

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

Registered & Corporate Office Address: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700 024
Web site वेब: www.grse.in, CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

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

NIT No निविदा संख्या:	SCC/AKD/OT/FEASIBILITY STUDY/139/ET-3293 Dated: 19/09/2025
Job Title कार्य का नाम:	Engagement of Consultancy Firm-Feasibility Study & Detailed Project Report for Development of Shipyard at Raichak, West Bengal
Tender issuing Dept. बिभाग द्वारा जारी :	Contract Cell (संविदा बिभाग), GRSE 61 Park

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

SCHEDULE सारणी		
Pre-Bid Meeting	24/09/2025 Time: 11:00 hrs.	
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	08/10/2025	11:00 hrs.
Tender Due Date निविदा जमा की अंतिम तिथि	10/10/2025	16:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि (तकनीकी- वाणिज्यिक बोली भाग-I)	11/10/2025	12:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधि	90 days from date of opening of Tender (Part – I)	

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

FEES / DEPOSITS	
Tender Fee निविदा प्रपत्र मूल्य (स्टैक के परिच्छेद 03 में उद्धृत)	Rs. 500/-
Earnest Money Deposit (EMD)	Rs. 5,00,000/-
Security Deposit (SD) प्रतिभूति	5% of Work Order Value (inclusive of GST)
Liquidity Damages परिनिर्धारित नुकसान	0.5% per week, Max. 5% of unexecuted job

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

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

c) 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 of items / services for which they are registered. In lieu, they shall be required to submit 'Bid Security Declaration' as per the format at **Annexure-6**.

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

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

ANNEXURES	DOCUMENT DESCRIPTION
Annexure 1 संलग्नक-1	Terms of References (TOR) (attached with NIT)
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC) (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 3 संलग्नक-3	Check List of Statutory Responsibility of Contractor within GRSE (attached with NIT)
Annexure 4 संलग्नक-4	Check List for Bill submission (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 5 संलग्नक-5	Format for Integrity Pact (attached with NIT)
Annexure 6 संलग्नक-6	Format for Bid Security Declaration(attached with NIT)
Annexure 7 संलग्नक-7	Fire & Safety Guidelines (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 8 संलग्नक-8	Special condition of contract (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 9 संलग्नक-9	Contractors Responsibility (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	General Requirement (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 11 संलग्नक-11	PF, ESI declaration form (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 12 संलग्नक-12	Format for - Bank Guarantee Format for SD (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 13 संलग्नक-13	Format for - Bank Guarantee Format for PBG (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 14 संलग्नक-14	Format for - Bank Guarantee for EMD (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)

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

Self-Attested documents are to be scanned and uploaded with Part I of bid 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	
3	Bid Security Declaration as per format at Annexure 6	Yes
4	Technical Acceptance Format as available with NIT after being downloaded and filled up	Yes
5	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
6	PAN /TAN, GST, Labour License Certificate, Registration Certificate of the Company with ROC, Memorandum and the Article of Association of the firm.	Yes
7	Copies of registration with PF, ESI authorities/ last challans etc.	Yes
8	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
9	Integrity Pact (refer clause 01 of STAC) as per format at Annexure-5	Yes
10	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes

- In case of non-submission of documents as mentioned above, the bidder may liable to be considered as disqualified.**
- The Bidders has to submit ink signed hard copy of all above documents within 03 days from opening of Part I bid.**
- Bidders have to indicate Unique GeM Seller ID in COMMERCIAL MATRIX or prior to opening of price bids.**

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

PHYSICAL SUBMISSION		
1	Tender Fee Instrument	Within 03 days from opening of Part I bid
2	EMD Instrument	Within 03 days from opening of Part I bid
NOTE:	If instruments submitted through demand draft, the same to be drawn in favour of:	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
	The demand drafts should be payable at	<u>Kolkata</u>
3.	Integrity Pact	Within 03 days from opening of Part I bid

Note: Above mentioned original Negotiable Instruments as stipulated, to reach to **GM (CC, HP&IP)**, Contract Cell, 2nd Floor, 61, Garden Reach Road, Kolkata – 700 024 within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it.

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

- (A) **Mobilisation Period लामबंदी अवधी** - 7 days from the date of placement of LOA/LOI/PO will be given for commencement of work.
- (B) **Tenure of Contract/ अनुबन्ध का समय**: The contract will be established for a period of 07 months from the date of commencement.
- (C) **Job Starting Date कार्य आरम्भ तिथी** - The Job has to be started immediately after mobilization & as per instruction of YM dept. GRSE Main Unit.
- (D) **Job Completion date / कार्य समाप्ती तिथी**—The job has to be completed as per the schedule tabulated below:

Sl. No.	Milestone	Period of Completion
(a)	Team mobilisation by the Consultant	D + 1 week
(b)	Submission of Feasibility Study Report to GRSE	D + 1.5 months
(c)	Approval of Feasibility Study Report	D + 2 months
(d)	Submission of Concept Plan to GRSE	D + 3 months
(e)	Approval of Concept Plan	D + 3.5 months
(f)	Submission of Detailed Project Report to GRSE	D + 6 months
(g)	Approval of Detailed Project Report	D + 7 months

'D'-Indicates date of commencement of job. Detailed scope of work is as per TOR at Annexure-1.

- (E) **Place of Work**: Outside GRSE premises.

ARTICLE 7 अनुच्छेद - 7: JOB EXECUTION कार्य निष्पादन:

Job is to be carried out strictly as per TOR at **Annexure 1** and relevant enclosures with Drawings and in case of doubt, instructions of HOD of YM dept. / DGM (YM) / their nominated representative are to be followed.

ARTICLE 8 अनुच्छेद - 8: GURANTEE & WARRANTEE 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 awarded during valid contract period. Price is to be quoted considering all Taxes & duties except GST. GST is to be indicated separately in the Price Bid and will be paid extra as per ruling rate. No escalation whatsoever will be considered under any circumstances within the valid tenure of contract. **No other attachment regarding price will be accepted along with Techno-Commercial bid and if submitted by the vendor then the offer will be treated as cancelled.**

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

ARTICLE 11 अनुच्छेद - 11: UNREASONABLE QUOTES अतर्कसंगत भाव: Not Applicable

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

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

ARTICLE 13 अनुच्छेद - 13: CONDITIONAL OFFER सशर्त प्रस्ताव:

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

ARTICLE 14 अनुच्छेद - 14: DETERMINATION OF THE MOST COMPETENT BIDDER FOR AWARDING THE CONTRACT:

Highest Scorer will be determined based on QCBS Methodology. The procedure for determination of H1 bidder shall be done will be as per methodology deliberated at Sl. No. 14(b) of TOR at Annexure 1.

ARTICLE 15 अनुच्छेद - 15: BOQ बी ओ क्यू:

BOQ as part of TOR given in the tender is tentative. It may vary according to the actual requirement of job during the period of Contract. The bidder has to execute the required quantity at same rate, terms & conditions. In case of variation, purchase order will be amended as per actual requirement of the job during execution/after completion of the job. However, the Contractor will be paid based on actual quantity executed as per GRSE certification.

