in good condition ?				
6.	पुष्टि करें कि कार्य क्षेत्र में कोई पानी या अन्य तरल नहीं है जो बिजली के झटके की संभावना पैदा कर सकता है। Confirm the work area contains no water or other liquid that could create electric shock potential.				
7.	पुष्टि करें कि कार्य क्षेत्र में कोई ज्वलनशील पदार्थ तरल नहीं है जो चिंगारी से प्रज्वलित/ हो सकता है। Confirm there is no inflammable material / liquid in the work area that could be ignited by sparks.				
8.	क्या कार्य क्षेत्र की रोशनी पर्याप्त है। Whether the work area lighting is adequate.				
9.	पुष्टि करें कि ग्राइंडिंग व्हील माउंटिंग करने से पूर्व रिंग टेस्ट" पास कर चुका है।" Confirm Grinding Wheel has passed "ring test" before mounting.				

अतिरिक्त टिप्पणियां / यदि कोई हो ,Additional Remarks, If any:

मुहर सहित विक्रेता के संरक्षा अधिकारी/
 स्थल प्रभारी अथवा पर्यवेक्षक/के हस्ताक्षर
 Signature of the vendor's Safety Officer / Site In-charge or Supervisor with Stamp

संरक्षा निरीक्षण जांच बिन्दु / SAFETY INSPECTION CHECKLIST हॉट वर्क (गैस कटिंग एवं वेल्डिंग)/ HOT WORK (GAS CUTTING AND WELDING)

फर्म का नाम / Name of the firm:

पी.ओ.सं. एवं तिथि / P.O. No. & date:

स्थान/यार्ड सं. / Location / Yard No.:

रिपोर्टिंग की तिथि / Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियाँ Remarks
1.	क्या गैस कटिंग /वेल्डिंग शुरू करने से पहले अग्निशमन विभाग/हॉट वर्क नियंत्रक अधिकारी से लिखित मंजूरी (हॉट वर्क परमिट) प्राप्त कर ली गई है?/ Prior to starting Gas Cutting / Welding whether written clearance (Hot Work Permit) has been obtained from Fire Fighting Department / Hot Work Controlling Officer?				
2.	क्या किसी पेंटिंग गतिविधि की योजना बनाई गई है या आसपास / विपरीत बल्कहेड / कम्पार्टमेंट के नीचे में की जा रही है?/ Whether any Painting Activity is planned or been carried out in the close vicinity / opposite bulkhead / compartment below?				
3.	हॉट वर्क से पहले, क्या पेंट का खाली ड्रम सहित दहनशील या ज्वलनशील सामग्री को डेक/बल्कहेड के विपरीत दिशा सहित उक्त स्थान से हटा दिया गया है?/ Before Hot Work, whether combustible or flammable materials including empty paint drums have been removed from the location including the opposite side of deck / bulkhead?				
4.	क्या हॉट वर्क स्थान/आस-पास के क्षेत्र में पेंट की धूआं/ज्वलनशील गैस की कोई उपस्थिति है?/ Is there any presence of paint fume / flammable gas in the hot work location / in the surrounding zone?				
5.	क्या हॉट वर्क के दौरान निरंतर निगरानी के लिए डेक के विपरीत दिशा में /बल्कहेड/ ओवरहेड स्थिति में किसी जिम्मेदार व्यक्ति को नियुक्त किया गया है?/ Is there any responsible person has been deputed at opposite side of deck / bulkhead / overhead position for continuous surveillance during hot work?				

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियाँ Remarks
6.	क्या उचित पीपीई उपलब्ध है (आईएस / ईएन स्टैंडर्ड बॉयलर सूट, सेफ्टी शू, सेफ्टी हेलमेट, मास्क, गॉगल्स/फुल फेस-शील्ड)? Whether Proper PPE is available (IS / EN Standard Boiler Suit, Safety Shoe, Safety Helmet, Mask, Goggles/ full face-shield)?				
7.	क्या गैस कटिंग होसेस (आईएस: 447) और गैस कटिंग टॉर्च (आईएस: 7653) आईएस मार्क के हैं?/ Whether Gas Cutting Hoses (IS: 447) and Gas Cutting Torches (IS: 7653) are IS Marked?				
8.	क्या फ्लैश बैक अरेस्टर (आईएस 11006 / आईएसओ: 5175 - भाग 1 चिह्नित) गैस काटने के उपकरण पर लगाया जाता है?/ Whether Flash Back Arrestor (IS: 11006 / ISO : 5175 -Part 1 Marked) is fitted on Gas Cutting equipment?				
9.	क्या वेल्डिंग केबल्स आईएस मार्क (IS:9857) और दोष मुक्त हैं?/ Whether Welding Cables are IS Marked (IS:9857) & defect free?				
10.	क्या वेल्डिंग होल्डर फुल इंसुलेटेड प्रकार का है और अच्छी भौतिक स्थिति में है?/ Whether Welding Holder is Full Insulated Type and in good physical condition?				
11.	गैस काटने वाले होसेस विद्युत/वेल्डिंग केबलों से नहीं उलझे हैं?/ Gas cutting hoses are not entangled with electrical / welding cables.				
12.	क्या गैस कटिंग टॉर्च (जो उपयोग में नहीं है) को टैंक या सीमित स्थान से हटाया जाता है?/ Is gas cutting torch (which is not in use) is removed from the tank or confined spaces?				
13.	क्या हॉट वर्क प्रारंभ करने से पहले पर्याप्त वेंटिलेशन की व्यवस्था की जाती है?/ Whether adequate ventilation is arranged prior to commencement hot work?				

