



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

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

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

CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)
निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited, a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful 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/PR and IR SERVICES/162/ET-3314 Dated: 28/10/2025
Job Title कार्य का नाम:	“HIRING OF PUBLIC RELATION(PR) AND INVESTOR RELATION (IR) SERVICES FOR GRSE LTD.”
Tender issuing Dept. बिभाग द्वारा जारी:	Contract Cell (संविदाबिभाग), GRSE (61 Park)

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

SCHEDULE सारणी		
Pre-Bid Meeting	07/11/2025 Time: 11:00 hrs.	
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	14/11/2025	16:00 hrs.
Tender Due Date निविदा जमा की अंतिम तिथि	18/11/2025	16:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथी (तकनीकी- वाणिज्यिकबोली भाग-I)	19/11/2025	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधी	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 मुल्य (स्टैक के परिच्छेद 03 में उद्धृत)	Rs. 500/-
Earnest Money Deposit (EMD) बयाना राशि जमा	Rs. 2,25,000/-
Security Deposit (SD) प्रतिभूति	5% of Work Order Value (inclusive of GST)
Liquidated Damages परिनिर्धारित नुकसान	0.5 % per week, Max 5% of unexecuted job
Evaluation of H1	H1 Bidder will be assessed item wise based on QCBS methodology

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-7**.

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

e) 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	Statement of Technical Requirement (SOTR) (attached with NIT)
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC) (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria (attached with NIT)
Annexure 4 संलग्नक-4	Format for Self-Certification for not having blacklisted/ not received any tender holiday (attached with NIT)
Annexure 5 संलग्नक-5	Check List of Statutory Responsibility of Contractor and Principal employer (attached with NIT)
Annexure 6 संलग्नक-6	Check List for Bill submission (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 7 संलग्नक-7	Format for Bid Security Declaration (attached with NIT)
Annexure 8 संलग्नक-8	Fire & Safety Guidelines (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 9 संलग्नक-9	Special condition of contract (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	Contractors Responsibility (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 11 संलग्नक-11	General Requirement (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 12 संलग्नक-12	PF, ESI declaration form (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 13 संलग्नक-13	Format for - Bank Guarantee Format for EMD (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 14 संलग्नक-14	Format for - Bank Guarantee Format for SD (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)

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

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

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

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

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

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

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

(B) **Job Starting Date कार्य आरम्भ तिथी** - The job is to be commenced immediately after mobilisation as per instruction of HOD of CP & CC dept. /AGM (CP & CC)/ DGM (CP & CC)/ SM (CP & CC)/ their nominated representative.

(C) **Job Completion date / Tenure of Contract कार्य समाप्ती तिथी / अनुबन्ध का समय** – The Contract shall be established for a period of **two (02) years** i.e. 24 months w.e.f. the date of commencement of contract. The contract period may be extended for another one (01) year at the same rate, terms & conditions as per discretion of GRSE. Purchase order will be issued on yearly basis.

(D) **Place of Work** - GRSE premises / Vendor own premises.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per **SOTR** (SOTR No: CP&CC/CC/PR&IR/2025-26) dt. 07.10.2025 at **Annexure 1**, Drawings, GRSE requirement and in case of doubt, instructions of instructions of CP&CC Dept. are to be followed.

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

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य –

The quoted Price will be firm and fixed till the tenure of the contract. **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 AWARDDING THE CONTRACT:

Item wise Highest Scorer will be determined based on QCBS Methodology. The procedure for determination of item wise H1 bidder will be as per SOTR No. CP&CC/CC/PR&IR/2025-26 Date: 07.10.2025 at **Annexure 1**. However, determination of H1 bidder shall be done offline based on the QCBS methodology as per SOTR at Annexure-1 and the same will be intimated to all the qualified bidders.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू -

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of job during the period of contract. The Bidder has to execute the required quantity at same Rate, Terms & Conditions. However, the Contractor will be paid based on actual quantity executed as per GRSE certification.

The detailed BOQ as per SOTR is given below:

Sl. No.	Description	Quantity	Unit of Measure
Item-1			
1	Hiring of PR services	24	Month
Item-2			
1	Hiring of IR services	24	Month

Details as per SOTR at Annexure - 1.

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 सूछम एवं छोटे उद्योग – Not Applicable.

ARTICLE 18 अनुच्छेद-18: AWARDDING JOBS TO MULTIPLE BIDDER: Not Applicable.