BOQ as per TOR is given below:

Sl. No.	Description	UOM	Qty.
A. Feasibility Study, Concept Plan & Detail Project Report (DPR)			
A	Feasibility Study, Concept Plan & Detail Project Report (DPR)	LS	1
B. Field Investigation, Survey and other Study Reports			
1	Site & Topography survey	Sqm	1,25,453
2	Marine boreholes up to 60 m CD	No	05
3	Landside boreholes up to – 60 m CD	No	08
4	Bathymetric site survey of river (adjacent to project site of 500 m X 500 m area) including current data / river flow data & related hydrographical data	LS	1
5	Numerical and mathematical model studies	LS	1

NB: i) UOM = Unit of Measurement, ii) LS = Lum Sum & iii) Sqm= Square Meter. Detailed as per TOR.

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. Only those Service Providers who have achieved at least minimum qualifying score will be treated as qualified and only their financial proposals will be opened. 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:

- The 'Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012' and subsequent amendments / guidelines / press publications / circulars to the Order, as issued by the Ministry of MSME, shall be applicable as on the date of opening of the price bids.
- 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: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य:
Not Applicable.

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

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

1. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding regarding
 - (i) The materials (if any) which are to be furnished by vendor for the work.
 - (ii) The work which is to be performed by the vendor.
 - (iii) Actual considerations made by bidder to complete all work.
 - (iv) To comply with conditions specified in the Bid Document.
2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept. in writing, not less than 07 days prior to bid closing date.
3. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the Work covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.
4. GRSE also reserves the right to reject any or, all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.
5. Generally, Contractor will assume all safety related responsibility for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Occupational Health & Safety rules, regulations, procedures and guidelines when performing work in the facility or site.
6. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within **07** calendar days from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.

7. **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.),
Independent External Monitor
Email: lov_56@yahoo.com

(B) Shri Debashis Bandyopadhyay, Ex-Director (HR), BHEL
Independent External Monitor
Email: debashis9999@gmail.com

8. **Integrity Pact** समग्रता अनुबंध: – 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-5**). 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 TOR and instruction of YM dept.
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 of up to 25%. As a part of National Mission of *Swachh Bharat*, GRSE has adopted *Swachh GRSE* and maintaining cleanliness of work area is an essential pre-requisite.
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. Difficulty in submitting the bid:
Any query/difficulty in understanding of TOR or other Technical Terms may be got clarified from **Mr. Tanay Saha, DGM (YM) / GRSE Main Unit, Mobile No. +91 76030 39445, e-mail: Saha.Tanay@grse.co.in** / prior to submission of offer.
16. Any query/difficulty in understanding of Commercial Terms may be got clarified from and **Mr. Ashim Kumar Dey, SM (Contract) / 61 Park, Mobile No. +91 75960 23717, e-mail: Dey.Ashimkumar@grse.co.in** prior to submission of offer.

17. 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]

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

ARTICLE 21 अनुच्छेद- 21: e-BID INSTRUCTION ई बिड के अनुदेश –

- a) To participate in the e–Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with GRSE E–Procurement portal <https://eprocuregrse.co.in>
- b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link <http://www.cca.gov.in>.
- c) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E–Procurement portal <https://eprocuregrse.co.in>; Central Public Procurement Portal <https://eprocure.gov.in/cppp/> and GRSE website <https://grse.in/tender-published>. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.
- d) Bidders need to fill up Part II (Price) bid online in Excel Template price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.
- e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.
- f) Bids can be submitted only during validity of registration of bidder with GRSE e– Procurement portal.
- g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.
- h) It will be the bidder’s responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
- i) **AMENDMENT OF TENDER DOCUMENT**
 - i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped prior to the deadline for submission of tenders as finally stipulated.
 - ii. Addendum/corrigendum, if any, will be hosted on website / e-procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded prior to the deadline for submission of Tender as finally stipulated.
 - iii. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

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

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

1. Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period depending on the deficiencies noticed in the drawings / technical data.
2. Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC)/ Commercial Negotiation Committee (CNC)/ of GRSE.
3. Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
4. Bid received without qualification documents, where required as per the tender.
5. Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
6. Bid with validity expiry date shorter than that specified in the Tender Enquiry.
7. Bidders not submitting Original instrument of EMD within 3 GRSE working days from the tender closing date.
8. EMD validity period is shorter than specified in the tender enquiry.
9. Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
10. Bidder not agreeing for furnishing of the required Security Deposit (SD).
11. Bidder submitted false/incorrect documents etc.
12. Bidders who have submitted **PRICE** along with Techno-Commercial Bid.

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

i. 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**.

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

Work done certificate to be submitted through OBPS portal. Work done certificate will be issued by HOD YM or his authorised officer. 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. WDC will be issued based on the Payment Stages.

iii. Payment Terms भुगतान की शर्तें –

A: Feasibility Study, Concept Plan & Detail Project Report (DPR):

- a. The Stagewise certified bill amount (with full GST) against actual work done will be paid within 30 days of receipt of bill (in 03 copies) duly certified by Bill Certifying Authority supported with certified Work Done Certificate (WDC). Recoverable from contractor, if any, is to be adjusted from the payment as per certification of Bill Certifying Authority.

Clearance of statutory liabilities (PF, ESI, etc.) are not required for release of payment.

- b. The payment for the scope shall be released as per following stages:

Stage	Payment Schedule	% Payable
1	On Approval of Feasibility Study Report by GRSE	15
2	On Approval of Concept Plan by GRSE	15
3	On Submission of Detailed Project Report (DPR) along with Field Investigations Report.	20
4	On Approval of DPR by GRSE	50

B: Field Investigation, Survey and other Study Reports:

- a. The certified bill amount (with full GST) against actual work done will be paid on progressive basis against individual activity within 30 days of receipt of bill (in 03 copies) duly certified by Bill Certifying Authority supported with certified Work Done Certificate (WDC). Recoverable from contractor, if any, is to be adjusted from the payment as per certification of Bill Certifying Authority.

Clearance of statutory liabilities (PF, ESI, etc.) are not required for release of payment.

C. Bill Certifying Authority: HOD YM or his authorised officer.

D. Bill Submission: Payment to be made as per payment terms as stated above through ECS/NEFT within 30 days against online submission of GST e-invoice through OBPS portal with work done certificate duly certified by appropriate authority for the respective services and subject to compliance of labour laws and statutory dues where ever applicable.

Note:

- (i) All Vendors having turnover above Rs. 5 Crore have to mandatorily submit 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 create E-Invoice).
- (iii) Invoice in hard copy is not desirable.
- (iv) Transaction fee of Rs 500.00 for first return & Rs 1000.00 for subsequent return of bill with inappropriate documents will be charged.

iv. Liquidated Damages निर्णीत हर्जाना -

The vendor will be liable to pay minimum Liquidated Damages @ ½ % per week or part thereof on the undelivered work subject to a maximum of 5 % of the value of the order for delayed part. The

amount of L.D. may be adjusted or set-off against any sum payable to the Contractor under this or any other Contract with the Company.

v. Limitation of Liability -

In any event, neither party shall be liable for any special, incidental, punitive, exemplary or consequential damages arising out of or in connection with the Contract entered between the parties. The aggregate liability of either party, whether under the contract, in tort or otherwise, shall not exceed the total contract value, provided that this limitation shall not apply to:

(i) Any obligation or claim arising out of or in connection with any third party claim of IPR infringement,

(ii) In the event of any gross negligence or willful misconduct on part of either party, as finally judicially determined by a court of competent jurisdiction.

vi. 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.