टिप्पणियाँ /Remarks:

(a) गैस कटिंग होसेस को दिन का कार्य समाप्त होने के पश्चात गैस सिलेंडर / गैस मैनीफ़ोल्ड से पृथक किया जाएगा और बंद स्थान / कम्पार्टमेंट से हटा दिया जाएगा और खुले डेक पर रखा जाएगा//Gas cutting hose will be isolated from the gas cylinder / gas manifold after the end of day's work and will be removed from the confined space / compartment & keep on the open deck.

(b) दिन का कार्य समाप्त होने के पश्चात सभी वेल्डिंग मशीनों को विद्युत शक्ति स्रोत से स्विच ऑफ कर दिया जाएगा।/ After the end of day's work all Welding Machines will be SWITCHED OFF from electrical power source.

मुहर सहित विक्रेता के संरक्षा अधिकारी/स्थल

प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/

Signature of the vendor's

Safety Officer / Site In-charge or Supervisor with Stamp

संरक्षा निरीक्षण जांचबिन्दु /SAFETY INSPECTION CHECKLIST
पेंटिंग /PAINTING

फर्म का नाम / Name of the firm:
date:

पी / ओ.सं. एवं तिथि.P.O. No. &

स्थान / .यार्ड सं/Location / Yard No.:

/ रिपोर्टिंग की तिथि

Date of reporting:

क्र.सं. Sl No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	कंपार्टमेंट/बल्कहेड के विपरीत दिशा में/निकटवर्ती क्षेत्रों में कोई हॉट वर्क प्रगति पर नहीं है।/No hot work is in progress either in the compartment / opposite side of the bulkhead / in the adjacent areas.				
2.	हैच / कंपार्टमेंट / पेंटिंग जॉब / पेंट किए गए क्षेत्रों के पास के प्रवेश द्वार के पास हिंदी, बंगाली और अंग्रेजी में "पेंटिंग कार्य प्रगति पर है - नो हॉट वर्क" इंगित करने वाला एक बोर्ड प्रदर्शित किया गया है।/A board indicating "PAINTING IN PROGRESS – NO HOT WORK" in Hindi, Bengali and English is displayed near entrance of the HATCH / COMPARTMENT / ADJACENT TO PAINTING JOB / PAINTED AREAS				
3.	टैंक / बंद डिब्बे में निकास वेंटिलेशन और ताजी हवा की आपूर्ति की व्यवस्था है। Exhaust ventilation & supply of fresh air is arranged in the tank / closed compartment.				
4.	उपयुक्त पीपीई उपलब्ध (उपयुक्त आईएस/एन मानक पेंट फ्यूम रेस्पिरैटर/ आपूर्ति की गई एयर लाइन रेस्पिरैटर, बॉयलर सूट, संरक्षा जूता, संरक्षा हेलमेट) है और यह अच्छी स्थिति में है।/Proper PPEs available (suitable IS/ EN Standard Paint Fume Respirator / supplied Air Line respirator, Boiler Suit, Safety Shoe, Safety Helmet) & it is in good condition.				
5.	कोई नेकड लैंप का उपयोग नहीं किया जाना चाहिए। पेंटिंग करते समय, यदि हैंड लैंप का उपयोग किया जाना है, तो इसे इंसुलेटेड हैंडल और बिना जुड़े उचित इंसुलेटेड तार, वायर मेश कवर और लैंप के ऊपर ग्लास कवर के साथ फिट किया जाना चाहिए।/No naked lamp to be used. While painting, if hand lamp to be used, it should be fitted with insulated handle and proper insulated wire without joining, wire mesh cover and glass cover over the lamp				
6.	सभी कामगार संरक्षा प्रशिक्षण प्राप्त किए हैं। All workmen have undergone safety training.				

7.	सीमित स्थान पर पेंटिंग कार्य के दौरान सुपरवाइजर/हेल्पर की उपलब्धता, यह सुनिश्चित करने के लिए कि उस डिब्बे के सभी सिक्स साइड कोई हॉट वर्क नहीं किया जा रहा है और सीमित स्थान के अंदर काम करने वाले पेंटर की समस्या की निगरानी की जा रही है // Availability of supervisor/Helper during painting work at confined place to ensure that, no hot work is executed at all the six sides of that compartment & to monitor problem of the Painter working inside of the confined space.				
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टिप्पणियां /Remarks: मैं आश्वासन देता हूँ कि दिन के पेंटिंग कार्य के पश्चात, खाली आंशिक रूप से भरे / पूर्ण पेंट ड्रम या कंटेनर जिसमें सभी सामान, कपास अपशिष्ट शामिल हैं, को पोत /बंद स्थानों से पूरी तरह से हटा दिया जाएगा। / I assure that after day's painting work, the empty / partially filled / full paint drums or containers including all accessories, cotton wastes will be removed completely from the ship / confined spaces.