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

- A. Technical Eligibility Criteria तकनीकी मापदंड -** As per SOTR No: CP&CC/CC/PR&IR/2025-26) dt. 07.10.2025 (Annexure 1).

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

- B. Self-Certification Criteria:** The bidder should give self-certification (as per **Annexure 4**) that they have neither been Blacklisted nor have received any tender holiday from any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on **30.09.2025**. The bidder has to submit self-certification for the same along with the techno-commercial offer. GRSE reserves the right to independently verify the same. In case violation of declaration is detected at any stage of tender process and during currency of contract, the order will be terminated.

Note:

a) If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then the bidder is not eligible to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder / contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

b) If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.

c) If case of non-submission of the self-certification document as per format at **Annexure 4**, the bidder will be treated as non-responsive and their offer will be rejected.

[Requisite formats attached with NIT as Annexure **3 & 4** of Article 3 to be filled up by the bidders in support of above eligibility criteria and to be submitted the same along with the Techno-Commercial bid.]

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

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

8. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.
9. Post submission of Tender, such drawings and technical information are to be physically returned. Also, all soft copies are to be destroyed and a self-certification to be submitted during TNC, failing which the processing of bid will not be taken further.
10. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%. As a part of National Mission of *Swachh Bharat*, GRSE has adopted *Swachh GRSE* and maintaining cleanliness of work area is an essential pre-requisite.
11. Bidder has to declare, in what capacity he is participating in the tender viz PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.
12. A Bidder is allowed to submit only one Bid under any capacity / status.
13. Difficulty in submitting the bid:
 - a. Any query/difficulty in understanding of SOTR or other technical Terms may be got clarified from **Mr. Tinku Karmakar, SM (CE&CP), 61 Park, Mobile No. +91 76040 63206 (e-mail: Karmakar.Tinku@grse.co.in / prior to submission of offer.**
 - b. Any query/difficulty in understanding of Commercial Terms may be got clarified from and **Mr. Ashim Kumar Dey, SM (Contract)/ 61 Park Unit, Mobile No. +91 75960 23717, e-mail: Dey.Ashimkumar@grse.co.in / prior to submission of offer.**
 - c. Any difficulty in submitting / uploading of e-tender or for any system help **Mr. Saraswata Palit, DGM (GRSE E-PROCUREMENT), e-mail/ Palit.Saraswata@grse.co.in / GRSE Service Provider M/s. NIC personnel may be contacted [Land line no: 033 24893902]**
14. **E-mail Address for communication** संचार हेतु ई. मेल पता: Vendor to provide e-mail address to enable faster communication.

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

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

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

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

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

10. Bidder not agreeing for furnishing of the required Security Deposit (SD).
11. Bidder submitted false/incorrect documents etc.
12. Bidders who have submitted **PRICE** along with Techno-Commercial Bid.

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

A. Security Depositप्रतिभूति जमा -

Interest free refundable security deposit of **5%** of individual work order value (inclusive of GST) is to be deposited in the manner elaborated at GRSE STAC at **Annexure-2**.

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

WDC to be submitted through OBPS portal. Work done certificate will be issued by Senior Manager (CP & CC), 61 Park Unit or his nominated representative based on inspection report as applicable. W.D.C. is to include whether work has been completed as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources is also to be indicated.

C. Payment Terms भुगतान की शर्तें:

a. The 100% bill amount with full GST will be paid on monthly progressive basis within 30 days of receipt of bill supported with satisfactory Work Done Certificate duly certified by WDC certifying Authority for 100% of job done. Amounts recoverable from contractor, if any, is to be adjusted from 100% payment as per certification of Bill Certifying Authority. Moreover, release of payment is subject to clearance of ESI / P.F and other labour oriented mandatory liabilities of the Contractor if work is undertaken inside GRSE premises and if the job is undertaken outside GRSE premises clearance of ESI / P.F and other labour oriented mandatory liabilities of the Contractor is not applicable for release of payment.

b. Payment will be made on actual certification basis.

c.**Bill Certifying Authority:** Competent Authority of CP&CC dept. (not below the rank of Senior Manager)

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.