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

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

The Vendor/Contractor shall abide by the Safety regulations/rules of the GRSE as detailed in Fire & Safety Guidelines (please refer www.grse.in). The Vendor/Contractor should take all safety precautions and provide adequate supervision & control for their workmen in order to carry out the job safely. In case of any violation of safety precaution and non-usage of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and Safety Guidelines (please refer www.grse.in). Penalty amount depends on the type and frequency of violation mentioned in the safety guideline and the same will be deducted from the defaulter's bill.

ix. Mandatory use of ISI marked PPE by Contractor Employees (for working inside GRSE): - 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.

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

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

1. Last date of submission of Bid / Date of opening of bid is indicated in GeM Bid Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.
2. Financial bid of all the Techno-Commercially qualified bidders will be opened in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of financial bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet in GeM portal.
3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.

ARTICLE 25 अनुच्छेद 25: CONTRACT WORKMAN WAGE PAYMENT (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 – AS PER ANNEXURE- 3.

ARTICLE 27 अनुच्छेद 27: PRE-BID MEETING बोलीपूर्व बैठक -

A pre-bid meeting will be held on **24.09.2025 from 11:00 hrs.** onwards at YM dept. Conference room, (GRSE Main Unit) to discuss the detail scope of work of the tender. The Bidders should forward their Pre-bid queries (if any) through mail to the following contact person 02 days prior to the pre bid meeting:

- a) Mr. Tanay Saha, DGM (YM) / GRSE Main Unit, Mobile No. +91 76030 39445, e-mail: Saha.Tanay@grse.co.in
- b) Ms. Snigdha Aich, AM (YM) / GRSE Main Unit, Mobile No. +91 9564 889456, e-mail: Aich.Snigdha@grse.co.in

Ashim Kumar Dey
SM (Contract)
Garden Reach Shipbuilders & Engineers Limited
61 Park Unit, 61, Garden Reach Road, Kolkata – 700 024
Email ID: dey.ashimkumar@grse.co.in
Mobile: +9175960 23717

ENGAGEMENT OF CONSULTANCY FIRM -
FEASIBILITY STUDY & DETAILED PROJECT REPORT
FOR DEVELOPMENT OF SHIPYARD
AT RAICHAK, WEST BENGAL



**Garden Reach Shipbuilders & Engineers Limited,
A Govt. of India Undertaking
GRSE BHAVAN, 61, Garden Reach Road Kolkata – 700024**

Sept- 2025

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TERMS OF REFERENCES (TOR) FOR ENGAGEMENT OF CONSULTANCY SERVICES

1. **Purpose.** Garden Reach Shipbuilders and Engineers Ltd (GRSE) exploring to set up a Shipyard at Raichak, West Bengal for construction & repair of both warships & commercial ships in consonance with prevalent opportunity in ship manufacturing business and GRSE'S objectives for enhancing shipbuilding capacity as well as business. Accordingly, GRSE intends to engage an experienced & competent Consultancy Firm for carrying out "Feasibility Study & preparation of Detail Project Report (DPR) for setting up a New Greenfield Shipyard".

2. **Background of GRSE.** Details are as follows: -

(a) GRSE is a Defence Public Sector Undertakings (DPSU) functioning under the administrative control of the Department of Defence Production (DDP), Ministry of Defence (MoD), Government of India and is a Schedule "A" Mini-Ratna company with the considerable experience and expertise in shipbuilding /ship repair / Bailey Bridge in Commercial, Defence and Offshore segments in India and abroad.

(b) The company has operations in two major divisions; Shipbuilding & Ship Repairs and Engineering Division. GRSE derives majority of its revenue from its shipbuilding division, which also occupies major share of GRSE's gross revenue.

(c) The key products include Frigates, ASW Corvettes, Missile Corvettes, Fleet Replenishment Tankers, Landing Ship-Tanks, Landing Craft-Utility, Survey Vessels, Offshore Patrol Vessels, Fast Attack Crafts, Inshore Patrol Vessels, Fast Patrol Vessel, Hovercrafts and Pre-Fabricated Bailey type & Modular Steel Bridges.

(d) **Manufacturing Units.** Various manufacturing units of GRSE is tabulated below:-

(i)	Main Unit (Kolkata)	(v)	Taratala Unit (Kolkata)
(ii)	FoJ Unit (Kolkata)	(vi)	DEP Unit (Ranchi)
(iii)	RBD Unit (Kolkata)	(vii)	TTC Baranagar (Kolkata)
(iv)	61 Park Unit (Kolkata)	(viii)	KPDD (Kolkata)

(e) Primarily shipbuilding activity is generally undertaken at Main, FOJ & RBD Units of GRSE having Dry Dock, Building Berth, Slipway, Jetties along with other production support facilities.

(f) **Address of Registered Office.**

Garden Reach Shipbuilders and Engineers Ltd.
GRSE Bhavan; 61, Garden Reach Road,
Kolkata – 700 024, India
Website: www.grse.in

3. **Objectives of Proposed Shipyard.**

(a) An open land of about 31 acres at Raichak, West Bengal (District-South 24 Parganas) is under permissive possession of GRSE (from Ministry of Defence, Govt. of India). Plot plan of the land is attached ([APPENDIX-A](#)). The above well-formed land, abutting Hooghly River is fully accessible by road.

(b) GRSE is planning to develop the above Raichak land by setting up a Shipyard with all modern facilities for construction and repair of large Naval and other Marine platforms.

(c) GRSE seeks the consultancy services to prepare techno-commercially feasible scheme of the proposed shipyard for various class/type of Commercial vessels & Warships, in order to meet the following primary objectives: -

(i) Expansion of shipbuilding & ship-repair business warrants looking into emerging opportunity in this sector in India with Govt. of India promoting for domestic ship manufacturing aiming to transform India into a global maritime for shipbuilding. Further, GRSE also plans to enter into production of larger commercial ships & warships according to potential business scenario.

(ii) Appropriate business expansion plan, master planning and implementation plan for development of new Shipyard with proven technology and best contemporary industry practice in compliance with international standards and codes of practice.

(d) The DPR with detailed scheme of proposed shipyard and appropriate business scenario will facilitate GRSE to go ahead with implementation of new greenfield Shipyard.

(e) Proposed Shipyard facility shall be capable of undertaking “BUILD & REPAIR” of multiple Warships & Commercial vessels concurrently. It is envisaged Warships including Destroyer class and Commercial vessels of suitable class for effective utilisation of the land. DPR shall analyse & address the utilization plan of the shipyard for handling combination of various vessels,

considering emerging business opportunities, river flow characteristics, navigational operation and other pertinent factors.

(f) Apart from ship building, undocking (or dry berthing/ slipway) & berthing facilities, the proposed greenfield shipyard shall include facilities for processing of plates, storage, fabrication & erection blocks, assembling, outfitting, fitment of propeller & other machinery, launching, post-launch outfitting including, testing, commissioning etc. The Shipyard will adopt modular construction technology to have time & cost-effective practices.