नोट/ NOTE: इस प्रारूप को भरा जाना चाहिए, हस्ताक्षरित और मुद्रित किया जाना चाहिए तथा अनिवार्य रूप से पेंटिंग वर्क परमिट के साथ संलग्न किया जाना चाहिए। This format to be filled up, signed & stamped and mandatorily to be attached with the Painting Work Permit.

मुहर सहित विक्रेता के संरक्षा अधिकारी स्थल/
प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's
Safety Officer / Site In-charge or
Supervisor with Stamp

संरक्षा निरीक्षण जांच बिन्दु/SAFETY INSPECTION CHECKLIST

वेल्डिंग मशीन/WELDING MACHINE

फर्म का नाम /Name of the firm:

पीओ.सं. एवं तिथि./P.O. No. & date:

स्थान / .यार्ड सं/Location / Yard No. :
inspection:

संरक्षा निरीक्षण की तिथि/Date of safety

	जाँच की जाने वाली मद/ Item to be	मानदंड /Criteria	हाँ Yes	नहीं No	लागू नहीं
1.	वेल्डिंग मशीन WELDING MACHINE	क्या वेल्डिंग मशीन अच्छी कार्यशील स्थिति में है?/Is welding machine in good working condition?			
		क्या वेल्डिंग मशीन में अर्थिंग या ग्राउंडिंग प्रदान की जाती है?/Is welding machine provided with earthing or grounding?			
		क्या डबल्यू/एम ठीक से ढका हुआ है और बारिश से सुरक्षित है?/Is W/M properly covered & protected from rain?			
		क्या वेल्डिंग मशीन में कोई पहचान संख्या/चिह्न है? मेक: आईडी मार्क /Have welding machine any identification number / mark?			
		क्या 3-पिन प्लग टॉप (पोर्टेबल मशीन के लिए) प्रदान किया गया है?/Is 3- pin plug top provided (for portable machine)?			
2.	टर्मिनल / जाईट्स TERMINAL / JOINTS	क्या टर्मिनल/जोड़ काम करने की अच्छी स्थिति में हैं?/Are terminal/joints in good working condition?			
		क्या टर्मिनल/ जाईट्स सुरक्षित और प्रभावी रूप से पृथक हैं?/Are terminal/joints secured and effectively			
	वेल्डिंग केबल WELDING CABLE	क्या वेल्डिंग केबल ठीक से इंसुलेटेड है और कोई खुला केबल नहीं है?/Is welding cable properly insulated and no exposed cables?			
		क्या कॉपर कोर की आईएसआई मार्क वाली वेल्डिंग केबल (आईएस: 9857) प्रतिष्ठित बनावट की है?/Is welding cable of copper core with ISI marked (IS: 9857) of reputed			

3.		क्या आसान पहचान के लिए वेल्डिंग केबल में उचित कलर कोडिंग दी गई है?/Is welding cable provided with proper Colour coding for easy identification?			
		क्या वेल्डिंग केबल अच्छी स्थिति में है?/Is welding cable in good condition?			
4.	इलेक्ट्रोड होल्डर / क्लैप ELECTRODE HOLDER / CLAMP	क्या इलेक्ट्रोड होल्डर त्रुटि मुक्त है और पूरी तरह से इसुलेटेड है?/Is electrode holder free from defects & fully insulated?			
		क्या रिटर्न केबल क्लैप त्रुटि मुक्त है?/Is return cable clamp free from defects?			
		क्या उपयोग में नहीं होने पर इलेक्ट्रोड अलग हो जाता है?/Is electrode detached when not in use?			
5.	कार्य क्षेत्र WORK AREA	क्या आस-पास कोई दहनशील या ज्वलनशील पदार्थ हैं?/Are there any combustible or flammable materials in vicinity?			
		क्या वेल्डिंग मशीनों के पास अग्निशामक उपलब्ध है?/Is Fire extinguisher provided near welding Machines?			
		क्या अच्छी हाउसकीपिंग मेंटेन किया जा रहा है?/Is good housekeeping maintain?			