D. Liquidated Damages निर्णीत हर्जाना -

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

E. Penalty: If anyone out of two stationed nodal person is absent / not appointed for more than consecutive 03 days at a time, then Service Provider will be liable to pay penalty for a sum amounting to twice the pro-rata daily rate decided for the personnel for the period of their absence. In case of long absenteeism of any person due to any reason, Service provider has to provide suitable replacement upon concurrence from concerned department Head. However, In case of non-deployment, maximum recovery @ Rs 50,000/- per month (Rs 25,000/- + GST per onsite manpower) shall be made from the running bills of **the Agencies/Applicant as per the discretion of CP, CC&BDM Department.**

F. Risk Purchase: - जोखिम खरीद -

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

F. 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.

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

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

H. 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.

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

ARTICLE 24 अनुच्छेद 24: SUBMISSION OF BIDबिड की पेशी –

1. Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.
2. Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal. However, determination of H1 bidder shall be done offline based on the QCBS methodology as per SOTR at Annexure-1 and the same will be intimated to all the qualified bidders.
3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
4. Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms & conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

ARTICLE 25 अनुच्छेद 25: CONTRACT WORKMAN WAGE PAYMENT (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- 5.

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

A pre-bid meeting will be held on **07-11-2025, 11.00 Hrs.** through VC 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. Tinku Karmakar, SM (CE&CP), 61 Park, Mobile No. +91 76040 63206 (e-mail: Karmakar.Tinku@grse.co.in /**

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

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SOTR for hiring of PR & IR services

Scope of Work

1. Designed & Content of Display Matters/Ads/Advertorials for all internal & external events.
2. Content writing for various briefs, speeches, media information notes, questionnaire, messages, holding statements, media corrigendum & all internal & external publications.
3. Content Creation for GRSE website, revising existing content & developing new content.
4. Social Media Content Development for regular posting across platforms (Facebook, X, LinkedIn, Instagram, Koo, Youtube etc.) and posting of contents on important days, events, announcements, any other activities as and when required.
5. Design of Branding material such as Posters, Banners, Hoardings, for display at all exhibitions including stall layout designs.
6. Maintain archival of all GRSE still & videos.
7. Preparation of dedicated sector media list PAN India, Sharing and updating the same in consultation with GRSE, Garnering Media relationship to ensure competitive coverage, industry reports related to sector in Delhi, Kolkata, Mumbai, Chennai, Hyderabad, Bengaluru & cities of relevance to GRSE,

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through Media Information Note, Press Releases, Statements, Media Quotes etc. in Print, Electronic & Social Media.

8. Onground management and implementation of Press Conference/Press Meet/Interview/webinar of GRSE Top Mgmt with leading business publications & news channels.
9. Develop time frame for insertions: time releases/ media initiatives for sustained & high visibility at key centres and liaise with target media to bring out special reports on activities/events across electronic, print, outdoor, radio and digital media (including social media).
10. Conceptualize and develop media & promotional strategy/short & long term Corporate Communication strategy to promote GRSE among target audiences.
11. Formulation and execution of PR programs for target audiences.
12. Development of all public relations & Investor Relations communication materials like backgrounders, organization and spokesperson(s) profiles, answers to standard media queries, story outlines, presentations to media or to other audiences.
13. Develop a communications plan that conceptualizes and develops positive storyboards in respect of GRSE Ltd. and showcase them at appropriate levels.
14. Establish a 24*7 press offices as per the requirement of GRSE Ltd. in case of special and big events & organizing the pre and post publicity for various events.
15. Identification of opportunities for brand building & managing issues in communication.

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16. Monitoring & preparing dossiers on media coverage & analysis of GRSE Media activities.

17. Collection and monthly compilation of coverage; its analysis every quarter.

18. Provide regular media intelligence- environment scan and research, sharing of media related information with GRSE on regular basis.

19. Post listing Investor Relation activities

a) Planning Investor Relations strategy to improve value perception among investors.

b) Teleconference with Analysts

c) Preparing Analyst/ Investor presentations

d) Road Shows/ Meetings with fund house, investors

e) An annual meet of analysts

f) One on one meetings with Analysts/Investors

g) Analysts Relations

h) Setting of Conference call with Analysts/Brokerages following declaration of quarterly financials.

i) Annual & Quarter results dissemination (Analysts & Investors) Site Visit for important analysts (Expenses not included)

20. Influencer/Opinion Leaders Outreach:

Highlight the objectives, rationale and relevance of the programme in boarder context; with a view to positively influencing opinion leaders in each of the relevant regions/cities by providing build up and support to GRSE participation

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in seminars, conferences and trade shows with respect to both General PR & IR related PR.

21. Digital PR & IR:

Develop a customized online strategy that would work in tandem with the traditional PR & IR as well as Marketing & Sales activity to drive traffic to the official website, creative buzz for GRSE properties offline activities and strategic reach to Investors.