(g) With the development of proposed site into a Shipyard, the facility is intended for executing various projects related to New Builds and Repairs (Afloat and if feasible dry berthing) of Ships of National importance.

(h) **Address of Proposed Shipyard Project.** Raichak land (Waterfront of about 360 meter) adjacent to Fort Raichak Hotel is approx. 70 Km from Kolkata Airport with following address:-

Raichak
District-South 24 Parganas,
West Bengal,
PIN- 743368

(j) Metrological data can be referred from the website <https://mausam.imd.gov.in> and Tidal data with relevant Hydrological/Hydrographical, Bathymetric & River flow data would be available from Kolkata Port Trust.

(k) Wind Speed data & Seismic Data is available in relevant BIS.

(l) Sounding details will be shared with the successful firm

4. **Scope of Consultancy Services.**

(a) Consultancy assignment will primarily comprise of following elements:-

- (i) Feasibility Study
- (ii) Concept Plan
- (iii) Field Investigation and Survey
- (iv) Detailed Project Report (DPR)

(b) Scope of consultancy services shall be read in conjunction with other sections of ToR and its Appendices. GRSE reserves the right to terminate the contract at any Stage of Consultancy Services and without payment of any compensation. Scope of consultancy services & responsibility of Consultant

under the aforesaid four (4) consultancy elements enumerated in the subsequent paragraphs.

5. **Feasibility Study.**

(a) Immediately after placement of LoA/PO, the Consultant shall interact and hold start-up discussions with the key officials of GRSE to discuss more elaborately about the Project Plan in achieving the objectives of GRSE and also about their requirements for carrying out study.

(b) Consultant shall visit the proposed site (Raichak) for assessment/ examine site conditions, related features/parameters, river flow, bathymetric & navigational characteristics, adjacent areas of proposed site locations and analyze the data for preparing feasibility report. Consultant shall collect necessary data about infrastructure, services, utilities and other details as necessary for preparing report. Meet with key stakeholders to understand specific needs and operational challenges.

(c) Carry out meetings with GRSE officials at site/office to obtain their views/ preferences / constraints / limitations & other relevant information on technical, operational and financial considerations.

(d) Based on emerging potential market scenario of ship building & repair, Govt. Policies/assistance programme and prevailing opportunities & related inputs available about industry trends, the Consultant should guide GRSE about the range of class/size/type of vessels to be suitably adopted for GRSE's proposed business expansion plan, considering long-term projections over the next 25-30 years. The Feasibility Study Report shall cover & deal with business options including its pros & cons, to facilitate selection of most techno-commercial feasible option.

(e) Preparation & submission of Feasibility Study Report, wherein the Consultant shall bring out recommended indicative size/type of major shipyard facility & extent of infrastructure requirement with techno-commercially viable ship launch, recovery & berthing options, associated infrastructure, identifying any significant constraints/issues to shipyard layout/facility & docking/undocking and indicative project cost for the aforesaid recommended business options. The Consultant shall provide their recommendation based on their techno-commercial assessment & other pertinent factors.

(f) Discussion with GRSE for finalization of Feasibility Study Report and other relevant factors including the type/size of the principal infrastructure facilities necessary for the project matching with max. range of class/size/type

of selected vessel or its combination, objectives of GRSE, concession arrangements / financial structuring benefits that can be availed. It is mandatory that a presentation be made to the Functional Directors and senior officials of GRSE for finalization of the report.

6. **Concept Plan.**

(a) On finalization of the Feasibility Study, the Consultant shall develop Concept Plan (Minimum 03 alternatives) for the shipyard incorporating GA/ layout of shipyard considering various operational scenarios, functional summary, size/capacity of docking/undocking facility, various workshops/buildings and other essential facilities, capacity of plant & equipment, services & utilities, basic drawings indicating the new facilities and installations planned and block cost estimate of proposed plans. Evaluation of the pros & cons of each layout shall be presented with a recommendation of the most optimum solution emphasizing clearly that the objectives of GRSE will be achieved.

(b) Consultant to ensure that conceptual designs incorporate best practices in shipyard operations and shall make all efforts to optimize the design and thereby minimize the project cost.

(c) Consultant may commence field investigations/surveys at this stage.

7. **Field Investigation.**

(a) Consultant shall carry out all necessary field tests & investigations for preparation & completeness of DPR including following: -

- (i) Site & Topographical Survey,
- (ii) Geotechnical Investigations,
- (iii) Bathymetric site survey of river (adjacent to project site of 500 m X 500 m area) including current data/ river flow data & related hydrographical data.
- (iv) Numerical and mathematical model studies as required

Further, details of Field Investigations & Tests for the purpose of DPR shall be discussed during pre-bid meeting.

(b) Consultant shall mention in the DPR about other tests viz. Environmental impact study, and other field investigations etc. as necessary for subsequent implementation of the project.

8. **Detailed Project Report (DPR).**

(a) Subsequent to finalization of Concept Plan, the Detailed Project Report shall commence. DPR shall cover various technical, commercial and financial aspects of the proposed yard layout and allied facilities.

(b) Prepare & submit Detail Project Report (DPR) with due detailing of the requirements finalized in the preceding paragraphs encompassing all aspects including the following: -

(i) Comprehensive layout of shipyard with concept design drawings showing the proposed size and arrangements of the facility. Indicating the form of construction of each of the major structural elements including its advantages and disadvantages.

(ii) Assessment of alternative arrangements to optimize the interfacing of mechanical and electrical services and equipment

(iii) Suitability analysis of slipway / building berth and hoisting with balloon arrangement or docking/undocking for selected range of types & capacities of vessels along with its loading pattern

(iv) Study the navigational operation / maneuvering for ships entering & departing from the selected docking/undocking facility to ensure safe & smooth operation under the existing tidal conditions and other characteristics of Hooghly River & its Bank. Challenging issues & related constraints in this aspect shall be duly analyzed & highlighted with corresponding mitigation action plan for smooth long-term operation of the shipyard.

(v) Operational processes/scheme/sequence of shipyard. Proposed new shipyard & its facilities should be capable of adopting modern state of the art practices to achieve production and quality to the desired levels.

(vi) Size/capacity of plant & equipment including cranes, (hiring vs purchase) mechanical, electrical, piping and other services & utilities

(vii) Recommend makes for all major bought out items.

(viii) Design Basis Report (DBR), Operational loads, Design Methodology, Geotechnical design criteria, Statement of key design assumptions, applicable BIS/codes etc.

- (ix) Contractors' working areas.
- (x) Manpower requirement for shipyard operation and maintenance. Availability of skilled workforce, required for construction / repairs of marine assets and also the special infrastructure required to provide basic necessities.
- (xi) Construction Methodology with alternatives.
- (xii) Project Schedule for the entire project identifying critical path activities using software programmes like MS-PROJECT & PRIMA VERA.
- (xiii) Address dredging/excavation and disposal / earth filling considering prevailing site conditions
- (xiv) Itemized project cost estimate (CAPEX) of the proposed shipyard and its facilities, equipment, services & utilities, installations, consumables (power, water, compressed air, gases) and also operational cost (OPEX). Efforts shall be taken to have more realistic figures while estimation.
- (xv) DPR shall contain detail economic analysis of the project including calculation of project cost, operation & maintenance costs and payback period. DPR shall also contain suggestion on project funding probable source of external financing for project etc.
- (xvi) Strategic benefits of the shipyard to the Nation & GRSE and also overall assessment of revenue to India Govt. & State Govt. during operation of shipyard.
- (xvii) The facility is already operational with a jetty for berthing of ships, requirements for establishing and operating the Shipyard at the site and for project implementation may be touched upon for GRSE to take up subsequently if required.
- (xviii) Summary of findings all other reports, executive summary, conclusion & recommendations.
- (xix) DPR shall have sufficient details to ensure appraisal, approval and subsequent project implementation in a timely & efficient manner.