- अग्नि संरक्षा की दृष्टि से निर्माण गतिविधियों के दौरान एल्यूमीनियम वेल्डिंग केबल का उपयोग निषिद्ध है / *Use of Aluminium Welding Cable is prohibited during construction activities from fire safety point of view.*

अतिरिक्त टिप्पणियां / यदि कोई हो / ADDITIONAL REMARK, IF ANY:

मुहर सहित विक्रेता के संरक्षा अधिकारी स्थल/
प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's Safety Officer/
Site In-charge or Supervisor with Stamp

सुरक्षा निरीक्षण जांचविन्दु / SAFETY INSPECTION CHECKLIST
ऑन बोर्ड प्रेशर टेस्टिंग (एपीटी) /ON BOARD PRESSURE TESTING (APT)

फर्म का नाम / Name of the firm:
date:

पी / ओ.सं. एवं तिथि.P.O. No. &

स्थान / .यार्ड सं/Location / Yard No.:

/ रिपोर्टिंग की तिथि

Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1	क्या टैंककम्पार्टमेंट के छः/ साइडों में सभी हॉट वर्क के पूरा होने की पुष्टि प्राप्त की गई है ? Whether confirmation regarding completion of all hot works in six sides of the tank / compartment is obtained ?				
2	क्या सभी ओपनिंग्स को खाली करने की पुष्टि हो गई है ? Whether blanking of all openings is confirmed ?				
3	No of blanks to be indicated. ओपनिंग्स को खाली करने की पुष्टि				
4	क्या परीक्षण योजना के अनुसार दबाव एवं होल्डिंग समय की पुष्टि की गई है ? (दबाव एवं होल्डिंग समय की पुष्टि) Whether pressure & holding time is confirmed as per testing plan ? (Pressure & holding time to be indicated).				Max Pr. Time:
5.	क्या कैलिब्रेटेड परीक्षण उपकरण का उपयोग किया जाता है ? Whether Calibrated test equipment are used ?				
6.	Last calibrations Date: लास्ट कैलिब्रेटेड तारीख :				
7	क्या लीकेज की जांच की गई है ? Whether Check for leakages have been done ?				
8	क्या बांग्ला और हिंदी भाषा में "नो हॉट वर्क" का उल्लेख करने वाले नोटिस बोर्ड कोजोब स्थान के सभी तरफ प्रदर्शित किया जाता है जो दबाव में है ? Whether Notice Board mentioning "NO HOT WORK" in Bengali & Hindi Language is displayed at all sides of the job location which is under pressure?				Location of display Board: नोटिस बोर्डको स्थान
9	क्या टैंककम्पार्टमेंट के एपीटी हेतु कंप्रेसड एयर की व्यवस्था है ? Whether compressed air is arranged for APT of Tank / Compartment ?				Jetty Point No जे टो पयैन्ट:ना.

10	क्या स्टैंडर्ड कमप्रेस्ड वायु लाइन हेतु मानकीकृत उच्च दबाव रबर नली का उपयोग किया जाता है ? Whether standardised high-pressure rubber hose is used for compressed air line ?				
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टिप्पणियां: यह प्रमाणित किया जाता है कि एपीटी टैंक कम्पार्टमेंट हेतु कंप्रेस्ड एयर के अलावा किसी अन्य/ गैस का उपयोग नहीं किया जाएगा ।

Remarks: It is confirmed that no gas will be used other than Compressed Air for APT of Tank / Compartment.

मो० नंबर सहित विक्रेता के संरक्षा अधिकारी/
पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's
Safety Officer / Supervisor with Mob No

मो० नंबर सहित ठेकेदार फर्म के साइट प्रभारी /
पर्यवेक्षक का हस्ताक्षर
Signature of the vendor's Site In charge /
Supervisor of the Contractor with Mob No

DIFFERENT PERMIT FORMAT

ब्लास्टिंग / पेंटिंग गतिविधि अनुमति

BLASTING / PAINTING ACTIVITY PERMIT (DAY / NIGHT SHIFT)

परमिट सं./ Permit No.

दिनांक /Date:

यार्ड/ YARD:

विक्रेता /VENDOR:

कार्य की अवधि /DURATION OF JOB: दिनांक /Date: से/From तक/ To

1. स्थान विवरण /Location Details: 2. पर्यवेक्षक का नाम एवं मोबाइल संख्या /Name & Mob. No of the Supervisor:

3. गेट पास नं. के साथ ऑपरेटर/ ब्लास्टर (ओं) / पेंटर और हेल्पर (ओं) का नाम / Name of Operator/Blaster (s)/Painter & Helper(s) with Gate Pass No:

(i) (iv)

(ii) (v)

(iii) (vi)

फर्म के पर्यवेक्षक के हस्ताक्षर
Signature of the Supervisor of the firm

4. स्वीकृत /Approved: से/From तक/ To

5. अनुमोदित नहीं होने के लिए कारण (यदि आवश्यक हो)/Reasons for not approved (If Reqd.):

6. उत्पादन और पेंट शॉप से संबंधित अधिकारी (ओं) के हस्ताक्षर /Signature of the concerned Officer(s) of Production & Paint Shop:

पेंट शॉप /PAINT SHOP पीएल/पीसीओ-_____ अग्नि/ संरक्षा विभाग
PL/PCO-_____ FIRE/SAFETY DEPT.