22. Creation & Maintenance of Social Media Softwares: Creation and Maintenance of Official X, Facebook, YouTube, Instagram and Google Plus and at most 3 social media tools, software which may emerge within the contract period.

23. Two manpower (One for General PR activities and One for Event management related activities) would be on site (deployed at GRSE) during office hours but remain available 24x7 along with necessary support from offsite deployed rest 4 manpower. Necessary high end IT infrastructure including PC/Laptop and any other related accessories as required should be provided by the bidder for both the manpower and it should be kept at GRSE premises during the entire tenure of the contract. Maintenance of this infrastructure as and when required has to be carried out by the bidder.

24. Audience Engagement: Enhance audience engagement on all social media channels through designing and implementing contests, campaigns & promotions, etc. for generating awareness of general public/ investors.

25. All content to be published across all media should have approval of GRSE.

26. To support tracking of reach and spread of posts.

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27. Monitoring of all social media posts.
28. Regular updating of social media site: Round the clock running of GRSE's entities on the agreed upon social media sites, updating, analysing social media trends, moderation and intervention as and when required.
29. Monitoring Uploads in Social Media Sites: To ensure that viewing and uploading on the managed Social Media sites (i.e. X, Face book etc.) is smooth and uninterrupted. Agency would be responsible for enhancement of the reach of the messages and other schemes GRSE on various social media platforms through non-paid means so that the content would reach to the last mile on internet domain on real time basis. The agency should have capability to multiply the reach of content and promote content organically on various social media platforms.
30. Content/ Campaign Development: The agency should be able to develop interesting and innovative content, campaigns, competitions, so as to have proper communication strategy for various social media platforms to enhance the reach of content in real time basis.
31. Gate Keeping: Moderation of all platforms with a frequency of 6 times a day in order to deal with spam, unauthorized advertisements, inappropriate content etc.
32. Tagging: Create relevant tagging & linkages of content on all platforms.
33. Copyright: Content shared online must be copyright protected and unauthorized use of this must be monitored.

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34. Reporting: The agency must submit weekly, "Effectiveness Analysis and MIS Reports" to GRSE on the effectiveness of the social media strategy. The agency must submit a detailed analysis on the steps undertaken for overall promotion of GRSE on the Social Media Platforms and the results achieved.
35. Presentations for internal & external use by GRSE.
36. The Agency must also be advised that the operation of the Social Platforms shall fall under the purview of the Right to Information Act, 2005. Thus, it must understand the laws provided there under and must answer such queries only after consultation with GRSE.
37. The Social Media Platforms Content to be developed must be operational on all electronic devices such as PCs, Laptops, Mobiles, Tabs etc., failure of any one of which shall be considered an incomplete execution of the Work Order.
38. The onsite manpower for Event management should create entire design layout and stall fabrication details in coordination with bidders back end team for all events of GRSE viz GRSE's internal events/ International, National and Local Exhibitions and all other outdoor events of GRSE.
39. The onsite manpower to be deputed for PR & IR activities shall be capable of carrying out the activities mentioned at SI Nos 1,2,3,4,10,11,12,13,16,21 and other jobs pertaining to PR & IR may be handled as routine activities and control by back end team of the bidder.
40. The onsite manpower for Event management shall be capable of carrying out the activities mentioned at SI Nos 5,6,14 & 38 and other jobs pertaining to Event

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management may be handled as routine activities and control by back end team of the bidder.

STAFF DEPLOYMENT / PERSONNEL

- a) The Agencies/Applicant will depute skilled professional resources for specialized works as prescribed in the scope of work. The bidder will give the details of personnel will be deputed in the project along with their qualification & experience. A minimum of 6 (six) qualified graduate PR/ IR professional to be engaged by agency/Applicant for this assignment. Out of this 06 professional, 02 manpower shall be deputed onsite at GRSE premises. The charges for the deployment of such Professional are deemed to be included in the rates/fees quoted. In case of non-deployment, recovery @ Rs. 50000/- per month (@25,000/- per onsite manpower) shall be made from the running bills of the Agencies/Applicant.
- b) If GRSE Ltd., at its sole discretion, determine that the services are not being performed satisfactorily or that any security rules, standards, guidelines, policies, or procedures are not being followed, GRSE Ltd. shall inform Successful bidder of the same, Agencies/Applicant shall take within the mutually agreed time period such steps as necessary and appropriate to remedy the situation, including, but not limited to, replacing individuals who have been assigned for rendering the services.
- c) Neither agency nor any employee of agency or any individual assigned by agency shall be or shall be deemed to be an employee of GRSE Ltd. for any purpose whatsoever. In conformance with and without limitation on any application of the foregoing statement, the agency shall be solely responsible for payment of compensation and any other costs to its employees, including any amounts that may be due as prevailing wage under applicable law to its employees assigned to perform services.