(xx) Risk assessment & Disaster management plan, initial environmental & social impact assessment as part of DPR project.

(xxi) Description of marine civil works infrastructure, Description of landside civil works infrastructure, and Description of building works infrastructure, Description of electrical & mechanical works infrastructure and preliminary drawings for the above.

(xxii) Electrical substation layout drawing, an outline HV Single Line Schematic Diagram; an outline LV Single Line Diagram, Electrical Load calculation, Control room requirements, Cable routing etc. . The Electric substation in proximity to be examined for meeting the load reqts of the shipyard.

(xxiii) Equipment layout drawings, process flow diagrams Piping layout drawings, Fire prevention & safety strategy and other system requirements.

(xxiv) Performance specifications of key equipment and machinery.

(c) Detailed discussions with GRSE and finalize DPR including presentation to higher authorities of GRSE at both management and Board level by the Consultant. Outstanding queries should be addressed and amendments made if necessary, leading to the approval of the DPR by GRSE shortly thereafter.

(d) The Project Leader of the Consultants team, Lead Structural/ Lead Electrical/ Lead Mechanical Design Engineers and other expert personnel in other specialized jobs such as Shipyard, Civil, Crane, Transportation System etc. as necessary shall be engaged by the Consultant for satisfactory accomplishment of the aforesaid specified consultancy services.

(e) Consultant shall submit 03 hard copies of all the above-mentioned Final Reports (including appendices) in addition to submission of soft copies.

(f) All costs towards visit to GRSE/ Raichak by the Consultants team for study/meeting shall be borne by the Consultant. GRSE may provide accommodation in its Guest House based on availability.

(g) Consultant shall ensure submission of soft copy of all drawings (in both PDF/AutoCAD format) including design basis, design analysis & calculation, other technical & relevant supporting documents/reports to GRSE for utilization/application during subsequent detail design & engineering stage of

the project (not part of this tender). Further, the Consultant shall fully cooperate/assist by sharing project data/inputs with GRSE or any agency (authorized by GRSE) as necessary during detail design & engineering stage.

9. **Standard of Performance by the Consultant.** The Consultants shall carry out the consulting engineering services in conformity with generally accepted norms and sound engineering standards of engineering perform their obligations hereunder with all due diligence, efficiency and economy, in accordance with nationally/ internationally accepted design standards, techniques and practices used in the construction industry and with professional engineering and consulting standards recognized by national/ international professional bodies, and shall observe sound management and technical and engineering practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The consultants shall always act, in respect of any matter relating to this contract or to the services, as faithful advisers to GRSE, and shall at all times support and safeguard GRSE's legitimate interests in any dealings with or third parties. The consultants shall be responsible for technical soundness of the services rendered. In the event of any deficiency in these services, the consultants shall promptly re-do such services for which GRSE shall not be required to pay any additional compensation or charges to the consultants for such services. The consultants shall engage and provide qualified and experienced personnel as required to carry out the services. Any change or alteration in the said employment shall be notified in writing to GRSE.

10. **Documents Prepared by the Consultants to be the Property of GRSE.** All plans, drawings, specifications, designs, reports and other documents prepared by the consultants in performing the services shall become and remain the exclusive property of GRSE, and the consultants shall, not later than upon termination or expiration of this contract, deliver all such documents to GRSE, together with a detailed inventory thereof. The consultants shall not use the said documents for purposes unrelated to this contract in any manner whatsoever.

11. **Confidentiality of Information.** All information disclosed by GRSE to the bidders and/or all deliberations so held with the bidders and the project reports etc that may be prepared by the successful bidder post award of contract shall be treated as confidential information of GRSE and shall not be disclosed or divulged or used by the bidders to/for any third party.

12. **Completion Period.** The period of completion envisaged (from Start Date (D) i.e. Date of Lol / PO), is as under and to be carried out concurrently: -

Ser.	Milestone	Period of Completion
(a)	Team mobilisation by the Consultant	D + 1 week
(b)	Submission of Feasibility Study Report to GRSE	D + 1.5 months
(c)	Approval of Feasibility Study Report	D + 2 months
(d)	Submission of Concept Plan to GRSE	D + 3months
(e)	Approval of Concept Plan	D + 3.5months
(f)	Submission of Detailed Project Report to GRSE	D + 6 months
(g)	Approval of Detailed Project Report	D + 7 months

13. **Approach & Methodology.** A concise, complete and logical description of the approach and methodology supported by work plan, flowchart, project sequence etc to be adopted by the consultant for carrying out the above stipulated consultancy services complying the ToR & its requirements with a specific reference to GRSE's objectives, project requirements and other relevant factors shall be submitted along with tender.

14. **Selection Procedure of Consultant.**

(a) **Evaluation Process**

(i) An Evaluation Committee will be constituted by GRSE to evaluate the responses of the bidders. The Evaluation Committee shall evaluate the responses to the Tender and all supporting documents & documentary evidence to declare the "Eligible Bidder" for continuation of further evaluation. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the bids.

(ii) Each of the Bid shall be evaluated to validate compliance of the bidders according to the eligibility criteria, technical evaluation Forms and the supporting documents specified in this document

(iii) The decision of GRSE regarding evaluation or rejection of bidder or award of Contract or in any matter shall be final and binding on all concerned. No correspondence will be entertained outside the evaluation process of the Committee. The Evaluation Committee may ask for presentation / meetings with the bidders to evaluate its suitability for the Consulting assignment.

(iv) GRSE reserves the right to reject any bid at any point in time or even to cancel the contract if it is ascertained that the bidder had suppressed any material facts or have given false declarations or

documents and shall also have the right to initiate appropriate actions against such bidders and its principal officers and employees. No claim for compensation would be entertained from any bidder for such cancellation.

(v) The Evaluation Committee would submit its recommendations to the Competent Authority.

(b) **Selection Process.** Selection of the Consultant shall be done through as appended below: -

(i) Technical proposals of only "Eligible Bidders" will be evaluated as per Eligibility Criteria mentioned in succeeding paras.

(ii) Technical Proposals of the eligible Bidders during the process of evaluation will finally be ranked according to their combined score of the technical proposal (TS) and Financial proposal (FS) scores.

(iii) Technical Proposals are evaluated broadly based on Bidder's experience, understanding of scope of work, proposed methodology & work plan, experience of key personnel as elaborated in succeeding paras.

(iv) Bidders securing 70 marks (Technical Score) or more will be Qualified for evaluation of financial proposals. Bidders who have secured less than 70 marks (Technical Score) will be rejected. The marks obtained by all the technically qualified bidders will be communicated before opening of the Financial bid.