7. पेंट / ब्लास्टिंग का काम पूरा होने का समय / Completion time of Paint / Blasting Work:

पेंट / ब्लास्टिंग वर्क परमिट समाप्ति : दिनांक _____ समय

Painting/Blasting Work Permit Closed on: Date _____ time

ठेकेदार का नाम और हस्ताक्षर
Name & Signature of Contractor's

पेंट शॉप
PAINT SHOP

अग्नि /संरक्षा विभाग
FIRE/SAFETY DEPT

नोट 1: ब्लास्टिंग क्षेत्र की पर्याप्त कवरींग और ब्लास्टिंग / पेंटिंग साइट पर उपयुक्त चेतावनी बोर्ड को प्रदर्शित किया जाना है।

Note 1: Adequate covering of the blasting area & suitable warning boards are to be displayed at blasting / painting site.

नोट 2: ब्लास्टिंग/ पेंटिंग कार्य के लिए लगे सभी कार्मिक उचित पीपीई जैसे हैंड ग्लव्स, सेफ्टी शू और हेलमेट, नोज मास्क, सेफ्टी गॉगल्स, एयर लाइन रेस्पिरैटर, प्रोटेक्टिव कपड़े / ब्लास्टिंग सूट आदि का उपयोग करेंगे।

Note 2: All personnel engaged for blasting / painting work shall use proper ISI mark PPEs such as Hand Gloves, Safety Shoe & Helmet, Nose Mask, Safety Goggles, Air Line Respirator, Protective Clothing / Blasting suit etc.

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(भारत सरकार का एक उपक्रम)
Garden Reach Shipbuilders & Engineers Ltd.
(A GOVT. OF INDIA UNDERTAKING)
ऊँचाई कार्य परमिट / HEIGHT WORK PERMIT

परमिट सं./ **Permit No.:**

दिनांक /Date: -

1. स्थान /Location :

2. किए जाने वाले कार्य का विवरण/ Description of work to be done:

क्र. सं./ Sl. No	क्षेत्र/स्थान/Area/ Location	कार्य का विवरण /Job Description	श्रमिकों की संख्या /Nos. of Workers	टिप्पणियाँ REMARKS
i)				
ii)				
iii)				
iv)				

विभाग का नाम / कार्य को क्रियान्वित करने वाले अधिकरण :

(पी.ओ संख्या)/Name of Dept./ Agency executing the job :

(P.O No.).

4. व्यक्ति को नियोजित किया जाना है : श्रमिकों की सूची संलग्न है (..... सं. प्रमुख)

Person to be employed : List of workers are attached (..... Nos. Heads).

5. कार्य के लिए पर्यवेक्षक का नाम : श्री साइट इंजीनियर (मोबाइल:-

: श्री साइट पर्यवेक्षक (मोबाइल :-

)

Name of Supervisor for the job : Mr. Site Engineer (Mob: -

)

: Mr. Site Supvr. (Mob: -

)

परमिट की वैध अवधि : दिनांक- से तक समय- बजे से बजे तक ।

Period of validity of Permit : Date- From To Time- AM to PM.

6. ऊँचाई पर कार्य करते वक्त साइट पर निम्नलिखित सुरक्षा एहतियात बनाए रखा जाता है (जो लागू नहीं है मिटा दें) /The following safety precautions are being maintained at site while performing works at height (strike out which is not applicable):

क) सभी सुरक्षा उपकरण और ISI mark पीपीई (सेफ्टी शू, फुल बॉडी हार्नेस सेफ्टी बेल्ट, सेफ्टी हेलमेट, रूफ लैडर / क्रॉलिंग बोर्ड, वर्टिकल फॉल अरेस्टर, सेफ्टी नेट, यदि लागू हो आदि) ऊँचाई पर काम शुरू करने से पहले ही उपलब्ध करा दिया जाता है । / (a) All safety equipment's and ISI marked PPEs (Safety Shoe, Full Body Harness Safety Belt, Safety Helmet, Roof Ladder /

Crawling board, vertical fall arrestor, Safety Net, if applicable etc.) has been provided before starting work at Height.

ख) ऊँचाई पर गतिविधि के दौरान, कार्यकर्ता लाइफ लाइन, फुल बॉडी हार्नेस, सेफ्टी बेल्ट का उपयोग कर रहे हैं और उन्हें बेल्ट को फर्म संरचना/लाइफ लाइन के साथ एंकर कर देना चाहिए। (b) During movement on the height, worker are using Life Line, Full Body Harness, Safety Belt and they must anchor the belt with firm structure/Life line. ग) काम शुरू करने से पहले, यदि आवश्यक हो तो आवश्यकतानुसार डीएसएल/इलेक्ट्रिकल लाइव लाइनों को डी-एनर्जेटिक किया जाएगा। (c) DSL/Electrical live lines under the roof will be De-energized before starting of work, if necessary/as required.

घ) काम करने वाले प्लेटफॉर्म के साथ स्काफ़ोल्डिंग संरचना और आदमी और सामग्री के भार को झेलने के लिए पर्याप्त शक्ति होने के कारण खड़ा किया गया है। (d) Scaffolding structure with working platform and fencing, having adequate strength to withstand the load of man and material has been erected.