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d) For security reasons, individuals assigned by agency to perform the services at the premises of GRSE Ltd. shall comply with the rules of GRSE Ltd.

e) The Contract will be valid for a period of two (02) years i.e 24 months w.e.f the date of commencement of contract. The contract period may be extended for another one (01) year at the same rate, terms & conditions as per discretion of GRSE. Purchase order will be issued on yearly basis.

PAYMENT TERMS / PAYMENT SCHEDULE

Monthly payments shall be made to Agencies/Applicant through NEFT on production/submission of Tax invoice/Bill duly verified by GRSE official. For payment of items with fractional month period, payment shall be pro-rated at the resolution of nearest full day, assuming a month has 30 days.

LIQUIDATED DAMAGES

If the Bidder fails to deliver to perform any or all of the services, GRSE Ltd. shall without prejudice to its other remedies on account of such breach under the contract, be entitled to deduct 0.5% of the contract amount as compensation per week. The total compensation for delay shall further be subject to an overall maximum of 5% of the contract amount as awarded. Once the maximum deduction of 5% of the contract amount is reached, GRSE Ltd. may consider termination of the contract. The amount of compensation may be adjusted or set off against any sum payable to the agency.

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PENALTY

If anyone out of two stationed nodal person is absent / not appointed for more than consecutive 03 days at a time, then Service Provider will be liable to pay penalty for a sum amounting to twice the pro-rata daily rate decided for the personnel for the period of their absence. In case of long absenteeism of any person due to any reason, Service provider has to provide suitable replacement upon concurrence from concerned department Head. However, In case of non-deployment, maximum recovery @ Rs. 50000/- per month (Rs 25,000/- + GST per onsite manpower) shall be made from the running bills of **the Agencies/Applicant as per the discretion of CP, CC&BDM Department.**

EVALUATION **(Based on Quality and Cost Based System)**

- 1.0** Tender Evaluation
- 1.1** Evaluation of Technical Bid & Presentation on Strategy Plan/Methodology of PR & IR activities
- 1.2 STAGE: 1**

The detailed criteria for evaluation of tenders invited on Quality and Cost based system shall be as under:

To become eligible for Technical Evaluation, the bidder must meet the minimum eligibility criteria as prescribed in NIT.

The tenderers meeting the minimum eligibility criteria, shall be invited for participating in the Strategy Plan/Methodology of PR & IR activities (Separately) Competition by way of presentation before the Committee constituted for the purpose by GRSE.

The Agencies/Applicants shall bring Soft & hard copy of their Strategy Plan/Methodology of PR & IR activities and related details at the time of

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presentation. The Strategy Plan/Methodology of PR & IR activities shall incorporate all the parameters as mentioned below under Evaluation Criteria. The time and venue for presentation will be intimated separately.

The committee shall evaluate the presentation on Strategy Plan/Methodology of PR & IR activities and would assign the marks independently and then the assigned marks would be averaged out.

The Agencies/Applicants shall have no right to challenge the marks assigned by the individual member of the committee and, individual member of the committee shall have no liability to applicant in this regard. No correspondence would be entertained challenging or contesting the marking by the individual member of the committee.

The committee shall evaluate the subject matter concept of bidder by applying the evaluation criteria, sub-criteria, and point system as stipulated here in under.

Evaluation Criteria of the Technical, Financial submittals and Strategy Plan/Methodology of PR & IR activities Presentation shall be as under:

SI No	Details	Max Marks	Remarks
A	Technical/Financial Strength		
1	Specific Experience/Completed PR & IR assignments by the agency in any of the last three years 2022-23, 2023-24 & 2024-25	20	Details of Similar Completed works 3 Completed works -2 Marks 2 Completed works – 15 marks 1 Completed works – 10 Marks