(v) **Evaluation of Quality (Technical Evaluation).** The Technical Scores of the bidders are computed as follows: -

$$TS = 100 \times (T/TH)$$

Where T- Technical Marks of the Bidder,
TH - Highest Technical Marks

(vi) **Evaluation of Cost (Financial Evaluation).** The Financial Scores of the bidders are computed as follows:-

$$FS = 100 \times (FL/F)$$

Where F-Bid Price of the Bidder without tax,
FL-Lowest Bid Price without tax.

(vii) **Technical (Quality) and Financial (Cost).** Proposals of the Bidders will be assessed separately as per the following weightage:-

Factors	Weightage (in %)
Technical (Quality)	55%
Financial (Cost)	45%

(viii) **Final Combined Score(S).** The Total Score is obtained by weighing the Quality (Technical) and Cost (Financial) Score and adding them up. The final Combined Score (S) of each Bidder is calculated based on their Technical Score T(S) & Financial Score F(S) as follows:-

$$S = 0.55 \times TS + 0.45 \times FS$$

(c) **Selection of the Winning Bidder.**

(i) On the basis of the combined weighted score for quality and cost the bidders are ranked in terms of total score obtained.

(ii) The bidder obtaining the highest total combined score is ranked as H-1, followed by H-2, H-3 etc.

(iii) The bidder ranked as H-1 will be invited for negotiations and recommended for award of contract.

(iv) In the event two or more bids have the same score in the final ranking, the bid with highest technical score will be H-1.

15. **Eligibility Criteria for Consultancy Firm.** Following will be the minimum eligibility criteria for selecting the bidders for technical evaluation of the submitted bids. Each eligible consultant should possess all the following eligibility criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and their bids will not be evaluated: -

Ser.	Eligibility Criteria	Supporting Document
(a)	The applicant shall be a company or partnership firm registered under the Companies Act, 1956 / 2013 or the Partnership Act, 1932 as the case may be and who have their registered offices in India.	Certificate of incorporation/ Partnership Deed. Names & details of the Shareholders /Partners having 10% or more shares /stake be declared
(b)	Bidders should be a well-established and professionally competent Consultancy firm in the business of providing	Certificate by Company Secretary/Statutory Auditor of the Bidder's

Ser.	Eligibility Criteria	Supporting Document
	similar maritime project consultancy services for at least 15 years as on 31 Mar 2025. Firms having less than 07 years of relevant experience shall not be considered. <u>Similar Maritime Project Definition:</u> Consultancy services for Project Report/Technical Feasibility/Conceptual Study Report, Project Design & Supervision for Shipyard or Port or Major Marine Civil Engineering Work involving Dry Dock / Ship lift / Wet Basin /Slipway / Ship Berth/ Floating Dock with Marine Jetty/ Quay walls	organization as per APPENDIX-B
(c)	The Bidder should have positive net-worth as on 31 Mar 25 and also should have net profit atleast two Financial Year in the last three consecutive Financial Years (FY 2022-23, 2023-24 & 2024-25)	Document duly certified by the statutory auditor
(d)	The Bidder should have an average annual turnover of Rupees five crore for the last 3 Financial Years (FY 2022-23, 2023-24 & 2024-25) from Services rendered in India	Document duly certified by the statutory auditor as per APPENDIX-C
(e)	The Bidder shall have minimum consultancy services during last 07 years (as on 31 Mar 25) with experience in successful generation of atleast one (01) Project Report/Technical Feasibility Report for Shipyard or Port or Major Marine Civil Engineering Work involving Dry Dock / Ship lift / Wet Basin /Slipway/ Ship Berth/ Floating Dock of minimum 150m long	As per APPENDIX-D and Copy of Completion Certificate / Work Order / Contract
(f)	The consultancy firm should have at least 03 full time key team member/expert on its pay rolls for the past 3 years	Certificate by Statutory Auditor or Company Secretary of the Bidder's

Ser.	Eligibility Criteria	Supporting Document
		organization as per <u>APPENDIX-E</u>
(g)	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies and nor shall the Directors, Principal Officers or Partners thereof be blacklisted or prosecuted under any penal Laws of India	Certificate signed by the Authorized signatory
(h)	Valid PAN & GST Registration Certificate	Certificate to be enclosed.

16. **Evaluation Criterion of Technical Bids**

(a) Technical Bids shall be evaluated based on the following parameters on a scale of 100 and during evaluation may require clarifications/ additional information from the bidders which must be furnished within the stipulated time.

Ser.	Criteria	Weightage	Sub-Category with weightage
(i)	Capability & Previous Experience of the Firm	50%	➤ General Experience (30%) - Total number of years of experience in consultancy services of similar Maritime Projects during last 07 Years. ➤ Specific experience (60%) - Previous experience in consultancy services for Project Report/Technical Feasibility Report for Shipyard or Port or Major Marine Civil Engineering Work involving Dry Dock / Ship lift / Wet Basin /Slipway / Ship Berth/ Floating Dock of minimum 150m long during last 07 Years. ➤ 10% - Satisfactory Completion Certificates issued by the Clients.
(ii)	Experience of Key Personnel	20%	➤ Qualifications - 30% ➤ Overall & Relevant Experiences - 70%
(iii)	Technical Proposal of Consultant	20%	➤ Approach & Methodology to be adopted by consultant team to fulfil ToR & Tender Responsiveness - 100%
(iv)	Financial strength of consultant	10%	➤ Turnover for consultancy services for last three years - 100%

(b) The Technical Bids of the eligible consultancy firms shall be evaluated and marks will be allocated on the basis of their responsiveness to the TOR and all supporting documents & documentary evidence, using the evaluation criteria specified below. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the Proposal. A responsive proposal is one which conforms to all the terms and conditions of the RFP document without material deviation or reservation.

(c) Following procedure shall be followed to evaluate the Technical Bids:-

Ser	Description	Marking System								
(i)	General Experience: Total number of years of experience in consultancy services of similar maritime projects pertaining to Project Report/Technical Feasibility Report, Project Design & Supervision for Shipyard or Port or Major Marine Civil Engineering Works involving Dry Dock / Ship lift / Wet Basin / Slipway/ Ship Berth/ Floating Dock with Marine Jetty/ Quay walls <i>[Maximum marks restricted to 10]</i>	➤ Experience upto 07 Years - 10 Marks								
(ii)	Specific experience: Previous experience in consultancy services for Project Report/Technical Feasibility Report for Shipyard or Port or Major Marine Civil Engineering works involving Dry Dock / Ship lift / Wet Basin/ Slipway/ Ship Berth/ Floating Dock of minimum 150m long <i>[Maximum marks restricted to 25]</i>	➤ For one Project Report/Technical Feasibility Report –20 Marks ➤ More than 01 report - Will be allotted 05 Marks for each additional report submitted.								
(iii)	Satisfactory Completion Certificates (CC) for Project Report/Technical Feasibility Report <i>[Maximum marks restricted to 15]</i>	➤ 01 No. CC - 12 Marks ➤ More than 01 CC - Will be allotted 01 Marks for each additional CC								
(iv)	Experience of Team Members <i>[Maximum marks restricted to 20]</i>									
	<table><tr><th>Ser</th><th>Role</th><th>Requirement</th><th>Evaluation Breakdown</th></tr><tr><td>(aa)</td><td></td><td colspan="2">Max Marks - 05</td></tr></table>	Ser	Role	Requirement	Evaluation Breakdown	(aa)		Max Marks - 05		
Ser	Role	Requirement	Evaluation Breakdown							
(aa)		Max Marks - 05								