ङ) बारिश और तूफान के समय के दौरान श्रमिकों को किसी भी प्रकार की ऊँचाई के कार्य की अनुमति नहीं दी जाएगी। (e) During the time of rain & storm workers will not be allowed for any type of height work.

च) संबंधित साइट के अलावा अन्य मानव गतिविधि को नियंत्रित करने के लिए कार्य स्थल के नीचे के क्षेत्र को सावधानी टेप से घेरा जाएगा। (f) The area underneath the working site will be cordoned by cautionary tape for controlling human movement other than the concerned firm.

छ) ठेकेदार मेसर्स..... किसी भी अवांछित घटना से बचने के लिए कार्य स्थल पर उचित सुरक्षा सुनिश्चित करेगा। (g) The Contractor M/S will ensure proper safety at working site to avoid any unwanted incident.

ज) ठेकेदार ने सुनिश्चित किया है कि प्रशिक्षित और अनुभवी कर्मचारी काम पर लगे होंगे। (h) The Contractor has ensured that trained & experienced workers will be engaged at work.

हस्ताक्षर/Signature:

ठेकेदार (साइट इंजीनियर) जीआरएसई सिविल विभाग/ एंगेजिंग अथॉरिटी
जीआरएसई संरक्षा विभाग

Contractor (Site Engineer) GRSE Civil Dept./ Engaging Dept. GRSE Safety Dept

कार्य पर लगे हुए कर्मिकों की सूची /

7. LIST OF PERSONNEL ENGAGED FOR HEIGHT WORK

ठेकेदार का नाम/Name of the Contractor:

क्र.सं./ Sl.No.	नाम/ Name	गेट पास/Gate Pass	पद/Designation

8. मैं पदनाम..... मेसर्स..... यह पुष्टि करता हूँ कि उपर्युक्त सभी कार्मिक (ऊँचाई कार्य के लिए लगे) ISI MARK डबल डोरी, फॉल अरेस्टर, लाइफलाइन, सेफ्टी नेट (जो लागू नहीं है, मिटा दें) के साथ फुल बॉडी हार्नेस (सेफ्टी बेल्ट) का इस्तेमाल करेंगे, । /

I Designation..... of M/s..... hereby confirmed that all the above mentioned personnel (engaged for height work) shall use ISI mark Full Body Harness (Safety Belt) with double lanyard, fall arrestor, lifeline, Safety Net (strike out which is not applicable).

ठेकेदार का नाम और हस्ताक्षर
Name & Signature of Contractor's
साइट प्रभारी / साइट पर्यवेक्षक
Site In charge / Site Supervisor

परमिट सं./Permit No. :
(संरक्षा विभाग द्वारा जारी/Issued by Safety Dept.)

हाइट वर्क परमिट का विस्तार/Extension of Height Work Permit

क्र.सं./ Sl. No.	विस्तार सं./ Extension No.	विस्तार अवधि/Extension Period (दिनांक और समय /Date and time)		ठेकेदार का नाम एवं हस्ताक्षर / Name & Signature of Contractor's	सिविल विभाग/ एंगेजिंग अथॉरिटी का नाम एवं हस्ताक्षर/ Name & signature of Civil Dept./ Engaging Dept.	संरक्षा विभाग का नाम और हस्ताक्षर/ Name and Signature of Safety Dept.
		कब से / From	कब तक / To			

हाइट वर्क परमिट का समापन / Closing of Height Work Permit

कार्य पूर्णता/अस्थायी रूप से बंद/ स्थगित

Job Completion/Temporary Closed/Postponed: दिनांक/Date _____ समय/time _____

हाइट वर्क परमिट बंद करने का अनुरोध /

Request to close the Height Work Permit _____

ठेकेदार का नाम एवं हस्ताक्षर /Name & Signature of Contractor's

हाइट वर्क परमिट समाप्ति : दिनांक _____ समय _____

Height Work Permit Closed on: Date _____ time _____

स्ताक्षर/Signature

नाम / Name

जीआरएसई सिविल विभाग / एंगेजिंग अथॉरिटी / GRSE Civil Dept./ Engaging Dept.

हस्ताक्षर/Signature

नाम / Name

जीआरएसई संरक्षा विभाग(जीआरएसई) / GRSE Safety Dept (GRSE)

हाइट वर्क जॉब की दैनिक पूर्णता / हाइट वर्क परमिट का दैनिक समापन

Daily Completion of Height Work Job / Daily Closing of Height Work Permit

क्र.सं. / Sl. No.	परमिट सं. (संरक्षा विभाग द्वारा जारी)/ Permit No. (Issued by Safety Dept.)	दिनांक Date	हाइट वर्क जॉब आरंभ का समय/ Starting time of the height work job	हाइट वर्क जॉब समाप्ति का समय / Completion time of height work job	ठेकेदार का नाम एवं हस्ताक्षर / Name & Signature of Contractor's	सिविल विभाग/ एंगेजिंग अथॉरिटी का नाम एवं हस्ताक्षर/ Name & signature of Civil Dept./ Engaging Dept.	संरक्षा विभाग का नाम और हस्ताक्षर/ Name and Signature of Safety Dept..