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2	Experience of complete team for the assignment including engagement of resources and subject matter experts in the field of PR, IR and issue management	20	Based on Profiles/CV of team leader & members. Marking shall as per sub criteria table given below.
3	Financial Capability	20	Based on Average Turnover of Agency during last Three Years Rs. 20-25 Crore - 10 marks Rs. >25-30 Crore - 15 marks Rs. > 30 Crore- 20 marks
B	Strategy Plan/Methodology of PR & IR activities Presentation		
1	Strategy / Approach Methodology suggested for image building & PR & IR	40	On the basis of Presentation given by agency to Committee: a) Technical Approach & Methodology
	Total Marks (A+B)	100	

Sub-Criteria and Point system for evaluation of Profile/CV of Professional Team Leader & Members:

Capacity	Nos	Qualification	Experience	Marks
Team Leader	1	Bachelor of Mass com/Journalism and /or Domain expertise to handle IR experience of Financial Management	15 year	5
Group Head	1	Bachelor of Mass com/Journalism/and /or Domain expertise to handle IR including qualification and experience	10 year	5

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		of Financial Management		
Client Account Directors	2	01 person with Bachelor of Mass com/Journalism/ and 01 person with Domain expertise to handle IR experience of Financial Management	5 year	5
Client Account Executive	2	01 person with graduation in English literature from reputed universities such as Delhi, Calcutta, Jadavpur, Hyderabad & Puduchery. Bachelor in Mass Communication shall be preferred. 01 person with graduate in Mass Communication/ Journalism with Expertise to handle IR experience of Financial Management. Basic knowledge of design software such as Photoshop & Corel Draw is essential.	2 year	5
Total Points				20

Above criteria shall be considered separately for PR services and IR service and subsequently it will be evaluated and marks shall be provided separately for PR services and IR services.

Bidders are required to submit above documents separately for both the services.

The bidders securing 75% & above marks separately in Technical and Strategy Plan/Methodology of PR & IR activities Presentation will qualify for Opening of Financial Bid.

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Technical score of Technical, Financial submittals and Strategy Plan/Methodology of PR & IR activities Presentation shall be “St” as under:

St = Total marks of bidder in Technical, Financial submittals and Strategy Plan/Methodology of PR & IR activities Presentation

STAGE: 2

Final Evaluation of Bid

The final selection shall be based on QCBS i.e Quality and Cost based Selection.

The Financial bid of those tenderers whose documents are found to be in order and who qualify in Technical evaluation i.e. Technical, Financial submittals and Strategy Plan/Methodology of PR & IR activities presentation will be opened on the date of the Presentation. If the Financial Bids are not opened on the date of Technical, Financial submittals and Strategy Plan/Methodology of PR & IR activities Presentation next date of opening of financial bid will be informed to the bidders by Fax / E mail.

The lowest Financial Bid (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Bids will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

In which Sf is the financial score, Fm is the lowest Financial Bid, and F is the Financial Bid under consideration.

Bids will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

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Where S is the combined score, and Tw and Fw are weights assigned to Technical Bid and Financial Bid that will be 0.80:0.20 respectively.

The bidder achieving the highest combined technical and financial score will be considered to be the successful Applicant and work shall be awarded to the bidder.

Price Bids Format:-

Sl No.	Description	UOM	Qty
01	Hiring of PR services	Month	24
02	Hiring of IR services	Month	24

Note: i) Above technical evaluation shall be conducted separately for Hiring of PR services and Hiring of IR services.

ii) H1 quote shall be considered separately for Hiring of PR services and Hiring of IR services

iii) Separate PO shall be issued for both the line item on the item wise H1 bidder

iv) Bidders can also quote for single line item based on the experience and credential of the bidder.

FORMAT FOR TECHNICAL ELIGIBILITY

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

(A) Details of Executed relevant jobs:

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

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

Note: Please add additional pages if required.



ANNEXURE-4

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

(To be submitted in Company's Letterhead)

I / We, Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that our firm/company namely M/s.-----have neither been blacklisted nor have received any tender holiday by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on **30.09.2025** from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that our firm/company namely M/s.-----has received tender holiday from M/s----- (name of PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations) from taking part in Government tenders for a period of ----- months w.e.f.-----to ----- (date). The period is over on ----- (date) and now our firm/company is entitled to take part in Government tenders. (relevant withdrawal/revocation document is attached).

In case the above information are found inappropriate, I/We are fully aware that the offer submitted by our firm / contract awarded to our firm/company namely M/s -----will be rejected/cancelled by M/s GRSE, and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

Signature -----

Name -----

Designation: -----

Name & address of the firm: -----

Date:

Signature of Bidder with Seal.

ANNEXURE- 5 “A

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

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

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

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

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

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

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

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



ANNEXURE-7

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 (A) 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