Ser	Description		Marking System	
		Project Leader	Overall Exp	15 to 17 yrs - 01 More than 17 yrs – 1.5
			Educational background	Engg. Graduate – 01 Engg. Masters – 1.5
			Relevant Work Experience	15 to 17 yrs - 1.5 More than 17 yrs – 02
	(ab)	Lead Structural Design Engineer	Max Marks - 03	
			Overall Exp	12 to 15 yrs - 0.5 More than 15 yrs - 01
			Educational background	Engg. Graduate - 0. 5 Engg. Masters - 01
			Relevant Work Experience	12 to 15 Yrs - 0.5 More than 15 yrs - 01
	(ac)	Senior Civil Design Engineer	Max Marks -03	
			Overall Exp	10 to 12 yrs - 0.5 More than 12 yrs - 01
			Educational background	Engg. Graduate - 0. 5 Engg. Masters - 01
			Relevant Work Experience	10 to 12 Yrs - 0.5 More than 12 yrs - 01
	(ad)	Lead Electrical Design Engineer	Max Marks - 03	
			Overall Exp	12 to 15 yrs - 0.5 More than 15 yrs - 01
			Educational background	Engg. Graduate - 0. 5 Engg. Masters - 01
			Relevant Work Experience	12 to 15 Yrs - 0.5 More than 15 yrs - 01
	(ae)	Lead Mechanical Engineer	Max Marks - 03	
			Overall Exp	12 to 15 yrs - 0.5 More than 15 yrs - 01
			Educational background	Engg. Graduate - 0. 5 Engg. Masters - 01
			Relevant Work Experience	12 to 15 Yrs - 0.5 More than 15 yrs - 01
	(af)	Shipyard Specialist	Max Marks - 03	
			Overall Exp	12 to 15 yrs - 0.5 More than 15 yrs - 01
			Educational background	Engg. Graduate - 0. 5 Engg. Masters - 01

Ser	Description	Marking System
	Relevant Work Experience	12 to 15 Yrs - 0.5 More than 15 yrs - 01
	Detailed CV as per format placed at <u>APPENDIX-F</u>	
(v)	Technical Proposal of the Consultant (Project Methodology, approach & work plan) <i>[Maximum marks restricted to 20]</i>	➤ Tender Responsiveness w.r.t compliance to ToRs, substantiating with the relevant proof/ documents - Max 10 Marks ➤ Adequacy of proposed approach - Max 5 Marks ➤ Quality of Work Plan based on content - Max 5 Marks
(vi)	Financial strength of the consultant (Turnover) <i>[Maximum marks restricted to 10]</i>	➤ Turnover of 5 Cr - 7 Marks ➤ Turnover of 5 - 10 Cr - 8 Marks ➤ Turnover More than 10 Cr - 10 Marks

17. **Consortium Bids.** Not eligible.

18. **Content of Technical Proposal.** The technical proposal shall clearly demonstrate the consultant's understanding, capability and approach for carrying out the tasks set forth in the ToR. The technical proposal shall include the following:-

- (a) Covering Letter with brief description of organization (**APPENDIX-G**)
- (b) Approach & Methodology as specified at Clause-13 above.
- (c) Supporting compliance documents in accordance with Eligibility Criteria as stipulated in the preceding para.
- (d) Matrix for acceptance format of ToR / Special Terms & Conditions (STC) shall be properly filled, signed and returned along with the Technical Bid.
- (e) Work Plan showing in graphical format stating the timing of various activities, anticipated coordination meetings and deliverables such as reports, drawings & documents, project duration etc.
- (f) Control & measures to be adopted by the Consultant for ensuring timely implementation.

- (g) An Organization Chart indicating assigned designations/key personnel amongst the Consultant to be involved in the project.
- (h) Detailed CV as per format placed at [APPENDIX-E](#).
- (j) Details & supporting documents towards evaluation of Technical Bids
- (k) Staffing/ Personnel Schedule shall be given indicating clearly the estimated duration of deployment of each of the experts in terms of weeks/ man-months for the assigned consultancy services as per [APPENDIX-H](#).

19. **Pre-Bid Meeting.**

- (a) Attending pre-bid meeting physically is mandatory and the submitted Bid will not be considered in case of non-participation. Pre-bid Meeting will be held on 5th day from the date of publication of tender. The bidder's authorized representatives attending the Pre-Bid Meeting shall submit an authority letter as proof of representation.
- (b) Tenderers shall submit their queries (referring clause No.), if any in connection with the Tender, in writing by email to Saha.Tanay@grse.co.in / Aich.Snigdha@grse.co.in at the earliest to enable GRSE to clarify the same. The last date of submitting the queries is 02 days prior to the pre-bid meeting.
- (c) Any modifications of the tender document, which may become necessary as a result of the Pre-Bid Meeting shall be made by GRSE exclusively through the issue of suitable tender Addenda or Corrigendum. Before the due date for submission of Bids, GRSE may modify the RFP document by issuing addenda or Corrigendum.

APPENDIX-A

H O O G H L Y R I V E R NOTE:- Approx Area = 31 acre Perimeter of Raichak Land	DWG TITLE:- GENERAL ARRANGEMENT DRAWING OF NEW GREENFIELD SHIPYARD AT RAICHAK, WEST BENGAL	Drawing No.:- REV. - R0 Date:- Prepared by Checked by Approved by
CLIENT:- GARDEN REACH SHIPBUILDERS & ENGINEERS LTD 43/46, GARDEN REACH ROAD, KOLKATA-700024	PROJECT:- DEVELOPMENT OF NEW GREENFIELD SHIPYARD AT RAICHAK, WEST BENGAL	Drawing No.:- REV. - R0 Date:- Prepared by Checked by Approved by

GENERAL EXPERIENCE OF BIDDERS
THAT BEST ILLUSTRATE QUALIFICATION CRITERIA

List of similar maritime consultancy services for at least 15 years (Which best illustrate the experience/ qualification of the vendor for the subject works).

Ser	Name of Client	Description of work (Attach all relevant Documents such as work completion certificate/ performance certificate by the clients as a proof in support)	Value of work	Period		The work is done directly or through sub contractor (Also indicate name of Consultant, if any)	Remarks
				From	To		

Note: Photocopy of Performance Certificate / Completion Certificate of Client in support of the work mentioned above is required to be enclosed.

Note: Separate sheets may be used wherever necessary.

Place:

Authorized signatory

Date:

Seal of the company

APPENDIX-C

FINANCIAL STRENGTH OF THE ORGANIZATION

The company shall indicate their annual turnover during preceding 03 years based on the audited balance sheet & profit & loss account statement.

FINANCIAL YEAR	Whether profitable Yes/NO	ANNUAL NET PROFIT (Crores of Rs.)	ANNUAL TURNOVER (Crores of Rs.)	NET WORTH (Rs.)	Annual turnover from only Consultancy services rendered in India (Crores of Rs.)
2022-2023					
2023-2024					
2024-2025					
Please enclose auditor's certificate in support of your claim					

Place:

Authorized signatory

Date:

Seal of the company

SPECIFIC EXPERIENCE OF BIDDERS
THAT BEST ILLUSTRATE QUALIFICATION CRITERIA

(Use this format individually **for each project**).