HOT WORK APPROVAL FORM

गर्म कार्या का परमिट फॉर्म
(to be filled in Duplicate)

GRSE Dept/ Vendor Company:

विभाग//संगठन:

Date. / /24

तारीख:

COMPT. DK. FR NO.

कम्पार्टमेंट डेक दाचा क्रमांक

1. Date of Hot Work (HW):

1. काम का तारीख:

2. Zone of HW: *Safe zone/Risk zone/ Critical zone

2. गर्म कार्या का क्षेत्र : सुरक्षित क्षेत्र/जोखिम क्षेत्र/विकृत क्षेत्र

3. Dept:

4. Duration of work: from.....to.....

3. विभाग:

4. काम की अवधि:

5. Nature of HW: Welding / Gas Cutting / Flame Heating/Grinding/others

5. गर्म कार्या का प्रकार: वेल्डिंग/गैस कटिंग/फ्लेम हीटिंग/ग्राइंडिंग/अन्य:

6. Sign Of Applicant:

Name:

Desig.....

Mobile:.....

6. आवेदक के हस्ताक्षर:

नाम:

पद:

7. Name of Welder(s):

Mobile No (if Avl):

7. वेल्डर का नाम:

Approved : From.....To.....

अनुमोदिततक।.....से..... :

Reasons of non approval (If Reqd):

अनुमोदित न होने का कारण।(यदि आवश्यक हो)

Sign of Concerned

Sign of MFOS

Sign of PCO/PL -

Sign of Safety/Fire

Dept Officer

Officer(for M/c Compt)

Officer

Name :

Name :

Name:

Name

Design.

Design.

Design:

Design.SO/DM

Man no:

Man no:

Man No:

Man. No.

संबंधित अधिकारी के हस्ताक्षर

संबंधित एम एफ ओ एस

संबंधित पीसीओ/पीएल

संबंधित सुरक्षा/फायर

अधिकारी के हस्ताक्षर

अधिकारी के हस्ताक्षर

अधिकारी के हस्ताक्षर

8. Completion Time of Hot Work:

गर्म कार्या का समापन समय :

9. Gas Manifold/Welding Transformer/Power Supply shut down after HW: Yes/No

गर्म कार्या करने के बाद गैस मनीफोल्ड /वेल्डिंग ट्रांसफार्मर/पावर सप्लाई बंद कर दिया गया है।

Sign of Concerned Supvr

Sign of GRSE Dept officer

Sign of Safety/Fire Officer#

संबंधित पर्यवेक्षक के हस्ताक्षर

संबंधित अधिकारी के हस्ताक्षर

संबंधित सुरक्षा/फायर अधिकारी के

हस्ताक्षर

Note: 1. Applicant is to ensure all necessary safety Precaution before, during and post HW are undertaken as per GRSE safety guidelines and ensure removal of all Hazardous Materials from

HW Zone (including other side compartment) and protection of cables & equipment before starting HW.

टिप्पणी: 1. गर्म कार्या के पहले और दौरान सभी आवश्यक सावधानिया बरते तथा जी आर एस ई सुरक्षा निर्देश के अनुसार सभी खतरनाक सामग्री को हटा दे (इक्लुडिंग अदर साइड कंपार्टमेंट) गर्म कार्या करने से पहले।

Note 2: Applicant is to ensure submission of Enclosure – II regarding details of the personnel engaged for the Hot Work & respective checklist along with the Hot Work approval form.

टिप्पणी: 1 आवेदक को हॉट वर्क अनुमोदन फॉर्म के साथ हॉट वर्क के लिए नियुक्त कर्मियों के विवरण के संबंध में संलग्नक - II और संबंधित चेकलिस्ट प्रस्तुत करना सुनिश्चित करना है।

* **SAFE ZONE:** Open Spaces; **RISK ZONE:** All Compartments on ship; **CRITICAL ZONE:** All Engine rooms, Equipment Rooms, Control Rooms, Underwater compartments, Confined Spaces, etc.

- Safety/Fire Officer to sign after taking rounds of HW area post completion of HW.

Enclosure II

हॉट वर्क परमिट हेतु अनुलग्नक /Enclosure to Hot Work Permit
(इस अनुलग्नक के बिना कोई हॉट वर्क परमिट जारी नहीं किया जाएगा)
(No Hot Work Permit will be issued without this enclosure)

परमिट सं. / Permit No.