Provide information of project where your firm was legally contracted by the client as a corporate entity

1	Project Name:						
2	Name of Client with Address: (Contact persons of the clients for references)						
3	Country and Location:						
4	Approximate Value of Services (INR/USD): (Value in numerals & words)						
5	Duration of the project: _____ <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">Start Date: (Month/Year)</td> <td style="padding: 5px; text-align: center;">Completion Date: (Month/Year)</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>			Start Date: (Month/Year)	Completion Date: (Month/Year)		
Start Date: (Month/Year)	Completion Date: (Month/Year)						
6	Professionals provided by your company: Nos. of professionals: Nos. of Professionals –month:						
7	Name of Senior Professionals [Project Director/ Co-ordinator, Team Leader, Subject Expert, Team member (sub leads)] involved and functions performed:						
8	Detailed Narrative Description of Project:						
9	Key issues/challenges of the client:						
10	Role of the Consultant:						
11	Detailed Narrative Description of Actual Services provided:						
12	Supporting documents (attached) (Please ✓ in the ☐)		Nos. of pages				
(a)	Letter of Award (LOA) (self-certification by MD)	☐	_____ pages				
(b)	Completion Certificate (self-certification by MD)	☐	_____ pages				
(c)	On-going projects (self-certification by MD)	☐	_____ pages				
(d)	Other documents, if any with detail (self-certification by MD)	☐	_____ pages				

[Signature of Authorized Signatory]

KEY TEAM MEMBER / EXPERT ON PERMANENT PAYROLL

List of key Team member/Expert on permanent payroll for last 03 years				
Ser.	Name	Designation	Qualification	Relevant Experience
1				
2				
3				
4				
5				

Enclosure:

1. Detailed CV of each Key Team Member/Expert.

Place:

Authorized signatory

Date:

Seal of the company

CURRICULUM VITAE (CV) FORMAT(Use this format individually **for each Professional**).

1.	POSITION TITLE	:																													
2.	NAME	:																													
3.	DATE OF BIRTH	:																													
4.	NATIONALITY	:																													
5.	EDUCATION {List College/ University or other specialized education, giving names of educational institutions, dates attended, degree(s)/ diploma(s) obtained}	:																													
6.	OTHER TRAINING	:																													
7.	LANGUAGE SKILLS (indicate only languages in which you can work):	:																													
8.	MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS & PUBLICATIONS	:																													
9.	EMPLOYMENT RECORD {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.} <table border="1"> <thead> <tr> <th>Period</th> <th>Employing organization and your title/position. Contact information for references</th> <th>Country</th> <th>Summary of activities performed relevant to the Assignment</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table> Note: Clearly distinguish your "employer" as an employee of the firm from a "client" for whom you have worked as a consultant or an advisor.			Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment																								
Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment																												

10	ADEQUACY FOR THE ASSIGNMENT:				
	Detailed tasks assigned on consultant's team of experts: (In this column, list tasks one by one and support each task by project experience in the right hand side column)		Reference to prior work/assignments that best illustrates capability to handle the assigned tasks (In this column, list project name, location, year, position held, i.e., Project Manager/ Team Leader, Shipbuilding Expert, Port Specialist, etc. and exact duties rendered and duration on each project.)		
11.	CERTIFICATION (Please follow exactly the following format. Omission will be treated as non-compliance) I the undersigned, certify that to the best of my knowledge and belief, this Curriculum Vitae correctly describes myself, my qualifications and my experience. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank. I have been employed by [name of the firm] continuously for the last (12) months as regular full time staff (indicate yes or no in the following boxes) Yes ☐ NO ☐				
12			DAY	MONTH	YEAR
	NAME OF THE INDIVIDUAL	SIGNATURE	DATE OF SIGNING		
13			DAY	MONTH	YEAR
	NAME OF THE AUTHORISED REPRESENTATIVE OF THE CONSULTANT (the same who signs the proposal)	SIGNATURE	DATE OF SIGNING		

APPENDIX-G**GENERAL INFORMATION OF THE COMPANY**

1	Name & Address of the company	:	
2	Name & Designation of the concerned officer to whom all references shall be made	:	
3	Fax Nos:	:	
4	Phone Nos. / Mobile Nos:	:	
5	E-mail ID	:	
6	Telephone	:	
7	Chief of the Organization	:	
8	Total No. of Employees / Manpower Strength	:	
9	Type of the Organization (Public Sector/ Limited/ Private limited/ Partnership/ Proprietary/ Society/ Any other)	:	
10	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	:	
11	Company CIN No:	:	
12	No. of Offices/ Branches (enclose the list)	:	
13	Any other information that company may like to give in order to highlight their core competence.	:	

Note: Separate sheets may be used wherever necessary.

Place:

Authorized signatory

Date:

Seal of the company

STAFFING SCHEDULE

[illegible]

Note: Separate sheets may be used wherever necessary.

Place:

Authorized signatory

Date:

Seal of the company

ANNEXURE-3 "A"

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

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

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

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

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

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

**RESPONSIBILITIES OF CONTRACTORS OVER AND
ABOVE THE STATUTORY REQUIREMENTS**

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

INTEGRITY PACT
(to be submitted in Non-Judicial Stamp Paper of Rs 100/-)

This Integrity Pact Agreement is executed thisDay of2025.

Between

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

and

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

Preamble

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

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

Section 1- Commitments of the Principal

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

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

[2] If the Principal obtains information on the conduct of any of its employees which is a

criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

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

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

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

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

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

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

Section 4- Compensation for Damages.

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

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

Section 5- Previous Transgression

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

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

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

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

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

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

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

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

Section 8- Independent External Monitor/Monitors

- 1) The Principal appoints competent and credible Independent External Monitor (Monitor) for this pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the representative of the parties and perform its functions neutrally and independently. The Monitors report to the Chairman, GRSE.
- 3) The Bidder(s)/Contractor (s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Principal Contractor. The Principal Contractor will also grant the Monitor, upon its request and demonstration of a valid interest, unrestricted and unconditional access to the project documentation. The same is applicable to Sub Principal Contractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Principal Contractor(s) /Sub Principal Contractor(s) with confidentiality.
- 4) The Principal will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meetings could have an impact on the contractual relations between the Principal and the Principal Contractor, The parties offer to the Monitor the option to participate in such meetings.
- 5) As soon as the Monitor notices, or believes to notice, a violation of this pact, it will so inform the management of the Principal and request the management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- 6) The Monitor will submit a written report to the Chairman, GRSE within 8 to 10 weeks from the date of reference or intimation to it by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
- 7) The Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the GRSE Board.
- 8) If the Monitor has reported to the Chairman GRSE, a substantiated suspicion of an

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

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

Section 9- Pact Duration:

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

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

Section 10- Other provisions:

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

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

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

(For & On behalf of the Principal)

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

Place

Place.....

Date

Date.....

Witness 1
(Signature, Name & Address)

Witness 2
(Signature, Name & Address)

Form 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 23 (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