दिनांक / Dated :

हॉट वर्क हेतु नियुक्त कार्मिकों का विवरण /Details of the personnel engaged for the Hot Work:

विक्रेता के नाम / Name of the Vendor :				
शॉप यार्ड सं. / Shop / Yard No :				
क्र.सं. Sl No.	कार्मिक के नाम / Name of the personnel	पदनाम (वेल्डर, गैस कटर, हेल्पर आदि) / Designation (Welder, Gas Cutter, Helper etc.)	जीआरएसई गेट पास सं. / GRSE Gate Pass No.	ईएसआई सं. / ESI No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

नोट / Note:

यह प्रमाणित किया जाता है कि : / This is to certify that :

- 1) उपर्युक्त सभी कार्मिकों को आवश्यक निजी सुरक्षा उपकरण (पीपीई) / संरक्षा गैजेट दिए गए हैं और यह अच्छी स्थिति में है /All the personnel mentioned above have been provided requisite Personal Protective equipment (PPE) / Safety gadgets & it is in good condition.
- 2) हॉट वर्क परमिट में उल्लिखित हॉट वर्क स्थल की जांच की गई है और वहाँ कोई भी ज्वलनशील / दहनशील सामग्री नहीं पाई गई है /The Hot Work place mentioned in the Hot Work Permit have been checked & found free from any flammable / combustible materials.
- 3) हॉट वर्क एरिया और आस पास के स्थान पर कोई पेंटिंग गतिविधि नहीं-चल रही है / No Painting activity is in Progress at hot work area & adjacent place.
- 4) एग्जॉस्ट वेंटिलेशन और ताजी हवा की आपूर्ति की व्यवस्था की गई है (यथा लागू)/ Exhaust ventilation & supply of fresh air has arranged (as applicable).
- 5) उपरोक्त कर्मियों के लिए संरक्षा ब्रीफिंग आयोजित की गई है। Safety briefing has been conducted for above personnel.
- 6) गैस उपकरणों का जल डिप परीक्षण, यथा लागू, किया गया। Water dip test of gas equipment under taken as applicable.
- 7) निकटतम पोर्टेबल अग्निशामक स्थान की पहचान की गई। Nearest portable fire extinguisher location identified.
- 8) मशीनरी कम्पार्टमेंट में, अग्नि जल लाइन और पोर्टेबल अग्निशामक दोनों उपलब्ध होनी चाहिए। In Machinery compartment, both fire water line& portable fire extinguishers are to be available.

मो॰ नंबर सहित विक्रेता के संरक्षा अधिकारी/
 पर्यवेक्षक का हस्ताक्षर/
 Signature of the vendor's
 Safety Officer / Supervisor with Mob No

मो॰ नंबर सहित ठेकेदार फर्म के साइट प्रभारी /
 पर्यवेक्षक का हस्ताक्षर
 Signature of the vendor's Site In charge /
 Supervisor of the Contractor with Mob No

(Not Applicable for this tender)

INTEGRITY PACT

Between

M/s Garden Reach Shipbuilders & Engineers Limited (GRSE) hereinafter referred to as "The Principal"
and
..... hereinafter referred to as "the Bidder/Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for “Name of the job:-
-----”. The principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness /transparency in its relations with its Bidder(s)/ or Contractors (s).

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

Section 1- Commitments of the principal

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

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

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

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

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

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

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

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

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

Section 4- Compensation for Damages.

- 1) If the principal has disqualified the Bidder(s) from the tender process prior to the award according to section 3, the principal is entitled to demand and recover the damages equivalent to earnest Money deposit/Bid security.
- 2) If the Principal has terminated the contract according to section 3, or if the principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 2) If the Bidder makes incorrect statement on this subject he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealing"

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

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all sub-contractors a commitment in conformity with this integrity pact, and to submit it to the principal before contract signing.
- 2) The principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Sub-Contractors.
- 3) The Principal will disqualify from the tender process all bidders who do not sign this pact or violates its provisions.

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

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

Section 8- Independent External Monitor/Monitors

- 1) The Principal appoints competent and credible Independent External Monitor for this pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the representative of the parties and perform his functions neutrally and independently. He reports to the Chairman GRSE.
- 3) The Bidder(s)/Contractor (s) accepts that the Monitor has the right to access without restriction to all project documentation of the principal including that provided by the contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The

Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) /Subcontractor(s) with confidentiality.

- 4) The Principal will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meetings could have an impact on the contractual relations between the principal and the contractor, The parties offer to the Monitor the option to participate in such meetings.
- 5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the management of the principal and request the management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- 6) The Monitor will submit a written report to the Chairman, GRSE within 8 to 10 weeks from the date of reference or intimation to him by the principal and should the occasion arise, submit proposals for correcting problematic situations.
- 7) Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the GRSE Board.
- 8) If the Monitor has reported to the Chairman GRSE a substantiated suspicion of an offence under relevant IPC/PC act, and the Chairman GRSE has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 9) The word 'Monitor' would include both Singular and plural.

Section 9- Pact Duration:

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

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

Section 10- Other provisions:

- 1) This agreement is subject to Indian Law, place of performance and jurisdiction is the Registered Office of the principal i.e. Kolkata.
- 2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & On behalf of the principal)

(For & On behalf of the Bidder/Contractor)

Place

Place

Date

Date

Witness 1
(Name & Address)

Witness 2
(Name & Address)